

ORGANIZATIONAL CHART

Government

U.G.C

Commissioner ate of Higher Education

President

The Managing Trustee

Principal

Teaching Department

Non-Teaching Department

Conveners

Heads

Associate Professor

Library

Office

Librarian

O.S.

Assist. Librarian

Head Clerk

Arts

Commerce

Grad-IV Staff

Senior Clerk

Departments

Subjects

Junior Clerk

1. English (Self)
2. Sanskrit
3. Gujarati
4. Economics

1. Accountancy

Grad-IV Staff

1. I.Q.A.C Committee
2. Academic/Admission Committee
3. Faculty Members
4. Cultural Committee
5. Administrative Staff
6. Alumni Member
7. Sports Committee
8. Management Representative
9. Technical Staff
10. SC/ST Cell
11. Campus Discipline Committee
12. Library & Book Bank Committee
13. Udisha Committee
14. Students Carrere & Counseling Committee
15. Tour-Excursion Committee
16. Alumni Co-ordination Committee
17. Sapta Dhara Committee
18. Grievance /Redressed Cell/Anti ragging Committee
19. Eco Club Committee
20. Women Cell Committee
21. Exam Committee
22. Social Welfare Committee
23. NCC & NSS Committee



**Kankrej Taluka Kelvani Mandal Managed
Shri Sevantilal Amrutlal Surani Vidya Sankul**

**Smt. Kantaben Kirtilal Shah Arts and
Smt. Lilavatiben Bapulal Gunjariya Commerce College, Thara.**

Ref. No. :

Date : / /202



CODE OF CONDUCT



**Kankrej Taluka Kelvani Mandal Managed
Shri Sevantilal Amrutlal Surani Vidya Sankul**

**Smt. Kantaben Kirtilal Shah Arts and
Smt. Lilavatiben Bapulal Gunjariya Commerce College, Thara**



Kankrej Taluka Kelvani Mandal Managed
Shri Sevantil Amrutlal Surani Vidya Sankul

Smt.Kantaben Kirtilal Shah Arts and
Smt.Lilavatiben Bapulal Gunjariya Commerce College,Thara

CODE OF CONDUCT

The Principal:

1. The Principal of an Institution should always be honest, fair, objective, supportive, protective and law abiding.
2. He has to chalk out a policy and plan to execute the vision and mission.
3. He should monitor, manage and lead the administration of the institution and take remedial measures / actions based on the stakeholder's feedback.

The Teachers:

1. No teacher should involve himself/ herself in any act of moral turpitude on his / her part which may cause impairment or bring discredit to the institution or Management.
2. Teachers are barred from using cell phones while taking classes.
3. Teachers should handle the subjects and work load assigned by the Head of the Department or Institution and should complete the syllabus in time.
4. Teachers should be good counsellors and Facilitators. They should help, guide, encourage and assist the students to ensure that the Teaching-Learning Process is effective and successful. Value based education must be their motto.
5. Teachers should maintain decorum both inside and outside the classroom and set a good example to the students.
6. Teachers should carry out other academic, co-curricular and organizational activities that may be assigned to them from time to time.
7. Teachers must report in time to duty as per the working hours prescribed and should be available in the campus unless and otherwise they are assigned duties elsewhere. Permission for going out of the College shall not be asked during the class hours.
8. Prior written permission is required from the Principal / at least a day in advance while availing CL or DL.

9. Teachers are encouraged to write text books, publish articles in reputed Journals and present papers in Seminars and Conferences.

10. Teachers are encouraged to take up Research projects. They should also attend Faculty Development Programmes, Quality Improvement Programmes etc to update their knowledge.

11. Teachers are expected to Volunteer, to take up extra classes for students for Mentoring, Remedial Classes and other Career Oriented Programmes.

12. All staff members are told to work as a team in institution-building and in upgrading our institution into one of Excellence in Higher Learning.

Non-Teaching staff:

1. Non-Teaching staff working in the College office or departments should remain on Duty and expected to be punctual in time during College hours.

2. Non-Teaching staff must always wear their identity badge during working hours.

3. Non-Teaching Staff assigned to Laboratories should keep the Labs clean.

4. Administrative staff is expected to use IT based communication in administration extensively.

5. Non-teaching staff will carry out their duties as instructed by the authorities to whom they are attached.

6. Non-Teaching staff shall not leave the College premises without permission of the head of the Institution.

7. The peon staff should wear the Uniform provided by the Management.

Code of Conduct for students

The College expects students to adopt a mature and professional approach to their studies and their general conduct around the College. We expect students to abide by this Code of Conduct.


1. The students must wear your College ID visibly at all times when on the campus.

2. Use of cell phone is strictly prohibited in the Institute teaching areas. It will be confiscated, if found used in prohibited area.
3. The students must not be engaged in any violent or threatening behaviour.
4. Students are required to engage in responsible social conduct that reflects credit upon the College community and to model good citizenship in any community.
5. The students have to attend the classes regularly. Eighty percentage of attendance is compulsory.
6. Students are expected to maintain the highest standards of discipline and dignified manner of behavior inside as well as outside the College campus. They shall abide by the rules and regulations of the College and should act in a way that highlights the discipline and esteem of the College.
7. Students shall rise from their seats when the teacher enters the class room and remain standing till the teacher takes her/his seat or they are allowed by the teacher to sit. Silence shall be observed during class hours.
8. Students are expected to keep the campus neat and clean. Do not put any waste anywhere in the campus except in the waste baskets kept.
9. Students are expected to make use of academic, co-curricular and extracurricular facilities available to the optimum levels. This will certainly make them physically fit, academically competent, mentally alert and socially sensitive.
10. Misbehaviour towards girl students, use of threat or violence against members of the staff or fellow students will be considered as very serious cases of misconduct.
11. Loitering of students in the campus is prohibited.
12. All the students must follow an effective anti-ragging policy in place which is based on the 'UGC Regulation on Curbing the Menace of Ragging in Higher Educational Institutions, 2009.'
13. Students are expected to behave in an orderly manner on all occasions and to obey the instructions that are notified from time to time.

VEHICLE POLICY

Students riding two/Four wheeler should have valid driving license and should wear helmets/seat belt. Students' vehicles are restricted to the parking lot and they shall not do rash driving inside the premises. The Management will not be responsible for any damage or loss of the vehicle parked in the parking lot. The parking facility for vehicles is provided on campus. Students shall park the vehicles on first-come-first-serve basis. Separate parking space is allotted for the students and the staff. Nobody shall use the parking area reserved for the Divyangjan.




Principal
Kankrej Taluka Keivani Mandal Managed
Shri Sevantilal Amrutlal Surani Vidya Sankul
Smt. Kantaben Kirtilal Shah Arts and
Smt. Lilavati Ben Bapulal Gunjariya Commerce College,
THARA

**HEMCHANDRACHARYA
NORTH GUJARAT UNIVERSITY, PATAN**

(NAAC Accredited "A" Grade CGPA 3.02)

HANDBOOK

PAMPHLET-2

Amendments in

Act, Ordinances and P. G. Rules



**HEMCHANDRACHARYA
NORTH GUJARAT UNIVERSITY,
PATAN-384265**

[As Modification From April-2009 to April-2018]



राष्ट्रीय मूल्यांकन एवं प्रत्यायन परिषद
विश्वविद्यालय अनुदान आयोग का स्वायत्त संस्थान
NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL
An Autonomous Institution of the University Grants Commission

Certificate of Accreditation

*The Executive Committee of the
National Assessment and Accreditation Council
on the recommendation of the duly appointed
Peer Team is pleased to declare the
Hemchandracharya North Gujarat University
Patan, Gujarat as
Accredited
with CGPA of 3.02 on four point scale
at A grade
valid up to February 18, 2021*

Date : February 19, 2016



D. Singh
Director

HEMCHANDRACHARYA NORTH GUJARAT UNIVERSITY



"વ્યક્તિ મટી બનું વિશ્વમાનવી
માથે ધરું ધુળ વસુંધરાની"

"I shall transcend myself, be a Universal man;
and be humble soldier of my motherland".

-Uma shanker Joshi (Gujarati Poet)

HON. CHANCELLOR
Shri Om Prakash Kohli

VICE-CHANCELLOR
Prof. B. A. Prajapati

REGISTRAR
I/C. Dr. D. M. Patel

EDITORIAL BOARD
Dr. D. M. Patel
Dr. J. B. Prajapati
Shri R. M. Patel

ASSISTANCE
Shri Abhishek J. Prajapati

PUBLISHER
Registrar,
Hemchandracharya
North Gujarat University,
Patan

The Vision of the University is

- To inculcate values of equality, unity, and justice
- To provide leadership in higher education by imparting quality and socially relevant knowledge
- To contribute to advancement of knowledge through research, publications and dissemination
- To make student conscious of their duty to the country and to fellow human beings.

The Mission of the University is

- To educate students in all areas of scholarship and to advance knowledge
- To develop citizens with knowledge, skill and character leading to social transformation and national development
- To develop aptitudes and skills of students to equip them to face the challenges and needs of fast emerging society
- To create greater opportunities for girl students in order to prepare them to be effective leaders.

યુનિવર્સિટી ગીત

અમે ઉત્તર ગુર્જરવાસી ,
અમે જ્ઞાનતેજના પ્યાસી,

સપનાં સરજી સાર્થક કરવા પૃથ્વીપટે અસ્યાસી,
વિરાટ વિશ્વને અંતર ધરવા સતત જ્ઞાન-અભિલાષી,

આનર્તે આ વિદ્યાધામે સરસ્વતી સહવાસી,
પાવનકારી શુચિસ્મિતાના વિદ્યાપીઠ નિવાસી,

અમે પટ્ટનપુરના વિદ્યાપીઠના જ્ઞાનપિપાસુ છેયા,
રક્ષણ કરતી પાવન કરતી સરસ્વતી તું મૈયા !

જ્ઞાનદીપથી ઉજ્જવલ કરશું લોક-લોકનાં હૈયાં,
હતી સુપ્ત તે થઈ સજીવન, પાર કરો અમ નૈયા !!

— ચંદ્રવદન ચી. મહેતા

CONTENTS

Sr.	Ordinances/ P.G. Rules	Page No.
1.	Act- Section 10,12,16,19,74	01
2.	Ordinance – 22	02
3.	Ordinance – 31 (h) (ADD)	03
4.	Ordinance – 51 (A) (ADD)	03
5.	Ordinance – 72 (i)	06
6.	Ordinance – 72 (iv)	06
7.	Ordinance – 87	08
8.	Ordinance – 87 (d)	09
9.	Ordinance – 94	09
10.	Ordinance – 101	09
11.	Ordinance – 102	09
12.	Ordinance – 107	09
13.	Ordinance – 129	10
14.	Ordinance – 132	10
15.	Ordinance – 134	10
16.	Ordinance – 134 a (i) (ii)	12
17.	Ordinance – 134 (a) (iv), (b) (iv) (ix) and (d) (vii)	12
18.	Ordinance – 140 (5) (l)	12
19.	Ordinance – 140 (11)	13
20.	Ordinance – 144 1 (a) 1	13
21.	Ordinance – 146	13
22.	Ordinance – 147	13
23.	Ordinance – 147 (17)	17
24.	Ordinance – 150	19
25.	Ordinance – 159	19
26.	Ordinance – 162	19
27.	Ordinance – 165	21
28.	Ordinance – M.Phil.	22
29.	Ordinance – Ph.D.	26
30.	P.G. Rules	36

HEMCHANDRACHARYA NORTH GUJARAT UNIVERSITY, PATAN

PAMPHLET-2

ACT

Section-10, 12, 16, 19, 74

EC 19-04-2016, Resolution No.25

Section-10 In clause (1)

The Vice-Chancellor shall be appointed by the State Government from amongst three persons recommended under sub section(3) by a committee appointed for the purpose under sub-section(2).

