Act and Statutes

IndianCode

Agriculture University, Kota 324001 (Rajasthan)

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AGRICULTURE UNIVERSITY KOTA, ACT, 2013

(Act No. 22 of 2013)

[Received the assent of the Governor on the 13th Day of September, 2013]

An

Act

to establish and incorporate an Agriculture University at Kota in the State of Rajasthan for the development of agricultural sciences.

Be it enacted by the Rajasthan State Legislature in the Sixty-fourth Year of the Republic of India, as follows:-

CHAPTER I

Preliminary

1. **Short title, extent and commencement**.-

(1) This Act may be called the Agriculture University Kota, Act, 2013.

(2) It shall extend to the whole of the State of Rajasthan.

(3) It shall come into force on and from such date as the State Government may, by notification, appoint.

2. **Definitions**- In this Act, unless the context otherwise requires,-

(a) "Academic Council" means the Academic Council of the University;

(b) "Agriculture" includes the basic and applied sciences of-

(i) natural resource management;
(ii) soil and water management;
(iii) crop improvement and production and protection;
(iv) horticulture, that is to say fruits, vegetables, floriculture, spices and medicinal plants and plantation crops;
(v) dairy and food science, food technology and animal products technology;
(vi) fisheries;
(vii) forestry, farm forestry, forest management and silviculture;
(viii) agriculture engineering and technology;
(ix) post-harvest technology including processing and marketing;
(x) land use planning and management;
(xi) sericulture including mulberry culture;
(xii) apiculture;
(xiii) home science;
(xiv) agri-business management;
(xv) basic sciences and humanities in relation to agriculture; and
(xvi) subjects pertaining to agricultural technology and rural development;

(c) "Affiliated college" means a college or institute admitted to the privileges of the University;

(d) "Authority" means any authority of the University as specified in this Act;

(e) "Board" means the Board of Management of the University;

(f) "College" means a constituent college or an affiliated college;

(g) "Chancellor" means the Chancellor of the University;

(h) "Comptroller" means Comptroller of the University;

(i) “Constituent college” means a college maintained by the University;
(j) “Dean” means the Dean of the Faculty or the Dean of the constituent college;
(k) “Director” means Director of Prioritization, Monitoring and Evaluation, Director of Research, Director of Extension Education, Director of Human Resources Development, Director of Students Welfare and other Directors of specified areas, which the University may create from time to time;
(l) “Extension Education Council” means Extension Education Council of the University;
(m) “Faculty” means Faculty in the University as specified in this Act and the Statutes;
(n) “Government” means Government of the State of Rajasthan;
(o) “Governor” means the Governor of the State of Rajasthan;
(p) “Head” means Head of a department or division of the discipline;
(q) “Hostel” means a place of residence for students of the University maintained or recognized by the University either as part of, or separate from, the University;
(r) “Officer” means an officer of the University as specified in this Act or any other person in the employment of the University who is declared as officer by the Statutes;
(s) “Prescribed” means as prescribed by the Statutes of the University;
(t) “Registrar” means the Registrar of the University;
(u) “Regulations” means the Regulations made under section 44;
(v) “Research Council” means Research Council of the University;
(w) “Statutes” means the Statutes of the University made under sections 43;
(x) “Student” means the person enrolled in the University for taking a course of study for a degree, diploma or other academic distinction;
(y) “Teacher” means a person not below the rank of Assistant Professor appointed or recognized by the University for the purpose of imparting instructions and/or conducting and guiding research and/or extension education programmes and includes any other person who may be declared by the Statutes to be a teacher;
(z) “University” means the Agriculture University Kota, and amended as Agriculture University Kota, as established and constituted under this Act;

(za) “Vice-Chancellor” means Vice-Chancellor of the University; and

(zb) “Zonal Station or Regional Station” means the Zonal or Regional Station of the University.

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CHAPTER II

The University and the Chancellor

3. Establishment and Incorporation of the University :

(1) There shall be established in the State of Rajasthan a University at Kota by the name of the Agriculture University, Kota.

(2) The University shall consist of a Chancellor, a Vice-Chancellor, a Board of Management, an Academic Council, and other authorities and officers as set forth in this Act or as provided in the Statutes.

(3) The University shall be a body corporate having perpetual succession and a common seal and shall sue and be sued by its corporate name.

(4) The University shall be competent to acquire and hold property, both movable and immovable, to lease, sell or otherwise transfer any movable or immovable property which may have become vested in or have been acquired by it for the purpose of the University, and to borrow money from the Central Government, State Government or any other sources approved by the Central or State Government and it may enter into a contract and do all other things necessary for the purpose of this Act.

