

GUJARAT TECHNOLOGICAL UNIVERSITY (GTU) REGULATIONS, 2017

Under section 43(2) of the

Gujarat Technological University Act, 2007.
(Guj. 20 of 2007)

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GUJARAT TECHNOLOGICAL UNIVERSITY (GTU) REGULATIONS, 2017

Under Section 43(2) of the Gujarat Technological University Act, 2007.

In exercise of the powers confirmed under section 43(1) of the Gujarat Technological University Act, 2007 (Guj.20 of 2007), the Board of Governors hereby makes the following regulations, namely:-

CHAPTER I

PRELIMINARY

R 1 GENERAL:

1.1 SHORT TITLE AND COMMENCEMENT.

- (1) These regulations may be called the “Gujarat Technological University (GTU) Regulations, 2017”.
- (2) The updated Regulations shall come into force on 31st August, 2021 from the date of Board of Governors assent.

R 2 DEFINITIONS:

Unless the context requires otherwise, the following words and expressions shall have the meanings assigned to them herein below:-

- (i) "Act" means GUJARAT TECHNOLOGICAL UNIVERSITY Act, 2007(Guj.20 of 2007);
- (ii) "Appointing Authority" means the authority empowered to appoint a University employee under the Act and/or regulations;
- (iii) “Associate Dean” means Zone wise faculty member appointed by the Vice Chancellor to carry out assigned functions of concerned faculty;
- (iv) “Autonomous College” means a college which has been granted autonomous status as per the UGC norms;
- (v) “College” means a college or an institute affiliated to the University, imparting education leading to a certificate or a diploma or a degree;
- (vi) "Class of an employee" means the Class of an employee as laid down under the recruitment rules for the post held by him;
- (vii) "Code of Conduct" means a code of professional ethics for the Teachers of the University as laid down vide regulation 27 of these regulations;
- (viii) "Disciplinary Authority" means the Vice-Chancellor in respect of Class-I and II

employees and the Registrar in respect of Class-III and IV employees of the University;

- (ix) "Employee" means an officer, a teacher or other employee of the University to whom these regulations apply as per regulation 26.1 of these regulations;
- (x) "Members of Family" in relation to the University employee includes-
 - (i) The wife or husband as the case may be, of the University employee whether residing with the employee or not but does not include a wife or husband as the case may be, separated from the employee by a decree or order of a competent Court of Law, or in accordance with the personal law applicable to the employee.
 - (ii) Son or daughter or step son or step daughter of the employee wholly dependent on him or her or of whose custody to the employee has been deprived of by or under any law;
 - (iii) Any other person related, whether by blood or marriage, to the employee or to his/her wife or husband, and wholly dependent on the employee;
- (xi) "Officer" means an Officer of the University referred to in section 14 of the Act;
- (xii) "Other employee" means an individual appointed in the regular pay matrix and pay levels or on contract or on fixed pay by the University as whole time non- teaching employee of the University;
- (xiii) "Other University" means any University established under a Central or State Act other than the GUJARAT TECHNOLOGICAL UNIVERSITY Act;
- (xiv) "School of Studies" means the Schools or Post-Graduate Schools established by the University;
- (xv) "Section" means the section of the Act;
- (xvi) "State University" means university run and funded by the state government of each of the states of India.
- (xvii) Words and expression used but not defined in these regulations shall have the meaning as assigned them in the Act.

CHAPTER II

AUTHORITIES/ OFFICERS OF UNIVERSITY

R 3 BOARD OF GOVERNORS:

3.1 CONSTITUTION OF BOARD OF GOVERNORS:

The Board of Governors shall consist of members as described in section 15(2) of the GTU Act-2007.

(1) The Registrar shall be the Secretary of the Board.

Note:

(i) "Nomination by the Board", The Board may nominate qualified, experienced person as per clauses (viii), (x) and (xi) of sub - section (2) of section 15. The nominated person must have contributed their expertise, scholarship, innovative practice in their respective field, in the opinion of the Board of Governors.

(ii) "Nomination by Rotation" shall be made by the Vice-Chancellor considering the various disciplines and schools of University and colleges within over all seniority.

3.2 INVITING AN EXPERT:

The Board of Governors may for the purpose of consultation invite any person having special knowledge or practice/ experience, to the meeting when the relevant matter is being considered. Such person may speak and otherwise take part in the proceedings of the meeting, but shall not be entitled to vote. The person/s so invited shall be entitled to travelling allowance and sitting fees as per University's norms.

3.3 PROCEDURE OF MEETINGS AND CONDUCT OF BUSINESS:

(1) The meetings of the Board shall be arranged through the Registrar as per directions of the Chairman of the Board of Governors.

(2) The Board shall meet at such time and at place as the Chairman considers necessary: Provided that it shall hold its regular meeting at least thrice in the academic year.

(3) The annual meeting shall be held in the third quarter of the succeeding financial year at which the annual report, the annual accounts, the audit report along with the remarks of the University and annual financial estimates of the ensuing financial year shall be presented.

3.4 NOTICE:

A notice calling the meeting of the Board of Governors shall not be of less than fifteen days. However the Chairman may call a special meeting of the Board at a shorter notice of not less than forty-eight hours.

3.5 AGENDA:

- (1) The Registrar shall frame the agenda of a meeting of the Board of Governors with the approval of the Chairman.
- (2) The agenda of the meeting other than the special meeting shall be sent to all members of Board along with the copies of relevant papers whenever necessary at least seven days before the day of such meeting.
- (3) If the Chairman of the Board is of the opinion that any matter, not already included in the agenda, is of an urgent nature and / or requires immediate attention because of any event which has occurred after circulation of the agenda; he/she shall include the same in the agenda, even during the course of the meeting.
- (4) The Chairman of the Board shall be competent to decide the order in which the item on the agenda may be taken up and his decision in this regard shall be final.

3.6 ATTENDANCE:

Each member before he takes his seat shall mark his attendance along with his signature in a register prescribed for the purpose.

3.7 WHO TOPRESIDE:

The Chairman or in his absence, the officer having the charge of the Office of the Vice-Chancellor or in the absence of both, the members who are present in the meeting shall choose Chairman for that particular meeting.

3.8 QUORUM:

- (1) At least one third of the total number of members- of Board of Governors shall constitute a quorum at a meeting for the transaction of its business.
- (2) If there is no quorum at the commencement of the meeting, the Chairman shall at the expiration of half an hour, take notice that there is quorum or no quorum. On scrutiny, if the chairman is satisfied about the quorum, then he shall continue the meeting, otherwise, he shall adjourn the meeting.

3.9 DECISION MAKING:

All propositions before the Board shall be decided by a majority of votes of the members present and if necessary by ballot. However, the Chairman shall have a casting vote in all cases of equality of votes.

3.10 REPORTING TO BOARD OF GOVERNORS:

Every authority of the University shall report through the Vice-Chancellor on any subject that may be referred to it by the Board of Governors.

3.11 PROPOSAL TO BOARD OF GOVERNORS:

Any authority or Officer may make recommendations through the Vice-Chancellor to the Board of Governors and may propose if any.

3.12 MINUTES OF MEETING OF BOARD OF GOVERNORS:

- (1) The proceedings of the Board shall be recorded by the Registrar and shall be circulated amongst its members with the approval of the Chairman or the presiding officer, as the case may be, within twenty days after the date of the meeting.
- (2) The minutes of the previous Board meeting shall be presented for confirmation along with the 'Action Taken Report' (ATR) of last approved minutes.

3.13 AUTHENTICATION OF ORDER AND DECISION:

The authentication of the orders and the decisions of the Board of Governors shall be as follows: The Vice-Chancellor shall be responsible for authentication of the order of the Board of Governors. He shall direct to the officer/s of the University for Implementation of the order and decisions of the Board.

R 4 ACADEMIC COUNCIL:

4.1 CONSTITUTION OF ACADEMIC COUNCIL.

The academic council shall consist of members as described in section 19(1) of the GTU Act-2007.

- (1) The Registrar shall be secretary of the Academic council.

Note: (i) "Nomination by the Board", The Board may nominate qualified and experienced person as per clauses (ii) and (iii) of sub - section (1) of section 19. The nominated person must have contributed their expertise, scholarship, innovative practice in their respective field, in the opinion of the Board of Governors.

(ii) "Nomination by Rotation" shall be made by the Vice-Chancellor considering the various disciplines and schools of University and colleges within over all seniority.

- (2) Any vacancy in the Academic Council occurring before the next reconstitution or before the expire of the prescribed period shall be filled in the same manner as provided in Section 19 and such a member shall hold office for the remaining period of the term of the member in whose place he is nominated.

4.2 INVITING AN EXPERT:

The Chairman of the academic council may invite for the purpose of consultation any person having special knowledge or practice/ experience, to the meeting when the relevant matter is being considered. Such person may speak and otherwise take part in the proceedings of the meeting, but shall not be entitled to vote. The person/s so invited shall be entitled to travelling allowance and sitting fees as per University's norms.

4.3 POWERS AND FUNCTIONS OF ACADEMIC COUNCIL:

Without prejudice to the generality of the powers and functions prescribed in the Act and subject to such conditions as may be prescribed by or under the provisions of these regulations, the Academic Council shall exercise the following powers and perform the following duties, namely:-

- (1) to approve or refer back with some modifications the proposed regulations including the regulations for special courses of studies or the division of subject in affiliated colleges and recognized institutions, as recommended by Board of Studies;
- (2) to approve or refer back with some modifications the proposal for allocating subjects to the Faculties and assigning its members to the faculties.
- (3) to approve or refer back with some modifications the proposals for the establishment of colleges, schools, institutions of research and specialized studies, libraries, laboratories; etc.
- (4) to approve or refer back with some modifications, the proposals for the institutions of professorships, associate professorships, assistant professorship, lectureships and any other categories of teachers required by the University, and for prescribing their duties;
- (5) to prescribe the qualifications for different classes of teachers, including additional qualifications, if any, for a particular post of teacher, whether in the University Schools or in any affiliated colleges or recognized institutions;
- (6) to approve or refer back with some modifications the proposals for the institution of fellowship, travelling fellowship, scholarships, studentships, exhibitions, medals and

- prizes and to make regulations for their award;
- (7) to approve or refer back with some modifications the regulations for the examinations of the University and the conditions on which the students shall be admitted to such examinations;
 - (8) to approve or refer back with some modifications the provisions for conducting examinations and tests of University in different modes in the prescribed manner.
 - (9) to approve or refer back with some modifications the regulations for the equivalence of examinations;
 - (10) to approve or refer back with some modifications the regulations for granting exemptions from courses of study prescribed for qualifying for degrees, postgraduate diplomas, certificates and other academic distinctions;
 - (11) to review the academic policies of the University and give directions, whenever necessary, regarding methods of instruction, co-operation in teaching among colleges, evaluation of research and improvement of academic standards and allied matters;
 - (12) to recommend measures for interdisciplinary co-ordination and appoint committees or boards for engaging in projects and research on an interdisciplinary;
 - (13) to appoint committees to review the utility and practicability of existing courses of studies and the desirability or necessity of reviewing or modifying them in the light of new knowledge;
 - (14) to make proposals for the conduct of interdisciplinary and area or regional studies;
 - (15) to approve or refer back with some modifications such other regulations as it may think fit, for the proper academic conduct of the University and the conditions of discipline, residence (in hostel), corporate life and attendance of students, including fee concessions to them;
 - (16) to advise the University on all academic matters,
 - (17) to prescribe norms for granting affiliation, continuation of affiliation, extension of affiliation to colleges, and recognition, continuation of recognition, extension of recognition to institutions of higher learning and research or specialized studies;
 - (18) to recommend to the Board of Governors to accord recognition to institutions of higher learning, research or specialized studies on the recommendation of the Planning, Monitoring and Evaluation Board;
 - (19) to recommend to the Board of Governors for conferment of autonomous status on University institutions, Schools, affiliated or constituent colleges and recognized institutions in accordance with the norms of respective national statutory bodies;

(20) to form the sub-committee as and when required.

4.4 PROCEDURE OF MEETINGS AND CONDUCT OF BUSINESS

- (1) The meetings of the Academic Council shall be arranged by the Registrar as per directions of The Chairman of the Academic Council.
- (2) The Academic Council shall meet at such times and at places as the Chairman considers necessary. Provided that it shall hold its regular meeting at least once in every quarter.

4.5 NOTICE:

A notice calling the meeting of the Academic Council shall not be of less than ten days. However the Chairman may call a special meeting of the Academic Council at a shorter notice of not less than forty-eight hours.

4.6 AGENDA:

- (1) The Registrar shall frame the agenda for the meeting of the Academic Council with the approval of Chairman.
- (2) The agenda of the meeting other than the special meeting shall be sent to all members of Academic Council along with the copies of relevant papers whenever necessary at least five days before the day of such meeting.
- (3) If the Chairman of the Academic Council is of the opinion that any matter, not already included in the agenda, is of an urgent nature and / or requires immediate attention because of any event which has occurred after circulation of the agenda; he may include the same in the agenda even during the course of the meeting.
- (4) The Chairman of the Academic Council shall be competent to decide the order in which the items on the agenda may be taken up and his decision in this regard shall be final.

4.7 ATTENDANCE:

Each member before he takes his seat shall mark his attendance along with his signature in a register prescribed for the purpose.

4.8 WHO TO PRESIDE:

The Chairman or in his absence, the officer having the charge of the Office of the Vice-Chancellor or in the absence of both, the members who are present in the meeting shall choose Chairman for that particular meeting.

4.9 QUORUM:

- (1) At least one third of the total number of members of Academic Council shall constitute a quorum at a meeting for the transaction of its business.

- (2) If there is no quorum at the commencement of the meeting, the Chairman shall at the expiration of half an hour, take notice that there is quorum or no quorum. On scrutiny, if the chairman is satisfied about the quorum, then he shall continue the meeting, otherwise, he shall adjourn the meeting.

4.10 DECISION MAKING:

All propositions before the Academic Council shall be decided by a majority of votes of the members present and if necessary by ballot. However, the Chairman shall have a casting vote in all cases of equality of votes.

4.11 MINUTES OF THE MEETING:

- (1) The proceedings of the Academic Council shall be recorded by the Registrar and shall be circulated amongst its members with the approval of the Chairperson or the presiding officer, as the case may be within ten days after the date of the meeting.
- (2) The minutes of the previous Academic Council meeting shall be presented for confirmation along with the 'Action Taken Report' (ATR) of last approved minutes.

R 5 FINANCE COMMITTEE:

5.1 CONSTITUTION OF FINANCE COMMITTEE:

- (a) The Finance Committee shall consist of members as described in section 21 of the Act.
- (b) Any vacancy in the Finance Committee occurring before the next reconstitution or before the expire of the prescribed period shall be filled in the same manner as provided in Section 21 and such a member shall hold office for the remaining period of the term of the member in whose place he is nominated.

5.2 INVITING AN EXPERT:

The Finance Committee may for the purpose of consultation invite any person having special knowledge or practice/ experience, to the meeting when the relevant matter is being considered. Such person may speak and otherwise take part in the proceedings of the meeting, but shall not be entitled to vote. The person/s so invited shall be entitled to travelling allowance and sitting fees as per University's norms.

5.3 PROCEDURE OF MEETING AND CONDUCT OF BUSINESS:

The meetings of the Finance Committee shall be arranged through the Registrar as per directions of The Chairman of the Finance Committee. The Finance Committee shall

meet at such times and at places as the Chairman considers necessary. Provided that it shall hold its regular meeting at least once in every quarter.

5.4 NOTICE:

A notice calling the meeting of the Finance Committee shall not be of less than ten days. However the Chairman may call a special meeting of the Academic Council at a shorter notice of not less than forty-eight hours.

5.5 AGENDA:

- (1) The Chief Account Officer, in consultation with the Registrar shall frame the agenda of a meeting of the Finance Committee with the approval of the Vice-Chancellor.
- (2) The agenda of the meeting other than the special meeting shall be sent to all members of Finance Committee along with the copies of relevant papers, whenever necessary, at least five days before the day of such meeting.
- (3) If the Chairperson of the Finance Committee is of the opinion that any matter, not already included in the agenda, is of an urgent nature and / or requires immediate attention because of any event which has occurred after circulation of the agenda; he may include the same in the agenda even during the course of the meeting.
- (4) The Chairperson of the Finance Committee shall decide the order in which the items on the agenda may be taken up and his decision in this regard shall be final.

5.6 QUORUM:

Fifty percent of the members of the Committee shall constitute a quorum at a meeting for the transaction of the business and all matters shall be decided by a majority of votes of the members present.

If there is no quorum at the commencement of the meeting the Chairman shall at the expiration of half an hour, take notice whether there is quorum or not and if there is no quorum, the meeting shall forthwith be adjourned to such a date and time as may be fixed by the Chairman. The Registrar under the signature of the Chairman shall record such adjournment.

5.7 WHO TO PRESIDE:

The Chairman of the finance committee shall preside over the meeting. In case of his absence, the person in charge of the office of the Vice-Chancellor shall preside. In the absence of both, the Director shall preside.

5.8 DECISION MAKING:

All propositions before the Finance Committee shall be decided by a majority of votes of the members present and if necessary by ballot. However, the Chairman shall have a casting vote in all cases of equality of votes.

5.9 MINUTES OF MEETING OF FINANCE COMMITTEE:

- (1) The proceedings of the Finance Committee shall be recorded by the Chief Account Officer and shall be circulated amongst its members with the approval of the Chairman, within ten days after the date of the meeting.
- (2) The minutes of the previous Finance Committee meeting shall be presented for confirmation along with the 'Action Taken Report' (ATR) of last approved minutes.

5.10 ADDITIONAL POWERS AND FUNCTIONS OF FINANCE COMMITTEE:

The following shall be the additional powers and functions of the Finance Committee, namely:-

- (i) to sanction all expenditure up to Rs.1,00,00,000 on behalf of the Board of Governors;
- (ii) to dispose of quotations and tenders received for the supply of materials, dead-stock, execution of work and other expenditure;
- (iii) to consider such other matters as are referred to it by Board of Governors from time to time.

5.11 POWERS DELEGATED TO THE OFFICERS AND OTHER ADMINISTRATIVE HEADS:

The following Officers and other administrative heads of the University be empowered to sanction all expenditure up to the monetary limit mentioned against them on behalf of the Board of Governors. The exercise of these powers shall be subject to the rules and regulations made by the Board of Governors and instructions given by the Vice-Chancellor from time to time.

(I) VICE-CHANCELLOR:

- (1) Sanctioning all expenditure pertaining to University Building work (i) up to Rs.2, 00,000/- per item without inviting quotations, (ii) up to Rs.5, 00,000/- per item after inviting quotations or tenders. No tenders or quotations is necessary in case of work to be executed as per S.O.R of State Government of time to time.
- (2) Sanctioning all expenditure pertaining to the University (i) up to Rs.2, 00,000/- per item without inviting quotations, (ii) up to Rs.5,00,000/- per item after inviting quotations or

tenders. If the item to be purchased is equipment or other materials or research materials which are manufactured by State Government owned or Government of India owned Institutes or Companies or are conducted on behalf of the State Government or Governments of India undertaking, the Vice-Chancellor's power shall be Rs.5,00,000/- per item and no quotations or tenders will be necessary in such cases.

- (3) Sanctioning T.A Advance to self, Registrar, Directors and Deans for approved programs.
- (4) Sanctioning all types of other advances to all members of the staff as per requirement.
- (5) Approval of all tour programs for self and all officers within state tour programs and for self and all employees for outstate and overseas tour programs.
- (6) The Vice-Chancellor shall have power to decide what is the standard item and in case of standard items decided by the Vice-Chancellor, no quotations will be required to be invited and the purchases can be made either direct from the manufacturer or from the dealer.

(II) REGISTRAR:

- (1) All expenditures to the University office including stationery, purchase of furniture and other materials required for the office, etc. (i) up to Rs. 50,000/- per item without inviting quotations, (ii) up to Rs.1,00,000/- per item after inviting quotations.
- (2) Sanctioning T.A advanced to subordinate staff for approved programs.
- (3) Approval of tour programs for other than Officers of the University within a state.

(III) CONTROLLER OF EXAMINATIONS:

- (1) All expenditure pertaining to the University office including stationery and furniture for examination and branches under him, (i) up to Rs.5,000/- per item without inviting quotations, (ii) up to Rs.15,000/- per item after inviting quotations.
- (2) Sanctioning T.A advances to subordinate staff for approved programs.
- (3) Sanctioning any expenditure up to Rs.5,000/- connected with arrangement and conduct of Examinations.
- (4) Sanctioning refund of Examination fees and such other fees.

(IV) UNIVERSITY ENGINEER:

- (1) Every item to be purchased in case of immediate requirements when the same are not in stock valued up to Rs.5000/-without quotation.
- (2) Sanctioning T.A. advances to subordinate staff for approved programs.
- (3) Sanctioning refund of earnest money.
- (4) Sanctioning of refund of security deposits only after the approval of the competent authority.
- (5) Sanctioning ordinary repairs to buildings, vehicles, roads, electrical installations, sanitary fittings, water supply and fans, petrol, oil, etc. for vehicles, electrical lamps, tube-lights (when not available on stock and required urgently) Rs.5,000/- per item without inviting quotations and Rs.15,000/- per item after inviting quotations.
- (6) Sanctioning expenditure on purchase of spare parts of vehicles amounting to Rs.5,000/- per item without inviting quotations and Rs.15,000/- per item after inviting quotations.
- (7) Technical sanction to special repairs up toRs.1,00,000/-
- (8) Power to accord technical sanction to original and revised estimates up to Rs.1,00,000/-
- (9) Power to accord technical sanction to excess over estimates 5% or up to Rs. 15,000/- whichever is less.
- (10) Power to accord technical sanction to the works of Electrical installations up to Rs.25,000/-
- (11) Power to divert provision for work contingencies in the estimates for a work to new items not approved for in the sanctioned estimates up to Rs.25,000/-
- (12) Powers to write off (i) irrecoverable value of stores, (ii) losses of public money, etc. up to Rs.5,000/-.

(V) C.A.O. DEPUTY REGISTRAR AND INTERNAL AUDITOR:

- (1) Sanctioning all expenditure pertaining to his Department/Branches up to Rs.5,000/- per item without inviting quotations and up to Rs.10,000/- per item after inviting quotations but excluding Stationery and Furniture.
- (2) Sanctioning any miscellaneous contingent expenditure other than stationery and furniture up to Rs.1000/- per item without inviting quotations in respect of expenditure connected with the conduct and arrangement of examinations.
- (3) Sanctioning T.A advances to subordinate staff for approved programs.

(VI) LIBRARIAN:

- (1) Sanctioning all expenditure pertaining to the University Library including stationery but excluding purchase of furniture up to Rs.5,000/- per item without inviting quotations and up to Rs.10,000/- per item after inviting quotations for expenditure pertaining to the Library only.
- (2) Sanctioning refund of Library deposits.

(VII) HEAD -PHYSICAL EDUCATION AND NSS:

- (1) Sanctioning T.A. advances to subordinate staff for approved programs.
- (2) Sanctioning any miscellaneous contingent expenditure other than stationery and furniture up to Rs.5000/- per item without inviting quotations (for branches under him) & up to 10,000/- Rs. per item after inviting quotations.
- (3) Sanctioning T.A advance to the student/delegates for approved tour programs to the extent of 75% of the estimated expenditure but up to Rs.5,000/- maximum for each delegate.

(VIII) HEAD- CONTINUING EDUCATION CENTRE:

- (1) All expenditure pertaining to the University office other than stationery and furniture;
 - (i) up to Rs. 5,000/- per item without inviting quotations, (ii) up to Rs.15,000/- per item after inviting quotations.
- (2) Sanctioning T.A. advances to subordinate staff for approved programs.

(IX) DIRECTOR - UNIVERSITY GRADUATE SCHOOL:

- (1) Sanctioning all expenditure pertaining to his school up to Rs.15,000/- per item without inviting quotations and up to Rs. 25,000/- per item after inviting quotations.
- (2) Sanctioning refund of caution money, tuition fees and other fees as per rules.
- (3) Sanctioning T.A. advance to subordinate staff for approved programs.
- (4) After the sanction of the Vice-Chancellor or the Finance Committee or the Board of

Governors has been taken for the purchase of item if items and of the condition of releasing the R.R through bank has been accepted in the sanction of the Vice-Chancellor or the Finance Committee or the Board of Governors, the Director of School shall have authority to give sanction for the respective amount for purpose of releasing the R.R through bank.

- (5) When for purchase of chemicals, glassware or equipment a rate contract has been approved by the Vice-Chancellor, or the Finance Committee or the Board of Governors, the Director of School shall have power to sanction purchase of any of the items of rate contract up to a limit of Rs.50,000/- per order.

(X) RECTOR – UNIVERSITY HOSTEL:

- (1) Sanctioning all expenditure pertaining to the to the University hostel up to Rs.5,000/- per item without inviting quotations, and up to Rs. 10,000 with quotation.
- (2) Incurring expenditure in connection with the Hostel Mess (but in proportion to the income received on this head)
- (3) Refund of all kind of deposits in connection with the Hostel after obtaining clearance certificate from the respective School, Library, and Chief Account Officer.
- (4) Sanctioning T.A. advance to subordinate staff for approved programs.

(XI) HEAD- I.T.CENTRE:

- (1) Sanctioning any miscellaneous contingency up to Rs.5,000/- per item without inviting quotations, and up to Rs. 10,000/- per item with inviting quotations.
- (2) Sanctioning T.A. advance to subordinate staff for approved programs..

(XII) HEAD PURCHASE AND STORE:

1. Every item to be purchased in case of immediate requirements/ miscellaneous contingency when the same are not in stock valued up to Rs.5000/- per item without quotation and up to Rs.10000/- per item with inviting quotations.
2. Sanctioning T.A. advances to subordinate staff for approved programs.
3. Sanctioning refund of Earnest money and Security deposits.

5.12 WRITE OFF:

With regard to the writing off old, useless and surplus dead stock articles, books, apparatus, etc. or waiving the recovery of the value of property money lost, over payments, outstanding dues and all other items having money value, a committee consisting of-

1. The Deputy Registrar/Assistant Registrar (general store) - Member secretary of the committee.
2. Chief Account Officer
3. Internal Auditor
4. Director of Concerned School/ Head of Section
5. All members of Technical Committee (in case of Computers & Related Hardware/Peripherals).
6. Two experts to be nominated by the Vice-Chancellor-shall have powers to Examine, to propose write-off value/ upset value and to recommend before the Board of Governors in case of value above Rs.5,00,000.

The Vice-Chancellor as an authority can sanction such write off as recommended by the committee up to the value of Rs.5,00,000/-

The registrar shall then take steps through concerned section/officer to dispose off the articles written off.

REASONS:

- (1) Theft
- (2) Ware and tear
- (3) Breakages during the operations and losses in operation.
- (4) Unaccounted losses.
- (5) Natural calamity.
- (6) Reasons deemed sufficient/satisfactory by the Committee.

Note:

- (a) Whenever quotations are required it is necessary to have at least three quotations. But where the number of quotations received in respect of an item is less than three, the Vice-Chancellor is authorized to decide the matter on the basis of the quotations received.
- (b) In case if the expenditure is more than Rs.5,00,000/- the tender notice be issued in the newspaper as per rules. However, when purchase of back volumes is to be made the necessary of tender notice in newspaper will arise only if the expenditure is more than Rs.5,00,000/- . Quotations will have to be invited for such purchases. When purchases are to be made from State Government or Govt. of India or their undertaking or Institutions recognized by such Governments for direct purchases, the purchase may

be made from them up to any amount with the prior sanction of the Vice-Chancellor. In special circumstances and other special urgent requirements, the Vice-Chancellor with reasons, may waive the requirements of issuing tender notice in the newspapers.

- (c) All these powers will be subject to the necessary provisions for expenditure on such items in the budget estimates. Any expenditure not envisaged in the budget estimates cannot be sanctioned.
- (d) The monetary limits fixed in the above financial powers will be applicable to each case at a time. But requirements at a time should not be split up so as to cover the expenditure not involved within their power.
- (e) A bill should be certified for its reasonability by the competent Officer to sanction the expenditure.
- (f) The financial limit prescribe in the regulations for University officers is upto 5 Lakhs on annual basis.
- (g) With regard to signing of cheques, the Board of Governors shall from time to time decide the officers who shall sign the cheques. However, apart from signing of cheques, no bills in connection with the T.A. , D.A. of members of the authorities and committees, paper setter and examiners or payment of advances or recoument of petty-cash bills will be placed for the signature of the Registrar but the sanction already given either by the Registrar or by the Vice-Chancellor or by the Director of School or the respective officer/administrative head concerned shall be considered as “Passed for payment” for purpose of payment of amount either by cash or by cheque. The T.A. bills for the meeting of the authorities of the committees of the University will be signed and passed for payment by the Chief Accounts Officer of the University. The bills in connection with the conduct of examinations, paper- setting, printing of question papers and other printing work relating to examinations, T.A. bills of paper-setters and examiners, etc. will be signed and passed for payment by the Controller of Examinations and Chief Accounts Officer. Sanction for the expenditure from the petty cash will be given by the respective Director of School/ Professor-in-charge, the respective officer/administrative head concerned and the bills in that connection will be signed and passed for payment by the officer or Director of School or the Professor in charge concerned and the Chief Accounts Officer. The amount of advances once sanctioned by the Registrar or by the Vice- Chancellor will be considered as sanctioned and passed for payment and at the time of payment or after the payment the vouchers thereof shall not be placed again for the signature of the Registrar or the Vice-Chancellor.

R6 ADDITIONAL AUTHORITIES AND COMMITTEES OF UNIVERSITY:

The following shall be the “Additional Authorities and Committees” declared by these regulations to be authorities of the University under clause (iv) of section 13. These authorities shall function as per the provisions of these regulations.

1. Faculties
2. Board of Studies.
3. Multi-Disciplinary Board of Inter- Disciplinary Studies
4. Internal Quality Assurance Cell (IQAC)
5. Research Council (RC) and Doctoral Research Committee (DRC)
6. Innovation Council (IC)
7. Planning and Monitoring Board (PMB)
8. Department of International Relation (DIR)
9. Board of Sports
10. Universities Library Committee
11. Board of Cultural Activities
12. Unfair Means in Examination Committee.
13. Estate Committee
14. Purchase Committee.
15. Anti-Ragging Cell.
16. SC/ST Cell.
17. IT Committee
18. Grievance Redressal Cell
19. Sexual Harassment Monitoring Committee
20. Committee for NSS

6.1 FACULTIES:

The University shall establish following faculties initially.

1. Faculty of Engineering and Technology
2. Faculty of Pharmacy

3. Faculty of Architecture
4. Faculty of Management
5. Faculty of Computer Science, and

Such other faculties as may be prescribed by the regulations.

6.1.1 CONSTITUTION OF FACULTY:

Each Faculty shall consist of-

- i. Dean of the Faculty, who shall be the Chairperson of the faculty;
- ii. Dean of the Diploma courses, Only for Faculty of Engg. and Technology,;
- iii. Chairperson of the Boards of Studies and Director of the School of Studies of the subjects in the faculty;
- iv. One teacher from each School of Studies, nominated by the Vice-Chancellor;
- v. Two Associate Dean by rotation to be nominated by Vice- Chancellor.

6.1.2 TERM OF OFFICE:

- (i) The term of the office of members of a Faculty shall be of three years.
- (ii) A member shall cease to be a member of the faculty, if he ceases to be a Dean, or an Associate dean or Chairperson of the Board of Study, or a Director of School of Studies or a teacher of the subject belonging to the Faculty, as the case maybe.

6.1.3 POWERS AND FUNCTIONS OF EACH FACULTY:

- (i) Each Faculty shall have the general control and power of framing rules, and be responsible for, the maintenance of standards of teaching, research and examinations for the subjects comprised in it,
- (ii) To specify a common scheme of course structure, instructional hours, pattern of marks and evaluation, internal and external components for the courses / subjects included in Faculty;
- (iii) To forward the resolutions of the Boards of Studies, which are included in the Faculty, to the Academic Council along with its opinion /recommendations;
- (iv) To recommend to the Academic Council, the admission criteria, course structure, examination pattern and regulations for the award of Degrees, Diplomas and other

Distinctions for the existing and/or new courses offered by all those schools under the Faculty,

- (v) To recommend the introduction of 'School System' in a given Faculty. Each School shall consist of group of Department/Center of Teaching that are inter-related, as decided by the Faculty
- (vi) To deal with any other matter relating to the concerned Faculty, and referred to it by the Vice-Chancellor / Board of Governors/ Academic Council;

6.1.4 PROCEDURE OF MEETINGS AND CONDUCT OF BUSINESS OF FACULTY:

Each Faculty shall ordinarily meet once in each semester, and at other time when convened through the Registrar by the Dean, or in his absence, by the senior member amongst the member of the Faculty.

