

# ACT AND STATUTES



महाराणा प्रताप बागवानी विश्वविद्यालय  
MAHARANA PRATAP HORTICULTURAL UNIVERSITY

MHU  
2016

MAHARANA PRATAP HORTICULTURAL  
UNIVERSITY, KARNAL (HARYANA) – INDIA

# **ACT AND STATUTES**



**MAHARANA PRATAP HORTICULTURAL UNIVERSITY  
KARNAL (HARYANA) – INDIA**

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## **Maharana Pratap Horticultural University, Karnal**

### **Act, 2015 (Haryana Act No. 32 of 2016)**

(As per the above Act, the name of the University was "The Haryana State University of Horticultural Sciences, Karnal". It was changed to "Maharana Pratap Horticultural University, Karnal" vide Amendment Act "The Haryana State University of Horticultural Sciences, Karnal (Amendment) Act, 2017").

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**MAHARANA PRATAP HORTICULTURAL UNIVERSITY (MHU),  
KARNAL**

# **THE ACT**

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**Haryana Government**  
**LAW AND LEGISLATIVE DEPARTMENT**

**Notification**  
The 28<sup>th</sup> November, 2016

No.Leg.36/2016- The following Act of the Legislature of the State of Haryana received the assent of the Governor of Haryana on the 22<sup>nd</sup> November, 2016 and is hereby published for general information:-

HARYANA ACT NO. 32 OF 2016

**Maharana Pratap Horticultural University, Karnal Act, 2015**

AN

ACT

*to establish and incorporate a University in the State for the purposes of affiliating, teaching and ensuring proper and systematic instruction, training, research and extension in modern systems of horticultural sciences, vegetable sciences and allied sciences and for the matters connected therewith or incidental thereto .*

Be it enacted by the Legislature of the State of Haryana in the Sixty -sixth Year of the Republic of India as follows:-

**CHAPTER-1**

**PRELIMINARY**

- |           |     |  |                               |
|-----------|-----|--|-------------------------------|
| <b>1.</b> | (1) | This Act may be called the Maharana Pratap Horticultural University, Karnal Act, 2015.   | Short title and commencement. |
|           | (2) | It shall come into force with immediate effect.  |                               |
| <b>2.</b> |     | In this Act, Statutes and Regulations made thereunder, unless the context otherwise requires,-                                     | Definitions.                  |
|           | (a) | “Academic Council” means the Academic Council of the University;   |                               |
|           | (b) | “affiliated college” means a college or an institution admitted to the privileges of the University under this Act;                |                               |
|           | (c) | “Board” means the Board for the management of the University constituted under section 10;   |                               |
|           | (d) | “College” means the College of Horticulture at Karnal or any such college, as may be established and maintained by the University; |                               |
|           | (e) | “Department” means a department of the University;   |                               |

- (f) “employee” means any person appointed by the University including teachers and other staff;
- (g) “existing university” means Chaudhary Charan Singh Haryana Agriculture University, Hisar;
- (h) “extension education” means the educational activities concerned with the training of horticulturist, para-horticulture staff, horticulture farmers, home makers and other groups concerned with horticulture, welfare, improved horticulture practices and various phases of scientific technology related to horticulture production and marketing and includes demonstration to carry the new technology and innovation of horticulture farms and farm homes through the Department of Horticulture, Department of Vegetable or any other designated department or agency;
- (i) “hostel” means a unit of residence for students;
- (j) “Horticulture” means the basic and allied sciences of fruits, vegetables, floriculture, plantation of crops, spices, medicinal and aromatic plants and shall include mushroom growing, landscaping, bee-keeping and production, marketing and processing of horticultural produce;
- (k) “institution” means any centre or other institution providing training for degree, diploma, certificate or other academic distinction;
- (l) “prescribed” means prescribed by the Statutes and Regulations made under this Act;
- (m) “State” means the State of Haryana;
- (n) “State Government” means the Government of the State of Haryana;
- (o) “Statutes” and “Regulations” mean respectively the Statutes and Regulations of the University made under this Act;
- (p) “student” means a person enrolled in the University or College or affiliated college or institution for taking a course of study for a degree, diploma, certificate or an academic distinction;
- (q) “teacher” means a person who is appointed by the University for the purpose of teaching and conducting research and extension on full time basis in a College or an affiliated College or an institution and includes Director, Dean, Principal, Senior Professor, Professor, Associate Professor, Reader, Assistant Professor, Lecturer;
- (r) “teaching” means imparting instructions related to Horticulture and allied sciences which shall also include horticultural research and extension;
- (s) “University” means the Maharana Pratap Horticultural University, Karnal.

## **CHAPTER-II**

### **ESTABLISHMENT OF THE UNIVERSITY**

Establishment  
of University.

**3.** (1) There shall be established a University by the name of the Maharana Pratap Horticultural University, Karnal having jurisdiction all over the State.

(2) The University shall be a body corporate by the name as specified in sub-section (1) and shall have perpetual succession and common seal. It shall have the power to acquire, hold and dispose of the property both movable and immovable and shall sue and be sued by the said name. The headquarters of the University shall be at Karnal or at such place, as may be notified by the State Government in the Official Gazette, from time to time.

(3) The University shall not except without obtaining the prior approval of the State Government lease, sell or otherwise transfer any immovable property, which may have vested in, or acquired by it.

4. (1) Notwithstanding anything contained in this Act or any other State law for the time being in force, no person or institution, other than the University or College or affiliated college, shall confer, grant or issue or hold himself or itself out as entitled to confer, grant or issue any degree, diploma, certificate or an academic distinction in the specialized area of knowledge assigned to it within territorial jurisdiction of the University which is identical or is a colourable imitation of any degree, diploma, certificate or an academic distinction conferred, granted or issued by the University.

Bar on conferring, granting or issuing degree, diploma, certificate or an academic distinction.

(2) The contravention of the provisions of sub -section (1) shall be an offence punishable with imprisonment up to three years or with fine up to five thousand rupees or with both and shall also be dealt with, in such manner, as may be prescribed.

(3) Where an offence under this section has been committed by an institution, every person incharge of, or responsible for the conduct of its business at the time of the commission of the offence, shall be liable to be proceeded against in accordance with Sub-section (2).

(4) Notwithstanding anything contained in sub -section (2), where an offence under this section has been committed by a company, firm or an association of persons and it is proved that the offence has been committed with the consent or connivance of, or that the commission of the offence is attributable to any neglect on the part of any partner, director, manager, secretary or other officer of the company, firm or an association of persons, such partner, director, manager, secretary or other officer shall be liable to be proceeded against in such manner, as may be prescribed.

5. All teaching in the University shall be conducted by and in the name of the University in accordance with the Statutes and Regulations made in this behalf.

Teaching in University.

6. The University shall have the following objects, namely:-

Objects of University.

- (a) to impart education in different branches of Horticulture and allied sciences as it may determine, from time to time;
- (b) to further advancement in learning and research in Horticulture and allied sciences and to undertake extension of such specialized knowledge to the needy people;
- (c) to undertake study in post-harvest management and marketing strategies of horticulture produce and products;
- (d) to liaison and establish vital linkage with the concerned departments/ institution/organization of Horticulture of other State Government and Union Government, National and international research institutes and private sector specialized in the field of Horticulture and allied sciences with a view to keep pace with the latest technology;
- (e) to raise level of education, teaching, research and extension in Horticulture to international standards; and
- (f) such other objects, as the Board may determine, from time to time.

7. The University shall perform the following functions, namely:-

Powers and functions of University

- (a) to provide facilities for teaching, training and research in Horticulture and allied sciences and to achieve excellence therein and connected fields;
- (b) to institute degree, diploma, certificate and other academic distinction in Horticulture and allied sciences;



- (c) to confer honorary degree or other academic distinction in such manner, as may be prescribed;
- (d) to provide for dissemination of the findings of research and technical information through extension education;
- (e) to hold examination and to confer degree, diploma, certificate and other academic distinction on person, who has -
  - (i) pursued a particular course of study; or
  - (ii) carried out research in the University in such manner, as may be prescribed;
- (f) to arrange lectures and teaching for field workers, Horticulture farmers and other persons, not enrolled as students of the University and to create general awareness amongst farmers and other stake holders;
- (g) to co-operate with other universities, institutions, organizations and authorities, in such manner and for such purposes, as may be determined by the Board;
- (h) to establish and maintain college and institution relating to Horticulture and allied sciences;
- (i) to affiliate college or institution to the University and to withdraw affiliation therefrom;
- (j) to establish and maintain laboratories, libraries, research stations, processing plants and museums for teaching, research and extension education;
- (k) to institute, suspend or abolish post of Professor, Associate Professor, Assistant Professor, Teacher and other teaching, research and extension posts in the University and to make suitable appointments thereto;
- (l) to create, suspend or abolish administrative and other posts and to appoint persons to such posts;
- (m) to institute, abolish or suspend fellowships, scholarships, studentships and post doctorate and research fellowship, exhibitions, medals and prizes in accordance with the Statutes and Regulations and to undertake publication of work of merit and research pertaining to research in Horticulture and allied sciences;
- (n) to establish and maintain hostels in the University;
- (o) to establish and maintain residential accommodation for the employees of the University;
- (p) to determine, demand and receive fees and such other charges, as may be prescribed;
- (q) to supervise, control and regulate the conduct and discipline of the students;
- (r) to manage and control the movable and immovable properties of the University;
- (s) to receive gifts, donations or benefactions in cash or kind from the Central/State Government or institution or a person and to create corpus fund for the welfare of the University:  
 Provided that no donation from a foreign country, foreign foundation or any individual or an institution in such country or foundation shall be accepted by the University, save with the approval of the State or other competent authority;
- (t) to accept grant from any institution or any other authority recognized by the Government of India and the State Government;
- (u) to borrow money with or without security for the purposes approved by the State Government, from the Central Government, any other State Government, Indian Council of Agricultural Research or any other incorporated body, subject to the provisions of this Act;
- (v) to maintain personality development, counselling training and placement and employment bureau;
- (w) to do all such other acts and things, whether incidental to the functions aforesaid or not, as may be required in order to further the objects of the University.

8. (1) On the commencement of this Act, all colleges and other educational institutions of Horticulture and allied sciences in the State admitted to the privileges of or affiliated to the existing university, shall be deemed to be admitted to the privileges of, or affiliated to the University. Affiliation.

(2) The colleges and institutions related to various disciplines of Horticulture and allied sciences located within the State including those to be established after the commencement of this Act, on satisfying such conditions, as laid down by the Statutes and Regulations for the purposes of affiliation, shall be affiliated to the University.

### CHAPTER-III MANAGEMENT OF THE UNIVERSITY

9. The following shall be the authorities of the University, namely:-

Authorities of  
University.

- (i) Board;
- (ii) Academic Council;
- (iii) Board of Studies; and
- (iv) such other authority, as may be declared by the Statutes to be an authority of the University.

10. (1) The State Government shall, as soon as possible, after the commencement of this Act, constitute a Board for the management of the University. Board.

(2) The Board of the University shall consist of the following official and non-official members,-

#### Official members

- (a) Vice-Chancellor;
- (b) Administrative Secretaries of the State Government in the Department of-
  - (i) Horticulture; and
  - (ii) Finance;
- (c) Director /Director General, Horticulture;
- (d) Deputy Director General (Horticulture) from Indian Council of Agricultural Research;

#### Non-official members

Persons not being officials, appointed by the State Government from amongst the following categories of persons, namely:-

- (i) a person from amongst the members of the Haryana State Legislative Assembly to be nominated by the Speaker;
- (ii) a person who in the opinion of the State Government is an eminent Scientist in horticultural sciences with the background of research or extension education or development or administration;
- (iii) two persons who in the opinion of the State Government are progressive Horticulture farmers, having experience of and interest in Horticulture farming and its improvement;
- (iv) a person who in the opinion of the State Government is a distinguished industrialist and businessman associated with Horticulture;
- (v) a woman who in the opinion of the State Government has an outstanding background of rural advancement and Horticulture.

(3) The Chancellor shall be the Honorary Chairman, the Vice -Chancellor shall be the Chairman and the Registrar shall be the Secretary of the Board.

(4) The term of office of the non-official members of the Board shall be two years.

(5) A non-official member of the Board may resign from his office by giving a notice in writing, addressed to the Chairman.

(6) The non-official members of the Board shall not be entitled to receive any remuneration for the performance of their functions under this Act, except such daily and travelling allowances, as may be prescribed.

Technical  
Advisers to Board.

**11.** The Board may associate in its meetings all or any of the following persons as Technical Advisers, but the person so associated shall not be entitled to vote at any such meeting,-

- (a) Director Agriculture, Haryana;
- (b) two officers invited by the Board from amongst Deans or Directors of the University;
- (c) Dean or Director of Agriculture Engineering College of existing University, Hisar;
- (d) any other expert to be invited by the Board specialized in horticultural sciences and allied sciences.

Meeting of Board.

**12.** (1) The Board shall meet at such time and place, as it may deem necessary:  
Provided that regular meeting of the Board shall be held at least once in every three months.

(2) Four members of the Board shall form a quorum of which two shall be official members for the meeting of the Board:

Provided that if a meeting of the Board is adjourned for want of quorum, no quorum shall be necessary in the next meeting for the transaction of the same business.

Powers and  
duties of Board.

**13.** The Board shall have the following powers and duties, namely:-

- (a) to approve the budget submitted by the Vice-Chancellor;
- (b) to hold and control the property and funds of the University and issue any general directive on behalf of the University;
- (c) to accept or transfer any property on behalf of the University;
- (d) to administer the funds placed at the disposal of the University for specific purposes;
- (e) to invest money belonging to the University;
- (f) to appoint the officers, teachers and other employees of the University in such manner, as may be prescribed;
- (g) to specify the form of common seal of the University;
- (h) to constitute such committees, as it may deem necessary for its proper functioning;
- (i) to borrow money for capital improvements and make suitable arrangements for its repayment;
- (j) to regulate and determine all matters concerning the University in accordance with this Act, Statutes and Regulations and to exercise such powers and to discharge such duties, as may be conferred on or imposed upon the Board by this Act, Statutes and Regulations.

Constitution of  
Academic Council.

**14.** (1) The Academic Council shall consist of the following members, namely:-

- (a) Vice-Chancellor;
- (b) Registrar as Member Secretary;
- (c) Dean of Post-Graduate Studies;
- (d) Dean of the College;
- (e) Director of Extension Education;
- (f) Director of Research;
- (g) Heads of Regional Research Stations of the University;
- (h) Two senior-most Head of the Departments of the University to be nominated by their respective Deans; and
- (i) One senior Professor from amongst all Professors.

(2) The term of office of the members shall be two years.

**15.** (1) The Academic Council shall be incharge of the academic affairs of the University and shall, subject to the provisions of this Act, Statutes and Regulations, superintend direct and control and shall be responsible for the maintenance of standards of teaching, education, examination and other matters connected with the obtaining of degree, diploma, certificate and academic distinction and shall exercise such other powers and perform such other duties, as may be prescribed.

Powers of  
Academic  
Council.

(2) Without prejudice to the generality of the foregoing powers, the Academic Council shall have the following powers,-

- (a) to advise the Vice-Chancellor on all academic matters including management of the library;
- (b) to co-opt at its meetings such Heads of the Departments, as it may consider necessary;
- (c) to make recommendations to the Vice-Chancellor for the institution of the Professorships, Associate Professorships, Assistant Professorships with regard to the duties and emoluments thereof;
- (d) to formulate, modify or revise schemes for the constitution or reconstitution of Departments of teaching, research and extension;
- (e) to make Regulations regarding the admission of students of the University;
- (f) to make Regulations regarding the examinations to be conducted by the University and the conditions on which students shall be admitted to such examinations;
- (g) to make Regulations relating to the courses of study leading to degree, diploma, certificate and academic distinction;
- (h) to make recommendations regarding teaching, research and extension;
- (i) to make recommendations regarding the qualifications to be prescribed for appointment of teachers in the University and affiliated colleges; and
- (j) to exercise such other powers and perform such other duties, as may be prescribed.

**16.** (1) All casual vacancies of non-official members in any authority of the University shall be filled up, as soon as possible, from amongst the same category of persons, whose place becomes vacant and the person so appointed or nominated to such casual vacancy shall be a member of such authority for the remaining period of the term, for which the person, whose place he fills, would have continued as such.

Vacancy in an  
authority of  
University.

(2) A person, who is member of any authority of the University as representative of another body, whether of the University or not shall retain his seat in that authority so long as he continues to be a member of the body, by which he was appointed or nominated and hereafter, till his successor is duly appointed or elected.

(3) No act or proceeding of any authority of the University shall be held invalid by reason merely of the existence of any vacancy or defect in the constitution of such authority.

(4) If any question arises where any person has been duly appointed as, or is entitled to be, a member of any authority of the University or whether any decision of the University is in accordance with this Act, Statutes or Regulations, as the case may be, the same shall be referred to the Chancellor, whose decision thereon shall be final.

**17.** The following shall be the officers of the University, namely:-

Officers of  
University.

- (i) Chancellor;
- (ii) Vice-Chancellor;
- (iii) Registrar;
- (iv) Comptroller;
- (v) Dean, Post-Graduate Studies;

- (vi) Dean of the College;
- (vi) Director of Research;
- (viii) Director of Extension Education;
- (ix) Director of Students' Welfare;
- (x) Estate Officer-cum-Head of Engineering wing in the University;
- (xi) such other person in the service of the University, as may be so declared by the Statutes or Regulations.

Chancellor.

**18.** (1) The Governor of the State of Haryana by virtue of his office, shall be the Chancellor of the University.

(2) The Chancellor shall be the Head of the University and if present, shall preside over the convocation of the University for conferring degrees.

(3) The Chancellor shall exercise such other powers and perform such other duties, as may be conferred upon him under this Act, Statutes and Regulation s.

Inspections.

**19.** (1) The Chancellor may cause an inspection to be made by such person, as he may direct, of the University, its buildings, laboratories, equipments and any institution maintained by the University and may cause an inquiry in respect of any matter connected with the administration and the finances of the University.

(2) The Chancellor shall, in every case, give notice to the University of his intention to cause an inspection or inquiry to be made and on receipt of such notice, the University shall be entitled to appoint a representative, who shall have the right to be present, and be heard, at such inspection or inquiry.

(3) The Chancellor may address the Board with reference to the result of such inspection or inquiry, as the case may be, with such advice, as he may deem appropriate.

(4) The Board shall intimate to the Chancellor about the action, it proposes to take on the advice communicated to it, under sub -section (3).

(5) If the Board does not take action within a reasonable time, the Chancellor may, after considering any explanation furnished or representation made by the Board, issue such directions, as he may deem fit, and the Board shall comply with such directions.

Vice-Chancellor.

**20.** (1) The Vice-Chancellor shall be a whole-time officer of the University and shall be appointed by the Chancellor on the advice of the State Government based on the recommendation of a Selection Committee to be constituted for this purpose in such manner as may be prescribed.

(2) Notwithstanding anything contained in sub -section (1), in the event of the Vice-Chancellor, being not in a position to discharge his functions on account of illness, absence or leave or any other contingency, the Chancellor may appoint any senior eligible person on the recommendation of the State Government to act as Vice -Chancellor for the disposal of the business during this period.

(3) The term of office of the Vice-Chancellor shall be three years and he shall be eligible for re-appointment subject to the maximum age of 68 years.

(4) The emoluments and other conditions of service of the Vice -Chancellor shall be such, as may be prescribed and the same shall not be varied to his disadvantage after his appointment.

(5) The Vice-Chancellor may, relinquish office by resignation in writing, addressed to the Board and deliver it to the Secretary of the Board at least two months prior to the date, on which he wishes to be relieved.

(6) When a vacancy occurs or is likely to occur in the office of the Vice-Chancellor on account of resignation or expiry of the term of office, the Registrar shall report the fact forthwith to the Board and such vacancy shall be filled in accordance with the provision of sub-section (1).

**21.** (1) The Vice-Chancellor shall be the principal executive and academic officer of the University and the Chairman of the Academic Council.

Powers and duties of Vice-Chancellor.

(2) The Vice-Chancellor shall exercise control over the affairs of the University and shall be responsible for the due maintenance of discipline at the University.

(3) The Vice-Chancellor shall convene meeting of the Academic Council.

(4) Without prejudice to the powers conferred by this Act on the State Government, the Vice-Chancellor shall ensure faithful observance of the provisions of this Act, Statutes and Regulations and shall also exercise all such powers, as may be necessary in this behalf.

(5) The Vice-Chancellor shall be responsible for the presentation of the budget and the statement of accounts to the Board.

(6) In any emergency, which, in the opinion of the Vice-Chancellor, requires immediate action to be taken, he shall take such action, as he deems necessary except dismissal, removal and reduction in rank of the persons appointed by the Board and shall, at the earliest possible, report about the action taken to the concerned authority for confirmation, who or which in the ordinary course, would have dealt with the matter, but nothing in this sub-section shall be deemed to empower the Vice-Chancellor to incur any expenditure, not duly authorized and provided for, in the budget:

Provided that no action shall be taken to his disadvantage unless such a person has been given opportunity of being heard.

(7) The person aggrieved by an action, referred to in sub-section (6) may prefer an appeal to the Board within a period of thirty days from the date, on which the action against him is communicated to him.

(8) Subject as aforesaid, the Vice-Chancellor shall give effect to the orders of the Board regarding the appointment, suspension or dismissal etc. of officers, teachers and other employees of the University.

(9) The Vice-Chancellor shall be responsible for the co-ordination and integration of teaching, research and extension education.

(10) The Vice-Chancellor shall exercise such other powers, as may be prescribed.

**22.** (1) The Registrar shall be a whole-time officer of the University and shall be appointed by the Vice-Chancellor with the approval of the Board on the recommendation of State Government from amongst the persons, having the following qualifications and experience:

Registrar.

- (i) at least fifteen years experience as Assistant Professor or eight years experience as Associate Professor in recognized university or college along with experience in educational administration; or
- (ii) equivalent experience in research establishment or other institutions of higher education; or
- (iii) fifteen years of administrative experience of which at least eight years as Deputy Registrar or on an equivalent post.

(2) The Registrar shall be the Chief Administrative Officer of the University and work directly under the superintendence, direction and control of the Vice-Chancellor.

(3) The Registrar shall receive such remuneration and other emoluments, as may be prescribed.

**23.** The Registrar shall,-

Powers and duties of Registrar.

- (a) be the ex-officio Secretary of the Board and Member Secretary of Academic Council and shall place all such information before the Board and Academic Council, as may be necessary for the transaction of business of the Board and Academic Council, as the case may be;
- (b) be responsible for the custody of the records and the common seal of the University;
- (c) receive applications for admission to the University;

- (d) make arrangement for admission of Non -Resident Indian students, Non-Resident Indian sponsored students, foreign students, industry sponsored students;
- (e) keep permanent record of all syllabi, curriculum and information connected therewith;
- (f) make arrangement for the conduct of such examination, as may be prescribed and be responsible for the due execution of all processes connected therewith; and
- (g) perform such other duties, as may be prescribed from time to time, by the Vice-Chancellor.

Comptroller.

**24.** (1) The Comptroller shall be a whole-time officer of the University and shall be appointed by the Vice-Chancellor with the approval of the Board.

(2) The Comptroller shall manage the property and investments of the University and advise with regard to its financial policy.

(3) The Comptroller shall be responsible to the Vice -Chancellor for all the financial matters of the University including the preparation of its budget and statement of accounts.

(4) The Comptroller shall receive such remuneration, as may be prescribed.

(5) The Comptroller shall,-

- (a) ensure that the expenditure not authorized in the budget is not incurred by the University, except by way of investment approved by the Board;
- (b) disallow any expenditure, not warranted by the terms of any Statutes or for which provision is required to be made by the Statutes but has not yet been made; and
- (c) ensure that all money belonging to the University, be kept in a Scheduled Bank.

Dean of Post Graduate Studies.

**25.** (1) The Dean of Post Graduate Studies shall be a whole time officer and shall be appointed by the Vice-Chancellor with the approval of the Board.

(2) The Dean of Post Graduate Studies shall be responsible to the Vice-Chancellor for all matters concerning the Post Graduate Studies.

(3) The Dean of Post Graduate Studies shall be responsible for organization, origination and conduct of postgraduate instruction.

(4) The Dean of Post Graduate Studies shall act as liaison officer with national and international organizations, agencies or individuals for education, research and employment.

Dean of college.

**26.** (1) The Dean of college shall be a whole time officer and shall be appointed by the Vice-Chancellor with the approval of the Board.

(2) The Dean of college shall be responsible to the Vice -Chancellor for all matters concerning the College.

(3) The Dean of college shall be responsible for the organization, origination and conduct of the College instruction.

(4) The Dean of college shall act as liaison officer with national and international organizations, agencies or individuals for education, research and employment.

Director of Research.

**27.** (1) There shall be a Director of Research in the University to be appointed by the Vice-Chancellor with the approval of the Board.

(2) The Director of Research shall be a whole time officer trained in Horticulture or allied sciences and shall initiate, guide and co -ordinate research programmes of the University and its institution and shall be responsible to the Vice -Chancellor.

Director of Extension Education.

**28.** (1) There shall be a Director of Extension Education who shall be a whole time officer technically trained in Horticulture or allied sciences and shall be appointed by the Vice -Chancellor with the approval of the Board.

(2) The Director of Extension Education shall be responsible to the Vice - Chancellor and shall prepare programmes for assisting farmers and entrepreneurs interested in horticulture in applying results of scientific investigations for the solution of their problems.

**29.** (1)The Director of Extension Education shall be responsible for,-

Functions of  
Director of  
Extension  
Education.

- (a) the Horticulture and allied sciences which are primarily educational in nature;
- (b) imparting training to the Extension Officers;
- (c) such other duties, as may be prescribed.

(2) The Director of Extension Education shall perform his functions in co - ordination with the Department of Horticulture or any other department , as the case may be.

**30.** (1)The Director of the Students' Welfare shall be a whole time officer of the University and shall be appointed by the Vice-Chancellor with the approval of the Board.

Director of  
Students'  
Welfare.

(2) The Director of the Students' Welfare shall perform the following duties, namely:-

- (a) to make arrangements for housing of the students;
- (b) to make programmes of students' counselling;
- (c) to arrange employment of the students in accordance with the plans approved by the Vice-Chancellor;
- (d) to supervise the extra-curricular activities of the students;
- (e) to assist placement of the students of the University;
- (f) to organize and maintain contact with the alumni of the University; and
- (g) to ensure maintenance of discipline by the students.
- (h) such other duties, as may be prescribed.

(3) The Director of the Students' Welfare shall be responsible for the custody, maintenance and management of all the buildings, lawns, gardens, playgrounds and other properties of the University.

**31.** The Head of Engineering Wing in the University shall be the Estate Officer and shall be whole time officer of the University and shall be appointed by the Vice -Chancellor with the approval of the Board. The Estate Officer shall be responsible for all the civil work including infrastructure development, landscaping etc.

Estate Officer.

#### **CHAPTER-IV**

#### **COLLEGES AND INSTITUTIONS**

**32.** (1)Each college shall comprise such Departments, as may be prescribed.

Composition  
of college.

(2) There shall be a Head of each Department, who shall be responsible to the concerned Deans for instruction; to the Director of Research for research work; and Director of Extension Education for extension education.

(3) The Heads of the Departments shall be selected by the Vice-Chancellor and appointed by him with the approval of the Board, in the manner, as may be prescribed.

(4) The duties, powers and functions of the Head of Department shall be such, as may be prescribed.

#### **CHAPTER-V**

#### **SERVICES**

**33.** The salary and allowance payable to the officers, teachers and other employees of the University shall be such, as may be determined by the Vice -Chancellor with the approval of the Board.

Salary and  
allowances.



Retirement and other conditions of service.

**34.** The age of retirement and other conditions of service of every officer, teacher or other employee of the University shall be such, as may be prescribed.

Provident fund.

**35.** The University shall constitute gratuity and provident fund for the benefit of its officers, teachers and other employees in such manner, and subject to such conditions, as may be prescribed.

Appointment of technical staff.

**36.** Subject to the provisions of this Act, the members of the technical staff of the University shall be selected by the Head of the Department in consultation with the members of the Department concerned and further be recommended by the concerned Dean or the Director of Research or the Director of Extension Education, as the case may be, to the Vice-Chancellor and shall be appointed by him with the approval of the Board.

Temporary arrangements.

**37.** The Vice-Chancellor may appoint temporarily any officer of the University subject to the provisions of this Act until such time, the authorities of the University are duly constituted.

## **CHAPTER-VI**

### **STATUTES AND REGULATIONS**

Statutes.