Section-10 In clause (3)

The Committee so appointed shall, within such time and in such manner as may be prescribed by the Statutes, select three persons whom it considers fit for being appointed as Vice-Chancellor and shall recommend to **the State Government** the names of the Persons so selected together with such other particulars as may be prescribed by the Statutes.

Section-10 In clause (6)

the Pro-Vice-Chancellor, and in the absence of the Pro-Vice-Chancellor, one of the Deans nominated by **the State Government** for that purpose shall carry on the current duties of the office of the Vice-Chancellor.

Section-12(1) In sub-clause (b)

If the Vice-Chancellor decides to fill the office of the Pro-Vice-Chancellor the Pro-Vice-Chancellor shall be appointed by **the State Government** from amongst three persons recommended by the Vice-Chancellor.

Section-16(1) Class-II Ordinary members in Sub-clause (C) (i) (a)

Eight members to be nominated by **the State Government** from amongst distinguished educationists, social workers, trade unions, representatives of backward communities, women and such other class of persons.

Section-19(1) In clause(xi)

Two persons to be nominated by **the State Government** from amongst distinguished educationists, teachers and such other class of persons irrespective of whether they are members of the Court or not;

Section-74(1)

The Vice-Chancellor may be writing under his hand addressed to **the State Government** resign his office.

ORDINANCE

Ordinance-22 Financial Delegation of Powers EC 11-05-2017, Resolution No.08

- (1) (A) The Vice-Chancellor is authorized to sanction all expenditure pertaining to the University including the building works upto Rs.1,00,000/- without obtaining quotations and upto Rs.2,00,000/- after obtaining quotations. Then expenditure can be incurred only after inviting tenders as per State Govt., rules. However, in the case of purchases from Government Agencies or institutions such as Atomic Energy Commission, National Laboratories etc; the Vice-Chancellor may sanction expenditure up to Rs.100000/- without inviting tenders or quotations but a certificate to this effect shall be recorded in writing.
- (B) However in case of purchase from GeM, GIL, The Vice-Chancellor is authorised to sanction the expenditure as per provisions made in Government Financial Rules in force.
- (2) The Pro-Vice-Chancellor is authorized to sanction all expenditure pertaining to the University including the building work up to Rs. 25000/- without inviting quotations; and up to Rs.40000/- after inviting quotations.
- (3) The Registrar is authorized to sanction all expenditure up to Rs.20000/- without inviting quotations; and up to Rs.50000/- after inviting quotations.
- (4) The Controller of Examinations is authorized to sanction all expenditure pertaining to the Exam Branch up to Rs.10000/- without inviting quotations; and Rs.25000/- after inviting quotations and any Expenditure of conducting Examination.
- (5) The Chief Accounts Officer be authorized to sanction all expenditure up to Rs.10000/- without inviting quotations and up to Rs.25000/- after inviting quotations and shall sanction all the Bills of salary of the employees of the University employed permanently /temporarily or on contractual basis or Outsourced.
- (6) Deputy Registrar is authorised to sanction any Expenditure for Academic branch upto Rs.10,000/- without obtaining quotations and Expenditure of remunerations bills of University departments and PG centres.
- (7) The Librarian is authorized to sanction all normal expenditure pertaining to the library up to Rs.10000/- without inviting quotations; and up to Rs.25000/- after inviting quotations. (except books)
- (8) The deputy Engineer being the Head of the Estate branch is authorised to sanction all expenditure up to Rs.25000/- without inviting quotations; and up to Rs.50000/- after inviting quotations and can sanction any Expenditure of Electricity Bills, Telephone Bills and Insurance.
- (9) Other Heads of departments & the Branch Heads are authorised to sanction contingency expenditure except hospitality expenditure pertaining to their respective department /branch up to Rs.5000/- without inviting quotations and up to Rs.10000/- after inviting quotations.
- (10) The Vice-Chancellor is authorised to sanction advances without any limit in respect of Exam and Administration works, Whereas PVC, Registrar & Chief Accounts Officer are authorised to sanction advance up to Rs.50000/- 25,000/- and Rs.25,000/- respectively for all purposes.

- (11) Any two officers among the authorised signatories can transfer the funds from one account to another account of the university General Funds as and when required.
- (12) First signatory of the authorised signatories of the accounts of General Funds of the university and first signatory of the accounts of the university departments shall have to check the bills, sanctioned letters, necessary certificates etc whereas the second signatory shall have to check the amount, name of the party and the signature of the first signatory.
- (13) Director of physical education and NSS Coordinator are authorised to sanction the regular expenditure of the programme and seminars organised as per rules and within the budget provisions of their branches.
- (14) Actual car fare shall be paid as Per Govt Provision in the case of experts coming to attend the selection committee and in the case of person who comes in any inquiry committee appointed by the university. In case of Air Fare Prior sanction of Vice – Chancellor is a must.

Note :-

- (i) This above monetary authority limit in respect of financial power shall be applicable in each one case at a time only but requirement of one time shall not be split to cover the whole expenditure involved in one case within the powers.
- (ii) Respective departments and branches shall have to maintain records such as miscellaneous Purchase Register, vouchers file, quotation file etc.

Ordinance - 31 (h) (ADD)

EC 09-08-2017, Resolution No.49

In case of Grant-in-aid/ Government colleges who have been recruited as Assistant Professor (Adhyapak Sahayak) by Director of Higher Education/ GPSC having Ph.D/NET/SLET/SET Qualifications on a regular permanent posts, having recognition of the university and have cleared the probation and are confirmed be recognised as a PG teacher on their confirmation.

Ordinance - 51 (A) (ADD)

EC 27-12-2017, Resolution No.20

As per the resolution of Education Department, Government of Gujarat dated 14/07/2017, to encourage students during their studies to participate in various co-curricular and extra-curricular activities. Those students shall be previllaged in terms of condoning their deficit in attendance for want of Granting their terms and also internal marks following activities have been included in the scheme for the students by the state Government.

Social Service / Volunteer : Students participating in activities like "Swachhata Abhiyan", construction of Toilets, Aids awareness, blood donation, natural calamities, plantation of trees, Reading, Continuing Education, Medical camps, celebration of various National and International days, Traffic control "Gram Mitra", "Police Mitra" distribution of kits to poor people, Different social awareness program etc.

Objectives:

- (1) During Their studies students may get motivation from innovation/start up programmes.
- (2) Students start working as a team for research and development of modules and publications.
- (3) Students during their life can contribute in various fields through research and publications.
- (4) Various kinds of expertise, management skills, and entrepreneurship etc can be developed.
- (5) Students can be benefitted for job opportunities and also getting admissions in programmes of higher studies.
- (6) Social leadership can be developed in students through NCC, NSS, Youth Festivals and alike other activities.
- (7) Participation in "Swachhata Abhiyan" and NGO activities would develop sense of social responsibility in students and society may also get benefit of young talents.

➤ **Which activity would be beneficial?**

- (1) Social service / Volunteer:

(Social services – NGO or at personal level motivation for activities:

"Swachhata Abhiyan"–Construction of Public Toilets, AIDS Awareness–Blood Donation, Flood Cyclones – Earth Quacks, Fire incidences – Relief activities – Plantation activities "Vanchan Abhiyan" continuous Education – Medical Camps, Celebration of various National and International days – Traffic control – "Gram Mitra" "Police Mitra" – Distribution of kits to poor, workshops, seminars etc.)

Sr. No.	Activity	College level / Marks & Condonation in Attendance	Uni. level / Marks & Condonation in Attendance	State level / Marks in Condonation in Attendance	National level / Marks & Condonation in Attendance	International level / Marks & Condonation of Absent days	Remarks
1	2	3	4	5	6	7	8
1.	Any activity as mentioned in Table-2 Any other activity as decided by university committee	Upto 1% of the aggregate marks & 15% of the total Absent days can be condoned (1) For Ex. Out of total 500 marks of Five papers if 200 marks are obtained that @ 1% 2 marks can be given. (2) 10 days Absence of recorded in respective activity than 15% of that 10 days i.e. 1.5 days Absence can be condoned.	Upto 2% of aggregate marks & 20% of the total Absent days can be condoned (1) Similarly 2% of 200 marks i.e. 4 marks can be given (2) Similarly 20% of 10 days absence i.e. 2 days Absence can be condoned.	Upto 3% of aggregate marks & 30% of the total Absent days can be condoned (1) Similarly 3% of 200 marks i.e. 6 marks can be given (2) Similarly 30% of 10 days i.e. 3 days Absence can be condoned.	4% of the aggregate marks & 40% of the total Absent days can be condoned (1) 4% of 200 marks i.e. 8 marks can be given. (2) Similarly 40% of 10 days i.e. 4 days Absence can be condoned.	5% of aggregate marks & 40% of total Absent days can be condoned (1) 5% of 200 marks i.e. 10 marks can be given. (2) 40% of 10 days i.e. 4 days Absence can be condoned.	Respective university committee is empowered to justify authenticity and social responsibility of the activities

(2) Sports / Cultural Activities:

(Sports – NCC – NSS and Fine Arts Youth festivals)

Sr. No.	Activity	College level / Marks & Condonation in Attendance	Uni. level / Marks & Condonation in Attendance	State level / Marks in Condonation in Attendance	National level / Marks & Condonation in Attendance	International level / Marks & Condonation of Absent days	Remarks
1	2	3	4	5	6	7	8
1.	Sports / NCC / NSS Youth festival / Play competition Fine Arts	Upto 1% of the aggregate marks & 15% of the total Absent days can be condoned	Upto 2% of aggregate marks & 20% of the total Absent days can be condoned	Upto 3% of aggregate marks & 20% of the total Absent days can be condoned	4% of the aggregate marks & 40% of the total Absent days can be condoned	5% of aggregate marks & 40% of total Absent days can be condoned	In Any case not more than 5% of aggregate marks and 40% of Attendance would be permitted to be condoned.

(3) Research publication, Start up / Renovation, Internship:

Sr. No.	Activity	College level / Marks & Condonation in Attendance	Uni. level / Marks & Condonation in Attendance	State level / Marks in Condonation in Attendance	National level / Marks & Condonation in Attendance	International level / Marks & Condonation of Absent days	Remarks
1	2	3	4	5	6	7	8
1.	Private work / Publication / Module Mgmt / Research / Internship patent / Constrictive & Social-Industrial – Economically Significant Activities Technology Transfer- Start up Innovation etc.	Upto 1% of the aggregate marks & 15% of the total Absent days can be condoned	Upto 2% of aggregate marks & 20% of the total Absent days can be condoned	Upto 3% of aggregate marks & 20% of the total Absent days can be condoned	4% of the aggregate marks & 40% of the total Absent days can be condoned	5% of aggregate marks & 40% of total Absent days can be condoned	Eligibility for the same and Authenticity will be approved by the Committee for this. In no care the marks more than 5% and Attendance not more than 40% can be condoned.

(4) College level Committee:

1. Principal of the college concerned – Chairperson
2. Head of the Department concerned – Member
3. Responsible officer associated with the activity – Member

(If a student has participated in more than one activity, all the concerned officer associated with respective activity for Ex.NSS/NCC/Sports/Youth festival/Nodle officer for start up policy/ Placement In-charge.)

(5) University level Committee:

1. Vice-Chancellor of the concerned University – Chairperson
2. Registrar of the concerned University – Member
3. Head of the concerned Department of the University – Member
4. Concerned officer associated with the activity in the University for sports– Director of Physical Education, for Youth Festival – Youth officer, Representative of nodule agency for start up.

Process to be followed for Implementation:

1. Committees would be responsible for every student studying in College / University.
2. A certificate for participation is to be submitted by the student—to the concerned committee. The committee would publish the programme of the activities and through wide publication application would be invited. Before participating every student has to inform in prior the Committee / Principal of the College / Head of the department and the Committee has to take decision for the same in the very next meeting.
3. The committee either at College or University level would security the applications, for its attestation, authenticity and the decision taken shall be put on the notice board and the website.
4. The activities not listed in the tables, the committee for the eligible students out of 5% maximum how much internal mark be put would decide. A maximum of 5% marks may be given for participation in any activity at international level. The committee is empowered to take suitable decision.
5. For any kind of dispute arising for the scheme, the decision of Hon. Vice-Chancellor shall be final and binding to all concerned.
6. The regulations for mandatory attendance shall not be violated and care should be taken to campout personal activities without the permission of College / University in the vacation period only.

