

# **Sai Tirupati University,**

**UDAIPUR (Rajasthan)**

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**Statutes of the University  
Approved by the  
Board of Management of the  
University**

# **First Statutes of the University**

## **CHAPTER – I**

### **GENERAL**

1. **SHORT TITLE** : These Statutes be called the “First Statutes of the Sai Tirupati University, Udaipur”.
2. **COMMENCEMENT** : They shall come into force from the date of approval by the Board of Management of the University.
3. **DEFINITIONS** : In these Statutes unless there is anything repugnant in the subject or context :-
  - 3.1 “**Act**” means the Sai Tirupati University Act, 2016.
  - 3.2 “**Appointing Authority**” means the authority empowered to make appointments;
  - 3.3 “**Authorities**” of the University : The following shall be the authorities of the University, namely :-
    - 3.3.1 the Board of Management or the Senate or the Court/Senate;
    - 3.3.2 the Academic Council;
    - 3.3.3 the Faculties; and
    - 3.3.4 Such other authorities as may be declared by the Statutes to be the authorities of the University.
  - 3.4 “**Board**” means the Board of Management or the Senate as constituted under Section 22 of the University Act.
  - 3.5 “**Cadre**” means the strength of the University service or post of the University service sanctioned as a separate Unit.
  - 3.6 “**College**” includes an Institution maintained by the University and authorized to conduct teaching necessary for admission to degrees granted by the University and to conduct research and extension.
  - 3.7 “**Competent Authority**” means authority/ officer in whom powers under these Statutes are delegated. When any power is not delegated to any authority/ officer, the ‘Competent Authority’ means the Board of Management.
  - 3.8 “**Employee**” means an employee of the University including teaching, Non teaching and all officers of the University.

- 3.9 “Leave Salary”** means the monthly amount paid by the University to an employee who is on leave.
- 3.10 “Officer”** means officer of the University as mentioned in Section 11 of the Act.
- 3.11 “Pay”** means (a) monthly pay which an employee is entitled to draw in his regular grade of the cadre other than all allowances, (b) Special pay and personal pay, and (c) any other emoluments which may be specially classified as pay by the Board.
- 3.12 “School”** means and includes an Institution other than a College maintained by the University and authorized to conduct teaching, research, and extension.
- 3.13 “Selection Committee”** means a committee constituted for selection of an employee under the Act or Statutes;
- 3.14 “Statutes”** means Statutes of the Sai Tirupati University, Udaipur.
- 3.15 “Teacher”** means a person who conducts teaching, Research and extension.
- 3.16 “University”** means of the Sai Tirupati University, Udaipur.

## **CHAPTER – II**

### **STATUTES RELATED TO THE CONSTITUTION, POWERS, AND DUTIES OF THE AUTHORITIES OF THE UNIVERSITY**

#### **4. Board of Management or the Senate or the Senate**

**4.1** The composition and powers of the Board of Management or the Senate or the Senate have been stated in the Section 22 of the Sai Tirupati University Act.

#### **4.2 Powers of the Board of Management or the Senate :**

In addition to the powers of the Board of Management or the Senate or the Senate or the Senate as aforesaid the Board of Management or the Senate or the Senate or the Senate in pursuance of the Section 22(2)a of the Act shall have the powers as under :

- 4.2.1** to grant approval for inclusion of Institutions, Colleges and study centers being run by the Sponsoring Body of the University or to exclude those being run under the university.
- 4.2.2** to approve the Annual Budget, Annual Report, All India Student Festivals, Student Exchange Programmes, Approval of International Seminars, Publication of Periodicals Journals, Approval of Major Research Projects to be undertaken by the university departments, faculties and individuals.
- 4.2.3** on the recommendation of the Academic Council, or at its own initiative, to approve opening of new Faculty or (ies), College (s), Hostel (s) institution (s), Research Centre(s) and/ or admission of the same to the privileges of the University, and/or to withdraw the same from, and to make regulations for them. To approve MoU for grant of financial support for Foreign Tours, Seminars, Faculty Exchange Programmes, Student Exchange Programmes, Collaborations and Cooperation for Technical Support Programmes, Academic Programmes, Twinning with other Institutes, Universities within state or overseas for quality Improvement, Joint or Exclusive or Sponsored Programmes, Conduct of Research, Project Development, FDPs, MDPs, Training, Foreign Tour of Students, Faculty Exchange Programmes, Final Approval of Transfer of Credits of Twinning, Student Exchange Programmes and Grant of Scores for Join Programmes.
- 4.2.4** to maintain proper standards of teaching in consultation with the Academic Council.
- 4.2.5** to lay down minimum scales of salaries, qualifications etc. of University officers, teachers and other staff in Colleges, School etc. and of teachers in associated Colleges on the recommendation of the Academic Council.

**4.2.6** to frame service conditions of employees of the University on the recommendation of the Council of Deans/ Directors/ Principals.

**4.2.7** to frame the Statutes and submit the same to the Government for approval.

**5. Regulation** for the nomination of member for Central Council of Regulatory bodies like MCI, DCI, PCI, INC, AICTE etc.

**Eligibility Criteria for being member of regulatory body :**

- a. Any person working on regular basis in any of the Institute approved by concerned regulatory body or member of statutory bodies of the University like Board of Studies/ Faculty/ Academic Council/ Board of Management or the Senate or the Senate or the Senate.
- b. There is no disciplinary proceedings /Police case pending against the contesting member and not awarded any punishment during past service.
- c. He/she should not be over and above the superannuation age as prescribed by the Regulatory bodies.
- d. Applicant shall be registered, (if applicable) with the concerned Council on the date of application.

The member name to be forwarded for Central Council member shall be through election which will be held under the supervision of Registrar of the University (referred to as returning officer). The guidelines for the election shall be issued by the returning officer.

**6. Steering Committee :**

6.1 The steering committee of the University shall be comprising :

- 6.1.1 The Chairperson
- 6.1.2 The President
- 6.1.3 The Pro-President
- 6.1.4 The Secretary of the sponsoring body
- 6.1.5 The Finance Secretary of the sponsoring body
- 6.1.6 The Registrar- the member secretary.

6.2 The Steering Committee shall be vested with the authority to take all decisions of the urgent nature, falling in the purview of any of the authorities or officers of the University, if the situation so warrants. The same shall be reported to the authority/ officer concerned as the case may on the earliest opportunity available.

6.3 The meeting of the Steering Committee can be called at any short notice.

6.4 The Quorum for the Steering Committee meeting shall be 4 of the total members.

6.5 Circular resolution can also be passed by the Steering Committee, if so required.

## **7 Academic Council :**

### **7.1 Constitution of the Academic Council :**

The Academic Council shall consist of:

7.1.1 The President (shall chair meeting of Academic Council) of the University.

7.1.2 The Pro-President

7.1.3 The Secretary of the Sponsoring Body, Global Health Research and Management Institute, Udaipur

7.1.4 The Finance Secretary of the Sponsoring Body, Global Health Research and Management Institute, Udaipur.

7.1.5 Deans of the each of the faculties of the University.

7.1.6 The Dean, PG Council.

7.1.7 The Proctor of the University.

7.1.8 The Registrar (Member Secretary)

7.1.9 Two nominees of the Chairperson

7.1.10 One Faculty member from each of the faculties of the University to be nominated by the President.

### **7.2 Powers and Duties of the Academic Council :**

In addition to the powers conferred and the duties imposed on the Academic Council by or under the Act, the Academic Council shall have the powers to :-

7.2.1 Determine the educational policy of the University.

7.2.2 Determine the requirements for admission into the various faculties, Colleges, Institutes, Schools and other teaching divisions and their programmes.

7.2.3 Determine the Degrees and Diplomas which shall be awarded and the conditions for their award.

7.2.4 Recognize the examination of the recognised Universities/ Institutions as equivalent to the corresponding examinations of the Sai Tirupati University.

7.2.5 Frame rules for the award of the Scholarships, Fellowships, Medals, Prizes etc.

7.2.6 Approve the courses of study submitted by the Board of Studies.

7.2.7 Prescribe the basic qualifications for the appointment of teachers.

7.2.8 Approve the Ordinances, Regulations and Curricula of various programmes of the University.

- 7.3 The Academic Council shall recommend to the Board of Management or the Senate or the Senate the establishment, amalgamation, sub-division or abolition of Faculties or Departments.
- 7.4 The Academic Council shall approve the Ordinances and Regulations for teaching and research programs including examinations.
- 7.5 The Academic council may recommend the drafts of the new Statutes or the amendments or for repeal of the existing Statutes through the Board of Management.
- 7.6 Any one third members present at a meeting of the Academic Council shall constitute the quorum necessary for the transaction of its business thereat. However, to constitute a valid meeting presence of either the President or the Pro-President is necessary.

## **8 Academic Advisory Board:**

An Academic Advisory Board may be constituted by the Chairperson to envision new programmes and to enhance the quality of teaching and research by adopting innovative practices. The composition, role and responsibilities of the Academic Advisory Board shall be as under:

- 8.1** The Academic Advisory Board can have maximum 21 members to be drawn from various fields of advanced knowledge. They shall be persons of repute in their respective fields.
- 8.2** The Academic Advisory Board shall set the targets for excellence in the fields of teaching and research so as to make the university a world class university.
- 8.3** The Academic Advisory Board shall explore the possibilities of study and research in various emerging areas of knowledge so as to take the country on the path of fast development and growth.
- 8.4** The Chairperson and in his absence the President or Pro-President, whoever would be available shall chair the meeting of the Academic Advisory Board.
- 8.5** The Registrar shall be the member secretary of the Academic Advisory Board.

## **9 The Faculty :**

### **9.1 Composition of the Faculty :**

- 9.1.1 The Dean of the Faculty (shall be the Chairman of the Faculty)
- 9.1.2 Convenors of Board of Studies.
- 9.1.3 One external member, if nominated by President.
- 9.1.4 Three senior members of the Faculty to be nominated by the President on the recommendation of the Dean.
- 9.1.5 The term of nominated and external member shall be for four years.

## **9.2 Functions of the Faculty :**

- 9.2.1 to approve the minutes of Board of Studies.
  - 9.2.2 to Co-ordinate work in the subject assigned to the Faculty.
  - 9.2.3 to deal with any matter referred to it by the Academic Council or the Board of Management.
  - 9.2.4 to recommend to the Academic Council what Board of Studies should be instituted and the strength of such Committees.
  - 9.2.5 to discharge other functions as may be prescribed by the Statutes.
- 9.3 Meetings of the Faculties shall be held when convened by the Chairman or by the Registrar on his behalf. Half the number shall constitute the quorum.

## **9.4 Dean of a Faculty**

There shall be a Dean of each Faculty, who shall be appointed by the President from among the Directors/ Principals of the concerned Institutes/ Colleges. The authority to remove the Deans shall also be vested in the President.

## **9.5 Powers of the Dean of Faculty**

- 9.5.1 The Dean of a Faculty shall be responsible for the due observance of the Statutes, Regulations relating to that Faculty.
- 9.5.2 The Dean shall preside over the meeting of the Faculty and shall record its proceedings.
- 9.5.3 The Dean shall have a right to be present and speak at the meeting of the Board of the Studies relating to his Faculty but not to vote thereat unless he is a member thereof.
- 9.5.4 The Dean of faculty shall present the minutes of his Faculty before the Academic Council.