**38.** Subject to the provisions of this Act, the Statutes may provide for the following matters, namely:-

- (a) constitution, powers and duties of the authorities of the University;
- (b) selection, appointment and continuance in office of members or authorities of the University;
- (c) filling up of vacancies, designation, manner of appointment, powers and duties of officers of the University;
- (d) classification, filling up of vacancies and manner of appointment of teachers;
- (e) constitution of gratuity or provident fund or both for the benefit of officers, teachers and other employees of the University;
- (f) institution of degree, diploma, certificate and academic distinction;
- (g) conferment of honorary degrees;
- (h) establishment, amalgamation, sub-division and abolition of Departments of the College;
- (i) and abolition of hostels;
- (j) institution of fellowships, scholarships, medals and prizes;
- (k) maintenance of a register of graduates;
- (l) admission establishment of students to the University and their enrolment and continuance as such;
- (m) courses of study to be laid down for degree, diploma certificate or academic distinction of the University;
- (n) conditions under which students shall be admitted to a degree, diploma, certificate or academic distinction and manner in which the examinations are to be held and eligibility for award of degree, diploma, certificate and academic distinction;
- (o) conditions of residence of students of the University and levy of fees for residence in hostels maintained by the University;
- (p) recognition and supervision of hostels not maintained by the University;
- (q) number, qualifications, emoluments and other conditions of service of officers, teachers and other employees of the University and preparation and maintenance of record of their services and activities;
- (r) fees to be charged by the University;
- (s) remuneration and allowances, including travelling and daily allowances, to be paid to persons employed in the business of the University;
- (t) conditions for award of fellowships, scholarships, medals, prizes, stipends and fee concessions; and

- (u) all other matters, which under this Act are to be or may be provided for by the Statutes or Regulations.

**39.** (1) The relevant provisions of the Statutes, made for the existing university and in force immediately before the commencement of this Act, shall, in so far as they are not inconsistent with the provisions of this Act and subject to such adaptations and modifications, be the first Statutes of the University.

Statutes how made.

(2) The Board may, from time to time, make new or additional Statutes and may amend or repeal the same.

(3) The Academic Council may propose to the Board, the draft of Statutes and such draft shall be considered by the Board at its next meeting:

Provided that the Academic Council shall not propose the draft of any Statutes or any amendment therein, affecting the status, powers or constitution of any authority of the University, until such authority has been given an opportunity to express its opinion upon the proposal, and any opinion so expressed, shall be considered by the Board.

(4) The Board may consider any such draft, as is referred to in sub -section (3) and pass the proposed Statutes or reject or return it to the Academic Council, for re-consideration, either in whole or in part, together with any amendment, which it may suggest.

(5) Any member of the Board may,-

- (a) propose to the Board, the draft of any Statutes and the Board may, either accept or reject the proposal, if it relates to a matter, not falling within the purview of the Academic Council;
- (b) in case, such a draft relates to a matter, which is within the purview of the Academic Council, the Board shall refer it for consideration to the Academic Council, which may, either report to the Board that it approves or does not approve the proposal, which then, shall be deemed to have been rejected by the Board or submit the draft to the Board in such form, as the Academic Council may, approve;
- (c) the provisions of clause (b) shall apply in the case of the draft submitted by any member of the Board under clause (a) to the Board, as they apply in the case of a draft, presented to the Board by the Academic Council.

**40.** (1) The Regulations made for the existing university and in force immediately before the commencement of this Act, shall, in so far as they are not inconsistent with the provisions of this Act and subject to such adaptations and modifications, be the first relevant Regulations of the University.

Regulations.

(2) The authorities of University may make Regulations consistent with this Act and the Statutes for:-

- (a) suitable recruitment procedure both for teaching and non -teaching posts;
- (b) conduct of employees and disciplinary procedure to be followed in case of misconduct and other lapses in the discharge of their duties;
- (c) giving of notice to the members of each authority of the dates of meetings and also for keeping the record of the proceedings of the meetings;
- (d) the procedure to be followed at the meetings;
- (e) all matters concerning and provided for under this Act and the Statutes.

(3) Every Regulation made under this section, shall come into force on such date, as may be specified by the Board.

**41.** (1) The University shall carry out such directions as may be issued to it, from time to time, by the State Government for the efficient administration of this Act.

Control by State Government .

(2) The State Government may, at any time, either on its own motion or on application made to it in this behalf, call for the record of any case disposed of, or order passed by the University for the purpose of satisfying itself as to the legality or propriety or correctness of any order passed or directions issued and may pass such order or issue such direction in relation thereto, as it may think fit:

Provided that the State Government shall not pass any order adversely affecting any person without affording such person an opportunity of being heard.

(3) The State Government may depute any officer to inspect or examine the University or its development work and to report thereon and the officer so deputed may, for the purposes of such inspection or examination, call for-

- (a) any extract from any proceeding, record, correspondence, plan or other documents of the authority or any committee constituted under this Act;
- (b) any return, estimates, statement of accounts, statistics;
- (c) any report, and the University shall furnish the same.

Protection of action taken in good faith.

**42.** No suit or other legal proceedings shall lie against any officer or employee for anything which is in good faith done or intended to be done in pursuance of any of the provisions of this Act, Statutes and Regulations.

Transitory powers of first Vice-Chancellor.

**43.** (1) It shall be duty of the first Vice-Chancellor to make arrangement for constituting the Board and other authorities of the University within a period of six months from the date of commencement of this Act or such longer period not exceeding one year, as the State Government may, by notification direct.

(2) The First Vice-Chancellor shall, in consultation with the Chancellor, make such Regulations, as may be necessary for functioning of the University.

(3) It shall be duty of first Vice-Chancellor to draft such Statutes, as may be immediately necessary and submit the same to the Board for approval.

(4) Notwithstanding anything contained in this Act and until such time an authority is duly constituted under this Act, the first Vice -Chancellor may appoint any officer or constitute any committee temporarily to exercise and perform any of the powers and duties of such committee under this Act.

Officers to be public servant .

**44.** The officers and officials appointed under this Act while acting or purpo rting to act in pursuance of any of the provisions of the Act, shall be deemed to be public servants within the meaning of section 21 of the Indian Penal Code, 1860 (Act 45 of 1860).

Annual report.

**45.** The annual report of the University giving details o f broad programmes, policies and finances, amendments of Statutes made during the year shall be prepared under directions of the Vice-Chancellor and be submitted to the Board on or after such date, as may be prescribed by the Statutes and the Board shall consider the report at its meeting.

## CHAPTER- VII

### FINANCE, ACCOUNT AND AUDIT

General fund.

**46.** The University shall have a general fund and the following shall be credited to it, namely:-

- (a) income from fees, endowments, grants and properties of the University;
- (b) contributions or grants from the State Government and the Central Government on such conditions, as may be imposed by that Government; and
- (c) other contributions, grants, donations and benefactions.

Other funds.

**47.** The University may have such other funds, as may be prescribed.

Constitution of Finance Committee.

**48.** The University shall constitute a Finance Committee consisting of the following members, namely:-

- (a) Vice-Chancellor
- (b) Comptroller;
- (c) a member chosen by the Board from amongst its official members; and
- (d) a member chosen by the Board from amongst its non -official members.

**49.** (1) The Finance Committee shall have the following powers and duties, namely:-

Powers and  
duties of Finance  
Committee.

- (a) to examine the annual accounts of the University and to advise the Board thereon;
- (b) to examine the annual budget estimates and to advise the Board thereon;
- (c) to review the financial position of the University from time to time;
- (d) to make recommendation to the University on all matters relating to the finances of the University; and
- (e) to make recommendation to the Board on all proposals involving expenditure for which no provision has been made in the budget or which involves expenditure in excess of the amount provided in the budget.

(2) The accounts and the balance sheet shall be submitted by the Vice - Chancellor through the Board to the State Government, which shall cause them to be audited by the Examiner, Local Fund Accounts.

(3) The accounts, when audited, shall be printed and copies thereof together with audit report, shall be submitted by the Vice-Chancellor to the Board, which shall forward them to the State Government with such comments, as it may deem fit.

**50.** The State Government shall have the power to order special audit of the accounts of the University by such auditor or agency, as it may direct.

Powers of State  
Government to  
direct audit .

## **CHAPTER-VIII MISCELLANEOUS**

**51.** If on the commencement of this Act, any suit, appeal or other proceeding of whatever nature, is pending by or against the existing university, the same shall not abate or be discontinued or be in any way prejudicially affected by reason of the re -organization of the existing university, but such suit, appeal or other proceedings, may be continued, prosecuted or enforced by or against the concerned university to which the subject matter of such suit, appeal or other proceedings pertain after the re-organization.

Legal Proceedings.

**52.** In all suits and other legal proceedings by or against the University, the pleadings shall be signed and verified by the Registrar, and all process in such suits and proceedings shall be issued to, and be served on him.

Authentication  
of pleadings.

**53.** If the existing university prior to the establishment of this University, has conducted any examination, but the result thereof has not yet been declared, in such cases, the existing university shall declare the result and confer the degree, diploma, certificate and mark sheets, as the case may be.

Obligation to be  
discharged by  
existing university.

**54.** If any difficulty arises in giving effect to the provisions of this Act, the State Government may, by order published in the Official Gazette, make such provisions not inconsistent with the provisions of this Act, as may appear to be necessary for removing the difficulty:

Power to remove  
difficulties.

Provided that no order shall be made under this section, after the expiry of a period of three years from the date of commencement of this Act.

**KULDIP JAIN**  
Secretary to Government Haryana,  
Law and Legislative Department.

**MAHARANA PRATAP HORTICULTURAL UNIVERSITY (MHU),  
KARNAL**

# **THE STATUTES**

## **CHAPTER I**

### **THE STATUTES REGARDING THE CONSTITUTION, POWERS AND DUTIES OF THE AUTHORITIES OF THE UNIVERSITY UNDER SECTION 38 (a) OF THE ACT**

#### **BOARD OF MANAGEMENT**

**1.** The Board shall be constituted under Sections 10 and 11 of Maharana Pratap Horticultural University, Karnal, Act, 2015 (the Act).

Constitution of  
Board of  
Management

**2.** (1) The Board shall exercise all the powers and perform all the duties conferred on it by the Act and shall also have the powers:

Powers and Duties  
of the Board of  
Management

- (i) to declare by Statutes other Colleges as constituent and affiliated Colleges of the University under Section 2(b) and (d), 7(h & i) and Section 8(1 and 2) of Maharana Pratap Horticultural University, Karnal Act, 2015;
- (ii) to declare by Statutes the Central and State Government institutions of Horticulture and allied Sciences in Haryana desiring to be integrated as part of constituent or affiliated Colleges/Institutes of the University under section 2(b) and (d), 7(i) and 8 (1 and 2) of Maharana Pratap Horticultural University, Karnal Act, 2015;
- (iii) to delegate to any Officer or Authority of the University, any of the powers conferred on it by the Act or by the Statutes, to be exercised with such restrictions and conditions as it may deem fit to impose;
- (iv) to invite any officer/employee as a special invitee in meetings of the Board with no voting right.

(2) The Board shall approve the annual report containing:

- (i) a review of the progress made in different spheres of activities of the University;

## STATUTES

- (ii) the amounts of receipts and disbursements and the purpose for which these were made;
  - (iii) the number of officers, professors, teachers and other employees and remuneration of each; the number of students and the courses of instructions pursued in each; and
  - (iv) an estimate of the budget of the University.
- (3) The Board shall submit legislative proposals to the State Government for the betterment and promotion of Horticulture and allied sciences based on the results of research conducted in the University.
- (4) All issues to be considered in a meeting of the Board shall be decided by a majority of votes of the members present. The Chairman of the Board shall be entitled to vote on any issues and if the votes be equally divided he/she shall have a second or casting vote.  
Four members of the Board shall form as quorum of which two shall be official members for the meeting of the Board.  
Provided that if a meeting of the Board is adjourned for want of quorum, no quorum shall be necessary in the next meeting for the transaction of the same business.
- (5) (i) The Board of Management shall appoint two Officers of the University from amongst the Deans or Directors of the University as Technical Advisors to be associated with the meetings of the Board of Management.
- (ii) The term of office of a Technical Advisor shall be two years.

## ACADEMIC COUNCIL

Constitution of  
Academic Council

- 3.(1) The Academic Council (AC) shall be constituted under Section 14 of the Act.
- (2) The Vice-Chancellor shall appoint, two senior-most Heads of Departments of the University nominated by their respective Deans and one senior Professor from amongst all Professors, as members of the Academic Council, under section 14 (1) (h) & (i) of the Act.
- (3) The term of office of the members so appointed shall be two years. On the expiry of this term or vacancy arises otherwise, another senior most Head of Department shall be

## POWERS AND DUTIES OF THE AUTHORITIES

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appointed on the recommendation of the Dean of the College and another senior Professor amongst all Professors will be appointed as member of the Academic Council by the Vice-Chancellor. Every subsequent vacancy shall be filled in by rotation, in the same manner.

- (4) The Academic Council shall have the power to co-opt such Heads of Departments, as may be considered necessary for any particular meeting of the Academic Council under section 15 (2) (b) of the Act.
  - (5) All issues to be considered in a meeting of the Academic Council shall be decided by a majority of votes of the members present. The co-opted member shall not have the right to vote.
  - (6) The Chairman of the Academic Council shall be entitled to vote on any issue and, if the votes be equally divided, he/ she shall have a second or casting vote.
  - (7) The Chairman of the Academic Council may invite any other officer/official, as may be considered necessary to attend discussion of any particular agenda/meeting of the Academic Council.
4. (1) The Academic Council shall exercise all the powers and perform all the duties conferred on it by the Act and shall also have power:
- (i) to recommend candidates for degrees, diplomas and certificates to be conferred by the University;
  - (ii) to recognize the examinations of the recognized universities, equivalent to the corresponding examinations of Maharana Pratap Horticultural University, Karnal;
  - (iii) to propose to the Board of Management the institution of fellowships, scholarships, stipends, medals, etc. to be awarded to the students of various constituent colleges of the University;
- Powers and Duties  
of the Academic  
Council



## STATUTES

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- (iv) to make proposals for consideration of the Board regarding distribution of new grants by the Government concerned to the colleges for the development of higher teaching, research and extension education, whenever the University is consulted by the Government concerned on such matters;
  - (v) to approve or reject any subject proposed for the thesis by a candidate for post-graduate degree in Horticulture and allied sciences;
  - (vi) to promote research within the University and to require reports on such research from the persons employed thereon;
  - (vii) to advise the Board on proposals of new expenditure on University teaching, research and extension education;
  - (viii) to recommend to the Board the allocations of grants to the departments or colleges/institutes, which contribute to University teaching, research and extension education;
  - (ix) to make regulations regarding the holding of convocation;
  - (x) to make regulations for maintenance of discipline and conduct of the students of the constituent and affiliated colleges/institutes of the University; and
  - (xi) to superintend, direct and control and be responsible for the maintenance of standards of instruction, education, examination and other matters connected with the obtaining of degree, diploma, certificate and academic distinction and being incharge of the academic affairs of the University, shall exercise such other powers and perform such other duties, as may be prescribed.
- (2) Without prejudice to the generality of the foregoing powers, the Academic Council shall have the following powers:
- (i) to advise the Vice-Chancellor on all academic matters including control and management of the library;

## POWERS AND DUTIES OF THE AUTHORITIES

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- (ii) to make recommendations for institution of the Professorship, Associate Professorship, Assistant Professorship and Teachership and other teaching posts and with regard to the duties and emoluments thereof;
- (iii) to make recommendations regarding the qualifications to be prescribed for appointment of teachers in the University and teachers in the affiliated colleges/institutes;
- (iv) to formulate, modify or revise schemes for the constitution or reconstitution of Departments of teaching, research and extension;
- (v) to make regulations regarding the admission of students to the University;
- (vi) to make regulations regarding examinations to be conducted by the University and the conditions on which students shall be admitted to such examinations;
- (vii) to make regulations relating to the courses of study leading to degree, diploma, certificate and academic distinction;
- (viii) to make recommendations regarding post-graduate teaching, research and extension;
- (ix) to consider and approve Memorandum of Understanding/ Agreement with educational, research, corporate and other institutions that meet the objectives of the University;
- (x) to make recommendations for the affiliation of any college or any institution to the University and to withdraw the same as per provision of section 7(i) of the Act;
- (xi) to exercise such other powers and perform such other duties, as may be prescribed.

5. The Academic Council shall constitute the following committees :

Constitution of  
Committees

## STATUTES

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**(i) Research Advisory Committee (RAC):**

The committee shall consist of the Director of Research as Chairman and the Deans/Principals of constituent Colleges/ Affiliated Colleges/Institutes and Director of Extension Education, Dean, PGS, the Director General, Horticulture, Haryana and any other person(s) nominated by the Vice-Chancellor as other members.

The Committee may recommend:

- (a) the allocation of funds for research;
- (b) the conditions for accepting grants; and
- (c) other matters related to the research programme of the University;

**(ii) Extension Education Advisory Committee (EEAC) :**

The committee shall consist of the Director of Extension Education as Chairman and the Deans/Directors/ Principals of the constituent Colleges/Affiliated Colleges/Institutes, Dean, PGS, Director General, Horticulture, Haryana, the Director of Research and any other person (s) nominated by the Vice- Chancellor as other members;

The Committee may recommend:

- (a) the coordination of University extension education programme with the state and national programme;
- (b) the allocation of funds for extension education work; and
- (c) ways and means of increasing the effectiveness of University's extension education programme;

**(iii) Students' Welfare Committee:**

One committee for main campus and another committee for affiliated college/ institute on Students' Welfare with the Director of Students' Welfare as the ex-officio Chairman.

This Committee shall include Dean Post-Graduate studies, Dean, COH/ Principals/Directors, residing at the campus/ affiliated college concerned as members, and the senior most Associate Director/Dy. Director Students' Welfare of the campus/affiliated college/institute, shall be the Secretary of this Committee.

The Committee shall advise the Vice-Chancellor regarding:

- (a) the allocation of funds for various students' welfare activities;
- (b) the formulation of rules to regulate the conduct of students;
- (c) the formulation of procedure for taking punitive action against a student on charges of indiscipline or misconduct;
- (d) all matters relating to the welfare and discipline of students.

**(iv) Resident Instruction Committee (RIC):**

The committee shall consist of Dean, Post-Graduates Studies as Chairman and all Deans, Directors, Registrar, Associate Dean/senior most Professor (by rotation for a period of 2 years) from each college as members. The Chairman shall nominate a Professor as Member Secretary. Secretaries of Boards of Studies of all constituent colleges shall be invitees. The Vice-Chancellor may nominate any other teacher and/or post-graduate student to this Committee;

The Resident Instruction Committee shall :

- (a) decide the guidelines and policy relating to teaching and post-graduate research;
- (b) review from time to time the teaching and evaluation of under graduate and post-graduate students;
- (c) recommend intake capacity in different academic programmes;

## POWERS AND DUTIES OF THE AUTHORITIES

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**(v) Affiliation Committee:**

The committee shall consist of the Registrar as Chairman, the Deans of the constituent colleges, Dean, PGS, the Director of Research, the Director, Extension Education and Director Students' Welfare as other members;

The Committee shall recommend to the BOM through Academic Council for:

- (a) framing of rules for affiliation and de-affiliation of a college within the State of Haryana;
- (b) granting of affiliation to a college within the State of Haryana as per prescribed rules and procedure;
- (c) monitoring of academic standards in affiliated colleges for continuation of affiliation;

**(vi) Such other committees as may be considered necessary.**

### BOARD OF STUDIES

Constitution of  
Board of Studies

- 6.** (1) There shall be a Board of Studies as per Section 9(iii) of Maharana Pratap Horticultural University Act, 2015.
- (2) (i) Each constituent college shall have a Board of Studies and where there is more than one college in a branch of learning, there may be one Board of Studies for all the colleges in that branch of learning;
- (ii) The Dean of the college shall be the Chairman of the Board of Studies and Heads of the Departments of the College shall be the members thereof;
- (iii) Where there is Board of Studies for more than one college in a branch of learning, the senior most Dean shall act as Chairman of Board of studies;
- (iv) The Vice-Chancellor may nominate to the Board of Studies such other teacher (s) of related subjects or sciences from the same or other colleges/representatives of industries, as he/she may deem fit.

## POWERS AND DUTIES OF THE AUTHORITIES

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(3) All issues to be considered in a meeting of the Board of Studies shall be decided by a majority of votes of the members present. The Chairman of the Board shall be entitled to vote and if the votes be equally divided he/she shall have a second or casting vote.

(4) At the meeting of a Board of Studies at least 2/3 of total members shall form a quorum.

7. The powers and duties of Board of studies will be:

Power & Duties  
of Board of  
Studies

- (i) to propose to the Academic Council, courses of study for various programmes of instructions offered in different faculties of the college/ University;
- (ii) to propose to the Academic Council, the curricula of the University and advise the Council on all the matters referred to it regarding the syllabi so as to ensure integrated and well balanced courses of study for various undergraduate and post-graduate programmes. Proposals for post-graduate programme shall be routed through Resident Instruction Committee ;
- (iii) to review from time to time standards of teaching and evaluation of students and recommend students scholarship programmes in the faculty concerned to the Academic Council;
- (iv) to propose new rules or changes in the existing rules to the Academic Council;
- (v) to advise the Academic Council with reference to the affiliation issues related to degree programmes;
- (vi) to propose the intake capacity in different programmes in the college;
- (vii) to recommend for grant of affiliation to the institutions offering diploma courses in the concerned fields;
- (viii) to recommend for withdrawal of affiliation of the institutes not conforming to prescribed norms and standards.

## CHAPTER-II

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### **THE STATUTES REGARDING THE FILLING UP OF VACANCIES, THE DESIGNATION, MANNER OF APPOINTMENT, THE POWERS AND THE DUTIES OF THE OFFICERS OF THE UNIVERSITY UNDER SECTION 38(c) OF THE ACT**

1. All appointments of the Officers of the University as defined in Section-17 of the Act shall be made strictly on the basis of merit. Manner of appointment of Officers of the University
2. The following procedure shall be adopted for appointment of the Vice-Chancellor : Appointment of Vice-Chancellor
  - (1) A Selection Committee consisting of three eminent persons shall be constituted by the Chancellor under Section-20(1) of the Act. The Administrative Secretary, Agriculture Department will advertise or invite applications for the post of Vice-Chancellor, as per the standard format and/or obtain suggestions from such other persons, institutions and agencies, as it may deem fit.
  - (2) On receipt of applications and/or suggestions mentioned in clause 2(1) above, the Committee shall prepare a list of candidates on the basis of its scrutiny and recommend a panel of at least three names in the order of preference to the State Govt.
  - (3) The State Govt. will give its recommendations from the panel keeping in view merit, equity and social justice and forward it to the Chancellor. The Chancellor will appoint the Vice-Chancellor as per the advice of the State Govt.

Provided that the Chancellor may call for a second recommendation from the Selection Committee through the State Govt., if he considers it necessary.
  - (4) Other conditions of service of the Vice-Chancellor shall be such as may be determined by the Chancellor.

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Powers and Duties of the Vice-Chancellor **3.**

- (1) The Vice-Chancellor shall exercise the powers and perform his duties as given under Section-21 of the Act and various Statutes framed therein.
- (2) In the absence of Vice-Chancellor on casual leave/other leave/tour/training etc, the Registrar of the University shall perform the duties of the Vice-Chancellor in addition to his/her own duties.

Appointment of Deans of Colleges: Dean, Post - Graduate Studies; Director of Research; Director of Extension Education and Director of Students' Welfare **4.**

- (1) The following procedure shall be adopted for the appointment of Deans of Colleges; Dean, Post-Graduate Studies (Dean, PGS); Director of Research (DR); Director of Extension Education (DEE), Director of Students' Welfare.
  - (i) The Vice-Chancellor may have the post advertised with such qualifications as may be prescribed by the Board of Management and/or invite suggestions and recommendations from such persons/institutions or agencies as he/she deems proper;
  - (ii) After advertising the post and receiving applications or after having obtained the suggestions or recommendations from such persons, institutions and agencies, the Vice-Chancellor shall appoint a selection committee to make recommendations;
  - (iii) The Selection Committee for these posts will be constituted as under:
    - (a) Vice-Chancellor
    - (b) DG, ICAR/Rep not below the rank of DDG, ICAR/equivalent
    - (c) Chancellor's nominee
    - (d) One outstanding expert of National/International repute from outside the university to be nominated by the Vice-Chancellor.

**Note:** In case, two members out of three, as mentioned at Sr. No. (b) to (d) above are present, the quorum of the Selection Committee will be complete.

Further, in case the quorum is not complete after an interview has been fixed, the Vice-Chancellor may co-opt a new expert from outside the University.

The Vice-Chancellor shall act as Chairman himself/herself or may appoint the Chairman of the Selection Committee.

- (iv) The Chairman of the Committee shall scrutinize all the applications, suggestions and recommendations and prepare a list of candidates who shall be either called for interview in person or through teleconferencing;



#### APPOINTMENTS, POWERS AND DUTIES OF THE OFFICERS

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- (v) After interviewing the candidates, the Selection Committee shall recommend to the Vice-Chancellor not more than one person for one post. After receiving the recommendations of the Committee, the Vice-Chancellor shall place it before the Board of Management for approval in its forthcoming meeting. The Board shall either confirm the recommendations or in case it refuses to confirm, for reason to be recorded the Vice-Chancellor shall, in due course, present another recommendation, after following the procedure;
  - (vi) The recommendations of the Selection Committee shall be valid for a period of six months from the date these are made. This period may be extended for another six months by the Vice-Chancellor.
- (2) These posts will be filled on tenurial basis for a period of four years or till the date of retirement whichever is earlier. This period may, however, be reduced by the Vice-Chancellor, with the approval of the Board, if work of the incumbent is not found satisfactory by the Vice-Chancellor for which he/she will review the performance of the incumbent every year.

Provided that the regular Dean/Director who takes leave for more than six months shall resign from the post of Dean/Director and in order to avoid temporary arrangement for long period the post shall be filled up on regular basis.

- (3) The Dean/Director shall be entitled to the facility of unfurnished rent-free accommodation.
- (4) The Dean/Director may relinquish his/her position at any time during his/her tenure by giving one month notice to the Vice-Chancellor.

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Appointment of  
Registrar, Comptroller  
and EO-cum-Head  
Engg. Wing

- 5.** (1) The following procedure shall be adopted for making appointments of :

**(i) Registrar**

He/she shall be appointed as per Section 22 (1) of the Act. The appointment will be on tenurial basis for a period of four years. Other conditions of service will also be the same as mentioned in Clause-4 above. The Registrar can also be appointed by transfer or on deputation from the State Govt./Govt. of India/ICAR/SAU.

**(ii) Comptroller**

He/she will be appointed as per Section 24(1) of the Act. The appointment will be on tenurial basis for a period of four years. Mode of appointment and other conditions of service will be the same as mentioned in Clause-4 above. The Comptroller can also be appointed by transfer or on deputation from the State Govt./Govt. of India/ICAR/SAU.

**(iii) EO-cum-Head Engg. Wing**

He/she will be appointed as per Section 31 of the Act. The appointment will be on tenurial basis for a period of four years. Mode of appointment and other conditions of service will be the same as mentioned in Clause-4 above. The qualifications for the post shall be as prescribed by the State Govt. for the post of Superintending Engineer and he will be designated as EO-cum-Head Engg. Wing. He/she can also be appointed by transfer or on deputation from the State Govt./Govt. of India/ ICAR/SAU.

**Note:** The qualifications of Officers of the University are at Annexure-I.

Powers and Duties  
of the Dean of the  
College

- 6.** (1) The Dean of the College shall be directly responsible to the Vice-Chancellor for administration of the resident undergraduate teaching programme and for the development, evaluation and improvement of curricula and teaching procedures designed to develop, professional competence, character and quality leadership in the students.

- (2) The Dean of a College shall :
- (i) be responsible for the organisation and conduct of teaching in the Departments of the college and for that purpose shall pass such orders as may be necessary in consultation with the Heads of Departments concerned;
  - (ii) be responsible for the due observance of the Statutes and Rules relating to the college/ University;
  - (iii) preside over the meetings of the Board of Studies of the college;
  - (iv) formulate and present policies to the Board of Studies of the college for its consideration, without prejudice to the right of any member to present any matter to the Board of Studies;
  - (v) submit reports to the Vice-Chancellor on the work of the college regarding resident instructions;
  - (vi) be responsible to the Vice-Chancellor for the use of the buildings of the college and their upkeep and proper working of the equipment;
  - (vii) serve as the medium of communication for all official business of the college with other authorities of the University, the students and the public;
  - (viii) normally represent the college in conferences and where necessary he/she may designate representative from amongst the staff of the college for specific conferences on resident instruction;
  - (ix) prepare and operate the budget of the college;
  - (x) exercise, in consultation with the Heads of Departments, administrative control over the teaching loads of the members of the faculty and work with the Director of Research/ Extension Education on work load assignments of joint teaching research or teaching extension personnel;
  - (xi) be responsible to the Vice-Chancellor for maintaining discipline, law and order in the college and he/she may award suitable punishment to students for acts of misdemeanor except that before he/ she expels or rusticates a student he/she shall get the prior approval of the Vice-Chancellor;
  - (xii) act as liaison officer with national and international organizations, agencies or individuals for education, research and employment;
  - (xiii) perform such other duties and functions as are assigned to him/her by the Vice-Chancellor.