Ordinance - 72 (i)**EC 30-04-2011, Resolution No.7**

Every college and recognized institution shall report to the Executive Council all changes in its teaching staff within fifteen days from the date on which a member of the teaching staff has joined or is relieved, as the case may be. Those appointments which are not reported within this period shall not be approved from the said academic term. The process fee for the recognition of principal and other teaching staff shall be Rs.500/- (Rupees Five Hundred only) for each case the fee for this purpose shall be non refundable.

Provided that the teachers approved earlier of affiliated college of this university area and not joined another university and also paid process fee as earlier in case they have exempted for process fee for join in another affiliated college of this university area. It is also provided that teachers join in affiliated colleges of this university area from another universities is must paid the process fee as per above provision.

Ordinance-72 (iv) FOR SELF FINANCE COLLEGES**EC 09-06-2017, Resolution No.59****(A) ASSISTANT PROFESSOR:**

(Other than the Pharmacy, Engineering College and M.B.A., M.C.A. Institute)

- (1) Chairperson of the Governing Body of the college or his/her nominee to be the chairperson of the selection committee.
- (2) The Principal of the Concerned College.
- (3) One Senior Teacher/Head of the Department (of the concern Subject) of the same college

- (4) Three nominees of the Vice-Chancellor, one of whom shall be a subject expert, one Representative and one Principal.
- (5) Two subject expert not connected with the college to be nominated by the chairperson the Governing body out of a panel of names approved by the Vice-Chancellor.

The quorum of selection committee should be **FIVE** of which at least **TWO** must be from out three subject experts.

The recommendation of the selection committee shall be subject to the approval of Vice-Chancellor and the State Government.

(B) PRINCIPAL:

(Other than the Pharmacy, Engineering College and M.B.A., M.C.A. Institute)

- (1) Chairperson of the Governing Board as a chairman or his/her nominee to be the chairperson of the Selection Committee.
- (2) One member of the Governing Body to be nominated by the chairperson.
- (3) Two nominees of the Vice-Chancellor, out of whom one shall be an expert.
- (4) Three experts consisting of the Principal of a college, a professor and an Accomplished educationist not below the rank of a professor (to be nominated by the governing body) out of a panel of expert approved by the Vice-Chancellor.

The quorum of selection committee should be **FOUR** member in which **TWO** must be experts.

The recommendation of the selection committee shall be subject to the approval of Vice-Chancellor and the State Government.

(C) LIBRARIAN:

(Other than the Pharmacy, Engineering College and M.B.A., M.C.A. Institute)

- (1) Chairperson of the Governing Body of the college or his/her nominee to be the chairperson of the Selection Committee.
- (2) The Principal of the Concerned College.
- (3) Three nominees of the Vice-Chancellor, one of whom shall be a subject expert experts, one Representative and one Principal.
- (4) Two subject expert not connected with the college to be nominated by the chairperson the Governing body out of a panel or names approved by the Vice-Chancellor.

The quorum of selection committee should be **FIVE** of which at least **TWO** must be from out three subject experts.

The recommendation of the selection committee shall be subject to the approval of Vice-Chancellor and the State Government.

Ordinance-87 EC 16-03-2017, Resol. No.56, EC 09-06-2017, Resol. No.56 & EC 29-06-2017, Resol. No.54

(b) Every application for affiliation shall be accompanied with **non-refundable** fee as follows:

Sr.	Name of Application	For Govt./ Grant in aid college			For Self- financing college		
		Appli. Fee (₹)	Late Fee (₹)	Proc. Fee for Appli.(₹)	Appli. Fee (₹)	Late Fee (₹)	Proc. Fee for Appli. (₹)
1.	New College	35,000	15,000	1000	2,00,000	50,000	2000
2.	Bifurcation College	25,000	10,000	1000	50,000	15,000	2000
3.	Amalgamation of College	25,000	10,000	1000	50,000	15,000	2000
4.	Extension of affiliation	15,000	10,000	1000	50,000	15,000	2000
5.	Addition of New faculty	30,000	10,000	1000	60,000	15,000	2000
6.	Renewal of Affiliation	15,000	10,000	1000	30,000	15,000	2000
7.	Permanent Affiliation	1,00,000	25,000	1000	1,00,000	15,000	2000
8.	Application for Diploma	25,000	5,000	1000	35,000	10,000	2000
9.	NOC	1,00,000	-	1000	1,00,000	-	2000
10.	Closer of College	2,00,000	-	1000	2,00,000	-	2000
11.	NOC for out State University	5,00,000	-	1000	5,00,000	-	2000
12.	Addition of new Subject	15,000	10,000	1000	50,000	25,000	2000
13.	Closer of Addition Subject	-	-	-	16,000	-	100

(c) Every application for recognized institute/approved institute shall be accompanied with **non-refundable** fee as follow:

Sr.	Name of Application	For Grantable			For Self-Finan.		
		Recogn. Insti.			Recogn. Insti.		
		Approv. Insti.			Approv. Insti.		
		For Govt. Grant in aid Institute/Approved Institute			For Self- financing Institute / Approved Institute/ Reg. Inst.		
		Appli. Fee (₹)	Late Fee (₹)	Proc. Fee for Appli. (₹)	Appli. Fee (₹)	Late Fee (₹)	Proc. Fee for Appli.(₹)
1.	New Recognition	35,000	15,000	1000	2,00,000	50,000	2000
2.	Extension of Recognition	15,000	10,000	1000	50,000	15,000	2000
3.	Addition of New Courses	30,000	10,000	1000	60,000	15,000	2000
4.	New Approval	35,000	10,000	1000	50,000	15,000	2000
5.	Extension of Approval	15,000	10,000	1000	50,000	15,000	2000
6.	New Courses	25,000	10,000	1000	60,000	15,000	2000
7.	NOC	1,00,000	-	1000	1,00,000	-	2000
8.	Closer of College	2,00,000	-	1000	2,00,000	-	2000
9.	NOC for out State University	5,00,000	-	1000	4,00,000	-	2000

However, the fee shall be refunded if any type of above mentioned application is not entertained as per the provision in (a) above

The refund of fees shall be as under:

- (i) If due to non-feasibility of processing the application like-outside the jurisdiction etc. the application is accepted due to oversight of the university, the University shall deduct ` 2000/- and the application is rejected. Such applications shall not be processed further.
- (ii) If the Institution / Trust/ Mandal is not fulfilling the land or other requirements before the completion of Local Inquiry Committee formality and if the application is withdrawn by the applicant, 10% of affiliation fee shall be deducted.
- (iii) If the formalities of Local Inquiry Committee, etc. are completed and after that due to any reason, the application is rejected by the university, 25% of affiliation fee shall be deducted.

No request for postponement of the any type of above mentioned application shall be entertained.

Ordinance-87 (d)**EC 15-07-2015, Resolution No.125**

A college applying for an affiliation shall satisfy the terms and conditions as recommended by the Academic Council and approved by the Executive Council of the University as mentioned in Section-35 of the University Act. The Colleges which are not fulfilling the affiliation conditions within two months from the date of conditional approval letter given by university, the university shall charge penalty from such college, the amount of penalty shall be decided by the university.

Ordinance-94**EC 02-05-2015, Resolution No.59**

2. (i) An application for permission to change its location/name and an application for permission to give its building or a part of it together with a fee of Rs.25,000/- shall be submitted not later than 31st December of the year preceding the year from which the action of the college/institution is included to take effect.

Ordinance-101**EC 19-04-2016, Resolution No.60**

A candidate who passed in a subject or subjects will get exemption and cannot again appear in the same subject or subjects.

Ordinance-102**EC 19-04-2016, Resolution No.60**

Deleted

Ordinance-107**EC 12-06-2014 & 17-06-14, Resolution No.08**

"Prescribed examination form accept 7 (Seven) Days of working day in the University, from declaration date of circular".

No application for any of the various examinations for the award of Degree, Diploma or Certificate shall ordinarily be entertained, provided that the registrar may in his discretion accept such an application, if it is received not later than five working days after the prescribed last date along with a Late Fee of **Rs.500/-** with each application.

Notwithstanding anything contained above, the Vice chancellor has powers to accept applications before five working days from date of starting of examinations with special fee of **Rs.2000/-** (Rupees Two Thousand Only)"Including prescribed Late Fee **Rs.500/-**.

Ordinance-129**EC 16-03-2017, Resolution No.76**

Information as to whether a candidate's answers of any question paper of University examination have been examined and marks are entered will be supplied to the candidate on his forwarding either through the Head of his institution or directly to the University within 14 days from the date of issue of the mark sheet of the concerned examination by the university an application accompanies by a fee Rs.150/- for each question paper separately.

The fee is only for verifying whether a candidate's answers in any question paper have been examined and not for the re-examination of the answers. The rule that the marks obtained by the candidates in individual question or in section of a paper cannot in any circumstances be supplied, holds good also in case of the application for the verification of marks if a result of the verification made under this clause, if it is discovered that there has been either any omission to examine of marks any answers or a mistake in the totaling of the marks, the fee for verification shall be refunded to the applicant.

No application shall be entertained for re-checking of marks obtained at the internal tests, practicals, viva voce, thesis, dissertation and terms work & Project Work.

Rechecking can be done in desired subject only in theory examinations application received accept above provisions, fees shall not refunded in case there to.

Ordinance-132**EC 25-04-2014, Resolution No.49**

(A) The fee of various certificates issued by the University will be as under:

1. **Verification of Mark-sheet/Degree Certificate:-** Rs.200/- per degree per certificate.
2. **Transcript Certificate:-** Rs. 500/- for the first two sets of transcript and Rs.200/- for each additional set of transcript, per degree.
3. **Rank Certificate:-** Rs. 100/- per examination per certificate.

(B) The fee of any certificate not provided for in any of the Ordinance is **Rs.100/-**.

Ordinance – 134**EC 06-05-2009, Resolution No.56**

The following shall be the rates of tuition and other fees for post- graduate students including M.Phil. and students per-term in the University's Post- graduate departments and at post - graduate teaching centers, if any, instituted by the University.

(a) (i) Tuition fees for Full- time/Part-time students for all the subject comprised under following Faculty.