6.1.5 WHO TO PRESIDE:

The Dean, or in his absence, the Director of school of studies/ senior member shall preside at the meetings of the Faculty.

6.1.6 QUORUM:

Not less than one-third of the total number of members of any Faculty shall constitute a quorum for meeting of the Faculty.

6.1.7 DECISION MAKING

All questions shall be decided by a majority of votes of the members present and voting at meeting. The Chairperson at such meetings shall have a right to vote, and in the case of equality of votes, shall have a right to casting vote.

6.2 BOARD OF STUDIES:

6.2.1 CONSTITUTION OF BOARD OF STUDIES (COMMON FOR UNDER GRADUATE STUDIES, PG STUDIES AND DIPLOMA STUDIES)

The each Board shall consist of the following members:

- (i) Maximum Nine / Minimum Two senior teachers who have specialized knowledge of the subject, to be nominated by the Vice-Chancellor; The Vice Chancellor shall decide the Chairperson amongst them.

- (ii) Two experts from the relevant industry/ research organization as nominated by the Vice-Chancellor.
- (iii) The board may co-opt two experts (senior teacher/ Technologist/ researcher) having special knowledge, if needed.

6.2.2 TERM OF OFFICE:

The term of the office of the members shall be for three years.

6.2.3 POWERS AND FUNCTIONS OF BOARD OF STUDIES:

- (a) to recommend, upon reference to it by the Board of Governors or the Academic Council, the Faculty or otherwise, the courses of study in the subject or group of subjects within its purview;
- (b) to recommend, on its own the courses of study in the subject or group of subjects within its purview;
- (c) recommend books, including text books, reference books, monographs, etc. for the different subjects under the discipline concerned of that faculty;
- (d) to recommend to the Faculty and the Academic Council, for its approval, the preparation and publications of selections or anthologies of the writings or works of authors and other masters in any subject or group of subjects, together with synopsis of the selections or anthologies, and the names of the authors and masters and of the persons who may, in its opinion, be considered as appropriate for the relevant subject;
- (e) to bring to the notice of the Faculty, Planning, Monitoring and Evaluation Board, Academic Council or the Board of Governors, as the case may be, matters of importance relating to the examinations in the subjects or group of subjects of every discipline of each faculty concerned;
- (f) To recommend the syllabus for subjects of the discipline.

6.2.4 BOARD OF STUDIES OF RESPECTIVE FACULTIES:

There shall be the following Boards of Studies in the subjects or group of subjects under the respective faculties. The Vice Chancellor is authorized to add the subjects or the group of subjects in the below given respective board of studies as and when required.

(a) Faculty of Engineering and Technology.

1. Board of studies in Civil Engg. Infrastructure Engg. Transportation Engg.
2. Board of studies in Environmental Engg, Environmental Science & Technology,

3. Board of studies in Mechanical Engg. Automobile Engg., Industrial Engg. Production Engg. Manufacturing Engg., Fabrication Technology.
4. Board of studies in Electrical Engg., Power Electronics, Electrical and Electronics Engg.
5. Board of studies in Electronics Engg., Electronics and communication Engg.
6. Board of studies in Computer Engg., Information Technology Engg., Information and communication Technology.
7. Board of studies in instrumentation and control Engg. Bio-Medical Engg.
8. Board of studies in Chemical Engg., Chemical Technology,
9. Board of studies in Textile Technology, Textile manufacturing Engg. Textile Designing, Textile Processing, Printing Technology, Computer aided costume Designing & dress making, Fashion Designing
10. Board of studies in Bio-Technology Engg., Food processing Technology.
11. Board of studies in Mechatronics Engg., Robotics & Automation Engg.
12. Board of studies in Physics, Chemistry, Metallurgy Engg., Nanotechnology Engg.,
13. Board of studies in Plastic Engineering, Rubber Technology Engg.
14. Board of studies in Aeronautical Engg.,
15. Board of studies for Mining Engg.
16. Board of Ceramic Engg.
17. Board of studies in Mathematics,
18. Board of studies in humanities,
19. Any other board of studies which may be required but not mentioned above.

(b) Faculty of Pharmacy

1. Board of Pharmaceutical Chemistry
2. Board of Pharmaceutical Technology
3. Board of Pharmacology
4. Board of Pharmacognosy
5. Any other board of studies which may be required but not mentioned above.

(c) Faculty of Architecture

1. Board of Studies in Architecture and Planning
2. Any other board of studies which may be required but not mentioned above.

(d) Faculty of Management

1. Board of Business Administration
2. Board of Hotel Management and Catering Technology
3. Board of Disaster Management
4. Any other board of studies which may be required but not mentioned above.

(e) Faculty of Computer Sciences.

1. Board of Master of Computer application,
2. Any other board of studies which may be required but not mentioned above.

6.2.5 PROCEDURE AT MEETING:

(1) Venue:

Meeting of the Board of Studies shall be held on the University head quarter unless the Vice-Chancellor, if any, otherwise directs.

(2) Preside:

The Chairperson of the Board of Studies or in the absence, the senior member of Board of Studies shall preside in all the meetings of Board of Studies. The Chairperson in such meeting, shall have a vote, and in case of equality of votes, he shall have the right of casting vote.

(3) Quorum:

One third members shall constitute a quorum for the meeting of the Board of Studies, and no business shall be transacted at a meeting at which there is no quorum.

(4) Notice:

The Registrar shall give notice of the likely date of the meeting of the Board of Studies ten clear days before such date. The Chairperson of the Board of Studies may authorize the convening of an emergency meeting of the Board of Studies at short

notice to consider issues of special importance or urgency.

The Board of Studies shall meet at least twice in one academic year.

(5) Agenda:

Items for the agenda as approved by the Vice-Chancellor together with the notes thereon may be circulated to the members of the Board of Studies at least 5 days in advanced of the date of meeting.

(6) Attendance:

In the beginning of the meeting, each member shall register his attendance in a book placed for the purpose at the entrance of the place of the meeting.

(7) Invite an Expert(s):

The Board of Studies may, for the purpose of consultation, invite any person having special knowledge or practice or experience, to the meeting when the relevant matter is being considered. Such person may speak and otherwise take part in the proceedings of the meeting, but shall not be entitled to vote.

(8) Minutes of Meeting:

Within a week after a meeting of a Board of Studies, the minutes of the meeting shall be prepared and be circulated to the members of the Board of Studies: Provided that the draft of the minutes shall first be approved by the Chairperson of the meeting.

Any member of the Board of Studies who was present at the meeting, may, within ten days of the issue of the minutes communicate to the Registrar in writing any exception he may take to the correctness thereof.

6.3.1 MULTI-FACULTY BOARD OF INTER- DISCIPLINARY STUDIES:

- (a) A multi-Faculty Board of Inter-disciplinary studies shall be formed of the following members for programs which are multidisciplinary or interdisciplinary:-
- (1) Deans of the concerned Faculties;
 - (2) Two of the Chairpersons of Board of Studies from each Faculty nominated by the Vice-Chancellor, taking into consideration the objectives of such a Multi-Faculty Board of Inter-disciplinary Studies;
 - (3) Three eminent experts from subjects other than the subjects of the Chairperson of Board of Studies nominated on such a Board as per sub-clause (2) above, be nominated

- by the Vice-Chancellor;
- (4) One eminent person from Agriculture, Industry, academic Institutes or Services to be nominated by the Vice-Chancellor;
 - (5) Two Professors from the University School of Studies nominated by the Vice-Chancellor;
 - (6) The Senior Dean in order of precedence shall be the Chairperson of this Board.
- (b) The quorum of the meeting shall be five members. In case there is no quorum at the commencement of the meeting, the meeting will be adjourned for half an hour, at the end of which Chairperson shall continue the adjourned meeting for which no quorum shall be necessary.
 - (c) The Chairperson of the meeting of the Board shall have a vote and in the case of an equality of votes, a second or casting vote.
 - (d) The term of office of the members of Board shall be co-terminus with the tenure of the respective faculties of Boards of Studies.

6.3.2 POWER AND FUNCTIONS OF MULTI-FACULTY BOARD OF INTER-DISCIPLINARY STUDIES:

- (1) to recommend to the Academic Council, projects relating to the Inter-disciplinary subjects;
- (2) to make proposals to the Academic Council, for the conduct of inter-disciplinary and area or regional studies;
- (3) to recommend to the Academic Council, under a reference to it by the Board of Governors or by the Academic Council or by the Board of Studies or by the Faculty concerned or otherwise, the course of inter-disciplinary studies;
- (4) to recommend to the Academic Council and to the Board of Governors, projects relating to the inter-disciplinary subjects, which may be useful for industrial, technological, agricultural, social, economic or such other development;
- (5) Such other matters as may be referred to it and relevant to the subjects of the discipline or the Board of Inter-disciplinary Studies.

6.4 INTERNAL QUALITY ASSURANCE CELL (IQAC):

6.4.1 The University shall constitute an Internal Quality Assurance Cell (IQAC) to-

- (i) develop a quality system for conscious, consistent and catalytic programmed action to improve the academic and administrative performance of University,

and

- (i) Promote measures for institutional functioning towards quality enhancement through internalization of quality culture and institutionalization of best practices.

6.4.2 The Vice-Chancellor shall be the Chairperson of IQAC, and he will be assisted by a COORDINATOR-IQAC who shall be a senior professor of the University.

6.4.3 HEAD- IQAC:

- (a) The Head of IQAC shall be appointed by the Board of Governors on the recommendation of the Vice-Chancellor amongst the senior Professors of the University.
- (b) The term of appointment shall be initially for a period of one year. It is extendable every year subject to a maximum of three years.
- (c) In addition to the pay and allowances as a teacher, he/she shall be paid monthly such additional allowances as may be prescribed by the Board of Governors/UGC.
- (d) The Head-IQAC is the head of IQAC in the University. Subject to the general control and supervision of the Vice-Chancellor, he/she shall exercise such powers and duties required for achieving the objectives of IQAC.
- (e) When the office of the Head-IQAC falls vacant, or when he/she is unable to attend office due to any reason, the duties of the shall be performed by such other person as the Vice-Chancellor may appoint for the purpose until permanent arrangements are made.

6.4.4 COMPOSITION OF THE IQAC:

- (a) The members of IQAC will be as follows:-
 - (i) The Vice-Chancellor (Chairperson)
 - (ii) Two teachers of the University School of Studies.
 - (iii) Two senior professors from major Faculties of the University
 - (iv) One senior administrative official of the University
 - (v) One external experts on Management/ Industry/ Local Community
 - (vi) Head, (IQAC) will be act as a member –secretary.
- (b) The members at sub-clauses (ii), (iii), (iv) and (v) of clause (a) above shall be nominated by the Vice-Chancellor in consultation with the Academic Council. The

term of the nominated members shall be for a period of three years.

- (c) A teacher will cease to be a member on superannuation unless otherwise permitted by the Vice-Chancellor. Any person appointed in a vacancy occurring before the expiry of the original term of three years, subject to other provisions, shall be a member of IQAC only for the residuary period for which the person whose place he has filled would have been a member.
- (d) The IQAC shall meet at least thrice in the year. The quorum for the meeting shall be one-third of the total members.
- (e) The agenda, minutes and Action Taken Reports will to be documented with official signatures and maintained electronically in a retrievable format by the Head–IQAC.

6.4.5 FUNCTIONS OF IQAC:

- (a) Develop and apply quality benchmarks/parameters for the various academic and administrative activities of the University;
- (b) Facilitate the creation of a learner-centric environment conducive for quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process;
- (c) Arrange for feedback responses from students, parents and other stakeholders on quality-related institutional processes;
- (d) Disseminate information on the various quality parameters of higher education;
- (e) Organize inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles;
- (f) Document the various programs/activities of the University, leading to quality improvement;
- (g) Act as a nodal agency of the University for coordinating quality-related activities, including adoption and dissemination of good practices;
- (h) Develop and maintain Institutional database through Management Information System for the purpose of maintaining /enhancing the institutional quality;
- (i) Develop Quality Culture in the University;
- (j) Prepare the Annual Quality Assurance Report (AQAR) of the University based on the quality parameters/assessment criteria developed by the relevant quality assurance body (like NAAC, NBA, AB) in the prescribed format;
- (k) Bi-annual development of Quality Radars (QRs) and Ranking of Integral Units of the

University based on the AQAR;

- (1) Interact with SQACs in the pre and post accreditation quality assessment, sustenance and enhancement endeavors.

6.5 RESEARCH COUNCIL (RC) and DOCTORAL RESEARCH COMMITTEE (DRC)

6.5.1 CONSTITUTION:

- (1) There shall be a Research Council (RC), which is an authority of the University, to devise policies that promote and propagate high quality research in the University.
- (2) There shall be Doctoral Research Committee (DRC) for every sub-discipline under each faculty to recommend/ to take decision(s) as per the policy framed and mechanism evolved by the Research Council (RC).
- (3) The Research Council shall consist of : -
 - (i) Ex-officio members-
 - (a) Vice Chancellor-Chairperson
 - (b) Registrar-
 - (c) Representatives of UGC, AICTE, PCI and any other concerned Council such as CoA, etc.
 - (ii) Members nominated by the Vice-Chancellor on rotation basis
 - (a) One representative of Academic Council from amongst the members of Academic Council,
 - (b) Three Deans of the Faculties except Diploma Dean,
 - (c) One representative of Principals of affiliated colleges under GTU,
 - (d) One representative of Directors of Schools established by GTU,
 - (e) One representative of Associate Professors of all affiliated and constituent institutes of GTU,
 - (f) One representative of Professors of all affiliated and constituent institutes of GTU.
 - (iii) Eight eminent persons with significant contribution in Research, Innovation and Development from following Sectors to be nominated by Vice-Chancellor with the approval of Board of Governors-
 - (a) Industries,

- (b) Academic Institutions of National Importance,
 - (c) State Government/Central Government funded Laboratories / institutions like CSIR/ICMR Laboratories,
 - (d) State Government/Central Government funded Laboratories / institutions like GUJCOST / GSBTM/DST/DBT,
 - (e) Legal expert in the area of Intellectual Property Rights.
- (4) Doctoral Research Committee (DRC) for each sub-discipline shall consist of nine members or if the DRC is to be constituted for a group of Sub Disciplines, maximum number of members may be increased to 13-15. Each DRC shall be constituted by the Vice Chancellor. Chairperson of each DRC shall be appointed by the Vice Chancellor from amongst the members of the DRC. While nominating/selecting members for DRC, due care shall be exercised to provide adequate representation to each sub-discipline. –
- (i) **Five experts** from the following categories-
 - (a) Directors of Schools/Centers established by the University,
 - (b) Deans of Faculty,
 - (c) Principals of affiliated institutes,
 - (d) Professors/Associate Professors of the School/Centers established by the University,
 - (e) Professors/Associate Professors of affiliated institutes.
- Note:** The appointed person shall be an expert of sub-discipline as evident from his/her qualifications and /or experience. The persons appointed shall be recognized Ph.D. Supervisors. In addition at least two/ three candidates must have completed Ph.D. under the guidance of the each appointed person.
- (ii) Two experts at a level not below the rank of Professor from Academic Institutions other than Schools established by GTU and institutions affiliated with GTU. The appointed experts shall have specialization of the sub- discipline. In addition, the appointed experts must be approved Ph.D. supervisors/guides from a UGC recognized University in the discipline.
 - (iii) Two eminent persons from the Industries/Research Organizations with significant contribution in Research and/or Development.
 - (iv) For Interdisciplinary research, the Vice-Chancellor may appoint committee

members on a case to case basis.

- (5) The Vice-Chancellor may invite, at his discretion, any expert(s) to the meeting of RC and/or DRC to advise or to recommend the University on matters relating to Research and Development in the University.
- (6) The Vice-Chancellor or a senior member nominated by the Vice Chancellor shall be the Chairperson of the Research Committee and Senior Dean shall be the Convener.
- (7) (1) The term of office of the members nominated by the Vice- Chancellor under sub-clauses (ii) and (iii) of clause (3) and sub-clauses (i) (ii) and (iii) of clause (4) above shall be three years.
 - (i) A member nominated in his/her capacity as an official shall cease to be a member of the Committee from the date on which he ceased to be an officer.
 - (ii) Any person nominated in a vacancy occurring before the expiry of the original term of three years shall, subject to other provisions, be a member of the committee only for the residuary period for which the person whose place he has filled would have been a member.

6.5.2 MEETING OF RC AND DRC:

- (a) The Research Council shall meet at least once in six months, or as often as it may be necessary.
 - (i) The Vice-Chancellor shall preside over the meeting of the Research Council. In his absence, the Senior Dean shall preside.
 - (ii) Two weeks' notice shall ordinarily be given for each meeting. In special circumstances, a meeting may be convened with shorter notice. Under orders of the Vice-Chancellor, the Senior Dean shall issue the notice informing the day, date, time and venue of the meeting.
 - (iii) Senior Dean shall also send the agenda to each member at least one week in advance of the meeting date. However, with shorter notice or no notice at all, the Vice-Chancellor may bring before the meeting any item considered by him as urgent, for discussion at any meeting of the Committee.
 - (iv) Any item for inclusion of the agenda suggested by a member may be included with the approval of the Vice-Chancellor.
 - (v) The minutes of the meeting shall be prepared by the Senior Dean within one week after the meeting and submit them to the Vice-Chancellor or through the member who presided over the meeting to the Vice-Chancellor. The

- minutes as approved shall be communicated to all the members of the Committee.
- (vi) The Senior Dean shall, as early as possible, but not later than fifteen days from the date of approval of the minutes, initiate further action on resolutions passed at the meeting of the Committee.
 - (vii) The minutes shall be in the custody of the Senior Dean and he/she shall preserve them till such time as the Board of Governors directs.
- (b) The DRC shall meet at least once in three months, or as often as it may be necessary.
- (i) The Chairperson of respective sub-discipline shall preside over the meeting of the DRC. In his absence, the Senior Member appointed by the Chairperson shall preside.
 - (ii) Two weeks' notice shall ordinarily be given for each meeting. In special circumstances, a meeting may be convened with shorter notice. Under orders of the Chairperson, the Senior Member appointed by the Vice Chancellor as a convener shall issue the notice informing the day, date, time and venue of the meeting.
 - (iii) The convener shall prepare the agenda with the approval of Chairperson and also send the agenda to each member at least one week in advance of the meeting date. However, with shorter notice or no notice at all, the Chairperson may bring before the meeting any item considered by him as urgent, for discussion at any meeting of the Committee.
 - (iv) Any item for inclusion of the agenda suggested by a member may be included with the approval of the Chairperson.
 - (v) The minutes of the meeting shall be prepared by the convener with the approval of Chairperson within one week after the meeting and submit them to the Vice-Chancellor. The minutes as approved shall be communicated to all the members of the Committee.
 - (vi) The Convener shall, as early as possible, but not later than fifteen days from the date of approval of the minutes, initiate further action on resolutions passed at the meeting of the Committee.
 - (vii) The minutes shall be in the custody of the Chairperson and he/she shall preserve them till such time as the Board of Governors directs.

6.5.3 DUTIES AND FUNCTIONS OF RC and DRC:

The Research Council is a policy making body in respect of all matters relating to

research, both fundamental and applied, in the University, and will suggest such action as may be necessary for encouraging, monitoring, motivating and coordinating research activities in the University. The recommendations of Research Council shall be approved for implementation by Vice-Chancellor after seeking opinion of Academic Council.

- (a) suggest various steps for promoting quality research in the University, and for this purpose call for such reports and other information as may be required from time to time from all those concerned with research in the University;
- (b) suggest the areas of research which the University could undertake in a time-bound and goal-oriented projects funded by the Centre/State Governments or other funding agencies, both national and international, industries and companies;
- (c) Formulate all policies related to award of research degree like Ph.D., M.Phil, D.Phil., MS (Research), etc. program in accordance with the prevailing guidelines issued by the national regulatory bodies like UGC, AICTE, etc.
- (d) formulate Mechanism to monitor progress of research scholars enrolled for research degrees;
- (e) evolve mechanism to accord a person recognition as Ph.D. Supervisor and Doctoral Progress Committee Member;
- (f) evolve policy and mechanism for its effective implementation as well as promotion of Intellectual Property Rights;
- (g) evolve a policy and mechanism of commercialization of Intellectual Property;
- (h) evolve policy for funded research projects;
- (i) evolve policy for consultancy;
- (j) evolve policy for Plagiarism;
- (k) evolve policy for transfer of credits for Academic Mobility;
- (l) based on the areas of expertise and facilities available in the schools and laboratories of the University, suggest –
 - (i) nature and type of consultancy and testing services to be provided for various types of users like industries, companies and other institutions in India or abroad;
 - (ii) Fees to be collected for such services; and to determine the proportional distribution of consultancy fee between the University, schools and the investigator;

- (iii) The purposes for which the fees so collected are to be utilised;
- (m) evolve policy to monitor the research projects undertaken in the schools/colleges, and suggest for their proper completion;
- (n) encourage interdisciplinary and multidisciplinary research in the University, and in collaboration with other research institutions;
- (o) investigate any case of plagiarism indulged by any teacher and/or researcher of the University, and to submit a detailed report to the Board of Governors;
- (p) Consider such other issues relating to research as may be referred to it by the Vice-Chancellor or any other Authority of the University;
- (q) Doctoral Research Committee (DRC) for every sub-discipline under each faculty shall recommend/ take decision(s) as per the policy framed and mechanism evolved by the Research Council (RC) in respect of all following matters-
- (r) Admit and register candidates to leading to research degree with the approval of the Vice-Chancellor.
- (s) Obtain and maintain a database pertaining to admissions, registrations, reservation category, research supervision, research topic, payment of fees, etc;
- (t) Obtain and maintain database on pre-PhD examination, field work/lab work, publications, pre-submission seminars, submission, etc. related to the research students/scholars;
- (u) Grant leave to Research Scholars, cancel M.Phil./Ph.D. registrations, recommend
 - (i) Modification of titles for Ph.D. / M.Phil.
 - (ii) Allow change of Supervisors and Doctoral Progress Committee Members
 - (iii) Early submission of thesis / dissertation and
 - (iv) Extension of time for submission of thesis / dissertation, all in accordance with University rules;
- (v) Recognize research supervisors/co-supervisor on the recommendations of the Research Committee constituted for the purpose, as per University rules,
- (w) Allocation of Supervisor/s to eligible candidates in order of merit;
- (x) Appointment and Allocation of Co-Supervisor;
- (y) Appointment and Allocation of Doctoral Progress Committee for each enrolled Research Scholar;
- (z) Recommend examiners/subject experts for entrance examination, research

proposal presentation, course work, etc.;

Consider such other issues relating to research as may be referred to it by the Vice-Chancellor or any other Authority of the University.

6.5.4. Research Committee (REC):

(A) Constitution of Research Committees (REC)

Research Committee (REC) shall be constituted by the Vice-Chancellor and shall comprise of the following members-

- (i) The Chairperson of respective discipline/sub discipline DRC
- (ii) Director of School / Centre established by the University
- (iii) Dean of Faculty
- (iv) The Vice-Chancellor may invite any expert(s) to the meeting of REC, at his discretion
- (v) The term of office of all the members nominated by the Vice-Chancellor above shall be three years.
- (vi) A member nominated in his/her capacity as an official shall cease to be a member of the Committee from the date on which he ceases to be an officer
- (vii) Any person nominated in a vacancy occurring before the expiry of the original term of three years shall, subject to other provisions, be a member of the committee only for the residuary period for which the person whose place he has filled would have been a member.

(B) Duties and Functions of REC

- (a) REC shall recommend to the DRC-
 - (i) Eligible candidates for recognition as Research Supervisors along with maximum seats that can be allocated to them in accordance with the University's rules.
 - (ii) Eligible candidates for recognition as Co-supervisors in accordance with the University's rules.
- (b) Consider such other issues as may be referred to it by the Vice-Chancellor or any other Authority of the University.

6.5.5 Doctoral Progress Committee (DPC):

There shall be a DPC for each candidate/ Research Scholar constituted by the Vice-Chancellor based on the recommendation of DRC/DRCs-

(A) Constitution of DPC

- (i) Research Supervisor shall be the Member Convener of this Committee
- (ii) Two domain experts, other than the Supervisor, will act as DPC Members
- (iii) Co-Supervisor(s)(if any) shall be the Joint Member Convener
- (iv) The term of office of all the members will be co-terminated with the deposition of Ph.D. thesis by the Research Scholar
- (v) Any person nominated in a vacancy occurring before the expiry of the original term, subject to other provisions, be a member of the committee only for the residuary period for which the person whose place he has filled would have been a member.

(B) Duties and Functions of DPC

- (i) DPC shall register themselves on TMMS Portal immediately after its notification on the University's website.
- (ii) DPC shall guide the candidate to develop the study, design and methodology of research and design a Self-Study Course.
- (iii) DPC shall be responsible to review and examine the Research Scholar for the Self-Study Course [PHD21-03] of the Coursework and submit its report/result/marks on TMMS portal and in hard copy in the prescribed University's format.
- (iv) DPC shall be responsible to review the research proposal and finalize the topic of research before submitting Final Registration form to the University.
- (v) DPC shall be responsible to review, assist and monitor the progress of the Ph.D. work of Research Scholar, either through e-medium or otherwise; till the submission of Ph.D. thesis by the Research Scholar.
- (vi) DPC shall submit all evaluation report/reviews in the prescribed format to the University

Consider such other issues relating to research as may be referred to it by the Vice-Chancellor or any other Authority of the University.

6.5.6 (A) Viva-Voce Board

The Viva-Voce Board shall be constituted by the Vice Chancellor for each Research

Scholar soon after receipts of favorable reports from adjudicators. Board of Examiners, constituted for adjudication of the thesis, shall constitute the Viva-Voce Board

(B) Constitution of Viva-Voce Board

- (i) Research Supervisor shall be the Convener
- (ii) Co-Supervisor(s), if any, shall be Co- Convener
- (iii) Identified Adjudicator 1 shall be the Member
- (iv) Identified Adjudicator 2 shall be the Member

In case of unavailability of (iii)/(iv) above the Vice-Chancellor shall appoint additional Adjudicators.

(C) Duties and Functions of Viva-Voce Board

- (i) The board shall conduct the final Viva-Voce of the Research Scholar to defend the Ph.D. thesis and shall primarily be designed to test the understanding of the Research Scholar on the subject matter of the thesis and the competence in the general field of study.
- (ii) The board shall ask the Research Scholar to make a brief presentation and the Viva-Voce will end when all the questions raised by the examiners and audience are answered.
- (iii) The board shall submit its detailed report in the prescribed format to the University.
- (iv) The board shall conduct the Viva-Voce in the mode, at a place and time decided by the University.

Consider such other issues relating to research of the Research Scholar as may be referred to it by the Vice- Chancellor.

6.5.7 Other Boards and Committees

- (i) The Vice Chancellor may constitute other Boards/Committees in connection with other specific requirements in connection with the Ph.D. programme.
- (ii) The duties/responsibilities and other details of these Boards/Committees shall be notified by the University as and when they are constituted.

6.5.8 Nature of Ph.D. Programme

The guidelines of the nature of Ph.D. Programme, Eligibility for admission, admission procedure, etc, as may be issued by the University from time to time.

6.6 INNOVATION COUNCIL:

6.6.1 CONSTITUTION:

(1) There shall be a Board for Innovation Council in the University. It shall consist of:

- (i) The Vice-Chancellor.
- (ii) One teacher from each zone from affiliated colleges, recognized institutions and University Schools to be nominated by Vice-Chancellor, one member from Academic Council to be nominated by the Academic Council.
- (iii) Two seniors/experts from the field of Innovation and Start-up from the national institutions like IIT, NID, IITM, etc. to be nominated by the Board of Governors,
- (iv) The coordinator of Innovation Council,
- (v) One representative from the start-up of the University,

(2) The Director of Innovation Council will act as Secretary to Innovation Council.

6.6.2 GTU Innovation and Start-up Centre (GISC) will strive to become one of the top University driven innovation and start-up ecosystem in the nation with a lean and agile approach in its strategy and execution.

Key goals of GTU Innovation and Start-up Centre (GISC)

1. To promote culture of creativity, innovation, design and entrepreneurship among students, faculty members affiliated to GTU Colleges and allied stakeholders.
2. To deploy broad agendas of student start-up policy developed by GTU and other national roadmaps to promote start-up India action plans.
3. To implement and handle operations and management of start-up and innovation incubation at Gujarat Technological University.
4. To develop, framework and implement policies/strategies to support start-ups, entrepreneurs and innovators at GTU and its affiliated institutes.
5. To create decentralized facility for best possible pre incubation, incubation and acceleration support for young innovators and start-ups at no- or low-cost and/or against equity-sharing basis so that it become self-sustainable.
6. To make holistic efforts to create multi stakeholder, decentralized innovation and start-up ecosystem in GTU and Gujarat State.

7. To create systematic efforts and institutionalize support systems for IPR, Technology transfer, IP awareness, creation and commercialization.
8. To create and execute end to end support system for innovation and start-ups right from ideation stage to scale up phase.
9. To facilitate business support system for incubated start-ups and others in the network along with prototyping, designing, market access, funding linkages, mentoring, etc through common window.
10. To invest and facilitate external investments in innovation and start-ups at seed, angel, VC and other stages as required for start-ups in case to case basis.
11. To create common resource/facilities for innovators and start-ups.
12. To support alumni start-ups and innovators from GTU affiliated colleges and support alumni engagement programs.
13. To conceive and execute innovation, start-up, design, ecosystem, IPR and allied related events, conferences, symposium, boot camps, demo day and workshops to build capacity of stakeholders and support broad goals of innovation and entrepreneurship agenda.
14. To build linkages, partnerships and associations with other start-up support systems and start-up ecosystem stakeholders such as the Government, Universities, educational institutes, incubators, accelerators, funding agencies, policy making agencies, etc.
15. To Scout and implement best practices of innovation, start-ups, incubation, and ecosystem development involving various national and internal organizations.
16. To research, document and publish research, innovation, start-up and allied efforts for benefiting the ecosystem.
17. To take measures to link industry-academia-governance while facilitating various innovation and entrepreneurship efforts.
18. To organize, manage, conduct, sponsor, promote, advertise various innovation/tech/start-up festivals, awards , technical fairs, educational fairs, science fairs, seminars, conferences and Exhibitions of innovative researches for promotion of education, research and knowledge in the area pure sciences, social sciences, Arts, engineering and management and to collect membership fees , sponsorships advertisements and model presentation fees , model launching fees from the Universities, colleges, students , industries and other participates of technology festivals (tech-fest) ,technical fairs, educational fairs, science fairs, seminars, conferences and Exhibitions and similar platforms to showcase creativity, innovation and start-ups.

19. To develop new pedagogic interventions through new academic programs/courses, facilitate co-curricular and community driven innovation and entrepreneurship efforts.
20. To develop joint initiatives with public and private sector organizations to make GTU a truly innovative and start-up supporting University ecosystem.
21. To consult and offer services to other stakeholders/organization on innovation/entrepreneurship and similar domain in public and private sector based on the insights from own efforts and scale the impact.
22. To create R&D and other infrastructure based support systems as needed for innovators and start-ups.
23. To provide educational, vocational, training to Youth and students of various colleges, universities and help them in building innovation and entrepreneurial abilities.
24. To develop exposure program for innovators, start-ups, researchers from GTU Ecosystem.
25. To undertake initiatives for skill development of students, faculty members, innovators, start-ups and allied stakeholders.
26. To undertake initiatives like skill-market linkages, placement and allied efforts to provide opportunity for youth/students.
27. To undertake joint collaboration based efforts with Universities and other organizations in India and abroad involved in research, innovation, entrepreneurship and policy for exchange programs and mutual benefiting causes towards achieving key goal of the company.

6.7 PLANNING AND MONITORING BOARD:

6.7.1 CONSTITUTION:

- (a) There shall be a Planning and Monitoring Board (P & M Board) for the University. The members of the P & M Board shall be as follows, namely:-
 - (i) The Vice-Chancellor(Chairperson)
 - (ii) Two Professors nominated by the Board of Governors amongst the Professors of University,
 - (iii) Deans of Faculties,
 - (iv) Two eminent educationalist / retired professors to be nominated by the Vice Chancellor.
 - (v) The Registrar.