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- Powers and Duties of Director of Research
7. (1) The Director of Research (DR) shall coordinate all research in the University in co-operation with the Deans, DEE and Director General, Horticulture, Haryana. While his/her dealings would be mainly with the staff concerned with research in Departments of Colleges, he/she shall be directly responsible to the Vice-Chancellor for the initiation, guidance and co-ordination of the research programme of the University and its out-stations.
- (2) All research programmes shall be conducted within the concerned Departments by members of the staff and graduate students of the Department.
- (3) The Director of Research shall:
- (i) be responsible for initiation, organisation and conduct of research programmes of the University and for that purpose shall pass such orders as may be necessary in consultation with the Heads of the Departments concerned;
  - (ii) exercise broad administrative control over:
    - (a) research staff;
    - (b) research funds allotted for the purpose; and
    - (c) all physical properties, facilities and materials assigned by the University for the pursuit of the research programmes.
  - (iii) prepare, in consultation with the Heads of Departments, the budgetary needs of research of different Departments of the University;
  - (iv) be the principal liaison officer for dealing with aid-granting agencies, such as ICAR, private Institutions and other State and Central Agencies;
  - (v) formulate and present policies to the Research Programme Committee for its consideration;
  - (vi) cause to be published regularly research bulletins, circulars, articles in scientific journals and popular magazines and press releases which summarize practical research findings on important problems;

## APPOINTMENTS, POWERS AND DUTIES OF THE OFFICERS

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- (vii) be responsible for formulating research policies and programmes of the University for which he/she shall work in close consultation with the Deans, the Director of Extension Education and Director General, Horticulture, Haryana;
  - (viii) assume leadership in development and maintenance of research productivity of a high level by :
    - (a) promotion of self-improvement on the part of research personnel;
    - (b) stimulation of a wholesome team spirit;
    - (c) development of an attitude in the minds of the staff as to the worthiness and self-satisfaction of a vocation of service in the field of Horticulture and allied sciences research.
  - (ix) represent the University in Conferences regarding Research and where necessary, he/she may designate representatives from amongst the faculty of the college for specific conferences on research;
  - (x) be responsible for managing the intellectual property of the University through various instruments of intellectual property rights and commercialization of technologies developed by the University;
  - (xi) be responsible for developing memorandum of understanding pertaining to research with national/international agencies and private organizations;
  - (xii) prepare and operate the research budget of the University;
  - (xiii) perform such other duties and functions as are assigned to him/her by the Vice-Chancellor.
- 8. (1)** The Director of Extension Education (DEE) shall plan and execute all extension education programmes and activities in co-operation with the Deans, the Director of Research and Director General, Horticulture Haryana.

Powers and Duties of  
Director of Extension  
Education.

## STATUTES

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- (2) The DEE shall supervise and control the field activities of the extension subject-matter specialists who shall otherwise hold academic rank and be members of the staff of the departments.
- (3) The DEE shall be directly responsible to the Vice-Chancellor for effecting close collaboration and co-ordination of the extension education activities of the University with the Departments of Horticulture, Agriculture and Farmers' Welfare, Development and Panchayats or any other department of the Government of Haryana, as the case may be.
- (4) The DEE shall :
  - (i) be responsible for initiation, organisation and conduct of extension educational programmes and activities of the University and for that purpose shall pass such orders as may be necessary in consultation with the Heads of Departments concerned;
  - (ii) exercise broad administrative control over :
    - (a) extension education staff;
    - (b) extension education funds allotted for this purpose; and
    - (c) all physical properties, facilities and materials assigned by the University for the pursuit of extension education programmes.
  - (iii) assess, in consultation with the Heads of Departments, the budgetary needs of extension education of different Departments of the University;
  - (iv) be principal liaison officer for dealing with such agencies as the Departments of Horticulture, Agriculture and Farmers' Welfare, Development and Panchayats or any other department of the Government of Haryana, as the case may be;
  - (v) formulate and present extension educational programmes to the Extension Education Advisory Committee, for its consideration;

## APPOINTMENTS, POWERS AND DUTIES OF THE OFFICERS

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- (vi) guide and supervise working of Information Section dealing with publications, audio-visual aids, radio, press, electronic media and other materials for the successful implementation of the extension educational programmes;
- (vii) in formulating the extension policies and programmes of the University, he/she shall work in close consultation with the Deans of Colleges, Director of Research and Director General, Horticulture, Haryana
- (viii) assume leadership in the development and maintenance of effective and productive extension education programmes, namely:
  - (a) promotion of self-improvement on the part of extension personnel; and
  - (b) inculcation of a missionary zeal in extension personnel for dedicated service to the farmers of Haryana.
- (ix) represent the University in Conferences regarding Extension Education and where necessary, he/she may designate representative from amongst the staff of the college Departments/University concerned for specific conferences on extension;
- (x) prepare and operate the extension education budget of the University;
- (xi) perform such other duties and functions as are assigned to him/her by the Vice-Chancellor.

9. The Director Students' Welfare (DSW) shall be directly responsible to the Vice-Chancellor for the following duties:
- Powers and Duties of Director Students' Welfare

- (i) to make arrangements for the boarding and lodging of the students;
- (ii) to make programmes of students counselling;

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- (iii) to assist in the placement of graduates of the University;
- (iv) to arrange travel facilities for holidays and study tours of students;
- (v) to communicate with the parents/guardians of students concerning welfare of the students;
- (vi) to exercise general control and supervision over the physical education programmes and other co-curricular activities of the students;
- (vii) to strive that no student of the university shall involve in anti-social and anti-national activity;
- (viii) to inculcate team spirit and national feelings in the students;
- (ix) to perform such other duties as may be assigned to him/her by the Vice-Chancellor from time to time.
- (x) To make arrangements for creation of insurance facility under Personal Accident Policy and Shiksha Yojna Policy for welfare of the students.

Powers & duties of  
EO-cum-Head Engg.  
Wing

**10**

The EO-cum-Head Engg. Wing shall be directly responsible to the Vice-Chancellor for the following duties:

- (i) Custody, management and maintenance of the University buildings, roads, fencing, playgrounds, parks and lands, other than the land under Agricultural, Horticultural and Vegetable Farm Units;
- (ii) construction and maintenance of utility services;
- (iii) maintenance of fire protection services;
- (iv) maintenance of architectural and constructional services of the University;
- (v) responsible for all University constructions;
- (vi) preparation of the annual construction and maintenance budget of the University and a periodical report showing the progress on works under construction;
- (vii) maintenance of accounts relating to the



## APPOINTMENTS, POWERS AND DUTIES OF THE OFFICERS

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works in his/her charge on the forms and as per rules prescribed by the Comptroller and State Govt. rules on the subject;

- (viii) maintenance of an up-to-date record of all the immovable properties of the University including lands and buildings in co-operation with the Heads of Departments; and
- (ix) procurement/disposal of immovable property of the University;
- (x) to perform such other duties as may be assigned to him/her by the Vice-Chancellor from time to time.

- 11.** In exercise of his/her duties under Section 23 of the Act, the Registrar shall be the Chief Administrative Officer of the University and work directly under the superintendence, direction and control of the Vice-Chancellor.

Powers and Duties of  
the Registrar

The Registrar shall:

- (i) issue notices and maintain the minutes of all meetings of the Academic Council (AC) and the Board of Management and of committees appointed by them;
- (ii) conduct the official correspondence of the Academic Council and the Board;
- (iii) be responsible for admission of students to the University including the supervision of the entrance examination, if any;
- (iv) be responsible for registration of students of the University;
- (v) obtain the grades of the students from the instructors and issue semester /annual reports and transcripts;
- (vi) be responsible for maintaining all students' records;
- (vii) be responsible for maintaining a register of all degrees/diplomas conferred by the University;
- (viii) perform such other duties and functions as are assigned to him/her by the Vice-Chancellor.

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Powers and Duties  
of the Comptroller

- 12.** The Comptroller shall exercise his/her powers and perform duties as per Section 24 of the Act. The Comptroller shall also be responsible to the Vice-Chancellor to ensure :
- (i) that expenditure, not authorized in the budget, is not incurred, except by way of investment approved by the Board;
  - (ii) that all money belonging to the University is kept in a scheduled bank approved by the Board of Management;
  - (iii) that all the accounts of the University are properly kept and audited;
  - (iv) that the budget of the University is prepared and submitted to the Finance Committee through the Vice-Chancellor and that the financial sanctions are obtained in time;
  - (v) that income and fees due to the University are collected and that salaries and other amounts due to the staff and others are paid promptly;
  - (vi) that notices are issued and the minutes of all meetings of the Finance Committee are maintained and to conduct the official correspondence of the Finance Committee;
  - (vii) that development plans are prepared;
  - (viii) that dealings with the Governments concerned, with the authority responsible for the auditing of the accounts of the University and other aid-granting agencies regarding financial and accounts matters, are on correct lines;
  - (ix) that any expenditure, not warranted by the terms of the Statutes or for which provision has yet not been made and is required to be made by the Statutes, is disallowed, and;
  - (x) perform such other duties and functions as are assigned to him/her by the Vice-Chancellor.

Powers and Duties  
of the Dean, Post-  
Graduate Studies

- 13. (1)** The Dean, Post-Graduate Studies (Dean, PGS) shall be directly responsible to the Vice-Chancellor for the administration of all resident instructions and other teaching programmes at the post-graduate level in the University and for the development, evaluation, improvement of curricula, teaching methods, organization and conduct of Post-Graduate instruction designed to develop among the

#### APPOINTMENTS, POWERS AND DUTIES OF THE OFFICERS

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students professional competence, character and quality of leadership.

- (2) The Dean, PGS shall :
- (i) be responsible for the organisation and conduct of post-graduate teaching in all the constituent colleges of the University and for that purpose shall pass such orders as may be necessary in consultation with the Deans of the constituent colleges and the DR and DEE where such consultation is considered necessary;
  - (ii) in collaboration with the Director of Research, be responsible for the coordination of research of the post-graduate students and its integration with the general research programmes of the University;
  - (iii) be responsible for the due observation of the Statutes and Rules relating to post- graduate education;
  - (iv) preside over the meetings of the Resident Instruction Committee;
  - (v) formulate and present policies to the Resident Instruction Committee for its consideration without prejudice to the right of any member to present any matter to the Resident Instruction committee;
  - (vi) forward the recommendations of the Resident Instruction Committee, to the Vice-Chancellor or the Academic Council as the case may be;
  - (vii) represent the University, in Conferences/ meetings regarding post-graduate education and where necessary he/she may designate representative from amongst faculty for specific conferences;

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- (viii) maintain record of the post-graduate students in the University and also supervise their progress;
- (ix) be responsible for the maintenance of proper standards of post-graduate instructions;
- (x) in consultation with the Heads of Departments exercise administrative control over the teaching of the members of the post-graduate faculty;
- (xi) provide in consultation with the Heads of Department guidance and leadership in the development of periodic evaluation of effective curricula within each subject-matter and integration of said curricula into appropriate instruction programme designed to prepare among the students for effective careers in research, teaching and extension;
- (xii) be responsible for developing memorandum of understanding pertaining to post-graduate education with national/international agencies and other organizations;
- (xiii) act as liaison officer with national and international organisation agency or individuals for post-graduate education research and employment;
- (xiv) perform such other duties and functions as are assigned to him/her by the Vice-Chancellor.
- (xv) be responsible for thesis evaluation/comprehensive examination etc. of PG students of all the Colleges of the University.

**Annexure-I**

(Refer clause 4 of Chapter-III of the Statutes)

**Qualifications of Officers of the University:**

**1. Dean, COH, Dean, PGS, DR, DEE and DSW**

**Essential Qualifications:**

- (i) Doctoral Degree in any branch in Horticulture/Agriculture/Agricultural Engineering/Allied Sciences.
- (ii) Minimum 5 years' experience as Professor/equivalent.

**Desirable:**

Administrative experience as Head of Department of a University/ICAR Institute

**2. Registrar**

- (i) at least fifteen years experience as Assistant Professor or eight years experience as Associate Professor in recognized University or College along with experience in educational administration, or
- (ii) equivalent experience in research establishment or other institutions of higher education; or
- (iii) fifteen years of administrative experience of which at least eight years as Deputy Registrar or on an equivalent post.

**3. Comptroller**

**Essential Qualifications:**

- a) Chartered Accountant/ICWA  
OR  
M.Com or MBA (Finance) with  
55% marks from a recognized University/reputed Institute.
- b) Must have 5 years' experience as Deputy Comptroller/Chief Accounts Officer/equivalent in Grade Pay of Rs. 7600/- in Govt./Semi Govt./Central/State Govt. University.

**Desirable:**

Preference will be given to the persons working in State Agricultural Universities and having passed SAS Examination conducted by the State Govt. or Higher Standard Accounts Examination conducted by the University.

**4. EO-cum-Head Engg. Wing**

The qualifications for the post shall be as prescribed by the State Govt. for the post of Superintending Engineer.

### CHAPTER III

#### THE STATUTES REGARDING THE CLASSIFICATION, FILLING UP OF VACANCIES, MANNER OF APPOINTMENT OF THE TEACHERS OTHER THAN OFFICERS OF THE UNIVERSITY UNDER SECTION 38(d) OF THE ACT AND POWERS AND DUTIES OF THE HEADS OF DEPARTMENTS

1. In these Statutes, unless the context otherwise requires : Definition
  - (1) 'Act' means the Maharana Pratap Horticultural University, Karnal, Act, 2015 as amended from time to time
  - (2) Words and expressions used in the Act but not defined in these Statutes shall have the meaning assigned to them in the Act.
2. The teachers shall include the following :

Classification of teachers

  - (1) Directors, Deans and Principals
  - (2) Heads of Departments
  - (3) Senior Professors/equivalents
  - (4) Professors/Principal                      Scientists/Principal Extension Specialists/equivalents (for teaching, research and extension schemes, respectively) conducting teaching, guiding research and extension programmes on full time basis and the Librarian
  - (5) Associate Professors/Senior Scientists/Senior Extension Specialists/equivalents (for teaching, research and extension schemes, respectively) conducting teaching, guiding research and extension programmes on full time basis and the Deputy Librarian
  - (6) Assistant Professors/Assistant Scientists/ Assistant Extension Specialists/equivalents (for teaching, research and extension schemes, respectively) conducting teaching, guiding research and extension programmes on full time basis and the Assistant Librarian
  - (7) Such other persons imparting instructions and guiding research / extension programmes on full time basis in the University and declared as teacher on the recommendations of Academic Council.
3. All appointments of teachers of the University shall be made by the Vice-Chancellor strictly on merit and as per procedure prescribed in the next Clauses.

Mode of appointment
4. (1) The following procedure shall be adopted for the appointment of Heads of Departments:

Appointment of Head of Department (HoD)

The Vice-Chancellor, with the approval of the Board of Management, will make the appointments of Heads of Departments by selection from amongst Senior Professors/Professors/equivalents

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irrespective of their mode of appointment i.e., whether by direct appointment or by personal promotion or by any other method of appointment as per statutory provisions, who satisfy the following eligibility criteria :

- (i) they belong to the discipline of the department;
- (ii) where there is no Senior Professor/Professor in a department, who is so eligible, Associate Professor/ equivalent irrespective of the mode of appointment i.e., whether by direct appointment or by personal promotion or by any other method of appointment as per statutory provisions shall be eligible to apply;

Provided where there is only one Professor or Associate Professor in a department and he/she has earlier worked as HoD, he/she will continue to act as HoD till another person of the rank of Professor/equivalent or Associate Professor/equivalent becomes available. The requirement of selection after every four years may not be necessary in such cases.

However, his/her performance shall be reviewed every year as per rules.

Provided further that if in any department there is no Associate Professor with required five years service, the Associate Professor/ equivalent having less than five years service will be eligible to apply for Headship.

- (iii) integrity of the applicant is good for the last ten years or for such a period as may be prescribed.
- (iv) they have not previously worked as HoD for four years;

## APPOINTMENT, POWERS AND DUTIES OF THE TEACHERS

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In a department where there is only one teacher of the rank of Senior Professor/ Professor or equivalent, and has completed four years term of HoD, further extension will be granted by Vice-Chancellor till another person of the rank of Professor/ equivalent is available in the department and is appointed as HoD.

However, his/her performance shall be reviewed every year as per rules.

Selection of HoD may be made by the Vice-Chancellor with the approval of Board on the basis of recommendations by a Selection Committee consisting of:

- (a) Vice-Chancellor                      Chairman
- (b) Dean of the college concerned
- (c) Dean, Post Graduate Studies
- (d) Director of Extension Education
- (e) Director of Research
- (f) One outside expert of repute to be nominated by the Vice-Chancellor.

The appointment of HoD shall be for a period of four years. This period may



(a) Vice-Chancellor	Chairman
(b) Dean of the constituent College concerned	
(c) Director of Research/Director of Extension Education	
(d) Registrar	Member Secretary

1. When a new department is created/established and a Senior Professor/Professor from another department is given the charge of Headship, in such cases, the additional charge will be allowed but as and when a Professor/equivalent becomes available in the new department, and is appointed as HoD; the person holding the additional charge will be relieved from the charge of the newly created department.

**Note: 2.** In the absence of HoD on casual leave/leave/tour /training etc. one of the Senior Professors / Professors/Associate Professors/equivalents whether promoted or recruited direct of the department concerned, as approved by the Vice-Chancellor in the following manner shall look after work of the HoD except policy matters:

- (a) senior most Professor/ equivalent who has not worked as HoD;
- (b) in the absence or non-availability of (a) above, senior most Professor/equivalent who already worked as HoD;
- (c) in the absence or non-availability of both (a) and (b) above, senior most Associate Professor/ equivalent who has not worked or worked as HoD;

## APPOINTMENT, POWERS AND DUTIES OF THE TEACHERS

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- (d) in the absence or non-availability of all (a) to (c) above, the Dean of the College concerned.

5. The procedure of appointment of Professors when vacancies arise or when new posts are created, shall be as under: Appointment of Professors

- (1) The Vice-Chancellor may have the post advertised with such qualifications as have been prescribed with the approval of the Board.
- (2) After having advertised the post and received the applications, the Vice-Chancellor may appoint a Selection Committee to make recommendations.
- (3) Ordinarily, the Selection Committee will consist of the following:
  - (i) Vice-Chancellor : Chairman
  - (ii) Dean of the College concerned
  - (iii) Director of Research
  - (iv) Director of Extension Education
  - (v) Dean, Post Graduate Studies
  - (vi) Two outside experts nominated by the Vice-Chancellor

At least five members, including two outside subject experts, shall constitute the quorum.

- (4) Where the Vice-Chancellor finds that it is not possible to appoint a committee as given above or where the nature of the post warrants it, he/she may constitute an Ad hoc Selection Committee.
- (5) The Chairman of the Committee with the help of a Screening Committee appointed by him/her shall scrutinize all the applications and prepare a list of the candidates, who shall either be called for interview or teleconferencing.
- (6) After interviewing the candidates the Selection Committee shall recommend to the Vice-Chancellor

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not more than one person beyond the number of vacancies.

**Note:** The selection committee should confine its recommendations only in respect of the post for which selection is held.

- (7) The Vice-Chancellor shall then submit a single recommendation for the approval of the Board of Management.
- (8) If the Board of Management does not approve the recommendations, the Vice-Chancellor shall, in due course, submit another recommendation in order of merit in the panel.
- (9) The recommendations of the Selection Committee shall be valid for a period of six months from the date these are made. This period may be extended for another six months by the Vice-Chancellor. The panel prepared by Selection Committee for post(s) should be used only as the waiting list for the same post(s) and shall not be utilized for making appointments to any subsequent vacancies in same cadre or in any other cadre.

Appointment of Associate Professors, Assistant Professors and other Teachers of equivalent rank

- 6.** (1). The procedure prescribed in clause 5 sub-clauses (1) to (9) for the appointment of Professors shall also be followed for the appointment of Associate Professors/equivalents and Assistant Professors/equivalents.
- However, the appointment of Assistant Professors/equivalent shall be made by the Vice-Chancellor.

- (2) Ordinarily, the Selection Committee for recommending suitable persons for different posts shall be constituted as follows :

**(1) For appointment of Associate Professors and equivalents:**

- (i) Vice-Chancellor Chairman
- (ii) Dean of the College concerned
- (iii) Director of Research
- (iv) Director of Extension Education
- (v) Dean, PGS
- (vi) Head of Department concerned
- (vii) Two outside experts nominated by the Vice-Chancellor

## APPOINTMENT, POWERS AND DUTIES OF THE TEACHERS

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At least five members, including two outside experts, shall constitute the quorum.

**(2) For appointment of Assistant Professors/equivalents:**

- (i) Vice-Chancellor Chairman
- (ii) Dean of the College concerned
- (iii) Director of Research
- (iv) Director of Extension Education
- (v) Dean, Post-Graduate Studies
- (vi) Head of Department concerned
- (vii) Two outside experts nominated by the Vice-Chancellor

At least five members, including two outside experts, shall constitute the quorum.

As far as possible, the Vice-Chancellor will act as Chairman for appointment for the post of Assistant Professors/equivalents, otherwise Dean of the college concerned will act as Chairman for teaching post, Director of Research and Director of Extension Education for research and extension education posts, respectively.

**Note:** National Eligibility Test (NET)/SLET/SET examination from UGC/CSIR/ICAR/State shall be the minimum eligibility condition for recruitment/ appointment of Assistant Professor/ equivalent in the University.

Provided, however, that exemption to the candidates who are having Ph.D. degrees shall be as under:

The award of degree to candidates who are or have been awarded Ph.D. degree in compliance with UGC standards and procedure for the award of Ph.D. degree shall be exempted from the requirements of NET/SLET/SET for recruitment and appointment of Assistant Professor or equivalent positions in Universities/Colleges/Institutions subject to the fulfillment of the following conditions:

- a) Ph.D Degree of the candidate was awarded in regular mode only
- b) Evaluation of the Ph.D Thesis by at least two external examiners.
- c) Open Ph.D Viva voce of the candidate had been conducted.
- d) Candidate has published two research papers from his/her Ph.D work out of which at least one must be in a referral journal.

Condition (a) to (d) as above are to be certified by the Vice-Chancellor/Pro-Vice-Chancellor/Dean, PGS.

## STATUTES

### Duties, Responsibility 7. and Powers of Heads of Departments

The Head of department shall be responsible for resident teaching to the Dean of the College, for research to the Director of Research, for Extension Education to the Director of Extension Education and for post-graduate teaching to the Dean, PGS of the University.

He/she shall have the following powers and duties :

- (i) responsible for the organisation, conduct and monitoring of resident teaching, research and extension education of the department and for that purpose shall pass such orders as may be necessary in consultation with the Deans/ Directors concerned;
- (ii) tender advice to the Dean and Directors concerned on all matters pertaining to his/her discipline in respect of teaching, research and extension education.
- (iii) submit to Deans/ Directors concerned the budgetary/ financial matters of the department;
- (iv) recommend to the Dean/Director concerned the work load of each member of the staff with respect to teaching, research and /or extension education;
- (v) assume responsibility for all University properties and facilities assigned to the department;
- (vi) recommend to the Deans and Directors concerned proposals for making improvement in the working of the department;
- (vii) take initiative with national and international or individual agencies for teaching, research and extension in consultation with the Dean/Directors;
- (viii) responsible for upkeep and serviceability of the equipments of the department

8. The teachers shall be eligible for Career Advancement as per policy prescribed and amended from time to time.

Promotion of  
teachers

## CHAPTER IV

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### THE STATUTES REGARDING THE CLASSIFICATION AND MANNER OF APPOINTMENT OF EMPLOYEES OTHER THAN OFFICERS AND TEACHERS OF THE UNIVERSITY

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1. (1) All the employees of the University other than Officers and Teachers shall belong to the University service of Non- teaching employees (hereinafter called the 'Service'). Classification
- (2) The Service shall be classified according to the pattern of the State Govt., provided that nothing in these Statutes shall affect the right of the University to re-designate any post or to reassign the duties and functions thereof:
- (i) Grade 'A' employees viz; employees equal to Grade 'A' employees of the State Govt.
  - (ii) Grade 'B' employees viz; employees equal to Grade 'B' employees of the State Govt.
  - (iii) Grade 'C' employees viz; employees equal to Grade 'C' employees of the State Govt.
  - (iv) Grade 'D' employees viz; employees equal to Grade 'D' employees of the State Govt.
2. (1) The members of the Service may be required to serve in any institution or office or department under the University and shall, in respect of their day-to-day work, be under the administrative control of the Head of the institution or the office or the department where they are posted.
- (2) Irrespective of the authority mentioned in the delegation of powers, the Heads of Departments and University Officers Incharge of that office/institution in consultation with concerned HoD shall be competent authority to transfer them within the office/institution.
- (3) The Deans, Directors and other Officers of the University shall be competent to allow the grade 'B, C and D' employees to complete the period of probation satisfactorily. However, where it is proposed to extend their period of probation, the cases shall be submitted to the Appointing Authority for decision. Other matters relating to their service conditions shall be determined by the Vice-Chancellor or any other Officer, to whom such powers are delegated in accordance with the Act and Statutes.

## STATUTES

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3. Appointment to the Service shall be made in the manner prescribed :
- (1) by direct recruitment; or
  - (2) by promotion; or
  - (3) by transfer from different cadres within the University in identical Pay band & Grade pay/Pay Level; or by deputation of an employee already in the service of any State Government or the Government of India/ICAR/Central/State Govt. University.
  - (4) by absorption of an employee on deputation to University from any State Government or Government of India/ICAR on the request of the employee after one year of deputation, with the approval of parent department, subject to satisfactory record of preceding three years' service.

**Explanation: (1)**

Direct recruitment means an appointment made otherwise than by promotion from within the same line in the service or by transfer of an employee from different cadres in the service in identical pay band and grade pay/pay level or by deputation of an employee already in the service of any State Government or the Government of India or any autonomous body or institution.

**Explanation: (2)**

All the posts in the ministerial/secretarial cadre from the level of Clerks/Steno-typists for promotion to the higher post in the hierarchy shall be filled subject to fulfillment of the qualifications and experience prescribed by the competent authority. If suitable candidates are not available for promotion, the posts shall be filled by direct recruitment.

Manner of Appointment to Grade 'A' posts

- 4.
- (1) Appointment of grade 'A' posts shall be made by the Vice-Chancellor with the approval of the Board.
  - (2) A total of seventy five per cent of the posts at the level of grade 'A' posts shall be filled from amongst internal candidates holding next below posts in the same line, if suitable persons are available. Seniority and merit of the candidate will be kept in view for

## APPOINTMENT OF EMPLOYEES

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promotion under the seventy five per cent quota. The cases of promotion to grade 'A' posts shall be referred to the Selection Committee constituted for direct recruitment.

If suitable candidates are not available for promotion, the posts shall be filled by direct recruitment.

**Note:** Passing of departmental Higher Standard Examination or State Subordinate Accounts Services (SAS) Examination in Accounts shall be a pre-requisite for promotion to all grade 'A' posts in the ministerial cadre.

- (3) The remaining twenty five per cent posts and left out posts not filled up by promotion because of non availability of qualified persons shall be filled on merit in accordance with the following procedure:
- (i) The Vice-Chancellor may have the post advertised with such qualifications as may be laid down.
  - (ii) After having advertised the post and received the applications, the Vice-Chancellor shall constitute a Screening Committee to scrutinize the applications received and prepare a list of the candidates who shall be called for interview.
  - (iii) The Vice-Chancellor shall constitute a selection committee ordinarily consisting of the following to make recommendations:
    - (a) Vice-Chancellor                      Chairman
    - (b) Registrar                                  Member
    - (c) Comptroller                              Member
    - (d) Two other persons to be nominated by the Vice-Chancellor.
  - (iv) After interviewing the candidates, the Selection Committee shall recommend to the Vice-Chancellor not more than one person beyond the number of posts if the number of posts is upto four. However, if the number of posts is more than four, two persons more than the number of posts may be kept on the panel.

**Note:** The Selection Committee should confine its recommendations only in respect of the post for which selection is held.