Sr.No.	Name of Faculty	Per-term
1	Arts - Commerce, Law, Education & Engineering	Rs.1200 /- Boys
2	Science	Rs.1500 /- Boys

(ii) For Self Finance

1	Arts - Commerce	Rs.2000 /-
2	Science	Rs.3000 /-

- | | |
|--------------------------|------------|
| (iii) For M.Phil. degree | Rs.2000 /- |
| (iv) For Ph.D degree | Rs.2500 /- |
- (b)** Laboratory fees for Full-time/Part- time students (For boys & Girls) per term shall be as under.
- | | |
|---|------------|
| (i) For the subject of Home - Science and all subject of Science other than Mathematics and Statistics for the Master degree. | Rs.800 /- |
| (ii) For Self Finance Science Subject | Rs.3000 /- |
| (iii) For M. Phil degree | Rs.1000 /- |
| (iv) For Ph.D degree | Rs.3000 /- |
| (v) For the Subject of Geography & Statistics for Master's or M.Phil or Ph.D. degree | Rs.250 /- |
| (vi) For the Student of Psychology | Rs.250 /- |
| (vii) For the use of Computer Facility (in any subject) | Rs.500 /- |
| (Viii) For the Student permitted to reappear in post graduate study with the change of group/ Group or subject at Master's or M.Phil. or Ph.D. degree | Rs.2000 /- |
- (c)** Provided that no tuition fees shall be charged in the case of a teacher fellows registered as a Ph.D. or M. Phil. student under the teacher fellowship scheme of the University Grants Commission.
- Provided further that, a blind student pursuing his post-graduate studies in any of the University Departments / recognized institutions or at any post-graduate centre of the University will, on production of evidence of his blindness to the satisfaction of the Head of the post-graduate department or a Principal of the college where a post-graduate center is instituted by the University will be permitted to study on payment of only half of the term fees, prescribed for each term, provided his income or his guardian's income does not exceed Rs. 12,000/- per annum.
- (d)** The following shall be the rates of fee other than tuition fees.
- | | |
|---|------------|
| (i) Internal Examination Fee | Rs. 100 /- |
| (ii) Library Fee | Rs. 75 /- |
| (iii) Library deposit (Once during the whole course) | Rs. 100 /- |
| (iv) Gymkhana Fee | Rs. 50 /- |
| (v) University Sports Fee | Rs. 30 /- |
| (vi) University Library Development Fee | Rs. 20 /- |
- (e)** When on leaving a Department of the University/Post-graduate centre, a student claims refunds of his tuition fees from the Department/Centre, he shall apply in writing to the Head of the University Department concerned/the Professor-in-charge of the post-graduate centre, as the case may be. On receipt of such an application through the Head of the Department/Professor-in-charge, refund may be given in the following circumstances at the rate indicated :
- Full fees for the term concerned shall be refunded in case of the death of the student concerned.
- In the event of a student paying tuition fee (including Laboratory fee, if any) at more than one post-graduate department and/or post-graduate centre, the required amount of the fee (including where laboratory fee, if any) shall be retained by the University where he sets

finally admitted and the tuition fee or fees (including laboratory fee, if any) paid at other centers shall be refunded at his cost to the concerned.

Tuition fee (including laboratory fee, if any) for the term concerned shall be refunded after deducting Rs. 15/- if a student applies within 10 days from the date of payment of fee or the last date fixed for payment of fee by the department of the post-graduate centre whichever is earlier.

Half of the tuition fee (including laboratory fee, if any) for the term concerned shall be refunded if a student applies after 10 days but within 20 days from the date of payment of fee or the last date fixed for payment of fee by the department or post-graduate centre, whichever is earlier.

Ordinance-134 a (i) (ii)**EC 22-07-2010, Resolution No.36**

The following shall be the rates of tuition and other fees for post-graduate students including M. Phil and students per semester in the University's Post-graduate departments and at post-graduate teaching centers, if any, instituted by the University.

Tuition Fee for full-time / Part-time students for all the subjects comprised under following Faculty.

a (i) <u>For the University Departments</u>	<u>Per Semester</u>
1. Arts, Commerce	Rs.1200/- Boys
2. Science	Rs.1500/- Boys
(ii) <u>For all the P.G. Centers</u>	<u>Per Semester (for all the Students)</u>
1. Arts, Commerce	Rs. 2000/-
2. Science	Rs. 3000/-
3. Rural Studies (M.R.S.)	Rs. 3000/-

Ordinance – 134 (a) (iv), (b) (iv) (ix) and (d) (vii)**EC 18-01-2011, Resolution No.08**

- (a)** (i) Tuition fees for Full-time/Part-time students for all the subject comprised under following Faculty.
- (iv) For Ph.D degree Rs.3500 /- Boys
Rs.2000 /- Girls
- (b)** Laboratory fees for Full-time/Part-time students (For boys & Girls) per term shall be as under.
- (iv) For Ph.D degree Rs.3500 /-
- (ix) Course fee for entire Ph.D. course Rs.5000/-
- (d)** The following shall be the rates of fee other than tuition fees.
- (vii) Registration fee for Ph.D. students Rs. 500/-

Ordinance – 140 (5) (I) SELF - FINANCE**EC 08-04-2009, Resolution No.25**

The Following rules shall be applied for both Under Graduate & Post Graduate Self finance Colleges / Departments / Institutions as the case may be.

- (1) Full fees for the term concerned shall be refunded in the case of the death of the student concerned.
- (2) Tuition fee (Including Laboratory fee if any) for the term concerned shall be refunded after deducting 15% from tuition fee (Laboratory fee if any) if a student applies within 15 days from the payment of his/ her fee for any reason whatsoever.

- (3) Tuition fees (Including Lab fee if any) for the term concerned shall be refunded after deducting 25 % from tuition fees (Including laboratory fee if any) if a student cancels his / her admission and another student is admitted on this cancelled seat.
- (4) In the case of reshuffling on merit, Department/College/ institutions shall refund total fees after deducting 15 % fees from total fees to the concerned students with in a one month from his/her admission.
- (5) Department / College / institution shall return all the original documents to the concerned students, after enrollment / Registration or end of the first term whichever is earlier.

Ordinance – 140 (11)**EC 14-11-2014, Resolution No.02**

"The University to fix, demand and receive such fees, development funds and other charges from the Self finance colleges other than government colleges or colleges maintained by the government for development and maintained expenditure of the university."

Ordinance – 144 1 (a) 1 Librarian**EC 30-04-2011, Resolution No.37**

Minimum Qualifications for the post of College Librarian shall be such have laid down by U.G.C. from time to time.

Ordinance – 146 CULTURAL ACTIVITIES FEE**EC 23-09-2011, Resolution No.51**

Every student admitted to an affiliated college, recognized institution or University Department shall pay a fee of Rs.15.00 per term towards the expenses for organizing cultural activities in the University. The fees so collected by the College /Institution/University Department shall be remitted to the University within one month from the date of commencement of the term.

The amount shall be used towards the expenditure incurred in the organization of the activities of the University Students community.

Ordinance – 147**EC 09-08-2017, Resolution No.55**

RECRUITMENT, APPOINTMENT AND OTHER SERVICE CONDITIONS INCLUDING CONDUCT AND DISCIPLINE RULES AND LEAVE RULES OF THE NON-TEACHING STAFF OF THE UNIVERSITY

1. Short title, commencement and application:

This Ordinance may be called "The University non-teaching Staff Conditions of Service (Conduct and Discipline) Rules Ordinance 1986. It will apply to all University employees who are the members of non-teaching staff of the University unless otherwise provided.

- 2. (A)** The pay scale, qualifications and procedure for recruitment for the various posts to be filled in the University shall be such as may be prescribed by the Executive Council from time to time. Recruitment to all categories of university employees shall be made strictly on merits and selection by duly constituted selection committees, **wherever applicable.**

The following qualifications are prescribed for the direct appointment for the Non-teaching staff in the University

Sr. No.	Name of the Post and Scale	Qualifications
1.	P.A. to Registrar 9300-34800 Grade Pay 4200 (Fixed Pay for first five year)	<ul style="list-style-type: none"> • A Bachelor's degree knowing English / Gujarati Stenography with G.C.C.E.'s certificates of Stenography • Stenography speed of 120 w.p.m. • Typing speed on computer of 40 w.p.m. in English and 25 w.p.m. in Gujarati. • 2 years experience as a stenographer Gr-II
2.	Coach (Athletics) *6500-10500	<ul style="list-style-type: none"> • A Bachelor's degree in Physical Education. <p style="text-align: center;">OR</p> <p>A Diploma in Physical Education and Diploma from National Institute of Sport, obtained after passing a regular course examination.</p>
3.	Office Superintendent *6500-10500	<ul style="list-style-type: none"> • A Bachelor's degree in Second Class with Seven Years experience of work in a university <p style="text-align: center;">OR</p> <p>A government or in a semi-Government office.</p>
4.	(A) Technical Assistant (Library) *5500-9000	<ul style="list-style-type: none"> • A Bachelor's degree and Diploma in Library Science from in a statutory University. Experience of library work essential.
	(B) Technical Assistant (Computer) *5500-9000	<ul style="list-style-type: none"> • PGDCA after graduation with 50% marks from the recognized university and one year working experience in any reputed organization <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> • B.C.A. / B.Sc. (Computer Science / Information Technology) with 50% marks and one year experience <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> • BE(computer Science/Computer Engineering/Information Technology) with 50 % marks <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> • Master Degree in (Computer Application / Computer Science/ Information Technology)
5.	Accountant 9300-34800 Grade pay 4400 (Fixed pay for first five year)	<ul style="list-style-type: none"> • M.Com. or B.Com. with 50% marks with 5 years experience of office work on accounts side in a supervisory capacity in University or Government or corporation established by the Government. • Knowledge and working experience of preparing independently Annual Accounts in computerized accounts software at university or government or corporation will be desirable.
6.	Deputy Accountant 9300-34800 Grade pay 4200 (Fixed pay for first five year)	<ul style="list-style-type: none"> • M.Com. or B.Com with 50 % of marks with 3 year's experience of office in a University or in a Government or in a corporation established by the Government. • Knowledge and working experience of preparing independently Annual Accounts in computerized accounts software at university or government or corporation will be desirable.

Sr. No.	Name of the Post and Scale	Qualifications
7.	Junior Stenographer Gr-II *5000-8000	<ul style="list-style-type: none"> Graduates knowing shorthand & Typing speed of 80 & 35 w.p.m.respectively in Gujarati. Knowing English Stenography preferred. 2 years experience as Stenographer.
8.	Head Clerk *5000-8000	<ul style="list-style-type: none"> A Bachelor's degree with 5 year experience of office work in the university or in a Government or in a Corporation established by the Government.
9.	Additional Assistant Engineer * 4500-7000	<ul style="list-style-type: none"> B.E. (Civil) with three years experience or Diploma in a Civil Engineering with 5 years experience of supervision of handling construction work carried out under a Government or a semi-Govt. agency or a recognized contractor under an architect of repute. Provided that the requirement of experience may be relaxed in case of a first class degree holder.
10.	Senior Clerk *4000-6000	<ul style="list-style-type: none"> A Bachelor's degree with minimum 3 years experience of office work in university or its affiliated colleges or in a government or in a corporation established by the government.
11.	Cashier *4000-6000	<ul style="list-style-type: none"> B.Com with 5 years experience of case handling in a university or in a government or in a corporation established by the government.
12.	Junior Clerk 5200-20200 Grade pay 1900 (Fixed Pay for First Five Year)	<ul style="list-style-type: none"> A Bachelor's degree in any discipline. Knowledge of Data entry on computer in English and Gujarati.
13.	Clerk-Cum Typist 3050-4590*	<ul style="list-style-type: none"> A Bachelor's degree with G.C.C. certificate of typing speed of 40 w.p.m. in English and 25 w.p.m. in Gujarati Experience of work of data entry Computer preferred.
14.	Typist 5200-20200 Grade Pay 1900 (Fixed Pay for first five year)	<ul style="list-style-type: none"> A Bachelor's degree in any discipline. Typing speed on computer of 40 w.p.m. in English and 25 w.p.m. in Gujarati Knowledge of Data entry on computer in English and Gujarati.
15.	Telephone Operator 3050-4590*	<ul style="list-style-type: none"> Graduate having undergone thirteen weeks training conducted by Telephone Department OR having two years experience of PABX.
16.	Driver *3050-4590	<ul style="list-style-type: none"> 5th standard pass. Light driving license, 5 years experience of four wheel vehicle. Primary knowledge of repairing, clear vision without glasses. Holders of heavy driving license preferred.
17.	Machineman *2650-4000	<ul style="list-style-type: none"> Studied up to Xth.
18.	Naik * 2610-3540	<ul style="list-style-type: none"> 8th Standard pass.
19.	Peon 4440-7440 Grade pay1300(Out Sourced)	<ul style="list-style-type: none"> 10th Standard pass. Must know cycling. Experience desirable.