## **10 Dean, Post Graduate Studies :**

- 10.1.1 There shall be a Dean Post Graduate Studies to deal with all matters pertaining to Ph.D. Research work in pursuance of the ordinance and regulation for the same the University.
- 10.1.2 The Dean PG Studies shall be appointed by the President of the University and shall perform all such duties as prescribed by the ordinance and regulation for Ph.D. and assigned to him/her by the President from time to time.
- 10.1.3 The Dean PG Studies shall be a University officer and shall attend meetings of the Academic Council.



10.1.4 The Dean PG Studies shall develop new programmes and improve standards of Ph.D. Research work and propose the same before the academic council for approval and the execute the same..

**11 Coordinator of the Faculty :**

- 11.1 A Coordinator of the faculty can be appointed in each of the faculties, on the recommendation of the Dean to assist the Dean and coordinate the activities of the faculty.
- 11.2 The Coordinator shall act under the guidance of the Dean and perform all duties assigned by the Dean.
- 11.3 The Coordinator of the faculty shall act as member secretary in the meetings of the faculty.

**12 Associate Dean :**

- 12.1 An Associate Professor may be appointed as the Associate Dean to fulfill the function of the Dean if the post of Professor in the faculty is vacant. The Associate Dean shall fulfill all the functions of the Dean till the Dean's position is filled up. However, if warranted, the President can also appoint an Associate Dean in addition to the Dean.

**13 Board of Studies :**

- 13.1 There shall be a Board of Studies in each subject and/or for each programme.

**13.2 Composition of the Board of Studies :**

- 13.2.1 The Dean of the Faculty or the Associate Dean of the Faculty (in the absence of the former), unless this responsibility is assigned to any other senior faculty member, shall be the Convenor of the Board of Studies for each programme in the respective faculties.
- 13.2.2 The Convenor of the Board of Studies shall constitute the Board of Studies for each programme to be run or being run in the Faculty, consisting of not less than 4 senior Faculty members from that field, with at least one external member.
- 13.2.3 Members from industry, if appointed on the Board of Studies shall be in addition to the 4 members from the academics as aforesaid.

**13.3 Powers of the Board of Studies :**

- 13.3.1 to recommend to the Academic Council regarding admission norms of the students to the University.
- 13.3.2 to recommend to the Academic Council the curricula and courses and books to be prescribed as text-books for various courses.
- 13.3.3 The quorum for any regular or special meeting of the any Board of Studies shall consist of minimum 2 or  $\frac{1}{3}$  of the total membership whichever is higher.

## **CHAPTER – III**

### **PROVISIONS REGARDING THE OFFICERS OF THE UNIVERSITY**

#### **14 Terms and Conditions for Appointment of the President :**

- 14.1 The mode of appointment of the President shall be as per provisions laid down under Section 13 of the University Act.
- 14.2 He will be a full time paid officer of the University with pay and allowances as determined by the Board of Management or the Senate or the Senate of the university
- 14.3 Free transport facility (Car) shall be provided to the President.
- 14.4 Three months notice either side shall be given for relinquishing charge from the post of President.
- 14.5 All kinds of leave shall be admissible to the President as per the statutory provisions of the University Act.
- 14.6 He shall be entitled to travel to attend any function and ceremonies as the President of the University, at the cost of the University.

#### **15 Powers and Duties of the President :**

- 15.1 In addition to the powers conferred and duties imposed upon the President by or under the Act, he shall have the following powers :
  - 15.1.1 to appoint and remove employees (including power to suspend, dismiss, terminate and / or retire) of the University.
  - 15.1.2 to appoint Examiners on the recommendations of the Convenor of Board of Studies.
  - 15.1.3 to declare the result of various examinations conducted by the University on the advice of the Results Committee appointed by the President.
  - 15.1.4 to appoint teachers and officers of the University temporarily or officiating as provided in the Statutes.
  - 15.1.5 to constitute such ad-hoc Committees as he deems necessary.
  - 15.1.6 to sanction recurring and non-recurring expenditure chargeable to contingency.
- 15.2 All powers relating to the administration and maintenance of discipline in the University shall rest with the President.

15.3 The President shall have the powers to sign on the MoUs entered into with other university(ies), autonomous body(ies) and institute(s) twinning, the courses, of higher learning within the country or outside the country for exchange of students training programmes, for grant of reciprocal credits to the scores of the students under twinning programmes, running centers for research and teaching. The President shall act as per the directives of the Board of Management, Academic Council and Steering Committee in this regard.

15.4 The President shall have extra-ordinary power to grant approval to any matter falling in the purview of any of the authorities or officers of the university on being advised by the steering committee, in case of urgency. However, such decision shall have to be got approved from the relevant authority on the earliest opportunity

#### **16 Powers and Duties of the Pro-President :**

In absence of the President or on being explicitly assigned by the President, the Pro-President shall enjoy all the powers and duties of the President as laid down under the Act and in the Statutes 12 aforesaid.

#### **17 The Provost :**

17.1 The Provost shall be appointed by the President for a period for each academic session in the beginning of the session. Any Professors or the other officer of the university may be given the responsibility of Provost or a fresh incumbent may also be appointed.

17.2 The powers, duties and responsibilities of the Provost shall be as stated in the act. In addition to this the other powers, authority and duties of the Provost shall be as stated by the President from time to time.

#### **18 The Proctor :**

18.1 The Proctor shall be appointed by the President for each academic session in the beginning of the session from among the professors or the other officers of the university. A fresh incumbent can also be appointed on the aforesaid post with the exclusive charge.

18.2 In addition to the provisions contained in the act, the Proctor shall be responsible to enforce the code of discipline and maintain discipline among the students.

18.3 The Proctor shall exercise such other powers and perform other duties as may be prescribed by the President from time to time.

#### **19 Appointment, Powers and Duties of the Registrar :**

The Registrar shall be appointed by the Chairperson of the University after considering suitability and experience of the person concerned.

In addition to the powers conferred and duties imposed upon the Registrar by or under the Act the Registrar shall :-

- 19.1 Act as the Secretary of the Board of Management or the Senate and of the Academic Council and issue notices and maintain the minutes of all meetings of the Board and Academic Council.
- 19.2 Conduct all official correspondence on behalf of the Board and the Academic Council.
- 19.3 Take steps to fill in the vacancies as soon as they are notified to him in accordance with the provisions laid down in Act and Statutes.
- 19.4 To countersign T.A. bills and to sanction leave to the employees working in the Central office of the University.
- 19.5 To accord approval up to the expenditure of Rs.25,000/-.
- 19.6 To deal with correspondence without side authorities, represent before various regulatory authorities and govt. departments.

## **20 Controller of Examination:**

- 20.1 There shall be a Controller of Examinations who will be the Incharge of all examinations, conducted by the University for the award of Degree, Diplomas, Certificates, Honorary Degrees etc.
- 20.2 The Controller of Examinations shall make all necessary arrangements for the conduct of the prescribed examinations and be responsible for the due execution all processes connected therewith.
- 20.3 He shall notify the dates and time-tables of the University Examination.
- 20.4 He shall prepare and announce the results of the University Examination.
- 20.5 He shall be incharge of registration of students of the University and maintain a register of all degrees and diplomas conferred by the University.
- 20.6 Examination results of the University shall be prepared under the supervision of the Controller of Examinations and he shall be the member of the result Committee.

## **21 Powers and Duties of the Chief Finance and Accounts Officer :**

In addition to the powers conferred and duties imposed upon the Chief Finance and Accounts Officer by or under the Act, the Finance Officer shall :-

- 21.1 Advise in regard to the financial policy of the University and take measures to develop its resources.
- 21.2 Receive all contributions, grants, gifts, and endowment made in favour of or for the purposes of the University.

- 21.3 Purchase all materials and properties required by the University and its various units except as otherwise provided by the Act, Statutes or regulations.
- 21.4 Place the financial positional of the University before the Board meeting.
- 21.5 Ensure that :-
  - (i) the accounts of the University are property kept and audited.
  - (ii) the budget of the University is prepared and submitted to the President.
  - (iii) the income and fee due to the University are collected and the salaries and other amounts due to the staff and others are paid promptly.
- 21.6 Sign cheques for payment and sanction pay and allowances of all the officers, teachers and other employees of the University.
- 21.7 Perform such other duties as may be required from time to time by the President and / or Pro-President.

## **22 The Secretary:**

The nomination on the post of Secretary shall be made by the Chairperson of the university for a period of three years. The Secretary shall have the authorities and duties as under:

- 21.1** To issue the appointment letters under his seal and signatures in pursuance of the recommendations of the selection committee as approved by the Board of Management.
- 21.2** To coordinate among various authorities and officers of the university by his active liaison and facilitate smooth working of the university.
- 21.3** To appoint suitable incumbents on adhoc or temporary basis on various posts lying vacant in the university as and when required till the final selection is made by the selection committee.
- 21.4** To grant scholarships and freeships either suo motto or on the recommendation of the Deans and Directors of the university.
- 21.5** To sanction payment out of the general fund and issue cheques on behalf of the University as per the norms prescribed by the Board of Management.

## **23 The Finance Secretary**

The Finance Secretary of the university shall be nominated by the Chairperson of the university for a period of three years. The Finance Secretary shall have the authorities and duties as under:

- 22.1** To draw long term financial plan for the university and ensure smooth flow of funds for the university.
- 22.2** To ensure that internal audit of the accounts of the university is conducted from time to

time. He shall ensure that the management audit should also be conducted to ensure that all the decisions are taken and executed rationally on sound footing and are executed properly and in time.

**22.3** To approve expenditures as per the power s given by Board of Management.

**22.4** To sign the cheques and sanction payments as per the norms prescribed by the Board of Management.

### **23 Financial Powers of the Officers:**

The expenditures to be incurred at the level of various colleges, institutes, faculties and departments shall be under the discretion of the respective Directors, Principals, Deans and Heads and the bills of all such expenditures shall be passed by them respectively as per the norms and traditions with regard to due austerity. The expenditures to be increased in various administrative departments shall be sanctioned either by the Secretary, Finance Secretary or the Registrar. The bills shall be passed by them respectively.

## **CHAPTER – IV**

### **APPOINTMENT OF DIRECTORS / PRINCIPALS, TEACHERS AND OFFICERS**

**24** All permanent appointments of Directors/ Principals, Teachers and employees of the University shall be made as per the recommendations of the selection committee duly approved by the Board of Management. The detailed procedure shall be as under :-

#### **24.1 For Teachers :**

**24.1.1** Applications for all Faculty positions including Director / Principals can be invited through advertisements in news papers at State level as well as at National level.

**24.1.2** The applications shall be invited on a prescribed application form.

**24.1.3** On receipt of applications, the same will be scrutinized by a Committee consisting of –

- |       |                                 |   |                  |
|-------|---------------------------------|---|------------------|
| (i)   | Dean / Principal of the college | - | Convener         |
| (ii)  | Head of concerned Department    | - | Member           |
| (iii) | Registrar                       | - | Member Secretary |

**24.1.4** The eligibility of candidates for interview shall be decided as per the qualifications prescribed by the Academic Council and the Board of Management.

**24.1.5** In case of large number of applications, a common entrance test may be conducted and merit list be prepared for interview in the following ratio :-

- |                           |   |                     |
|---------------------------|---|---------------------|
| For one post              | - | 15 to 20 candidates |
| For every additional post | - | 10 candidates       |

**24.1.6** The entrance test shall be decided by the President.

**24.1.7** The interviews of the candidates for the Faculty positions shall be conducted by the following Selection Committee :-

- |        |  |        |                  |
|--------|--|--------|------------------|
| (i).   | President  | -      | Inchair          |
| (ii).  | Pro-President (if any)                                       | -      | Member           |
| (iii). | One eminent Educationist to be nominated by the Chairperson- | Member |                  |
| (iv).  | Dean of Faculty and / or Principal of the college            | -      | Member           |
| (v).   | Head of concerned Department                                 | -      | Member           |
|        | if he / she is a Professor                                   |        |                  |
| (vi).  | One Expert out of the list approved by the Academic Council. |        |                  |
| (vii). | Registrar  | -      | Member Secretary |

**24.1.8** The recommendations of the Selection Committee for appointment of Teachers shall be placed before the Board of Management or the Senate for approval. In case the Board of Management or the Senate disapproves the recommendations of the Selection Committee, the same will be submitted along with the reasons for disapproval, before the Hon'able Chairperson and his decision shall be final.