## STATUTES

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- (v) The Vice-Chancellor may then submit a single recommendation or a panel in accordance with sub clause (iv) in order of preference, for the approval of the Board of Management. If the Board does not approve the recommendations, the Vice-Chancellor shall, in due course, present another recommendation.
- (vi) Recommendations of the Selection Committee shall be valid for a period of six months from the date these are made. This period may be extended for another six months by the Vice-Chancellor. The panel prepared by the Selection Committee for post(s) should be used only as a waiting list for the same post(s) and shall not be utilised for making appointments to any subsequent vacant posts in the same cadre or in any other cadre.
- (vii) Employees of the University irrespective of the age limit will also be eligible to compete for such posts to be filled by direct recruitment from the open market.
- (4) The University, if required, can fill up grade 'A' posts by transfer/deputation from amongst persons working in the same pay band and grade pay/pay level in State Govt./State Govt. Universities/GOI/ICAR and fulfilling the qualifications for the post for which filling up is proposed irrespective of the fact whether the vacancy falls under promotion or open quota.

Manner of  
appointment to  
Grade 'B' posts

5. (1) The appointment of grade 'B' posts shall be made by the Vice-Chancellor.
- (2) The posts in the ministerial cadre shall be filled by promotion on the basis of seniority-cum-merit from the same line, subject to fulfillment of qualifications and experience prescribed by the competent authority. However,
- (i) a total of seventy five per cent posts of Admn.-cum-Accounts Officers shall be filled from amongst the Superintendents on seniority-cum-merit basis. Passing of departmental Higher Standard Examination in Accounts or State SAS examination shall be a pre-requisite for promotion to the post of Admn.-cum-Accounts Officer. The remaining twenty five per cent posts along with left out posts non-filled up by promotion

because of not-availability of suitable persons,  
shall be filled by direct recruitment.

- (ii) a total of fifty per cent of posts of Superintendents will be filled from amongst the Deputy Superintendents on seniority-cum-merit basis and fifty per cent from Deputy Superintendents who have qualified departmental Higher Standard Examination in Accounts or State SAS Exam on seniority-cum-merit basis. Completion of probationary period will be a pre-requisite.
- (3) All the posts in the non-ministerial cadre in grade 'B' posts shall be filled by promotion provided the persons fulfill the qualifications and experience prescribed for the post. If suitable candidates are not available for promotion, the posts may be filled by direct recruitment.
- (4) The procedure for appointment to grade 'B' posts by direct recruitment shall be the same as prescribed for grade 'A' posts subject to the following:
  - (i) The Vice-Chancellor need not obtain the approval of the Board for their appointment.
  - (ii) The Selection Committees for various grade 'B' posts shall be as under :
    - (a) For ministerial posts :**
      - i. Registrar Chairman
      - ii. Comptroller
      - iii. Two other persons to be nominated by the Vice-Chancellor.
    - (b) For technical/non-technical and non ministerial posts**
      - i. Registrar Chairman
      - ii. Dean/Director/Officer concerned
      - iii. HoD concerned
      - iv. Two other persons to be nominated by the Vice-Chancellor.
- (5) Cases of promotion on the basis of seniority-cum-merit shall also be referred to the Selection Committee constituted for direct recruitment.
- (6) The University, if required, can fill up grade 'B' posts by transfer/deputation from amongst persons working in the same pay band and grade pay/pay level in State Govt./State Govt. Universities/GOI/ICAR and fulfilling the qualifications for the post for which filling up is proposed irrespective of the fact whether the vacancy falls under promotion or open quota.

## STATUTES

Manner of  
Appointment to  
Grade 'C' posts

- 6.** (1) The Registrar shall be appointing authority of all grade 'C' posts. The appointment of grade 'C' posts shall be made by the Registrar/Officer authorised.
- (2) The lowest posts in grade 'C' ministerial cadres shall be filled by direct recruitment in the manner prescribed for grade 'B' posts. Lowest posts in grade 'C' non ministerial cadres shall also be filled by direct recruitment if there is no line of promotion determined from grade 'D' for promotion to grade 'C'. Other posts in the ministerial and non-ministerial cadres shall be filled by promotion on the basis of seniority-cum-merit from the same line subject to the condition that these posts shall be filled by promotion provided the departmental candidates fulfill the qualifications and experience prescribed for the post. If suitable persons are not available for promotion, the posts may be filled by direct recruitment.
- (3) The provision in sub-para (2) of Clause 6 shall be subject to the following:
- (i) Promotion to the posts of Junior Scale Stenographer (JSS) and Senior Scale Stenographer (SSS) shall be subject to qualifying competitive test in shorthand with prescribed speed and fulfillment of conditions of experience. Completion of probationary period shall be a pre-requisite.
- (ii) A total of fifty per cent of the posts for promotion to the post of Deputy Superintendents shall be filled on the basis of seniority-cum-merit and remaining fifty per cent out of Assistants who have qualified the departmental Higher Standard Examination in Accounts or State SAS Examination in accounts. Completion of probationary period shall be a pre-requisite.
- (iii) A total of fifty per cent posts of Assistants shall be filled from amongst the Clerks/Typists etc. on seniority-cum-merit basis and fifty per cent from amongst the Clerks/Typists etc. who have qualified the Lower Standard Departmental Examination in Accounts on seniority-cum-merit basis subject to fulfillment of qualifications and experience prescribed. Completion of probationary period shall be a pre-requisite.

## APPOINTMENT OF EMPLOYEES

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- (iv) A total of twenty per cent posts of Clerks will be filled by promotion, on seniority-cum-fitness basis from amongst Messenger, Security Guard etc. provided they fulfill the qualifications prescribed and have minimum five years experience on any grade 'C' post whose pay band and grade pay is less than that of a clerk or any grade 'D' post or combined on such grade 'C' and 'D' posts. Further subject to the condition that the person has completed probation on existing post.

**Note-1:** Promotion shall be made on the basis of seniority -cum-merit.

**Note-2:** The inter-se seniority of employees so promoted shall be determined according to the seniority position in their respective cadres, if the persons being promoted belong to different cadres, their length of service on the initial post shall be relevant for the purpose of determining their inter-se seniority.

- (4) A total of fifty per cent of posts of Lab Technician will be filled up by promotion from amongst existing employees (Lab. Assistants etc) who fulfill the qualifications and experience prescribed. Completion of probationary period on existing post will be pre-requisite. Remaining fifty per cent posts will be filled up by open selection as per prescribed qualifications.
- (5) Cases of direct recruitment and promotion shall be referred to the Selection Committee constituted for grade 'B' posts.
- (6) The University, if required, can fill up grade 'C' posts by transfer/deputation from amongst persons working in the same pay band and grade pay/pay level in State Govt./State Govt. Universities/GOI/ICAR and fulfilling the qualifications for the post for which filling up is proposed irrespective of the fact whether the vacancy falls under promotion or open quota.

## STATUTES

Manner of appointments to Grade 'D' posts	7.	<p>(1) The Registrar shall be appointing authority of all grade 'D' posts. The appointment of grade 'D' posts shall be made by the Registrar/Officer authorised.</p> <p>(2) The lowest post in grade 'D' shall be filled by direct recruitment in the manner prescribed. Other grade 'D' posts shall be filled by promotion from the same line of posts provided suitable departmental candidates are available. If suitable persons are not available for promotion, the posts may be filled by direct recruitment.</p> <p>(3) Cases of direct recruitment and promotion shall be referred to the Selection Committee constituted for the purpose by the appointing authority.</p>
	8.	<p>The promotion to grade 'A', 'B', 'C' &amp; 'D' posts according to the prescribed quota shall be on the basis of seniority-cum-merit and fitness. No employee shall, however, be eligible for promotion unless he/she has completed the period of probation satisfactorily and has also passed the departmental test, if any, prescribed for the post to which promotion is sought.</p> <p>The Vice-Chancellor shall have power to prescribe the line of promotion in appropriate cases in respect of grade 'B', 'C' and 'D' posts as and when considered necessary. A list of posts for line of promotion is given at Appendix-I.</p>
	9.	<p>Notwithstanding anything contained in clause 4 and 5 above, suitable persons for the posts of Secretary and Senior Private Secretary to the Vice-Chancellor may be selected by the Vice-Chancellor from amongst the employees of the University in such a manner as the Vice-Chancellor may decide. The persons selected shall be liable to reversion to their parent cadres at the discretion of the Vice-Chancellor.</p>
Reservation Policy	10.	<p>Reservation in Appointment/ Promotion to the Service will be made as per policy of the State Government.</p>
Criteria for recruitment/selection of Group-B, C & D posts	11.	<p>Criteria for selection, examination, syllabus etc. for recruitment/selection for Group-B, C &amp; D posts laid down by the State Govt. vide Notification No. GSR-25/Const/ART-309/2017 dated 13.12.2017 as amended from time to time and adopted by the University will be followed in recruitment of these posts.</p>

## STATUTES

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### Appendix - I

(Line of Promotion referred to in clause 8 of chapter IV)

Sr. No.	Designation of post	Promotion to be made
1.	Attendant/ Attendant (for Hostels)	Lab. Attendant
2.	Lab. Attendant	Lab. Assistant
3.	Lab. Assistant	Lab. Technician/Micro Irrigation Technician
4.	Messenger	Clerk/Accounts Clerk
5.	Clerk/Store Keeper	Assistant
6.	Assistant	Superintendent
7.	Superintendent	Administrative Officer
8.	Administrative Officer	Assistant Registrar
9.	Assistant Registrar	Deputy Registrar
10.	Accounts Clerk	Accountant
11.	Accountant	Superintendent (Accounts)
12.	Superintendent (Accounts)	Accounts Officer
13.	Accounts Officer	Assistant Comptroller
14.	Assistant Comptroller	Deputy Comptroller
15.	Steno-typist	Junior Scale Stenographer
16.	Junior Scale Stenographer	Senior Scale Stenographer
17.	Senior Scale Stenographer	Personal Assistant
18.	Personal Assistant	Private Secretary
19.	Cook-Helper	Cook
20.	Nursery/Field Attendant	Nursery/Field Assistant
21.	Nursery/Field Assistant	Horticulture Supervisor/ Green House Operator
22.	Mechanic	Foreman
23.	Junior Engineer	Sub-Divisional Engineer
24.	Sub-Divisional Engineer	Executive-Engineer
25.	Assistant Farm Manager	Farm Manager

## CHAPTER V

### **THE STATUTES REGARDING THE NUMBER, QUALIFICATIONS, EMOLUMENTS AND OTHER CONDITIONS OF SERVICE OF OFFICERS, TEACHERS AND OTHER EMPLOYEES OF THE UNIVERSITY AND PREPARATION AND MAINTENANCE OF RECORD OF THEIR SERVICE AND ACTIVITIES UNDER SECTION 38(q) OF THE ACT**

1. In these Statutes unless the context otherwise requires : Definitions
- (1) 'Act' means the Maharana Pratap Horticultural University, Karnal Act, 2015
  - (2) 'Appointing authority' means the authority competent to make appointments to various categories of posts according to the Statutes made under Section-38 of the Act.
  - (3) 'Duty' excludes periods spent on leave unless otherwise specified by the Vice-Chancellor in accordance with Haryana Govt. rules, but includes ad hoc appointment/service as a probationer if followed by regular appointment without break.
  - (4) 'Earned leave' means leave earned in respect of period spent on duty.
  - (5) 'Employees' for the purpose of these Statutes means officers, teachers and other employees of the University including officers and other employees of the University working elsewhere either on foreign service or on extra-ordinary leave with permission but does not include officers and other employees on foreign service with the University. It excludes persons working on contract or casual basis.
  - (6) 'Leave' includes all kinds of leave as admissible to employees of the University on the pattern of State Govt. unless otherwise provided in Statutes but does not include casual leave.
  - (7) 'Existing University' means Chaudhary Charan Singh Haryana Agricultural University, Hisar
  - (8) 'Pay' means the amount drawn monthly by an employee as the pay which has been sanctioned for the post held by the employee substantively or in any officiating capacity and includes grade pay, non-practicing allowance, special pay or personal pay if any, but not other allowances.
  - (9) 'Service' means the period of continuous service including periods spent on leave.

## STATUTES

Age of entry/Age of retirement

- 2.** (1) A person whose age is less than 18 years may not be appointed to any post in the University. Upper age limit for entry into service in respect of grade C and D posts shall be as prescribed by the Vice-Chancellor on the pattern of the State Govt. The Vice-Chancellor shall also be competent to relax it for reasons to be recorded.
- (2) All employees of the University shall retire from its service on attaining the age of 60 years provided that nothing in this clause shall apply to any technical or scientific personnel appointed for a specific period under contract. The Vice-Chancellor may re-employ any employee of State Universities of Haryana, Govt. of Haryana and Govt. of India up to the age of 65 years. Even after that date, the University may engage a retired employee on contract basis.

The age of retirement of the Vice-Chancellor will be 68 years.

**Note :** The date of retirement of the employees of the University will be the afternoon of the last day of the month in which their retirement falls except those who were born on the first day of any month, their retirement will be the afternoon of the last day of the preceding month.

- (3) University employees after having completed 20 years of service in the University will be eligible to seek voluntary retirement by giving a notice of three months in writing to the appointing authority or in lieu, salary for three months' notice or for the period falling short of three months' notice shall be recovered. Twenty years service for this purpose will include apart from active service and leave with pay, such extra-ordinary leave as is taken for prosecution of higher studies and on health grounds, as per rules.

Those who retire from service voluntarily in the above manner will be given the benefit of the scheme of encashment of earned leave on the same lines as admissible on the occasion of retirement on superannuation, as per State Govt. rules.

**Note:** The scheme of voluntary retirement is unilateral and the University does not have the corresponding right to retire an employee on its own under this scheme. All other matters and conditions relating to voluntary retirement under this scheme may be decided in accordance with the rules and instructions of the Haryana Govt. as in force from time to time, unless otherwise decided by the Board.



## CONDITIONS OF SERVICE

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| 3. | An employee shall make a declaration of his/her age to the appointing authority at the time of his/her entry into service based on his/her Matriculation Certificate and in the case of non-matriculates, such other documentary proof as may be acceptable to the authority upon which the age will be admitted. After the declaration of age and acceptance of the same by the authority it shall be binding on him/her and no revision of such age shall be allowed to be made at a later date for any purpose whatsoever.  | Declaration of age. |
| 4. | Subject to provisions of the Act, the number of posts of employees of the University shall be such as may be determined by the Vice-Chancellor with the approval of the Board provided that nothing in this clause shall affect the inherent right of the University to make subsequent additions to or alternations in the strength of each class/grade of posts whether permanently or temporarily. In case of teachers, the Vice-Chancellor may obtain the recommendations of the Academic Council.   | Number of posts     |
| 5. | <p>(1) Subject to provisions of the Act, the pay structure of employees of the University shall be such as may be determined by the Board on the recommendations of the Vice-Chancellor with the approval of State Govt. provided that nothing in this clause shall affect the inherent right of the University to revise the sanctioned emoluments of any post at any time without adversely affecting an employee of the University already holding such a post. In the case of teachers, the Vice-Chancellor shall obtain the recommendations of the Academic Council.</p> <p>(2) The appointing authority may sanction a higher start than the minimum of pay in the pay scale/pay level on first appointment on the recommendations of Selection Committee, if it deems fit.</p> <p>(3) An employee of the University may be permitted to accept remuneration/allowance for work done other than on the business of the University, on such terms and conditions as may be approved by the Vice-Chancellor.</p> | Emoluments          |

## STATUTES

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| Qualifications  | 6. | (1) The academic and other qualifications of Officers of the University and Grade 'A' and 'B' employees shall be such as may be laid down by the Vice-Chancellor with the approval of the Board.  |
|   |    | (2) The academic and other qualifications of teachers shall be such as may be laid down by the Vice-Chancellor with the approval of Board, on the recommendations of the Academic Council.  |
|   |    | (3) The academic and other qualifications of Grade 'C' and 'D' employees of the University shall be such as may be laid down by the appointing authority with the approval of the Vice-Chancellor on State Govt. pattern.   |
| Medical Certificate of fitness on first entry into the University service | 7. | (1) All persons before being allowed to join on first appointment and subject to the provisions of these Statutes shall be examined by the Medical Officer of the University/CMO of concerned district hospital for this purpose. The appointee shall make and sign the declaration required for medical fitness certificate and pay fee prescribed by the Vice-Chancellor for such medical examination. The Medical Officer of the University/CMO of concerned district hospital shall examine the appointee and furnish a certificate in the prescribed form. The Vice-Chancellor shall also have the authority to refer doubtful cases to a specially constituted panel of doctors/ Medical Board. |
|   |    | (2) A statement shall be taken from a female married appointee at the time of her entry into the service of the University whether or not she is expecting. It shall no longer be necessary to declare a woman candidate as 'Temporarily Unfit' if she is found to be pregnant during medical examination before  |

## CONDITIONS OF SERVICE

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appointment against posts which do not prescribe any elaborate training i.e., women candidates can be appointed straightway on the post. However, where pregnant women candidates are appointed against posts carrying hazardous nature of duties and they have to complete a period of training as a condition of service, in such eventuality time limit for joining appointments or training courses will be relaxed by such period as may be considered necessary provided it does not extend beyond six weeks of the date of confinement.

- (3) The standard of medical fitness shall be such as may be prescribed by the Vice-Chancellor on the pattern of State Govt..
  - (4) An appointee not found medically fit by the Medical Board or the Medical Officer or any other Medical expert approved by the Vice-Chancellor for this purpose shall not be allowed to join the University service. The appointee concerned shall have a right to appeal to an Appellate Medical Board to be constituted by the Vice-Chancellor for this purpose. All costs in connection with the re-examination shall be borne by the appointee himself/herself unless he/she is declared fit by the Appellate Medical Board.
  - (5) The following classes of employees shall be exempted from producing medical certificate of fitness :
    - (i) any employee appointed in a temporary vacancy for a period not exceeding six months; and
    - (ii) all employees on deputation with the University.
- 8.** (1) Persons appointed to any post in the service shall remain on probation for a period of two years, if appointed by direct recruitment, and one year, if appointed otherwise which can be extended by the Vice-Chancellor: Probation
- Provided that :
- (i) any period, after such appointment, spent on deputation on a corresponding or a higher post shall count towards the period of probation;
  - (ii) any period of work in equivalent or higher rank, prior to appointment to any post in the service, may, in the case of an appointment by transfer, at the discretion of the appointing authority, be

## STATUTES

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allowed to count towards the period of probation fixed under this rule; and

- (iii) any period of officiating appointment shall be reckoned as period spent on probation, but no person who has so officiated shall, for the purpose of completion of the prescribed period of probation, be entitled to be confirmed.
- (2) In respect of all employees, the HoD/Office shall send to the Dean/ Director/ other University Officer/ Controlling Officer/ Appointing Authority, at least one month before the date of the expiry of the probationary period, a report about the work and conduct of the employee on probation.
- (3) On the completion of period of probation of an employee, the authority as specified under sub-clause (2) may :
  - (i) If his/her work and conduct has, in the opinion of the Appointing Authority or the authority specified in sub-clause (1) been satisfactory and he/she has passed the departmental examination, if any, prescribed for the post :
    - (a) declare that the employee has completed his/her probation satisfactorily, and
    - (b) confirm the employee on his/her turn if and when a permanent vacancy becomes available.
  - (ii) If his/her work or conduct has, in the opinion of the Appointing Authority, not been found satisfactory and/or has not passed the departmental examination, if any, prescribed for the post:
    - (a) dispense with his/her services, if appointed by direct recruitment, and if appointed otherwise, revert him/her to his/her former post or deal with him/her in such other manner, as the terms and conditions of previous appointment permit provided that if it is decided to dispense with his/her service, it shall not be necessary to serve a notice upon him/her for the termination of his/ her service. However, suitable orders

## CONDITIONS OF SERVICE

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should be issued by the competent authority before expiry of the probationary period;

OR

- (b) extend his/her period of probation and thereafter pass such order, as it could have passed on the expiry of the first period of probation. However, orders for extension of probationary period will be issued by the competent authority before expiry of due date;

Provided that the total period of probation, including extension, if any, shall not exceed three years.

**Note:** During the period of probation on any post, leave allowed to an employee should not exceed the amount of leave earned/to be earned during the period of probation. In case it is availed of in excess of the permissible limit, the probation may be deemed to have been extended to the extent of period of leave availed in excess and such extension can even go beyond 3 years.

- (4) Newly recruited teachers shall also be required to undergo one month induction training course immediately after their induction into the University service. Successful completion/passing of the said induction training course will be a pre-condition before the teacher is allowed to complete his/her probationary period satisfactorily. The Vice-Chancellor may relax this condition of induction training in individual cases on merits.

9. (1) The seniority inter-se of the employees shall be determined by the dates of their continuous and regular appointment to the posts; Seniority of the employees

Provided that in the case of the employees appointed directly, the order of merit determined by the selecting authority shall not be disturbed and persons appointed as a result of an earlier selection on the similar post shall be senior to those appointed as a result of subsequent selection;

Provided further that in the case of two or more employees appointed on the same date, their seniority shall be determined as follows:

## STATUTES

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- (i) an employee recruited by selection shall be senior to a member recruited otherwise;
- (ii) an employee recruited by promotion shall be senior to a person recruited by transfer;
- (iii) in the case of employees appointed by promotion or transfer, seniority shall be determined according to the seniority of such employees in the appointments from which they were promoted or transferred; and

Provided that in case it is not possible to determine the inter-se seniority of the employees under sub-clauses (i), (ii) and (iii) then the older member shall be senior to the younger.

- (iv) an employee on deputation with the University, if permanently absorbed, will get seniority from the date of intake into the University service.
- (v) in the case of employees recruited by transfer from different cadres, their seniority shall be determined according to pay; preference being given to a member who was drawing higher rate of pay in his/her previous appointment and if the rates of pay drawn are also the same then by their length of service in those appointments; and if the length of such service is the same, an older member shall be senior to a younger member.

**Note: 1.** In the case of employees whose period of probation is extended under clause 8 of these statutes, seniority for the purpose of this rule shall be deemed to have been deferred to the extent the period of probation is extended.

**Note: 2.** The seniority inter-se of teachers appointed by transfer from other departments or inter disciplinary departments of the University shall be the date of their continuous appointment to the posts in their parent departments.

**Note:3.** However, in the case of directly recruited teachers and the teachers promoted under the merit promotion and career advancement schemes, the inter-se-seniority will be determined in the respective cadre of Assoc. Professor/equivalent or Professor/equivalent according to the length of continuous service in such cadre.

**Note: 4.** The question whether a University department is inter disciplinary or not will be decided by the Academic Council.

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- 10.** (1) Employees already in service of existing University/other Universities of State or Central Govt./Autonomous Body/Institution, appointed on deputation basis followed by permanent absorption in this University, who had opted for Contributory Provident Fund in their previous department and subscribing to it, shall be given the benefit of subscribing to the Contributory Provident Fund, subject to the Statutes framed in this regard. Pension/Provident Fund
- (2) Employees already in service of existing University/other Universities of State or Central Govt./Autonomous Body/Institution appointed on deputation basis followed by permanent absorption in this University, who had opted for and are eligible for Pension in their previous department, shall be governed by the Haryana State Govt. policy as applicable/amended from time to time for the benefit of Pension and General Provident Fund subject to the Statutes framed in this regard.
- The employees recruited on or after 01.01.2006 shall be covered under the "New Defined Contributory Pension Scheme as per State Govt. rules".
- 11.** (1) The Comptroller shall be competent to grant the gratuity to an employee at the time of his/her retirement or to the members of his/her family after his/her death at the rates and on the pattern as per rules applicable to Haryana Govt. employees, as amended from time to time. Gratuity
- (2) In case a University employee dies while in service, the cash equivalent to leave salary that the deceased employee would have got, shall be paid to his/her family on the pattern of State Government. It will not be subject to reduction on account of pension equivalent of death-cum-retirement gratuity.

Ex-gratia benefits to family of an employee who dies before the age of retirement

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- (1) If an employee of the University dies before the age of retirement, the Vice-Chancellor shall grant the following ex-gratia benefits to the members of the family of the deceased employee:
  - (i) **Compassionate financial assistance:** As per "Haryana Compassionate Assistance to the dependents of deceased Employees Rules, 2006" as adopted in the University and as amended from time to time.
  - (ii) **Ad hoc ex-gratia grant:** Within fifteen days from the date of death of a University employee, an ex-gratia assistance of twenty five thousand rupees shall be provided to the family of the deceased employee to meet the immediate needs on the loss of the bread earner, as admissible under Haryana Govt. rules.
  - (iii) **Medical facilities:** Free medical aid will be given to the family on the same basis as to pensioners, as per Haryana Govt. rules, amended from time to time.
  - (iv) **Free Educational facilities:** Free Education up to the limit of two children of the deceased employee up to degree level (including professional courses) will be admissible on the same pattern as are given to Haryana Govt. deceased employee as under:
    - a) To grant education allowance for two children from nursery to +2 level on the basis of State Govt. instructions as issued from time to time.
    - b) Fee on account of tuition fee and laboratory fee (after +2 level & up to degree level) shall be reimbursed who are studying in Government/Government aided/recognized private educational/Technical Institutions/Professional Colleges for two living children of deceased University employees who die while in service. However, the reimbursement of such fee shall be equivalent to fee charged by the Government colleges or Institutions or less i.e. actually paid, as the case may be.
  - (iv) **Accommodation:** Family members of the deceased employee can retain accommodation, if already in occupation, for one year by paying the same licence fee as was being paid by the employee before death. In other cases the house rent allowance admissible to the deceased employee will continue to be given to the family for one year after his/her death.

All the above matters and any other matter relating to the grant of ex-gratia benefit may be decided in accordance with the rules of the Haryana Govt. as in force at the time of death.
- (2) Aid to employees who become disabled while on duty:
  - (i) a lumpsum grant equal to 10 times last monthly emoluments (excluding house rent allowance) drawn, may be granted by the Vice-Chancellor to an employee who becomes blind or disabled



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while in service. Such grant will be as prescribed by the State Govt. for its employees from time to time;

- (ii) the above grant is admissible only to those blind/disabled persons, if they have rendered at least five years service.

13. The following penalties may, for good and sufficient reasons and as hereinafter provided, be imposed on an employee by the appointing authority, namely :

Authorities empowered to impose penalties

**(1) Minor Penalties**

- (i) Warning with a copy in the Confidential Reports/ Self Assessment Reports;
- (ii) Censure;
- (iii) Withholding of promotion for a specified period up to one year;
- (iv) Recovery from pay of the whole or part of any pecuniary loss caused by negligence or breach of orders, to the University or Central Govt. or State Government or to a Company and association or a body of individuals whether incorporated or not, which is wholly or substantially owned or controlled by the Government or to a local authority or University set up by an Act of Parliament or of the legislature of a State; and
- (v) Withholding of increments of pay without cumulative effect.

**(2) Major Penalties**

- (i) Withholding of increments of pay with cumulative effect;
- (ii) Withholding of promotion for a specified period more than one year;
- (iii) Reduction to a lower stage in the Pay Scale for a specified period, with the specific directions as to whether normal increment shall be admissible or not during the currency of the specified period of reduction, and further, whether on the expiry of the period of reduction his pay is to be restored or not.
- (iv) Reduction to a lower Pay Scale, post or service for a period of more than one year from which he has been promoted which shall ordinarily be a bar to the promotion of the University employee to the Pay Scale, post or service from which he/she was reduced, with or without further directions regarding conditions of restoration to the Pay Scale, post or service from which the University employee was reduced and his/her seniority and pay on such restoration to that Pay Scale, post or service;

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- (v) Removal from service;
- (vi) Dismissal from service;
- (vii) Compulsory retirement.

### **Explanation :**

The following shall not amount to a penalty within the meaning of this clause namely:

- (a) withholding of increments of pay of an employee for his/her failure to pass any departmental examination in accordance with the rules or orders governing the service to which he/she belongs or post which he/she holds or the terms of his/her appointment;
- (b) non-promotion of an employee, whether in a substantive or officiating capacity, after consideration of his/her case, to a service, grade or post for promotion to which he/ she is eligible;
- (c) reversion of an employee officiating in a higher pay structure, post or service to a lower pay structure, post or service on the ground that he/she is considered to be unsuitable for such higher pay structure, post or service on any administrative ground unconnected with his/her conduct;
- (d) reversion of an employee promoted or appointed to any service, post or pay structure during or at the end of the period of probation in accordance with the terms of his/her appointment or the rules and orders governing such probation;
- (e) termination of the service of an employee during or at the end of the period of probation in accordance with the terms of appointment or the rules and orders governing such probations; or

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- (f) termination of the service of a temporary employee appointed otherwise than under contract, on the expiration of the term/ period of the appointment, or on the abolition of the post or before the due time in accordance with the terms of appointments; or
  - (g) termination of the service of an employee employed under an agreement in accordance with the terms of such agreement.
- (3) Except where otherwise laid down in the Statutes, the authority competent to appoint shall be competent to impose any kind of punishment including removal from office on grounds of misconduct, gross inefficiency, etc. In the event of any such order of punishment by the competent authority, the employee shall have the right of appeal/revision to the next higher authority whose decision shall be final. Where major penalty is imposed by the Vice-Chancellor, the appeal can be made to the Board of Management. However, no appeal would be made to the Board of Management in case of minor penalties imposed by the Vice-Chancellor.