Sr. No.	Name of the Post and Scale	Qualifications
20	Watchmen * 2550-3200	• 7 th Standard pass and having at least 5 years experience in similar capacity. Ex-Serviceman preferred.
21	Electric Wireman *4000-6000	• 10 th Standard pass with ITI wireman exam passed or Technical Board Exam passed or Second Class Wireman Exam passed.
22	Plumber *3050-4590	• 7 th Standard pass with 5 years experience as a plumber.
23	Pump Attendant * 2650-4000	• 7 th Standard pass with 2 years experience in the field of centrifugal pump and its repair & maintenance.
24	Sweeper *	• Seven Standard Pass.

(NOTE: *Pay Scale to be revised as per the Six Pay/Seventh Pay commission applicable from time to time.)

The procedure for recruitment for the above mentioned posts to be filled in the university shall be such as may be prescribed by the Executive Council from time to time.

- 2 (B) NO CHANGE..... SAME
- 2 (C) NO CHANGE..... SAME
- 2 (D) NO CHANGE..... SAME
- 2 (E) NO CHANGE..... SAME
- 2 (F) NO CHANGE..... SAME
- 2 (G) NO CHANGE..... SAME
- 2 (H) **SELECTION PROCEDURE FOR JUNIOR CLERKS, TYPISTS, PA TO REGISTRAR:**

- (a) University will arrange for Qualifying Written Test of 100 MCQ type questions of 100 marks (each question of 1 marks with negative marking of 0.25 mark for wrong answer) consisting of General Knowledge(20%), English Language Proficiency (30%), Mathematics and reasoning(30%) and Computer fundamentals (20%) .
- (b) Based on the performance in the above mentioned Qualifying Written Test, number of candidates to be considered for **COMPUTER / STENOGRAPHY/ TYPING test, (whichever is applicable)**, shall be minimum 3 times of the number of posts to be filled in or as decided by the Vice-chancellor considering the cut-off marks.This test will be 100 marks.
- (c) Final selection list shall be prepared based on shortlisted candidate's as 2(b) above. The final list shall be prepared based the combined score of Qualifying Written Test (weightage 60 %) and the score of computer test / speed test (weightage 40 %)

2 (I) SELECTION PROCEDURE FOR ACCOUNTANT AND DEPUTY ACCOUNTANT:

- (a) **University will arrange for Practical Test for COMPUTER / ACCOUNTING SOFTWARE test.** This will be 100 marks (50 MCQ type questions of 2 marks each with negative marking of 0.50 mark for wrong answer)
- (b) **Based on the scores of the above test, reasonable number of candidates (considering the number of posts,) will be called for interview as decided by the Vice-chancellor considering the number of posts and the cut-off marks and the final selection list shall be prepared** on the basis of combined score of Computer /Accounting Software test (60% weightage) and the score of Personal Interview performance (40 % weightage)

2 (J) AGE LIMIT FOR JUNIOR CLERKS AND TYPISTS:

Maximum age limit shall be 28 years on the date of advertisement. The age relaxation of 05 (five) years shall be given to reserved category (SC, ST, OBC), WOMEN and PH category candidates i.e. 33 Years. The age relaxation of additional 05 (five) years shall be given to Women candidates belonging to reserved category (SC, ST, OBC) i.e. 38 years

3. PAY SCALES, ALLOWANCES AND OTHER MONETARY BENEFITS:

The pay scales, allowances, pension, insurance, provident fund, gratuity, medical benefits and other monetary benefits of the University employees shall be such as may be laid down by the Executive Council from time to time and approved by the Government of Gujarat.

Ordinance – 147 (17)

EC 16-03-2017, Resolution No.60

17. Rules regarding promotion of non teaching Employees

- (1) In the case of posts of Administrative cadres, such as junior clerk, clerk cum typist, typist, Senior clerk, Head clerk and Office superintendent, the vacancy shall be filled up by promotion as shown below in relevant pay-scales as approved by State Government.
- (1) Peon shall be promoted to Jr. Clerk.
 - (2) Jr.Clerk., Clerk Cum Typist, Typist shall be promoted to Senior Clerk
 - (3) Senior Clerk shall be promoted to Head Clerk
 - (4) Head Clerk shall be promoted to Office Superintendent.
- (2) For the above mentioned posts, the promotion shall be given on the basis of Seniority –Cum-Merit according to the following rules.
1. The Seniority shall be taken into considerate as laid down in 147(6)
 2. The qualification shall remain as laid down in ordinance 147(2) a
 3. Last three years of confidential report shall be considered
 4. No Departmental Examination is required for the promotion

Note: (i) Those who have been earlier promoted as per the resolution No.93 of Executive Council dated: 17/05/1997, Resolution No.72 of Executive council dated 17/7/2003 and Resolution No.1 dated: 18/8/2003 are

- not required to pass a departmental examination or a examination during probation period.
- (ii) If there is no qualified employee in the cadre of peons, the posts of Jr.Clerk shall be filled up by direct recruitment
- (3) On the posts of Accounts cadres such as Cashier, Deputy Accountant and Accountant the vacancy shall be filled up by promotion as shown below:
- (1) Cashier shall be promoted to Deputy Accountant
- (2) Deputy Accountant shall be promoted to Accountant
1. The Seniority shall be taken into considerate as laid down in 147(6)
 2. The qualification shall remain as laid down in ordinance 147(2)a
 3. Last three years of confidential report shall be considered
 4. No Departmental Examination is required for their promotion
 5. As there is no feeder cadre for the post of Cashier, the post of Cashier shall be filled up by to direct recruitment
- (4) The following posts are single cadre posts on which there shall be no promotion on these posts
1. Registrar
 2. Librarian
 3. Director of Physical Education
 4. Controller of Examination
 5. Chief Accounts Officer
 6. Deputy Registrar
 7. Assistant Registrar
 8. Assistant Librarian
 9. Deputy Engineer
 10. P.S. to V.C
 11. N.S.S Co-ordinator
 12. Coach(Atheletics)
 13. Technical Assistant (Library)
 14. Ad Assistant Engineer
 15. Jr.Stenographer Grade:II
 16. Electric Wireman
 17. Telephone Operator
 18. Driver
 19. Machine Man
 20. Watchmen
 21. Plumber
 22. Pump Attendant
 23. Sweeper
- (5) Reservation policy in promotion shall be applied as the policy laid down by state government.
- (6) Those employees who declines the offer in writing or does not accept the offer within specified time limit shall lose his/her right to promotion on that post for that turn only.

Ordinance – 150**EC 30-04-2011, Resolution No.37**

The Minimum Qualification for Appointments as the Principal in an Affiliated Colleges.

The Qualifications for the post of Principal in Affiliated Colleges shall be such have lain down by U.G.C. and concerned Apex body & Council from time to time.

Ordinance – 159 Qualification for Teaching Post**EC 15-02-2011, Resolution No.05**

The qualifications and procedure for the post of Professor, Associate Professor & Assistant Professor shall be such have laid down by UGC., AICTE and concerned council from time to time.

Ordinance – 162 Rules for Re-assessment**EC 16-03-2017, Resolution No.75**

In case a candidate at a University examination is not satisfied with the assessment of his answer book, in any paper/s he may apply for re-assessment of his answer book/s.

- (1) The Candidate shall apply in the prescribed form for re-assessment of his answer book/s.
- (2) No application shall be entertained for re-assessment of marks obtained at the internal tests, practical's, viva voce, thesis, dissertation and term work & Project Work.
- (3) Every application for re-assessment should reach to the Registrar through the Principal/ Head of the Department concerned within 14 (Fourteen) days from the date of issue of mark sheet of the concerned examination, by the University along with a fee of Rs.350/- (Three hundred fifty only) per paper in case of a subject which consists of more than one paper, a separate fee shall be paid for each paper.
- (4) The re-assessment of answer book/s will be allowed in not more than two papers of those examinations which lead to award of under-graduate degree, Post-Graduate degree, P.G. diploma illustrated as below.

1	Third B.A.	22	Third B.C.A.	43	FIRST B.H.M.S.
2	Third B.Sc.	23	M.S.W.	44	SECOND B.H.M.S.
3	Third B.Com	24	P.G.D.C.A.	45	THIRD B.H.M.S.
4	M.A. Part-I	25	P.G.D.B.M.	46	FOURTH B.H.M.S.
5	M.A. Part-II	26	M.Phil.	47	FIRST M.B.B.S.
6	M.Sc. Part-I	27	M.C.A. Sem-IV	48	SECOND M.B.B.S.
7	M.Sc. Part-II	28	M.C.A. Sem-V	49	THIRD M.B.B.S.
8	M.Com. Part-I	29	M.C.A. Sem-VI	50	FOURTH M.B.B.S.
9	M.Com. Part-II	30	P.G.D.C.E.	51	First B.Sc. (Nursing)
10	B.Ed.	31	B.P.Ed.	52	Second B.Sc. (Nursing)
11	M.Ed.	32	M.P.E.	53	Third B.Sc. (Nursing)
12	Second LL.B.	33	M.Sc. (Tech)	54	Fourth B.Sc. (Nursing)

13	Third LL.B.	34	B. Journalism	55	First B.Sc. Post Basic (Nursing)
14	LL.M. Part-I	35	P.G.D.M.L.T.	56	Second B.Sc. Post Basic (Nursing)
15	LL.M. Part-II	36	T. B.Sc. (CA&IT)	57	M. Pharm.
16	B.Lib. & Info. Sci.	37	M. Journalism	58	FIRST B.PHARM.
17	M.Lib.& Info. Sci.	38	M.Sc. (CA&IT)	59	SECOND B.PHARM.
18	B.E. Sem.-VII	39	FIRST B.D.S.	60	THIRD B.PHARM.
19	B.E. Sem.-VIII	40	SECOND B.D.S.	61	FOURTH B.PHARM.
20	Third B.R.S.	41	THIRD B.D.S.	62	B. ARCH.(Except Sem-7 & sem-10)
21	Third B.B.A.	42	FOURTH B.D.S.	63	B.P.T. (All Years)
<p>NOTE:- In addition to above 62 examinations, the reassessment of answerbook/s will be allowed in last two semesters of Under-Graduate Courses and in all semesters of Post-Graduate Courses under CBCS/Grading system in the Faculties of Arts, Science, Commerce, Law, Education and Rural Studies.</p>					

- (5) On receipt of an application in the University office, the Vice-Chancellor in consultation with such persons as may be deemed fit by him, will appoint examiners preferably, from outside the university to re-assess the answer books.
- (6) (a) Before the process of re-assessment of the answer book/s, the rechecking of the answer book/s will be done at the initial stage.
- (b) Incase after rechecking of the answer book/s the result of the candidate is modified, the written option, whether the candidate accepts the modified result or he/she still wishes to reassess his answer book/s will be asked to the candidate.
- (c) If the student opts to accept the modified result in accordance with 6(b) above Rs.100/- will be refunded.
- (7) (a) If as a result of re-assessment, the difference between original marks and the marks gained by re assessment (or vice versa) is fifteen percent or more of the original marks subject to minimum difference of five marks the average of the original marks and the marks gained through re-assessment will be worked out and the average marks will be considered as final marks, (rounding shall be to Higher integer for fraction 0.5 and above.)
- (b) No modification in the original marks shall be made in the difference stated in (a) above is less than fifteen percent of the original marks scored by the student or is less than minimum five marks.
- (8) In case of re-assessment no fees will be refunded except mentioned under clause 6(c) above.
- (9) If a result of re-assessment, the modified marks adversely affects the result of the candidate, the revised marks shall be final and binding upon him.
- (10) The original result of the applicant shall be considered unchanged for all purposes, till such time as the result of re-assessment of Answer book/s applied for, is communicated to the applicant.

- (11) If as a result of re-assessment of answer book/s a candidate who was declared failed passes at the examination, and if his/her result is modified after the commencement of the academic term, he shall be eligible to seek admission to the next higher class. The Principal/Head of the Department concerned shall do needful in accordance with Ordinance-51, for consideration of deficiency in minimum attendance required and actual attendance of the concerned student.
- (12) The result of re-assessment will be declared within three months after the date fixed for the receipt of applications for re-assessment.