**24.1.9** The panel of suitable persons including the reserve list recommended by the Selection Committee shall remain valid for one year from the date of approval by the Board of Management.

**24.1.10** The emoluments of appointees shall be allowed as per the recommendations of the Selection Committee. In case there is no mention about the emoluments, the candidates shall be appointed on a minimum of the pay scale as per the University rules.

**24.1.11** The quorum required for the meeting of the Selection Committee shall not be less than three members including the expert.

**24.1.12 President's Prerogative**

Besides the Statutory provisions for appointment of above Director/ Principal/ Professor/ Officers, the President of the University, in special circumstances, shall have the powers of appointment on these positions on regular basis in the University through correspondence and communication at his own level keeping in view the requirements prescribed for these post.

**24.2 For Director / Principal :**

**24.2.1** Each of the institutes / colleges forming the constituent unit of the University, shall be headed by the Director/ Principal as approved by the Board of Management.

**24.2.2** The Director/ Principal shall be appointed by the President as per the recommendations of the Selection Committee.

**24.2.3** The vacant post of Director / Principal shall be filled up out of the applicants (internal / external) or by invitation in case of academicians of outstanding repute.

**24.2.4** The applications received in the prescribed form in response to the University notification the same shall be screened by a Committee to be appointed by the President.

**24.2.5** The interviews of eligible candidates shall be conducted by a Selection Committee consisting of following persons :

- i. President - In chair
- ii. Pro-President (if any)
- iii. One eminent Educationist to be nominated by the Chairperson- Member
- iv. Two Experts



- 24.2.6** The recommendations of the Selection Committee for appointment of Director / Principal shall be placed before the Board of Management or the Senate for approval. In case the Board of Management or the Senate disapproves the recommendations of the Selection Committee, the President shall submit the matter along with the reasons for disapproval before the Hon'able Chairperson and his decision shall be final.
- 24.2.7** The emoluments of the persons so appointed shall be allowed as per the recommendations of the Selection Committee. In case there is no mention about the emoluments, the candidates shall be appointed on a minimum of the pay scale along with all other allowances as per the University rules.
- 24.2.8** The quorum required for the meeting of the Selection Committee shall not be less than three members including the expert.
- 24.2.9** While pending selection by the Selection Committee and other formalities, temporary appointment can be made till proper selection, by the President.

### **24.3 For Officers :**

- 24.3.1** In addition the officers declared under Section 11 of the University Act, the following category of officers be also declared as University Officers and they shall perform duties as assigned by the President from time to time :
- i. Dean, Post Graduate Studies
  - ii. Controller of Examination
  - iii. Jt. Registrar
  - iv. Dy.Registrar
  - v. Asstt. Registrar
- 24.3.2** All the posts of University Officers shall be filled in through interview by the Selection Committee.
- 24.3.3** The posts of University officers shall be advertised at State level and the application shall be screened by a committee to be appointed by the President.
- 24.3.4** The interview for University officers shall be conducted by the following Selection Committee :-
- (i) President - In chair
  - (ii) Pro-President
  - (iii) One eminent Educationist  
(Nominated by the Hon'ble Chairperson)

(iv) One expert to be nominated by the President

(v) Registrar - Member Secretary

**24.3.5** The Recommendations of the Selection Committee shall have to be approved by the Hon'ble Chairperson.

**24.3.6** The emoluments of the persons so appointed shall be allowed as per the recommendations of the Selection Committee. In case there is no mention about the emoluments, the candidates shall be appointed on a minimum of the pay scale along with all other allowances as per the University rules.

**24.3.7** The quorum required for the meeting of the Selection Committee shall not be less than three members including the expert.

**24.3.8** Pending selection through due process, temporary appointments can be made till the due process of selection is completed.

## **CHAPTER – V**

### **25 TERMS AND CONDITIONS OF SERVICE OF EMPLOYEES OF THE UNIVERSITY AND THEIR FUNCTIONS**

**25.1** The categories and grades of the posts under University shall be as specified by the competent authority, i.e. the Board of Management or the Senate under all circumstances, from time to time.

**25.2** Qualifications for appointment to various teaching posts in the University shall be determined by the competent authority i.e. the Faculty in all circumstances, from time to time.

**25.3** Recruitment on various posts shall be made according to the manner as may be laid down by the Board of Management.

**25.4** Where an employee has been dismissed, removed or reduced from any class, category or grade in the service, no vacancy caused thereby shall be substantively filled to the prejudice of such person until the appeal, if any, preferred by him against such dismissal, removal or reduction is decided and except in conformity with such decision or until the time allowed for preferring an appeal has expired, as the case may be.

**25.5** The absence of an employee, including probationer from duty, whether on leave or on foreign service or on deputation and who holds a lien on a post, shall not, if he is otherwise fit, render him ineligible on his return, for appointment to permanent or officiating vacancy in the class, category, grade or post which may fall vacant during his absence.

**25.6** Nature of Appointment:

**25.6.1** An employee appointed on any post after the commencement of these rules shall be temporary or adhoc as per the terms of his appointment order and shall not be entitled to appointment on probation or permanent unless approved by the Board of Management.

**25.6.2** An employee appointed to a permanent post after the commencement of these rules on probation on such post for a period of one year, the probation period may be extended from time to time by the appointing authority. In any case the individual shall not be entitled to confirmation automatically, unless duly approved by the Board of Management or the Senate and he has been informed of it. The intention of extending their terms of probation shall be intimated by the appointing authority to the employee concerned in writing one month before the

date of expiry of the probation period. If it has not been extended, he would become a temporary employee.

**25.6.3** where the work of an employee who is appointed as a probationer in the University is not satisfactory during the period of probation or during extension of probation or it has not been satisfactory during the entire period of probation, the appointing authority may ; (i) in the case of a person appointed to higher post revert him to the post held by him immediately before such appointment, or (ii) in the case of a person appointed by direct recruitment, terminate his/her service without notice.

**25.6.4** Every employee appointed to a permanent post under the University rules shall, on satisfactorily completing his period of probation, be eligible for confirmation on the post on approval of the Board of Management or the Senate after the recommendation of the appointing authority.

**25.6.5** No employee shall be confirmed on any post unless :

(i) such post is permanent and no one else holds a lien on that post, and a report to this effect is submitted before the Board of Management.

(ii) the service of the employee is found satisfactory by the appointing authority, and the Board of Management or the Senate approves the same.

**25.7** Unless the employee's service has been terminated during the probation-period, the Head of the Office or the Institution under whom the employee is working shall send a report to the appointing authority, at least two months before the date of expiry of the probationary period, with a report about the work and conduct of the employee appointed on probation, with a definite recommendation for his confirmation in service or otherwise if he does not deserve confirmation.

**25.8** If an employee, who is not confirmed in service, wishes to resign from service, he shall give one month's notice in writing to the appointing authority. If the employee fails to give such notice, the University shall be entitled to recover one month's salary from him in lieu of notice period.

**25.9** If the University decides to relieve an employee not confirmed in service, one month's notice shall be given to him or in lieu of notice shall be paid salary of one month : Provided that no notice of discontinuance shall be necessary in case of (i) appointments for specific periods and (ii) appointments against leave vacancies and (iii) the appointment is on ad-hoc basis.

- 25.10** A permanent employee shall be required to give 3 months notice in case he desires to be relieved from service or he shall pay to the University three months salary in lieu of such notice, unless otherwise directed by the competent authority.
- 25.11** If the University desires to relieve a teacher who is confirmed in service, a notice to that effect shall be served on him three months before the date on which he is relieved. In the absence of such notice, the University shall pay him three months salary.
- NOTE: - Termination of service by notice in case of permanent employee shall be resorted to only when that particular activity post of the University ceases to exist. Services of an employee may be terminated on account of unsatisfactory work, misconduct etc.
- 25.12** An employee before leaving the University, shall hand over the charge of his post to a duly authorized employee and shall return to the University all books, apparatus, furniture and other materials issued to him for his personal or official use and shall pay up in full all outstanding dues on account of occupation of residential quarters, water/electric charges, loans and advances, if any. In case of default, the Head of the Institution in which he is employed shall recover the amount due to him on account of the above items from his dues payable to him.
- 25.13** Willful absence from duty may be treated as misbehaviour for the purpose of these Statutes. Absence without leave, moreover, amounts to interruption in service involving forfeiture of past service, unless on satisfactory reasons being furnished, the absence is commuted into extraordinary leave by the sanctioning authority.
- 25.14** Self assessment reports: University shall maintain a record of self assessment reports received from employees every year. The self assessment report will contain achievements of an employee in different spheres of work connected with the University. The form and the detailed procedure in which the self assessment reports are to be received shall be prescribed by the Board of Management.
- 25.15** The provisions of this Statute shall not apply to those who are on deputation/ retired Government Servant, re-employed in the University/ appointed on contract basis.
- 25.16** Unless and otherwise distinctly provided for, an employee will be at the disposal of the University whenever required, without claim for additional remuneration.
- 25.17** Powers to Delegate: The Board of Management or the Senat may declare any of its officer(s) as competent authority and delegate to him or them, subject to any conditions which it may impose, any power under these statutes.

- 25.18** The terms and conditions including emoluments and allowances of an employee taken on deputation by the University shall be such as may be decided by the loaning authority in agreement with the University.
- 25.19 Scale of Pay:** The scales of pay of the posts in a cadre/cadres of employees in University shall be such as may be prescribed from time to time by the Board of Management.
- 25.20 Initial Pay:** Unless the appointing authority decides otherwise an employee shall, on his appointment to a post on a time scale of pay, draw pay at the minimum of the time scale or such initial pay as recommended by the Selection Committee.
- 25.21 Pay during the course of training:** If an employee of the University is deputed for training by the University, he shall draw such pay which he would have drawn had he not been deputed for training. Every such employee shall be required to execute before proceeding on training, a bond in the form prescribed by the Board of Management or the Senateto serve the University after completion of the training for a period mentioned below :-

Period of Training	Period to serve the University for which bond is to be executed
Up to 1 month	One Year
Exceeding 2 months but less than 3 months	Two Years
3 months or more	Three Years

- 25.22 Increments:** An increment shall ordinarily be drawn as a matter of course unless it is withheld by the competent authority with cumulative/ without cumulative, if the conduct of the employee has not been good or his work has not been found satisfactory.
- 25.23 Service counting for increments :** The following service shall count for increments on the time scale of post :
- 25.23.1** Duty on post or any other post of the same or higher grade, whether continuous or not.
- 25.23.2** Time spent as joining time from one post to another.
- 25.23.3** Duty on an equivalent or higher post in foreign service.
- 25.23.4** Duty on temporary post and on probation and
- 25.23.5** Sanctioned Leave other than extra ordinary leave.

Provided that the Board of Management or the Senatemay direct by a special order relating to an individual case than extra ordinary leave shall count for increments for any of the following reasons.

- (i) Any cause beyond the University employee's control.
- (ii) Prosecution of higher studies beyond the stage of Master's level.