Provided that where the Vice-Chancellor is himself/ herself the complainant or witness in any case or proceedings, the powers to impose penalty on the employees for whom the Vice-Chancellor is the appointing authority shall be exercised by such person(s) as may be so authorised by the Board of Management through a specific resolution. Provided further that the appeal against such decision can be made to the Board of Management.

### **Explanation: (1)**

The distinction between censure, the withholding of promotion and non-selection to a selection post, is of considerable importance. Both censure and the withholding of promotion are appealable under these rules. On the other hand, non-selection for a selection post is not appealable.

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### **Explanation: (2)**

If an employee, because of an unsatisfactory record and unfavourable confidential reports, is not selected for a selection post and some other employee junior to him/her is selected in preference, this does not amount to withholding of promotion. If any inquiry is held against an employee and an order of censure is passed on him/her, it is open to him/her to appeal; if he/she does not appeal or his/her appeal is rejected, and if subsequently because of the existence of this censure in his/her record, he/she is not selected for a selection post, and some other employee junior to him/her is selected in preference, this also does not amount to withholding of promotion. If, however, an enquiry is held against an employee, and an order is passed that he/she should not be promoted to a selection post for a definite period or until he/she has obtained good reports, this order would amount to the infliction of the penalty of withholding promotion. This distinction between non-selection for a selection post and the withholding of a promotion may be summed up as being, that in the former case the employee in question is considered for selection but some other employee is preferred on his/her merits, while in the latter case the employee in question has been declared beforehand, as a disciplinary measure, to be ineligible for selection, irrespective of the merits of the other employees available.

### **Explanation: (3)**

While reduction of seniority as an independent penalty is not provided for in these rules, and cannot be imposed as such, the loss of seniority as a result of an order of reduction to a lower post or Pay band/Grade pay, being inherent in the order of reduction, cannot be avoided.

### **Explanation: (4)**

The seniority on re-promotion of an employee reduced to a lower post or Pay band/Grade pay, should be determined by the date of such re-promotion in accordance with the orders issued by the competent authority on the subject of

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seniority. Such employee should not be restored to his/her original position unless this is specifically laid down at the time of punishment is passed, or revised on appeal.

### **Explanation: (5)**

Unauthorised desertion of his/her post by an employee in the face of enemy action, or threat of enemy action clearly amounts to grave misconduct and would, therefore, constitute a good and sufficient reason within the meaning of these rules for removal or dismissal, in addition to any penalty provided in the Haryana Essential Services (Maintenance) Act, 1974.

- 14. (1)** The appointing authority or any other authority to which he/she is subordinate or the punishing authority or any other authority empowered in that regard may place an employee under suspension : Suspension
- (i) where a disciplinary proceeding against him/her is contemplated or is pending, or
  - (ii) where a case against him/her in respect of any criminal offence is under investigation, inquiry or trial.
  - (iii) where in the opinion of the authority aforesaid, he/she has engaged himself/herself in activities prejudicial to the interest of the security of the State.

Provided that where an employee against whom disciplinary proceedings are contemplated is suspended, such suspension shall not be valid, unless before the expiry of a period of 90 days from the date from which the employee was suspended, disciplinary proceedings are initiated against him/her.

Provided further that the competent authority in the matter may, at any time before the expiry of the said period of 90 days and after considering the special circumstances for not initiating disciplinary proceedings, to be recorded in writing and after seeking the approval of next higher authority allow continuance of the suspension beyond the period of 90 but not beyond 180 days without the disciplinary proceedings being initiated.

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The disciplinary proceedings will have to be initiated within 90 days or extended period of another 90 days of such approval of higher authority; otherwise the facts will be brought to the notice of the Board for suitable orders.

**Note 1:**

The order of suspension shall stand revoked, being invalid, unless the punishing authority obtains the approval of next higher authority and informs the university employee under suspension the specific period of extension of suspension before the expiry of period of ninety days or extended period of another ninety days, as the case may be.

**Note 2:**

Where the order of suspension is made by an authority, lower than the appointing authority, such authority shall forth with report to the appointing authority the circumstances in which the order was made.

- (2) An employee shall be deemed to have been placed under suspension by an order of the appointing authority:
- (i) with effect from the date of his/her detention, if he/she is detained in custody whether on a criminal charge or otherwise, for a period exceeding forty-eight hours;
  - (ii) with effect from the date of his/her conviction, if, in the event of a conviction for an offence, he/she is sentenced to a term of imprisonment exceeding forty-eight hours and is not forthwith dismissed or removed consequent to such conviction.

**Explanation:**

The period of forty-eight hours referred to in sub-clause (2)(ii) above, shall be computed from the commencement of imprisonment after the conviction and for this purpose, intermittent periods of imprisonment, if any, shall be taken into account.

- (3) Where a penalty of dismissal, removal or compulsory retirement from service imposed upon an employee under suspension is set aside in appeal or on review under these rules and the case is remitted for further inquiry or action or with any other directions the order, of his/her suspension shall be deemed to have continued in force on and from the date of the original order of dismissal, removal or compulsory retirement, shall remain in force until further orders.
- (4) Where a penalty of dismissal, removal or compulsory retirement from service imposed upon an employee is set aside or declared or rendered void in consequence of or by a decision of a court of law

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and the punishing authority, on a consideration of the circumstances of the case decides to hold a further enquiry against him/her on the allegation on which the penalty of dismissal, removal or compulsory retirement was originally imposed, the employee shall be deemed to have been placed under suspension by the appointing authority from the date of the original order of dismissal, removal or compulsory retirement and shall continue to remain under suspension until further orders.

- (5) An order of suspension made or deemed to have been made under this clause shall continue to remain in force until it is modified or revoked by the authority competent to do so.
- (6) Where an employee is suspended or is deemed to have been suspended whether in connection with any disciplinary proceeding or otherwise, and any other disciplinary proceeding is commenced against him/her during the continuance of that suspension, the authority competent to place him/her under suspension may, for reasons to be recorded by it in writing, direct that the employee shall continue to be under suspension until the termination of all or any of such proceedings.
- (7) An order of suspension made or deemed to have been made under this clause may at any time be modified or revoked by the authority which made or deemed to have made the order or by any authority to which that authority is subordinate.
- (8) An employee under suspension shall be entitled to a subsistence allowance at an amount equal to leave salary which an employee would have drawn if he/she had been on leave on half pay.

During the period of suspension the following compensatory allowances shall be admissible on subsistence allowance namely:

- a) Dearness allowance as per rate prescribed from time to time on the amount of subsistence allowance allowed.
- b) House rent allowance on the emoluments drawn before suspension at the rate in existence and prescribed for his headquarters irrespective of the fact the amount of subsistence allowances has been increased or decreased after first six months of suspension;
- c) Fixed medical allowance if opted.
- d) Any other compensatory allowance equal to the amount admissible while on half pay leave.

Provided that where the period of suspension exceeds six months, the authority which made or is deemed to have made the orders of suspension shall be competent to vary the amount of

subsistence allowance for any period subsequent to the period of the first six months as follows:

- (i) the amount of subsistence allowance may be increased by a suitable amount not exceeding fifty per cent of the subsistence allowance admissible during the period of the first six months, if in the opinion of the said authority, the period of suspension has been prolonged due to reasons, to be recorded in writing, not directly attributable to the employee;
- (ii) the amount of subsistence allowance may be reduced by a suitable amount, not exceeding fifty per cent of the subsistence allowance admissible during the period of the first six months, if in the opinion of the said authority, the period of suspension has been prolonged due to reasons, to be recorded in writing, directly attributable to the employee.
- (9) No payment of subsistence allowance shall be made unless the employee furnishes a certificate that he/ she is not engaged in any other employment, business, profession or vocation.
- (10) Leave may not be granted to an employee under suspension.
- (11) When an employee is suspected of being concerned in the embezzlement of university money, and is placed under suspension, the authority competent to order his/her dismissal may direct, that unless he/ she furnishes security for the reimbursement of the said money to the satisfaction of his/her immediate superiors, the payment of any sum due to him/her by the university on the date of his/her suspension, shall be deferred until such time as the said authority passes final orders on the charges framed against him/her.

Provided that such employee shall be entitled to the payment of a subsistence allowance in respect of the period for which the admissible emoluments, if any are withheld.

Pay on reinstatement  
after suspension

- 15.** When an employee who was suspended is finally reinstated, he/she shall get full pay unless the competent authority has expressly ordered a deduction to be made for suspension period as a punishment. In the case of his/her dismissal, payment of the allowance shall be made in accordance with the rules relating to civil employees of the Haryana State Government.

Enquiry before  
imposition of  
certain penalties

- 16.** (1) No order of imposing a major penalty shall be passed against a person to whom these rules are applicable unless he/she has been given a reasonable opportunity of showing cause against the action proposed to be taken against him/her.



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- (2) The grounds on which it is proposed to take such action shall be reduced to the form of definite charge or charges which shall be communicated in writing to the persons charged together with a statement of allegations on which each charge is based and of any other circumstances which it is proposed to take into consideration in passing orders on the case and he/she shall be required within a reasonable time to state in writing whether he/she admits the truth of all or any of the charges, what explanation for defence, if any, he/she has to offer and whether he/she desires to be heard in person. If the punishing authority is not satisfied with the explanation given by the person charged or there are other reasons to do so, it shall direct that an enquiry shall be held at which all evidence shall be heard as to such of the charges as are not admitted. The person charged shall, subject to the conditions described in sub-clause (3), be entitled to cross-examine the witnesses to give evidence in person and to have such witness called, as he/she may wish, provided that the Officer conducting the enquiry may for reasons to be recorded in writing, refuse to call any witness. The proceedings shall contain sufficient record of the evidence and statement of the findings and the grounds thereof provided that :
- (i) it shall not be necessary to frame any additional charge when it is proposed to take action in respect of any statement of allegation made by the person charged in the course of his/her defense; and
  - (ii) the provisions of the foregoing sub-clause shall not apply where any major penalty is proposed to be imposed upon a person on the ground of conduct which has led to his/her conviction on a criminal charge; or where an authority empowered to dismiss or remove him/her, or reduce him/her in rank is satisfied that, for some reasons to be recorded by him/her in writing, it is not reasonably practicable to give him/her an opportunity of showing cause against the action proposed to be taken against him/her, or where in the interest of the security of the State it is considered not expedient to give to that person such an opportunity;

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- (iii) the Inquiry Officer appointed to conduct enquiry shall issue maximum two notices and will satisfy its delivery to the charged person to appear before him/her for presenting his/her case. In case charged persons do not appear after the communication of two notices, the Inquiry Officer shall be competent to proceed ex-parte in the matter. However, after considering the circumstances to be recorded, the Inquiry Officer may issue third notice also;
  - (iv) if the charged person, who has not admitted any of the statement of charges in his written statement of defence, or has not submitted any written statement of the defence, appears before the Inquiry Officer, such officer shall ask him whether he is guilty or has any defence to make. If he pleads guilty to any of the articles of the charge, the Inquiry officer shall record the plea, sign the record and obtain the signature of the charged person thereon.
  - (v) The Inquiry Officer shall return to the charged person a finding of guilt in respect of these statements of charges to which the charged person pleads guilty.
  - (vi) as per the Punjab Departmental Enquiries (Powers) Act, 1955 (Punjab Act 8 of 1955) , the officer conducting enquiry under these rules shall be competent to exercise the same powers for summoning of witnesses and for compelling the production of documents as are exercisable by a Commission appointed for an enquiry under the Public Servants (Inquiries) Act 1850 (Act 37 of 1850);
  - (vii) in case the competent authority is satisfied with the explanation given by the charged person, it may drop the charge sheet without resorting to the procedure of conducting enquiry. Similarly if the competent authority after considering the reply of the charged person is of the opinion that awarding of minor punishment shall meet the ends of justice, then the authority competent may award minor punishment without following the procedure of conducting the enquiry.
- (3) If any question arises whether it is reasonably practicable to give to any person an opportunity to defend himself/herself under sub-clause (2), the decision thereon of the punishing authority shall be final.

- (4) Where there is a complaint of sexual harassment within the meaning of Rule-5 of Chapter-XX of the Statutes regarding Employees' Conduct Rules, the complaints committee established by the University for inquiring into such complaints shall be deemed to be the Inquiry Officer appointed by the punishing authority for the purpose of these rules and the complaints committee shall hold, if separate procedure has not been prescribed for the complaints committee for holding the inquiry into the complaints of sexual harassment, the inquiry as far as practicable in accordance with the procedure laid down in these Statutes.
- (5) (i) Where any person has made a statement on oath, in evidence before any Criminal or Civil Court, in any case, in which the employee charged was party and had full opportunity to cross-examine such person and where it is intended to prove the same facts as deposed to by such person in such statement in any inquiry under the Public Servants (Inquiries) Act, 1850, it shall not be necessary to call such person to give oral evidence in corroboration of that statement. The certified copy of the statement previously made by him/her in any such case may be read as part of the evidence :

Provided that the Officer conducting the inquiry may, in the interest of justice, order the production of witness in person either for further examination or for further cross-examination by persons charged.

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- (ii) The employee charged shall not be allowed, except at discretion of the Enquiry Officer, to be exercised in the interest of justice, to call as a witness in his/her defense any person whose statement has already been recorded and whom he/she has had opportunity to cross-examine, or whose previous statement has been admitted in the manner herein provided.
- (6) Where the punishing authority itself enquires into any charge or charges or appoints an Enquiry Officer for holding enquiry against a person charged, it may, by an order, appoint another university employee or a legal practitioner to be known as a 'Presenting Officer' to present on behalf of the University the case in support of the charge or charges before the Enquiry Officer.

Where the punishing authority is not itself the Inquiry Officer, it shall forward to the Inquiry Officer:-

- (a) a copy of the article of charges and the statement of the imputation of misconduct or misbehaviour;
  - (b) a copy of written statements of defence, if any submitted by the charged person;
  - (c) a copy of the statement of witnesses, if any;
  - (d) evidence proving the delivery of the documents required to be delivered to the charged person;
  - (e) a copy of the order appointing the Presenting Officer.
- (7) The person against whom a charge is being enquired into, shall be allowed to obtain the assistance of an employee or a retired employee if he/she so desires, in order to produce his/her defence before the Enquiry Officer. If the charge or charges are likely to result in the dismissal of the person from the service of the university, such person may, with the sanction of the Enquiry Officer, be represented by a counsel.

Provided that if in any enquiry, counsel is engaged on behalf of the University, the person against whom the charge or charges are being enquired into, shall also be entitled to engage counsel :

Provided further that the assistance of a particular university employee will be allowed only if the Enquiry Officer is satisfied that he/she is of such rank as is appropriate in the circumstances of the case and that he/she can be spared by the department concerned for that purpose.

## STATUTES

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**Note :** Charges need not necessarily be framed in relation only to specific incidents or acts or misconduct. When reports received against an officer on a preliminary enquiry show that his/her general behaviour has been such as to be unfitting to his/her position, or that he/she has failed to reach or maintain a reasonable standard of efficiency he/she may and should be charged accordingly, and a finding on such a charge may be a valid ground for the infliction of any authorised punishment, which may be considered suitable in the circumstances of the case. It will still be necessary to communicate the charges of misbehaviour or of inefficiency or of both, as the case may be, to the officer concerned but the statement which is to be communicated to the officer in support of the charges need not specify particular acts of misconduct. It will be sufficient in the statement to give the list of the reports on the basis of which misbehavior or inefficiency is alleged.

- (8) After the enquiry against an employee has been completed and the disciplinary authority has arrived at a conclusion in regard to the penalty to be imposed, it shall forward or cause to be forwarded a copy of the enquiry report, and where the disciplinary authority does not agree with the enquiry report or any part thereof, the reasons for such disagreement shall be communicated along with the enquiry report to the employee, who may submit, if he/she so desires, a written representation to the disciplinary authority within a period of one month from the date of such communication.
- (9) The disciplinary authority shall consider the representation, if any, submitted by the employee and record its findings before proceeding further in the matter as specified in clause 13.

Procedure for imposing  
minor penalties

- 17. Without prejudice to the provisions of clause 16, no order for imposing a minor penalty shall be passed on an employee unless he/she has been given an adequate opportunity of making any representation that he/she may desire to make, and such representation has been taken into consideration :  
Provided that this condition shall not apply in a case where an order based on facts has led to his/her conviction in a criminal court or an order has been passed superseding him/her for promotion to a higher post on the grounds of his/her unfitness for that post on account of the existence of unsatisfactory record :  
Provided further that the requirements of this rule may, for sufficient reasons to be recorded in writing be waived where it is not practicable to observe them and.

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where they can be waived without injustice to the employee concerned

- 18.** (1) Every employee to whom these clauses apply, shall be entitled to appeal as hereinafter provided, to an authority superior to the one which has imposed the punishment, against an order, not being an order of the Board:
- (i) imposing upon him/her any of the penalties specified in clause 13;
  - (ii) discharging him/her in accordance with the terms of his/her contract, if he/she has been engaged on a contract for a definite, or for an indefinite period and has rendered under either form of contract continuous service for a period exceeding five years at the time when his/her services are terminated;
  - (iii) reducing or withholding the amount of ordinary or additional pension admissible under the rules governing pension;
  - (iv) terminating his/her appointment, otherwise than upon his/her reaching the age fixed for superannuation;
  - (v) which denies or varies to his/her disadvantage his/her pay, allowances, pension or other conditions of service as regulated by rules or by agreement.
- (2) No appeal preferred under sub-clause (1) above, shall be entertained unless such appeal is preferred within a period of forty-five days from the date on which a copy of the order appealed against is delivered to the appellant:

Appeals and  
revisions

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

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- (3) In the case of appeal against an order under sub-clause (1) above, or any penalty specified in clause 13, the appellate authority shall consider:
- (i) whether the facts on which the order was based have been established;
  - (ii) whether the facts established afford sufficient ground for taking action; and
  - (iii) whether the penalty is excessive, adequate or inadequate and after such consideration, shall pass such an order as it thinks proper:  
Provided that no penalty shall be increased unless opportunity is given to the person concerned to show cause why such penalty should not be increased.
- (4) The officer against whose order an appeal is preferred under these clauses, shall give effect to any order made by the appellate authority.
- (5) In every case in which an appellate authority, other than the Board, increases the penalty inflicted by an authority subordinate to it upon a person to whom these clauses apply, such person shall be entitled to submit a second appeal within sixty days to the authority prescribed in the rules regulating his/her conditions of service.
- (6) After an appeal or the second appeal provided in sub-clauses (1), (2) and (5) has been rejected, a person to whom these clauses apply, may apply for revision to such superior authority as may be prescribed in the clauses regulating his/her conditions of service:  
Provided that the powers of revision shall be exercised only:
- (i) if the appellate authority is one other than the Board, and
  - (ii) on the ground of material irregularity in the proceedings of the Enquiry Officer or Appellate Authority, or on the discovery of new and important matter of evidence, which after the exercise of diligence was not within the knowledge of the petitioner, or could not be produced by him/her when the orders were passed against him/her or on account of some mistake or error on the face of the record.
- (7) The Board or the Vice-Chancellor may call for and examine the records of any case in which a subordinate authority passed any order under this clause or has inflicted any of the penalties specified in clause 13 or in which no order has been passed or penalty inflicted and after making

## CONDITIONS OF SERVICE

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further investigation, if any, may confirm, remit, reduce or subject to provisions of sub-clause (3) above, increase the penalty or subject to provisions of clauses 16 and 17 inflict any of the penalties specified in clause 13.

- (8) The Board may, at the time of consideration of memorial submitted under its general or special instructions published from time to time, by the University, an employee on whom a penalty is imposed, review any order passed by the Board under these clauses :

Provided that the penalty already imposed shall not be enhanced unless an opportunity has been given to the employee who has submitted memorial to show cause why it may not be enhanced.

- (9) Every person preferring an appeal shall do so separately and in his/her own name.
- (10)
- (i) Where two or more employees are concerned in any case, the Vice-Chancellor or any other authority competent to impose the penalty of dismissal from service on all such employees may make an order directing that disciplinary action against all of them may be taken in a common proceedings.
  - (ii) If the authorities competent to impose the penalty of dismissal on such employees are different, an order for taking disciplinary action in a common proceeding shall be made by the highest of such authorities.
  - (iii) Any order under sub-rule (1) shall specify the authority competent to do so under the relevant service rules, which may function as the punishing authority for the purpose of such common proceedings.
- (11) Every appeal or application for revision preferred under these clauses, shall contain material statements and arguments relied upon by the appellant or applicant, shall contain no disrespectful or improper language, and shall be complete in itself. Every such appeal or application for revision shall be submitted through the Head of the Office to which the appellant or applicant belongs or belonged.
- (12) An appeal or application for revision may be withheld by the Officer of the University, if :
- a. it is an appeal or application for revision in a case in which under these rules, no appeal or application for revision lies, or
  - b. it does not comply with the provisions of sub-clause (10); or
  - c. it is an appeal and is not preferred within forty five days after the date on which the appellant was informed of the order appealed against, and no reasonable cause is shown for the delay; or



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- (iv) it is repetition of a previous appeal or application for revision and is made to the same appellate or revisionary authority by which such appeal or application for revision has been decided and no new facts or circumstances are adduced which afford ground for reconsideration of the case :

Provided that in every case in which an appeal or application for revision is withheld, the appellant or applicant shall be informed of the fact and the reasons for it and a copy thereof forwarded to the appellate authority, if any, together with a copy of the appeal or application for revision so withheld:

Provided further that an appeal or application for revision withheld on account only of failure to comply with the provisions of sub-clause (10) may be resubmitted at any time within one month of the date on which the appellant or applicant has been informed of the withholding of the appeal or application, and if re-submitted in a form which complies with those provisions, shall not be withheld.

- (13) Any appellate or revisional authority may call for the record of any appeal or application for revision withheld by an authority subordinate to it, which under these clauses may be made to it and may pass such order thereon as it considers fit.
- (14) Any point not covered under the above Clauses of this Statutes will be dealt with in accordance with the provisions given in Haryana Civil Services (Punishment and Appeals) Rules, 2016 as amended from time to time.

Annual Incremer

- 19.**(1) An annual increment may be drawn as a matter of course by the DDO concerned but the appointing authority shall be competent to withhold increment if the conduct of the employee has not been good or his/her work not found satisfactory.
- (2) The service, rendered on a temporary post, shall count for an increment, provided the post carries the same pay band and grade pay/pay level.
- (3) All leave (except extra-ordinary leave), service rendered on higher post and service rendered on deputation on foreign service terms, will count for earning of increments in the pay band and grade pay/pay level of the post in which the employee was officiating at

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the time he/she proceeded on such leave or promotion or deputation, provided that but for such leave, promotion or deputation, the employee would have continued to hold the post.

Extra-ordinary leave when taken on medical grounds or for pursuing higher studies, and in exceptional circumstances such other extra-ordinary leave which was taken to the satisfaction of the Vice-Chancellor for reasons beyond the employee's control if the Vice-Chancellor so directs, shall also count for earning of increments in the same manner and to the same extent as ordinary leave.

**Note-1** The period of suspension shall not be treated as qualifying service unless any final decision for this period is taken by the competent authority.

**Note-2** The Period of dies non, if any, shall not be treated as qualifying service.

- 20.** (1) An employee shall devote his/her whole time to the service of the University and shall not, without express permission of the competent authority engage directly in any trade or business whatsoever or any other work which in the opinion of the competent authority may interfere with the proper discharge of his/her duties. In case of teachers, this clause shall not apply to any work undertaken in connection with the examination work of a University or a Board or Public Service Commission or to any work in connection with any academic and scientific conference or congress. Acceptance of work outside the University, patent right, remuneration for research or for outside authority etc.
- The retention/sharing of the amount of fee will be regulated as per rules contained in Haryana Civil Services (Allowances to Govt. employees) Rules, 2016, but subject to some standing exemptions granted in the University keeping in view need based requirements, on the analogy of similar provision on the Govt. side as listed in the rules *ibid*.
- No employee of the University shall arrange/ negotiate/accept any remuneration in the form of honorarium, stipend or whatsoever from other sources before getting express permission in this regard from the Vice-Chancellor.
- (2) (i) If any teacher makes any invention or discovers any process in the laboratories or workshops of the University and if the Vice-Chancellor is of the opinion that application should be made to concerned department for the grant of patent of such an invention or process then the University will get assignment from the member of the staff concerned. The cost of securing

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such patent shall be borne by the University. Any royalty, emoluments or remuneration or income accruing from the sale or commercial exploitation of such grant of patent shall be received by the University and the University shall pay such amount to the teachers concerned as may be determined by the Vice-Chancellor.

Provided, however, that in exceptional cases, where the expenditure in regard to such an invention or process is high, the University shall be entitled to recover the entire cost before paying such portion of the income to the staff concerned.

- (ii) In case, the University does not wish to apply for the grant of a patent the teacher concerned may, with the permission of the competent authority, apply for a patent solely in his/her own name provided that before doing so he/she shall pay to the University the entire sum spent by the University on the invention or process.
- (3) No teacher shall undertake private tuition with or without remuneration without prior permission of the competent authority.
- (4) In the case of any specific testing or research work being entrusted to the University by any outside authority for which a fee is paid by such an authority and the work being found acceptable by the Vice-Chancellor on the recommendation of the Dean of the Constituent College concerned or the Director of Research as the case may be, the Vice-Chancellor shall determine the amount to be paid to the concerned teacher after meeting all expenses for carrying on the said research or testing work.

Deputation/Lien

**21.** The Vice-Chancellor may allow an employee of the University to be on deputation to an Organization/Department under Haryana Govt./any other State Govt./GOI, on such terms and conditions as may be determined by him/ her in consultation with the foreign employer, upto a period of two years. Extension upto one year can also be granted by the

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Vice-Chancellor, but for extension beyond the period of three years subject to total of five years in the entire service, approval of Board of Management will be necessary. If an employee overstays his/her period of approved deputation and fails to join back his/her parent department within a week of the expiry of the period of deputation and the period of joining time and sanctioned leave, if any, he/she shall be liable for removal from service which shall not be a disqualification for future employment under the University and he/she will also be liable to pay salary of one month in lieu of notice period, if holding post on temporary basis and for 3 months salary on holding post substantively.

22. (1) The service of an employee shall be liable to termination on any of the following grounds: Resignation ,  
termination of  
service
- (i) Gross negligence in the discharge of duty;
  - (ii) Misconduct;
  - (iii) Insubordination or any breach of discipline;
  - (iv) Physical or mental unfitness in the discharge of duty;
  - (v) Any act prejudicial to the University or its property; and
  - (vi) Conviction in a Court of Law for offence involving moral turpitude;
  - (vii) Guilty of activity which is anti secular and which tends to create communal disharmony.
- (2) If a temporary employee, wishes to resign from service he/she shall give one month's notice in writing to the University. If the employee fails to give such a notice, the University shall be entitled to recover one month's salary or for the period by which the notice falls short of one month, from him/ her in lieu of such notice.
- (3) If the University decides to relieve an employee not confirmed in the service, one month's notice shall be given to him/her or in lieu of notice, he/she shall be paid one month's salary.
- (4) A permanent employee shall be required to give three months notice in case he/she desires to be relieved, or he/she shall pay to the University three months' salary, in lieu of such notice.
- (5) An employee, before leaving the University service shall hand over the charge of his/her post to a duly

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authorised employee and shall return to the University all books, apparatus, furniture, etc., issued to him/her for his/her personal use and shall pay up, in full, all the charges due from him/her for occupation of residential quarters, municipal taxes, water and electricity charges, etc. If he/she fails to do so, the head of the institution or the office in which he/she is employed, shall recover the amount due from him/her, on account of the above items, from his/her salary and other benefits due to him/her.

(6) An employee who is in the occupation of residential accommodation of the University shall be in the status of a licensee and shall on leaving the service of the University vacate the residence allotted to him/her as per rules of the University.

Employees on foreign service with the University

- 23.** The employees on foreign service from an Organization/Department under Haryana Govt./any other State Govt./GOI with the University shall be governed by the conditions of service of his/her parent department. He/she will be taken on deputation on standard deputation terms as applicable to state Govt. employees and adopted by the University. Initial term of deputation will be one year which can be extended upto 4 years by the Vice-Chancellor and upto 5 years by the Board of Management. On a request from such an employee and if the University considers his/her request, he/she can be absorbed permanently into the University service with the approval of the Board. He/she will acquire seniority from the date of absorption in the University service.