(5) In all suits and other legal proceedings by or against the University, the pleadings shall be signed and verified by the Registrar and all processes in such suits and proceedings shall be issued to and served on the Registrar.

(6) The Headquarters of the University shall be at Kota.

4. Territorial jurisdiction : (1) With respect to teaching at the University or college level, research and extension education programmes in the field of agriculture as broadly defined in this Act, the territorial jurisdiction and responsibility for this University shall, notwithstanding anything contained in the Swami Keshwanand Rajasthan Agriculture University, Bikaner Act, 1987 (Act No. 39 of 1987), The Maharan Pratap University of Agriculture & Technology, Udaipur Act, 2000 (Act. No. 8 of 2000) or any other law for the time being in force, extend to Kota, Bundi, Jhalawar, Baran, Sawai Madhopur and Karauli districts.

(2) The University may assume responsibility for the maintenance of agriculture, fishery, sericulture and forestry training or educational centers and Research and experimental stations, and for the programme of training of field extension workers and for the establishment, development and operation of such centers as may be required in various parts of the State.

(3) The University may have collaboration in research projects having multi-disciplinary approach and academic programmes with other Universities or reputed institutes.

(4) The State Government, may, by order in writing:-

(a) require any institute or college within the territorial limits of the university to terminate, with effect from such date as may be specified in the order, its association in the or if admission to privileges of any other university incorporated by law to such extent as may be considered necessary and proper or

(b) exclude, to such extent as may be considered necessary and proper, from association with, or from admission to the privileges of the university constituted by this act any institute or college specified in the order which, in the opinion of the State Government, is required to be self governing or to be associated with or admitted to the privileges of any other university or body.

5. **Objects of the University:** The University shall have the following objects, namely:-

(a) making provision for imparting education in different branches of study, particularly agriculture, horticulture, fisheries, forestry, agricultural engineering, home science, basic science and other allied branches of learning and scholarship;

(b) furthering the advancement of learning and conducting of research, particularly in agriculture and other allied sciences;

(c) undertaking the extension education of such sciences and technologies specially for the rural people of the State; and

(d) such other objects as the University may from time to time determine.

6. **Admission to the University :** (1) The University shall, subject to the provisions of this Act and the Statutes, be open to all persons:

Provided that nothing in this section shall require the University to admit to any course of study any person who do not meet the prescribed academic standards for admission or to retain on the rolls of the University, persons whose academic records are below the minimum standard required for the award of a degree or whose personal conduct is such as to be inimical to the objects of the University or to the appropriate rights and privileges of other students and staff:

Provided further that nothing in this section shall be deemed to require the University to admit to any course of study a larger number of students than can be accommodated in the available faculties of the University or of any particular college or Department as determined by the Academic Council.

(2) Subject to the provisions under sub-section (1), the University shall reserve seats for Scheduled Castes, Scheduled Tribes and other categories specified by the Government or candidates from other States in India:

Provided that no such person shall be entitled to be admitted to the University unless he/she or she meets the standards laid down in respect of such candidate.

7. **Powers and functions of the University :** The University shall exercise the powers and perform the functions, as under:-

(a) to provide for undergraduate and postgraduate instructions in agriculture as broadly defined under clause (b) of section 2, and in other allied branches of learning as the University may deem fit;

(b) to provide for conduct of research in agriculture and allied branches of learning;

(c) to provide for dissemination of the findings of research and technical information through an extension education programme;

(d) to institute courses of study and hold examinations for and confer degrees, diplomas and other academic distinctions on persons who have pursued a

prescribed course of study or research or both in the University including part courses and/ or research carried out in any other University or recognized institutions for the purpose;

(e) to confer honorary degrees and other distinctions as may be prescribed;

(f) to admit colleges and institutes, not maintained by the university, to the privileges of the university and to withdraw all or any of such privileges.

(g) to provide training for field workers, village leaders and other persons not enrolled as regular students of the University ;

(h) to collaborate with other Universities and institutions in such manner and for such purposes as the University may determine subject to the limitations set forth in section 4;

(i) to establish and maintain colleges, schools, centers, divisions/ departments/ institutions relating to; agriculture, fisheries, dairying, agricultural engineering, forestry and allied sciences;

(j) to establish and maintain laboratories, libraries, research stations and institutions and museums for teaching, research and extension education;

(k) to create teaching, research and extension education posts and to appoint persons to such posts;

(l) to create administrative and other posts and to appoint persons to such posts;

(m) to institute and award fellowships, scholarships, stipends and prizes in accordance with the Statutes;

(n) to institute and maintain residential accommodations for students and staff of the University;

(o) to fix, demand and receive such fees and other charges as may be prescribed;

(p) to supervise and control the residence, conduct and discipline of the students of the University, and to make arrangements for promoting their health and welfare; and

(q) to do all such acts and things whether incidental to the powers aforesaid or not as may be required in order to further the objects of the University.