Ordinance – 165**EC 11-05-2017, Resolution No.04**

The University shall have Gold Medal Distribution Ceremony every year on its Foundation Day i.e. 17th May, irrespective of the date falls on Sunday or any other Public Holiday, etc.

University shall observe this date as a regular working day and holiday shall not be given on that date.

If the date falls on Sunday or any public holiday, etc. the university shall declare any other substitute date as a holiday on its lieu.

This Ordinance shall come into force from the Academic Year 2017-18 for the results of the Academic Year 2016-17. The first such ceremony shall be on 17th May, 2018.

M.PHIL ORDINANCES

O.M.PHIL-1

The degree of the Master of Philosophy (M. Phil.) shall be considered an Intermediate Degree between the Master Degree and the Doctorate Degree in the relevant faculty and the subject.

Clarification

M. Phil shall not be considered a pre-requisite for any student seeking registration as a Ph.D. student, however preference in admission/exemption in entrance test, etc. shall be available as per U.G.C. regulations provided in that connection.

O.M.PHIL-2

The M.Phil. Degree Programme shall be conducted at the University Department/s only.

O.M.PHIL-3

- (A) Candidate for being eligible for admission to M.Phil. Degree course, must have passed the Master's Degree Examination of the recognized University with at least 55% marks for General while 50% for SC/ST candidates & OBC (Non creamy layer) candidates in the faculty in which the candidate seeks admission.
- (B) The admission in a particular subject/discipline at the M Phil. degree course shall be open to a person who has obtained a Master's Degree in the same or relevant subject from U.G.C. recognized university.
- (C) The reservation of seats for admission to M.Phil. Courses shall be as per the State Government rules effective from time to time.

O.M.PHIL-4

Procedure of admission

1. A Candidate shall be admitted as M.Phil. Student through an entrance test conducted by University.
2. Those candidates qualifying UGC-CSIR-NET/GATE/SLET test or awardees of teacher Fellow (TF) form UGC are exempted from the entrance test.
3. Students who are appearing in the final semester university examination shall be allowed to sit in the M.Phil. entrance examination.
4. The reservation for various categories shall be as per the state government policy implemented from time to time.
5. To qualify the M.Phil. Eligibility test, Student must acquire 50 % marks aggregate of both sections in the M.Phil. Entrance test.(As per UGC Notification M.Phil./ Ph.D. Regulation 2016 dated 5th May 2016 (5.41).
6. University shall prepare final merit list from amongst the qualified candidates for admission to M.Phil. Programme as per the following break-up:

(i) Those who are exempted from M.Phil. Entrance Examination.

- | | |
|---|----------|
| (A) Bachelor Degree (Last Two Semester/Last Year Based) | 25 Marks |
| (B) Master Degree based | 35 Marks |
| (C) NET/SET | 10 Marks |
| (D) Viva –Voce Score | 30 Marks |

(ii) Those who are not exempted and appeared in M.Phil. Entrance Examination

- | | |
|---|----------|
| (A) Bachelor Degree (Last Two Semester/Last Year Based) | 25 Marks |
| (B) Master Degree based | 35 Marks |
| (C) Entrance Exam | 10 Marks |
| (D) Viva –Voce Score | 30 Marks |

7. The University shall notify the number of seats, procedure for admission, entrance examination schedule, etc. on its website or by an advertisement for admission in M.Phil. Programme.

O.M.PHIL-5**Structure of Entrance Examination**

The Entrance Examination shall be of objective type with 100 Multiple Choice Questions as per the scheme given below:

Section :I Research Methodology (Subject Wise) 50- MCQ Questions of 50 Marks

Section :II Subject Specific 50- MCQ Questions of 50 Marks

There shall be a separate Syllabus for each subject for section : I and Section :II Syllabus for M.Phil. /Ph.D. Entrance Examination of Research Methodology shall be put on University website and Subject specific Questions shall be as per the UGC-CSIR NET Syllabus for Paper –II.

Passing standard of the entrance examination shall be 50 % aggregate of both sections.

Candidates having cleared the entrance test will be required to take an oral viva-voce of 30 marks conducted by the concerned university department. It will be compulsory for all candidates including those who have exempted M.Phil. Entrance Examination.

O.M.PHIL-6**Duration of the Course**

The M.Phil. Degree course shall be of one year duration full time course with two semesters. The exam shall be taken as per the schedule of the university and dissertation may be submitted within one year after the registration of the candidate. Registration of the candidate shall be extended for one more year for want of submission of dissertation or passing of the theory exam. If a Candidate fails to complete the course within four semesters, including Dissertation, the registration shall be cancelled. The classes shall be conducted as per the schedule notified by the coordinator of the course from time to time.

O.M.PHIL-7

The enrollment of the students for M.Phil. Degree Course shall be made as per the academic schedule designed by the University after payment of prescribed programme fee as decided by the university from time to time.

O.M.PHIL-8

(A) Recognition of Teachers for M.Phil. Degree (Theory and Dissertation) Teachers with following qualifications and experience shall be eligible to be recognized to teach the theory papers at M.Phil. Degree in the subject of their discipline as well as **M.Phil. Guide Dissertation:**

- 8.1 Teacher holding position as Professor (including CAS), Associate professor (including CAS) and Assistant Professor (with Ph.D. Degree) of the university department in the Subject concerned.
- 8.2 Those Teachers (Associate Professor or Assistant Professor) in the Affiliated Colleges, recognized Institutions and Approved Institutions having University Approved Ph.D. Guideship.

(B) Recognition of Teachers for M.Phil. Degree (Theory paper only)

Notwithstanding anything contained in (8.1) and (8.2) above, the Assistant Professor in the Affiliated Colleges, recognized institutions and approved Institutions with at least ten year's teaching experience at degree level with P.G. teaching experience of not less than three years, shall be eligible for recognition to teach the theory papers only at M. Phil. degree in the subject of their discipline.

O.M.PHIL-9

- (1) A Research Supervisor/Co-supervisor who is a Professor, at any given point of time, cannot guide more than three (3) M.Phil. and Eight (8) Ph.D. scholars,
An Associate Professor as Research Supervisor can guide up to a maximum of two (2) M.Phil. and six (6) Ph.D. scholars and An Assistant Professor as Research Supervisor can guide up to a maximum of one (1) M.Phil. and four (4) Ph.D. scholars.
- (2) Each teacher will be normally expected to devote at least two hours per week for each student for preparing dissertation.
- (3) No teacher shall normally do more than one teaching course per semester.

O.M.PHIL-10

The courses in the various subjects in M. Phil. degree shall be prescribed by the board of studies in the subject concerned with the approvals of the respective faculty and the academic council with the following uniform course structure of FOUR Credits per course.

Semester – I					
Paper No.	Name of course	Internal Marks	External Marks	Total Marks	Credit
101	Research Methodology	30	70	100	4
102	Theory paper/Field work/case study/Review of literature (including Seminar/Assignment/Presentation)	30	70	100	4
103	Subject Elective Theory Paper	30	70	100	4
	Total	90	210	300	12
Semester – II					
Paper No.	Name of course	Internal Marks	External Marks	Total Marks	Credit
201	Theory Paper	30	70	100	4
202	Theory paper / dissertation	50 (Viva)	150	200	8
	Total	80	220	300	12
	Grand Total	170	430	600	24

O.M.PHIL-11**Standard of Passing:**

- (1) The standard of passing M.Phil. Degree examination shall be (i) 50% of marks in dissertation. (ii) At least 40% of marks in each of the theory papers separately in internal and external examination and 50% of the total marks in the aggregate of the papers and dissertation.
- (2) A Student, whose first semester is granted, shall be allowed to go in second semester; irrespective of his/her clearing all the papers as per passing standard shown in (1). However, he/she shall have to appear in all such papers along with the Semester-II examination.
- (3) A student failing in a paper will be required to reappear for the same when the next examination is conducted and clear the backlog. The university exemption norms shall not be applicable for this course.
- (4) A student, who has failed in the dissertation, shall be required to resubmit his/her dissertation with necessary modifications as suggested by the evaluator. His/ Her marks of Theory papers shall be carried forward. Such a candidate shall not be required to reappear for examination in the theory course/s.
- (5) A student failing to clear the dissertation even after four terms, he/she shall have to reregister for the course with the required fee.

O.M.PHIL-12

Award of the class shall be as per the prevailing CBCS 7 point scale grading system of the university.

PH.D. ORDINANCES

O. Ph.D. 1 General

- 1.1 Hemchandracharya North Gujarat University, Patan, awards the degree of Master of Philosophy (M. Phil.) and Doctor of Philosophy (Ph.D.) in all faculties, to a candidate who has successfully completed the stipulated programme of research.
- 1.2 A candidate to be awarded Ph. D. degree has to submit a thesis in English except for research in social science and humanities embodying the findings of his/her original research carried out under this programme. The thesis should make an original contribution of high quality to the advancement of knowledge as judged by the experts in the relevant area.
- 1.3 Before submitting final thesis, the student has to submit his/her synopsis in English or in the concerned language. In case the candidate submits his/her thesis in any language other than English, he/she has to submit the abstract/summary of the thesis in the English language.
- 1.4 A candidate becomes eligible for the award of the Ph. D. degree after fulfilling all the academic requirements prescribed by the University.
- 1.5 The Ph. D. degree shall be awarded in the discipline of the Faculty in which the student is registered for the Ph. D. programme. The title of the thesis and subject shall be mentioned in the notification.

O. Ph.D. 2

A candidate shall be registered for Ph.D. degree in the Faculty in which he/she has obtained Master's Degree with at least 55% or equivalent grade in UGC's 7 point scale system (or an equivalent grade/CGPA in a point scale wherever grading system is followed) from Hemchandracharya North Gujarat University, Patan, or any other University recognized by the U.G.C. Relaxation of 5% shall be granted to the candidates from SC/ST/OBC categories.

Provided further that:

- (a) a candidate in the Faculty of either Arts, Education, Commerce, Rural Studies or Social Studies, who has taken his Master's degree in Economics, accountancy, may be registered for the Ph. D. degree, in the respective faculty,
- (b) a candidate who has obtained the degree of Master of Engineering with Electronics and Telecommunication as one of the subjects of this University or of any other University recognized as equivalent thereto, may be registered for Ph. D. degree in the Science Faculty in the same subject. The final decision of registration of such candidate shall be decided by the equivalence committee constituted by the BUTR from time to time.
- (c) Bachelor degree holders who have passed the final examination of the institute of Chartered Accountants of India may be registered for the Ph. D. degree in commerce (Accountancy).

O. Ph. D. 3 Procedure for Admission

- 3.1 A candidate shall be admitted through an entrance test conducted by the University.
- 3.2 (a) Those students who have cleared NET/SET examination are exempted from the Ph. D. entrance test maximally for a period of Three Years. Thereafter, they have to appear for the entrance test.
- (b) Those students who have cleared M. Phil. as per UGC regulation-2009 are exempted from the Ph. D entrance test.
- 3.3 Students who are appearing in the final semester university examination shall be allowed to sit in the Ph.D. entrance examination.
- 3.4 For allotment of students and identifying proper guides (depending upon the expertise of the guide and area of interest of student) there shall be a four member committee chaired by the head of the university department of the concerned subject. Decision of the committee shall be final in this matter.
- a) Dean of the concerned faculty
- b) Head of the department of the concerned subject
- c) Two members nominated by the Vice chancellor from the subject concerned of which one may be from other university of the state.
- 3.5 The reservation for various categories shall be as per the State Government policy implemented from time to time.
- 3.6 The number of seats (subject-wise) for M.Phil./Ph.D. shall be decided well in advance and notified with the subject on the University web site or by an advertisement for the entrance test.
- 3.7 The university shall also notify the list of supervisors and their respective area of interest/expertise.
- 3.8 The University shall inform the successful candidates to fulfill the other formalities.
- 3.9 The final merit list for admission shall be prepared considering the following:
- a) Those who are exempted from Ph.D. Entrance examination**
- | | |
|--|----------|
| i) Bachelor Degree (Last two semesters /last year based) | 25 marks |
| ii) Master Degree based | 35 marks |
| iii) NET/SET/M. Phil. | 10 Marks |
| iv) Viva-Voce Score | 30 marks |
- b) Those who are not exempted and appeared in Ph.D. Entrance examination**
- | | |
|--|----------|
| i) Bachelor Degree (Last two semesters /last year based) | 25 marks |
| ii) Master Degree based | 35 marks |
| iii) Entrance Exam | 10 Marks |
| iv) Viva- Voce Score | 30 marks |
- 3.10 Those students who have cleared UGC-CSIR (JRF) examination are exempted from entrance and they should be registered immediately and also treated as supernumery to the concerned teacher and would be adjusted to the maximum limit of that teacher as an when any student of that teacher submit his/her thesis.