The Registrar of the University is the Convener of the P & M Board meetings.

- (b) The term of the members under category sub-clauses (ii) and (iii) of clause (a) above shall be three years.

6.7.2 MEETINGS OF PLANNING AND MONITORING BOARD:

- (a) Planning and Monitoring Board shall meet at least once in every six months, and more often as required and determined by the Vice-Chancellor,
- (b) The Registrar shall circulate a notice, together with the agenda, for every meeting of the Board to the members of the Board at least two weeks in advance of the meeting date. The Vice-Chancellor may convene a meeting to consider matters which in his opinion are urgent, giving notice shorter than two weeks. The Chairperson may at his discretion include any item in the agenda for which due notice could not be given.
- (c) The Vice-Chancellor shall preside over the meetings. In the absence of the Vice-Chancellor, Senior Dean will preside over the meeting.
- (d) The quorum for the meeting of the Board shall be one third members of the total members.
- (e) The proceedings of a Board meeting shall be recorded by the Registrar and submitted to the Chairperson for approval. The approved minutes shall be communicated to all the members within ten days from the date of the meeting. Members who were present at the meeting may raise, within one week from the date of circulation, any objection or propose an amendment. If the objection or the amendment is received within the stipulated period, its validity or otherwise will be decided by the Vice-Chancellor, whose decision there on shall be final.
- (f) The Registrar shall, as soon as possible, place the minutes of the meeting before the Academic council / Board of Governors for approval, and the approved recommendations of the Board shall be implemented by the competent authorities in the University, in accordance with the rules and regulations of the University.

6.7.3 FUNCTIONS OF PLANNING AND MONITORING BOARD:

The Board is an advisory body to the Academic Council / Board of Governors on all matters relating to the academic planning and development in the University. The Planning and Monitoring Board shall exercise and perform the following functions:

- (a) To prepare an academic road-map for the University in accordance with the National Educational Policy,

- (b) To formulate short-term and long-term policies in conformity with the guidelines issued from time to time by statutory bodies like UGC, AICTE, NCTE, APSCHE, etc. for improving academic and administrative standards in the University,
- (c) To identify the targets that would help to improve the quality of teaching, research, consultancy, collaboration with industry, twinning programs, extension, student progression, women empowerment and social equity in the University,
- (d) To suggest reforms in teaching-learning process in tune with the emerging education technologies, and integrating e-learning with conventional methods of teaching.
- (e) To suggest examination reforms for comprehensive evaluation of the student's knowledge in core and applied areas of study through a transparent process,
- (f) To identify breadth courses, inter-disciplinary and add-on diploma courses for introduction in under-graduate and post-graduate programs,
- (g) To identify thrust areas of research in all faculties, and facilitate conduct of high-quality and advanced research in the University departments,
- (h) To review the progress of teaching, extension, research and extra-curricular activities in the University and titrate them with the standards set by accreditation agencies like NAAC, AICTE, NBA, ISO, etc, and make suggestions for bridging the gaps, if any.
- (i) To monitor the academic performance of the affiliated colleges with the help of University statutory authorities.
- (j) To guide the affiliated colleges in matters of faculty development and exposure to the latest trends in teaching-learning processes,
- (k) To any other function that aims to improve the academic standards and student's progression in the University, as decided and referred to the Board, from time to time, by the Vice-chancellor and/or the Board of Governors/ Academic Council.
- (l) To promote measures for institutional functioning towards quality enhancement through internalization of quality culture and institutionalization of best practices.

6.8 DEPARTMENT OF INTERNATIONAL RELATION (DIR)

6.8.1 CONSTITUTION

There shall be a Department for International Relations in the University.

Following members shall form a committee for DIR:

- (i) The Vice-Chancellor or his nominee,
- (ii) The Registrar,

- (iii) Section Head of Department of International Relations (Member secretary),
- (iv) Dean of the each faculty by rotation,
- (v) Section Head, Academic.
- (vi) Two experts to be nominated by Vice-Chancellor having Industry/Academic experience of about five to seven years.

The Committee shall meet minimum twice in a year (Preferably before the start of each academic term).

6.8.2 KEY FUNCTIONS

1. Admission and Administration of all activities related to Foreign students (Sponsored by ICCR/other organizations and Self-Financed):

These activities may include some key activities like:

- Continues contact and interactions with ICCR/other concerned organizations for getting good numbers international students each year,
- Scrutiny, Selection, Institute Allotment of International Students,
- Exploring the relevant institutes or sources for getting Self-Financed International Students and building strong relationship with them,
- Enrollment, and other academic activities for international students,
- Monitoring the progress through progress reports, continuous interactions with Institute Mentors and students,
- Maintaining the relationship with concerned government departments like FRRO, MoEA of GOI, etc.
- Arranging students centric activities like welcome and farewell events as well as cultural events for providing rich and comfortable environment to international students,
- Making and maintain dedicated Web Portal for International Students.

2. International Experience Program (IEP & I SAP) – Outward Mobility:

These activities may include some key activities like:

- Exploring the new foreign Universities for new branches,
- Exploring new models and areas for organizing IEP additionally to the existing structure,
- Maintaining relationship and negotiations with existing Universities for continuation of IEP qualitatively and cost effectively,

- Various activities involved in execution of the program starting from announcement to students departure for various countries and after the completion of program, receiving students back and processing their result,
 - Maintaining good relationship with concerned Embassies of countries for easy operations of visa and related issues.
3. GTU - Winter School Program (WSP) – Inward Mobility
 - Interactions with the foreign Universities for receiving their students at GTU for short term program for two to four weeks in Winter,
 - Managing Academic and Logistic requirements for execution of the program.
 4. Maintaining and exploring the collaborative opportunities with foreign universities.
 - Maintaining and Exploring collaborative opportunities with foreign universities in-line with GTU’s academic scope of operations,
 - Exploring new areas of collaborations like Students and Faculty Exchange, Joint Research, joint events, Dual and Joint Degree and Certificate programs, etc.
 5. Appointment of foreign professors as a co-supervisors in GTU Ph.D. program
 6. Collaborations with various foreign Industries/organizations for various academic and consulting activities.
 7. Participation in various events nationally and internationally to promote internationalization.
 8. Other related academic and administrative activities

6.9 BOARD OF SPORTS:

6.9.1 The objectives of the Board shall be as follows:

- (i) To promote, organize and control the sports, games, NCC, NSS, etc. in the University area;
- (ii) To inculcate and enhance the spirit of true sportsmanship;
- (iii) To undertake and conduct University and Inter-University and such other types of sports tournaments and competition.

6.9.2 (1) There shall be a Board for Sports in the University. It shall consist of:

- (i) The Vice-Chancellor.
- (ii) One teacher from each zone from affiliated colleges, recognized institutions

and University Schools to be nominated by Vice-Chancellor,

- (iii) One member from Academic Council to be nominated by the Academic Council.
- (iv) Two experts of sports to be nominated by the Board of Governors.
- (v) The Head of Physical Education.
- (vi) One representative from student section of the University

(2) The Director of Physical Education and Sports of the University shall act as Secretary to the Board.

- 6.9.3** The term of office of the nominated members shall be three years. They will however, be eligible for re-nomination.
- 6.9.4** The Board of Sports shall meet at least twice in a year and may meet as often as required, if necessary.
- 6.9.5** The meeting of the Board will be convened by the Director of Physical Education in consultation with the Chairperson of the Board.
- 6.9.6** The Seven days' notice shall ordinarily be required to be given for the meetings of the Board.
- 6.9.7** One Third members of the total members shall constitute the quorum for the meeting of the Board. A meeting adjourned for want of a quorum may be held after half an hour of the scheduled meeting. No quorum shall be necessary for the adjourned meeting.
- 6.9.8 The powers and functions of the Board shall be as follows:**
1. To frame rules for the control and conduct of various sports, games, tournaments and similar activities;
 2. To plan and prepare programs under the National Service Scheme, N.C.C, etc.
 3. To prepare and present to the C.A.O the Annual Budget of the Board of Sports.
 4. To allot funds to various Committees and sub-committees.
 5. To make arrangements for the purchase of materials and other necessary equipment, to secure grounds and other appendages in order to ensure the proper discharge of its functions and for the fulfilment of its objectives.
 6. To organize coaching camps with a view to raise the standards of sports in general and increase the capacities of sportsmen in particular.
 7. To decide in which games, sports and tournaments the University should participate in the Inter University tournaments/competitions.

8. To select players for the various teams for participation in Inter- University tournament/competition.
9. To appoint committees and sub-committees whenever necessary.
10. To organize and conduct University and Inter-University sports meets.
11. To incur expenditure within the frame-work of the sanctioned budget.
12. To institute and receive Prizes and Trophies and to receive donations for the purpose.
13. The University shall collect such amount, which will be decided by the Board of Governors, from time to time, per year per student borne on the rolls of the University as on the 1st day of August of the year concerned for the purpose of organization of sports.
14. Generally, to do everything except financial commitments, for the promotion of sports within the University and to advise the University in all matters pertaining to sports.
15. To nominate team Managers, Selection Committees and Coaches for the teams which are participating in the Inter-University tournaments.

6.10 UNIVERSITY LIBRARY COMMITTEE:

6.10.1 (1) There shall be University Library Committee. It shall consist of-

- (i) The Vice-Chancellor;
- (ii) the Directors of University Schools;
- (iii) Three other members, to be nominated by the Board of Governors, one of whom shall be a teacher recognized for guiding Ph.D. students.
- (iv) One senior librarian and one principal of affiliated colleges to be nominated by Vice-Chancellor.

(2) The University Librarian shall be member-secretary of the University Library Committee.

6.10.2 The Vice-Chancellor, and in his absence, the senior most Director shall preside at the meeting of the Committee.

6.10.3 The members of the Committee shall hold office for three years. The office of a member of the Committee shall be vacated by death, resignation, or by a member ceasing to answer the designation by virtue of which he was a member, or by the member being absent from three consecutive meetings.

6.10.4 The Committee shall meet once in every term and at such other times as the meeting thereof is convened by the Chairman. One-third of the members of the Committee

shall form a quorum for a meeting of the Committee. The Chairman shall, on the requisition of not less than five members of the Committee convene a meeting within fifteen days of the receipt of the requisition.

6.10.5 All questions shall be decided by a majority of votes of the members present and voting. In the case of an equality of votes, the Chairman shall have a casting vote.

6.10.6 The following shall be functions and powers of the Committee, namely:-

- (i) to make recommendations to the Board of Governors,
 - (a) regarding the administration of the fund set apart for the Library;
 - (b) regarding the requirement of the staff of the Library;
 - (c) regarding other matters connected with Library;
- (ii) The committee shall report to the Board of Governors, for information, the purchase of books and disposal of such books as in the opinion of the Committee, are either worthless, unserviceable or otherwise useless. For the purpose of the regulation, books shall include manuscripts and periodicals;
- (iii) The Committee shall have the power to make rules governing the use of the Library from time to time and to amend them. Such rules, and any amendment made therein, shall be reported to the Board of Governors;
- (iv) The Committee shall have the power to write-off books lost during any year, of the value not exceeding Rs.5,000/- after holding necessary inquiry and shall report the matter to the Board of Governors..

6.10.7 The Committee shall keep an account of all the Funds provided for the purpose of the Library, and forward a statement of such accounts to the Registrar, for submission to the Board of Governors every three months.

6.10.8 All bills in respect of the Books purchased for the Library shall be verified, checked and certified by the University Librarian before they are passed for payment.

6.11 BOARD OF CULTURAL ACTIVITIES:

6.11.1 (1) There shall be a Board for Cultural Activities in the University. It shall consist of:

- (i) The Vice-Chancellor.
- (ii) One teacher from each zone from affiliated colleges, recognized institutions and University Schools to be nominated by Vice-Chancellor.

- (iii) One member from Academic Council to be nominated by the Academic Council.
 - (iv) Two experts/teachers from Music or Fine Arts Colleges of the State to be nominated by the Board of Governors.
 - (v) The Director of Physical Education & Sports.
 - (vi) One representative from student section of the University.
- (2) The Director of Physical Education of the University or Director of Youth Welfare of the University, if any shall act as Member Secretary to the Board.

6.11.2

- (1) The member of the Board will hold office for three years.
- (2) The Board shall meet at least twice every year and at such other times when convened by the Vice-Chancellor or in his absence, by the Registrar.
- (3) One-third members shall form a quorum for a meeting of the Board and the Vice-Chancellor, if present, shall preside at the meeting of the Board, In the absence of the Vice-Chancellor, the meeting shall elect its own Chairman amongst the members.

6.11.3 The following shall be the functions of the Boards:

- (i) To organize the cultural and literary activities of the University and to recommend to the Vice-Chancellor entries for such activities or competitions of such activities at the State level or All India level;
- (ii) To organize youth festival competitions, if any, and to recommend to the Vice-Chancellor entries for such festivals or competitions at the State level or All India Level;
- (iii) To provide workshops and to arrange for hobby centres in the University, when provision for financing such activities are made by the Board of Governors.
- (iv) To take up any other project to promote cultural and literary activities, amongst the students of the University in general and to make rules for the same after the finances are provided by the Board of Governors.
- (v) To appoint sub-committees to consider and to decide such matters as may be referred to them by the Board;
- (vi) to plan its activities in such a manner that co-ordination is effected between the colleges and University, for purpose of organizing its activities, and
- (vii) to carry out the activities which may be referred to it by the Board of Governors.

6.11.4 All cultural and literary activities shall be organized at the University level and will be entrusted to the various affiliated colleges for organizing the same on behalf of the University.

- (i) The college or colleges, which are entrusted with the organization of cultural and/or literary activities shall constitute an organizing committee as may be decided by the principal of the college, wherein teachers of the college and leading local personnel including experts, if any, shall be included. The Principal of the college shall act as Chairman of the committee. The committee shall also have powers to decide appeals and its decision shall be final and binding to the participants.
- (ii) The local organizing committee at the college or colleges, or the University when it conducts competitions directly, shall have the authority to appoint judges, experts, etc. as may be required from the lists supplied by the University.
- (iii) The remuneration etc. to judges, experts and others shall be paid according to the rules prescribed by the Board and approved by the Board of Governors from time to time.

6.11.5 (i) The Board shall prescribe rules from time to time for the organization of cultural, literary or other such activities as it may like to organize and shall circulate the same to the colleges, recognized institutions, and University Schools.

(ii) The Board shall have authority to issue instructions from time to time in connection with the organization of its activities.

(iii) The Board shall have the authority to decide and to levy entrance fees and such other fees as may be deemed proper by it, from time to time for carrying out its activities.

6.12 UNFAIR MEANS IN EXAMINATION COMMITTEE (UMEC):

6.12.1 (1) There shall be a Committee for Unfair Means in Examination in the University. It shall consist of:

- | | |
|---|-----------|
| 1. The Vice-Chancellor or his/her nominee | Chairman |
| 2. Controller of Examination | Secretary |
| 3. Director/Dean nominated by the Vice-Chancellor | Member |
| 4. Member nominated by Commissioner of Technical Education of level not below the rank of Joint Commissioner. | Member |
| 5. The Registrar | Member |

- At least five (5) Principal/Director/Faculty of affiliated colleges nominated by the Vice-Chancellor
- Number of members can be in proportion to number of cases
- Members can be derived from various Discipline (i.e. Engineering, Pharmacy, Management and Computer Applications), level of Courses (PG, UG or Diploma) and various zones of State.

Member

(2) The Committee may be revised by the Vice-Chancellor as per the need before convening meeting of the committee.

(3) The above Committee shall meet after the conclusion of each semester examination on the dates fixed by the Vice-Chancellor and inquire on all matters connected with the students booked under UFM/Malpractices. After detailed inquiry, the Committee shall prepare a Report giving its recommendations to be imposed, for the consideration of the Vice - Chancellor.

6.13 ESTATE COMMITTEE:

6.13.1 There shall be a University Estate Committee consisting of:

- (i) The Vice-Chancellor;
- (ii) The Architect to the Government of Gujarat;
- (iii) The Superintending Engineer (R&B Circle, Ahmedabad/Gandhinagar)
- (iv) Two other members appointed by Board of Governors and two other members appointed by the Vice-Chancellor for a period of three years from whom two shall be experts in concerned field;
- (v) Chief Account Officer;
- (vi) University Engineer
- (vii) Registrar a- member secretary.

6.13.2 The Committee shall meet once every year before the annual Convocation and at such other times as a meeting thereof is convened by the Vice-Chancellor.

6.13.3 Three members shall form a quorum for a meeting of the Committee and the Vice-Chancellor or in his absence officer nominated by him shall preside at the meeting of the

Committee, and in the absence of both, the members present shall elect the Chairman from amongst them.

6.13.4 The Committee shall recommend to the BOG action in the matter of–

- (i) Planning and development of the University Campus at the headquarters and at other place, if necessary;
- (ii) Construction of building, their plans and estimates, etc;
- (iii) Acceptance of tenders after scrutiny;
- (iv) Repairs, alterations or additions to the existing building;
- (v) All other matters relating to the University Estate.

6.14 PURCHASE COMMITTEE:

6.14.1 (1) There shall be a University Purchase Committee consisting of:

- (i) The Vice-Chancellor or his representative–Chairman
- (ii) The Registrar,
- (iii) Chief Account Officer -Member{Ex-Officio}
- (iv) Internal Auditor
- (v) Director – Nominated by the Vice-Chancellor
- (vi) IT Expert/ System Analyst –Member
- (vii) Estate Engineer/ Deputy Engg. of Estate –Member
- (viii) Section Head (Relevant Section) –Member
- (ix) Head Store & Purchase – Member Secretary
- (x) One or two VC Nominees as and when needed–Member

6.14.2 The Functions of the committee shall be:

- (1) The committee shall be responsible for the routine Purchase of the University stores and other materials.
- (2) To Discuss and finalize the requisition raised for purchase of any item (other than items related to IT and Estate) with detail specification in University building or at other office and as may be directed by Vice-Chancellor.

- (3) To monitor and control the process for inviting tenders and to take decision thereto after consultation with appropriate authority within time limit.
- (4) To design and create unique and cost effective Vendor tie-ups for minimum 3 years where in Price Contract may be subject to revision after one year.
- (5) Allocation of resources as per the requirement approved by respective Authorities.
- (6) To take decisions in line with State Government Purchase Policy and to deviate from policy as may deem fit by committee and directed by Vice-Chancellor.
- (7) For any purchase of 1,00,000/- or more approval of Vice-Chancellor shall be required.

6.14.3 MEETING:

- 1) The committee shall meet minimum once in a month.
- 2) Member Secretary for the committee shall be responsible for finalization of agenda and minutes of the meetings with the approval of Chairman of the Committee.
- 3) 1/3 members shall form a quorum for a meeting of the any Committee and the Vice-Chancellor or in his absence Officer nominated by him/her, shall preside at a meeting of the Committee, and in the absence of both, the members present shall elect the Chairman from amongst them.
- 4) In case of equal voting, the presiding Chairman shall have power to record his casting vote.
- 5) All the members nominated to the Committee shall hold office for the term of 1 year only, unless otherwise specifically mentioned.
- 6) Vice-Chancellor, if deems fit, can invite any expert as an Invitee to attend the meeting of the Committee. Invitee member will be entitled to Travelling Allowance and Seating Fees as may be prescribed per norms.
- 7) If any post is vacant, shall be filled up by the Registrar in consultation with the Vice-Chancellor.

6.15 ANTI-RAGGING CELL:

There shall be a standing committee to be known as Anti Ragging Committee for the University comprising of the following:

Constitution

- I. Principal of affiliated Institute to be nominated by Vice- Chancellor– Chairman
- II. Member from Civil Administration
- III. Member from Non- Teaching staff of University

- IV. Member from Parents Representative
- V. Two members each from seniors' professors of University or Director of University
- VI. Member from Students Representative
- VII. Member secretary - Legal officer / consultant of University

6.15.1 OBJECTIVE:

- (1) Ragging is strictly prohibited inside and outside University campus. The Anti Ragging Committee constituted for this purpose by the Institute is empowered to take an immediate action against any untoward action and also to counsel the fresher. Students seeking admission shall have to furnish affidavit and undertaking in this regard. To enhance familiarity and to acclimatize the fresher to the academic and social environment of the campus, the institute will organize an orientation session in the first week of the new academic calendar.
- (2) The ragging means any disorderly conduct whether by words spoken or written or by an act which has the effect of teasing or handling with rudeness any other student, in rowdy or undisciplined activities which cause or is likely to cause annoyance, hardship or psychological harm or to raise fear or apprehension thereof in a fresher or a junior students or asking the students to do any act or perform something which such student will not do in the ordinary course and which has the effect of causing or generating a sense of shame or embarrassment so as to adversely affect the physique or psyche of a fresher or a junior student.
- (3) The student will also be required to give affidavit and undertaking in the Performa as per UGC guideline and signed the candidate and his parent/guardian to the effect that he/she is aware of the University's approach towards ragging and the punishment to which he/she shall be liable, if found guilty of ragging.

All the students admitted under the different institutions of the University will have to observe and abide by the discipline rules prescribed by the University/Institute and he/she will submit to the disciplinary jurisdiction of the head of the Institution and other competent officers or authorities or bodies of the University, as the case may be, and in this respect he/she has to submit the declaration in the prescribed Performa at the time of admission.

- (4) Ragging in the University campus is absolutely banned and hence, any student found indulging in an act of ragging shall meet strict disciplinary action, which may include immediate rustication from the University. The main objectives of the Anti-Ragging Committee are as follows:
 1. To make the students aware of dehumanizing effect of ragging inherent in its perversity;
 2. To keep a continuous watch and vigil over ragging so as to prevent its occurrence and

recurrence;

3. To promptly and stringently deal with the incidents of ragging brought to GTU authorities.
4. To generate an atmosphere of discipline by sending a clear message that no act of ragging shall be tolerated and any act of ragging shall not go unnoticed and unpunished.

6.15.2 DUTIES AND RESPONSIBILITIES OF THE COMMITTEE AND SQUAD:

The Committee and Squad shall, with regard to providing facilitating communication of information regarding incidents of ragging in any institution, take the following steps, namely;

1. The Committee and Squad shall establish, fund and operate, a toll-free Anti-Ragging Helpline, operational round the clock, which could be accessed by students in distress owing to ragging related incidents.
2. Any distress message received at the Anti-Ragging Helpline shall be simultaneously relayed to the Head of the Institution, the Warden of the Hostels, the Nodal Officer of the affiliating University, if the incident reported has taken place in an institution affiliated to a University, the concerned District authorities and if so required, the District Magistrate, and the Superintendent of Police, and shall also be web enabled so as to be in the public domain simultaneously for the media and citizens to access it.
3. The head of the institution shall be obliged to act immediately in response to the information received from the Anti-Ragging Helpline as at sub-clause(2) of this regulation.
4. The telephone numbers of the Anti-Ragging Helping and all the important functionaries in every institution, heads of institutions, faculty members, members of the anti-ragging committee and anti-ragging squads, district and sub-divisional authorities, Wardens of hostels and other functionaries where relevant, shall be widely disseminated for access or to seek help in emergencies.
5. The Committee and Squad shall maintain an appropriate data base to be created out of affidavits, affirmed by each student and his/her parents/guardians and stored electronically by the institution, either on its or through an agency to be designed by it; and such database shall also function as a record of ragging complaints received and the status of the action taken there on.

6. The Committee and Squad shall make available the database to a non-governmental agency to be nominated by the Central Government, to build confidence in the public and also to provide information of noncompliance with these Regulations to the Councils and to such bodies as may be authorized by the Committee and Squad or by the Central Government.

6.16 SC/ST CELL:

6.16.1 CONSTITUTION:

There shall be SC/ST Cell for the University comprising of the following:

Designation	Position Held
1) The Vice Chancellor of the University or his representative	Chairman
2) Registrar & /Officer In-charge of SC-ST Cell	Member Secretary
3) Two Director/Professor of University	Member
4) Two members Professor, Associate Professor, Assistant Professor level of SC/ST category nominated by DTE	Member
5) Three principals of the colleges affiliated to the University nominated by Vice- Chancellor	Member

(a) For effective implementation of policies and programs of the reservation policy for the Scheduled Castes and Scheduled Tribes, University will appoint a liaison officer in the rank of Professor under whom the Cell may be placed, and a Standing Committee as above.

(b) The Committee will meet twice a year to review the position and to solve the problems. The work relating to the implementation of the reservation policy may be monitored by the Committee. The SC/ST committee will over-see the implementation of reservation policy as well as committee will visit University and affiliated colleges to review and monitor the work of SC/ST Cells of affiliated colleges. Moreover the SC/ST Cell will discharge its duties as per guidelines of University Grant Commission, New Delhi NoF1-5/2006(S.T.C), dated 25/08/2006 for the admissions of the students, recruitment of staffs (teaching and non-teaching, admission and accommodation in hostels, allotment of staff quarters, etc).

6.16.2 AIMS AND OBJECTIVES OF SC/ST CELL:

The main objective of providing reservation for Scheduled Castes and Scheduled Tribes in Government services is not just to give jobs to some persons belonging to these communities and thereby increase their representations in the services, but to improve the status of these people socially and educationally so that they can take their rightful place in the mainstream of society.

- (i) To implement the reservation policy for SCs/STs in the Universities, Colleges and institutions.
- (ii) To improve the academic skills and linguistic proficiency in various subjects
- (iii) To raise their level of Comprehension of basic subjects to provide a stronger foundation for further academic work.
- (iv) To strengthen their knowledge, skills and attitudes in such subjects where quantitative techniques and laboratory activities are involve, so that the necessary guidance and training provided under the programme may enable the students to come to the level necessary for pursuing higher studies efficiently to reduce their failure and dropout rate.
- (v) To provide career guidance and psychological counseling for capacity building to those who are in need of such counseling.
- (vi) To collect data regarding the implementation of the policies in respect of admission, appointments to teaching and non-teaching positions in the University and in the affiliating colleges and analyses the data showing the trends and changes towards fulfilling the required quota.
- (vii) To take such follow up measures for achieving the objectives and targets laid down for the purpose by the Government of India and the UGC.
- (viii) To implement, monitor and evaluate continuously the reservation policy in Universities and colleges and plan measures for ensuring effective implementation of the policy and programme of the Government of India.

6.16.3 DUTIES AND FUNCTIONS OF THE SC/ST CELL:

- (i) To circulate Government of India and UGC's decisions and to collect regularly, on an annual basis, information regarding course-wise admissions to candidates belonging to the Scheduled Castes and Scheduled Tribes in the University and Colleges for different courses, in the forms prescribed, by a stipulated date, and to take follow up action, where required.
- (ii) To circulate Government of India orders and UGC's decisions and to collect information in respect of appointment, training of these communities in teaching and non-teaching posts in

the University and Colleges, in suitable forms by a stipulated date and take follow up action where required.

- (iii) To collect reports and information regarding the Government of India orders on the various aspects of education, training and employment of Scheduled Castes and Scheduled Tribes candidates, for evolving new policies or modifying existing policy by the UGC.
 - (iv) To analyze the information collected above and prepare reports and digests for onward transmission to the Ministry of Human Resource Development/University Grants Commission and such other authorities as may be required.
- To deal with representations received from Scheduled Castes and Scheduled Tribes candidates regarding their admission, recruitment, promotion and other similar matters in University/Colleges.
 - To monitor the working of the remedial coaching scheme, if approved in the affiliated colleges and university.
 - To function as a Grievances Redressal Cell for the Grievances of SC/ST students and employees of the university and render them necessary help in solving their academic as well as administrative problems.
 - To maintain a register for employment of SCs/STs in the University and Colleges for the candidates belonging to SC/ST communities for various posts in the university/colleges.
 - Any other work assigned from time to time to promote higher education among these two communities suffering economic, social and education deprivations.
 - The SC/ST Cell exclusively looks after the work related to SC/STs matters and no other work is assigned to the Cell.
 - If the required data is not submitted by the given date, UGC reserves the right to withhold either plan or non-plan grant until the required information/data is received. Hence, the University/colleges are advised to supply the necessary information as required.

6.17 IT COMMITTEE

6.17.1 There shall be a University IT Committee comprising of the following:

- (i) The Vice Chancellor or his representative, -Chairperson
- (ii) The Registrar
- (iii) The IT Section Head (Ex-officio- Member Secretary)
- (iv) The System Analyst/ Computer Programmer –Exams
- (v) Two experts from the field of Information Technology having minimum 10 years of experience to be nominated by the Vice-Chancellor.
- (vi) Professor / Principal to be nominated by the Vice-Chancellor.

6.17.2 DUTIES AND FUNCTIONS OF THE IT COMMITTEE

- 1) The Committee shall be responsible for preparing & finalizing the plans and estimates of the various IT systems and installations of its own.
- 2) Implementation of the IT facilities/systems as per guidelines given/approved by the State Government, University Grants Commission and AICTE.
- 3) For ensuring completion of the IT set up in accordance with the accepted plans and estimates and proper utilization of the grants received from the University Grants Commission or any Government.
- 4) To approve development of the Website for different sections/programs conducted by the University.
- 5) Planning and development of Computer labs or any IT set up in the University Campus at the headquarters and at other place, as per the necessity.
- 6) Committee shall prepare the IT Road map for the University with the aim of reaching paperless University. The IT Road map will be put before Board of Governors for approval through Finance Committee.
- 7) The committee shall be responsible for revising the IT setup/ Future road map of the University at the interval of every 5 (five) year
- 8) Procurement of Hardware and Software or any support system, their plans, estimates etc.
- 9) Acceptance of tenders after scrutiny;
- 10) Alterations or additions to the existing IT setup;
- 11) All other matters relating to the IT at the discretion of the chairman.

6.17.3 MEETING NOTICE, AGENDA, QUORUM, DECISION MAKING AND INVITING AN EXPERT:

- 1, The committee shall meet at least thrice in a year or as per the need.
2. Member Secretary of the committee shall be responsible for finalization of agenda and minutes of the meetings with the approval of Chairperson of the Committee.
3. 1/3 members shall form a quorum for meeting
4. In absence of the chairperson, the Registrar will preside at the meeting and in the absence of both, the members present shall elect the Chairman amongst them.
5. In case of equal voting, the presiding Chairman shall have power to record his casting vote.

6. All nominated members to the Committee shall hold office for the term of 3years.
7. The Vice-Chancellor or IT committee, if deems fit, can invite any expert as an invitee to attend the meeting of the Committee. Invitee member will be entitled to Travelling Allowance and Seating Fees.
8. Minuets of meeting of the each and every committee shall be prepared as per in the prescribed format.
9. If any post is vacant, shall filled up by the Registrar in consultation with the Vice-Chancellor.

6.18 GRIEVANCE REDRESSAL CELL

(1) There shall be Nodal officer of University to redress and take action against the complaint lodged on the Online Students Grievance Redressal Portal of University Grant Commission. Nodal Officer has to search and browse grievances lodged against their University and action shall be taken for their investigations and Redressal of Grievance.

(2) There shall be University's Student Grievance Redressal Committee as below:

(2.1) Institutional Student Grievance Redressal Committee (ISGRC):

(I) Where a complaint does not relate to any academic Department, School or Centre of a university, as the case may be, the matter shall be referred to the Institutional Student Grievance Redressal Committee (ISGRC) to be constituted by the Vice Chancellor, with the following composition, namely:

- a. Director/ Dean/ Senior Professor of institution – Chairperson;
- b. Dean of students/Dean, Students Welfare-Member;
- c. One senior academic, other than the chairperson –Member;
- d. Senior academic –Member;
- e. A representative from among students of the college to be nominated by the Vice Chancellor based on academic merit/excellence in sports/performance in co-curricular activities –Special Invitee.

(II) The term of the members of the committee shall be of Two year.

(III) The quorum for the meetings of the ISGRC, including the chairperson, but excluding the special invitee, shall be three.

(IV) In considering the grievance before it, the ISGRC shall follow principals

of natural justice.

(V) The ISGRC shall send its report with recommendations, if any, to the Vice Chancellor, along with a copy thereof to the aggrieved student, within a period of 15 working days from the date of receipt of the grievance.

(2.2) University student Grievance Redressal Committee (USGRC):

(I) The Vice Chancellor of University shall constitute such number of University student Grievance Redressal Committees (USGRC), as may be required to consider grievance unresolved by one or more CSGRC or DSGRC or ISGRC and each USGRC may take up grievances arising from colleges/departments/Institutions, on the basis of the jurisdiction assigned to it by the Vice Chancellor.