**25.24 Date of increment:** The increment of University employee may be admitted from the 1<sup>st</sup> of the month in which it would fall due under the operation of the normal rules and orders regulating increments.

**25.25 Pay during suspension:** An employee under suspension shall be entitled during the period of suspension to draw a subsistence allowance at an amount equal to the half pay which is admissible and allowances as based on such pay.

**25.25.1** When the competent authority holds that the employee has been fully exonerated or the suspension was not justified the employee shall be given the full pay and allowance to which he would have been entitled, had he not been suspended.

**25.25.2** In other cases, the employee shall be given such proportion or such pay and allowances as competent authority may determine.

**25.26 Grant of leave during suspension:** Leave may not be granted to a University employee under suspension. However, permission to leave head quarter may be given in case of serious illness in the family etc. by the competent authority for reasonable period keeping in view the status of the enquiry and the possible effect of the employee absence on its progress. An employee under suspension shall be required to mark his attendance daily at the place as may be directed by the competent authority.

## **26 LEAVE**

### **26.1 Right for leave :**

**26.1.1** Leave cannot be claimed as a matter of right and when the exigencies of service so demand, leave of any description may be refused or revoked by the authority empowered to sanction leave.

**26.1.2** when an employee is recalled to duty before the expiry of his leave, he shall be entitled to travelling allowance to the headquarter but will get leave salary upto the date he joins his post.

**26.2 Commencement and termination of leave:** Leave begins from the date on which it is actually availed and ends of the day one resumes duty.

**26.3 Combination of holidays with leave:** Sundays, other holidays and vacation may be prefixed or suffixed to leave subject to any limit of absence on leave prescribed under each kind of leave.

- 26.4 Address while on leave:** Every employee proceeding on leave shall record on his application for leave, the leave address, telephone Number etc. at which the letters will find him during the period of leave. If any subsequent changes in leave address during leave period, likewise should be intimated to the competent authority.
- 26.5 Grant of leave beyond to date of retirement :** No leave shall be granted beyond the date on which an employee must compulsorily retire, provided that the authority empowered to grant leave may allow an employee who had been refused in writing the leave applied for by him earlier, either wholly or partially on account of exigencies of service, the whole or any portion of the leave so refused even though it extends to a date beyond the date on which such an employee must compulsorily retire, subject to a maximum limit of 300 days.
- 26.6 Joining the duty on return from leave on medical grounds:** An employee who has been granted leave on medical grounds shall be required to produce a medical certificate of fitness from the authorized medical attendant as defined under Sai Tirupati University Rules before resuming duty. A competent authority may also require an employee to produce a medical certificate on the ground of leave applied for his own illness.
- 26.7 Rejoining of duty before the expiry of the leave except with the permission of the competent authority,** no employee on leave shall ordinarily join duty before the expiry of the period of leave sanctioned to him.
- 26.8 Application for leave :** Leave other than casual leave shall be applied for in the prescribed form at least three weeks in advance before it is availed of except in special cases of emergency and on satisfactory reasons. Employees proceeding on leave other than C L exceeding 30 days shall obtain prior order from the competent authority to join the post after expiry of the said leave. Such a request should be made at least seven days in advance.
- 26.9 Increment during leave:** If the increment falls due during leave other than casual leave, the effect of increase of pay will be given from the date the employee resumes duty without prejudice to the normal date of his increment.
- 26.10 Absence after the leave:** An employee who remains absent after the expiry of his leave shall not be entitled to any leave salary unless such absence has been regularized by the competent authority. Willful absence from duty will be treated as an act of misconduct to be dealt as such. Absence without leave, moreover, amounts of interruption in service involving forfeiture of past service, unless on satisfactory reasons being furnished, the absence is converted to extra ordinary leave by the sanctioning authority.
- 26.11 Leave Account:** A leave account will be maintained for each employee in a prescribed form.



**26.12 Admissibility of leave to temporary employee made permanent:** If a temporary employee is without interruption of duty, appointed substantively to a permanent post, his leave account will be credited with the amount of leave, he would have earned by his previous duty if he had performed it while holding a permanent post substantively and debited with the amount of leave actually taken during his temporary service.

**26.13 Casual Leave :**

**26.13.1** The amount of casual leave granted to an individual in a year (1<sup>st</sup> July to 30<sup>th</sup> June) shall not exceed 15 days, provided that in the case of employee joining service during the course of a year, it will be granted as under :-

- (i). Upto 5 days for service of 3 months.
- (ii). Upto 10 days for service of more than 3 months but less than 6 months, and
- (iii). Upto 15 days for service of more than 6 months.

**26.13.2** Casual leave may be granted in one or more installments, but shall not ordinarily exceed 10 days at a time.

**26.13.3** Special Causal Leave: The President may by a general or special order grant special casual leave to an employee for the specific purpose.

Note: Sunday or other University holidays falling within the period of casual leave shall not be counted as casual leave.

**26.14 Commuted Leave :** Commuted leave not exceeding half the amount of half pay due may be granted on medical certificate to an employee subject to following conditions :

**26.14.1** Commuted leave during entire service shall be limited to a maximum of 240 days.

**26.14.2** when commuted leave is granted twice the amount of such leave shall be debited against the half pay leave due.

**26.14.3** The total duration of privilege leave and commuted leave taken in conjunction shall not exceed 240 days, provided that no commuted leave may be granted unless the authority competent to sanction leave has reason to believe that the University employee shall return to duty on its expiry.

**26.14.4** The total duration of P.L. and commuted leave taken in conjunction by an employee who is undergoing treatment for tuberculosis, leprosy, cancer, mental disease in a recognized sanitarium/ hospital shall not exceed 300 days.

**26.15 Maternity Leave :**

**26.15.1** Maternity leave may be granted to a permanent female employee on full pay for a period of 120 days from the date of commencement or to the extent of not exceeding 42 days from the date of confinement, whichever is earlier, Maternity leave may also be granted in cases of miscarriage, including abortion, subject to the

condition that the leave applied for does not exceed 42 days and the application for leave is supported by a certificate from the authorized medical attendant as defined in Sai Tirupati University Attendance Rules.

**26.15.2** It may be combined with leave of any other kind of leave applied for in continuation of the former may be granted only if the request is supported by a medical certificate from the authorized medical attendant.

**26.15.3** Maternity leave will not be admissible to a female employee for more than two occasions during the entire period of her service in the University or elsewhere.

**26.15.4** Maternity leave is also admissible to a temporary female employee provided she has been in continuous service of the University for not less than one year.

**26.16 Extraordinary Leave :**

**26.16.1** Extraordinary leave shall be without pay and allowances and may be granted under special circumstances.

**26.16.2** When no other leave is admissible, or

**26.16.3** When other leave is admissible but the employee concerned applied in writing for the grant of Extraordinary leave.

**26.16.4** The period of extraordinary leave shall not count for increment except as otherwise provided for.

**26.16.5** Except in case of permanent employee, the duration of extraordinary leave on any one occasion shall not exceed.

Three months for those who have not completed three years' service.

Six months, in the case of a teacher who has completed three years or more of continuous service on the date of commencement of the leave admissible to him under the Statute and his application for such leave is supported by a Medical Certificate issued by a authorized medical attendant.

Eighteen months when an employee is suffering from tuberculosis or leprosy or mental diseases and is undergoing treatment in a recognized clinic or under a specialist.

The extraordinary leave for the purpose of prosecuting studies certified to be in University interest shall not exceed two years during the whole period of service.

**26.17 Special Disability Leave :-**

**26.17.1** This may be granted to an employee who is whether permanent or temporarily disabled by injury caused in, or in consequence of performance of his duties.

- 26.17.2** the period of leave granted shall be such as is certified by a authorized medical attendant of the University as defined in the University Medical Attendance rules to be necessary and shall in no case exceed 24 months in the entire period of service.
- 26.17.3** Special disability leave may be combined with leave of any other kind and shall be counted as duty.
- 26.17.4** Special disability leave may also be granted to an employee who is disabled by an injury caused by a violent action or criminal assault in due performance of his duties.
- 26.17.5** Leave salary during the period of special disable leave shall be :
- (i). Full pay for the first 4 months, and
  - (ii). Half pay for the remaining period.

**26.18 Study Leave :-**

- 26.18.1** Study leave may be granted to an employee purely at the discretion of the competent authority, so as to enable him to undertake higher studies or specialized training in the subject having a direct and close connection with his sphere of duties and thus increase his usefulness to the University.
- 26.18.2** Study leave is admissible to a permanent employee who has served the University continuously for a period of 5 years or more than 3 years continuous service as an employee in the University may also be considered for the grant of study leave in exceptional circumstances provided that if such employee is granted study leave the provisions of sub clause (ix) of this clause shall not apply to him and the study leave shall be without pay and allowances.
- Note :- For the purpose of this sub-clause, temporary service rendered by an employee shall also be taken into account in calculating the period of 5 years more if followed by permanent appointment without any break in service.
- 26.18.3** Not more than 10% of the employee in a cadre will be on study leave at any one time except when in special circumstances the Board of Management or the Senatamay otherwise decide.
- 26.18.4** All applications for study leave shall be submitted in the prescribed form once in a year in the month of March.
- 26.18.5** Study leave shall not ordinarily be admissible to an employee who has attained the age of 45 years.
- 26.18.6** Study leave shall be admissible to an employee ordinarily upto a maximum period of 1 year only during his entire period of service in the University, provided that

in the case of employee who wishes to go on study leave for Post-Doctoral or other special research work for a period not exceeding six months at a time the total period of study leave taken during the entire period of his service in the University shall not exceed 1 year.

**26.18.7** Study leave shall be admissible more than once subject to the provision mentioned in sub-clause (vi) provided that there is an interval of at least 5 years between the date of resumption of duty on return from the first study leave and date of application for the second study leave.

**26.18.8** Study leave may be combined with such other leave as an employee is entitled to. In no case should the grant of this leave, in combination with leave other than Extraordinary leave or leave on medical certificate, involve an absence of over 12 months.

**26.18.9** An employee on study leave shall be entitled to leave salary equal to half pay and other allowances as admissible on such pay.

**26.18.10** Any one who avails himself of study leave shall bind himself by signing a bond prescribed by the Committee that on his return after the expiry of the said leave, he shall continue to service the University for a minimum period of 3 years. In case during this period he desires to leave the University, he may be allowed to do so provided he refunds the whole amount received by him from the University as Study Leave pay & allowances except when in the opinion of the Board of Management or the Senate which shall be recorded in writing, wider public interest is involved.

**26.18.11** Study leave shall count as service for increment but not for earning any other kind of leave. The benefit of increment (s) falling during the period of Study Leave shall be operative only after the person has resumed his duty.

**26.18.12** It shall be the duty of the person who is on study leave to submit at the end of every three months a report of his work through his officer Incharge of the training to the person under whom he is working.

**26.19 Leave not due:-**

**26.19.1** Leave “not due” may at the discretion of the sanctioning authority, be granted in advance on half pay to an employee in permanent employment, only on medical certificate for a period not exceeding 180 days during his entire service. Such leave will be debited against the half pay leave which the employee may earn subsequently.

**26.19.2** An employee to whom leave “not due” is granted shall not be permitted to tender his resignation from service so long as the debit balance in his leave account is not wiped off by active service, or he refunds the amount paid to him as salary for the period not so earned. Leave “not due” shall not be granted unless sanctioning authority is satisfied that as far as can reasonably be foreseen, the employee will return to duty on the expiry of the leave and earn the leave granted.