O. Ph. D. 4 Entrance Test

The entrance test shall be of Multiple Choice Questions (MCQ) only.

The MCQ test structure shall consist of **TWO sections**:

In **First** Section, 50 MCQs of 100 marks will be asked. Each question will carry 02 marks. This section will constitute questions related to English proficiency, reasoning ability and basic computer skills, General knowledge etc.

In **Second** Section, 50 MCQs of 100 marks will be asked from concerned subjects. Syllabus for this section will be notified on the University web site well in advance.

Passing standard of the written entrance examination shall be 50% aggregate of both sections.

Candidates having cleared the written entrance test (First and second sections) will be required to take an oral viva-voce of 30 marks conducted by the concerned university department. It will be compulsory for all candidates (including the candidates who have cleared Net/SET etc. or passed M. Phil. with entrance tests after 2009) to take oral viva voce examination.

4 (a) Entrance Examination/viva-voce Committee:

All Heads of the respective departments of the university and the chairpersons of the Boards of Studies of subjects of which there is no university Department established so far and two faculty members nominated by V.C. from the university department or college in the concerned subject will be the members of the committee.

- ⇒ The Interview/viva voce shall also consider the following aspects, viz.
- ⇒ Whether,
- ⇒ the candidate possesses the competence for the proposed research;
- ⇒ the research work can be suitably undertaken at the Institution/College;
- ⇒ the proposed area of research can contribute to new/additional knowledge.

The University shall maintain the list of all the Ph.D. registered students on its website on year-wise basis. The list shall include the name of the registered candidate, topic of his/her research, name of his/her supervisor/co-supervisor, date of enrolment/registration.

4 (b) Course Work:

Credit Requirements, number, duration, syllabus, minimum standards for completion, etc.

The credit assigned to the Ph.D. course work shall be a minimum of 08 credits and a maximum of 16 credits.

The course work shall be treated as prerequisite for Ph.D. preparation. A minimum of four credits shall be assigned to one or more courses on Research Methodology which could cover areas such as quantitative methods, computer applications, research ethics and review of published research in the relevant field, training, field work, etc. Other courses shall be advanced level courses preparing the students for the Ph.D. degree.

All courses prescribed for Ph.D. course work shall be in conformity with the credit hour instructional requirement and shall specify content, instructional and assessment methods. They shall be duly approved by the authorized academic bodies.

The Department where the scholar pursues his/her research shall prescribe the course(s) to him/her based on the recommendations of the Research Advisory Committee.

All candidates admitted to the Ph.D. programme shall be required to complete the course work prescribed by the Department during the initial one or two semesters.

A Ph.D. scholar has to obtain a minimum of 55% of marks or its equivalent grade in the UGC 7-point scale (or an equivalent grade/CGPA in a point scale wherever grading system is followed) in the course work in order to be eligible to continue in the programme and submit the dissertation/thesis.

O. Ph. D. 5 Procedure for Registration

- 5.1 After successful completion of course work candidates will be allotted supervisors as per merit of the candidate, availability of seat and subject expertise of guide and area of interest of the student. If there is no vacancy with the proposed supervisor, the student will be registered with another supervisor available, provided the supervisor gives consent for the same as per his/her expertise in particular subject. There shall be no waiting list for any supervisor. If a student is unable to get a seat, he/she shall have to reappear for the test as and when declared. He/she shall be considered waiting candidate maximum for a period of six months from the date of declaration of the results of entrance test. After six months the wait list shall stand cancelled automatically.
- 5.2 Successful candidates shall have to apply for registration in the prescribed format with the research proposal prepared in consultation with the proposed supervisor. The Research and Development Committee (RDC) will recommend registration of a candidate for the Ph. D. Degree after screening the proposal.
- 5.3 The Research proposal shall be evaluated by the RDC consisting of:
 - (a) Dean of the concerned faculty (Convener)
 - (b) Head of the Department concerned
 - (c) Ph. D. guide or two faculty members of the concerned department
 - (d) Not more than two Subject Expert from other University, nominated by the Vice Chancellor
- 5.4 The applicant shall be registered on such conditions and on such topics as may be suggested by the RDC and on payment of requisite fee and fulfilling other formalities.

O. Ph. D. 6 Fees Payable by the Research Scholars

The students declared eligible for admission will be admitted on payment of the fees prescribed by the Executive Council from time to time.

O. Ph. D. 7 Duration of the Programme:

- 7.1 Ph.D. programme shall be for a minimum duration of three years, including course work and a maximum of six years.
- 7.2 Extension beyond the above limits will be governed by the relevant clauses as stipulated in the Statute/Ordinance of the individual Institution concerned.
- 7.3 The women candidates and Persons with Disability (more than 40% disability) may be allowed a relaxation of two years for Ph.D. in the maximum duration. In addition, the women Candidates may be provided Maternity Leave/Child Care Leave once in the entire duration of Ph.D. for up to 240 days.

O. Ph. D. 8 Recognition of Ph. D. Guide

Recognition will be given in the faculties and in the respective subjects offered in the college or the University whose department is existing in the campus.

- 8.1 Professor (including Professor CAS) and Associate Professor (including Asso. Professor CAS) of this university become guide ex officio. They need to apply in writing for the allotment of the students.
- 8.2 The Executive Council on recommendation of BUTR shall recognize any teacher other than Professor/Associate Professor of the University Department or an affiliated PG college of the Hemchandracharya North Gujarat University as a Ph. D. guide.
- 8.3 University shall constitute a Committee with at least two subject experts (outside university area) on it to look into the fulfillment of the below mentioned criteria before giving recognition to Ph.D. supervisors. Any regular Associate/Assistant Professor of the university/institution deemed to be a university/college with a Ph.D. degree and at least two research publications as first author in refereed journals may be recognized as Research Supervisor. Provided that in areas/disciplines where there is no or only a limited number of refereed journals, the Institution may relax the above condition for recognition of a person as Research Supervisor with reasons recorded in writing.

Only a full time regular teacher of the concerned University/Institution deemed to be a University/College can act as a supervisor. The external supervisors are not allowed. However, Co-Supervisor can be allowed in inter-disciplinary areas from other departments of the same institute or from other related institutions with the approval of the Research Advisory Committee.

In case of topics which are of inter-disciplinary nature where the Department concerned feels that the expertise in the Department has to be supplemented from outside, the Department may appoint a Research Supervisor from the Department itself, who shall be known as the Research Supervisor, and a Co-Supervisor from outside the Department/ Faculty/College/Institution on such terms and conditions as may be specified and agreed upon by the consenting Institutions/Colleges.

In case of relocation of an Ph.D. woman scholar due to marriage or otherwise, the research data shall be allowed to be transferred to the University to which the scholar intends to relocate provided all the other conditions in these regulations are followed in letter and spirit and the research work does not pertain to the project secured by the parent institution/ supervisor from any funding agency. The scholar will however give due credit to the parent guide and the institution for the part of research already done.

O. Ph.D. 9 Intake

A teacher shall not have, at any given time, more than the following number of research scholars:

Professor/ Principal of college with APG 10,000)	: 08 Ph.D. + 3 M.Phil.
Associate Professor / (Principal with APG 9000)	: 06 Ph.D. + 2 M.Phil.
Assistant Professor	: 04 Ph.D. + 1 M.Phil.

O. Ph.D. 10 Cancellation of Registration:

The registration of a student is liable to be cancelled for any of the following reasons:

- Consistent lack of progress in research.
- Violation of discipline and rules of the Department (college).
- Non-submission of the thesis within the stipulated period.
- Non-conformity with the regulations of the programme.
- Giving false information at the time of application / admission.

O. Ph.D. 11 Joint/Co-Guide:

In the event of a scholar pursuing a research programme on a topic with ramifications stretching to two or more disciplines, he/she may apply to work under the supervision of two guides not from the same discipline. The RDC (after scrutinizing the research proposal submitted by the candidate) will take the final decision.

O. Ph.D. 12 Guidance for Doctor of Philosophy

- 12.1 It shall not be obligatory for a candidate registered for the Ph.D. degree to reside in the same town where his teacher resides or works, unless the research work of the candidate concerned involves laboratory and / or field work. Provided that in the research work involving no laboratory and or field work the candidate concerned will be required to keep in close touch with his/her teacher and, he/she shall have to discuss his research problem at least twice in a term.
- 12.2 For the purpose of fulfilling the conditions of keeping academic terms required, the first term of the said stipulated terms, shall be counted as under:
 - If the topic of the thesis for Ph.D. is recommended by the RDC, and the same is approved by the University on any date during the first half of an academic term, that term shall be counted as the first term.
 - If the topic of the thesis for Ph.D. is approved by the Hemchandracharya North Gujarat University on any date during the second half of an academic term, the term following the said academic term shall be counted as the first term.
- 12.3 Attendance and Library and/or Laboratory or Field Work. Research scholars shall attend their respective departments and/or laboratories according to the prearranged time-tables and the records of their attendance shall be maintained by the supervisor concerned and monitored by Head of Department.

O. Ph.D. 13 Period of Research Work

- 13.1 A student registered for the Ph.D. degree can submit the thesis after the completion of 3 (three) years i.e six terms of research work from the date of registration, but not later than 6 (six) years.
- 13.2 However, if a scholar fails to submit the thesis within 6 (six) years from the date of registration, he/she may be allowed with the permission of Vice Chancellor, an extension of one year which will be effective after the completion of the 6th year of registration (i.e. total 7 years).
Thereafter, the registration stand automatically cancelled.
- 13.3 For extension of one year the scholar shall be required to submit an application through the Guide(s) justifying the need thereof by paying requisite extension fee.

O. Ph.D. 14 Progress Review

The candidate will have to present his/her progress in the research work in the concerned university department to the departmental research committee at the end of each term. Term fees shall not be accepted unless it is accompanied with progress report from respective guide.

O. Ph.D. 15 Submission of Thesis

- 15.1 Before submitting the thesis, the candidate shall forward it to the Registrar, through his guiding teacher, a statement giving the title and a synopsis of his/her thesis along with prescribed fee.
Before the submission, every candidate must have presented atleast two research papers in national or international conference, and atleast one paper must have published one research paper in a peer reviewed national or international journal.
These published and presented papers must be annexed in the thesis. The thesis maybe submitted at any time during the year and shall be forwarded by the candidate through his/her guiding teacher but not later than six months of submission of synopsis. In case a candidate could not submit the thesis within six months of submission of synopsis, he/she shall have to pay the examination fee again.
- 15.2 Before final submission of the thesis, scholar has to make pre submission presentation to the faculty members, guide, research scholars, PG students and has to incorporate any genuine suggestion/s for improvement of the thesis and guide of the scholar has to certify the successful pre submission presentation which should be included in the thesis.
- 15.3 The scholar shall submit Four copies (Five copies in case of joint guides) of his/ her thesis. The thesis should embody the result of research and show evidence of originality, that is a declaration by the candidate that he/she has not practiced plagiarism for preparing the thesis. The thesis must also contain a declaration from the scholar to the effect that the thesis or part thereof was not submitted by him/her for any research degree to this University or any other University/Institution. The scholar shall also submit a soft copy of the thesis in PDF format. A separate PDF of the content, list of tables, list of figures (if any) each certificate, each chapter, bibliography and conclusion/summary.