- (a) A senior Professor of the University- Chairperson;
 - (b) Dean, Student Welfare or equivalent-Member;
 - (c) Two Principals drawn from the affiliating colleges, other than those connected with reports of CSGRC under review, to be nominated by the Vice-Chancellor –Members;
 - (d) One Professor of the university-Member;
 - (e) A representative from among students of the college to be nominated by the Vice Chancellor based on academic merit/excellence in sports/performance in co-curricular activities- Special Invitee.
- (II) The chairperson, member and the special invitee shall have a term of two years.
- (III) The quorum for the meeting, including the chairperson, but excluding the special invitee, shall be three.
- (IV) In considering the grievances before it, the USGRC shall follow principles of natural justice.
- (V) The ISGRC shall send its report with recommendations, if any, to the Principal of the College relating to the grievance/Head of the department/School/Institution with a copy thereof to the aggrieved student, within 15 days of the receipt of the grievance.
- (VI) Any student aggrieved by the decision of the University Student Grievance

Redressal Committee may prefer an appeal to the Ombudsperson, within in a period of fifteen days from the date of receipt of such decision.

6.19 SEXUAL HARASSMENT MONITORING COMMITTEE

6.19.1 DEFINITIONS

- A. “Sexual Harassment” includes any one or more of the following unwelcome acts or behaviour (whether directly or by implication) namely¹:-
- a. Physical contact and advances; or
 - b. A demand or request for sexual favours; or
 - c. Making sexually coloured remarks; or
 - d. Showing pornography; or
 - e. Any other unwelcome physical, verbal or non-verbal conduct of sexual nature.
- B. The following circumstances, among other circumstances, if it occurs or is present in relation to or connected with any act or behaviour of sexual harassment may amount to sexual harassment²:-
- a. Implied or explicit promise of preferential treatment in her employment; or
 - b. Implied or explicit threat of detrimental treatment in her employment; or
 - c. Implied or explicit threat about her present or future employment status; or
 - d. Interference with her work or creating an intimidating or offensive or hostile work environment for her; or
 - e. Humiliating treatment likely to affect her health or safety.
- C. “Aggrieved woman” means in relation to a workplace, a woman, of any age whether employed or not, who alleges to have been subjected to any act of sexual harassment by the respondent³.
- D. “Respondent” means a person against whom the aggrieved woman has made a complaint.
- E. “Student” means a person duly admitted and pursuing a programme of study either through regular mode or distance mode, including short term training programmes in a University: Provided that a student who is in the process of taking admission in University, although not yet admitted, shall be treated, for the purpose of these regulations, as a student of that University, where any incident of sexual harassment takes place against such student:

¹Section 2 (n) of Sexual Harassment of Women at Work Place (Prevention, Prohibition and Redressal) Act, 2013.

²Section 3(2), *ibid.*

³Regulation 2 (a) of UGC Regulations, 2015.

Provided further that a student who is a participant in any of the activities in a university other than university where such student is enrolled shall be treated, for the purposes of these regulations, as a student of that university where any incident of sexual harassment takes place against such student.

- F. “Employee” means a person employed at a workplace for any work on regular, temporary, ad hoc or daily wage basis, either directly or through an agent, including a contractor, with or without the knowledge of the principal employer, whether for remuneration or not, or working on a voluntary basis or otherwise, whether the terms of employment are express or implied and includes a co-worker, a contract worker, probationer, trainee, apprentice or called by any other such name⁴.
- G. “Academic staff” includes any person on the Pay Roll of the University who is appointed to a teaching and/or research post, whether full time, temporary, ad-hoc, part-time, contract basis, guest faculty, visiting faculty, honorary, or on special duty or deputation, and shall include employees employed on a casual or project basis.
- H. “Non-teaching staff” includes any person on the Pay Roll of the University who is not appointed to a teaching and/or research post, whether full-time, temporary, ad-hoc, part-time, daily wager, honorary or on special duty or deputation, and shall include employees employed on a casual or project basis, as also persons employed through a contractor.
- I. “Outsider” includes any person who is not a student, resident, or member of the academic or non-teaching staff of University.
- J. “Resident” includes any person who is a temporary or permanent resident of any of the accommodations or premises managed and/or allotted by University, irrespective of whether he/she is the person to whom the accommodation is officially allotted.
- K. “Service provider” includes any person who runs or manages commercial enterprises on the campus, or provides services to the campus. It includes, but is not limited to persons working in canteen on the campus, as well as persons working in staff quarters on the campus, etc.
- L. “Chairperson” means the Chairperson of the ICC/SHMC nominated under sub-clause 6.19.3 (A).

⁴ Regulation 2(f) of UGC Regulations, 2015.

- M. “Employer means-
- a) in relation to any department, organization, undertaking, establishment, enterprise, institution, office, branch or unit of the appropriate Government or a local authority, the head of that department, organization, undertaking, establishment, enterprise, institution, office, branch or unit or such other officer as the appropriate Government or the local authority, as the case may be, may by an order specify in the behalf.
 - b) in any workplace not covered under clause (a), any person responsible for the management, supervision and control of the workplace⁵.
- N. “Campus” includes all places of work and residence in the Gujarat Technological University campus. It includes all places of instruction, research and administration such as health center, library, university press, hostels, guest houses, public places and places of residence allotted and administered by Gujarat Technological University, including the shopping center, post office, bank, playground etc.
- O. “Third party” shall include the NGO representative and eminent woman academic serving on ICC/SHMC.
- P. “Counselor” includes any woman appointed by the University authorities, who has proven expertise in social and personal counseling on matters arising out of incidents of sexual harassment.
- Q. “Eminent woman academic” includes a senior woman academic who is presently not a member of either the academic or the non-teaching staff of Gujarat Technological University, and who has experience in working for gender equality.
- R. “Enquiry Committee” will be ICC of the institute or SHMC of the University
- S. “ICC” shall be the Internal Complaints Committee of Institute against Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal): Rules and Procedures.
- T. “SHMC” shall be the Gujarat Technological University Internal Complaints Committee against Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal): Rules and Procedures
- U. “NGO” includes any Non-Governmental Organization registered under the Societies Registration Act or as a public charitable trust. Such a society/charitable trust must not be affiliated to any political party, and should have been engaged in work for gender equality,

⁵ Regulation 2 (g) of UGC Regulations, 2015.

particularly for the amelioration of the status of women for a minimum of three years. Two-thirds of the registered membership of such a society or charitable trust shall be outsiders with respect to Gujarat Technological University; i.e. at least two-thirds of the membership shall not include any person who is a student, resident, service provider, or a member of the academic staff or non-teaching staff of Gujarat Technological University.

- V. “University” means Gujarat Technological University. “University authorities” shall refer to the Vice-Chancellor of Gujarat Technological University, as well as any such person to whom such powers may be delegated, or any person who is entrusted with the powers and functions to act on behalf of the University under the Gujarat Technological University Act, 2007, or Regulations thereunder.
- W. “HIGHER EDUCATION INSTITUTION(HEI): HEI means a University within the meaning of clause (j) of section 2, a college within the meaning of clause (b) of sub section (1) of section 12A and an institution deemed to be a University under section 3 of The University Grants Commission Act,1965 (3 of 1956)
- X “Vacations” shall refer to the period when the Affiliated Institute is observing vacations according to Academic Calendar issued by the University.
- Y. “Vacations Committee” as defined under clause 6.19.3.(d) of the Regulation.
- Z. “Appellate Committee” as defined under clause 6.19.3. (e) of the Regulation.

6.19.2 JURISDICTION

- 1) The affiliated colleges shall formulate an Internal Complaints Committee (ICC) as per clause 6.19.3 of the regulations.
- 2) It shall apply to all students, academic staff and non-teaching staff on active roles of Gujarat Technological University, as also to residents, service providers and outsiders, on the Gujarat Technological University campuses, to the extent specified in these rules and procedures.
- 3) It shall also apply to all the affiliated Colleges, Zonal offices, Regional GIC Centers, Centers of excellence or any other office/ establishment directly or indirectly in control of or run by Gujarat Technological University.
- 4) This Policy shall be applicable to all complaints of sexual harassment made as under:-
 - (a) By a student, a member of the academic teaching staff, or by a member of the non-teaching staff against a student or another member of the academic or non-teaching staff; in either case,

irrespective of whether sexual harassment is alleged to have taken place within or outside the campus.

- (b) By a service provider or an outsider against a student or a member of the academic teaching staff or non-teaching staff or made by a student or a member of the academic or non-teaching staff against an outsider or a service provider, if the sexual harassment is alleged to have taken place within the campus.
- (c) By a resident against a student or a member of the academic teaching staff or non-teaching staff or made by a student or a member of the academic or non-teaching staff against a resident, irrespective of whether sexual harassment is alleged to have taken place within or outside the campus.
- (d) By a member of a committee formed as per prevailing GTU Regulations against a student or a member of the academic teaching staff or non-teaching staff or made by a student or a member of the academic or non-teaching staff against a member of a committee formed as per prevailing GTU Regulations, irrespective of whether sexual harassment is alleged to have taken place within or outside the campus.

6.19.3 CONSTITUTION OF ICC/ SHMC

Constitution of the ICC/ SHMC shall be as prescribed in the University Grants Commission (Prevention, Prohibition and Redressal of Sexual harassment of women employees and Students in higher educational institutions) Regulations, 2015 (herein this regulation referred to as “the UGC Regulations, 2015”).

A. Internal Complaints Committee shall consist of the following members:

- (a) **“The Chairperson/ Presiding Officer** who shall be a women faculty member employed at a senior level (not below a Professor in case of University and not below an Associate Professor or Reader in case of a College) at the educational institution, nominated by the Vice-Chancellor of Gujarat Technological University:

Provided that in case a senior level employee is not available, the Chairperson/Presiding Officer shall be nominated from other Offices or administrative units of the workplace:

Provided further that in case the other offices or administrative units of the workplace do not have a senior level women employee, the Chairperson/ Presiding Officer shall be nominated from any other workplace of the same employer or other department or organization.

- (b) Two faculty members and two non-teaching employees, preferably committed to the cause of women or who have had experience in social work or have legal knowledge, nominated by the Vice-Chancellor of Gujarat Technological University;
- (c) Three students, if the matter involve students, who shall be enrolled at the undergraduate, master and research scholar levels respectively nominated by the Vice-Chancellor of Gujarat Technological University;
- (d) One member from amongst non-government organisation or associate committed to the cause of Women or person familiar with the cases relating to sexual harassment, nominated by the Vice-Chancellor of Gujarat Technological University.

B. At least one half of the total members of the ICC/SHMC shall be women.

C. TERM OF ICC/SHMC

- (a) The term of both the Committees shall be for three years.
- (b) Vice Chancellor, Gujarat Technological University has power to nominate/remove/add any member of the SHMC as deemed fit before the expiry of the term.
- (c) The University/HEI shall ensure that the SHMC/ICC is constituted before the expiry of the term of the existing committee.

D. VACATIONS COMMITTEE

During the period when there is vacation, ICC shall strive to ensure the discharge of its duties and functions, in accordance with the procedure outlined herein:

- (a) ICC shall designate from within itself a Vacations Committee(s), for the period when the Institute is in vacation, of not less than five persons. Half of the members of the said Committee shall be women.
- (b) The Vacations Committee shall nominate from within itself a Convener, who shall be a woman faculty member, and shall exercise all the powers and functions of the Chairperson of ICC outlined herein. As and when the Chairperson resumes duty, the convener shall cease to hold office.
- (c) At least seven days before every vacation ICC shall intimate the concern stake holders by Public Notice the contact details of the members of the Vacations Committee.
- (d) On any complaint, the chairperson of vacations Committee shall call a meeting to discuss and initiate further action on the complaint in accordance with the procedures outlined in this policy.

E. An Appellate Committee shall consist of the following members

- i. Vice Chancellor will be the chairperson of the Appellate Committee.
- ii. One person to be nominated by the Board of Governor of Gujarat Technological University from amongst its members.
- iii. One former Chairperson of SHMC or any former senior woman member of SHMC nominated by the Vice-Chancellor.
- iv. One-woman faculty member from the Post Graduate Schools of the Gujarat Technological University, or any other senior woman faculty member nominated by the Vice-Chancellor.

6.19.4 DISQUALIFICATION OF CHAIRPERSON AND MEMBERS

A person shall be disqualified for being appointed, nominated or designated as, or for being continued as, a member of 'Sexual Harassment Monitoring Committee ICC/SHMC' if he / she is –

- 1) Facing any inquiry relating to sexual harassment or found guilty of sexual harassment.
- 2) Punished for any misconduct in the past.
- 3) Having unsound mind
- 4) Having any pending case in court / Convicted in any criminal offence(s).
- 5) Not attending the meetings regularly without genuine reason
- 6) Not showing interest to strengthen the SHMC at university level
- 7) Found guilty for disclosing confidential information related to sexual harassment cases to any third party.

6.19.5 STATUTORY STATUS:

The Internal Complaint Committee to Prevent Sexual Harassment of Women at the Workplace/ SHMC is empower to carry out the mandate of the policy and has statutory power as are vested in a civil court under the Code of Civil Procedure, 1908 when trying a suit in respect of the following matters:

- 1) Summoning and enforcing the attendance of any person (COMPLAINANT /COMPLAINEE /WITNESS) and examining him/her on OATH and recording the statements
- 2) Requiring the discovery and production of valid Documents

- 3) Any other matter which may be prescribed

6.19.6 DUTIES OF THE COMMITTEE:

The committee is NOT supposed to act as a moral police; neither will it intrude on anyone's privacy. The role of the Committee is to create awareness about sexual harassment and to deal with and recommend punishment for non-consensual acts of sexual harassment, and to curtail sexual expression within the campus. Members are expected to be sensitive to the issue and not let personal biases and prejudices (whether based on gender, caste, class) and stereotypes (e.g., predetermined notions of how a "victim" or "accused" should dress up or behave) affect their functioning as members of the committee.

1) Preventive

- (a) To create and ensure a safe environment that is free of sexual harassment.
- (b) To create an atmosphere promoting equality and gender justice.
- (c) To publicise the policy widely, especially through prospectuses, notice boards etc.
- (d) To publicise the names and phone numbers of members of the committees.
- (e) To plan and carry out programmes for gender sensitisation with the assistance of the Gender Sensitising Committees/Women Development Cell (WDC)/ICC (wherever they exist).

2) Remedial

- (a) To make a mechanism for registering complaints that is safe, accessible and sensitive.
- (b) To take cognisance of complaints about sexual harassment, conduct enquiries, provide assistance and redressal to the victims, recommend penalties and take action against the harasser, if necessary.
- (c) To recommend to the concerned authorities follow-up action and monitor the same.
- (d) To advise the disciplinary authority concerned to issue warnings or take the help of the law to stop the harasser, if the complainant consents.
- (e) To seek medical, police and legal intervention with the consent of the complainant.
- (f) To make arrangements for appropriate psychological, emotional and physical support (in the form of counselling, security and other assistance) to the victim if s/he so desires.

6.19.7 MEETINGS OF ICC/SHMC:

- 1) ICC/SHMC shall meet at least four times in a year.
- 2) Members shall be intimated of meetings in writing or by electronic communication.
- 3) Minutes of all meetings shall be confirmed and adopted.

- 4) Any member may request the Chairperson to call an Ordinary Meeting. Forty-eight hours' notice shall be required for such a meeting to be called. The quorum for an Ordinary Meeting shall be one-third of the members of ICC/SHMC. Motions shall be carried by a simple majority.
- 5) Any member may request the Chairperson to call an Emergent Meeting. At least twenty-four hours' notice shall be required for such a meeting to be called. The quorum for an Emergent Meeting shall be one-third of the members of ICC/SHMC. Motions shall be carried by a simple majority.
- 6) A Special Meeting may be called by the Chairperson of ICC/SHMC, with at least twenty-four hours' notice. A special meeting shall have a quorum of two-third of the members of ICC/SHMC, and the attendance of at least one of the third party members shall be mandatory. Motions shall be carried by a two-thirds majority of the members present and voting.
- 7) If the required quorum is not there at any meeting, such a meeting shall be adjourned for not more than seven working days. But for the adjourned Ordinary or Special meetings, the required quorum shall be the same as in regular meetings.
- 8) At least one meeting should be called specifically for the purpose of the presentation of the Annual Report of ICC/SHMC at the end of the Calendar Year.

6.19.8 PROCEDURE FOR REGISTERING COMPLAINT:

The details guidelines of procedure for registering the complaint, the inquiry process, etc. as may be issued by the University from time to time.

6.20 (1) COMMITTEE FOR NSS

There shall be a committee for N.S.S. and shall consist of:

- (i) The Vice Chancellor. – (GTU)
- (ii) The Registrar. – (GTU)
- (iii) Development Commissioner, Gujarat State or his representative.
- (iv) The Registrar. – (GTU)
- (v) Secretary/Director of Education/youth services.
- (vi) Head of concerned NSS Regional Centre.
- (vii) Three Faculty members appointed by the Vice Chancellor for a period of three years.
- (viii) Four Principals, appointed by the BOG for a period of three Years.
- (ix) One or two NSS Student representatives one from each unit of N.S.S.to be Co-opted by the Committee for a period of one year by rotation nominated by the Vice Chancellor.

- (x) One or two programme officers to be nominated by the Vice Chancellor.
- (xi) Five Members connected with the Social Services organization to be appointed by the Vice Chancellor.
- (xii) The Director of Physical Education & sports of the University.
- (xiii) Finance officer of the University.
- (xiv) The University programme Co-ordinator, NSS.

Note:-The University programme Co-ordinator shall work as the member Secretary to the Committee.

6.20 (2) The Committee shall meet once every term and may meet at such other time as a meeting thereof is convened by the Vice-Chancellor. Five members shall form a quorum for a meeting of the committee and the Vice Chancellor or in his absence the registrar or in his absence a member other than a co-opted member elected by the meeting shall preside. All questions shall be decided by a majority of votes of the members present and voting and in the case of equality of votes, the Chairman shall have a casting vote.

6.20 (3) The following shall be the functions of the Committee, namely:

- (i) To plan and organize Camps, Social Services in the rural and urban areas:
- (ii) To arrange programmes of Youth travels, excursions, hiking, mountaineering, swimming etc;
- (iii) To scrutinize and recommend schemes of Youth Work Camps to the University for Submission to the Ministry of Education.
- (iv) To ask for grants for Youth Welfare work from State and Central Government to the University;
- (v) To secure Grounds for recreation:
- (vi) To hold Youth Leadership Training Camps for colleges:
- (vii) To take up any other project for the welfare of the youth:
- (viii) To appoint Sub-committees, if necessary.

CHAPTER III

OFFICERS OF UNIVERSITY

R 7 OFFICERS OF UNIVERSITY:

The officers of the University are as per the section 14 of the GTU-Act-2007.

R 8 OTHER OFFICERS OF UNIVERSITY:

As per the section 14 (vi) of the act the following posts are hereby declared as Officers of the University in addition to those which are already included in the University Act. These officers will function as per the regulations prescribed to each of them.

- i. Associate Deans
- ii. Chief Account Officer
- iii. Controller of Examinations
- iv. University Librarian

R 9 DIRECTORS:

- (1) There shall be a director for the each School of Studies of the University.
- (2) The Directors shall be appointed by the Vice-Chancellor on the recommendations of the selection committee with the approval of the Board of Governors from the Professors / Associated Professors of the University Schools or direct recruitment through advertisement.
- (3) Eligibility for Director: Equivalent to Director or Principal or Professor or Associate Professor.
- (4) The term of the Director shall be three years and shall be eligible for reappointment.
- (5) The Directors shall assist the Vice-Chancellor in managing the academic, administrative and other affairs of the Schools, Colleges or Centres and shall exercise powers and perform functions as entrusted to them by the Vice-Chancellor.

R 10 ASSOCIATE DEANS AND DEAN OF A FACULTY:

- (1) Looking to the number of colleges, faculties and the wide spread jurisdiction of the University, affiliated colleges shall be grouped into 5 Zones determined by the University,

for the purpose of efficient administration.

- (2) There may be an Associate Dean who will be nominated/selected from each zone for Engineering, Management, Pharmacy, Architecture, Computer Application, Diploma Engineering & one Associate Dean for all Diploma pharmacy colleges. University will invite applications from the interested and eligible candidates. Vice Chancellor or a committee appointed by the Vice chancellor will nominate/select a candidate as an Associate Dean from among them.
- (3) The Dean shall be nominated by the Vice-Chancellor, amongst the Associate Deans for Engineering, Management, Pharmacy, Architecture, Computer Application and Diploma Engineering too., (except Diploma Pharmacy) The Decision of the Vice-chancellor shall be final for the nomination/appointment of the Dean/Associate Dean.
- (4) Eligibility for Associate Dean: Full time Director/Principal/Professor/Associate Professor of GTU or GTU affiliated colleges, with PhD or having twenty years of teaching experience.
- (5) Eligibility for Associate Dean for Diploma (Faculty of Engineering and Technology & Pharmacy only) : Full time Principal/Head of Department in GTU affiliated Diploma colleges, having minimum 20 years of teaching experience.
- (6) The Term of the Deans/Associate Deans of faculty shall be of three years and shall be eligible for re-nomination for further term of three years.
- (7) The Deans/Associate Deans shall assist the Vice-Chancellor and the respective Directors in managing the academic and other affairs of the University, colleges, centers, schools of the University and shall exercise powers and perform functions as entrusted to them by the Vice-Chancellor.

10.1 DUTIES OF DEAN OF A FACULTY:

- (1) Subject to the provisions of the University Act, the Dean shall function under the overall control of the Vice-Chancellor and assist the Vice-chancellor in maintaining academic standards and coordinating the teaching and research in the Faculty,
- (2) The Dean shall-
 - (a) preside over the meetings of the Faculties concerned;
 - (b) have the right to be present and participate in the deliberations of any meeting of any Faculty Committee or any Board of Studies under the Faculty;
 - (c) present the candidates of the concerned Faculty for the conferment of Degrees in the Convocation;

- (d) Co-ordinate with Associate Deans.
- (e) co-ordinate with other Faculties in matters relating to the inter-disciplinary courses and other academic programs;
- (f) allocate related work to the Associate Dean and members of the Faculty, subject to the rules of the University;
- (g) be responsible for planning and development of the courses and research activities of the Faculty;

10.2 POWERS AND FUNCTIONS OF DEAN OF A FACULTY:

- (1) The Dean shall have the following powers to:
 - (a) recommend to the University, in consultation with the concerned Faculty, the constitution, structure and academic and administrative responsibilities of the 'Schools and Colleges' in the concerned Faculty;
 - (b) recommend to the Registrar, deputation of teachers to approved conferences, seminars, workshop, etc;
 - (c) recommend to the Registrar, in consultation with the Director of the concerned School, the award of Research Fellowship of the University and UGC to the research scholars of the concerned Faculty;
 - (d) recommend to the Registrar, the Research proposals submitted by the teachers of the concerned Faculty to external funding agencies like UGC, CSIR, ICAR, ICMR, etc;
 - (e) allocate research funds allotted by the University to individual schools under the Faculty;
 - (f) attend the meeting of any Board of Studies in the faculty;
 - (g) supervise and co-ordinate the work of Associate Deans of the different zone of the concerned faculty;
 - (h) plan and organize seminars, refresher courses, and workshops, pertaining to the subjects under the Faculty;
 - (i) Inspect and guide the University Schools of Studies affiliated colleges, recognized institutions and approved institution in respect of subjects under the Faculties.
 - (j) Permit Research Scholars to attend summer schools, symposia, conferences, without any financial commitment on the part of the University and to treat their absence as active period of research.
- (2) The Dean shall exercise such other powers and perform such other academic and administrative duties as may be suggested by the Vice-Chancellor.
- (3) The office of the dean shall be vacated by death, by resignation, by the Dean's ceasing to be

a teacher or by his being absent from four consecutive meetings of the faculty concerned. He will also cease to be the Dean, if he remains absent from the University area for more than four consecutive calendar months without the permission of the Vice- Chancellor.

- (4) A casual vacancy in the office of the Dean occurring for any reason may be filled by the Vice-Chancellor as laid down in clause (2) above. A Dean nominated to fill a casual vacancy shall hold office for the unexpired period of the term of office of the Dean in whose vacancy he is nominated.

10.3 POWERS AND FUNCTIONS OF ASSOCIATE DEAN:

The powers and functions of Associate Deans shall be as follows, namely:-

- (a) to supervise and coordinate the different colleges/institutions under the faculty of concerned zone;
 - (b) to plan and organize seminars, refresher courses under the Faculty of the concerned zone;
 - (c) to recommend to the Dean, the deputation of teachers to approved conferences, seminars, workshop, etc;
 - (d) to recommend to the Dean, in consultation with the principal of colleges of the concerned zone, the award of Research Fellowship of the University and UGC to the research Scholars of the concerned Faculty.
- (2) The Associate Dean shall exercise such other powers and perform such other academic and administrative duties as may be assigned by the Vice-Chancellor.

R 11 REGISTRARS

11.1 Terms and Conditions of Registrar:

- (i) The salary and other service conditions of the Registrar shall be prescribed by the UGC/AICTE as accepted by the State Government from time to time.
- (ii) The Registrar shall be a whole time salaried Administrative Officer of the University and shall work directly under the superintendence, direction and control of the Vice-Chancellor.
- (iii) The Registrar shall be appointed by the Board of Governors on the recommendation of the selection committee as prescribed by UGC/State Government. His emoluments and terms and conditions of service shall be such as may be prescribed by State Government from time to time.

11.2 Mode of Recruitment:

- (a) The posts shall be filled in by Direct Recruitment through advertisement for which the qualifications, age and experience shall be as per UGC norms. Working knowledge of English and Gujarati shall be preferable.
- (b) In case of deputation, the officer amongst the officers working with State Government or State Funded Universities or may be appointed from the retired experienced officers who have worked as registrar for not less than three years in State Funded University below the age of 62 years.

11.3 Tenure:

The appointment of the Registrar shall be initially for a period of five years including two years' probation period and eligible for reappointment each time for a block period of five years subject to his satisfactory work, of which the Board of Governors shall be the sole judge. However, the employee can resign or his services can be *terminated by the University at any time by giving

- (1) Not less than one calendar months' notice, in writing if he is on probation, and
- (2) not less than three calendar months' notice, in writing if he is continued after completion of probation period.

* **Note:** If the terminations is on the ground of not fulfilling the require qualifications criteria than no departmental inquiry is required but if it is punishment then procedure should be followed as per the regulations.

R 12 UNIVERSITY LIBRARIAN, FUNCTIONS AND DUTIES:

- (a) The University Librarian shall be a whole time salaried officer of the University and shall be appointed by the Board of Governors through direct recruitment.
- (b) The Qualifications, age, experience shall be as per UGC norms as accepted by the State Government.
- (c) Subject to the general control and supervision of the Vice-Chancellor and the Registrar, the University Librarian shall exercise the following powers and discharge the following duties, namely:-
 - (i) Exercise all powers required for maintaining the office routine and assign work to library staff, and for efficient organization of the University Library;
 - (ii) Supervise the maintenance of all the libraries in the University and organize their services in a manner that is most beneficial to the teaching, research and extension activities in the Colleges;
 - (iii) Purchase catalogue cards, labels and other library requisites following the procedures

- prescribed for the purpose;
- (iv) Acquire books and journals for the Libraries in the University as recommended by the University Library Committee / Schools Library Committees / Boards of Studies by following the prescribed procedures;
 - (v) Responsible for the proper care and upkeep of all books, manuscripts, current and back-numbers of periodicals, etc. in the library of the University and monitor the Termite Control/Prevention and Fire Protection Services;
 - (vi) Arrange for annual stock verification by the Committee constituted by the University during summer vacation;
 - (vii) Submit to the Vice-Chancellor an annual report and statistics showing the progress of the library in the University during the academic year;
 - (viii) Prepare the annual budget for the libraries in the University and submit to the Registrar;
 - (ix) Responsible for computerizing and modernizing the Library services including the e-library and e-books and e-journals;
 - (x) Seek guidance of the Vice-Chancellor in all matters relating to the general policy, development and working of the libraries;
 - (xi) Define the duties of staff working in the library, exercise administrative control over them, assess their work and performance and sanction leave to them as per rules.
 - (xii) Discharge such other duties as may be assigned to him by the Vice-Chancellor, Board of Governors, or Academic Senate in matters relating to the library activity in the University.
- (d) When the Office of the University Librarian falls vacant, or unable to perform the duties as Librarian, the duties of the University Librarian shall be performed by an officer so ordered to hold the additional charge, by the Vice-Chancellor for the purpose until permanent arrangements are made.
- Or suitable person may be brought on deputation or retired librarian may be appointed for the period not exceeding three years or till the recruitment of the regular librarian whichever is earlier.

R13 CONTROLLER OF EXAMINATIONS (COE):

- (a) The Controller of Examinations (hereinafter called “CoE”) shall be a full-time officer of the University appointed by the Board of Governors. The CoE shall function as per the directions/instructions by the Vice-Chancellor, and in accordance with the provisions of these regulations, in matters related to all examinations conducted by the University.

- (i) The minimum qualifications, age and experience shall be as per prevailing UGC norms and /or State Government norms, if any, or
- (ii) The suitable person may be brought on deputation, either working or retired officer, who has experience of controller of examinations in any State funded University may be appointed for the period not exceeding three years or till the recruitment of the regular COE whichever is earlier.

13.1 Duties of COE:

- (i) Issue of notifications for all examinations conducted by the University,
- (ii) Calling for, receiving and processing the applications of various examinations conducted by the University, and issue hall-tickets to eligible candidates,
- (iii) Identify the centers for holding various examinations, in accordance with the rules framed by the University in this regard, and to allot candidates to identified centers,
- (iv) Regulating and monitoring the examinations conducted by the University,
- (v) Take all such measures as may be found necessary for smooth and fair conduct of examinations, evaluation and announcement of results.
- (vi) Signing the Provisional Certificates, Migration Certificates, Memoranda of Marks.
- (vii) Issue 'Substitute Memorandum of Marks' in respect of original memorandum of marks of Diploma and Degree lost by the candidates,
- (viii) Exercise such other powers required for conducting the University examinations, and perform all the duties in accordance with the provisions of these regulations and as directed by the Vice- Chancellor from time to time.
- (ix) Counter sign T.A. bills and sanction casual leave of employees working under him;
- (x) He shall be fully liable to the University for all Examinations Duties and smooth conduct of every stages of examinations and till the declaration of results of all examinations, reassessment of results and completion of the examinations in all aspects.

CHAPTER IV

AFFILIATION

R 14 AFFILIATION:

Any affiliated institute or upcoming new institute which wants to affiliate with GTU has on priority apply first in apex higher body like AICTE/PCI/COA/Govt. of Gujarat/University/ Others for particular academic year. Norms and eligibility criteria for each institute remain same as per decided by higher authority like AICTE/PCI/COA/Govt. of Gujarat/ University/ Others for particular academic year. Application for affiliation or extension or change in name/intake/site or starting new course/program or closing a course/program in an existing affiliated institute shall be sent to the Registrar in the form prescribed by the University so as to reach him as under:

➤ **Nature of Application:**

1. Application for new institute
2. Extension of affiliation for existing institutions
3. Change offsite/name/change in management
4. Variation in intake i.e increase or reduction
5. Starting a new course/program
6. Closure of course/program
7. Closure of Institute
8. Introduction/Continuing seats for Son/Daughter of NRI
9. Conversion of Women institutions in to Co-education institutions
10. Introduction of integrated course in existing institutes
11. Introduction of Twining program
12. Introduction/Continuation of Supernumerary seats for PIO/FN
13. Introduction of fellowship program in Management in existing institutions having NBA accredited courses.
14. Merger of existing institutions
15. De- affiliation of the existing institution

▪ **Note**

- (a) All the institutions have to apply in respective higher apex body & university with necessary fees, supportive documents & required details asked by higher body for particular academic year.
- (b) Fees structure will be declared by university every academic year. New institutes have to deposit such amount as a security deposit decided by university time to time.
- (c) Late fees & Penalty will be decided by university.
- (d) Application fees & affiliation fees is/are non-refundable.