**26.20 Academic Leave : -**

**26.20.1** Academic leave of absence from duty upto a limit of 15 days in an academic year may be sanctioned by the competent authority for the following purposes :-

- i. To conduct an examination of a University or a Statutory Board.
- ii. To deliver academic lectures.
- iii. To attend meetings of the Committees, Boards, Faculties and other academic bodies of a University or of a Statutory Board.
- iv. To inspect academic institutions attached to a University or to Statutory Board.
- v. To attend meetings of the Selection Committees of the Public Service Commission and other Universities.
- vi. Any other purpose which is deemed by the Vice-Chancellor to be of academic nature.

**26.20.2** Academic leave can be availed of only with the prior permission of the competent authority.

Notes:

- (i) During the first year of service the grant of academic leave will be regulated as follows:-
  - (a) upto 5 days for service of 3 months or less.
  - (b) upto 10 days for service exceeding 3 months but not exceeding 6 months.
  - (c) upto 15 days for service exceeding 6 months.
- (ii). Sundays or University Holidays falling in between the period of academic leave will not be debatable to the academic leave account.
- (iii). The sanctioning authority may, at its discretion, permit combination of academic leave with holidays and casual leave.

**26.21 Deputation Leave :-**

**26.21.1** Deputation leave on full pay may be granted for :-

- (i). Attending conferences, congresses and conventions recognized by the University in India or abroad on behalf of the University.

- (ii) Delivering lectures in Institutions and Universities in India or abroad at the invitation of such Institutions or Universities recognized by the University.
- (iii) Working on delegations or committees appointed by the Government or by any other agency recognized by the University, and
- (iv) Attending such short term courses as the Board of Management or the Senate may approve as useful for the University where the person does not receive any salary or honorarium.

**26.21.2** Deputation leave may be granted for such period and subject to such terms and conditions as may be determined by the Board of Management or the Senate in each case. If the concerned employee receives any honorarium or remuneration and the period of deputation leave is more than a month such leave sanctioned of half pay leave only.

**26.21.3** The President may sanction deputation leave not more than 15 days at a time once in an academic year. If the period of deputation leave is for more than 15 days, sanction of the Board will be necessary.

## **26.22 Compensatory Leave :**

**26.22.1** Leave on full pay shall be admissible to an employee in respect of any year in which he is prevented from availing of the full vacation with the prior permission of the President in such proportion of 30 days as the number of days of vacation not taken bears to full vacation.

**26.22.2** An employee who claims leave under the above clause shall forward a certificate to the Registrar's office for record immediately at the close of the vacation stating that he was on duty from ..... to ..... of the year ..... under orders of ..... No. .... dated ..... such a certificate shall specify the nature of the work and shall be signed by the employee and countersigned by the immediate superior officer.

**26.22.3** Compensatory leave shall not be allowed to such category of employee who are in receipt of allowance during vacation for holding non-vocational administrative appointments.

**26.22.4** Compensatory casual leave (CCC) shall also be admissible to an employee who has been detained on any holiday with a specific order by the competent authority by explicitly stating in the order of detention that the entitled to a CCL.



## **CHAPTER- VI**

### **27. CONDUCT RULES**

- 27.1** An employee shall attend regularly and punctually the office or the institution in which he is posted or assigned duty according to the timings fixed for his duties.
- 27.2** During the hours fixed for his duties, he shall devote himself diligently to his work, and give full co-operation in all university work.
- 27.3** He shall carry on his work with accuracy and reasonable speed.
- 27.4** He shall act with due courtesy with whom he has to come in contact in the course of his duties.
- 27.5** He shall respect all lawful orders from his superiors and carry them out faithfully.
- 27.6** He shall see that the University property, articles, apparatus, money etc. in his charge are used with reasonable care, and proper precautions are taken against any possible damage to them or loss to the University.
- 27.7** He shall take care to see that the contents of University papers, correspondence, files etc. of a confidential nature are not divulged to an unauthorized person directly or indirectly.
- 27.8** He shall not bind either in person or by agent in any auction of the University articles or property or to offer any tenders for any supply to the University or for carrying out any work of the University.
- 27.9** whether on duty or on leave or under suspension, he shall not apply for any other employment nor accept any other employment or outside work without remuneration or enroll himself of higher studies in any educational institution without the prior approval of the competent authority.
- 27.10** Whether on duty or on leave or under suspension, he shall not without the prior approval of the Vice-Chancellor engage in any trade or carry on, whether directly or indirectly business or undertaking or use his position as a University employee to hold such business or under taking.
- 27.11** Unless generally or specially empowered in this behalf he shall not communicate directly or indirectly to outside persons of associations or to the press any documents or information which has come to his possession in the course of his duties or has been prepared or collected by him in the course of these duties, whether from official sources or otherwise.



- 27.12** He shall not give evidence in his official capacity without the prior permission of the President.
- 27.13** He shall not take part in or subscribe in aid of or assist in any way in movement, organization or activity which tends to directly or indirectly create communal disharmony, religious hatred, and other activities intended to subvert the Government established by law in the country or state.
- 27.14** He shall not show gross partiality in assessment of students, deliberately over marking/under marking or attempts at victimization on any grounds.
- 27.15** He shall not excite students against other student colleagues or administration (this does not interfere with the right of a teacher to express his difference on principles in seminars or other places where students are present).

## **CHAPTER- VII**

### **PENALTIES, APPEALS AND REVIEW**

- 28.** Suspension the appointing authority or any other authority empowered by the Committee/ President in that behalf may place any employee under suspension.
- 28.1** Where disciplinary proceedings against him are contemplated or are pending; or
- 28.2** Where a case against him in respect of any-criminal offence has resulted in arrest or conviction.
- 28.3** An employee who is detained in custody whether on a criminal charge or otherwise for a period exceeding forty eight hours, shall be deemed to have been suspended with effect from the date of his detention, on order of the appointing authority and shall remain under suspension until further orders
- 28.4** Where the penalty of dismissal, removal or compulsory retirement from service imposed upon an employee under suspension is set aside, in appeal or on review under these rules and the case is remitted for further enquiry or action or with any other directions, the order of his suspension shall be deemed to have continued in force on and from the date of the original order of dismissal, removal or compulsory retirement and shall remain in force until further orders.
- 28.5** An order of suspension made or deemed to have been made under this rule may, at any time, be revoked by the authority which made or is deemed to revoke by the authority which made or deemed to have made it or by any superior authority.
- 28.6** Penalties: - The following penalties may, for good and sufficient reasons, which shall be recorded, be imposed on a teacher or employee.

#### **Minor Penalties**

- 28.6.1** Censure
- 28.6.2** Withholding of increments or promotion.
- 28.6.3** Recovery from pay of the whole or part of any pecuniary loss caused to the University by negligence or breach of the rules of the University or orders or directions of superior authorities.

#### **Major Penalties**

- 28.6.4** Reduction to a lower grade or post or to lower stage in a time scale of pay.
- 28.6.5** Compulsory retirement.
- 28.6.6** Removal from the service which shall not be a disqualification for future employment.
- 28.6.7** Dismissal from service which shall be a disqualification for future employment.

## **28.7 Explanation:-**

The following shall not amount to penalty within the meaning of this rule, namely :-

**28.7.1** Stoppage of an employee at the efficiency bar in the time-scale of pay on the ground of his unfitness to cross the bar.

**28.7.2** Non-promotion to an employee whether in a substantive or officiating capacity, after consideration of his case for appointment to a grade or post to which the employee is eligible.

**28.7.3** Reversion of an employee, appointed on probation to any other grade or post to his permanent grade or post, during or at the end of the period of probation in accordance with the terms of his appointment, or the rules and orders governing such probation.

**28.7.4** Reversion which does not amount to reduction of an employee officiating in a higher grade or post to a lower grade or post, on the ground that the employee is considered to be unsuitable for such grade or post or on any administrative grounds unconnected with his conduct.

**28.7.5** Replacement of the services of a employee whose service has been borrowed from outside authority, at the disposal of such authority.

**28.7.6** Compulsory retirement of an employee in accordance with the provisions relating to his superannuation or retirement.

**28.7.7** Termination of the services :-

- (i). of an employee appointed on probation during or at the end of the period of his probation, in accordance with the terms of his appointment and orders governing such probation or
- (ii). of a temporary employee in accordance with the rules made in this behalf by the University.
- (iii). of an employee engaged under an agreement, in accordance with the terms of such agreement.

## **29 Disciplinary authorities : -**

**29.1** The appointing authority may impose on an employee any of the penalties specified in Clause (17).

**29.2** A competent authority as detailed by the Board may impose on an employee any of the penalties specified in sub-clause (i), (ii) and (iii) of Clause 17.

- 29.3** Authority to Institute proceedings: - The appointing authority or a competent authority empowered by him by general or special order may institute disciplinary proceedings against an employee.
- 29.4** Procedure for imposing major penalties :- (i) No order imposing on an employee any of the penalties specified in sub-clause (iv) or (vii) of Clause -73 shall be passed except after an enquiry held, as far as may be in the manner hereinafter prescribed.
- 29.5** The disciplinary authority shall frame definite charges on the basis of the allegations on which the enquiry is proposed to be held. Such charges together with the statement of allegations on which they are based, shall be communicated in writing to the employee, and he shall be required to submit, within such time as may be specified by the disciplinary authority, a written statement indicating whether he admits the truth of all or any of the charges, what explanation or defence, if any, he has to offer and whether he desires to be heard in person :
- Provided that it shall not be necessary to frame any additional charges when it is proposed to take action in respect of any statements or allegations made by the person charged in the course of his defiance.
- 29.6** The employee shall, for preparing his defiance, be permitted to inspect and take extracts from such official records as he may specify, provided that such permission may be refused if, for reasons to be recorded in writing, in the opinion of the disciplinary authority such records are not relevant for the purpose or it is against University Public interest to allow him access thereto.
- 29.7** If the delinquent employee who has not admitted any of the articles of charge in the written statement of defiance appear before the Enquiring Authority such Authority shall ask him whether he admits charges or has any defiance to make and if he admits to any of the articles of charge, the Enquiring Authority shall record the plea, sign the record and obtain the signature of the delinquent employee thereon.
- 29.8** The disciplinary authority may nominate any person to present the case in support of charges before the authority enquiring into the charges (hereinafter referred to as the enquiring Authority). The delinquent teacher may present his case with the assistance of any other officer or employee of the University, but may not engage a legal practitioner unless the disciplinary authority, having regard to the circumstances of the case, so permits.
- Explanation: - For the purpose of this sub-clause a Public Prosecutor, or an Asstt. Public Prosecutor, shall be deemed to be a legal Practitioner.

**29.9** Where the delinquent employee has pleaded not guilty to the charges, at the commencement of the enquiry, the Enquiring Authority shall ask the Presenting Officer appearing on behalf of the Disciplinary Authority to submit the list of witnesses and documents within 10 days, who shall also simultaneously send copy of the same to the delinquent employee. The Enquiring Authority on receipt of such list shall summon the relevant evidence as per the list and record the evidence giving opportunity to the Presenting Officer and also to the delinquent employee or his assisting employee whosoever may be present, for cross examination. The Presenting Officer shall be entitled to re-examine the witnesses on any points, on which they have been cross-examined, but not on any new matter, without the leave of the Enquiring Authority. After the close of the prosecution evidence the delinquent employee shall be called upon to submit the list of the witnesses and the documents within 10 days which he would like to produce in his deference. The Enquiring Authority after considering the relevancy of the witnesses and the documents shall summon only the relevant witnesses and the documents and record the evidence thereof while giving opportunity to the Presenting Officer for cross-examination / re-examination to the parties and then close the evidence. The Enquiring Authority shall consider the relevancy of the witness and the documents called for by both the parties and in case of writing. The Enquiring Authority may also put such questions to the witnesses of the parties as it thinks fit in the interest of justice. An opportunity for hearing the arguments shall be given to the parties.