Leave

- 24.** (1) The authority competent to grant leave hereinafter to be known as the competent authority shall be :
- (i) Chancellor in the case of Vice-Chancellor.
  - (ii) The Vice-Chancellor in the case of all Officers of the University.
  - (iii) The Deans and the Directors in the case of Professor/HOD/RD/equivalent and Grade 'A'/Class-I employees working under their administrative control and in respect of Grade 'B'/Class-II employees working direct under their control.
  - (iv) The Registrar, Comptroller, Director Students' Welfare/EO-cum-Head Engg. Wing/University librarian and other Officers in the case of Grade 'A'/Class-I and Grade 'B'/Class-II employees working under their administrative control.
  - (v) The Heads of Departments/Schools/Centers in the case of Associate Professors/Teachers and other employees working under their control:
  - (vi) The Dy. Registrar/Dy. Comptroller/Asstt. Registrar/Asstt. Comptroller/Administrative Officer/Accounts Officer in the case of employees working under their direct control.

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Provided that the Vice-Chancellor shall have the overriding authority to supersede the orders of any other Officer, teacher or employee regarding sanction or refusal of leave.

- (2) The earned leave admissible to an employee of the University shall be 1/11th of the period spent on duty in the University. Earned leave can be accumulated to any extent but the maximum leave that may be given at a time shall not exceed 120 days if spent in India and 240 days if the entire leave so granted or any portion thereof is spent outside of India.
- (3) Extra-ordinary leave may be granted to any University employee in special circumstances :
  - (i) When neither earned leave nor half pay leave is at his/her credit; or  
When either of such leave is at his/her credit, but the University employee concerned applies in writing for the grant of extraordinary leave.
  - (ii) such leave shall be without pay and shall not count towards gratuity/pension, unless it is allowed on medical ground or for pursuing higher studies.

The authority competent to grant leave shall also be competent to convert retrospectively the period of absence without leave or willful absence into extra-ordinary leave only and not into any other kind of leave due to the employee and extra-ordinary leave already granted into earned leave and/or half pay leave provided the same were admissible at the time of availing extra-ordinary leave.

Provided that unless Board of Management in view of the special circumstances of the case otherwise determines, no University employee shall be granted extra-ordinary leave including leave of any other kind for a maximum period not exceeding five years.

- (4) If the employee absents himself/herself from duty without permission or overstays his/her leave he/ she shall forfeit all his/her salary during the period of his/her remaining so absent; and if he/she remains

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absent or overstays his/her leave for more than one month he/she shall be liable for removal from service which shall not be a disqualification for future employment under the University and he/she will also be liable to pay salary of three months if appointed against a substantive post and one month salary in other cases in lieu of notice period, provided that the employee has been asked to explain within reasonable time the reasons of his/her absence from duty/office and that such explanation has been found to be unsatisfactory by the competent authority.

- (5) Leave account of each employee of the University shall be maintained.
- (6) Leave cannot be claimed as a matter of right.
- (7)
  - (i) An employee on earned leave is entitled to leave salary equal to pay drawn by him/her immediately before proceeding on leave;
  - (ii) An employee on half pay leave or leave not due is entitled to leave salary equal to half the amount specified in sub-clause (i) above;
  - (iii) An employee on extra-ordinary leave is not entitled to any leave salary.
- (8)
  - (i) Casual leave admissible to employees of the University shall be 20 days in a calendar year. It cannot, however, be combined with any other leave, but can be combined with holidays/Sundays, provided that the total period, including holidays/Sundays, does not exceed 10 days at a time;
  - (ii) Casual leave should always be applied for and sanctioned before it is taken except in case of emergency;
  - (iii) The authority competent to grant casual leave shall be the immediate superior of the employee, but not below the rank of an office Superintendent; provided that the Vice-Chancellor shall himself/herself be competent to sanction his/her own casual leave;
  - (iv) An employee of the University who has been bitten by a rabid animal may be granted casual leave, as provided under the Haryana Govt. rules.
- (9) A quarantine leave as provided under the Haryana Govt. rules may also be given to the employees of the University.

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- (10) Other kind of leave as admissible to the Haryana State Government employees may be granted and subject to such limitations as competent authority may, in each instance in which such leave is applied for, determines.

### **(11) Hospital Leave:-**

- (1) In special circumstances, the Vice-Chancellor may grant hospital leave to any employee of the University while under medical treatment in a hospital or otherwise, for illness or injury, if such illness or injury is directly due to an accident or to risks incurred in the course of their official duties..
- (2) Hospital leave shall be granted on the production of medical certificate from the SMO of University Hospital or competent authority of a Govt. Hospital only.
- (3) The hospital leave may be granted on leave salary as admissible while on:-
  - (i) earned leave, for the first 120 days of such leave; and
  - (ii) half pay leave, for the remaining period of such leave.
- (4) Hospital leave shall not be debited against the leave account and may be combined with any other leave of the kind due.
- (5) The maximum limit for the grant of hospital leave shall be up to 730 days during entire service and may be granted in one or more spells.

### **(12) Leave Encashment**

- (1) Leave encashment in addition to leave preparatory to retirement will be admissible to University employees in lieu of unutilized earned leave at their credit on the date of retirement or quitting service subject to maximum of 300 days in any one or more of the following circumstances:—
  - a. retirement on superannuation;
  - b. compulsory retirement as a measure of punishment;
  - c. voluntary retirement;
  - d. premature retirement;
  - e. retirement on grounds of invalidation advised by a competent medical authority;
  - f. on completion of term of service of re-employment after retirement in a prescribed pay structure;
  - g. termination due to retrenchment or abolition of the post, provided the employee is not adjusted against any other vacancy in the University.



- h. death or disappearance while in service, to the family of the deceased or disappeared University employee.

**Note.—** The total benefit of leave encashment availed on any one or more of the above occasions shall not exceed 300 days.

- (2) In the event of the death of employee while in service or after retirement or after final cessation of duties but before actual receipt of leave encashment payable under these rules, such amount shall be payable to the family.
- (3) In case of disappearance while in service whose whereabouts are not known, the benefit of leave encashment shall also be admissible to the family of missing employee after six months from the date of lodging FIR by the family regarding disappearance of the employee.
- (4) Cash payment will be equal to leave salary as admissible for earned leave and dearness allowance shall also be admissible on that leave salary at the rates in force on the date of such retirement. No city compensatory allowance and/or house rent allowance shall be payable;
- (5) The authority competent to grant leave shall suo moto, issue order for grant of cash equivalent of leave salary of earned leave at credit and admissible as per rules.

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**Note:** Any point not covered under this clause will be regulated as per provision given in the Govt. Rules relating to encashment of leave.

**(13) Leave Preparatory to Retirement (LPR)**

A University employee may be granted leave preparatory to retirement (LPR) to the extent of earned leave and/or half pay leave due, not exceeding 180 days, up to and including the date of retirement. An employee of the University, who proceeded on leave preparatory to retirement, shall not be allowed to join the duties during the period of leave preparatory to retirement. The benefit of leave encashment of earned leave upto the limit prescribed from time to time shall also be admissible in addition to leave preparatory to retirement.

- 14(1) A teacher desiring to do M. Phil or Ph.D. from approved University, if he has served for not less than 4 years, be granted leave on full pay plus allowances, as admissible, for a period or periods ordinarily not exceeding 2 years but in special cases up to 3 years. It, however, does not mean that two spells of study leave, i.e. 2-3 years each can be availed by a teacher separately for M. Phil or Ph.D. Maximum study leave on full pay plus allowances shall be granted for a period of 3 years for doing either M. Phil or Ph.D. or both.

**Note.** Every in service MHU teacher pursuing Ph.D. at MHU shall be required to take study leave or leave due to him/her for the completion of course work for at least two semesters. After completion of course work, in service teacher will be allowed to join his/her duties at MHU and register as per normal procedure till completion of degree. Leave will not be extended beyond two years. In case of urgent requirement, University can assign any relevant duty at any time to the MHU in service teacher.

- (2) The grant of Study Leave shall be subject to the following conditions:
- (h) the teacher concerned spends the entire period in study or research at the University or other approved Universities/institutions;
  - (ii) he/she falls within 10% of the sanctioned strength of a discipline in which he/she is working if doing Ph.D. at this University. In such a case the in service teacher of the University should not register for more than 12 credits of courses in a semester and will

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contribute towards teaching/research/  
extension activities equal to 1/3<sup>rd</sup> of  
teaching load assigned to an  
Assistant Professor.

- (iii) Study leave shall be granted by the Vice-Chancellor on recommendations of HoD through controlling officer concerned.
- (iv) Study leave shall not be granted to a teacher who is due to retire within five years of the date on which he/she is expected to return to duty after the expiry of study leave.
- (v) No teacher, who has been granted study leave, shall be permitted to alter substantially the course of study or the programme of research without the prior permission of the competent authority. In the event, the course of study falls short of study leave sanctioned, the teacher shall resume duty immediately on the conclusion of such course of study, unless a prior approval of the competent authority to treat the period of shortfall as ordinary leave has been obtained.
- (vi) Subject to the provisions of sub-clause (vii) below, study leave may be granted on full pay up to two years extendable by one year at the discretion of the university.
- (vii) The amount of scholarship, fellowship or other financial assistance that a teacher, granted study leave, has been awarded will not preclude him/

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her being granted study leave with pay and allowances.

- (viii) Subject to the maximum period of absence from duty on leave not exceeding three years, study leave may be combined with earned leave, half-pay leave, extraordinary leave or vacation, provided that the earned leave at the credit of the teacher shall be availed of at the discretion of the teacher.
- (ix) A teacher granted study leave shall on his/her return and re-joining the service of the University may be eligible to the benefit of the annual increment(s) which he/she would have earned had he/she not proceeded on study leave. No teacher shall, however, be eligible to receive arrears of increments.
- (x) Study leave shall count as service for pension/ contributory provident fund, if eligible, provided the teacher rejoins the University on the expiry of his/her study leave.
- (xi) Study leave granted to a teacher shall be deemed to be cancelled in case it is not availed of within 12 months of its sanction.

Provided that where study leave granted has been so cancelled, the teacher can apply again for such leave.

- (a) A teacher availing himself/herself of study leave shall undertake that he/she shall serve the University for a continuous period of at least three years to be calculated from the date of his/her resuming duty on expiry of the study leave.

A teacher who is unable to complete his Ph.D. within the period of study leave granted to him

OR

who fails to rejoin the service of the University on the expiry of his study leave

OR

who rejoins the service of the University but leaves the service without completing the prescribed period of service after rejoining the service

OR

who within the said period is dismissed or removed from the service by the University

Shall be liable to refund to the University the amount of leave salary and allowances and other expenses incurred on the teacher or paid to him or on his behalf in connection with course of study provided that if a teacher has served in the University for a period of not less than half the period of service under bond on return from study leave, he shall refund to the organization half the amount calculated as above.

- (b) After the leave has been sanctioned, the teacher shall, before availing himself/herself of the leave, execute a bond in favour of the University, binding himself/herself for the due fulfillment of the conditions laid down in sub-clause above and give security of immovable

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property to the satisfaction of the HoD or a fidelity bond of an insurance company or a guarantee by a scheduled bank for the amount which might become refundable to the University.

**25. (1) Purpose:**

Sabbatical Leave

The sabbatical leave would be for academic, scientific, technological and other related activities at any relevant institutions or organisation in India or abroad to enable the academic and scientific staff of the rank of Associate Professor and above to promote their professional competence. A list of such institutions will be circulated by the ICAR and updated from time to time.

**(2) Eligibility:**

- (i) Permanent, whole-time teachers of the University who have completed seven years of service as Associate Professor or Professor may be granted sabbatical leave to undertake study or research or other academic pursuit solely for the object of increasing their proficiency and usefulness to the University and higher education system.
- (ii) The teacher/faculty member must have at least five years service left before superannuation after completion of the Sabbatical leave.

**(3) Duration:**

- (i) The duration of leave shall not exceed one year at a time and two years in the entire career of a teacher. The sabbatical leave cannot be combined with any other leave.
- (ii) A teacher, who has availed himself/herself of study leave, would not be entitled to the sabbatical leave.

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- (iii) A teacher shall, during the period of sabbatical leave, be paid full pay and allowances (subject to the prescribed conditions being fulfilled) at the rates applicable to him/her immediately prior to his/her proceeding on sabbatical leave.
  - (iv) A teacher on sabbatical leave shall not take up, during the period of that leave, any regular appointment under another organization in India or abroad. He/she may, however, be allowed to accept a fellowship or a research scholarship or ad hoc teaching and research assignment with honorarium or any other form of assistance, other than regular employment in an institution of advanced studies.
  - (v) During the period of sabbatical leave, the teacher shall be allowed to draw the increment on the due date. The period of leave shall also count as service for purpose of pension/contributory provident fund, if otherwise eligible, provided that the teacher rejoins the University on the expiry of his/her leave.
- (4) **How to apply:**
- (i) The teacher desirous of availing sabbatical leave should apply in prescribed proforma.
  - (ii) The teacher concerned will furnish a letter of acceptance from the host organisation for undertaking the proposed study, research training/teaching or the related professional activities relevant to the mandate of ICAR/University.
  - (iii) Application for sabbatical leave shall be forwarded by the concerned Head of Department through the Dean/Director concerned with their recommendations to the Vice-Chancellor for sanction of leave of least two months in advance. Undertaking of the

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host institution should also be made available while applying for sanction of leave. Sabbatical leave will be granted only if the teacher can be spared by the University without detriment to its work.

**(5) Competent Authority:**

The Vice-Chancellor will be the competent authority to grant sabbatical leave.

**(6) Submission of report:**

On the completion of sabbatical leave, the teacher will submit a detailed report on work done and objectives accomplished and in case the report is found unsatisfactory, the sabbatical leave will be changed into leave of the kind due. In case leave of the kind due is not available to the credit of the teacher, he/she will have to refund the salary for sabbatical leave given to him/her.

A copy of detailed report of the teacher, working in ICAR scheme will be sent to the ICAR Headquarter by the Vice-Chancellor alongwith his comments.

- |            |  |                                |
|------------|--|--------------------------------|
| <b>26.</b> | (1) There shall be a personal file (manual or through e-filing) for every employee in which all papers, records and other documents relating to his/her service in the University shall be placed. The file shall contain in particular, a Service-Book giving a history of his/her service from the date of his/her appointment including increment, promotion, reward, punishment and all other special events of his/her service career. The service-book shall also contain a leave account form for the employee showing a complete record of all leave (except casual leave), earned as well as unearned availed by him/her. | Record of service              |
| <b>27.</b> | (2) A confidential reports file shall also be maintained for each employee.  | Travelling and daily allowance |
| <b>28.</b> | The employees of the University shall be entitled to travelling and daily allowance as prescribed by the State Govt. and adopted by the University from time to time.  | General                        |
| <b>28.</b> | (1) An employee of the University may be called upon to perform any extra work as may be assigned to him/her in the interest of the University.  | General                        |



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- (2) Official information obtained in the course of employment must not be communicated by any employee to any outsider or the press without the permission of the competent authority.
- (3) Any matter regarding conditions of service not covered by the provisions of this statutes may be decided in accordance with the rules laid down by the Haryana Government for its own employees.
- (4) An employee of the University, notwithstanding any other provision contained in the Statutes, may be required to pass such tests as may be prescribed by the Vice-Chancellor from time to time whether during the period of probation or thereafter.
- (5) The first two annual increments to an employee shall be allowed in the normal course unless withheld by the competent authority, but the annual increment falling after completion of two years of service and/or subsequent increments, as the case may be, shall be withheld till he/she passes the prescribed test, if any. This will be restored on passing the test retrospectively with no arrears.
- (6) The character and antecedents of the employees of the University at the time of first appointment shall be got verified by the appointing authority within a period of 6 months from the date of joining.

The requirement of verification of character and antecedents shall not apply in regard to the persons who are appointed to Class-III/Grade C and Class-IV/Grade D posts. However, in their appointment orders a condition be added that their character and antecedents have not been got verified and in case subsequently any adverse facts come to the notice of the University, their services shall be liable to be terminated. The Vice-Chancellor may, however, extend this requirement of verification in suitable cases.

- (7) Every employee of the University shall submit to his/her appointing authority, in the month of April each year, an annual return of all immovable property held on 31st March of the year and also movable

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property, insurance policies, shares and securities, debentures, loans and advances, motor cars and any other movable property costing more than Rs. 1,00,000/- held, acquired or disposed of by lease, sale mortgage, gift or otherwise in his/her name or in the name of any dependent member of his/her family in the last financial year.

- (8) No employee (including teachers) shall, on account of any further academic or other qualifications acquired by him/ her in the course of his/her employment, claim as a matter of right any increase in pay or any other extra remuneration or any promotion to a higher grade or cadre unless the same is specifically sanctioned by the Vice-Chancellor with the approval of the Board of Management upon due consideration of his/her acquired qualifications.
- (9) The University shall carryout such directions as may be issued to it from time to time by Government of Haryana under section 41 of MHU Act, 2015.

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### ANNEXURE

Refer clause 25(4) of these Statutes

### **PROFORMA FOR APPLICATION FOR GRANT OF SABBATICAL LEAVE**

1. Name of the Teacher \_\_\_\_\_
2. Designation \_\_\_\_\_
3. Name of the  
Department/Office \_\_\_\_\_
4. Pay Band and Grade Pay \_\_\_\_\_
5. Official address \_\_\_\_\_  
\_\_\_\_\_
6. Residential address \_\_\_\_\_  
\_\_\_\_\_
7. Date of entry in the  
University service \_\_\_\_\_
8. Length of service upto  
the proposed date of  
commencement of leave  
desired \_\_\_\_\_
9. Complete address of the  
institution where the  
leave is to be availed for  
professional competence \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
10. No. and date of letter  
vide which the approval  
granted by the host  
institution (attach copy) \_\_\_\_\_  
\_\_\_\_\_

Signature of the Teacher

## **CHAPTER VI**

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### **THE STATUTES REGARDING ADMISSIBILITY OF THE BENEFITS OF CPF/GPF/PENSION SCHEMES TO THE OFFICERS, TEACHERS AND OTHER EMPLOYEES OF THE UNIVERSITY, UNDER SECTION-35 AND 38(e) OF THE ACT**

1. Maharana Pratap Horticultural University, Karnal has been established under the Haryana State University of Horticultural Sciences, Karnal, Act, 2015 and has come into existence on 22.11.2016. According to the State Govt. rules, a new Scheme on "Defined Contributory Pension Scheme" called New Pension Scheme (NPS) has been introduced w.e.f. 01.01.2006 and all employees appointed on or after 01.01.2006 are to be governed by this scheme and they are not eligible for the benefits of CPF/GPF and pension under the provisions of Punjab CSR Vol. II as applicable to Haryana State Govt. employees.
2. The University follows the State Govt. rules with suitable modifications according to its requirements. Therefore, the benefits of CPF/GPF and Pension are not admissible to the employees of Maharana Pratap Horticultural University as it came into existence in November, 2016 (after 01.01.2006). However, there shall be cases of employees who come on deputation to this University and later on are permanently absorbed in the University service. There may also be cases, where employees from some other University or Government Institution of the State are transferred to this University on its merger or otherwise. All such employees will continue to get the benefits of CPF/GPF/Pension, if they were getting and are entitled to such benefits on their absorption/transfer. These cases will be decided as per the terms and conditions of their transfer and absorption in the University and under the provisions of State Govt. rules, as the case may be.
3. The benefits of Gratuity payment to the officers, teachers and other employees of the University shall be admissible to them as per State Govt. rules amended from time to time and adopted by the University.

## CHAPTER VII

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### **THE STATUTES REGARDING NEW PENSION SCHEME (ON DEFINED CONTRIBUTION BASIS) FOR THE BENEFIT OF OFFICERS, TEACHERS AND OTHER EMPLOYEES OF THE UNIVERSITY UNDER SECTION-35 AND 38(e & u) OF THE ACT**

**Introductory** 1. The following Statutes regarding New Pension Scheme (NPS) (on Defined Contribution Basis) for the benefit of officers, teachers and other employees of the University shall be applicable to all the employees of the University except those who are on deputation/foreign service or are transferred from another University or Govt. Department/Institution of the State of Haryana and later on absorbed in the University service. Cases of all such employees will be regulated as per terms and conditions of their transfer and absorption in the University and/or State Govt. rules on the subject, as the case may be.

**Salient features of New Pension Scheme** 2. (1) The New Pension Scheme shall be on contribution basis and shall have two tiers vis-à-vis tier 1 & 2. Contribution to tier-1 is mandatory for all University employees.

(2) In tier-1, University employee will contribute 10% of his basic pay + dearness pay + N.P.A. + dearness allowance and it will be deducted from his salary bill every month. A matching contribution shall be made by the University for each University employee who contributes to the Scheme.

(3) Tier-2 of the New Pension Scheme relates to subscription towards GPF. It will be optional at the discretion of the employee but it shall not be operational for the present and no recoveries shall be made from the salary of the University employees on this account.

(4) The deductions towards New Pension Scheme will start from the month following the month of joining service. No deduction will be made for the month in which the employee joins service.

(5) The employees shall be entitled to the benefits of Retirement Gratuity and Death Gratuity on the same terms & conditions as are applicable to the Haryana Govt. employees as clarified by the Govt. vide its letter No. 2/6/2010-1 Pension dated 19.01.2017.

- CRA-NSDL** 3. The National Security Depository Limited (NSDL) is the Central Record keeping Agency in respect of New Pension Scheme. The Axis Bank will work as the Trustee Bank in respect of funds under the New Pension Scheme.
- Registration Number for DDO** 4. Comptroller shall be responsible for the operationalization of the New Pension Scheme funds. The Comptroller shall obtain the registration number for his D.D.O. from the National Security Depository Limited for which an application in the prescribed form will be sent to the NSDL-CRA to allot the registration number at the earliest.
- Permanent Retirement Account Number (PRAN)** 5. Immediately on joining University service by an employee, the Head of Department/Office will obtain from the employee his particulars such as his name, designation, scale of pay, date of birth, nominees for the fund and relationship of the nominees with the employee, in a prescribed Form. The employee will also give his/her detailed particulars in the prescribed application form for the allotment of Permanent Retirement Account Number (PRAN) to the Head of the Department, who will forward it to the Comptroller (Pension Branch) for getting PRAN allotted. The Comptroller will send the application to the CRA-NSDL for allotment of PRAN to the subscribing employee. On receipt of the PRAN from the CRA-NSDL, the Comptroller will send a copy of it to the concerned department. The detailed information of the employees with their PRAN No. will be kept and maintained by the Comptroller in an Index Register.
- The deduction of subscription and matching contribution from salary bills.** 6. The deductions for subscription of the employee and matching University contribution towards NPS will start from the pay bill of the month following the month of joining University service by the employee. For example, deductions from the employee joining service in the month of April, 2018 will start from the salary bill of May, 2018 and so on.
- Withdrawal from NPS Fund** 7. (1) Withdrawal of any amount from NPS fund account will not be allowed, except as provided in these rules.
- (2) A partial withdrawal of accumulated pension wealth of the subscribing employee, not exceeding 25% of the contributions made by the subscriber, excluding contribution made by the University may be allowed to the subscribing

employee at any time before exit from the NPS scheme subject to the terms & conditions and limits specified in the instructions issued by the State Govt. and adopted by the University. The withdrawal shall be permissible to a subscriber provided he has been contributing to the NPS scheme at least for a period of 10 years from the date of joining and it will be only for the purposes as mentioned in the Govt. instructions being followed in the University.

- (3) Partial withdrawal shall be allowed for a maximum of three times during the entire tenure of subscription. A period of not less than five years should have elapsed from the last date of each such withdrawal. Only the incremental contribution made by the subscriber after the date of preceding withdrawal, will be allowed for subsequent withdrawal.

**Final  
withdrawal/exit  
from NPS Fund**

**8.**

- (1) An employee subscriber can exit from the NPS fund on superannuation retirement. The subscriber is allowed to withdraw maximum 60% of the accumulated savings. The remaining 40% of his pension wealth will be invested for purchase of life annuity from any annuity service provider appointed by the Pension Fund Regulatory and Development Authority (PFRDA). The subscriber has option to purchase annuity for an amount more than 40%. For withdrawal of funds on account of superannuation (retirement), the D.D.O. shall obtain duly filled in withdrawal form from the employee in the prescribed Form. After completing this form, the HOD will forward the application form to the Comptroller for further necessary action.
- (2) In case of death of the employee or for reasons other than superannuation, exit from the NPS will be as under:
  - (i) Upon death:  
Entire accumulated pension wealth i.e. 100% would be paid to the nominee/legal heir of the subscriber and there shall not be any purchase of annuity.
  - (ii) Exit before the age of normal superannuation:-  
At least 80% of the accumulated pension wealth of the subscriber shall be utilized for purchase of annuity for providing monthly pension to the subscriber and the balance will

be paid as a lump sum payment to the subscriber.

Application for withdrawal from the pension fund upon death and exit before superannuation is to be given in the prescribed Form. A similar procedure as for withdrawal on superannuation will be followed in case of withdrawal on death or before the age of superannuation.

- (iii) In cases, where the accumulated pension wealth in the subscribing employee's permanent retirement account is equal to or less than Rs. 2.00 lacs at the time of superannuation, the employee has the option to withdraw the entire accumulated pension wealth under the New Pension Scheme for which the employee will make a request and give an undertaking in the prescribed form.

- 9. Any other matters not covered by the above provisions shall be dealt with in accordance with the State Government guidelines and instructions received from time to time and adopted by the University.



## **CHAPTER VIII**

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### **THE STATUTES REGARDING THE INSTITUTION OF THE DEGREE, DIPLOMA, CERTIFICATE AND ACADEMIC DISTINCTION AND THE CONFERMENT OF HONORARY DEGREES UNDER SECTION 38(f) AND (g) OF THE ACT**

- Grant of Degree**     1.     The University shall grant the following residential degrees:
- (i) Bachelor's Degrees in disciplines of Horticulture, Vegetable and other Allied Sciences.
  - (ii) Master's and Doctor of Philosophy Degrees in various disciplines of Horticulture, Vegetable and other Allied Sciences.
- Grant of Diplomas**     2.     The University may grant the following residential diplomas:
- (i) Post-Graduate Diplomas in Horticulture, Vegetable and Allied Sciences laid down by the Academic Council;
  - (ii) Other Diploma and Certificate courses laid down by the Academic Council.
- Conferment of Honorary Degrees**     3.     Proposal, if any, for the conferment of Honorary degrees shall be placed before the committee consisting of the Vice-Chancellor and the Deans of the Colleges including Dean, PGS and, if accepted by the committee, shall be placed before the Academic Council and the Board of Management for approval before submission to the Chancellor for confirmation.
- Convocation**     4.     (1) All degrees shall be conferred by the University either at a convocation or in absentia or be sent at the home address of students after one year of passing the programme.
- Other Diplomas/Certificates may be conferred/issued by the Head of the constituent unit concerned/ Head of the affiliated College/Institute.
- (2) Convocation for conferring Degrees shall preferably be held every year on a date to be fixed by the Chancellor. If the Convocation is not held after a year, the Degrees shall be given by hand or sent by post after one year of the notification of result.
- (3) Honorary degrees, if necessary, shall be conferred by the University at a regular or special convocation.

- (2) Convocation for conferring Degrees shall preferably be held every year on a date to be fixed by the Chancellor. If the Convocation is not held after a year, the Degrees shall be given by hand or sent by post after one year of the notification of result.
- (3) Honorary degrees, if necessary, shall be conferred by the University at a regular or special convocation.
- (4) The following procedure shall be followed for sending degrees at the home address of the students:
  - (i) the degrees of all the students will be sent at their home address by the Registrar after getting clearance from the Dean concerned;
  - (ii) the fee of the degree which will either be conferred in absentia or sent at their home address who abstain the convocation, if held, shall be as prescribed from time to time.
- (5) A scroll will be prepared and got signed from the Chancellor personally and his/her signature seal will be embossed on degrees after taking permission from the Chancellor.

## **CHAPTER IX**

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### **THE STATUTES REGARDING THE INSTITUTION OF FELLOWSHIPS, SCHOLARSHIPS, MEDALS AND PRIZES AND CONDITIONS FOR THEIR AWARD INCLUDING STIPENDS AND FEE CONCESSION UNDER SECTION 38 (j) AND (t) OF THE ACT**

1. The number and value of stipends, scholarships, teaching/research fellowships, medals and prizes to be awarded annually shall be determined by the Board either on its own initiative or on the recommendations of the Academic Council.
2. The Academic Council shall lay down the conditions for award of the following recognitions and incentives for study and research:
  - (1) stipends and merit stipends for post-graduate studies and research
  - (2) scholarships for under-graduate studies
  - (3) medals and prizes for meritorious academic pursuit and outstanding performance in extra-curricular activities of the University
  - (4) research and teaching fellowships
3. Meritorious academic pursuit assessed on the basis of results of various University examinations, outstanding performance in various extra-curricular activities and good behaviour shall alone serve as the guiding principles for the award of various fellowships, scholarships, medals, prizes and stipends.
4. The Dean of a college, subject to the prescribed conditions, may award scholarships to the eligible students. The Dean shall also have the authority to withdraw the scholarships if and when the student fails to fulfill the prescribed obligations.