14.1 INSPECTION IN VARIOUS INSTITUTIONS:

- (a) After the approval from apex higher body, University will conduct an inspection in respective college by various experts identified by University. University will provide fuel charges as per norms, transportation facility with prior intimation from expert(s) and honorarium as per university norms.
- (b) After completion of inspection, the hard copy of the report must be submitted to university within a week or before by any team member with supportive documents.
- (c) University will identify the committee for review of all the inspection report. On the bases of comments given by review committee, university will conduct necessary action(s) against respective institute.
- (d) University will inform/ask compliance on the bases of comments given by inspection committee.
- (e) If the report & compliance found poor/very poor and review committee is not satisfied with institute's justification then re-inspection will be conducted with prior permission of the Vice-Chancellor. University will take necessary action against each institution(s) as per the direction of the Vice-Chancellor.
- (f) All the inspection reports with comments of inspection committee & review committee shall be submitted to the Academic council Body and subsequently before the BOG with necessary comments of Academic council for final decision.
- (g) Any institution if not satisfied with the decision of BOG may appeal to State Government within sixty days from date of communication of such decision/order and the decision/order and the decision of State Government on such appeal considered as final.
- (h) University will issue temporary affiliation letter to respective institution(s) on the basis of apex body approval, institute's application to university, inspection report and review committee comments for particular academic year with prior permission of the Vice-

Chancellor.

- (i) If apex body deny for starting the new institute/course, change in name/site/intake, increase/decrease in intake, closure of course etc. then University will not consider the application for any purpose.
- (j) If any institute failed to apply in apex body and university in earlier year(s) the huge amount of penalty will be charged towards such institute(s) decided by university.
- (k) The discontinuance/de-affiliation/Closure of the course/institute in respect of course/program will be considered as progressive closure as per the durability of course/program. University will not consider closure of course/program even if a single student found enrolled or exist in particular institute/course/program and affidavit which include the liability, pending dues towards university of all existing staff & advance amount given by university/government/apex body.
- (l) If everything found clear as per the above condition (k) then university will issue NOC/de-affiliation letter as per norms with prior permission of the Vice-Chancellor.

14.2 RECOGNITION OF INSTITUTIONS OF RESEARCH AND SPECIALIZED STUDIES:-

1. The BOG committee have the power after consultation with the Academic Council, to recognize any institution as recognized institution of research or specialized studies in affiliated college/any other college/any organization.
2. Any institution, desire to have such recognition having research Centre must have NAAC accreditation & NBA certificate. Such institute can apply with prescribed form & necessary fees to the Registrar and shall give full information in the form of application with respect to the following matters namely:
 - a) Constitution and personnel of the managing body;
 - b) Application Form & Fees decided by University;
 - c) Subjects and courses for which recognition is sought;
 - d) Accommodation, Academic Infrastructure, equipment's, library facilities, laboratories and the number of students for whom provision has been or is proposed to be made;
 - e) The strength of the staff, their qualification, their salaries and the research work done by them;
 - f) Fees levied or proposed to be levied and the financial provision made for capital expenditure on buildings and equipment's and for the continuous/periodical maintenance and efficient working of the institution.

3. Before taking the application into consideration, the BOG may call for any further information which it may deem necessary.
4. If the BOG decides to take the application into consideration, it may direct a local inquiry to be conducted by a competent person or persons authorized by it in this behalf. After considering the report made as a result of such local inquiry and making such further inquiry as may appear to it to be necessary, the BOG shall, after obtaining the opinion of the Academic Council, grant or refuse the application or any part, thereof. Where the application or any part thereof is granted, the BOG shall specify the subjects and courses of instruction in respect of which the institution is recognized and make a report to that effect to the Academic Council and Dean Committee at their next succeeding meetings. Where the application or any part thereof is refused, the grounds of such refusal shall be stated. University can withdraw the approval as a research Centre against such institutes where the institutes fails to maintain minimum standards decided by University/higher body from time to time.

14.3 ACADEMIC INSPECTION OF AFFILIATED INSTITUTES AND RECOGNIZED INSTITUTIONS:

- (1) Whenever a University Academic Inspection Committee inspects an affiliated institute or a recognized institution by the team members identified by university, Committee shall submit the complete report with supportive documents.
- (2) An inspection of every affiliated institute and recognized institution shall be held at least once in a year and at other time when, in the opinion of the University Officer special reasons exist, in the case of any institute or institution, for such inspection.
- (3) The inspection will be directed primarily to the purpose of ascertaining whether the conditions of affiliation or recognition are satisfied or not and to see that adequate measures are taken to ensure efficiency and academic standards as per respective apex body.
- (4) If the report submitted by the Inspection Committee or by the person or persons deputed to inspect calls for any action by the Authority, the Authority shall, after necessary inquiry, specify definitely the point(s) in which it considers the institute or the institution deficient and fix a time (to be extended upon good cause shown), within which the institute or the institution shall take the action necessary to rectify the deficiencies pointed out.
- (5) Every institute, recognized institution or approved institution shall submit following details to University every year before start a new semester.
 - (i) Details of the Teaching Staff;

- (ii) Details of the number of enrolled students attending the institute.
 - (iii) Details of the complete time-table, of lectures, tutorials, practical(s),etc.
- (6) Every institute and recognized institution shall report to the University through proper channel all changes in teaching staff as soon as such changes are made. In reporting such changes like qualification of staff, newly appointed and existing staff, the conditions governing their tenure of office.

14.4 CONDITION OF AFFILIATION:

It shall be a condition for affiliation of such institutes that it will co-operate in all respect in connection with the work of holding University Examinations. No affiliated institute shall refuse to put at the disposal of the University its buildings, furniture, teaching and non-teaching staff, resources, etc., for conducting the University Examinations and the institute shall give all facilities to the University as may be required from time to time.

14.5 WITHDRAWAL OF AFFILIATION OF COLLEGES/INSTITUTION:

In addition to the norms for withdrawal of affiliation for any college provided in the Act, the following norms shall be follows:

- (1) The right conferred on an Institution/college by affiliation may be withdrawn in whole or in part or modified if the college has failed to carry out any provision of AICTE or University or any apex body or the college has failed to observe any of the conditions of its affiliation or the college is conducted in a manner which is prejudicial to the interests of education or teacher recognized by the University leaves the institutes.
- (2) A motion for the withdrawal or the modification of such rights shall be initiated only in the BOG. The members of the BOG who intends to move such motion shall give notice of it and shall state in writing the grounds on which it is made.
- (3) Before taking the said motion into consideration the BOG shall send a copy of the notice and written statement to the trustee/principal of the college concerned together with an intimation that any representation in writing submitted within a period specified in such intimation on behalf of the college will be considered by the BOG; Provided that the period so specified may, if necessary, be extended by the BOG.
- (4) On receipt of the representative or on the expiry of the period, the BOG after considering the notice of motion, statement and representation and after such inspection by competent person or persons authorized by the BOG in this behalf and such further inquiry as may appear to it to be necessary and after consulting the Dean committee shall make a report to the Academic Council.

- (5) On receipt of the report the Academic Council shall, after such further inquiry, if any, as may appear to it to be necessary, record this opinion in the matter:
Provided that no resolution of the Academic Council recommending the withdrawal of affiliation shall be deemed to have been passed by it unless the resolution has obtained the support of two-third of the member present at a meeting of the Academic Council, such majority comprising not less than one-half of the members of the Academic Council.
- (6) The Registrar shall submit the proposal and all proceedings, if any of the Dean committee, Academic Council and the BOG relating thereto the State Government which after such further inquiry if any as may appear to it to be the necessary, shall make such order as it deems fit and communicate it to be BOG.
- (7) Where by an order made, rights conferred by affiliation are withdrawn in whole or in part of modified, the grounds for such withdrawal or as the case may be suspended or modified shall be stated in the order.
- (8) De-Affiliation of College/ Institution- As per Gujarat Private University Act, 2009 (Guj. 8 of 2009), under Section 3 (5) of Chapter II and the relevant amendments made in the same Act from time to time, any SFI colleges/ institutions of the sponsoring body affiliated to GTU shall be deemed to be de- affiliated immediately.

14.6 ENDORSEMENT:

- (1) Procedure for Endorsement to the faculty of SFI and Granted institution:
- (a) Affiliated institute has to publish an advertisement to conduct an interview in at least all over Gujarat edition of one leading Gujarati and one leading English newspaper. The minimum size of the advertisement is 100 sq.cm. The advertisement must contain post/cadre, no. of vacancy and last date for application.
 - (b) Then institute has to request the Vice-Chancellor for nominee along with branch wise applications summary and published advertisement. Institute has to mention venue, interview date and time along with forwarding letter. Institute has to send the forwarding letter before 15 days from scheduled interview date.
 - (c) After following above (a) and (b) by institute, institute has to conduct the interview as per GTU norms.
- (2) Selection file with all relevant documents should be submitted to the Registrar within 21 days after completion of interview for endorsement.
- SFI and GIA Institute/College has to follow recruitment rules of the concern Apex bodies

time to time, i.e. AICTE/COA/PCI/GOG/UGC etc. whichever is applicable time to time.
The decision of Apex Body shall be applicable from time to time.
Affiliation section has to verify following points for endorsement.

- V.C. Nominee Report.
- Selection Committee as per Norms or not.

- Procedure followed in selection of teaching staff or not.

- Scrutiny of selected teaching staff.
 - (a) Basic Qualifications.
 - (b) Required supportive documents.
 - (c) Valid Experience documents.

R 15 CONTRACTS OR AGREEMENT:

The mode of execution of contract or agreement by or on behalf of the University shall be as follows:-

The Registrar shall exercise the powers to enter into, vary, carry out and cancel the contracts with approval of the Board of Governors.

R 16 MANAGEMENT OF PROPERTIES OF UNIVERSITY:

- (1) The properties shall be in the name of the Gujarat Technological University.
- (2) The Registrar shall sign on the papers of the properties on behalf of the University being of the custodian of the University.
- (3) The Board of Governors shall lease, sell or otherwise, transfer or dispose of any property movable or immovable which may vest in or be acquired by it, for the purpose of the University and to contract and do all other acts and things necessary for the purposes of this Act.

CHAPTER V CONVOCATION

R17 AWARD OF DIPLOMA, DEGREE, CERTIFICATE, OTHER ACADEMIC DISTINCTION AND TITLES:

The University may confer the following Degrees:

(1) Faculty of Engineering and Technology:

1. Doctor of Philosophy (Ph.d)
2. Master of Engineering
3. Bachelor of Engineering
4. Diploma in Engineering
5. Bachelor of Technology*
6. Master of Technology*

*Only for Autonomous College affiliated to GTU.

(2) Faculty of Pharmacy:

1. Doctor of Philosophy (Ph.d)
2. Doctorate of Pharmacy (Pharm.D)
3. Master of Pharmacy
4. Bachelor of Pharmacy
5. Bachelor of Pharmacy (Practice)
6. Diploma in Pharmacy

(3) Faculty of Management:

1. Doctor of Philosophy (Ph.d)
2. Master of Philosophy (M.Phil)
3. Master of Business Administration (MBA)
4. Bachelor of Business Administration (BBA)
5. Master of Business Administration (Integrated)

6. Master of Technology Management (MTM)
7. Master of Pharmacy Management (MPM)
8. Bachelor of Hotel Management and Catering Technology (HMCT)
9. Post Graduate Diploma in Digital Marketing
10. Post Graduate Diploma in Asian Business and Gandhian Philosophy

(4) Faculty of Computer Science:

1. Doctor of Philosophy (Ph.d)
2. Master of Computer Application(MCA)
3. Bachelor of Computer Application(BCA)
4. Master of Computer Application(Integrated)

(5) Faculty of Architect:

1. Doctor of Philosophy (Ph.d)
2. Master of Architecture
3. Bachelor of Architecture
4. Diploma in Architecture
5. Bachelor of Planning
6. Bachelor of Interior Design

(6) Faculty of Humanities and Science:

1. Doctor of Philosophy (Ph.d)
2. Master of Philosophy (M.Phil)

**17.1 ARRANGEMENT FOR CONVOCATION AND “CONFERMENT OF DEGREE/
DIPLOMA”:**

17.1.1 The University shall confer the degrees/diplomas in the fields as specified in the Chapter II – Section 5 of GTU Act, 2007.

17.1.2 For conferment of degrees, diploma, certificates or any other academic Distinctions, University shall organize or arrange Convocation at least once in a year and shall make any kind of arrangement as per requirement, for this purpose, at any other time apart

from Annual Convocation.

- 17.1.3** After the approval of Academic council, registrar shall propose the number of eligible candidates to the Board of Governors (BoG) for conferment of Degree/Diploma. No student shall be awarded degree/diploma without the consent of the BoG.
- 17.1.4** The Annual Convocation shall be organized after the completion and declaration of the result of summer examination. For this purpose, the Annual Convocation shall be organized as per the convenience of Chancellor in the month of January every year.
- 17.1.5** If, in any case, because of unavoidable circumstances or situations beyond the control of the University, the annual convocation is not held then, it may be scheduled in coming months at the earliest.
- 17.1.6** Other than Annual Convocation, University shall organize a Mid-Year conferment of Degree/Diploma at an approximate gap of Six months from the date of annual convocation.
- 17.1.7** The Mid-Year Conferment of Degree/Diploma shall be organized after the completion and declaration of the result of winter examination. For this purpose, the Mid-Year Conferment shall be organized as per the administrative convenience of the University at an approximate gap of Six months from the date of annual convocation or in the month of July every year.
- 17.1.8** The annual convocation shall only include those students who have cleared their summer examinations and qualify to get degree/diploma.
- 17.1.9** The “Mid-Year Conferment” shall only include the students who have cleared their winter examinations and qualify to get degree/diploma.
- 17.1.10** Apart from Annual Convocation and “Mid-Year Conferment”, if required, University may organize ceremonial assembly for the purpose of award of degree/diploma/academic distinction/ honorary degree. It should be justified to the BoG, that the objective of organizing such special arrangement could not be fulfilled by existing methods of awarding degree/diploma.
- 17.1.11** At least, all medal winners shall be invited at the convocation, however, University may invite fix number of students at the convocation by specifying all or any of the criteria related to the score of CPI/CGPA/percentage/percentile. The Vice-Chancellor shall decide the number of students in consultation with Deans and other members of the committee formed for planning and execution of convocation.
- 17.1.12** The Vice-Chancellor may form a committee for the purpose of “Convocation” and “Special Convocation” for detail planning and its execution.

17.2 ELIGIBILITY FOR DEGREE, DIPLOMA, CERTIFICATE OR TITLE:

- 17.2.1** No candidates shall be eligible to qualify for a degree, diploma, certificate or title in this University unless he/she has undergone the prescribed course of study or research program as an enrolled student of a college / a school / a department or other institution affiliated to this University or directly registered for the course/program run by the University and has successfully qualified to receive the degree/diploma or any other academic distinction, prescribed for the Course of study or research program.
- 17.2.2** The award of Degrees, Diplomas, Certificate, Titles, etc. shall be conferred in presentia or absentia at Annual Convocation held after the declaration of the results of the summer examination.
- 17.2.3** Similarly the award of Degrees, Diplomas, Certificate, Titles, etc. shall be conferred in absentia by an arrangement to be called as “Mid-Year Conferment of Degree/Diploma – (Year)” held after the declaration of the results of the Winter examination.
- 17.2.4** No candidate who has already been awarded a degree or diploma shall be admitted for second time to the convocation for the same degree or diploma *until and unless* he/she has qualified in an additional group or branch or may have improved upon his/her earlier performance.
- 17.2.5** In case, when he/she has qualified for the same degree/diploma with the purpose of improving his/her performance, he/she shall be awarded fresh degree on the surrender of his/her previous certificate. In case, if he/she was not issued any such degree, then he/she will have to submit a notarize application to issue updated degree/diploma certificate in lieu of the earlier degree/diploma.

17.3 SIGNATURE ON THE CERTIFICATE:

17.3.1 Annual Convocation:

- (a) The Hon’ble Chancellor shall, on the recommendation of the Board of Governors confer upon persons who have fulfilled the requirements of the Act and Regulations for the time being in force, degree, diploma, certificate or title either at an Annual convocation or in absentia, at the option of the students.
- (b) In case of all Degree Certificates, the certificate shall bear the signature of Chancellor.
- (c) In case of all diploma certificates, the certificate shall bear the signature of Vice-Chancellor.

17.3.2 “Mid-Year Conferment of Degrees/Diploma”:

- (a) Subject to the recommendation by the Board of Governors, the degree, diploma,

certificate or title shall be conferred in absentia by an arrangement to be called as “Mid-Year Conferment of Degree / Diploma” by the Chancellor.

- (b) In the case of Degree Certificates or diplomas of higher studies or post-graduation diplomas, the certificate shall bear the signature of Chancellor. In case of diploma certificates not leading to post graduate diploma or diploma of higher studies, the certificate shall bear the signature of Vice-Chancellor.
- (c) In case of diploma certificates not leading to post graduate diploma or diploma of higher studies, the certificate shall bear the signature of Vice-Chancellor.
- (d) If, in a case when, applicant has applied for duplicate degree/diploma certificate or applicant is applying for the first time when he did not apply during his regular convocation or mid-year conferment of degree/diploma, in such cases, for administrative convenience, the certificate may bear the signature of Vice-Chancellor.

17.4 HONORARY DEGREE

17.4.1 The University may confer an Honorary Degree or Title on any person having achieved outstanding merits. The person shall-

- (a) be an eminent educationist or a technologist or a scientist or a researcher or and administrator or an economist or an industrialist,

OR

- (b) be an eminent scholar or practitioner from the discipline of Engineering or Management or Pharmacy or Medical Science or Computer Applications or Architecture,

OR

- (c) have contributed in the field of Social service or art or literature or sports,

OR

- (d) be recognized for his/her exceptional service/performance of the highest order in the field of public service, service to the nation, NGO, Environment Protection, human rights protection,

OR

- (e) be from any other field in which his/her contribution is considered as extraordinary,

OR

- (f) any other person of repute who has exhibited exemplary leadership style.

17.4.2 The procedure to be followed for the same is given below:

- (a) The Registrar shall invite recommendations for conferment of Honorary Degree or Title

from the Director of the school or departments and Dean of the faculties of the University.

- (b) The Vice-Chancellor may also form a committee of three person for this purpose, by nominating three members amongst the deans of the faculties or directors of the schools or departments.
- (c) The committee shall propose at least three names to the Vice-Chancellor through Registrar for the consideration of the achievements of the proposed persons.
- (d) Proposed names shall be put in front of Academic Council for its approval and recommendation to Board of Governors.
- (e) On the approval from Academic Council, The Vice-Chancellor shall recommend the names to the Board of Governors in the order of priority.
- (f) The Board of Governors shall sanction conferral of the Honorary Degree or the Title so recommended on such a person without requiring him to undergo any examination. Hon'ble Chancellor may confirm or reject the proposal for conferment of the Honorary Degree or the Title.
- (g) If the Honorary Degree is confirmed by The Hon'ble Chancellor, then he/she shall confer it to a person at a convocation or any other ceremonial assembly. The Hon'ble Chancellor or Vice-Chancellor, as the case may, be preside over the convocation or any other ceremonial assembly.
- (h) The honorary degree, diploma, certificate or title shall bear the signature of the Chancellor.

17.5 FEES FOR AWARD OF DEGREE / DIPLOMA /CERTIFICATE:

- (1) Every person who has fulfilled the requirements specified by the University shall be eligible, on payment of fees and incidental charges prescribed by the University, to be admitted for receiving the respective Degree / Post Graduate Degree / Post Graduate Diploma / Diploma in person or in absentia at his option (in case of Convocation) or only in absentia (in case of Mid-Year Conferment) in testimony thereof, the same shall be awarded to him.
- (2) Any candidate who having applied as a candidate for a degree in person at Convocation but failed to appear at that occasion, can receive the Degree or Diploma or title by post.
- (3) Degrees or Diplomas may be awarded posthumously, on application, to such representative of the eligible and deceased candidates, as may be approved by the Vice-Chancellor. The Vice-Chancellor's choice of the representative of the deceased shall be final.

17.6 MEDAL:

- (1) University shall award Medal, only at Annual Convocation.
- (2) Any student who is qualified to get medal in any branch/course will be awarded Medal and merit certificate during Annual Convocation irrespective of the exam cleared by him/her i.e. Summer or Winter.
- (3) In case of any program which ends in odd-semester, then the students of such program are eligible to get degree after clearing their final semester examinations (winter examination). In case of these student, for those who qualify to get medal in any branch/course, will be awarded diploma/degree in July, but medal during Annual Convocation only.
- (4) The rules to award medal(s) will be stipulated by Academic Council from time to time.

17.7 FEATURES OF THE CERTIFICATE:

- (1) University shall introduce or include security features which it thinks are essential for maintaining genuineness and authenticity so that duplication of the certificate cannot be done. University shall take the help of advancement in technology and improve upon the security features of the certificate, from time to time.
- (2) University may have its own fonts (copy righted) for degree/diploma certificates.
- (3) University shall maintain uniformity in its logo / emblem / seal and should ensure for the similarity of size, design, and colour of fonts printed on the certificates issued in different years.
- (4) Until and unless required, University shall not frequently change the type of font, size of font, lay out, size of the certificate, colour combination, etc. so that the uniformity shall be maintained.

17.8 INVITING APPLICATION:

- (1) University shall invite application from eligible students though online mode. The online application must have provision to upload signature.
- (2) University shall invite application and fees for the convocation at the time of filling the final semester examination forms.

- (3) University shall accept the fees by either online mode or student can directly deposit required fees in the bank account in the manner specified by the University.
- (4) Sufficient number of days should be given to the students to fill up the online application forms and payment of fees.
- (5) University shall adopt environment friendly method to accept application and shall not demand the hard copy of the application form which has been already submitted / uploaded on the website.

17.9 CONVOCATION:

17.9.1 Convocation and Special Convocation:

- (a) A convocation for conferring degrees, diplomas, other academic distinctions, honorary degrees and the titles shall be held ordinarily once in a year at Ahmedabad/Gandhinagar.
- (b) However, the Board of Governors may decide to hold a special convocation, if recommended by the Academic Council and consented by the Vice-Chancellor. The special convocation shall be held only at Ahmedabad/Gandhinagar.
- (c) The Annual convocation to be organize in the month of January every year and special convocation as per the decision of the Board of Governors.

17.9.2 Date of Convocation:

- (a) Keeping in view this regulations and administrative task for this purpose, the registrar shall in consultation with Vice-Chancellor propose to the Hon'ble Chancellor three alternate dates for holding the convocation.
- (b) On the confirmation of the date from the office of the Hon'ble Chancellor, the registrar shall publish the advertisement in the newspapers and must displayed on the website of the University by clearly mentioning the date of the convocation.

17.9.3 Chief Guest / Guest of Honour at Convocation:

- (a) The Vice-Chancellor, in consultation with Deans and Board of Governors, shall identify a person and invite him/her as the Chief Guest for delivering the Convocation Address.
- (b) The University shall invite, An academician of eminence known for his/her life-time contribution in various spheres of education, research and contemporary thoughts having unbiased vision and ability to ignite the minds of young recipients of the degrees or any person of eminence known for his/her life time contribution in the field of

Science and Technology or Social Service or Art or Literature or Sport or Public Service or Human Rights Protection or Environment Protection or exhibited exemplary leadership style in the fields such as Industry or Defence or Politics or Social Service.

- (c) Following the above points, University may also invite Guest of Honour for delivering Convocation Address.

17.9.4 The Dais plan (For 5 dignitaries):

- (a) The Chancellor will have the centre position.
- (b) On each side of the Chancellor, Chief Guest and Guest of Honour shall have sitting position.
- (c) The Vice-Chancellor shall take his position besides Chief Guest.
- (d) The Registrar shall take position besides Guest of Honour. The chair reserved for registrar should be adjacent to the Podium.
- (e) The Vice-Chancellor shall preside at convocation in the absence of Hon'ble Chancellor.
- (f) In case, any seat remains vacant, the Vice-Chancellor shall nominate a person from Board of Governors or Deans or Directors.
- (g) University shall make changes in the dais plan as per the instructions from Raj Bhavan Secretariat.

17.9.5 The Dais plan (For 7 dignitaries):

- (a) The Chancellor will have the centre position.
- (b) On each side of the Chancellor, Chief Guest and Guest of Honour shall have sitting position.
- (c) The Vice-Chancellor shall take his position besides Chief Guest.
- (d) One of the members, nominated by Vice-Chancellor shall have place besides Vice Chancellor.
- (e) Another member, nominated by Vice-Chancellor shall have place besides guest of honour.
- (f) The Registrar shall take position besides another member nominated by Vice-Chancellor sitting beside Guest of Honour. The chair reserved for registrar should be adjacent to the Podium.
- (g) The Vice-Chancellor shall preside at convocation in the absence of Hon'ble Chancellor.
- (h) In case, any seat remains vacant, the Vice-Chancellor shall nominate a person from Board

of Governors or Deans or Directors.

- (i) University shall make changes in the dais plan as per the instructions from Raj Bhavan Secretariat.

17.9.6 Costume (dress code):

- (a) The University shall define the costume for the convocation.
- (b) The costume should be such that it symbolizes the India tradition and values.
- (c) The University shall provide distinctive costume for (1) Dias members and members of Board of Governors (2) Deans and members of Academic Council
- (d) The University may provide distinctive costume for GTU officers and Convocation committee members and other staff members.

17.9.7 Convocation Procession:

- (a) The procession shall be led by Chancellor and followed by Vice-Chancellor, Chief Guest, Guest of Honour, members of Board of Governors, Directors, Deans, members of Academic Council and Registrar.
- (b) The Vice-Chancellor may limit the number of persons in the procession by nomination of persons from Directors, Deans and members of Academic Council.

17.9.8 Order of the Convocation Programme:

- (a) Guard of Honour by N.C.C. cadets to Honourable Chancellor
- (b) Dignitaries will march in Convocation Procession towards the dais
- (c) Invocation
- (d) Welcome of Dignitaries by the Registrar
- (e) Declaration of the Convocation Open by Honourable Chancellor
- (f) Annual Report by the Vice-Chancellor
- (g) Address by Guest(s) of Honour (if any)
- (h) Proposal for Award of Degrees by Deans and the Consent of Honourable Chancellor for the Conferment of Degrees as per given citations in this regulation
- (i) Convocational Address by the Chief Guest
- (j) Presidential Address by the Honourable Chancellor

- (k) Medal Distribution
- (l) Vote of Thanks
- (m) Declaration of Closing of Convocation Ceremony by the The Vice-Chancellor with the permission of Honourable Chancellor
- (n) National Anthem
- (o) Departure of Convocation Procession

Note - University shall make necessary changes in the above flow of programme to meet the protocol or as per the instruction from the Raj Bhavan Secretariat.

17.9.9 Citations

(a) For Honorary Degree

(i) The Vice-Chancellor to say:

“Honorable Chancellor, the Convocation Committee, the Academic Council and the Board of Governors have examined and found qualified ** eminent Personality(ties) for the award of Honorary Doctorate. ***** is / are present here to receive Honorary Doctorate in -person. I request to confer the said degrees on him/her/them.”

Note: ** :- number of honorary degree recipient

***** : - Name of the person(s) receiving the honorary degree.

(ii) Honorable Chancellor to say:

“*****, I confer Honorary Doctorate upon you. I charge you that ever in your life, by word and by deed you will prove yourself worthy of it.”

Note: ***** : - Name of the person(s) receiving the honorary degree.

(b) For other Degrees

(iii) Dean of respective faculty to say:

“Candidates for the degree of ##, please rise”

(After student(s) have risen)

“Honorable Chancellor, I present to you ** candidates for the Degree of Master of Engineering, who have been examined and found qualified for the said Degrees and I

request you to confer the said Degrees on them. I also request you to confer the said Degrees to the candidates who are permitted to receive the same in absentia”

Note: #\$\$:- Name of the Program (Degree)

** : - number of the candidate(s) receiving the degree.

After the above procedure followed by dean of every faculty, Honorable Chancellor to say:

“I confer the *#@#* degrees to respective candidates. I confer on you the Degree. I charge you that ever in your life, by word and by deed you will prove yourselves worthy of it. I admit the other candidates also for the said degrees in absentia”

Note: *\$##* :- Name of the Program(s) /(Degree(s))

In the absence of Dean of any faculty, a person authorized by the Vice-Chancellor shall perform the Citation.

17.9.10 The Registrar shall ensure to arrange for the minute to minute program, list of medal winners, proposal to be made by Vice-Chancellor and Deans of the University to the Chancellor for the award of Degree/Diploma in the form of citations as mentioned in this regulation. The citations shall be in the proper sequence to be define by the convocation committee.

17.9.11 The Registrar shall, if confirmed by Vice-Chancellor, ensure to arrange and published annual report of the university and circulate among the present members and students of the university.

17.10 MID-YEAR CONFERMENT OF DEGREE/DIPLOMA – _____(YEAR)

17.10.1 The approval of Academic Council is essential before proposing the program wise number of eligible students to get degree/diploma.

17.10.2 Approval of Board of Governor is essential before announcing the advertisement and initiate any procedure or administrative task.

17.10.3 After the approval of BoG, at least one Deans to be nominated faculty wise by Vice-Chancellor, who will give a written request to confer Degree for their respective faculties in absentia in the following format to the Chancellor.

“Honourable Chancellor, candidates for the degree of have been examined and found qualified for the said degrees on them. I request you to confer the said degrees and are permitted to receive the same in absentia on//(date).”\

17.10.4 On the request of Deans, the Vice-Chancellor shall send a request to the Chancellor to give his consent for award of Degree in absentia. The Chancellor may give his consent though a letter which says

“I confer the Master of Engineering, Master of Pharmacy, Master of Business Administration, Master of Computer Applications, Bachelor of Engineering, PDDC and Bachelor of Pharmacy Degrees, etc to respective candidates. I confer on you the degrees. I charge you that ever in your life, by word and by deed you will prove yourselves worthy of it. I admit the candidates for the said degrees in absentia on//_(date).”

17.10.5 After receiving the consent of Hon’ble Chancellor, the Registrar shall take necessary action to confer degree/diploma.

17.11 WITHDRAWAL OF DEGREES, HONORARY DEGREES, DIPLOMAS, CERTIFICATES, TITLES ETC.,:

17.11.1 The Board of Governors may on the recommendations of the Academic Council, by a resolution passed by a majority of the total membership of the Council and not less than two-thirds of the members of the Board of Governors present and voting, recommend to the Hon’ble Chancellor to withdraw a degree, honorary degree, diploma, certificate and title conferred by the University and the Hon’ble Chancellor may order withdrawal of the same.

17.11.2 Before withdrawing a degree, honorary degree, diploma, certificate and title it shall be incumbent upon the Academic Council to notify the person concerned of the action contemplated and to give him/her an opportunity to tender either in person or by a written statement within 21 (twenty one) clear days from the date of issue of such notice, such defence as he/she may wish to put up, If the Academic Council after taking into

consideration the defence so set up, decides to recommend to the Board of Governors that action be taken against him/her, a copy of such recommendation shall be forwarded to him/her with an intimation of the date of the meeting of the Board of Governors at which his/her case will come up for consideration and he/she shall be informed that if he has any further statement to make, in writing he/she should submit the same to the Academic Council six weeks before the date of the meeting.

17.11.3 The statement, if any, so received, shall be submitted to the Board of Governors with recommendation of the Academic Council and the relevant details of the case.

CHAPTER VI

EXAMINATIONS AND EXAMINERS

R 18 CONDUCTS OF EXAMINATION AND APPOINTMENT OF EXAMINERS:

18.1 DATE, PLACE OF EXAMINATION:

- (1) All examinations shall be conducted at such places, at such times and on such dates as the Vice Chancellor may decide from time to time. A list of the Centres at which examinations will be held shall ordinarily be published not less than 15 days before commencement of examinations.
- (2) All examinations shall ordinarily be held twice in the academic year unless otherwise decided by the Academic Council from time to time.

18.2 NOTIFICATION OF DATE:

The Controller of Examinations shall notify the last date of receipt of applications for examination together with the prescribed fees, the last date of receipt of Term Certificates, and the dates of conduct of examinations.

18.3 METHOD OF EXAMINATION:

- (1) Unless provided for, examinations shall be conducted by one or more of the following methods.
 - (a) Written
 - (b) Practical
 - (c) Viva/Oral.
 - (d) Computer based examination
 - (e) OMR based examinations
- (2) Where there is more than one centre for written examinations in one paper of the same examination, the question papers shall be given out to candidates on the same day and at the same hour in every centre.
- (3) Candidates must answer question papers, except in the case of languages other than English, in English, unless otherwise stated therein. However the candidates in Diploma Engineering, shall have option to answer question papers in Gujarati language.