**29.9.1** The Enquiry Authority may, for good and sufficient reasons to be recorded in writing recall witness for examination in cases being conducted by him.

**29.9.2** The Enquiry Authority shall give a notice within 10 days of the order or within such further time not exceeding 10 days as the Enquiry Authority 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 sub-clause vi (a) of this clause.

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

The Enquiring Authority 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 Enquiry Authority may for reasons to be recorded by it in writing, refuse to requisition such of the documents as are, in its opinion, not relevant to the case.

On receipt of the requisition, every authority having the custody or possession of the requisitioned documents shall produce the same before the Enquiring Authority.

Provided that if the Authority 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 public interest or security of the University, it shall inform the Enquiring Authority accordingly and the Enquiring Authority shall on being so informed, communicate the information to the delinquent employee and withdraw the requisition made by it for the production or discovery of such documents.

**29.10** At the conclusion of the Enquiry, the Enquiring Authority shall prepare a report of the enquiry, recording its findings on each of the charges together with reasons therefore. If in the opinion to such authority the proceedings of the enquiry establish charges different from those originally framed, it may record findings on such charges provided that findings on such charges shall not be recorded unless the delinquent employee has admitted the facts constituting them or has had an opportunity of defending himself against them.

**29.11** The record of the inquiry shall include :

**29.11.1** The charges framed against the employee and the statement of allegations furnished to him.

**29.11.2** His written statement of defiance, if any.

**29.11.3** The oral evidence taken in the course of his enquiry.

**29.11.4** The documentary evidence considered in the course of inquiry.

**29.11.5** The order if any made by the disciplinary authority and the Enquiring Authority in regard to the enquiry, and

**29.11.6** A report setting out the findings on each charge and reasons therefore.

**29.11.7** The disciplinary authority shall, if it is not the Enquiring Authority, consider the record of the inquiry and record its findings on each charge.

**29.11.8** The disciplinary authority may while considering the report of the Enquiring Authority for just and sufficient reasons to be recorded in writing remand the case for further *denovo* inquiry in case it has reason to believe that the inquiry conducted has been laconic in some respect or the other.

**29.12** If the disciplinary authority having regard to its findings on the charges is of the opinion that any of the penalties specified in sub-clause (iv) to (vii) of Clause 73 should be imposed, it shall –

**29.12.1** furnish to the employee a copy of the report of the Enquiring Authority where the disciplinary authority is not the Enquiring Authority, a statement of its finding together with brief reasons for disagreement, if any, with the findings of the Enquiring Authority, and

**29.12.2** give him a notice stating the penalty proposed to be imposed on him and calling upon him to submit within a Specified time such representation as he may wish to make on the proposed penalty.

Provided that such representation shall be based on the evidence adduced during the enquiry.

**29.13** If the disciplinary authority having regard to its findings is of the opinion that any of the penalties specified in sub-clause (i) to (iii) of clause 73 should be imposed, it shall pass appropriate order in the case.

**29.14** Orders passed by the disciplinary authority shall be communicated to the employee who shall also be supplied with a copy of the report of the Enquiring Authority and where the disciplinary authority is not the Enquiring Authority, a statement of its findings together with brief reasons for disagreement, if any, to him.

**29.15 Procedure for imposing minor penalties:**

**29.15.1** No order imposing any of the penalties specified in clauses (i) to (iii) of clause 73 shall be passes except after-

- (i). The employee is informed in writing of the proposal to take action against him and of the allegation s on which it is proposed to be taken and had been given an opportunity to make any representation he may wish to make.
- (ii).Such representation, if any, is taken into consideration by the disciplinary authority.

**29.15.2** The record of proceedings in such cases shall include:-

- (i) A copy of the statement of allegations communicated to him.
- (ii) A copy of the intimation, to the teacher of the proposal to take action against him,
- (iii)His representation, if any
- (iv)The orders of the case together with reason therefore.

**29.16 Joint enquiry:**

**29.16.1** Where two or more employees are concerned in any cash, the committee may make an order directing that disciplinary action against all of them may be taken in a common proceeding.

**29.16.2** In case of joint department enquiry, any one or more delinquent teacher fail/fails to appear without sufficient cause on the date fixed for the hearing of which he had the notice, the Enquiring Authority may proceed with the enquiry in the absence of such delinquent teachers.

**29.17 Special procedure in certain cases :** Notwithstanding anything contained in these rules:-

**29.17.1** Where a penalty is imposed on a delinquent teacher on the ground of conduct which has led to his conviction on a criminal charge, or

**29.17.2** Where the disciplinary authority is satisfied for reason to be recorded in writing that it is not reasonably practicable to follow the procedure prescribed in the said rules, or

**29.17.3** Where the disciplinary authority is satisfied that in the interest of the security of the University, it is not expedient to follow such procedure.

**29.17.4** The disciplinary authority may consider the circumstances of the case and pass such orders as it deems fit.

**29.18 Appeals:**

**29.18.1** Appeals against the orders of suspension and imposing penalty. A delinquent employee may appeal to the Vice-Chancellor against an order imposing any of the disciplinary authority empowered by the Vice – Chancellor. Provided that in case the Vice – Chancellor is the disciplinary, authority, the appeal shall be to the committee.

**29.18.2** In the case of an order which is applicable, the authority passing the order shall, within a reasonable time, give a certified copy of the order free of cost to the person against whom the order is passed.

**29.18.3** No appeal under these rules shall be entertained unless it is submitted within a period of 20 days from the date on which the appellant receives a copy of the order appealed against;

**29.18.4** Provided that the Appellate authority may entertain the appeal after the expiry of the said period, if it is satisfied that the appellant had sufficient cause for not submitting the appeal in time.

**29.19 Form and contents of appeal :**

**29.19.1** Every person submitting an appeal shall do so separately and in his own name

**29.19.2** The appeal shall be addressed to the Authority to whom the appeal lies, shall contain all material statements and arguments on which the appellant relies shall not contain any disrespectful or improper language and shall complete in it.



- 29.20 Submission of appeals :** Every appeal shall be submitted through proper channel to the authority which made the order appealed against;  
Provided that a copy of the appeal may be submitted direct to the appellate authority.
- 29.21 Withholding of the appeal :**
- 29.21.1** The authority which made the order appealed against may withholding the appeal if :
- (i). It is an appeal against an order from which no appeal lies.
  - (ii). It does not comply with any of the provisions contained in Clause 29.19.
  - (iii). It is not submitted within period specified in Clause 29.18.3 (iii) and no cause is shown for delay.
- 29.21.2** Where an appeal is withheld, the appellant shall be informed of the fact and the reasons therefore.
- 29.21.3** A list of the appeals withheld by any authority shall be submitted to the appellate authority at the end of every quarter together with the reasons for withholding them.
- 29.22 Transmission of Appeal :**
- 29.22.1** The authority which made the order appealed against shall, without any avoidable delay, transmit to the appellate authority every appeal which is not withheld, together with its comments thereon and the relevant records.
- 29.22.2** The authority to which the appeal lies may direct transmission to it of any appeal withheld under Clause 29.21 and thereupon such appeal be transmitted to the authority withholding the appeal and relevant records.
- 29.23 Consideration of Appeal:**
- 29.23.1** In an appeal against an order of suspension, the appellate authority shall consider whether on having regard to the circumstances of the case the order of suspension is justified or not and confirm or revoke the order accordingly.
- 29.23.2** In the case of an appeal against an order imposing any of the penalties specified in clause (28.6) the appellate authority shall consider:-
- (i). Whether the procedure prescribed in these rules has been complied with and if no, whether such non compliance has resulted in violation of any provisions or in failure of justice.
  - (ii). Whether the facts on which the order was passed have been established
  - (iii) Whether the facts established afford sufficient justification for making an order, and

(iv) Whether the penalty imposed is excessive, adequate or inadequate providing that (a) the appellate authority shall not imposed any enhanced penalty which neither such authority nor the authority which made the order appealed against is competent in the case to impose, (b) no order imposing an enhanced penalty shall be passed unless the appellant is given an opportunity of making any representation which he may wish to make against such enhanced penalty; and (c) if the enhanced penalty which the appellate authority proposes to impose is of the penalties specified in sub-clauses iv to vii of Clause 28.6 and an inquiry has not already been held in the case, the appellate authority shall itself hold such inquiry or direct that such inquiry to be held and thereafter on consideration of the proceedings of such inquiry and after giving the appellant an opportunity of making any representation which he may wish to make against any such penalty pass such order as it may deem fit.

**29.24 Implementation of order in appeal :** The authority which made the order appealed against shall give effect to the order of appellate authority.

**29.25 Revision and Review :**

**29.25.1** Notwithstanding anything contained in these rules:-

The President: or

The appellate authority , within six months of the orders proposed to be reviewed may at any time either on its own motion or otherwise call for the records or any inquiry and review an order made under these rules for which an appeal lie but for which no appeal has been preferred or for which no appeal lies and may :

- (i). Confirm, modify or set aside the orders; or
- (ii). Confirm, reduce, enhance or set aside penalty imposed by the order or impose any penalty where no penalty has been imposed; or
- (iii). Remit the case to the authority which made the order or to any authority directing such authority to make such further enquiry as it may consider in the circumstances of the case; or
- (iv). Pass such order as it may deem fit;

Providing that no order imposing or enhancing any penalty shall be made by any reviewing authority unless the employee concerned has been given a reasonable opportunity of making a representation against the penalty proposed or imposed and where it is proposed to impose any of the penalties specified in sub – clause (iv) to (vii) of Clause 28.6 or enhance the penalty imposed by the

order sought to be reviewed to any of the penalties specified in these clauses, no such penalty shall be imposed except after an enquiry in the manner laid down and after giving a reasonable opportunity to the employee concerned showing cause against the penalty proposed on the evidence adduced during the enquiry.

**29.25.2** An application for review shall be dealt with in the same manner as if it was an appeal under these rules.

**29.26 Chairperson's Power to Review:** Notwithstanding anything contained in these rules, the Chairperson may within three years from the date special order sought to be reviewed on his own motion or otherwise, after calling for the records of the case, review any order made under these rules and where considered necessary:

**29.26.1** Confirm, modify or set aside, the order;

**29.26.2** Imposed any penalty or set aside, reduce, confirm enhance the penalty imposed by the order

**29.26.3** Remit the case to the authority which made the order or to any other authority directing such further action or inquiry as he considers proposal in the circumstances of the case; or

**29.26.4** Pass such orders as he deems fit:

Provided that:

- (i) An order imposing or enhancing a penalty should not be passed unless the person concerned has been given an opportunity of making any representation which he wish to make against such enhanced penalty.
- (ii) If the Chairperson proposes to impose any of the penalties specified in sub - clauses (iv) to (vii) Clause (28.6) in case where an inquiry has not been held, he shall, direct that such enquiry held and thereafter on consideration of the proceeding of such inquiry and after giving the employee an opportunity of making any representation which he may wish to make against such penalty, pass such orders as he may deem fit.

**29.27 Powers and Duties of the Institution:**

**29.27.1** The Director or Principal of the Institution / School/ College shall be the Chief Executive officer of the Institute College or School and shall be responsible to the President for its administration.

**29.27.2** Without prejudice to the powers conferred and duties imposed by or under the Act, on he officer mentioned in sub clause (1) above, these officers shall.