The Dean, PGS on the recommendations of the Head of Department concerned and subject to the prescribed conditions/rules laid down by the Academic Council may award stipends to the eligible post-graduate students. The Dean, PGS shall also have the authority to withdraw the stipends if and when the student fails to fulfill the prescribed obligations.
5. Grant of fee concession to the students admitted under various degree/diploma programmes shall be as per instructions of the State Government and adopted by the University.
6. The Dean of a college, for under-graduate students and Dean, PGS for post-graduate students shall be competent to award fee concession.

## **CHAPTER X**

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### **THE STATUTES REGARDING THE COURSES OF STUDY TO BE LAID DOWN FOR DEGREE, DIPLOMA, CERTIFICATE OR ACADEMIC DISTINCTION OF THE UNIVERSITY UNDER SECTION 38 (m) OF THE ACT**

- (1) The Academic Council shall lay down courses of study in various disciplines/subjects both for under-graduate and post-graduate programmes and post-graduate diplomas/certificates on its own or on the recommendations of Board of Studies of the College. The Academic Council may institute an academic distinction in any course of study of the University and shall lay down conditions/procedures for the same.
- (2) The authority to alter or abolish a particular course of study, recommended by Board of Studies, shall lie with the Academic Council.
- (3) The details of courses to be offered by the University in various disciplines/subjects shall be published for the information of all concerned.

## **CHAPTER XI**

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### **THE STATUTES REGARDING THE ADMISSION OF STUDENTS TO THE UNIVERSITY AND THEIR ENROLMENT AND CONTINUANCE AS SUCH UNDER SECTION 38(L) OF THE ACT**

1. Students shall be admitted each year to various prescribed degrees/diplomas and post-graduate programmes of the University in the following Colleges:
  - (1) College of Horticulture.
  - (2) Other constituent and/or affiliated Colleges.
2. (1) The number of students to be admitted for the degree and post-graduate programmes each year in various constituent and affiliated colleges shall be approved by the Academic Council on the recommendations of the Board of Studies of the College.  
  
(2) For diploma courses, the number of students to be admitted in various constituent and affiliated colleges shall be approved by the Board of Studies of the College.
3. Applications for admission to various constituent and affiliated colleges shall be received by the Registrar and the Dean of the concerned college for diploma courses, not later than a prescribed date; and on forms approved for the purpose.
4. Admission requirement to various degrees/diplomas etc., shall be such as laid down by the Academic Council on the recommendations of the Board of Studies concerned.
5. The privilege of continuing as a student in the University shall be held only by keeping up a certain level of academic performance, class attendance and requirements of discipline as may be prescribed by the Academic Council in consultation with the Board of Studies and regular payment of dues to the University.

## **CHAPTER XII**

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### **THE STATUTES REGARDING THE CONDITIONS UNDER WHICH STUDENTS SHALL BE ADMITTED TO THE DEGREE, DIPLOMA, CERTIFICATE OR ACADEMIC DISTINCTION AND MANNER IN WHICH THE EXAMINATIONS ARE TO BE HELD AND THE ELIGIBILITY FOR THE AWARD OF DEGREE, DIPLOMA, CERTIFICATE AND ACADEMIC DISTINCTION UNDER SECTION 38(n) OF THE ACT**

- (1) The conditions under which students shall be admitted to a degree, diploma and certificate shall be such as are laid down by the Academic Council on the recommendations of the Board of Studies of the college.
- (2) Detailed procedure of examinations and conditions of eligibility for the award of degree, diploma and certificate in the light of the provisions shall be laid down by the Academic Council on the recommendations of the Board of Studies of the college.

## **CHAPTER XIII**

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### **THE STATUTES REGARDING THE ESTABLISHMENT AND ABOLITION OF HOSTELS, THE CONDITIONS OF RESIDENCE OF THE STUDENTS OF THE UNIVERSITY AND THE LEVY OF FEES FOR RESIDENCE IN HOSTELS MAINTAINED BY THE UNIVERSITY AND THE RECOGNITION AND SUPERVISION OF HOSTELS, NOT MAINTAINED BY THE UNIVERSITY UNDER SECTION 38 (i), (o) AND (p) OF THE ACT**

1. The Board of Management shall, on the recommendation of the Academic Council and the Vice-Chancellor, establish hostels for the students of the University. No hostel shall be closed without the approval of the Board.
2. Students of the University shall be provided accommodation in the students' hostels maintained by the University depending upon the availability.
3. Applications for accommodation in a hostel maintained by the University shall be submitted to the DSW through Hostel Wardens on such form as may be approved by the Academic Council for the purpose.
4. Regulations for allocation of room space, provision of reasonable comforts and responsibility of the students in the proper upkeep of hostel properties and observance of discipline shall be laid down by the Vice-Chancellor on the recommendations of the DSW.
5. Subject to the prescribed regulations, the DSW shall be the final authority to decide the allocation of room space to individual applicants.
6. Every student residing in a University hostel shall deposit a mess security of amount which may be laid down by the DSW. He/she shall also have to pay hostel fees and other dues at such rates as may be approved by the Vice-Chancellor on the recommendations of the Academic Council.
7. Supervision of the affairs of each hostel shall be entrusted to a teacher(s) designated as Hostel Warden(s) for a prescribed period.
8. A committee of hostel wardens and representative student residents (one from each

hostel) shall be set up under the chairmanship of the DSW to ensure satisfactory standards of accommodation. The Committee shall hold a consultative status.

**For hostels 9.  
not maintained  
by the University**

- (1) The hostels not maintained by the University, will be recognized only after approving the worthiness of the accommodation in such hostels by a Committee consisting of the following Officers of the University:
  - (i) DSW
  - (ii) Dean(s) of the constituent college(s) at station
  - (iii) Dean, PGS
  - (iv) Registrar
- (2) The above Committee shall ensure proper and ventilated accommodation, hygienic mess, clean bathrooms and toilets, adequate recreational facilities along with availability of electricity and water supply etc. from regular as well as alternate sources.
- (3) Any guidelines for the improvement or addition of facilities in these hostels shall be binding on the management of the institute concerned.



## **CHAPTER XIV**

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### **THE STATUTES REGARDING THE ESTABLISHMENT, AMALGAMATION, SUB-DIVISION AND ABOLITION OF DEPARTMENTS OF THE COLLEGE UNDER SECTION 38 (h) OF THE ACT**

1. Without prejudice to the powers of the Academic Council as defined in Section 15 of the Act, the establishment, amalgamation, sub-division, bifurcation, abolition, re-organization or shifting of University departments or part thereof either within the Constituent Colleges or from one Constituent College to other Constituent Colleges or Centres/Institutes, etc. shall be determined by the Academic Council.
2. Action taken under Clause-1 shall be reported by the University to the Board for information.

## **CHAPTER XV**

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### **THE STATUTES REGARDING THE FEES TO BE CHARGED BY THE UNIVERSITY UNDER SECTION 38 (r) OF THE ACT**

**1.** The fees shall be classified in the following main categories:

- (i) admission and re-admission fee;
- (ii) tuition fee;
- (iii) library fee;
- (iv) medical fee;
- (v) examination fee;
- (vi) contributions to such educational, social and recreational funds as may be specified; and
- (vii) any other fee\* and/or charges prescribed from time to time with the approval of the Vice-Chancellor on the recommendations of the Academic Council. The action taken for decrease/increase in the fee/funds will be informed to the Board of Management.

\*Note: The Board of Management in its 225<sup>th</sup> meeting held on 07.02.2017 has authorized the Vice-Chancellor to decrease/increase in the fee/funds in future

**2.** The amount of fee/funds chargeable under each category at various levels of academic pursuit as well as the terms of payment and the provision of penalties for non-payment shall be approved by the Vice-Chancellor on the recommendations of the Academic Council.

## **CHAPTER XVI**

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### **THE STATUTES REGARDING THE REMUNERATION AND ALLOWANCES, INCLUDING TRAVELLING AND DAILY ALLOWANCES TO BE PAID TO PERSONS EMPLOYED IN THE BUSINESS OF THE UNIVERSITY UNDER SECTION 38(s) OF THE ACT**

1. The remuneration and allowances to persons employed in the business of the University shall comprise:
  - (i) prescribed fees to examiners;
  - (ii) prescribed remuneration to persons engaged on supervising the conduct of examinations;
  - (iii) prescribed remuneration to persons specially invited for the business of the University; and
  - (iv) prescribed travelling and daily allowances to be paid to the persons invited for University work.
2. The Board on the recommendation of the Finance Committee shall make regulations on the matters mentioned in clause-1 of these Statutes.

## **CHAPTER XVII**

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### **THE STATUTES REGARDING THE MAINTENANCE OF A REGISTER OF THE GRADUATES UNDER SECTION 38 (k) OF THE ACT**

1. A register shall be maintained by Registrar containing the following details of all passing out Graduates of the University:

- (a) Serial Number :
- (b) Name of Student :
- (c) Father's Name :
- (d) Mother's Name :
- (e) Admission Number :
- (f) Permanent Address, :  
Contact number and  
Aadhaar No.
- (g) Photograph of Student :
- (h) O.G.P.A :
- (i) Degree and Certificate :  
Serial No.
- (j) Month/Year of passing out :
- (k) Date of award of Degree :
  - i) At Convocation :
  - ii) Sent by post :  
(Receipt no. of Registry  
if sent by post)

## CHAPTER XVIII

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### THE STATUTES REGARDING THE EXERCISE OF FINANCIAL AND ADMINISTRATIVE POWERS BY THE OFFICERS, TEACHERS AND OTHER EMPLOYEES OF THE UNIVERSITY UNDER SECTION 38(u) OF THE ACT

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|--|--|
| 1. The terms Grade 'A', Grade 'B' and Grade 'C' employees used in these Statutes shall carry the same meaning as assigned to them in the Statutes relating to the appointment of employees of the University other than officers and teachers  | Definition                             |
| 2. The financial and administrative powers of the officers, teachers & other employees of the University shall be such as are prescribed hereinafter in the Statutes.  | Financial and<br>Administrative powers |
| 3. The Vice-Chancellor shall have the power:   |  |
| (1) To sanction recurring and non-recurring expenditure chargeable to contingencies;   | Powers of the Vice-Chancellor          |
| (2) To countersign his/her own T. A. Bill, and sanction his/her own medical reimbursement bill, subject to the relevant rules;   |  |
| (3) To open and operate necessary accounts on behalf of the University in a Bank approved by the Board of Management;  |  |
| (4) To countersign T. A. bill and sanction absence on duty beyond jurisdiction of officers of the University;  |  |
| (5) To make rules for:   |  |
| (i) allotment of residential accommodation to the employees of the University on the recommendations of House Allotment Committee;   |  |
| (ii) maintenance and operation of vehicles owned by the University;  |  |
| (iii) such other rules and standing instructions considered necessary from time to time for the maintenance and running of the University Campus.  |  |
| (6) To decide the filing and defence to suits, acceptance of judgments and filing of appeals, revisions, other legal proceedings etc. in the courts of law and to authorise officers, teachers or other employees to sign complaints, written statements, appeals, revisions, writs, reviews and applications etc. to be filed by the University, and do all other things necessary for the prosecution of such court proceedings, including swearing of affidavits and to engage counsels for this purpose on behalf of the University. |  |

## Powers of the Registrar

- 4.** The Registrar shall exercise all the powers of a drawing, disbursing and collecting officer in respect of employees working under him/her and shall also have the power:
- (1) To countersign T. A. bills and to sanction absence on duty beyond jurisdiction of all the employees working under him/her;
  - (2) To open and operate necessary accounts on behalf of the University in a Bank approved by the Board of Management with the concurrence of the Comptroller;
  - (3) To execute the filing and defence to suits, appeals, revisions, other legal proceedings etc. in the courts of law and to authorise officers, teachers or other employees to sign complaints, written statements, appeals, revisions, writs, reviews and applications etc. to be filed by the University, sign Vakaltnama and do all other things necessary for the prosecution of such court proceedings, including swearing of affidavits and to engage counsels, after seeking approval of the Vice-Chancellor, for this purpose on behalf of the University, and
  - (4) To delegate the powers mentioned in sub-clause (2) above to grade 'A' or 'B' employees working under the Registrar.

## Powers of the Comptroller

- 5.** The Comptroller shall exercise all the powers of drawing, disbursing and collecting officer in respect of employees working under him/her. The Comptroller shall have the power:
- (1) To countersign T. A. bills and sanction absence on duty beyond jurisdiction of all the employees under him/her;
  - (2) To open and operate necessary accounts on behalf of the University in a Bank approved by the Board of Management with the approval of Vice-Chancellor;
  - (3) To sign cheques for payment of sanctioned pay and allowances of the officers, teachers and other employees of the University, and other cheques pertaining to payments out of University funds;
  - (4) To delegate the powers mentioned in sub-clause (2) and (3) above to grade 'A' or 'B' employees working under the Comptroller.

## Powers of the Deans

- 6.** The Dean shall exercise all the powers of Drawing and Disbursing Officer in respect of employees working under him/her and shall have the powers to:

## FINANCIAL AND ADMINISTRATIVE POWERS OF THE OFFICERS

- (1) Countersign T. A. bills and to sanction absence on duty beyond jurisdiction in respect of teaching and other staff working under them;
  - (2) Open and maintain Personal Ledger accounts relating to various funds of the Colleges;
  - (3) Open and operate necessary accounts on behalf of the University in a Bank approved by the Board of Management with the concurrence of the Comptroller;
  - (4) Delegate the powers mentioned in Sub-clause (2) and (3) to teachers and grade 'A' and 'B' employees working under the Dean.
7. The other officers of the University shall, with respect to the employees working under them, exercise the powers of drawing and disbursing officers and shall also have the power:

Powers of the  
Officers of the  
University

  - (1) To countersign T. A. bills and sanction absence on duty beyond jurisdiction of faculty and all employees working under them;
  - (2) To open and maintain Personal Ledger accounts relating to various funds;
  - (3) To open and operate necessary accounts on behalf of the University with the approval of the Vice-Chancellor in a Bank approved by the Board of Management ;
  - (4) To delegate the powers mentioned in sub-section (2) and (3) to teachers and grade 'A' or 'B' employees working under an officer.
8.
  - (1) With respect to the staff employed in connection with teaching, research and extension education work, the Head of the Depts. shall exercise the powers of drawing and disbursing officers. They shall have the power to countersign T. A. bills and to sanction absence on duty beyond jurisdiction of teachers and employees working under them.
  - (2) To open and operate necessary accounts on behalf of the University in a Bank approved by the Board of Management with the concurrence of the Comptroller.

Powers of Heads of  
Departments

## CHAPTER XIX

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### THE STATUTES REGARDING DELEGATION OF ADMINISTRATIVE AND FINANCIAL POWERS TO THE OFFICERS, TEACHERS AND OTHER EMPLOYEES OF THE UNIVERSITY UNDER SECTION 38(u) OF THE ACT

- Definition 1.** (1) The term grade ‘A’, grade ‘B’ and grade ‘C’ employees used in this Statutes shall carry the same meaning as assigned to them in the Statutes relating to the appointment of employees of the University other than officers and teachers.
- (2) Class I teachers means teachers in the rank of Associate Professor/equivalent and above.
- (3) Class-II teachers means teachers of the rank of Assistant Professor and equivalent.
2. The officers, teachers and other employees of University may exercise such administrative powers as are specified in Part ‘A’ of the Schedule to these Statutes subject to the control of the Vice-Chancellor and the Superior Officer concerned provided that the Vice-Chancellor may in his/her discretion order that an officer, teacher or other employee shall not exercise a particular power or may exercise the power with such modifications as he/she considers necessary.
3. The officers, teachers and other employees of the University may exercise such financial powers as are specified in Part ‘B’ of the Schedule to these Statutes subject to the control of the Vice-Chancellor and the Superior Officer concerned provided that the Vice-Chancellor may in his/her discretion order that an officer, teacher or other employee shall not exercise a particular power or may exercise the power with such modification as he/she considers necessary and provided further that no expenditure shall be incurred which is not provided for in the budget approved by the Board of Management and that expenditure in excess of the powers specified may be incurred (upto the amount provided for in the budget) with the approval of the sanctioning authority. The cases which require the financial sanction of the Vice-Chancellor will be routed through the Comptroller who will examine them and give his/her recommendations before submission to the Vice-Chancellor.



4. The Vice-Chancellor may delegate to an officer, teacher or any other employee of the University such powers, as he/she considers necessary, which have been delegated to the Vice-Chancellor by the Statutes.
5. Other officers of the University and HoDs may also delegate to any teacher not below class-II or other employee not below Superintendent or equivalent working under their control, subject to the approval of the Superior Officer, such powers as they consider necessary and as have been delegated to them under the Statutes keeping in view such instructions and guidelines as may be laid down in this behalf by the Vice-Chancellor from time to time.

Provided that delegations of powers to subordinate officials by the officers of the University and HoDs will be to lessen their work and in no case absolve them in their primary responsibility and this will require exercise of test check by them from time to time.

**SCHEDULE OF CHAPTER XIX**  
**PART 'A' ADMINISTRATIVE POWERS**  
**Statement Showing the Delegation of Administrative Powers to Officers, Teachers and other Employees of the University**

<b>Sr. No.</b>	<b>Nature of power</b>	<b>Vice- Chancellor</b>	<b>Officers of the University</b>	<b>Head of the Department (HoD)</b>	<b>Head of the Section (Associate Prof. and equivalent) including outstations</b>
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>
1.	To permit /assign charge of a post to an employee of the University at HQ or elsewhere.	Full powers	Full powers in respect of all employees working under his control at the same station.	Nil	Nil
2.	To effect transfer of an employee.	Full powers	Full powers in respect of all employees working under his control at the same station.	Nil	Nil

<b>Sr. No.</b>	<b>Nature of power</b>	<b>Vice-Chancellor</b>	<b>Officers of the University</b>	<b>HoD</b>	<b>HoS</b>
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>
3.	To permit acceptance of fees for outside work	Full powers	Full powers in respect of grade 'A', 'B', 'C' & 'D' employees working under him/her.	Full powers in respect of grade 'B', 'C' & 'D' employees working under him/her.	Nil
4.	Permission to attend training, conferences, meetings, seminars, workshops, etc.	Full powers	Up to 30 days (including journey days) in each case in a year and upto 10 days (including journey days) at a time in respect of grade 'A', 'B', 'C' & 'D' employees working under him/her	Up to 30 days (including journey days) in each case in a year and upto 10 days (including journey days) at a time in respect of grade 'B', 'C' & 'D' employees working under him/her	Nil
5.	To countersign TA bill/approval of tour programme/tour diary	Full powers	Full powers	Full powers in respect of Class II teachers and grade 'B' 'C' & 'D' employees (with in the State)	Full powers in respect of grade 'C' & 'D' employees (with in the State)

Sr. No.	Nature of power	Vice- Chancellor	Officers of the University	HoD	HoS
1	2	3	4	5	6
6.	(a) To fix headquarter of any post within the State (b) To transfer any post along with its incumbent or otherwise from one scheme/place to other, subject to the condition that there is no change of discipline/nomenclature and no overall increase in the manpower/budgetary provisions. (c) Powers to withhold or withdraw a pension or any part of it on account of grave misconduct of the pensioner. (d) Powers to count for pension any period spent on training	Full Powers	Nil	Nil	Nil

<b>Sr. No.</b>	<b>Nature of power</b>	<b>Vice- Chancellor</b>	<b>Officers of the University</b>	<b>HoD</b>	<b>HoS</b>
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>
7.	To sanction House Rent Allowance, in addition to normal House Rent Allowance admissible to persons entitled to rent free accommodation, on the rates prescribed by the State Govt. and approved by the Board from time to time.	Full powers	Full powers	Full powers	Full powers

<b>Sr. No. 1</b>	<b>Nature of power 2</b>	<b>Vice- Chancellor 3</b>	<b>Officers of the University 4</b>	<b>HoD 5</b>	<b>HoS 6</b>
8.	Stoppage /release of increment	Full powers	Full powers in respect of the posts for which they are the appointing authority	Nil	Nil
9.	To allow to an employee to purchase/dispose of:				
	(i) immoveable property	Full powers subject to verification of source of income	Full powers subject to verification of source of income	Full powers subject to verification of source of income	Nil
	(ii) moveable property	Full powers subject to verification of source of income	Full powers subject to verification of source of income	Full powers subject to verification of source of income	Nil
10.					
(i)	To accept resignation of employees	Full powers	Full powers in respect of the posts for which they are the appointing authority	Nil	Nil
(ii)	To censure employees, to order recovery of charges and to suspend				

<b>Sr. No.</b>	<b>Nature of power</b>	<b>Vice- Chancellor</b>	<b>Officers of the University</b>	<b>HoD</b>	<b>HoS</b>
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>
11.	To allow employees to:				
	(i) complete probation period	Full powers	Full powers in respect of employee working under his/her control	Nil	Nil
	(ii) withhold or extend probation period	Full powers	Nil	Nil	Nil
12.	To sanction loans from CPF/GPF/NPS	Full powers	Full powers (with Comptroller's concurrence)	Up to Rs. 2,00,000/- (with Comptroller's concurrence)	Nil
13.	To give additional charge of a post	Upto six months for Officers and Professor/ equivalent. Upto one year for other employees.	Upto six months for Grade 'B', 'C' & 'D' employees	Nil	Nil

Sr. No.	Nature of power	Vice-Chancellor	Officers of the University	HoD	HoS
1	2	3	4	5	6
14.	(i) Powers to sanction pension and family pension	Full powers	Full powers to the Comptroller in respect of all employees of the University other than the Officers of the University	Nil	Nil
	(ii) Powers to sanction other pensions and disability awards admissible under the rules.				
	(iii) Powers to sanction commutation of pension				
15.	Financial assistance in case of death of employee in service to his/her family as per State Govt. compassionate financial assistance rules.	Full powers	Nil	Nil	Nil
16.	Powers to permit Officers of the University, teachers and grade 'A' retired employees to take up commercial employment within two years of the retirement.	Full powers	Full powers in respect of employees other than Officers of the University.	Nil	Nil

Note: These powers are to be exercised by persons within their own jurisdiction in accordance with clause 2 of Chapter XIX of Statutes and subject to such restriction as may be imposed by the Vice-Chancellor from time to time hereafter.



**SCHEDULE PART 'B' -Financial Powers**

**Statement Showing the Delegation of Financial Powers to Officers, Teachers and other Employees of the University**

<b>Sr. No</b>	<b>Nature of power</b>	<b>Vice- Chancellor</b>	<b>Officers of the University</b>	<b>Head of the Department (HoD)</b>	<b>Head of the section (Associate Prof. and equivalent) including outstation</b>
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>
1.	Purchase of books, periodicals, maps, etc. for official use and local purchase of stationery for office including IT stationery, expenditure on printing & binding of books, technical reports etc.	Full powers	Rs. 50,000/- a year	Rs. 20,000/- a year	Rs. 10,000/- a year
2.	(i) To rent or lease building or lands for University work and to rent out University residential and official buildings/shops	Full powers	Nil	Nil	Nil
	(ii) To dispense with earnest or security money when plant and machinery, implements, spares, etc. are supplied and erected by the firms of un-doubted financial standing and repute.	Full powers	Nil	Nil	Nil
	(iii) To sanction refund of revenue/excess receipt etc.	Full powers	Full powers	Nil	Nil
	(iv) To sanction employment of skilled or unskilled persons on daily and monthly wages as per DC rates	Full powers	Nil	Nil	Nil
	(v) To fix rates of depreciation in respect of articles of stores, livestock, etc.	Full powers	Nil	Nil	Nil

Sr. No.	Nature of power	Vice- Chancellor	Officers of the University	HoD	HoS
1	2	3	4	5	6
	(vi) To declare surplus and sanction sale of agricultural produce/other products including seed, nursery, plants, grafts, fruit, compost etc. at Govt. rates or at market rates where Govt. rates are not available and to fix rates of commission payable to commission agents etc. on sale of agricultural produce through them.	Full powers	Upto Rs. 50,000/- in each case	Upto Rs. 20,000/- in each case	Upto Rs. 10,000/- in each case
3.	To sanction permanent advance to a subordinate officer	Full powers	Up to Rs. 25,000/- (with the concurrence of Comptroller)	Nil	Nil
4.	To authorize urgent repairs of University buildings	Full powers	Rs. 50,000/- in each case	Rs. 20,000/- in each case	Rs. 10,000/- in each case
5.	To give contract for sale of farm or garden produce	Full powers	Rs. 50,000/- in each case	Rs. 20,000/- in each case	Rs. 10,000/- in each case
6.	To sanction re-appropriation and transfer of funds from one standard object expenditure of a scheme to another	Full powers	Upto Rs. 50,000/- (with the concurrence of Comptroller excluding re-appropriation from non-recurring to recurring contingencies and from salary and wages to other heads and vice versa)	Upto Rs. 20,000/-	Nil

<b>Sr. No.</b>	<b>Nature of power</b>	<b>Vice- Chancellor</b>	<b>Officers of the University</b>	<b>HoD</b>	<b>HoS</b>
<b>1.</b>	<b>2.</b>	<b>3.</b>	<b>4.</b>	<b>5.</b>	<b>6.</b>
7.	To sanction expenditure in connection with civil suits instituted with the sanction of the Vice-Chancellor	Full powers	Rs. 50,000/- in each case	Rs. 20,000/- in each case	Nil
8.	To sanction supply of liveries, summer and winter clothing to employees of the University as per fixed norms and to renew the same at University expenses immediately after the prescribed period	Full powers	Full powers as per norms	Full powers as per norms	Nil
9.	To sanction scholarships, stipends & fee concession in the College and sanction to reduce/remit late fee, fines imposed on students and others.	Full powers	Full powers as per rules	Nil	Nil
10.	To fix rates for various services agricultural products, nursery plants, agricultural tools, implements, machinery and their parts etc.	Full powers	Full powers subject to concurrence of Comptroller.	Nil	Nil

Sr. No	Nature of power	Vice-Chancellor	Officers of the University	HoD	HoS
1	2	3	4	5	6
11.	<p>(i) To write off losses of machinery, implements agricultural products, nursery plants, fruit trees, FYM compost, miscellaneous articles, etc. which deteriorate or become surplus or unserviceable to the extent that those must be sold or written off.</p> <p>(ii) To write off losses of stores due to unusual occurrences, e.g. dryage (also in plant and grafts), damage by weevils, rats, white ants, rains, fire etc. and irrecoverable dues of stores where recovery is not practicable</p> <p>(iii) To write off value of losses due to petty thefts, weighments and in transit</p>	Full powers	Upto the value of Rs. 15,000/- per annum	Upto the value of Rs. 5,000/- per annum	Upto the value of Rs. 1,000/- per annum
12.	To declare machinery implements, articles of stores and other misc. articles as surplus or unserviceable and to sanction disposal of the same as per procedure prescribed.	Full powers	Full powers upto book value of Rs. 1,50,000/- in each transaction.	Full powers upto book value of Rs. 50,000/- in each transaction.	Full powers upto book value of Rs. 20,000/- in each transaction.

<b>Sr. No.</b>	<b>Nature of power</b>	<b>Vice-Chancellor</b>	<b>Officers of the University</b>	<b>HoD</b>	<b>HoS</b>
<b>1.</b>	<b>2.</b>	<b>3.</b>	<b>4.</b>	<b>5.</b>	<b>6.</b>
13.	(i) To sanction write off books, periodicals and maps lost or rendered unserviceable	Full powers	Upto Rs. 5,000/- in each case	Upto to Rs. 1,000/- in each case under intimation to the Controlling Officer concerned	Nil
	(ii) To write off losses of irrecoverable public money lost by fraud or negligence:  Provided that the loss does not disclose a defect of the prescribed system or procedure requiring amendment.				
14.	To sanction expenditure on tea, refreshment, food etc.	Full powers	Upto Rs. 2,000/- in each case with annual limit of Rs. 30,000/-	Upto Rs. 1,000/- in each case with annual limit of Rs. 15,000/-	Upto Rs. 300/- in each case with annual limit of Rs. 10,000/-
15.	To sanction non-recurring and recurring contingent expenditure not otherwise provided for in these delegation orders.	Full powers	Upto Rs. 1,50,000/- at a time	Upto Rs. 50,000/- at a time	Upto Rs. 20,000/- at a time
16.	(i) To waive off recoveries in respect of stores received short or found damaged in the consignments received in an unopened and outwardly good condition.	Full powers	Rs. 1,000/- in each case	Nil	Nil
	(ii) To sanction the waiving in half or whole of recoveries or charges pointed out by Audit or otherwise.				