18.4 STANDARD OF QUESTION PAPERS:

The papers set in any subject shall be such as a candidate of decided ability, well prepared in the subject can reasonably be expected to answer within the time allotted.

18.5 PROHIBITION OF RELIGIOUS BELIEF OR PROFESSION OR POLITICAL VIEWS:

No question shall be put at any University examination calling for a declaration of religious belief or profession or political views on the part of the candidates and no answer given by any candidate shall be objected to on the ground of its giving expression to any particular form of religious belief, profession or political views.

18.6 ARRANGEMENT:

Subject to the laws of the University, the Controller of Examinations shall, under the directions of the Vice-Chancellor, make all arrangements for the conduct of the examination, at the various centers of examination.

18.7 CENTRE IN-CHARGE, SUPERVISOR:

It shall be competent to the Controller of Examinations to appoint a Centre In-charge and such other staff as are required for the conduct of the examinations, at each centre of examination subject to guidelines. Such persons shall be paid such remuneration as may be fixed by the University from time to time.

18.8 HALL TICKET:

Every candidate who has been registered for an examination shall be given a Hall Ticket issued by the Controller of Examinations in the prescribed form. The Hall tickets shall be issued to each candidate through the Principal/Director of the College/Institute where student is presently enrolled. The hall ticket of a candidate issued by the University shall not be cancelled or withheld except as provided for in the regulations.

18.9 CENTRE NOT TO BE CHANGED:

Except with the special permission of the Vice-Chancellor, no candidate for an examination shall be allowed to take the examination from any centre, other than the centre allotted to the students.

18.10 PRODUCTION OF HALL TICKETS:

Candidates shall bring with them their hall tickets, on each day of the examination and shall produce the same when demand for inspection by the Center In-Charge or Supervisor or any officer authorised by the University for the purpose.

18.11 CANCELLATION OF HALL TICKETS:

It shall be competent for the Vice-Chancellor to cancel the Hall Ticket issued in the name of any candidate for misconduct or if it is found out that he is ineligible to take the

examination.

18.12 EXCLUSION OF CANDIDATES FOR DISEASE:

It shall be competent for the Centre In charge, to exclude any candidate from an examination, on being satisfied that he is suffering from any infectious or contagious disease. Such cases shall be immediately reported to the Controller of Examinations.

18.13 PROVISIONAL ADMISSION:

No candidate shall be admitted to an examination hall without his Hall Ticket, provided, however, that the Centre In-charge in due concern with Controller of Examinations shall have power provisionally to admit a candidate who has lost his Hall Ticket or a candidate whose Hall Ticket has not been found among those issued by the University due to some mistake in transmission or in the registration of the candidate..

18.14 EXCLUSION OF CANDIDATES FOR MISBEHAVIOUR:

Candidates taking an examination shall be under the disciplinary of the Centre In-Charge, and shall obey his instructions. In the event of a candidate disobeying the instructions of the Centre In-Charge supporting examination staff or behaving insolently towards the Centre In-Charge or supporting examination staff, the candidate may be excluded from the day's examination and if he persists in misbehavior, he may be excluded from the rest of the examinations by the Centre In-Charge. In all such cases, a full report of each case shall be sent to the Controller of Examinations, may, according to the gravity of the offence ratify the action taken, by the Centre In-Charge or further punish a candidate by cancelling the examination taken by him/her either in whole or in part, or debarring him/her from appearing for any University examination for a specified period or permanently.

18.15 PUBLICATION OF RESULTS:

- (1) The Controller of Examinations shall submit the result to the Registrar. The Registrar shall have power to approve the results with the previous approval of Vice- Chancellor and publish the same.
- (2) For all examinations conducted by the University, the registered numbers of all successful candidates shall be classified and published in the order in which they were registered for the examination.

18.16 MAINTENANCE OF OFFICE RECORDS:

The Office Record shall be maintained in the University in which the grades secured by each candidate shall be entered. Any correction in the Office Record shall be recorded in the register maintained for the purpose by the Controller of Examinations or officer

nominated by Vice Chancellor for this purpose. Corrections made in Office Record shall be supported by the initials of the Controller of Examinations or officer nominated by Vice Chancellor for this purpose and with the seal of the University.

18.17 DIPLOMAS AND CERTIFICATES:

- (a) A Diploma under the seal of the University and signed by the Vice-Chancellor shall be issued to each successful candidate at an examination. The Diploma shall set forth the month and year of the examination, the subject in which the candidate was examined. A provisional certificate signed by the Controller of Examinations, shall be given to each successful candidate at an examination, other than for a degree. The certificate shall set forth the month and year of the examination, the subjects in which the candidate was examined.
- (b) The candidates whose original Degrees / Diplomas have been irrecoverably lost or destroyed shall be given a Degree / Diploma in the original format affixing 'Duplicate' at the top of the certificate, signed by the Registrar:

Provided that it shall be competent for the University to issue a Provisional Certificate to a candidate on payment of the prescribed fee (if any) during the period after publication of the results in the University Office and before the issue of the Original Certificate.

18.18 CHANGE OF RESULTS FORMAL PRACTICE:

In any case where it is found that the result of an examination has been ascertained and published, and it is found that such result has been affected by any malpractice, fraud, or any other improper conduct whereby an examiner has benefited, and that such examinee has in the opinion of the C.O.E, been party or privy to, or connived at, such malpractice, fraud, or improper conduct, recommended to the Vice-Chancellor and the Vice-Chancellor shall have power at any time, withdraw the issue of a certificate or the award of a prize or scholarship, to amend the result of such examinee and to make such declaration as the Vice Chancellor may consider necessary in that behalf.

18.19 DEBBARING CANDIDATE AND QUASHING RESULTS:

If any time or during the course of the examination or after the publication of results, it is found that a candidate was not eligible for taking the examination, or that he has secured admission to the course or the examination, on production of false information in the application form or that he has used unfair means at an examination, University shall have power to quash the results of the examination, taken by the candidate, and/or debar him

from appearing for any examination of the University permanently or for a specified period according to the gravity of the offence committed by the candidate.

18.20 PUNISHMENT FORMAL PRACTICE:

If the Vice-Chancellor is satisfied after enquiry that as a consequence of the conduct of any person connected with the conduct of the examination at the Centre, that there have been malpractices in the conduct of examination in any University Centre, the Vice- Chancellor may punish such person in such manner as it may deem fit and may also abolish the centre for conduct of examinations for such period as it may deem fit.

18.21.1 USE OF UNFAIR MEANS (UFM)/ MALPRACTICE IN ACADEMIC:

- (1) These Regulations shall apply to all the examinations held by the University to grant and confer Degrees, Diplomas and other academic distinction on persons who have enrolled and pursued a course of study or have carried on research.
- (2) Use of unfair means (UFM)/ malpractice in examinations is any activity – intentional or otherwise - that is likely to undermine the integrity essential to the qualifications offered by GTU. It includes plagiarism, collusion, fabrication or falsification of results, and anything else that could result in unearned or undeserved credit for those committing this offence. No circumstances justify use of unfair means (UFM)/ academic malpractice, and a penalty must always be applied as deemed to befit.

18.21.2 RESPONSIBILITIES OF STUDENTS ENROLLED WITH GTU:

All students have a responsibility to be aware of the policy and procedures contained herein, to understand the seriousness of use of unfair means in exams / academic malpractice and to take every reasonable step to ensure that academic malpractice does not occur. Students have to study guidelines/circulars on understanding issued/displayed on GTU website from time to time.

18.21.3 DEFINITIONS OF USE OF UNFAIR MEANS (UFM) IN EXAMS/ACADEMIC MALPRACTICE:

Every student appearing for the University examination is liable to be charged with committing UFM/malpractice(s), if he/she is observed as committing any one or more of the

following acts:

- (a) Misbehavior with officials or any other kind of rude behavior in or near the Examination Hall and using obscene or abusing language.
- (b) Writing on the Question Paper / Admission Ticket and / or passing on to the other student(s) in the Examination Hall.
- (c) Disclosing his/her identity by writing any words or by making any peculiar marks or by writing USN on the pages other than the facing sheet in the answer scripts.
- (d) Possession of electronic gadgets like mobile phones, Programmable calculator, pen-drive or such other /storage devices in the Examination Hall.
- (e) Communicating with any other student(s) or any other person(s) inside or outside the Examination Hall with a view to take assistance or aid to write answers in the examination.
- (f) Copying from the material or matter or answer(s) of another student or from similar aid or assistance rendered by another student within the Examination Hall.
- (g) Making any request of representation or offer of any threat for inducement or bribery to Room Superintendent and/or any other official for favours in the Examination Hall or in the answer script.
- (h) Approaching directly or indirectly the teaching staff, officials or examiners or bring about undue pressure or influence upon them for favour in the examination.
- (i) Smuggling out or smuggling in the answer script pages or supplementary sheets or tearing them off and/or inserting pages written outside the examination hall into the answer scripts.
- (j) Receiving material from outside or inside the Examination Hall, for the purpose of copying.
- (k) Bringing into the Examination Hall or being found in possession of portions of an unauthorized book, manuscript, or such other material or matter in the Examination Hall.
- (l) Copying or taking aid from any material or matter to answer in the examinations.
- (m) Impersonating or allowing any other person to impersonate to answer in his/her place in the Examination Hall.
- (n) Committing any other act or commission or omission intending to gain an advantage or favour in the examination by misleading, deceiving or inducing the examiner or official.
- (o) Having in one's possession any written matter on scribbling pad, calculator, palm, hand, leg or any other part of the body, hand kerchiefs, clothing, socks, instrument box, Identity Card, Hall Ticket, scales, etc.,
- (p) Destroying any evidence of Malpractice, like tearing or mutilating the answer script(s) or running away along with the answer script(s) from the Examination Hall.
- (q) Or any other such act used by which may lead to undermine the integrity essential to the

qualifications offered by GTU.

18.21.4 PLAGIARISM:

Plagiarism consists of unacknowledged use of someone else's work and attempting to pass it off as one's own. It includes the representation of work: written, visual, practical or otherwise, of any other person, including another student or anonymous web-based material, or any institution, as the candidate's own. It may take the form of:-

- (i) Wholesale verbatim copying or insertion of multiple paragraphs of another person's work (published or unpublished and including material freely available in electronic form and including work of another student) without acknowledgement of sources.
- (ii) The close paraphrasing of another person's work by simply changing a few words or altering the order of presentation, without acknowledgement.
- (iii) Unacknowledged quotation of phrases from another person's work.
- (iv) The deliberate and detailed presentation of another person's concept as one's own.
- (v) Ghost writing – where a student requests another student or external body to write/produce material for them for purposes of submitting it as their own. This also includes the downloading or purchasing of essays from the Internet.
- (vi) Resubmitting one's own work in its entirety (or substantial sections) which has previously been submitted for another module or programme.

18.21.5 COLLUSION:

Collusion occurs where a student:

- (i) Knowingly submits as entirely his/her own work, work produced in collaboration with another person without prior approval of University.
- (ii) Collaborates with another student in the production of work which they know is intended to be submitted as that other student's own unaided work.
- (iii) Knowingly permits another student to copy all or part of their own work and to submit it as that student's own unaided work.

18.21.6 FABRICATION AND FALSIFICATION:

Fabrication of results occurs when

- (i) A candidate falsely claims to have, for example, carried out tests, research or observations as

part of his/her assessed work, or presents fabricated results arising from the same with the object of gaining an advantage.

- (ii) Fabrication may also include, for example, reporting/presentation of artificial references or other source material purporting to demonstrate a depth of reading/knowledge beyond that undertaken, or to deflect the reader from plagiarised material, e.g. embellishment of the bibliography.
- (iii) Falsification also includes making false statements or falsifying evidence in support of applications, for example for mitigating circumstances or academic appeals. Where evidence is related to disability and reasonable adjustments, the UMEC reserves the right to seek a second opinion and/or further information if there is a substantial concern about the level, or standard, of evidence.

18.21.7 IMPERSONATION:

Impersonation is the assumption by one person of the identity of another, with intent to deceive in the assessment process and constitutes malpractice.

18.21.8 PROCEDURES FOR DEALING WITH ACADEMIC MALPRACTICE:

Scope of the Procedures

- (a) The Registrar/Controller of Examinations shall appoint one or more teams of Special Squad Member(s) according to the need to ensure proper conduct of examination and to discourage Malpractice(s) at each Examination Centre.
- (b) The Special Squad Member(s) shall inspect the Examination Centers assigned to them by the Registrar/Controller of Examinations frequently and through surprise visits to ensure whether the arrangements made and procedures established for conducting the examination(s) at different Examination Centers for the conduct of examination(s) are adequate and full proof.
- (c) If the Use of Unfair Means/ Malpractice Case is detected by the Room Superintendent/ Special Squad Member(s) / or any other Official, he/she shall seize the incriminating materials and the answer script(s) and report the same to the Exam Center In charge immediately.
- (d) When malpractice is brought to the notice of the Centre Head either by the Special Squad Member(s) or by the Junior Supervisor, Senior Supervisor GTU-Coordinator, he/she shall hold a preliminary inquiry and take on record the Report of all the members present in the prescribed form.
- (e) Only then, he/she shall forward UFM Report along with the answer script(s), other incriminating materials and other enclosures in a prescribed sealed cover, to the Registrar, through GTU observer performing his duty in the examination center.

However, answer script(s) of subsequent papers of such student(s) booked under Malpractice, shall be sent with other answer scripts and shall not be marked as UFM Case anywhere.

- (f) The student, the Special Squad Member(s) or by the Junior Supervisor, Senior Supervisor GTU-Coordinator and other relevant staff shall be required to give their statement in the prescribed forms supplied by the University. These statements shall always be concise, clear, specific and complete in every respect and include all the known facts and the relevant circumstances of the case and other evidences.
- (g) The statement of all concerned shall be in their own handwriting.
- (h) If the student refuses to handover the incriminating material(s) or the student refuses to give the statement, the student shall be asked to record in writing his/her refusal to give a statement. If he/she refuses to do even that, the facts shall be recorded, duly witnessed by any two members. i.e Special Squad Member(s), the Junior Supervisor, Senior Supervisor, GTU-Coordinator.
- (i) The student(s) booked under Malpractice shall be allowed to write the subsequent papers. Having allowed to appear for the papers after booking the case under Malpractice, the student/ shall have no claim over the performance of the subsequent papers.

The answer scripts of those students booked under Malpractice shall be evaluated and the results shall be kept in abeyance, until such time as the Notification of the UFM stating the penalty is declared after due procedure at the University.

18.21.9 PROCEDURE FOR IMPOSING PENALTIES AND PUNISHMENTS:

- (a) A Committee (i.e. Examination Disciplinary Action for adopting UFM/Malpractice Cases Consideration Committee) appointed by the Vice-Chancellor of the University, consisting of Directors, Deans, Members from the BOG, Members from the Academic Council, Senior Principals, Senior HOD, Senior Professor/Faculty, Registrar, Controller of Examinations, shall be formulated.
- (b) No penalties shall be imposed on a student except after an inquiry is held, as far as may be, in the manner hereinafter provided:
 - (i) The committee shall frame definite charges together with a statement of allegation on which they are based, and direct the student in writing and he/she shall be required to submit his/her reply within such time as may be specified by the Committee.
 - (ii) In the case of failure by the student to submit his/her reply or he/she fails to attend the inquiry within the time specified, the committee shall inquire into the charges alleged against him/her and impose the necessary penalties and punishments.
 - (iii) The student shall present his/her case himself/herself and shall not engage a legal practitioner

for the purpose.

- (iv) The committee shall in the course of inquiry, consider such documentary evidence and take such oral evidence as may be relevant or material in regard to charge or charges. The student shall be entitled to cross examine the witnesses and the documentary evidence/s produced in support of the charges as well as to give evidence/s in defense.
- (v) A student is awarded punishment only once though he may have indulged in malpractices in several papers. This punishment will be decided taking into consideration all malpractices during the semester examination.
- (vi) The committee shall examine the evidences placed before it and inquire about the student for his/her involvement in the alleged malpractice. After ascertaining the severity of the case, the committee shall recommend suitable penalties or punishments on the student. The severity of the case shall be categorized as prescribed.
- (vii) While recommending the penalties or punishments, the quantity of the material or matter and relevance of the same to the paper in which the student is booked under Malpractice shall be taken in to consideration to decide the severity of the case.
- (viii) At the conclusion of the inquiry, the committee shall submit a Report to the Vice- Chancellor with findings on each of the charges together with all the documents and the recommended penalties and punishments that may be imposed.
- (ix) The Vice-Chancellor in turn shall place the Accept Report/or send it back to reconsider some of case(s) back to committee.
- (x) Once the report is accepted Notification should be published stating penalty imposed to and it should be put before the BOG for information.
- (xi) If in any case BOG found fit to be, can send back the case for reconsideration before committee.
- (xii) If student is been debarred due by committee he will not be eligible for any price or medal issued by GTU.

R 19 APPOINTMENT OF EXAMINERS/PAPER SETTERS:

1. No person can claim appointment as paper-setter/examiner/moderator or any other examination work as a matter of right.
2. The Examiners in different subjects at various undergraduate and post-graduate examinations as well as certificate and diploma examinations to be conducted by the University will be appointed by the Vice-Chancellor on the recommendation of the examiners'/Paper setters' appointment committee.

3. The Director of University Schools, Principals of affiliated colleges and recognized institutions have to send/ suggest / recommend the names of the teachers to the controller of Examination in required format, by taking into account the teachers who taught the subjects with their expertise and experience. On the basis of the data, COE will prepare the list of teachers and will put it before the examiners/paper setters' committee.
4. Examiners'/Paper setters' examiners appointment committee.
 - 1) Dean or Associate Dean appointed by the Vice Chancellor of concerned faculty. (Chairperson)
 - 1) Chairman of the concerned Board of studies.
 - 2) Two members of the Board of studies of concerned subject appointed by the Vice Chancellor.
 - 3) Controller of Examination. (Member Secretary).
5. The Examiners'/Paper setters' appointment committee shall prepare the list from amongst persons included in panels to be prepared by the Board of Studies & from the list of teachers who taught the subjects as per the clause 2. The list of examiners/paper setters' prepared by the committee shall be placed before the Vice-Chancellor for approval, who may approve or modify the same for reason to be recorded in writing.
6. The Vice-Chancellor shall then appoint the examiners/paper setters.
7. No teacher shall be appointed as an examiner or paper setter for an examination for which his/her spouse or blood relation is appearing.
8. The appointment letters in the prescribed format should reach the paper setter /examiners at in time least one month before the commencement of the examination. There should be a clear gap of at least 15 days given for submission of the question papers.
9. In the case of appointment of examiners for the practical examination, the appointment letter or email shall be sent well in advance before the commencement of the respective examination.
10. The University may develop alternatively a portal for online submission of the question paper, online evaluation and submission of marks for the examiners.
11. The paper setters/examiners/moderators shall not refuse to accept the assignment of the examination work. They shall also ensure that their availability for assignment is communicated to the University, in the prescribed time limit. If no communication is received within the prescribed time limit, it will be presumed that the assignment is accepted by the paper setter/examiner/moderator.

12. The college principals shall ensure that the teachers are available as paper setter and examiner.
13. The paper setters/examiners/moderators shall follow all the directions given by the University from time to time in respect of pattern of question papers, setting of question papers, model answers, scheme of marking, etc.
14. The paper setter shall submit the copy of paper set by him / her in ready to print format with soft copy as desired as per instruction of CoE and submit the same to CoE in sealed envelope along-with the solution for the same.
15. If, for any reason, any examiner is unable to accept the examiner-ship and fresh appointment cannot be made in time, the Vice-Chancellor shall appoint another examiner.

19.1 INSTRUCTIONS TO THE PAPER SETTERS:

Examination of students, after a stipulated portion of the syllabus is taught, is one of the important parts of the teaching-learning process. Hence, it should be executed with due seriousness, confidentiality, and sanctity. An examination is conducted to evaluate the students with respect to the portion of syllabus taught and various components of the curriculum. Setting of question papers with confusing language, vague questions, factual errors, repetition of questions in successive examination lead to lowering of the morale of students and undermines the prestige and integrity of the examination system.

The following rules are set on this background.

1. Paper setters at various semester examinations in all the subjects shall be bound by these instructions and treat them as well as any other instructions issued to them from time to time in this respect as confidential.
2. While framing a question paper, the following points should be considered:
 - (a) The questions set should be from the prescribed syllabus only.
 - (b) The paper should cover the whole of the prescribed syllabus.
 - (c) The question should be worded with no ambiguity.
 - (d) There should be a reasonably wide choice of questions to be answered.
 - (e) The question paper should be such that a well-prepared student should be in a position to answer all the questions.
 - (f) Main questions and sub-questions will be marked separately.
 - (g) Only integral marks shall be assigned to each question and sub-question.

3. The paper setters should avoid repetition of questions, as far as possible. Repetition of entire question paper or a Section of a question paper or a set of questions shall be viewed seriously and suitable disciplinary action shall be taken.
4. The Instructions to the candidates should be given at the beginning of the question paper. These instructions should include instructions regarding the number of questions to be attempted for full credit in the paper.
5. When a paper is composed of more than one section, specific instructions should be given to that effect. Section number should be written above the question with which the respective section begins.
6. The question numbers and sub-question numbers should be suitably written on the left hand side, while the marks assigned to them should be written on the right hand side in round brackets.
7. If there is an alternate question to an original question, the alternate question should be given the same question number and written below the original question and word “OR” should be written between them.
8.
 - (1) Sudden change of a drastic nature in the pattern of a question paper as well as in the nature of the questions set shall be avoided.
 - (2) The numerical data required to solve problems should be given in the paper itself. Physical quantities shall be given in Standard-units only and only the standard abbreviations shall be used.
 - (3) Sketches, figures, tables, and other details which form part of the question paper should be submitted appropriately. The sketches and figures should be drawn neatly in black/blue ink only and should be easy for reproduction. Rough pencil sketches shall not be accepted.
 - (4) The paper setter should inform to the CoE, in writing, the specific requirements such as graph papers, drawing papers, data tables, etc.
 - (5) The numerical questions should be set by taking into account the fact that the students are allowed to use non-programmable scientific calculators.
 - (6) Each question paper shall be submitted to the CoE in a separate sealed envelope, specially provided for the same as per the instructions specified in appointment order A receipt of the question paper shall be issued immediately on receiving the same, if submitted personally.
 - (7) The paper setters must destroy the rough notes, manuscripts, if any, of the question paper set as soon as the final draft is submitted to the office.
 - (8) If the question paper is submitted online or uploaded on the portal, the original copy of

the file must be permanently deleted from his/her computer and no copy in whatsoever form can be maintained by him/her.

- (9) The paper setter shall also submit - solution for the question paper prepared by him/her.
- (10) The Vice-Chancellor reserves the right to withhold or reduce the remuneration payable to paper setters and the Vice-Chancellor has powers to cancel any appointment of a paper setter or take any disciplinary action for negligence of any kind on the part of the paper setters in carrying out the work entrusted to them and in accordance with the instructions issued to them.
- (11) The paper setter(s) have great responsibility of maintaining integrity of the examination system. Failure to do so, in particular with known intention, may attract heavy penalty.

19.2 ASSESSMENTS OF ANSWERBOOKS:

1. The Senior Examiner/Committee appointed by Vice-Chancellor shall distribute the work of assessment of answer books among the examiners appointed for a subject head. He should hand over to the CoE along with the copies of the question paper a statement showing the division of the work.
2. Examiners shall treat the entire work related to the examination as confidential and shall not enter into communication with students or any persons representing them on any matter connected with the examination.
3. In case of physical copies of answer books, the examiners shall inspect the parcels of answer books as soon as they receive them and verify whether they are properly sealed. They should report any anomaly to the CoE. Any unsealed or open parcel should be returned to the CoE immediately, within one day from its receipt.
4. The Examiners should open the sealed parcels of answer books as soon as they receive them, even if they are unsealed or have their seals broken, and check the contents and verify whether they are according to the answer books count allocated to the examiner. They should report to the CoE, whether the contents of the parcels are in accordance with the report of the Hall Supervisor tied to the bundles of the answer books.
5. In case of electronic receipt of the scanned answer books by the examiner, he should confirm electronically that he has received correct copies of the answer books.
6. For online correction of answer books, the examiner shall not make any copies of the answer books.
7. The process of online correction of the answer books, the examiners shall follow the instructions for online marking and submit the marks online.
8. To expedite the work of assessment, if an examiner receives any answer books not intended

for him, or answer books in which answers to questions belonging to wrong section are attempted, he should send such answer books to the CoE. If this is not possible, he should submit the same to the CoE immediately and take the receipt. Any wrong answer books or sections received should be returned to the CoE at once.

9. Examiners shall observe the instructions given to them, while assessing the answer books:
10. The mark-list along with the assessed answer books shall be submitted to the CoE on or before the last date stipulated and a receipt shall be obtained to that effect. No remuneration bill will be processed as per the regulations led down in this regard time to time.-.
11. Any problem encountered in the assessment work should be brought to the notice of the CoE.

19.3 VERIFICATION OF MARKS AND RE-EVALUATION:

- (1) After the declaration of the results of an examination, the candidates shall be permitted to make applications for the Verification of Marks as per the guidelines laid down by University in this regard.
- (2) The candidates must apply for Verification of Marks within stipulated time period decided by the university. No such application shall be entertained after the due date.
- (3) **Verification of Marks:** The verification of marks shall be done asunder:
 - (a) The applications for the verification of marks shall be submitted in the prescribed form.
 - (b) Each form should be accompanied by a fee prescribed by the university.
 - (c) The person authorised for work of rechecking shall examine the answer scripts to check the following—(i) whether all the questions and sub-questions answered have been evaluated (ii) the allotted marks have been properly entered (iii) totaling inside the answer script and on the front page of the answer script is correct.
 - (d) If there are any changes, the CoE shall invite the respective examiner to make the necessary changes and such changes will be signed in full by the examiner. The university will verify the changes and endorse the same.
 - (e) The revised entries, if any, will be made in the mark-lists and initialed by the respective examiner and CoE, and the names of both will be entered on the answer books as well as the mark-lists.

(4) Re-evaluation:

- (a) The applications for the re-evaluation shall be submitted in the prescribed manner.
- (b) Each form should be accompanied prescribed fees.

- (c) The University shall appoint an examiner to re-evaluate the answer books, who shall not be the same examiner who evaluated the answer books.
- (d) If the re-evaluation does not change the marks more than 10%, the original marks are maintained or otherwise the new marks are entered for the candidate.
- (e) If the marks after re-evaluation, change by more than 30% of the maximum marks, in more than 5 answer books evaluated by an examiner, a committee can be appointed after approval from Vice Chancellor to re-evaluate all answer books evaluated by the concerned examiner for the subject. If the number of such cases is unusually high or repetitive indicating a bias for one reason or other by the examiner, the Committee can ask explanation from the concerned examiner.
- (f) Until suitable and acceptable explanation is obtained, the examiner shall not be considered for any examination of the University nor will be given any academic responsibility including allotment of students for seminars and projects except regular subject and laboratory teaching and instruction.
- (g) The Committee can also recommend a penalty for the examiner equivalent the total re-evaluation fees charged to the candidates.
- (h) The Committee shall also recommend refund of the re-evaluation fees to the candidates.

19.4 MODERATION AND GRACING OF MARKS:

- (1) Benefit of grace marks shall not be a right of the examinees.
- (2) The benefit of grace marks shall be given to a student to pass the examination or to avail the provision of ATKT or distinction, first class, second class as per decisions of the Vice-Chancellor.
- (3) The benefit of grace marks may be given in those head of passing as may be approved by academic council. The COE may investigate a case where the marks awarded in a particular subject are unusually low or high, and decide suitable measures to rectify the result. In such a case, the COE should record the case, with observations in detail and appropriate recommendations, and forward the report to the Vice-Chancellor for approval of such measure as required for rectification of results.
- (4) Any other unusual observation/overt anomalies noted in the result shall be dealt with in the manner described in clause (3) above.
- (5) The benefit of gracing/condonation shall be granted to student as notified by the University from time to time. For the purpose of granting any grace marks, a fraction of half or more than half shall be considered as full mark.

CHAPTER VII
EMPLOYEES OF UNIVERSITY

R 20 CREATION OF ACADEMIC AND ADMINISTRATIVE POST:

- (1) The University shall submit proposal to the State Government for its requirements of manpower's that is academic and administration (Non-Teaching). The appointment are made on the sanctioned posts as per the direction either in pay scale or in fix pay on a regular mode or as the case may be on contractual mode.
- (2) The regular sanctioned posts by the Government will be filled up as per UGC / AICTE / Other professional Council and State Government Norms.
- (3) The expenditure for this post shall be from the State Government Annual Block Grant.
- (4) The posts created by Board of Governors on need basis or as per the requirement of University Educational Program, and University shall fill up as per the Norms of regular sanctioned post or norms decided by the BOG. The expenditure for these categories of post shall be borne by the University from the fund generated through self- finance mode or financial assistant received from other funding agencies.
- (5) The separate bank accounts shall be operated for this arrangement which shall be audited regularly by the auditor appointed by the Board of Governors.
- (6) The teachers of the University shall be of the following three categories, and/or any other category approved by UGC / State Government / Board of Governors.
Professor;
Associate Professor;
and Assistant Professor.
- (7) The vacant posts of teachers, and its equivalent category, in the University shall be filled on all India basis by advertising widely in newspapers and in the University web- site,
- (8) Teachers of the University, viz. Professors, Associate Professors, Assistant Professors, and such other category of posts declared equivalent to teachers by the Board of Governors, should be appointed on the recommendations of a Selection Committee constituted as per the guidelines/orders issued by the University Grants Commission/State Government from time to time.
- (9) The duties of a Professor, Associate Professor and Assistant Professor shall be to-
 - (a) teach, train and guide the students and research scholars in their subjects of study, and support them academically in their progression,
 - (b) engage in research and publish in accredited and referred journals,

- (c) carry out such other academic, examination and / or University administrative work as may be assigned by the Director of the Schools/Chairperson, Board of Studies / Principal / Dean /Vice-Chancellor.
- (10) No teacher shall participate in the meetings of a Selection Committee for any appointment if his/her relative is a candidate for it.
- (11) No teacher holding a post lower in rank than the one for which the appointment is to be made shall be a member of a Selection Committee as the subject expert:
Provided that in respect of the appointment of academic staff for a Research Institute/Centre in the University, the Director of the concerned research institute/Centre shall be considered as Head for the purpose of the constituting the Selection Committee.

R 21 QUALIFICATIONS, EMOLUMENTS AND NUMBER OF UNIVERSITY TEACHERS:

1. The number, qualifications and emoluments of teachers, Officers and other staff in a University Schools are determined by the Board of Governors based on the recommendations received from the concerned Departmental Committee, and in accordance with the guidelines issued in this regard from time to time by AICTE/UGC/State Government:

Provided that the Board of Governors shall be competent to make such additions to qualifications of specific posts as may be necessary in views of specific requirements of the University system.

2. The Board of Governors is the competent authority to award additional increments, if any, in a particular pay band/grade/pay matric and/or pay protection to a teacher on appointment, based on the recommendations of the selection committee and in accordance with the guidelines issued from time to time by AICTE/UGC/State Government.

R 22 CLASSIFICATIONS AND PROCEDURE FOR APPOINTMENT OF OFFICERS AND EMPLOYEES OF UNIVERSITY:

A. Classification of the Cadres:

The posts included in the set-up shall be grouped in the following cadres as detailed is given below.

1. Officers
2. Administration / Accounts Cadre
3. Isolated Cadre

4. Class-IV Cadre

B. Classification of the Employees:

The sanctioned posts in the University shall be grouped and classified in Class-I, Class-II, Class-III or Class-IV.

R 23 TERMS AND CONDITIONS FOR DEPUTATION:

The terms and conditions governing deputation of teachers, officers and employees of the University shall be as follows:

The University shall appoint a person as teacher, officer and employee on deputation who is working in other State Funded University or affiliated colleges or in the Government, the rules or norms for appointment or for change of work place or for deputation, the norms and rules of the concerned University, college or Government, as the case may be, shall be applicable.

R 24 INSURANCE, PENSION AND PROVIDEND FUND:

The State Government rules for the insurance, pension and provident fund shall apply to the employees appointed on the regular sanctioned posts by the State Government.

CHAPTER VIII
DISCIPLINE AND CONDUCT RULES

R 25 DISCIPLINE IN UNIVERSITY.