**29.27.3** Preside over meetings of the Staff Council of the College / School/ Institute.

**29.27.4** Make reports to the Vice-Chancellor on the work Institute.

**30 The Procedure for Arbitration:**

In case of any grievance(s) against the university or dispute(s) among officers, teacher, employees and/or students, an arbitration committee shall be constituted by the steering committee of the university.

The arbitration committee shall be appointed by the steering committee shall given an opportunity to the aggrieved person(s) or disputant(s) to present his/their case. After hearing the persons concerned the arbitrary committee shall submit its report to the Registrar.

The aforesaid report of the arbitrary committee shall be placed by the Registrar before the steering committee for the final decision. The decision of the steering committee shall be binding on all parties. However, the aggrieved party can still request the Chairperson for review of the decision, but the final award of the Chairperson shall be binding under all circumstances.

## **CHAPTER – VIII**

### **31. PROVISIONS REGARDING ADMISSIONS, PAYMENT OF FEE AND RESERVATION OF SEATS**

- 31.1** The admission to various programmes shall be finalized by the admission committee constituted by the Dean of the faculty and duly approved by the steering committee.
- 31.2** The admission committee shall keep in view the norms prescribed by the government and relevant authorities of the university. There shall be no discrimination in the admission, on the bases of religion and caste except as provided by the law.
- 31.3** The admission procedure and criteria shall be per the Ordinances and Regulations of the university in force for the programme concerned.
- 31.4** Minimum of 15 percent seats in all programmes shall be reserved for admission under management quota, wherein the names of the candidate for admission shall be forwarded by the university i.e. the Tirupati Balaji Education Trust, Udaipur.
- 31.5** The fee for various programmes shall be determined by the Steering Committee of the session and shall be approved by the President.

### **32. Provisions regarding number of seats in different courses :**

The number of seats for various courses shall be determined by the respective faculties and submitted before the Board of Management or the Senate for approval. In case, when the board meeting is not likely to be held immediately thereafter, then the approval of seats can be obtained from the steering committee.

## **CHAPTER - IX**

### **INSTITUTION OF DEGREES, DIPLOMAS AND OTHER ACADEMIC HONOURS, AND CONFERMENT OF HONORARY DEGREES**

- 33. Grant of Degrees :** - The University shall subject to the conditions to be laid down by the Academic Council and approved by the Board, grant the following Degrees, Post graduate Degrees, Certificates and Diplomas and, namely.

#### **33.1 Medical**

##### **(1) Under Graduate Course**

Bachelor of Medicine and Bachelor of Surgery (MBBS)

##### **(2) Post Graduate Degree Courses**

##### **(a) Doctor of Medicine (M.D.)**

Anesthesiology  
Anatomy  
Aviation Medicine  
Bio-chemistry  
Obstetrics and Gynecology  
Bio-physics  
Community Medicine  
Dermatology  
Forensic Medicine  
General Medicine  
Community Health Administration  
Geriatrics  
Hospital Administration  
Health Administration  
Lab Medicine  
Microbiology  
Nuclear Medicine  
Ophthalmology  
Pediatrics  
Pathology  
Pharmacology  
Physiology  
Physical Medicine and Rehabilitation  
Psychiatry  
Radio Diagnosis  
Radiotherapy  
Tuberculosis and Respiratory Diseases  
Sports Medicine  
Transfusion Medicine  
Immunology Hematology and Blood Transfusion

Pharmacology and Therapeutics  
Microbiology and Pathology  
Emergency Medicine  
Infectious Diseases  
Family Medicine  
Tropical Medicine

**(b) Master of Surgery (M.S.)**

Oto-Rhino-Laryngology (ENT)  
General Surgery  
Orthopediatrics

**(3) Super Specialty Courses**

**(a) Doctorate Degree – Doctor of Medicine (D.M.)**

Clinical Pharmacology  
Clinical Hematology  
Pulmonary Medicine  
Neuro Radiology  
Nephrology  
Neonatology  
Oncology  
Gastroenterology  
Cardiology  
Neurology  
Rheumatology  
Endocrinology  
Clinical Immunology  
Pulmonary Medicine and Critical Care Medicine  
Cardiac-Anesthesiology  
Hematology Pathology  
Medical Genetics  
Hepatology

**(b) Magister of Chirurgiae (M.Ch.)**

Hepato Pancreato Biliary Surgery  
Urology/Genito-Urinary Surgery  
Hand and Micro Surgery  
Burns and Plastic Surgery  
Endocrine Surgery  
Vascular Surgery  
Cardio Thoracic Surgery  
Cardio Thoracic and Vascular Surgery  
Pediatric Surgery  
Plastic Surgery  
Surgical Gastroenterology  
Surgical Oncology

**(4) Doctor of Philosophy Courses (Ph.D.)**

Bio-chemistry  
Microbiology  
Pathology  
Forensic Medicine  
Anesthesiology  
Bio-statistics  
Bio-technology  
Cardiology  
Community Medicine  
Cardio Thoracic and Vascular Surgery  
Dermatology and Venereology  
Endocrinology and Metabolism  
Oto-Rhino-Laryngology (ENT)  
Gastro and Human Nutrition Unit  
Gastrointestinal Surgery  
Hospital Administration  
Hematology  
Histo Compatibility and Immunogenetics  
Lab Medicine  
Medical Oncology  
Medical Physics  
Medicine  
Nephrology  
Neurology  
Neuro Surgery  
Neuro Magnetic Resonance  
Nuclear Medicine  
Obstetrics and Gynecology  
Ocular Bio-chemistry  
Ocular Microbiology  
Ocular Pharmacology  
Orthopedics  
Pediatric Surgery  
Pediatrics  
Physical Medicine and Rehabilitation  
Psychiatry  
Radio-diagnosis  
Radio-therapy  
Urology  
Medical Bio-chemistry

#### **(5) Post Graduate Diploma Courses**

Diploma in Anesthesiology  
Diploma in Child Health  
Diploma in Community Medicine  
Diploma in Clinical Pathology  
Diploma in Dermatology  
Diploma in Dialectology  
Diploma in Forensic Medicine  
Diploma in Health Administration



Diploma in Hospital Administration  
Diploma in Health Education  
Diploma in Bacteriology  
Diploma in Obstetrics and Gynecology  
Diploma in Industrial Hygiene  
Diploma in Immuno-Haematology and Blood Transfusion  
Diploma in Leprosy  
Diploma in Oto-Rhino-Laryngology (ENT)  
Diploma in Radio-diagnosis  
Diploma in Radio-therapy  
Diploma in Medical Virology  
Diploma in Occupational Health  
Diploma in Ophthalmology  
Diploma in Orthopedics  
Diploma in Public Health  
Diploma in Physical Medicine and Rehabilitation  
Diploma in Sports Medicine  
Diploma in Tuberculosis and Chest Diseases  
Diploma in Tropical Medicine Health  
Diploma in Pediatrics  
Diploma in Aviation Medicine  
Diploma in Cardiology  
Diploma in Basic Medical Sciences (Anatomy)  
Diploma in Basic Medical Sciences (Physiology)  
Diploma in Basic Medical Sciences (Pharmacology)  
Diploma in Maternity and Child Welfare  
Diploma in Forensic Medicine and Toxicology  
Diploma in Medical Radio-diagnosis  
Diploma in Medical Radiology and Electrolgy  
Diploma in Pathology and Bacteriology  
Diploma in Plastic Surgery  
Diploma in Urology  
Diploma in Microbiology  
Diploma in Industrial Health  
Diploma in Marine Medicine  
Diploma in Nutrition  
Diploma in Psychiatry

**(6) Other Courses**

**(a) Fellow of College of Physicians and Surgeons (F.C.P.S)**

Medicine  
Pathology  
Surgery  
Dermatology, Venereology and Leprosy  
Midwifery and Gynecology  
Ophthalmology

**(b) Master of Science (M.Sc.)**

Medical Pharmacology  
Medical Anatomy  
Medical Pathology  
Medical Bacteriology  
Bio-physics  
Microbiology  
Anatomy  
Physiology  
Medical Bio-chemistry  
Pathology

### **33.2 Dental**

#### **(1) Under Graduate Course**

Bachelor of Dental Surgery (BDS)

#### **(2) Post Graduate Degree Courses**

- (a) Prosthodontics
- (b) Orthodontics
- (c) Periodontics
- (d) Oral Surgery
- (e) Oral Medicine and Radiology
- (f) Conservative Dentistry
- (g) Pedodontics
- (h) Oral Pathology and Microbiology

#### **(3) Post Graduate Diploma Courses**

- (a) Prosthodontics
- (b) Orthodontics
- (c) Periodontics
- (d) Oral Surgery
- (e) Oral Medicine and Radiology
- (f) Conservative Dentistry
- (g) Pedodontics
- (h) Oral Pathology and Microbiology

#### **(4) Other Courses**

- (a) Dental Materials
- (b) Dental Hygiene
- (c) Dental Mechanic

### **33.3 Nursing**

#### **(1) Under Graduate Courses**

- (a) General Nursing and Midwifery (GNM)
- (b) Bachelor of Science (Nursing)
- (c) Bachelor of Science (Nursing) (Post Basic)

## **(2) Post Graduate Courses**

- (a) Master of Science in Medical Surgical Nursing
- (b) Master of Science in Child Health Nursing
- (c) Master of Science in Mental Health Nursing
- (d) Master of Science in Community Health Nursing
- (e) Master of Science in Obstetrics and Gynecology (Maternity) Nursing

## **(3) Super Specialty Courses**

- (a) Master of Philosophy (M. Phil.)
- (b) Doctor of Philosophy (Ph.D.)

### **33.4 Physiotherapies**

#### **(1) Under Graduate Course**

Bachelor of Physiotherapy (BPT)

#### **(2) Post Graduate Courses**

- (a) Master of Physiotherapy Orthopedics
- (b) Master of Physiotherapy Neurology
- (c) Master of Physiotherapy Cardiothoracic

### **33.5 Allied Health**

#### **(1) Undergraduate Courses**

- (a) Bachelor of Audiology and Speech Language Pathology
- (b) Bachelor of Occupational Therapy
- (c) Bachelor of Physiotherapy
- (d) Bachelor of Science in Hospital and Health Information Administration
- (e) Bachelor of Science in Medical Imaging Technology
- (f) Bachelor of Science in Medical Laboratory Technology
- (g) Bachelor of Science in Nuclear Medicine Technology
- (h) Bachelor of Science in Optometry
- (i) Bachelor of Science in Respiratory Therapy
- (j) Bachelor of Science in Cardiovascular Technology
- (k) Bachelor of Science in Medical Radiation Technology

#### **(2) Post Graduate Courses**

- (a) Master of Audiology and Speech Language Pathology
- (b) Master of Occupational Therapy
- (c) Master of Physiotherapy
- (d) Master of Science in Hospital and Health Information Administration
- (e) Master of Science in Medical Imaging Technology
- (f) Master of Science in Medical Laboratory Technology
- (g) Master of Science in Nuclear Medicine Technology

- (h) Master of Science in Optometry
- (i) Master of Science in Respiratory Therapy
- (j) Master of Science in Cardiovascular Technology
- (k) Master of Science in Medical Radiation Technology

### **(3) Super Specialty Course**

Master of Philosophy in Clinical Psychology

### **(4) Certificate / Diploma Courses**

- (a) Anesthesia Technician
- (b) Ophthalmology
- (c) Oto-Rhino-Laryngology (ENT) Technician Course
- (d) Pulmonary Function Test Technician
- (e) Electro Cardiograph (ECG) Technician
- (f) Diploma in Dialysis Technician
- (g) Electroencephalography (EEG) and Clinical Neurophysiology Technician
- (h) Medical Records Management

## **33.6 Life Sciences**

### **(1) Undergraduate Course**

Bachelor of Science in Bio-technology

### **(2) Post Graduate Courses**

- (a) Master of Science in Medical Bio-technology
- (b) Master of Science in Bio-informatics
- (c) Master of Science in Molecular Biology and Human Genetics

### **(3) Certificate Course**

Bio-informatics

## **33.7 Health Sciences**

### **Under Graduate Courses**

- (a) Bachelor of Science in Health Sciences
- (b) Pre Bachelor of Science in Health Sciences

## **33.8 Public Health**

### **(1) Post Graduate Courses**

- (a) Masters in Public Health (MPH) in Epidemiology
- (b) Masters in Social Work
- (c) Masters in Hospital Administration (MHA)

### **(2) Diploma in Certificate Courses**

### **33.9 Pharmacy**

#### **(1) Under Graduate Course**

Bachelor in Pharmacy (B. Pharm.)