Sr. No	Nature of power	Vice-Chancellor	Officers of the University	HoD	HoS
1	2	3	4	5	6
17.	To sanction the payment of GST, service tax, income tax, municipal tax and other local taxes	Full powers	Full powers	Full powers	Full powers
18.	To sanction honorarium to the employees.	Full powers	Non-recurring upto Rs. 2000/- in case of each employee subject to an annual limit of Rs.10,000/-	Nil	Nil
19. (i)	To sanction reimbursement of cost of medical treatment to employees and their families	Full powers	Upto Rs. 1,00,000/- in each case	Upto Rs. 50,000/- in each case	Nil
(ii)	To sanction above reimbursement in relaxation of rules	Upto to Rs. 2000/- subject to maximum of Rs. 10,000/- in a year in each case	Nil	Nil	Nil
Note 1.	These powers are to be exercised by the officers within their own jurisdiction in accordance with budget provision and approved procedure. The delegation will also be subject to restrictions imposed by the Vice-Chancellor from time to time, hereafter.				
2.	Powers delegated to HoS at Sr. No. 14 may also be exercised by the Branch/Unit Incharge.				

## CHAPTER XX

### THE EMPLOYEES' CONDUCT RULES UNDER SECTION 37(u) OF THE ACT

1. (1) These rules may be called as MHU Employees' Conduct Rules. Short title, and application
- (2) They shall apply to all employees of the University.
- Provided that nothing in these rules shall apply to employees on foreign service, with the University.

2. In these rules unless the context otherwise requires: Definition

- (1) 'Act' means the Maharana Pratap Horticultural University Act, 2016 as amended from time to time.
- (2) 'The University' means the Maharana Pratap Horticultural University.
- (3) 'University Employee' means any person appointed (or stand transferred as per the Act) to any University Service or post in connection with the affairs of the University.

#### **Explanation:**

An employee whose services are placed at the disposal of a State Govt., Central Government, Company, Corporation, Institute or Local Authority, by the University, shall for the purposes of these rules, be deemed to be a University employee serving under the University notwithstanding the fact that his/her salary is drawn from sources other than that of the University.

- (4) "Member of family" in relation of a University employee includes:
- (i) the wife or the husband, as the case may be, of the employee, whether residing with the University employee or not but does not include a wife or husband, as the case may be, separated from the University employee by a decree or order of a competent court;
- (ii) son or daughter or step son or step daughter of the employee and wholly dependent on him, but does not include a child or step-child who is no longer in any way dependent on the University employee or of whose custody he/she has been deprived by or under any law;
- (iii) Any other person related, whether by blood or marriage, to the employee or to his/her spouse

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and wholly dependent on him/her.

- General Conduct3.** (1) Every employee shall at all times:
- (i) maintain absolute integrity;
  - (ii) maintain devotion to duty; and
  - (iii) do nothing which is unbecoming of a University employee.
  - (iv) Every University employee shall in the discharge of his official duties act in a courteous manner and shall not adopt delay tactics in his dealings with the public.

**Explanation-** A University employee who habitually fails to perform a task assigned to him within the time set for the purpose and with the quality of performance expected of him shall be deemed to be lacking in devotion to duty within the meaning of Sub Clause-1 (ii) above.

- (2) (i) Every employee holding a supervisory post shall take all possible steps to ensure the integrity and devotion to duty of all employees under his control and authority.
- (ii) No employee shall, in the performance of his/her official duties or in the exercise of powers conferred on him/her, act otherwise than in his/her best judgement, except what he/she is acting under the direction of his/her official superior.
- (iii) The direction of the official superior shall ordinarily be in writing. Oral direction to subordinates shall be avoided, as far as possible. Where the issue of oral direction becomes unavoidable the official superior shall confirm it in writing immediately thereafter.
- (iv) The employee, who has received oral direction from his/her official superior, shall seek confirmation of the same in writing as early as possible where upon it shall be the duty of the official superior to confirm the direction in writing.

**Explanation :**

Nothing in clause (ii) of sub-clause (2) shall be construed as empowering an employee to evade his/her responsibilities by seeking instructions from, or approval of, a superior officer or authority when such instructions are not necessary under the scheme of distribution of powers and responsibilities.



**Act and conduct  
which amount to  
misconduct.**

- 4.** The following acts and omissions amount to misconduct:-
- (i) Willful insubordination or disobedience, whether alone or jointly with others, to any lawful and reasonable order of a superior.
  - (ii) Infidelity, unfaithfulness, dishonesty, untrustworthiness, theft and fraud, or dishonesty in connection with the activities of the University or handing of its property.
  - (iii) Strike, picketing, gherao, striking work or inciting others to strike work in contravention of the provisions of any law or rule having the force of law.
  - (iv) Gross moral misconduct, acts subversive of discipline, riotous or disorderly behaviour during or after the office hours at any place.
  - (v) Riotous and disorderly behaviour during and after the working hours or in work place.
  - (vi) Negligence or neglect of work or duty amounting to misconduct.
  - (vii) Habitual negligence or neglect of work or duty.
  - (viii) Habitual absence without permission and over-staying leave.
  - (ix) Conviction by a Criminal Court.

**The act or conduct of an employee may amount to misconduct:-**

- (i) If the act or conduct is prejudicial or likely to be prejudicial to the interests of the employer/Dept. or to the reputation of the employer/Dept.
- (ii) If the act or conduct is inconsistent or incompatible with the due or peaceful discharge of his duty to his employer/Dept.
- (iii) If the act or conduct of an employee makes it unsafe for the employer to retain him in service.
- (iv) If the act or conduct of the employee is so grossly immoral that all reasonable men say that the employee cannot be trusted.
- (v) If the act or conduct of the employee is such that the employer/Dept. cannot rely on the faithfulness of his employee.
- (vi) If the act or conduct of the employee is such as to open before him temptation for not discharging his duties properly.
- (vii) If the employee is abusive or if he disturbs the peace at the place of his employment.
- (viii) If he is insulting and insubordinate to such a degree as to be incompatible with the continuance of the relation of employer/Dept. and employee.
- (ix) If the employee is habitually negligent in respect of the duties for which he is engaged.
- (x) If the neglect of the employee though isolated, tends to cause serious consequences.

**Prohibition of  
sexual harassment  
of working women**

- 5.** (1) No employee shall indulge in any act of sexual harassment of any woman at work place.
- (2) Every employee, who is incharge of a workplace, shall take appropriate steps to prevent sexual harassment to any woman at workplace.

## EMPLOYEES' CONDUCT RULES

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**Explanation:** For the purpose of this rule, “sexual harassment” includes such unwelcome sexually determined behaviour, whether directly or otherwise, as:

- (i) physical contact and advances;
- (ii) demand or request for sexual favours;
- (iii) making any sexually coloured remarks;
- (iv) showing any pornographic material; and
- (v) any other unwelcome physical, verbal or non-verbal conduct of a sexual nature.

- |     |     |  |                              |
|-----|-----|--|------------------------------|
| (6) | (1) | No employee shall use his/her position or influence directly or indirectly to secure employment for any member of his/her family in any University office or in any private undertaking or firm having dealing with the University.  | Employment of near relatives |
|     | (2) | No Officer of the University or Head of the Dept. shall except with the previous sanction of the Vice-Chancellor permit his/her son, daughter or other dependent to accept employment in any private undertaking with which he/she has official dealings or in any other undertaking having official dealings with the University;<br><br>Provided that where the acceptance of the employment cannot await prior permission of the Vice-Chancellor or is otherwise considered urgent, the matter shall be reported to the Vice-Chancellor at the earliest i.e., within three months and employment may be accepted provisionally, subject to the permission of the Vice-Chancellor. |                              |
|     | (3) | An employee shall, as soon as he/she becomes aware of the acceptance by a member of his/her family of an employment in any private undertaking, intimate such acceptance to the prescribed authority and shall also intimate whether he/she has or had any official dealings with that undertaking.  |                              |
|     | (4) | No University employee, in the discharge of his/her duties, shall deal with any matter or give or sanction any contract to any firm or undertaking or any other person, if any member of his/her family, is employed in that firm or undertaking or under that   |                              |

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person or if he/she or any member of his/her family is interested in such matter or contract in any other manner and the University employee shall refer every such matter or contract to his/her official superior and the matter or contract shall thereafter disposed of according to the instructions of the authority to whom the reference is made.

Membership of 7.  
outside bodies

No employee shall attend meetings as Member of any outside body with which the University is not directly concerned except with the permission of the Vice-Chancellor.

Taking part in 8.  
politics and  
elections

- (1) No employee shall be a member of or be otherwise associated with any political party or any organization which takes part in politics nor shall he/she take part in, subscribe in aid or assist in any other manner, any political movement or activity.
- (2) It shall be the duty of every employee to endeavour to prevent any member of his/her family from taking part, in subscribing in aid of or assisting in any other manner any movement or activity which is or tends directly or indirectly to be subversive of the Government as by law established and where he/she is unable to prevent a member of his/her family from taking part in or subscribing in aid of or assisting in any other manner any such movement or activity, he/she shall make a report to that effect to the Vice-Chancellor.
- (3) If any question arises whether a party is a political party or whether any other organization takes part in politics or whether any movement or activity falls within the scope of sub-clause (2) above, the decision of the Vice-Chancellor thereon shall be final.
- (4) No employee shall canvass or otherwise interfere with, or use his/her influence in connection with or take part, in an election to any legislature or local authority.
- (5) No employee while in service, shall stand as candidate or contest either as an independent candidate or a candidate of any political party or organization, election to the Parliament or the State Legislatures including any local authority.

## EMPLOYEES' CONDUCT RULES

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Provided that:

- (i) the employee qualified to vote at such election may exercise his/her right to vote, but where he/she does so, he/she shall give no indication of the manner in which he/she proposes to vote or has voted;
- (ii) he/she shall not be deemed to have contravened by reason only that he/she assists in the conduct of an election in the due performance of a duty imposed on him/her by or under any law for the time being in force.

### Explanation:

The display of any electoral symbol on his/her person, vehicle or residence shall amount to using his/her influence with an election within the meaning of this sub-clause.

- 9. No employee shall join or continue to be a member of an association the objects or activities of which are prejudicial to the interests of the sovereignty and integrity of India or public order or morality. Joining of Associations by the employee
- 10. No employee shall; Demonstrations and strikes
  - (1) engage himself/herself or participate in any demonstration, which is prejudicial to the interests of the sovereignty of India, the security of the State, friendly relations with foreign States, public order, decency or morality, or which involves contempt of court, defamation or incitement to an offence; or
  - (2) resort to or in any way, abet any form of strike/demonstration in connection with any matter pertaining to his/her service or the service of any other employee, or pertaining to the interests of the students of the University.
- 11. (1) No employee shall, except with the prior sanction of the Vice-Chancellor, own wholly or in part or conduct or participate in the editing or management, of any newspaper, or other periodical publications. Connection with press or radio
  - (2) No employee shall, except with the prior sanction of the Vice-Chancellor or the prescribed authority, or in the bonafide discharge of his/her duties, participate in a radio broadcast or any other electronic media or contribute any article or write any letter either in his/her own name or anonymously, pseudonymously or

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in the name of any other person to any newspaper or periodical.

- (3) No employee shall except with the previous sanction of the Vice-Chancellor or except in the bona-fide discharge of his duties publish a book himself or through a publisher, or contribute an article to book or a compilation of articles.

Provided that no such sanction shall be required if such broad-cast or such contribution is of a purely literary, artistic or scientific character.

Provided further that the Vice-Chancellor or the prescribed authority may withdraw at any time the sanction so granted, if there are reasons to believe that the sanction is being misutilised, after affording reasonable opportunity of being heard.

Criticism of  
University  
Government

the  
or

- 12.** No employee shall, in any radio broadcast or any other electronic media or in any document published in his /her own name or anonymously, pseudonymously or in the name of any other person or in any communication to the press or in any public utterance take any statement of fact or opinion:

- (i) which has the effect of any adverse criticism of any current/recent policy or action of the University, Govt. of India, Govt. of Haryana or any other educational body such as the I.C.A.R., U.G.C., C.S.I.R., V.C.I., etc.
- (ii) which is capable of embarrassing the relations between the University and Govt. of Haryana or Govt. of India or the Government of any foreign State.

Provided that nothing in this rule shall apply to any statement made or views expressed by an employee in his/her official capacity in the due performance of the duties assigned to him/her.

Evidence before  
committee or any  
other authority

- 13.** (1) No employee shall, except with the prior sanction of the Vice-Chancellor or the prescribed authority, give evidence in connection with any enquiry conducted by any person, committee or authority.
- (2) Where any sanction has been accorded under sub-Clause-13 (1) above, no employee giving such evidence shall criticise the policy or any action of the University, Government of India, Government of Haryana or any other State Government or any educational body such as ICAR, UGC, CSIR, VCI etc.

- (3) Nothing in this rule shall apply to:
- (i) evidence given at any enquiry before an authority appointed by the Govt., Parliament or a State Legislature; or
  - (ii) evidence given in any judicial enquiry; or
  - (iii) evidence given in any departmental enquiry ordered by Authorities of the University or any other competent authority.

## EMPLOYEES' CONDUCT RULES

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14. Every University employee shall, in performance of his duties in good faith, communicate to a member of public or any organization full and accurate information, which is to be disclosed under RTI Act, 2005 (22 of 2005), provided that:-

Un-authorized communication of information

No employee shall except, in accordance with any general or special order of the University or in the performance in good faith of the duties assigned to him/her, communicate, directly or indirectly, any official document or any part thereof or information to any employee or any other person to whom he/she is not authorised to communicate such document or information.

**Explanation:**

Quotation by an employee (in his/her representation to the Head of Office or Head of Department or an Officer of the University or the Vice-Chancellor) from the letter, circular, office memorandum or from the notes of any file to which he/she is not authorised to have access or which he/she is not authorised to keep in his/her personal custody or for personal purposes, shall amount to un-authorised communication of information within the meaning of this rule.

15. No employee shall, except with the prior sanction of the Vice-Chancellor or of the prescribed authority, ask for or accept contributions to, or otherwise associate himself/herself with the raising of any funds or other collections in cash or in kind in pursuance of any object whatsoever.
16. (1) Save as otherwise provided in these rules, no employee shall accept or permit any member of his/her family or any person acting on his/her behalf to accept any gift.

Subscription

Gift

**Explanation:**

The expression 'gift' shall include free transport, boarding, lodging or other service or any other pecuniary advantage when provided by any person other than a near relative or personal friend having no official dealings with the University employee.

**Note (i)** A casual meal, gift or other social hospitality shall not be deemed to be a gift.

**(ii)** A University employee shall avoid accepting lavish hospitality or frequent hospitality from any individual having official dealings with him or from industrial or commercial firms, organizations, etc.

- (2) On occasions, such as weddings, anniversaries, funerals or religious functions, when making of gifts is in conformity with prevailing religious or social practice, a University employee may accept gifts from his near relative or from his personal friends having no official dealing with him, but he shall make a report in this regard to the competent authority in the University if the value of such gift exceeds:-

(i) Rs. 7,000/- in the case of a University employee holding any Group 'A' post,

- (ii) Rs. 4,000/- in the case of a University employee holding any Group 'B' post,
- (iii) Rs. 2,000/- in the case of a University employee holding any Group 'C' post,
- (iv) Rs. 1,000/- in the case of a University employee holding any Group 'D' post,
- (3) In any other case, the employee shall not accept any gift without the sanction of the Vice-Chancellor or the authority prescribed, if the value thereof exceeds:
  - (i) Rs.1,000/- in the case of an Officer of the University and employee holding any Class-I, Class-II or Grade-A & B post; and
  - (ii) Rs. 500/- in the case of other employee.

Prohibition of dowry

- 17.** (1) No University employee shall;
- (i) give or take or abet the giving or taking of dowry; or
  - (ii) demand, directly or indirectly, from the parents or guardian of a bride or bridegroom, as the case may be, any dowry.
- (2) Every University employee after his marriage shall furnish a declaration to his Head of the Dept. that he has not taken any dowry. The declaration shall be signed by his wife, father and father-in-law.

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U n i v e r s i t y  
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- 18.** No employee shall, except with the prior sanction of the Vice-Chancellor or the authority prescribed, receive any complimentary or valedictory address or accept any testimonial or attend any meeting or entertainment held in his/her honour or in the honour of any other University employee,

Provided that nothing in this rule shall apply to :

- (i) a farewell entertainment of a substantially private and informal character held in honour of a University employee on his/her retirement or transfer of any person, who has recently quit the service of the University;
- (ii) the acceptance of simple and inexpensive entertainment arranged by public bodies or institutions.

**Note:** Exercise of pressure or influence of any sort on any employee to induce him/her to subscribe towards any farewell entertainment even if it is of a substantially private or informal character, and the collection of subscriptions from grade-B, C or D employees under any circumstances for the entertainment of any employee not belonging to, grade-B or grade-C, is forbidden.

Private trade or employment:

- 19.** (1) No University employee shall, except with the previous sanction of the Vice-Chancellor:-
- a. engage directly or indirectly in any trade or business, or
  - b. negotiate for, undertake, any other employment, or
  - c. hold an elective office, canvass for a candidate for an elective office, in any body, whether incorporated or not, or
  - d. canvass in support of any business of

insurance agency, commission agency, etc., owned or managed by any member of his family, or

- e. take part, except in the discharge of his official duties, in the registration, promotion or a management of any bank or other company registered under the Company Act, 2013 (18 of 2013) or any other law for the time being in force, or of any Co-operative Society for Commercial purposes or
- f. participate in, or associate himself in any manner, in making of-
  - (i) a sponsored media (including radio, televisions) programme, or
  - (ii) a media programme commissioned by University media but produced by an outside agency or;
  - (iii) a privately produced radio or televisions or other media programme including a video magazine:

Provided that no previous permission shall be necessary in case a University employee participates in a programmes produced by the Doordarshan or s subject dealt with by him in his official capacity.

- g. involve or engage himself in the registration, promotion, management of other kinds of activities of any non-Government Organization (NGO) if the same is aided by the Central Government, State Government or an international organization or agency.

(2) A University employee may, without the previous sanction of the Vice-Chancellor-

- (a) undertake honorary work of a social or charitable nature; or
- (b) undertake occasional work of literary, artistic or scientific character; or
- (c) participate in sports activities as amateur; or
- (d) take part in the registration, promotion or management (not involving the holding of an elective office) of a literary, scientific or charitable society, or of a club, or similar organisation, the aims or objectives of which relate to promotion of sports, cultural, or recreation activities, registered under the Societies Registration Act, 1860 (21 of 1860), or any other law for the time being in force, or
- (e) take part in the registration, promotional or management (not involving the holding of elective office) of a Co-operative Societies Act, 1912 (2 of 1912) or any other law for the time being in force in any State:

Provided that-

- (i) he shall discontinue taking part in such activities if so directed by the University; and
- (ii) in a case falling under sub-clause (d), or sub-clause (e) of this sub-rule, his official duties shall not suffer thereby and he shall, within a



period of one month of his taking part in such activity, report to the Vice-Chancellor giving details of the nature of his participation.

**Explanation: (I)**

A 'Co-operative Society' means a society registered or deemed to be registered under the Co-operative Societies Act, 1912 (2 of 1912) or any other law relating to co-operative societies for the time being in force in any State.

**Explanation: (II)**

Canvassing for a candidate for an elective office, referred to in the second proviso, shall be deemed to be breach of this sub-rule.

- (3) Every University employee shall, if any member of his family is engaged in a trade or business, or owns or manages an insurance agency or commission agency, report that fact to the Vice-Chancellor.
- (4) No University employee shall accept any fee for any work done by him/her for any public body or any private person without the sanction of the prescribed authority as per Statutes.

Investment, lending and borrowing

**20.**

- (1)
  - (i) No employee shall speculate in any stock, share or other investment.
  - (ii) On investment in stock, shares, securities, debentures etc. occasionally, the total transactions of which exceeds Rs. 50000/- during a calendar year in case of Group A and B employees and exceeds Rs. 25,000/- in case of Group C and D employees, the details thereof shall be intimated by the concerned employee to the Head of Dept. for the information of the Vice-Chancellor immediately after the calendar year to which such transactions pertain.
- (2) No employee shall make, or permit any member of his/her family or any person acting on his/her behalf to make any investment which is likely to embarrass or influence him/her in the discharge of his/her official duties.
- (3) If any question arises whether any transaction is of the nature referred to in sub-clause (1) or sub-clause (2), the decision of the Vice-Chancellor or the authority prescribed therein shall be final.
- (4) No employee shall save in the ordinary course of business with a bank or a firm of standing duly authorized to conduct banking business, either himself/herself or through any member of his/her family or any other person acting on his/her behalf,
  - (i) lend or borrow money as principal or agent, to or from any person within the local limits of his/ her authority or with whom he/she is likely to have official dealings, or otherwise place himself/ herself under any pecuniary obligation to such person, or
  - (ii) lend money to any person at interest or in a manner whereby return of money or in kind is charged or paid:

Provided that an employee may, give to, or accept from a relative or a personal friend purely temporary loan of a small amount free of interest or operate a credit account with a bonafide tradesman or make an advance of pay to his/her private employee.

## STATUTES

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	<p>Provided further that a University employee may, with the prior sanction of the Vice-Chancellor, enter into any transaction referred to in sub-Clause (a) or (b).</p> <p>(5) When an employee is appointed or transferred to a post of such nature as would involve him/her in the breach of any of the provisions of sub-clause (2) or sub-clause (4), he/she shall forthwith report the circumstances to the prescribed authority and shall thereafter act in accordance with such order as may be made by such authority.</p>
Insolvency and habitual indebtedness	<p><b>21.</b> The employee shall so manage his/her private affairs as to avoid habitual indebtedness or insolvency. An employee, against whom any legal proceeding is instituted for the recovery of any debt due from him/her or for adjudging him/her as an insolvent, shall forthwith report the full facts of the legal proceedings to the Vice-Chancellor or the authority prescribed.</p> <p><b>Note:</b> The burden of proving that the insolvency or indebtedness was the result of circumstances which with the exercise of ordinary diligence, the employee could not have foreseen, or over which he/she had no control and had not proceeded from extravagant or dissipated habits, shall be upon the concerned employee.</p>
Movable, immovable and valuable property	<p><b>22.</b> (1) Every University employee shall submit:</p> <ul style="list-style-type: none"> <li>(i) declaration of property on his first appointment to any service or post;</li> <li>(ii) annual property return as on 31<sup>st</sup> March of every financial year; and</li> <li>(iii) property return as and when he is directed by the prescribed authority, showing particulars in detail, in the prescribed Forms regarding, <ul style="list-style-type: none"> <li>(a) immovable property inherited, owned, acquired or held on lease or mortgage, by him or his spouse or any member of his family, either in their own name or in the name of any other person; and</li> <li>(b) movable property.</li> </ul> </li> </ul>
	<p><b>Explanation-</b></p> <p>For the purpose of this rule the expression "movable property" includes-</p> <ul style="list-style-type: none"> <li>(i) cash, bank balance, deposits, loans and advances;</li> <li>(ii) investments in shares, securities, debentures, bonds etc.;</li> <li>(iii) jewellery and insurance policies;</li> <li>(iv) vehicles, any other means of conveyance;</li> <li>(v) any electric, electronic goods or household items and such as refrigerators, air conditioner, LCD, LED, computers washing machines, furniture etc.;</li> <li>(vi) debts and other liabilities incurred directly or indirectly by him or his spouse or any other member of his family; and</li> <li>(vii) any other movable property owned, acquired or inherited by him or his spouse or any other member of his family.</li> </ul>

**Note. 1.** The movable/immovable properties either acquired by the members of the family of the employee from their own funds or inherited by them shall not attract the provision of this rule.

**Note.2.** In all returns the value of items of movable property costing less than Rs. 50,000/- may be added and shown as a lump sum. The value of articles of daily use such as clothes, utensils, crockery, books, etc. shall not be included in such return.

(2) No University employee or any dependent member of his family shall except with the previous knowledge of the prescribed authority, acquire or dispose of any immovable property by lease, mortgage, purchase, sale, gift or otherwise either in his own name or in the name of any dependent member of his family.

Provided that the previous sanction of the prescribed authority shall be obtained by the University employee if any such transaction is –

(i) with a person having official dealings with the University employee; or

(ii) otherwise than through a registered dealer.

(3) Where a University employee enters into a transaction in respect of movable property either in his own name or in the name of the member of his family, he shall, within one month from the date of such transaction, report the same to the prescribed authority, if the value of such property exceeds two months' basic pay of the University employee:

(4) The Board of Management may, at any time, by general or special order, require the employees to submit to the Vice-Chancellor within the period specified in the order, a full and complete statement of such movable and immovable property held or acquired by him/her or by any member of his/her family, as may be specified in the order. Such statements shall include details of the means by which or the source from which such property was acquired.

## EMPLOYEES' CONDUCT RULES

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- 23. (1)** No employee shall, except with the prior sanction of the Vice-Chancellor or the prescribed authority, have recourse to any court or the press for vindication of any official act, which has been the subject matter of adverse criticism or an attack of a defamatory character.
- Vindication of acts and character of employees
- Provided that if no such sanction is received by the University employee within a period of three months from the date of receipt of his request by the University, he shall be free to assume that the permission as sought for has been granted to him.
- (2)** Nothing in this rule shall be deemed to prohibit an employee from vindicating his/her private character or any act done by him/her in his/her private capacity and where any action for vindicating his/her private character or any act done by him/her in private capacity is taken, the University employee shall submit a report to the prescribed authority regarding such action.
- 24.** No employee shall bring or attempt to bring any political or other influence to bear upon any superior authority to further his/her interest in respect of matter pertaining to his/her service under the University.
- Canvassing of non official or other influence
- 25. (1)** No University employee shall enter into, or contract, a marriage with a person having a spouse living.
- Restriction regarding marriages
- (2)** No University employee having a spouse living shall enter into, or contract, a marriage with any person.
- Provided that the Vice-Chancellor may permit a University employee to enter into, or contract, any such marriage if he is satisfied that such marriage is permissible under the Personal Law applicable to such University employee and the other party to the marriage and there are other grounds for so doing.
- (3)** A University employee who has married or marries a person other than of Indian nationality shall forthwith intimate the Vice-Chancellor.
- (4)** Every University employee shall in his personal capacity observe strictly, the existing policies regarding age of marriage.
- 26.** Every employee shall:
- Consumption of intoxicating drinks and drugs
- (1)** Strictly abide by any law relating to intoxicating drinks or drugs in force in the area in which he/she may happen to be for the time being;
- (2)** Take due care that the performance of his/her duties is not affected in any way by the influence of any intoxicating drinks and drugs;
- (3)** Neither take any intoxicating drinks, nor appear in state of intoxication in a public place;
- (4)** Not use any intoxicating drinks or drugs to excess; and
- (5)** Not be present on duty in a state of intoxication

<p>27. No employee shall employ any child below the age of 14 years as domestic help.</p> <p>28. Every employee shall perform his/her duties diligently and with devotion. He/she is a whole time employee of the University. His/her failure to perform the assigned task including failure to prepare himself/herself for lecture and practical, assessment, guidance, invigilation etc., shall constitute improper conduct.</p> <p>29. Every employee shall be strictly impartial in his/her official work. Any act of partiality in his/her official dealings including such matters as biased assessment of students, deliberately over-marking/ under-marking of answer books or other attempts of favouritism etc., will be considered as acts of improper conduct.</p> <p>30. No employee will directly or indirectly incite or attempt to incite other employees or students against administration or against another section of employees or other students or against the State/Central Government.</p> <p>31. No employee shall raise questions of caste, creed, regionalism, religion, race or sex in his/her relationship with the colleagues and try to use these considerations for improvement of his/her prospects.</p> <p>32. Refusal on the part of any employee to carry out the decision of appropriate administrative and academic bodies and/or superior functionaries of the University shall be deemed as an act of improper conduct.</p> <p>33. It shall be the duty of every employee to promote academic atmosphere in the University and to do all such things and acts as may be conducive to the furtherance of this objective.</p> <p>34. No employee shall try to bring pressure on the University administration through any unlawful/unrecognized association/body of persons. He/she shall represent his/ her grievances, if any, to the appropriate authority through proper channel.</p>	<p>Prohibition of Child labour</p>
<p>35. If any question arises relating to the interpretation of these rules, it shall be referred to the Vice-Chancellor, whose decision thereon shall be final.</p>	<p>Interpretation</p>
<p>36. The Vice-Chancellor may, by general or special orders, direct that any power exercisable by him/her or any other Officer of the University or Head of Department under these rules, (except the powers under clause-35) shall subject to such conditions, if any, as may be specified in the order be exercisable also by such officer or other employee as may be specified in the order.</p>	<p>Delegation of power</p>