The procedure to be followed for enforcing discipline in the University shall be as follows:
The Officers except officers mentioned under section 14(i) and 14 (ii) of the Act, teachers and other employees of the University shall abide by the discipline and conduct regulations of these regulations and concerned rules of the State Government from time to time.

R 26 PROCEDURE FOR ENFORCING DISCIPLINE IN UNIVERSITY:

26.1 APPLICABILITY

Unless otherwise specifically provided, this regulation shall apply to the following:-

- i. Officers of the University referred in section 14 (iii) to (vi) of the Act.
- ii. Teachers of the University.
- iii. Other employees of the University.
- iv. Employees not in whole-time employment.

This regulation shall not apply to -

- v. Persons in casual and daily rated employment.
- vi. Persons paid from contingencies.

26.2 INTERPRETATION:

If any question relating to the interpretation of this regulation arises, it shall be referred to the Vice-Chancellor and his decision shall be final.

26.3 SPECIAL PROVISION BY AGREEMENT AND PROTECTION OF RIGHT AND PRIVILEGES CONFERRED BY ANY LAW OR AGREEMENT:

Where it is considered necessary to make special provisions for any University employee in respect of matters covered by this regulation, the Board of Governors may by agreement with such University employee, make such special provisions and thereupon this regulation shall not apply to such

University employee to the extent to which the special provisions so made are inconsistent therewith

26.4 SUSPENSION

The disciplinary authority may place an employee under suspension - Where a disciplinary proceeding against him is contemplated or is pending:

Provided that, where an employee against whom disciplinary proceeding is contemplated is suspended, such suspension shall not be valid unless before the expiry of a period of ninety days from the date from which the employee was suspended, disciplinary proceeding is initiated against him:

Provided further that the disciplinary authority by special or general order may at any time before the expiry of the said period of ninety days and after considering the special circumstances for not initiating disciplinary proceedings, to be recorded in writing extend of suspension beyond the period of ninety days without disciplinary proceedings being initiated:

Provided also that such extension of suspension shall not be for a period exceeding ninety days at a time.

26.5 DEEMED SUSPENSION:

Where a case against him in respect of any criminal offence involving moral turpitude is under investigation, inquiry or trial, a University employee shall be deemed to have been placed under suspension by an order of the disciplinary authority-

- (a) With effect from the date of his detention, if he is detained in custody, whether on a criminal charge or otherwise, for a period exceeding forty-eight hours.
- (b) with effect from the date of his conviction if, in the event of a conviction for an offence, he is sentenced to a term of imprisonment exceeding forty-eight hours and is not forthwith dismissed or removed or compulsorily retired consequent upon such conviction.

Explanation: The period of forty-eight hours referred to in clause (b) of this regulation shall be computed from the commencement of the imprisonment after the conviction and for this purpose, intermittent periods of imprisonment, if any, shall be taken into account.

26.6 REVIEW OF SUSPENSION ORDER:

An order of suspension made or deemed to have been made regulation 26.4 or 26.5 shall be reviewed by the disciplinary authority to modify or revoke the suspension, before expiry of ninety days from the date of order of suspension. After such review, the disciplinary authority may pass an order either

extending or revoking the suspension. The subsequent reviews shall be made before expiry of the extended period of suspension. The extension of suspension shall not be for a period exceeding one hundred and eighty days, at a time.

An order of suspension made or deemed to have been made under regulation 26.4 or 26.5 shall not be valid after a period of ninety days unless it is extended after review, for a further period before the expiry of ninety days:

Provided that no such review of suspension shall be necessary in the case of deemed suspension under regulation 26.5, if the employee continues to be under detention at the time of completion of ninety days of suspension and the ninety days period in such case will be counted from the date the employee detained in custody is released from detention or the date on which the fact of his release from detention is intimated to his appointing authority, whichever is later.

26.7 SUSPENSION WHEN PENALTY ORDERS ARE SET-ASIDE IN APPEAL:

Where a penalty of dismissal, removal or compulsory retirement from service imposed upon an employee under suspension is set aside in appeal or on review under this regulation and the case is remitted for further inquiry or action or with any other directions, the order of his suspension shall be deemed to have been continued in force with effect on and from the date of the original order of dismissal, removal or compulsory retirement and shall remain in force until further orders.

26.8 SUSPENSION WHEN PENALTY ORDERS ARE SET-ASIDE

Where a penalty of dismissal, removal or compulsory retirement from the service imposed upon an employee is set aside or declared or rendered void in consequence of or by a decision of a Court of Law, and the disciplinary authority on consideration of the circumstances of the case, decides to hold a further inquiry against him on the allegations on which the penalty of dismissal, removal or compulsory retirement was originally imposed, the employee shall be deemed to have been placed under suspension from the date of the original order of dismissal, removal or compulsory retirement and shall continue to remain under suspension until further orders.

26.9 CONTINUATION OF ORDERS OF SUSPENSION:

Subject to the provisions containing in regulations 26.6 to 26.8, an order of suspension made or deemed to have been made under this regulation shall continue to remain in force until it is modified or revoked by the disciplinary authority to do so.

When an employee is suspended or is deemed to have been suspended in connection with any

disciplinary proceedings or otherwise and any other disciplinary proceeding is commenced against him during the continuance of such suspension, the authority competent to place him under suspension may, for reasons to be recorded by him in writing, direct that the employee shall continue to be under suspension until the termination of all or any of such proceedings.

An order of suspension made or deemed to have been made under this regulation may at any time be modified or revoked by the authority which made or is deemed to have made it.

26.10 AUTHORITY TO INSTITUTE PROCEEDING AND PENALTIES:

1. Authority to institute proceedings:

The disciplinary authority or the employee empowered by it by general or special order may Institute a disciplinary proceedings against a University employee.

2. Authority to impose penalties on the University employee:

The Board of Governors or the competent authority may impose any of the penalties specified in regulation 26.11 on any University employee.

26.11 PENALTIES AND AUTHORITY TO INSTITUTE PROCEEDINGS:

Nature of Penalties:

Without prejudice to the provisions of any law for the time being in force, the following penalties may, for good and sufficient reasons, be imposed upon any of the University employee, namely:-

(i) Minor Penalties

- (1) Censure.
- (2) Withholding of promotion.
- (3) Withholding of increment/s without future effect.
- (4) Recovery from his pay of the whole or part of any pecuniary loss caused to the University by negligence or breach of orders.
- (5) Reduction to a lower stage in the pay band and grade pay or pay matric for a specified period not exceeding three years without cumulative effect and not adversely affecting his pension.

(c) Major Penalties

- (6) Withholding of increments with future effect.

- (7) Save as provided under sub-clause (8), reduction to a lower stage in the pay band and grade pay/pay matric for a specified period, with further directions as to whether or not the employee will earn increment of pay during the period of such reduction and whether on the expiry of such period the reduction will or will not have the effect of postponing the further increments of pay.
- (8) Reduction to a lower pay band and grade pay/pay matric post which shall ordinarily be a bar to the promotion of the employee to the pay band and grade pay/pay matric post from which he was reduced, with or without further direction regarding conditions of restoration to the pay band and grade pay or post from which the employee was reduced and his seniority and pay band and grade pay/pay matric on such restoration.
- (9) Compulsory retirement.
- (10) Removal from service which shall not be a disqualification for future employment under the University.
- (11) Dismissal from service which shall ordinarily be a disqualification for future employment under the University.

Explanation:

The following shall not amount to a penalty within the meaning of this regulation:-

- (i) Withholding of increments in pay of an employee for failure to pass a departmental or other examination in accordance with the rules or orders in this behalf for the time being in force or in accordance with the terms of his appointment.
- (ii) Non-promotion whether in a substantive or officiating capacity of an employee to a post for promotion to which he is in ordinary course eligible, on administrative grounds and not as a measure of penalty on the ground of his misconduct.
- (iii) Reversion to a lower pay band / grade pay/pay matric post of an employee officiating in a higher pay band/ grade pay/pay matric post on the ground that he is considered, after trial, to be unsuitable for such higher service, class, grade or post or on purely administrative grounds.
- (iv) Reversion to his permanent post of an employee appointed on probation to another pay band / grade pay/pay matric post during or at the end of the period of probation in accordance with the terms of his appointment or the regulation, rules or orders of the University in this behalf for the time being in force.
- (v) Replacement of the services of an employee whose services had been borrowed from Central University or other State University or any other University or any other authority, at the disposal of the authority from which services of such employee had

been borrowed.

- (vi) Compulsory retirement of an employee in accordance with the provisions of any law or regulations or rules for the time being in force relating to such retirement.

Termination of Services-

of an employee appointed on probation, during or at the end of the period of probation in accordance with the terms of his appointment or the regulations or rules or orders of the University in this behalf for the time being in force, **OR** of a temporary employee on purely administrative grounds,

OR

of an employee employed under a contract in accordance with the terms of such contract.

26.12 PROCEDURE FOR IMPOSING MINOR PENALTIES:

- i Subject to the provisions of regulation 26.15, no order imposing on an employee any of the penalties specified in items (1) to (5) of regulation 26.11 (i) shall be passed by the disciplinary authority except after-
- (a) Informing the employee in writing of the proposal to take action against him and of the imputations of misconduct or misbehavior or of any culpable act or omission, on which it is proposed to be taken, and giving him a reasonable opportunity of making such representation as he may wish to make against the proposal.
 - (b) Holding an inquiry in the manner laid down in regulation 26.14, in every case in which the disciplinary authority is of the opinion that such inquiry is necessary.
 - (c) Taking the representation, if any, submitted by the employee under clause (a) and the record of inquiry, if any, held under clause (b) into consideration.
- ii Recording a finding on each imputation of misconduct or misbehaviour or of any culpable act or omission and thereafter obtaining the orders of the Board of Governors to whom the papers shall be submitted for taking a decision in the matter under regulation 26.15 (4) and(5).
- iii When it is proposed after considering the representation, if any, made by the employee under clause (a) of regulation 26.12, to withhold increments of pay and such withholding of increments

is likely to affect adversely the amount of retirement benefits payable to the employee or to withhold increments of pay for a period exceeding three years or to withhold increments of pay with cumulative effect for any period, an inquiry shall be held in the manner laid down regulation 26.14, before making any order imposing any such penalty on the employee.

- iv. The record of the proceedings in case of minor punishment shall include-
- (i) A copy of the intimation to the employee of the proposal to take action against him,
 - (ii) A copy of the statement of imputations of misconduct or misbehavior delivered to him.
 - (iii) His representation, if any,
 - (iv) The evidence produced during the inquiry.
 - (v) The findings on each imputation of misconduct or misbehavior, or of any culpable act or omission, and
 - (vi) The orders on the case together with reasons therefore.

26.13 PROCEDURE FOR IMPOSING MAJOR PENALTIES:

- (i) No order imposing any of the penalties specified in items (6) to (11) of regulation 26.11
- (ii) shall be passed except after an inquiry, held in the manner provided in this regulation and regulation 26.14.
- (ii) Whenever the disciplinary authority is of the opinion that there are grounds for inquiry into the truth of any imputation of misconduct or misbehaviour or of any culpable act or omission, against an employee, the matter shall be referred to the Board of Governors for obtaining orders under regulation 26.12 (2). After the issue of the orders of the Board of Governors it shall appoint under this regulation another employee higher in rank than the delinquent employee or any person to inquire into the truth thereof (hereinafter referred to as the Inquiry Officer):

Provided that if a committee to look into complaints regarding sexual harassment has been constituted under clause (16) of regulation 27 of these regulations, the said committee shall be a disciplinary authority for the purpose of this regulation and in case no separate procedure to be followed by the said Committee to deal with such complaints has been laid down, the said committee shall follow the procedure laid down in this regulation to the extent possible.

Explanation: Where the disciplinary authority itself holds the inquiry, any reference in these regulations to the Inquiry Officer shall be construed as reference to the disciplinary authority.

26.14 INQUIRY:

- (i) Where it is proposed to hold an inquiry against an employee under this regulation 26.13 or regulation 26.15, the disciplinary authority shall draw up the articles of charges, imputation of misconduct or misbehavior or culpable act or omission in the form of definite charge and shall communicate to the concerned employee-
 - (a) the substance of the imputations of misconduct or misbehavior or of any culpable act or omission into definite and distinct articles of charge;
 - (b) a supporting statement of the imputations of misconduct or misbehavior or of any culpable act or omission in support of each article of charge, which shall contain-
 - a statement of all relevant facts including any admission or confession made by the employee; and
 - a list of documents by which, and a list of witnesses by whom the articles of charges are proposed to be sustained.
- (ii) The disciplinary authority shall deliver or cause to be delivered to the employee a copy of the articles of charges, the statement of the imputations of misconduct or misbehaviour or of any culpable act or omission and a list of documents along with certified true copies of such documents and witness by which each article of charge is proposed to be sustained and shall require the employee to submit, within such time as may be specified, a written statement of his defence and to state whether he desires to inspect the records pertaining to the charge and whether he desires to be heard in person.
- (iii)
 - (a) On receipt of the written statement of defence from the employee the disciplinary authority may itself inquire into such of the Articles of charges as are not admitted or if considers it necessary to do so appoint, under regulation 26.12 an Inquiry Officer for the purpose and where all the articles of charges have been admitted by the employee in his written statement of defence, the disciplinary authority shall record its findings on each charge after taking such evidence as it may think fit and shall act in the manner laid down in regulation 26.15.
 - (b) If no written statement of defence is submitted by the employee, the disciplinary authority may itself inquire into such of the Articles of charges as are not admitted or if considers it necessary to do so appoint, under regulation 26.12, an Inquiry Officer for the purpose.
 - (c) The disciplinary authority may nominate any person hereinafter referred to as the

presenting officer to present the case in support of the charge before itself, if it is to inquire into the charges or the before Inquiry Officer.

- (iv) The disciplinary authority shall, where he is not himself the Inquiry Officer, forward to the Inquiry Officer–
 - (a) A copy of the articles of charges and the statement of imputations of misconduct or misbehaviour;
 - (b) A copy of the written statement of defence, if any submitted by the employee;
 - (c) A copy of the statement of witnesses, if any, referred to in clause (i) (b)above;
 - (d) Evidence proving the delivery of the documents referred to in clause (ii) above to the employee; and
 - (e) A copy of the order appointing the presenting Officer.
- (v) The employee shall appear in person before the Inquiry Officer on such day and at such time within ten working days from the date of receipt by him of the articles of charge and the statement of the imputations of misconduct or misbehaviour, as the Inquiry Officer may, by a notice in writing specify in this behalf, or within such further time not exceeding ten days, as the Inquiry Officer may allow.
- (vi) The employee may present his case with the assistance of a retired employee of University/ University employee or any other University employee approved by the disciplinary authority, but may not engage a legal practitioner unless the disciplinary authority having regard to the circumstances of the case so permits.
- (vii) If the employee who has not admitted any of the articles of charge in his written statement of defense, appears before the Inquiry Officer, shall ask him whether he is guilty or has any defence to make and if he pleads guilty to any of the articles of charge, the Inquiry Officer shall record the plea, sign the record and obtain the signature of the concerned employee thereon.
- (viii) The Inquiry Officer shall return a finding of guilty in respect of those articles of charge to which the employee pleads guilty.
- (ix) The Inquiry Officer shall, if the employee fails to appear within the specified time or refuses or omits to plead, require the presenting officer to produce the evidence by which he proposes to prove the articles of charge, and shall adjourn the case to a later date not exceeding thirty

days, after recording an order that the employee may for the purpose of preparing his defence

- (a) inspect within five days of the order or within such further time not exceeding five days as the Inquiry Officer may allow, the documents specified in or referred to in clause (i) (b), above,
- (b) submit a list of witnesses to be examined on his behalf;

- i. **Note :** If the employee applies orally or in writing for the supply of copies of the statement of witnesses mentioned in the list referred to in clause (i) (b) above, the Inquiry Officer shall furnish him with such copies as early as possible and in any case not later than three days before the commencement of the examination of the witnesses on behalf of the disciplinary authority.

- (c) Give a notice within ten days of the order or within such further time not exceeding ten days as the Inquiry Officer may allow, for the discovery or production of any documents which are in the possession of the University, but not mentioned in the list referred to in rule-20.3.

Note: The employee shall indicate the relevance of the documents required by him to be discovered or produced by the University.

- (x) The Inquiry Officer shall, on receipt of the notice for the discovery or production of documents, forward the same or copies thereof to the authority in whose custody or possession the documents are kept, with a requisition for the production of the documents by such date as may be specified in such requisition:

Provided that the Inquiry Officer may, for reasons to be recorded by it in writing, refuse to requisition such of the documents as are in his opinion, not relevant to the case.

- (xi) On receipt of the requisition referred to in clause (x) the Registrar of the University shall produce or cause to be produced the same before the Inquiry Officer:

Provided that if the Registrar having the custody or possession of the requisitioned documents is satisfied for reasons to be recorded by it in writing that the production of all or any of such documents would be against the interest of the University or security of the State or the University, he shall obtain the orders of the Vice-Chancellor and shall inform the Inquiry Officer accordingly and the Inquiry Officer shall, on being so informed communicate the information to the employee and withdraw the requisition made by him for the production or discovery of such documents.

- (xii) On the date fixed for the inquiry, the oral and documentary evidence by which the articles of charges are proposed to be proved shall be produced by or on behalf of the disciplinary

authority. The witnesses shall be examined by or on behalf of the presenting officer and may be cross-examined by or on behalf of the employee. The presenting officer shall be entitled to re-examine the witnesses on any points on which they shall have been cross-examined, but not on any new matter, without the permission of the Inquiry Officer. The Inquiry Officer may also put such questions to the witnesses as it thinks fit.

- (xiii) If it appears necessary before the close of the case on behalf of the disciplinary authority, the Inquiry Officer may, in his discretion allow the presenting officer to produce evidence not included in the list given to the employee or may himself call for new evidence or re-call and re-examine any witness and in such case the University employee shall be entitled to have, if he demands it, a copy of the list of further evidence proposed to be produced and an adjournment of the inquiry for three clear days before the production of such new evidence, exclusive of the day of adjournment and the day to which the inquiry is adjourned. The Inquiry Officer shall give the employee an opportunity of inspecting such documents before they are taken on the record. The Inquiry Officer may also allow the employee to produce new evidence, if he/she is of the opinion that the production of such evidence is necessary in the interest of justice.

Note : New evidence shall not be permitted or called for and no witness shall be recalled to fill up any gap in the evidence. Such evidence may be called for only when there is inherent lacuna or defect in the evidence which has been produced originally.

- (xiv) When the case for the disciplinary authority is closed, the employee shall be required to state his defence, orally or in writing, as he may prefer. If the defence is made orally, it shall be recorded and the employee shall be required to sign the record. In either case, a copy of the statement of defence shall be given to the presenting officer, if any has been appointed.
- (xv) The evidence on behalf of the employee shall then be produced. The employee may examine himself in his own behalf if he so prefers. The witnesses produced by the employee shall then be examined and shall be liable to cross-examination, re-examination and examination by the Inquiry Officer according to the provisions applicable to the witnesses for the disciplinary authority.
- (xvi) The Inquiry Officer may, after the employee closes his case, and shall if the employee has not examined himself, generally, question him on the circumstances appearing against him in the evidence for the purpose of enabling the employee to explain any circumstances appearing in the evidence against him.

(xvii) The Inquiry Officer may, after the completion of the production of evidence, hear the presenting officer, if any, appointed, and the employee, or permit them to file written briefs of their respective case, if they so desire.

(xviii) If the employee to whom a copy of the articles of charge has been delivered does not submit the written statement of defence on or before the date specified for the purpose or does not appear in person before the Inquiry Officer or otherwise fails or refuses to comply with the provisions of this regulation, the Inquiry Officer may hold the inquiry ex-parte.

(xix) Wherever an Inquiry Officer, after having heard and recorded the whole or any part of the evidence in an inquiry ceases to exercise jurisdiction therein, and is succeeded by another Inquiry Officer which has, while exercising such jurisdiction, the Inquiry Officer so succeeding may act on the evidence so recorded by his predecessor, or partly recorded by his predecessor and partly recorded by himself.

Provided that if the succeeding Inquiry Officer is of the opinion that further examination of any witness whose evidence has already been recorded is necessary in the interest of justice, he may recall, examine, cross-examine and re-examine any such witnesses as hereinbefore provided.

(xx) (1) After the conclusion of the inquiry, a report shall be prepared which shall contain:

- (a) The articles of charge and the statement of imputations of misconduct or misbehaviour or of any culpable act or omission;
- (b) The defence of the employee in respect of each article of charge;
- (c) An assessment of the evidence in respect of each article of charge;
- (d) The findings on each of the charges and the reasons therefore.

Explanation: If in the opinion of the Inquiry Officer the proceedings of the inquiry establish any article of charge different from the original articles of the charge, he may record his findings on such article of charge:

Provided that the findings on such article of charge shall not be recorded unless the employee has either admitted the facts on which such articles of charge is based or has had a reasonable opportunity of defending himself against such article of charge.

(2) The Inquiry Officer, if he is not himself the disciplinary authority, shall forward to the

disciplinary authority the records of inquiry which shall include-

- (a) The report prepared by it under clause 1.
- (b) The written statement of defence, if any, submitted by the employee.
- (c) The oral and documentary evidence produced in the course of the inquiry.
- (d) Written briefs, if any, filed by the presenting officer or the employee or both during the course of the inquiry, OR
- (e) The orders, if any, made by the disciplinary authority and the Inquiry Officer in regard to the inquiry.

26.15 ACTION ON INQUIRY REPORT:

- (1) The Disciplinary Authority, if he is not himself the Inquiry Officer may, for reasons to be recorded by it in writing, remit the case to the Inquiry Officer for further inquiry and report and the Inquiry Officer shall there upon proceed to hold the further inquiry according to the provisions of regulation 26.14, as far as maybe.
- (2) The Disciplinary Authority shall forward or cause to be forwarded a copy of the report of the inquiry, if any, held by the Disciplinary Authority or where the Disciplinary Authority is not the Inquiry Officer, a copy of the report of the Inquiry Officer together with his own tentative reasons for disagreement, if any, with the findings of Inquiry Officer on any article of charge to the University employee who shall be required to submit, if he so desires, his written representation or submission to the Disciplinary Authority within fifteen days, irrespective of whether the report is favourable or not to the University employee.
- (3) The Disciplinary Authority shall consider the representation, if any, submitted by the University employee and submit the papers to the Board of Governors along with his observations.
- (4) The Board of Governors may appoint a committee from its members to go through the details of the case and submit its findings.
- (5) If the Board of Governors having regard to its findings or the findings of the committee appointed under clause (4) above on all or any of the articles of charges is of the opinion that any of the penalties specified in items (1) to (5) of regulation 26.11 (i) should be imposed on the employee, it shall notwithstanding anything contained in regulation 26.12 make an order imposing such penalty.
- (6) If the Board of Governors having regard to its findings or the findings of the committee appointed under clause (4) above on all or any of the articles of charges and on the basis

of the evidence adduced as per regulation 26.14 (ix) during the inquiry, is of the opinion that any of the penalties specified in items (6) to (11) of regulation 26.11 (ii) should be imposed on the employee, it shall make an order imposing such penalty. It shall not be necessary to give the University employee any opportunity of making representation on the penalty proposed to be imposed.

26.16 COMMUNICATION OF ORDERS:

Orders made by the Board of Governors shall be communicated to the employee in the form of speaking orders after taking into consideration the submission of the employee made under clause (iv) (b) of regulation 26.14. The orders shall be communicated to the employee under the signature of the Disciplinary Authority.

26.17 COMMON PROCEEDINGS:

Where two or more University employees are concerned in any case the Board of Governor may make an order directing that disciplinary action against all of them may be taken in a common proceeding.

26.18 SPECIAL PROCEDURE IN CERTAIN CASES:

(A) Nothing contained in regulations 26.12 to 26.14 shall apply—

- Where a penalty is to be imposed on an employee on the ground of conduct which has led to his conviction on a criminal charge,

OR

- Where the Board of Governors is satisfied for reasons to be recorded in writing that it is not reasonably practicable to follow the procedure prescribed in the said regulations.

(B) In cases to which the provisions of clause (A) of regulation 26.18 shall apply, the Board of Governors may consider the circumstances of the case concerned and pass such order thereon as it deem fit.

26.19 PROVISION REGARDING EMPLOYEES LENT TO OTHER UNIVERSITY OR BODIES:

- (A) Where the services of an employee are lent to the other University or other bodies or to an authority subordinate thereto or to a local or other authority (hereinafter in this regulation

referred to as "the borrowing authority"), the borrowing authority shall have the powers of the disciplinary authority for the purpose of placing such employee under suspension and of the disciplinary authority for the purpose of conducting a disciplinary proceeding against him :

Provided that the borrowing authority shall forthwith inform the University of the circumstances leading to the order of suspension of such employee or the commencement of the disciplinary proceeding, as the case may be.

- (B) In light of the findings in the disciplinary proceeding conducted against the employee-
- (a) if the borrowing authority is of the opinion that any of the penalties specified in items (1) to (5) of regulation 26.11 (i) shall be imposed on the employee, he may, after consultation with the University, make such orders on the case as he deems necessary:

Provided that before giving consent to the proposal of the borrowing authority, the orders of the Board of Governors shall be obtained.

Provided further that in the event of a difference of opinion between the borrowing authority and the University, the service of the employee shall be replaced at the disposal of the University.

- (b) If the borrowing authority is of the opinion that any of the penalties specified in items (6) to (11) of regulation 26.11 (ii) should be imposed on the employee, it shall replace his/her services at the disposal of the University and transmit the proceedings of the inquiry to the University and thereupon the Board of Governors may, pass appropriate orders thereon as it may deem necessary:

Provided that before passing any such orders the Board of Governors shall comply with the provisions of regulation 26.15 (3) and (4).

Explanation: The Board of Governors may make an order under this clause on the records of the inquiry transmitted to him by the borrowing authority, or after holding such further inquiry as it may deem necessary so far may be, in accordance with regulation 26.14.

26.20 APPLICATION OF PROVISIONS OF GUJARAT CIVIL SERVICES (DISCIPLINE AND APPEAL) RULES, 1971:

In addition to, and independent of the clauses mentioned above, and wherever necessary, the provisions of Gujarat Civil Services (Discipline and Appeal) Rules 1971, along with the State Government Orders and amendments issued thereon shall apply to all University employees.

R 27 CONDUCT RULES FOR EMPLOYEES OF UNIVERSITY:

27.1 SHORT TITLE AND COMMENCEMENT.

- (1) These regulations may be called the “Gujarat Technological University (GTU) Service (Conduct) Rules”.
- (2) They shall come into force from the date of Board of Governors assent to them.

27.2 DEFINITIONS:

Unless the context requires otherwise, the following words and expressions shall have the meanings assigned to them herein below:-

- (i) "Act" means GUJARAT TECHNOLOGICAL UNIVERSITY Act, 2007(Guj.20 of 2007);
- (ii) "Appointing Authority" means the authority empowered to appoint a University employee under the Act and/or regulations;
- (iii) "Class of an employee" means the Class of an employee as laid down under the recruitment rules for the post held by him;
- (iv) "Code of Conduct" means a code of professional ethics for the Teachers of the University as laid down vide regulation 27 of GTU regulations;
- (v) "Disciplinary Authority" means the Vice-Chancellor in respect of Class-I and II employees and the Registrar in respect of Class-III and IV employees of the University;
- (vi) "Employee" means an officer, a teacher or other employee of the University to whom these regulations apply as per regulation 26.1 of GTU regulations;
- (vii) "Members of Family" in relation to the University employee includes-
 - (i) The wife or husband as the case may be, of the University employee whether residing with the employee or not but does not include a wife or husband as the case may be, separated from the employee by a decree or order of a competent Court of Law, or in accordance with the personal law applicable to the employee.
 - (ii) Son or daughter or step son or step daughter of the employee wholly dependent on him or her or of whose custody to the employee has been deprived of by or under any law;
 - (iii) Any other person related, whether by blood or marriage, to the employee or to his/her wife or husband, and wholly dependent on the employee;
- (viii) "Officer" means an Officer of the University referred to in section 14 of the GTU Act;
- (ix) "Other employee" means an individual appointed in the regular pay matrix and pay levels or on contract or on fixed pay by the University as whole time non- teaching employee of the University;

- (x) "Other University" means any University established under a Central or State Act other than the GUJARAT TECHNOLOGICAL UNIVERSITY Act;
- (xi) "Section" means the section of the Act;
- (xii) Words and expression used but not defined in these regulations shall have the meaning as assigned them in the Act.

27.3 GENERAL:-

- (a) Every University employee shall be sincere, devoted to duty, and maintain integrity, discipline, impartiality and sense of propriety. He/ she shall always endeavor to maintain good relations with colleague's and students.
- (b) No university employee shall behave in a manner, which is derogatory to the prestige, decency and decorum of the University.
- (c) No University employee shall behave in a manner that places himself/herself in any kind of embarrassment.

27.3.1 Prohibition of sexual harassment of working women:-

- (1) No University Employee shall indulge in any act of sexual harassment of any woman at her work place.
- (2) Every University Employee who is in charge of a work place shall take appropriate steps to prevent sexual harassment to any woman at such work place.

Explanation:-

For the purpose of this rule "Sexual harassment" includes such unwelcome sexually determined behavior, whether directly or otherwise such as -

- (a) Physical contact and advances;
- (b) Demand or request for sexual favours;
- (c) Sexually coloured remarks;
- (d) Showing any pornography; or
- (e) Any other unwelcome physical, verbal or non-verbal conduct of a sexual nature.

27.3.2 Prohibition regarding employment of children below 14 years of age :-

No University Employee shall employ to work any child below the age of 14 years.

27.4 GIFT:

No University employee shall accept, or permit any member of his/her family to accept, any gift from any person, which places the employee in any form of official obligation.

27.5 SUBSCRIPTION:

No University employee shall, without obtaining prior sanction of the competent authority in the University, ask for or accept or participate in the raising of any subscription or other pecuniary assistance in pursuance of any objective whatsoever except for farewell and felicitation functions connected with the University.

27.6 TUITION:

No University employee shall engage himself/herself in private tuitions either at home or any private colleges/institutes/coaching centres, etc.

27.7 PRIVATE EMPLOYEMENT OR WORK NOT CONNECTED WITH UNIVERSITY:

- (a) No University employee shall undertake any employment or accept remunerative or honorary work not connected with the University, without the permission of the competent authority in the University.
- (b) The University employee may accept membership in bodies like academic council, executive council, professional academic bodies, governing body/ executive committee of an educational institution or any organization connected with literary/scientific activities, or may undertake honorary position/work of a cultural/charitable/artistic nature, by intimating the competent authority in the University, provided that such membership do not suffer his/her official duty. However, he/she shall not undertake or shall discontinue such work if so directed by the Vice-Chancellor.

27.8 PRIVATE TRADE OR BUSINESS:

- (a) No University employee shall, engage directly or indirectly in any trade, business and moneylending.
- (b) A University employee may take part in the registration, promotion or management of a registered co-operative society or a literary scientific/charitable society, provided that such activity do not suffer the University work.

27.9 COMMUNICATION OF OFFICIAL DOCUMENTS OR INFORMATION:

It shall be the duty of every employee of the University to honour the confidence reposed to him/her by the University. The employee should not divulge any information, know to him/her during the course of his/her official duties, to any unauthorized person or to make any improper use thereof.

27.10 CONNECTION WITH PRESS & MEDIA:

No University employee shall, except with or during the continuance of the previous sanction of the Vice-Chancellor, own wholly or in part or conduct or participate in the editing or management of any newspaper/periodical/magazine etc., except those published by the University departments/associations. An employee of the University may, with prior intimation to the competent authority in

the University, brief the media about his/her academic achievement and scientific findings.

27.11 DISCUSSION ON UNIVERSITY POLICIES:

University employees shall not indulge in any public criticism of the University administration as is repugnant to the dignity of the University employee, and cause or is likely to cause embarrassment to the administration in its relations with its staff or the students of the University or the University or any other agency.

27.12 TAKING PART IN POLITICS:

No University employee shall, while being on duty, take part in politics which includes holding elective or nominated positions in any political party, contesting in election to the State Legislature or the Parliament or take part in any other election.