#### **(2) Post Graduate Course**

Master in Pharmacy (M. Pharm.)

#### **(3) Super Specialty Courses**

- (a) Doctor of Pharmacy (Pharm.D.)
- (b) Doctor of Pharmacy-Pharm.D. (Post Baccalaureate)
- (c) Doctor of Philosophy (Pharmacy)

#### **(4) Diploma Course**

Diploma in Pharmacy (D. Pharm.)

### **33.10 Homoeopathy**

#### **(1) Under Graduate Course**

Bachelor in Homoeopathy Medicine and Surgery (BHMS)

#### **(2) Post Graduate Course**

Doctor of Medicine (M.D.)  
Organon of Medicine  
Homoeopathy Materia Medica (Including applied aspects)  
Repertory  
Homoeopathy Pharmacy  
Practice of Medicine  
Pediatrics and  
Psychiatry

#### **(3) Diploma Course**

Diploma in Homoeopathy Medicine and Surgery (DHMS)

**33.11 Other Degrees etc.:** Any other courses as approved by the Academic Council from time to time may be introduced and degrees, diplomas and certificates as decided by the Academic Council shall also be awarded.

(1) The university may consider to introduce any new programmes degrees, diplomas and certificate courses already framed or to be framed from time to time by the UGC under section 22, the Dental Council of India, the Pharmacy Council of India, the Medical Council of India, the all India Council of Technical Education, the Nursing Council of India, the National Council of Teachers' Education and other councils created by the Parliament or state Assemblies.

(2) The university may consider to run any other courses as approved by the Academic Council from time to time may be introduced and degrees, diplomas and certificates as decided by the Academic Council shall also be awarded.

**34. Conferment of Honorary Degrees:-**

**34.1** The University may confer the following Degrees, Honoris Cause in the prescribed form on persons who, by virtue of their established position in the scientific or Literary world, are fit and proper person to receive such degrees.

33.1.1 D.Lit.

33.1.2 D.Sc.

33.1.3 LL.D.

**34.2** There shall be a Standing Committee for the conferment of Honorary Degrees consisting of the following namely :-

33.2.1 The President

33.2.2 The Pro-President

33.2.3 The Secretary, Global Health Research and Management Institute,  
Udaipur

33.2.4 The Finance Secretary, Global Health Research and Management  
Institute, Udaipur

33.2.5 33.2.5 The Dean of the Faculty concerned

33.2.7 Nominee of the Chairperson

33.2.8 The Registrar (member Secretary)

**34.3** No honorary degree, diploma or other academic distinctions shall be conferred on any person unless the proposal for the conferment thereof has been,

34.3.1 Originally made by the said Committee

34.3.2 Approved by the Board of Management

34.3.3 Confirmed by the Chairperson.

**34.4** All degrees, Post-Graduate Degrees, Diplomas and Honorary Degrees, as aforesaid shall be conferred by the University at a Convocation or in absentia.

**35.** Convocation: The convocation programme of the university shall be conducted as per the decision of the Board of Management or the Senate and the date and time to be determined by the Board of Management or the Senate for award of degrees, diplomas, certificates, medals and honorary degrees of the university. The programme shall be conducted under the direction of the President of the university.

**36. Withdrawal of Degrees etc:** The Academic Council may by resolution passed with the concurrence of not less than  $\frac{2}{3}$ <sup>rd</sup> of the members voting, withdraw any degree, post graduate degree, diploma or any honorary degree or any other academic distinction conferred by the University.

Provided that no such resolution shall be moved without giving an opportunity of showing cause against the proposed withdrawal to the candidate concerned.

## **CHAPTER – X**

### **37. CREATION OF NEW AUTHORITIES, OFFICERS AND DEPARTMENTS OF THE UNIVERSITY**

#### **37.1 Creation of New Authorities:**

In addition to the authorities of the university stated in the act and statutes, new and additional authorities can be created by the Board of Management. The authorities so created shall have the powers, duties and responsibilities as decided by the Board of Management.

#### **37.2 Creation of Position of Additional Officers:**

The Board of Management or the Senate can create additional posts of various officers in addition to the officers of the university stated in the Act and Statutes. The authority, duties and responsibilities of such officers shall be as determined by the Board of Management. However, such officers of the university can be assigned any additional duties, responsibilities and authorities, any time by a resolution of the steering committee, as and when necessary. If required the Steering Committee can also create the post of an officer but the same should be approved by the Board of Management or the Senate in its next meeting.

#### **37.3 Creation of New Departments, Abolition and Restructuring of Existing Departments:**

**37.3.1** Any department or institution can be created or inducted or excluded from the privilege of the University by the Board of Management or the Senate on the recommendation of the faculty or on the recommendation of steering committee or suo motu at its own initiative.

**37.3.2** The Board of Management or the Senate can abolish or restructure any of the existing departments or institutes or the authorities created by the status after thorough review of its implications, if necessary in the interest of the university.



## **CHAPTER – XI**

### **38. ACCOUNTING POLICY AND FINANCIAL PROCEDURE**

- 38.1** The Accounting Policy and Financial Procedure being pursued by the sponsoring body of the Tirupati Balaji Educational Trust shall be followed in the university to the extent possible and as determined by the Chief Finance and Accounts Officer (CFAO) who shall be responsible for maintaining proper accounts, timely finalization of the financial statements, their audit and presentation of these before the Board of Management.
- 38.2** The CFAO shall prepare the budget for each year in advance, put it before the Board of Management or the Senate and get it approved in conformity with the provisions of the act pertaining to the general fund. All the faculties, departments and institutes of the university shall follow the norms as prescribed by the CFAO from time to time and abide by the budget limits so prescribed.

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# **SAI TIRUPATI UNIVERSITY, UDAIPUR**

## **Procedure for election of member to be nominated for Central Council of Regulatory Bodies like MCI, DCI, PCI, INC, AICTE etc.**

### **1. Responsibility**

The Registrar of the University shall have the responsibility for the smooth conduct of election for nomination of candidate for the member of central council of Regulatory body on behalf of the University. Herewith the Registrar will be called Returning Officer.

### **2. Procedure**

The election of nominee of the University to represent central council of Regulator body shall be open to all faculty members of respective faculty Covered by Regulatory body concerned having fulfilled following eligibility criteria:-

- a. He/She should be working on his/her regular appointment on permanent basis.
  - b. There is no disciplinary proceedings /Police case pending against the faculty member and not awarded any punishment during past service.
  - c. He/she should not be over and above the superannuation age as prescribed by the Regulatory bodies.
  - d. Applicant shall be registered, (if applicable) with the concerned Council on the date of application.
3. The date of election shall be declared at least 21 days before the date of election. Proper time schedule of election shall be declared by the Returning Officer
4. The Returning Officer shall call for application in prescribed format from eligible faculty members duly proposed by any faculty member and seconded by any other faculty members.
5. After receiving nomination papers, the same shall be scrutinized by the Scrutiny Committee as decided by the Returning Officer for the purpose and in case any Nomination paper is not found in order by such Committee, the same shall be rejected by the Returning Officer.

6. Objection, if any by the contesting member shall be submitted by such member to the Returning Officer in writing. The decision of Returning Officer on such objection shall be final and binding.
7. The nomination paper shall contain the following details:-
  - a. Name of Candidate
  - b. Post for which the candidate is contesting election.
  - c. Highest educational qualifications.
  - d. Registration number of concerned Regulatory body (if applicable)
  - e. Name and signature of proposer.
  - f. Name and signature of seconder.

Any other information required by the Returning Officer.
8. Any candidate contesting the election may withdraw his/her candidature within stipulated time as decided and informed to the member by the Returning Officer.

9. **Procedure of election:-**

- a. After scrutiny of nomination papers, if nomination paper of only one candidate is accepted for a particular post, the Returning Office shall forthwith declare such candidate to be elected to the post.
- b. If the number of duly made nominations exceeds one in number for the post, the Returning Officer will direct the Polling Committee to conduct the poll.
- c. The polling shall be by secret ballot in the ballot form specified by the Returning Officer.
- d. The Polling Committee after compiling of the poll shall scrutinize and count the votes polled for each candidate and accordingly submit its report to Returning Officer, who in turn, shall declare result on the principle of majority of votes.
- e. Objection/if any regarding counting and rejection of votes may be submitted by contesting candidate in writing to the Returning Office, who after examination of the objection may direct for re- counting of votes polled or may pass such other orders as he may deem fit and proper for disposing of such objection.

- f. When on equality of votes is found to exist between any candidate's the candidate is to be declared as winner as decided by the Committee under the leadership of Returning Officer.
- 10. The ballot paper shall have be name of candidates in alphabetical order and the voter shall indicate the choice by marking (X) against the name in the column provided. The following instruction shall be provided in the ballot paper:-
  - a. Each elector has one vote for each vacancy.
  - b. The electoral shall vote by placing the mark 'X' opposite the name of the candidate, whom he prefers.
- 11. A vote shall be invalid and liable to be rejected if-
  - a) the ballet paper dose not bear the signature of the Returning Officer,
  - b) the voter sign his name and writes word or make any mark on ballot paper by which it becomes recognizable.
  - c) No choice is recorded on the ballet paper.
  - d) The mark 'X' is placed opposite the names of more than one candidate or if the mark is so placed as to render it doubtful to which candidate is intended to apply.
- 12. Upon completion of the counting and after the result has been declared, the Returning Officer shall in his supervision seal the ballots and all other documents relating to the Election and shall retain the same in his custody for a period of six month.

# **SAI TIRUPATI UNIVERSITY, UDAIPUR**

No.PMU/R/2015-16

Date :

## **RESOLUTION OF BOARD OF MANAGEMENT**

Considered Procedure for election of member to be nominated for Central Council of Regulatory Bodies like MCI, DCI, PCI, INC, AICTE etc.

Resolved to approve the procedure to be followed for election of member to be nominated for Central Council of Regulatory Bodies like MCI, DCI, PCI, INC, AICTE etc. as placed on the table (Annexure I)

REGISTRAR

# **SAI TIRUPATI UNIVERSITY, UDAIPUR**

No.PMU/R/2015-16

Date :

## **ORDER**

Pursuant to the resolution No ..... dated ..... of the Board of Management or the Senatethe President is pleased to notify the procedure for election of member to be nominated for Central Council of Regulatory Bodies like MCI, DCI, PCI, INC, AICTE etc as attached as Annexure I.

REGISTRAR

CC to :

1. P.S. to President, Sai Tirupati University.
2. All Heads of Institutions.

REGISTRAR