- 15.4 A soft copy of the thesis (PDF format) must be forwarded to INFLIBNET and the same PDF format in CD must be forwarded to the UGC New Delhi. If the language used in the thesis is other than English, a summary in English must be submitted along with the thesis and the same must be forwarded to the INFLIBNET and UGC.
- 15.5 The thesis must contain a certificate from the guide(s) stating that:
- (i) The scholar has fulfilled all requirements under above rules.
 - (ii) The thesis is the result of the scholar's own investigation.
 - (iii) A certificate forwarded by guide and head of the respective department stating successful pre submission presentation by the candidate.

O. Ph.D. 16 Evaluation of Ph.D. Thesis

Every thesis for Ph. D. degree shall be examined by three referees, and they shall be appointed in the manner indicated here below:

On recommendation of the Board of University Teaching and Research (BUTR), the Executive Council shall appoint a panel of three Examiners, one of whom shall be an internal referee; the University teacher guiding the candidate's work, and the other two must be external, one from outside the Gujarat State and one from within the state of Gujarat. The supervisor shall recommend a list of minimum of six referees (with their mobile numbers and email address) of the same area of study from which three shall be within the state and three shall be out of Gujarat.

Explanation:

- (a) External examiner shall mean any examiner other than guide(s), not in the University service/not belonging to institution of the candidate and the guide(s).
- (b) From the panel finalized as above the Vice-Chancellor shall select the Board of Examiners and the Registrar will take necessary steps for the evaluation of the thesis. In case of joint guides, either a combined report or two separate reports may be obtained.
- (c) The examiners on panel shall be sent invitation to evaluate the thesis through email in order to save time and requesting to communicate the acceptance within ten days of receiving the invitation preferably through email.
- (d) Selected examiner shall be requested to submit his/her report within **one month** from the receipt of the thesis.
- (e) All the examiners appointed to evaluate the thesis shall be requested to send along with the report on the thesis, questions to be put to the scholar during the Viva-Voce and or practical examination.
- (f) If the thesis is suggested for re-submission after revision by any two examiners, the scholar will be allowed to re-submit the thesis after revision in the light of the comments of the examiners within **six months** on payment of half of the prescribed examination fees and the revised thesis will be sent to only those examiners who have suggested revision. If the revised thesis is recommended, the reports and the recommendations will be considered along with the other report already received and will be processed.
- (g) If the thesis is rejected by any two examiners, it shall be rejected.
- (h) In special circumstances, if there is a need to change the referee, the Vice-Chancellor shall be the final authority.

O. Ph.D. 17 Viva-Voce and/or Practical Examination

- (a) There shall be a viva-voce examination of the candidate-submitting thesis for the degree of Ph.D. It shall be held at the University head quarter *in person only*. If the examiner is unable to travel then the second examiner is to be called for the viva-voce examination. If both the examiners are unable to travel then under these circumstances, the vice chancellor may permit to conduct viva-voce at the place of either of the referee.
- (b) Generally, the external referee to be invited for viva-voce examination should be from the nearest destination to avoid extra financial burden of air fare to the university. The referee called shall be paid actual car fare.
- (c) The viva-voce should be open house meaning anyone who is interested from the concerned faculty may attend the same. The viva voce should be conducted strictly under CCTV surveillance.
- (d) If a candidate does not satisfy the examiners at the viva-voce examination only, he/she shall be re examined after a period of not less than three months, the candidate shall not be declared eligible for the degree unless all the Examiners unanimously declare him eligible for the degree.
- (e) In the event of re-examination of candidate at the viva-voce examination only who had failed to satisfy the examiner at the viva-voce examination, shall be required to send the examination form along with the payment of half of the original fee through his/her supervisor(s).

O. Ph.D. 18 Award of the Doctorate (Ph.D.) Degree

If the thesis is recommended for the award Ph. D. degree after successful Viva- Voce, the Registrar with the approval of the Vice-Chancellor shall notify the result.

A Certificate under the seal of the University and signed by the Registrar will be issued to each successful candidate.

For all other matters not covered above, the decision of the BUTR shall be final and binding.

After declaration of the PhD. Notification, the candidate has to upload his/her thesis on "SHODHGANGA" within 30 days only. The candidate submitting the thesis in the language other than English then he/she should upload the summary of the thesis in English.

Special provisions under initiative of the UGC

- (i) In case of relocation of an Ph. D woman scholar due to marriage or otherwise research data shall be allowed to be transferred to the University to which the scholar intends to relocate provided a) all other conditions in these regulations are followed and b) the research work does not pertain to a project secured by the parent institution/supervisor from any funding agency. The scholar will give credit to the parent guide and institution for the part of the research already done.
- (ii) Award of degrees to candidates registered for the M. Phil. / Ph.D. programme prior to July 11,2009 shall be governed by the provisions of the then existing Ordinances/ Bylaws/ regulations of the institution awarding the degrees and they shall be exempted from the requirement of the minimum eligibility condition of National Eligibility Test / State Eligibility Test/ State Eligibility Test for recruitment of Assistant Professor or equivalent positions in University/ colleges/institutions subject to the fulfillment of the

following conditions:

- (a) Ph. D degree of the candidate 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 two research publications from his/her Ph.D. work out of which at least one must be in a referred journal;
- (e) Candidates has made at least two presentations in conferences/seminars, based on his/her Ph.D. work (a) To (e) are to be certified by the Vice-Chancellor/ Pro-Vice-Chancellor /dean (Academic affairs) / Dean (University Instructions)

P.G. RULES

- PGR-1** These rules are applicable to Arts, Commerce, Science, Education, Law and Rural Studies faculties in context to regular Post Graduate programme with reference to the Choice Based Credit System.
- PGR-2** **Eligibility:** Graduate degree in concerned faculty. A student can offer interdisciplinary course within the faculty which he/ she has taken in the second year of graduation.
- PGR-3** **Admission procedure**
- 3.1** Admission will be granted centrally, where admission committee is constituted for particular course/programme.
- Further provided that the eligibility for admission to the concerned programme if prescribed by concerned council from time to time shall be applicable in that faculty.
- In case seat remaining vacant in any programme in relevant faculty, a student with any course as subsidiary/elective at second year of graduate level shall be considered eligible for admission at post graduate level in the same faculty.
- 3.2** Admission to reserved seats will be given as per the State Government rules applicable from time to time.
- PGR-4** **Intake:** Minimum intake of students shall be TEN in each programme irrespective of the faculty or as prescribed by the concerned council wherever applicable.
- PGR-5** **Duration:** There shall be four semesters for each P.G. degree programme. Teaching work shall be minimum 15 weeks /90 working days per programme in every semester.
- Further provided that if a student does not successfully clear entire programme in prescribed time (within 08 semesters), he/she has to register him/her self as a fresh student.
- PGR-6** **Programme:** Each programme shall be based on CBCS pattern recommended by concerned Board of Studies and approved by the Academic Council.
- PGR-7** **Attendance:** It is mandatory for every student to keep 75% of attendance in the department /Centre. Head/ Principal may condone the attendance of any student not more than 10 % of total attendance to be kept by the student for a genuine and valid reason. In case of serious illness or under extraordinary circumstances, on recommendation of the Head/Principal, the Executive council shall decide to condone the required attendance of any student. Further provided that, any student participating in sports/cultural activities to represent the university at state or national level the Head/Principal shall condone these days as attendance for want of completion of the required attendance by of the department/Institute.

- PGR-8** **Faculty:**
- 8.1 Minimum three Post Graduate Recognized Teachers must be working at the Centre where PG teaching in concerned proposed course.
- 8.2 If Para (8.1) is not fulfilled, then at least two Post Graduate Recognized Teachers must be working in the Centre and one PG Teacher shall be invited as visiting faculty from the nearest college where PG is not offered in concerned course with his/her consent for the same in writing.
- PGR-9** **Fees:** Fees for various courses shall be applicable as per the ordinances effective from time to time.
- PGR-10** **Remuneration:** Each post graduate centre shall follow the rules and regulations framed/ approved by the Executive Council from time to time.
- PGR-11** **Expenditure:** Department/Centre shall make expenditure for the academic and administrative activities as per the rules laid down by the university.
- PGR-12** **Accounts:** The income and expenditure accounts must be properly audited as per the rules and regulations made effective from time to time.
- PGR-13** **Admission to Next Semester:** A student is entitled to appear in final examination if he/she has kept 75% of attendance, obtained minimum marks in the continuous evaluation in the first Semester can secure admission to the second Semester.
- Further provided that it is mandatory for every student to successfully clear first semester internal evaluation and university end semester examination for the admission to the third Semester. He/she shall not be eligible to the third semester if any of the courses of first semester is not successfully cleared. Like wise, for the student desiring admission in the fourth semester he/she has to clear the internal evaluation and the university examination of the second semester.
- PGR-14** **Standard of Passing:** Standard of passing shall be 40% in each of the programme or as per the recommendations of concerned Board of Studies. For the award of class a student shall have to clear all the four semesters at the first attempt. Student shall not be entitled for Gold medal or any Award if he/she clears any of the semesters with more than one attempt.
- PGR-15** **Exemption:** For getting exemption in any course, minimum 40% marks in the concerned course shall be obtained or as per the recommendations made by the concerned Board of Studies.
- PGR-16** **Transfer:** If any student wants to change the centre with the same course, he/she can change the same subject to availability of the seats in the concerned Department/ Centre with no objection certificate from Head/Principal of both the Departments/Centers. Provided further, if a student wants to change the university, he/she shall be entitled to do so with the prior permission from the Registrar and in such case the credit transfer facility is to be created by the concerned universities.

PGR-17

Examination: If any student is unable to appear in the examination due to any reason or fails in any course, he/she has to appear in the examination of that course. In case of practical exam in that particular course, marks shall not be carried forward and the student has to appear in both, theory and practical examination.

Further provided that, "class" shall not be mentioned in the consolidated mark sheet if any student clears any of the semesters with exemption. In this case, "with attempt" shall be mentioned in the mark sheet. Minimum 40% of marks shall be awarded to those students who have cleared the semester end examination with exemption in the respective course.

A student shall be entitled for the award of class if he/she clears all the courses of particular semester at the first attempt.

BUREAU VERITAS
Certification



Certification

Awarded to

HEMCHANDRACHARYA NORTH GUJARAT UNIVERSITY

UNIVERSITY ROAD, PATAN – 384 265,
GUJARAT, INDIA.

Bureau Veritas Certification (India) Private Limited certify that the Management System of the above organisation has been audited and found to be in accordance with the requirements of the standard detailed below

STANDARD

ISO 9001:2008

SCOPE OF CERTIFICATION

1. Planning, Execution and monitoring of Higher Education Services.
2. Provision of affiliation to academic and research institutes, Teacher's support & Training.

Certification Cycle Start Date: 23 August 2012

Next Recertification Due Before: 24 May 2015

Subject to the continued satisfactory operation of the organisation's Management System, this certificate expire on: 22 August 2015

Certificate Number: IND12.9404N

R. K. SHARMA
Director



QM 003



Certification / Managing Office Address: "Marwab Centre" 6th Floor, Krishanlal Marwab Marg,
Opp. Ansa Industrial Estate, Off Saki Vihar Road, Andheri (East), Mumbai – 400 072, India.
Further clarifications regarding the scope of this certificate and the applicability of the management system requirements may be obtained by consulting the organisation.
To check this certificate validity please call : +91 22 6695 6300



HEMCHANDRACHARYA NORTH GUJARAT UNIVERSITY, PATAN

University Road, Patan- 384265, Gujarat, India, Tel.:- +91-2766-230743,220932
E-mail:- regi@ngu.ac.in, Visit us at: www.ngu.ac.in