27.13 VINDICATION OF ACTS AND CHARACTER OF UNIVERSITY EMPLOYEES:

A University employee may not, without the previous sanction of the Board of Governors have recourse to any court or to the press for vindication of his/her public act or character from defamatory attacks. In granting sanction to the recourse to a court, the Board of Governors will, in each case, decide whether University will itself bear the costs of the proceedings or whether the University employee will institute the proceedings at his/her own expense and if so, whether in the event of a decision in him/her favor the University will reimburse to him/her the extent of the whole or any part of the costs. Nothing in this clause will limit or otherwise affect the right if any University employee to vindicate his/her private acts or character

27.14 TAKING PART IN STRIKES OR SIMILAR ACTIVITIES:

No University employee shall take part in any agitation or movement such as strike, incitement thereto or similar activity in connection with any matter pertaining to his/her service or to any other matter, which tends to bring the University to disrepute.

27.15 BIGAMOUS MARRIAGE:

No University employee who has a surviving spouse shall contract another marriage, notwithstanding that such subsequent marriage is permissible under the personal law applicable to him/her for the time being.

27.16 INFLUENCING SUPERIOR AUTHORITIES FOR FURTHERANCE OF INTEREST:

No University employee shall bring or attempt to bring any kind of influence to bear on any superior

officer or a member of any University authority to further his/her interests in respect of matters pertaining to his/her service in the University.

27.17 ANY ACTION OF CRIMINAL NATURE:

No University employee shall involve in corruption or any action of criminal nature, which is punishable under the general or special laws.

27.18 MOVABLE, IMMOVABLE AND VALUABLE PROPERTY:

- (1) (a) Every University Employee on his first appointment to any service or post, shall submit a return of his immovable assets on the proforma as may be prescribed by the University giving full details regarding the immovable property inherited, owned, acquired or held by him on lease or mortgage, either in his own name or in the name of any member of his family or in the name of any other person.
- (b) Every University Employee shall furnish the information specified in clause (a), in the proforma, as may be prescribed by the University on the 1st January of every year covering the period ending with 31st December, of immediately preceding year.

- Note : 1. Provisions of clause (a) shall not ordinarily apply to class-IV servants but the University may direct that they shall apply to any such University Employee or class of such University Employee.
2. Every University Employee who is in service on the date of commencement of these rules shall submit a return under this sub-rule on or before such date as may be specified by the University after such commencement.

- (2) No University Employee shall, except with the previous knowledge of the prescribed authority, acquire or dispose of any immovable property by lease, mortgage, purchase, sale, gift or otherwise either in his own name or in the name of any member of his family: Provided that the previous sanction of the prescribed authority shall be obtained by the University Employee if any such transaction is with a person having official dealings with the University Employee.
- (3) Every University Employee shall report to the prescribed authority within one month on and from the date of every transaction entered into by him either in his own name or in the name of a member of his family in respect of movable property if the value of such property exceeds two months' basic pay of the University Employee:
Provided that the previous sanction of the prescribed authority shall be obtained if any such transaction is with a person having official dealing with the University Employee.
- (4) The University or the prescribed authority may, at any time, by general or special order, require a University Employee to furnish with a period specified in the order, a full and complete

statement of such movable or immovable property held or acquired by him or on his behalf by any member of his family as may be specified in the order. Such statement shall, if so required by University or by the prescribed authority include the details of means by which, or source from which, such property was acquired.

- (5) The University may exempt any category of the University Employees belonging to Class IV from any of the provisions of this rule except sub-rule (4). No such exemption shall however be made without the concurrence of the Authority.

Explanation :-

(1) For the purpose of this rule, the expression "Movable property" includes-

- (a) (i) Jewellery, Shares, Securities and debentures,
(ii) insurance policies, the annual premium of which exceeds two months' basic pay of the University Employee,
- (b) Loans advanced by University Employees whether secured or not;
- (c) Motor cars, motor cycles, horses, or any other means of conveyance; and
- (d) Refrigerators and radiograms.

27.19 INTERPRETATION:

If any question arises relating to the interpretation of these rules, it shall be referred to the Vice Chancellor of the University whose decision thereon shall be final. Vice Chancellor shall take decision in consultation with the Board of Governors.

27.20 APPLICATION OF PROVISIONS OF GUJARAT CIVIL SERVICES (CONDUCT)

RULES,1971 :

In addition to, and independent of the clauses mentioned above, and wherever necessary, the provisions of Gujarat Civil Services (Conduct) Rules 1971, along with the State University Orders and amendments issued thereon shall apply to all University employees.

CHAPTER IX
SUPPLEMENTARY PROVISIONS

R 28 FEES AND OTHER CHARGES:

The fees and other charges to be paid to the University for the Courses, Training, Facilities and Services provided by it shall be as follows:-

The Concerned Board of studies/Institute/school shall recommend to the Academic Council the fees and other charges to be paid to the University and for the courses, training, facilities and services provided by it and on recommend of the Academic Council, the Board of Governors shall approve the rules from time to time.

R 29 PROCEDURE AND CRITERIA FOR ESTABLISHING COURSES:

The procedure and criteria to be followed in establishing courses of Study and curricula, and admission of students shall be as follows:

The Board of Studies shall recommend to the Academic Council, the procedure and criteria to be followed in establishing course of study and curricula and admission of students. On recommendation of Academic Council, the Board of Governors shall approve the procedure and criteria.

R 30 PREPARATIONS OF BUDGET ESTIMATES AND MAINTENANCE OF ACCOUNTS:

PREPARATION OF BUDGET OF UNIVERSITY:

- (1) All the schools/centers of Teaching and Administrative sections shall send their budget estimates for Receipts and Expenditure for the next year together with the establishment list and revised estimates for the current year by the 31st October every year. Along with the budget statements of revenue accounts, they should also send the estimates for capital expenditure, if they have any. The re-appropriations sanctioned by competent authorities or renewal of lapsed grants or supplementary grants sanctioned by the Finance Committee of dead stock articles, equipment, and apparatus etc. should accompany the budget statements. If there is any new item of expenditure, it should be supported by administrative sanction together with necessary details.

- (2) On receipt of these statements from the schools/centers of Teaching and Administrative

section, the University Accounts Section shall scrutinize the statements and prepare a consolidated statement for submission of Finance committee, when it meets as Budget Committee.

- (3) After incorporating the recommendations made by the Budget Committee, the estimates shall be submitted to the Board of Governors when it meets in the month of February or March.
- (4) When the budget estimates as adopted by the Board of Governors, The University Accounts Section shall send copies of the printed budget to the all schools/centers of Teaching and Administration sections.

R 31 UNIVERSITY FUND AND MANNER OF ITS UTILISATION, etc.

31.1 OBJECTS TO WHICH THE UNIVERSITY FUND MAY BE APPLIED

The University fund shall be utilized for the following objects:-

- (a) for repayment of debts incurred by the University for the purposes of the Act, the Regulations, the Rules and the By-laws made thereunder;
- (b) for the upkeep of Colleges, Schools, Hostels and other buildings and grounds maintained by the University.
- (c) for the payment of salaries and allowances to the teaching and non-teaching staff of the University for an in furtherance of the purposes of the Act, the Regulations, the Rules and the By-laws made thereunder and for the payment of any provident fund contribution, pension and insurance to any such officers, servants and members of the teaching staff or the members of such establishments;
- (d) for the payment of travelling and other allowances to the members of the Board of Governors, the Academic Council and other authorities of the University or to the members of the Committees or Boards appointed by any of these authorities of the University in pursuance of any provisions of the Act, the Regulations, the Rules or the By-laws made thereunder;
- (e) for the payment of the cost of audit of the University accounts as fixed by the Government.
- (f) for the expense of any suit or proceedings to which the University is a part;
- (g) for the payment of any expense incurred by the University in carrying out the provisions of the Act or the Regulations, the Rules or the By-laws made thereunder;
- (h) for the payment of any other expense not specified in any of the preceding clauses, but provided for in the budget of the University.

31.2 RESTRICTION OF EXPENDITURE NOT INCLUDED IN THE BUDGET:

No sum shall be expended by or on behalf of the University unless the expenditure of the same is covered by a current budget grant or can be met by re-appropriation or by drawing on the closing balance. The closing balance shall not be reduced below such amount as may be prescribed by the Finance Committee.

31.3 RECEIPTS AND DISBURSEMENT:

The Chief Accounts Officer shall be the custodian of the Gujarat Technological University Fund. All payments received by him shall be credited under proper heads of account. The Chief Accounts Officer shall make all authorized payments out of the University Fund. The Accounts of the University shall be kept by the Chief Accounts Officer, under the directions of the Board of Governors.

31.4 PAYMENTS:

No payment shall be made under main head of expenditure unless there is sufficient balance of the allotment sanctioned under that head.

31.5 UNSPENT BALANCE:

Unspent balance of budget allotment at the close of the financial year shall automatically lapse to the University Fund.

31.6 POWERS OF REGISTRAR TO DRAW ESTABLISHMENT BILLS, ETC.

Subject to the provisions of these Regulations, the Registrar shall be competent:-

- (a) to draw the establishment, travelling allowance, contingencies and all other bills relating to the University Officer;
- (b) to countersign detailed contingent bills:

Provided that it shall be competent for the Chief Accounts Officer to countersign all T. A. Bills of employees of the University and members of the Board of Governors, the Academic Council, Faculties and other Authorities and Bodies of the University, and the members of the Committee of those bodies and other committees appointed by the University;

- (c) to countersign stipend and scholarship bills and work bills and other bills requiring counter signature by a University Officer.

31.7 MAINTENANCE OF ACCOUNTS:

The Chief Accounts Officer shall be responsible for the proper maintenance of the Accounts of the University, and shall make arrangements under the directions of the Board of Governors, for the audit and payment of bills, presented at the University Office.

31.8 ASSETS REGISTER:

The Registrar shall maintain an Assets Register, in which shall be entered the value and plans of all buildings and other immovable assets owned by the University.

31.9 ACCOUNTS REGARDING CONSTRUCTION:

The Registrar shall get from the University Engineer or any other authority entrusted with constructions monthly classified account regarding construction in a form suited to the requirements of the University.

31.10 CUSTODY OF SECURITIES, ETC.:

The Registrar shall be responsible for the custody of all Government securities, Fixed Deposit Receipts, National Savings Certificates and other Securities which are owned by or lodged with the University.

31.11 RELEASE OF SECURITIES, ETC.:

All Securities lodged with the University by the Educational Agencies or Principals of affiliated Colleges, or other persons shall be released under the signature of the Registrar.

31.12 FINANCIAL ESTIMATES:

On receipt of the draft financial estimates recommendation by the Finance Committee and Planning Committee, the Board of Governors shall approve or modify.

31.13 CLOSURE OF ANNUAL ACCOUNTS:

The Accounts of each Office shall close annually on the last working day of the financial year i.e. 31st March and the balance of the cash book, as on that day shall be communicated to the University.

31.14 FORM OF ANNUAL ACCOUNTS:

The form of Annual Accounts shall be as laid down by the Board of Governors as per directions of the State Government issued in this regard from time to time.

R 32 TERMS AND CONDITIONS FOR ASSOCIATION OF THE UNIVERSITY WITH OTHER INSTITUTIONS:

The Concerned Director/Dean shall recommend the terms and conditions for association of the University with other institutions to Academic Council and on recommend of the Academic Council, the Board of Governors shall finalize the terms and conditions.

R 33 AWARD OF FELLOWSHIP, SCHOLARSHIP, STIPENDS, MEDALS AND PRIZES

33.1 GENERAL CONDITION:

- (a) No Students who is in receipts of any type of scholarship from any Government / Semi Government agency will be eligible for a freeship / fellowship / scholarship under this Regulation.
- (b) No students who have been punished by the University for indulging in any malpractice in a University examination or for other misconduct shall be eligible to receive a freeship / fellowship /scholarship.
- (c) A students who has not appeared and passed the internal examination and has not submitted his assignments shall not be eligible to receive a freeship / fellowship / scholarship.
- (d) No candidate shall be eligible for any Fellowship, Prize, Medal or other award, who presents himself for the Examination to which the Award relates, more than one year after the expiry of the minimum period prescribed by the regulations governing that Examination. The computation of the period for the purpose of this regulation shall begin from the date of passing of the preceding lower examination which qualified the candidate to enter on the course for the higher examination.

33.2 FELLOWSHIP:

The rules and regulations for fellowships to Junior Research Fellow and Senior Research Fellow shall be as per guidelines issued by the UGC, AICTE, DST, etc from time to time.

33.3 SCHOLARSHIPS:

- (a) The scholarship may be awarded on the basis of the academic performance of the students irrespective of his income. Only those students who have secured either a first or a second class will be eligible for a scholarship.
- (b) A scholarship will be awarded on the basis of marks/grades obtained by the students in previous year or two Semesters or his / her Bachelor's/Master's Degree Examination of the concerned faculty.
- (c) The rate of scholarship shall be as may be laid down by the Government from time to time. The scholarship will be paid for the period from July to April on condition that the students shall full-fills the requirements of attendance as per Regulations.

33.4 PRIZES AND MEDALS:

The Prizes and Medals, the award of which are instituted by the University shall be presented at the Convocation to the awardees, if they choose to remain present, immediately after the

conferment of the degrees. In other cases the same will be delivered to them through the Director of the concerned School.

R 34 GENERAL RULES FOR UNIVERSITY HALLS OF RESIDENCE:-

34.1 ADMISSION:

- (1) The application of students of the University or scholars engaged in research work at the University will be recommended to the chief warden/rector for admission to the halls of residence by the Director of Schools and their lists along with applications/faculties will be sent to chief warden/rector, halls of residence.
- (2) The students will be allotted to the halls by the chief warden/rector. The allotment of the room in the hall will rest with the warden/superintendent who may change the rooms at any time he might think fit. No student shall change his/her room except with the prior permission of the warden/superintendent.
- (3) No student shall leave the hall to live temporarily elsewhere unless permitted to do so by the warden/ superintendent concerned, on a request from the parent or guardian of the student.
- (4) The student applicants who are serving and who are local residents will not be admitted to halls of residence.

34.2 ROLL CALL:

The roll call shall be called daily between 9.30 p.m to 10.30 p.m. in male hall and at 8.00 p.m. on all days except on Saturdays and Sundays in female hall. On Saturday and Sunday, it will be taken at 10.00 p.m. in female hall. No student shall leave the hall after roll call without leave previously obtained in writing from the warden/superintendent.

34.3 STUDIES:

In the morning and after roll call in the evening silence must specially be observed in the halls to enable the students to pursue their studies. Except in case of necessary, every student is expected to remain in his room during this time and devote his time to his studies. No noise or activity of any kind likely to disturb the students in their studies will be allowed except on days when any function is held with the previous permission of the warden/superintendent.

34.4 GENERAL:

- (1) No student will be permitted to enter the hall of residence after the roll call unless he/she produces a written permission obtained from the warden/superintendent concerned.

- (2) No Female student or any other lady will be allowed to enter the room of the student in male hall. However, she can meet the student in common room of the halls of residence.
- (3) No waste paper or rubbish should be thrown about in the hostel or compound.
- (4) Use of electrical appliances will be required previous permission of the warden/superintendent. If found such appliances to use without permission will be confiscated and the student will be liable to disciplinary action. Tampering with electrical fitting is prohibited.
- (5) No student, either a foreigner or Indian with permit or otherwise, will be allowed to keep liquor of any kind, opium, charas, ganja or bhang or any other addictive substance in the halls of residence. Any student found possessing or taking any of the above said substance will be liable to be expelled forthwith from the halls of residence and will be informed to the police.
- (6) When a student goes out of the room, he/she should see that the light is switched off.
- (7) No guest will be allowed to stay overnight except with the previous permission of the warden/superintendent which will be given under very special circumstances.
- (8) The mess in the halls of residence will be under the general control of the warden/superintendent. The food monitor will look after the affairs of the mess, and will be responsible to the warden/superintendent.
- (9) Every resident student must pay, in addition to the hostel fee, an amount of Rs.100/- or as fixed from time to time per term, for general fund which will be administered by the warden's committee.
- (10) Hostel fees should be paid in University Account within specified time. If fees are not paid within the specified time, the admission given is liable to be cancelled or penalized.
- (11) The old resident student will not claim admission as of right in the next year. Admission in such cases will depend upon student's academic performance and conduct in the previous year. These students will pay up their fees within 10 days from the date of declaration of their admission. A fine as may be decided by the warden/superintendent per day will be charged for the next 15 days. If the fees are not paid by the end of this time i.e 15 days, the admission is liable to be cancelled.
- (12) Resident student will be required to sign receipt for items of furniture and fittings to be used by them. They will be responsible for any damage done to doors, window, furniture and fittings and other University property in their rooms. While leaving the hall at the end of the term, every student should hand over the charge of the furniture of his/her

room to hall clerk.

(13) Cases of ordinary illness should immediately be reported to the monitor-in-charge, in case of serious illness to the warden/superintendent and if necessary to arrange for the removal of the patient to the hospital.

(14) Student cannot stay in University hostel during vacation except with the special permission of the dean concerned and chief warden. Rooms must be vacated immediately at the end of the term's work.

(15) Student desiring to reserve their seats for the second term must submit their applications for re-admission in the prescribed form which will be supplied to them on request by the warden/superintendent before they leave for mid-year vacation.

(16) While leaving for vacation, students must vacate the room and should not lock the room with private lock. If they do so, the warden/superintendent may open the lock and take possession of the room after making panchanama of the things lying in the room.

(17) No meeting or function shall be held in the hall premises without the previous written permission of the warden/superintendent. No visitor will be invited to take part in a meeting or a function without previous written permission of the warden/superintendent.

(18) All complaints about the hall servants shall be made to the warden/superintendent through the monitor-in-charge, and a servant under no circumstance shall be abused, assaulted, punished or menaced.

(19) Resident student must attend their faculty regularly. In case the student wants to go out of the station he/she should obtain permission from the warden/superintendent before he/she leaves the hall.

(20) Resident students should take proper precaution to safeguard their belongings. Any theft should be reported immediately to the warden/superintendent. In no case they should inform the police directly.

(21) Ragging in the Halls of Residence is Strictly Prohibited. Any student/s of the hall indulging in this will be liable to be expelled from the Hall and will be informed to the police.

34.5 SPECIAL RULES FOR WOMEN STUDENT:

(a) The visiting hours of the guardians of the resident student of female Hall will be from 4.00 p.m. to 7.00 p.m. on all days, including Sunday and Holidays.

(b) The resident student of the female Hall shall be in the Hall by 8.00 p.m. on week's days and before 10-00 p.m. on Saturdays and Sundays. The resident student shall not leave the Hall before 6-00 a.m. without the permission of the superintendent.

(c) The resident student who desires to return to the Hall later than the times fixed in sub-

clause (b) above may do so with the written permission of the warden/superintendent.

(d) In case the resident student desires to stay out for the night or desires to leave the station, she shall apply to the warden/superintendent in writing along with necessary permission. In case the resident students stay out without permission she will be liable to be expelled from the hall.

(e) The resident student in the beginning of the term, will get the name of local guardian approved by her parents in the prescribed form.

34.6 GENERAL INSTRUCTIONS

(1) Resident students who break any of the above regulations who are found guilty of misconduct or misbehavior will be liable to disciplinary action, as prescribed.

(2) The Vice-Chancellor or Chief Warden shall on a report from the warden/superintendent appoint a Committee or authorize any person to inquire in to the matter of breach of any of the above rule/s or misconduct or misbehavior of any resident student of the Halls of Residence.

(3) The following penalties may, for reasonable and sufficient reasons, be imposed upon a resident student by the Chief warden/University authority as mentioned against each:

- | | |
|---|--------------|
| I. Warning | Chief Warden |
| II. Fine | Chief Warden |
| III. Expulsive from Hall | Chief Warden |
| IV. Rustication from the University Vice-Chancellor | |

(a) If in case any resident student of the Hall in pursuance of any order passed is required to vacate the room occupied by him/her, he/she will immediately vacate the room and hand over the possession to the Warden/ superintendent. If the resident student does not vacate the room, the he/she will be forcibly removed from the room.

(ii) If such a student locks the room and goes away and in spite of being informed by a notice to come and handover possession to the room, if he/she does not turn up within the time given in the notice for the handing over possession then the University will have power to break open the lock and take possession of the room, after making Panchnama of the things lying in the room. Notice under this sub- clause (ii) be sent to the concerned student at his/her permanent address give in his/her application from for admission.

(4) When the warden/superintendent find that any of the resident student is misbehaving, he/she shall have the authority to send him/her out of the Hall immediately pending

further action.

- (5) Notwithstanding anything contained in the above mentioned rules, the Vice-Chancellor shall be authorized to relax or waive any of the above rule in deserving cases.

R35 AUTONOMOUS COLLEGES:

35.1 Conferment of Autonomy on Colleges in Certain Matters:

- (1) Any affiliated college or University college may by a letter addressed to the Registrar, apply to the Board of Governors to allow the college to enjoy autonomy in the matters of admission of students to the College, prescribing the courses of studies in the college, imparting education, holding of examinations and the conduct of examinations (hereafter referred as “the specific matter”) in conformity with the extant rules or guidelines of the prevailing statutory bodies granting autonomy like UGC, AICTE, etc.
- (2) Either on receipt of a letter of application under clause (1) or where it appears to the Board of Governors that the standards of education in any affiliated college or University college are so developed that it would be in the interest of education to allow the college to enjoy autonomy in the specified matters, on its own motion , the Board of Governor shall-
 - (a) for the purpose of satisfying itself whether the standards of education in such college are so developed that it would be in the interest of education to allow the college to enjoy autonomy in the specified matters-
 - (i) direct a local inquiry to be made by a competent person or persons authorized by the Board of Governors in this behalf, and
 - (ii) make such further inquiry as may appear to it be necessary.
 - (b) after consulting the Academic Council on the question whether the college should be allowed to enjoy autonomy in the specified matters, stating the result of the inquiry under clause (a), the BOG shall, after such further injury, if any, as may appear to it to be necessary record its opinion thereon on the question whether the college should be allowed autonomy in the specified matters.
- (3) The Registrar shall thereupon submit the proposals for conferring such autonomy on such college and all proceedings, if any, of the Academic Council, and the Board of Governors relating thereto, to the State Government.
- (4) On receipt of the proposals and proceedings under clause (3) the State Government, after such inquiry as may appear to it to be necessary, may sanction the proposals or reject the proposals.
- (5) Where the State Government sanctions the proposals, it shall by an order published in the

Official Gazette confer on the college specified in the proposals, power to regulate the admission of students to the college, the courses of studies in the college, the instruction, teaching and training in the course of studies, the holding of examination and the conduct of such examinations and power to make the necessary rules for the purpose after consulting the Board of Governors and such other powers as may have been specified in the proposals.

- (6) A college exercising the powers conferred under clause (5) shall be called an autonomous college.
- (7) In the case of an autonomous college, the University shall continue to exercise general supervision over such college and to confer degrees, on the students of the college passing any examination qualifying for any degree of the University.

35.2 STANDING COMMITTEE:

- (1) For the purpose of enabling it to exercise the powers conferred on it under regulation 35.1, and autonomous college shall appoint a standing committee; in conformity with the extant rules or guidelines of the prevailing statutory bodies granting autonomy like UGC, AICTE, etc.
- (2) The Standing Committee shall exercise such of the powers of the college under regulation 35.1 as the college may delegate to it.
- (3) The Standing Committee may appoint a special committee or committees for the purpose of exercising such powers and performing such functions of an authority of the University other than the Board of Governors in relation to the College as the Standing Committee may, subject to such conditions as it thinks fit to impose, assign to it or them.

35.3 AUTONOMOUS COLLEGE TO FURNISH REPORTS, ETC. AND INSPECTION OF SUCH COLLEGE:

- (1) Every autonomous college shall furnish such reports, returns and other information as the Board of Governors may require to enable it to judge the efficiency of the college.
- (2) The Board of Governors shall cause every autonomous college to be inspected from time to time by one or more competent persons authorized by it in this behalf.

35.4 WITHDRAWAL OF POWER OF AUTONOMOUS COLLEGE:

- (1) Where in respect of an autonomous college the Board of Governors is of opinion that the efficiency of the college has so deteriorated that in the interest of education it is necessary to withdraw the powers conferred on the college, under regulation 35.1, the Board of Governors shall send an intimation to that effect to the Principal of the college

stating that any explanation in writing submitted within a period specified in the intimation on behalf of the college will be considered by the Board of Governors.

Provided that the period so specified may be extended by the Board of Governors

- (2) On receipt of the explanation or on the expiry of the period referred to in clause (1), the Board of Governors, after considering the explanation, if any, and after such inspection by a competent person or persons authorized by the Board of Governors in this behalf and such further inquiry as may appear to it to be necessary and after consulting the Academic Council shall, record its opinion in the matter:

Provided that no resolution of the Board of Governors recommending the withdrawal of the powers conferred under regulation 35.1 shall be deemed to have been passed by it unless the resolution has obtained the support of two-thirds of the members present at the meeting of the Board of Governors, such majority comprising not less than one-half of the members of the BOG.

- (3) The Registrar shall submit the proposal and all proceedings, if any, of the Academic Council, and the Board of Governors relating thereto to the State Government which after such further inquiry, if any, as may appear to it to be necessary shall make such order as it deems fit and communicate it to the Board of Governors.
- (4) Where in the case of an autonomous college, the rights conferred under are withdrawn by an order made under clause (3), regulation 35.1, the college shall cease to be autonomous college from the date specified in the order.

R 36 REMOVAL OF MEMBER OF ANY AUTHORITIES:

- (1) Any member of any authorities or bodies of the University may resign his office by letter addressed to the Vice-Chancellor.
- (2) On the recommendation of not less than two-thirds of the number of members of the Board of Governors, may remove any person from membership of any authorities or bodies of the University convicted by a court of law of any offence involving moral delinquency or punished by the University for Malpractice connected with any University affair, examination.
- (3) The Board of Governors may also remove any member from the membership of any authority or body of the University if he becomes of unsound mind or deaf-mute or has applied to be adjudicated or has been adjudicated as insolvent. A member shall be provided reasonable opportunity to defend himself, before infliction of any punishment.

R 37 CESSATION OF MEMBERSHIP:

If nominated member of any authorities or bodies of the University fails to attend three consecutive meetings of that authority or body, he shall cease to be a member of such authority or body and thereupon the Registrar shall intimate him that he has ceased to be such member:

Provided that authorities or bodies may, if satisfied that there was sufficient cause for the failure of the member to attend the meetings, restore him to its membership.

R 38 DISQUALIFICATIONS FOR MEMEBERSHIP:

(1) No person shall be qualified for selection or nomination or appointment as a member of any of the authorities of the University or for continuing as such member, if he-

- (a) is unsound mind or a deaf-mute; or
- (b) is an undischarged insolvent; or
- (c) has been convicted by a court of law of an offence involving moral delinquency; or
- (d) has been debarred by any University from appearing in examinations, for malpractices in connection with any examination:

Provided that sub-clause (a) above shall not apply to a person nominated in the capacity of a student to any of the said authorities:

(2) If any question arises as to whether any person is disqualified under sub-clauses (a) to (d) of clause (1) above the question shall be referred to the Chancellor and his decision thereon shall be final.

R 39 TENURE

Any vacancy in the committees, occurring before the next reconstitution or before the expire of the prescribed period, such a member shall hold office for the remaining period of the term of the member in whose place he is nominated.

R40 GTU SONG:

ज॒ी ट॒ी यी ज॒ी ट॒ी यी ,सम॒ची
ति॒ ती नसमन्वय॥

जनक॒ल्य॒ी णक॒ी अ॒हि॒ी ग॒हि॒ी म॒ी लय,गज॒री
ततक॒नी क॒ी व॒श्व॒वद॒यी लया

ज॒ी ट॒ी यी ज॒ी ट॒ी यी ,सम॒ची
ति॒ ती नसमन्वय॥

इ॒नी व॒ेशन॒की म॒श लउठ॒ए,नी न॒की

ति॒ ती र॒ी ती ओर॒फी ली

ए,

व॒श्व॒क॒मी ती क॒ी क॒ी प॒ी क॒ी प॒ कर,व॒श्व॒फल॒क॒पर॒श
नब॒ढी ए

नव॒ नत॒ कीख॒ शब॒ सज ,भ॒ रत॒क क॒ण-क॒णिम॒क ए,

नी नव॒प॒पी सी श॒ष्य॒वी ती द॒की ,त॒पी

सी ध॒न॒ी स॒फल॒ब॒न॒ी ए ज॒ी ट॒ी यी

ज॒ी ट॒ी यी ,सम॒ची

ति॒ ती नसमन्वय॥

अ॒नभ॒वी श॒क्ष॒क॒की श॒लब॒ढी

ए॒नी ती ,प॒र-ह॒ति॒ी त॒की

ति॒ ती प॒ठ॒ढी ए,

अ॒न॒सी ती ध॒नी न॒और॒ज्ञ॒ी न॒की सी ती ग॒म,भ॒नी व॒प॒ढ
उ॒ज्ज॒व॒ल॒ब॒न

ती ए

आ॒त्॒म॒न॒भ॒र॒य॒वी ब॒न॒ी ते औ॒र श॒क्ष॒त॒व॒क॒स॒त॒री

प॒र॒क॒ि॒ती ती ए, ग॒ती र॒व॒मी त॒व॒प॒ती

की बढी ए, िीरमनमीेी ववश्वी
सजगी ए।
जी टी यी जी टी यी ,समची
िी तज्जी नसमन्वयII

ववकी सकी यिीीी मदी िीर एीी,
जी टी यी की सवश्वीेकननी एीी
िीीी शसलकरकीे उच्िीसफलत ,शक्षी
जगतमीेीी करीीीीतली एी I

सदधपर- तसे,कच्छतलकफ लज न लय,
सी मन
थसर

अपी रसीी जी एसीीी भी वनी ,गी जरीी ततकनी
की ववशीववदयीी लयाI

ज॒ी ट॒ी यी ज॒ी ट॒ी यी ,सम॒ची
त॒री नसमन्वयII

जनकल्य॒यी णक॒ी अह॒िी गह॒िी म॒ी
लय,गजर॒ी ततकन॒ी क॒ी ववश्ववदय॒ी लयाI

ज॒ी ट॒ी यी ज॒ी ट॒ी यी ,सम॒ची
त॒री नसमन्वयII



GTU LOGO



The new logo of Gujarat Technological University is designed with consideration of all disciplines i.e. Engineering, Management, Pharmacy, Architecture and Computer Applications as a symbolic representation of academic domains which GTU caters in the quadrant of the shield.

The shield: Represents the strength of the education and knowledge.

Symbols in the shield: Looking clockwise:

i. The Dam: The top left symbol of *Dam* represents the architecture & related engineering disciplines with a symbolic representation of *Sardar Sarovar Dam*, as a proud identity of the state of Gujarat.

ii. Mortar & Pestle with Rx and DNA Chain: Next symbol depicts the Pharmacy discipline where the mortar and pestle are represented as tools of traditional pharmacy and Rx is a sign of 'prescription' of medicine by medical practitioner. The outer circle represents the DNA chain, an important study element of modern fields of pharmacy, biomedical and biotechnology.

iii. Lamp, Book, Computer and Gear circle: Students may ignite their minds by continuous learning. So, a wisdom and dissemination of knowledge have been represented by the book and lamp light respectively. Being a technological university, the focus on emerging technical fields is represented by symbol of computer and the gear circle depicts the core engineering disciplines.

iv. **Humans with Clock:** Clockwise fourth icon symbolizes domain of business administration and emphasizes the importance of time management for achieving professional excellence.

‘समकु ित ज्ञान समन्वय’: It is the university motto. Its means gathering and disseminating the appropriate knowledge to the youth.

Estd – 2007: Represents the year of establishment of the university.

Three symbols at the bottom of logo:

The lower red part of outer circle shows the approach of the university in a well- defined manner.

The Globe represents the *Internationalization* at GTU in terms of unique international programs for students and faculties, large number of international students and joint activities with reputed institutions worldwide.

The Bulb with Mind and Spark clearly endorse our commitment towards nurturing *Innovation* and supporting strong entrepreneurial ecosystem.

The human with multidimensional arrows demonstrates overall *Multidisciplinary Approach of the university* to welcome and adopt New Education Policy 2020 for the benefit of all stakeholders.

The 4 Connecting Lines in Red Colour: The connecting lines between all three approaches represents the *synchronization* between all the academic disciplines and three core approaches of the university.

Name of Gujarat Technological University: In the new logo the full name of the university is added as an inherent element to ensure that anyone can easily identify the name of the university from the logo image.

Colour Theme of Entire logo: **Red colour** is associated with courage, strength and passion which stimulates energy among students. **Blue colour** is a serene and calming colour that represents intelligence and responsibility.

Both colours give strong message to our youth for being responsible citizens who have the energy to change the world.