8. The Chancellor :

1 The Governor of the State of Rajasthan shall, by virtue of his office, be the Chancellor of the University.

2 The Chancellor shall be the head of the University and shall when present, preside at the convocation of the University.

3 Every proposal to confer an honorary degree shall be subject to the confirmation of the Chancellor.

4 The Chancellor may on his own motion or on application call for and examine the record of any officer or authority of University in respect of any proceedings to satisfy himself as to the regularity of such proceedings or the correctness, legality or propriety of any decision taken or order made therein, and if in any case, it appears to the Chancellor that any such decision or order should be modified, annulled, reserved or remitted for reconsideration, he may pass order accordingly:

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Provided that every application to the Chancellor for the exercise of the powers under this section shall be preferred within three months from the date on which the proceedings, decision or order to which the application relates was communicated to the applicant:

Provided further that no order prejudicial to any person shall be passed unless such person has been given an opportunity of making his representation.

5. The Chancellor shall exercise such powers and perform such other duties as are conferred on him by this Act or Statues.

9. Visitation and inspection:

(1) The Chancellor shall, on the advice of the State Government or on his own motion, have the right to cause an inspection to be made by such person or persons as he may direct, of the University, its buildings, laboratories and equipments and of any constituent units of the University and may cause an inquiry to be made in the like manner of any matter connected with the University.

(2) The Chancellor, shall, in every case, give due notice to the University of his intention to cause an inspection or enquiry.

(3) The Chancellor shall communicate to the University with reference to the result of such inspection or inquiry, and may after ascertaining the opinion thereon the University advise the University upon the action to be taken and fix a time limit for taking such action.

(4) The University shall, within the time limit so fixed, report to the Chancellor, the action which has been taken or is proposed to be taken on the advice tendered by the Chancellor.

(5) The Chancellor may, where action has not been taken by the University to the satisfaction of the Chancellor within the time limit fixed and after considering any explanation furnished or representation made by the University, issue such directions as the Chancellor may think fit and the University shall comply with such directions.

(6) Notwithstanding anything contained in the preceding sub-sections, if at any time the Chancellor is of the opinion that in any manner the affairs of the University are not managed in furtherance of the objects of the University, or in accordance with the provisions of Act, statutes and regulations, or the special measures are desirable to maintain the standards of the University teaching, examination, research or extension, he may indicate to the University any matter in regard to which he desires an explanation, and call upon the University to offer such explanations, within such time as may be specified by him. If the University fails to offer any explanation in this the time specified or offers an explanation which in the opinion of the Chancellor is unsatisfactorily the Chancellor may issue such instructions as may appear to him to be necessary and desirable in the circumstances of the case and may exercise such powers as necessary for giving effect to these instructions.

(7) The University shall furnish such information relating to the administration of the University as the Chancellor may require.

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CHAPTER III

Authorities of the University

10. Authorities of the University :

The following shall be the Authorities of the University, namely:-

(i) the Board of Management;

(ii) the Academic Council;

(iii) the Research Council;

(iv) the Extension Education Council;

(v) the Finance committee;

(vi) the Faculties including Post-graduate studies and their Board of Studies;

(vii) such other bodies of the University as may be declared by the Statutes to be authorities of the University.

11. Board of Management and its constitution :

(1) The Chancellor shall as soon as may be after the first Vice-Chancellor is appointed, constitute the Board of Management.

(2) The Board of Management shall consist of the following:-

(i)	The Vice-Chancellor	*Ex-officio* Chairman
(ii)	The Secretary to the Government, in-charge of the Agriculture Department or his nominee not below the rank of Deputy Secretary	*Ex-officio* Member
(iii)	The Secretary to the Government, in-charge of the Finance Department or his nominee not below the rank of Deputy Secretary	*Ex-officio* Member
(iv)	The Secretary to the Government, in-charge of the Higher Education or his nominee not below the rank of Deputy Secretary	*Ex-officio* Member
(v)	The Secretary to the Government, in-charge of the Department of Animal Husbandry or his nominee not below the rank of Deputy Secretary	*Ex-officio* Member
(vi)	one Member of Rajasthan Legislative Assembly to be nominated by the Speaker of the Rajasthan Vidhan Sabha	Member
(vii)	two eminent educationists/scientists from the field of Agriculture to be nominated by the Government	Member
(vii)	one progressive farmer from the jurisdiction of the University to be nominated by the Government	Member

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(ix)	one distinguished agro-industrialist to be nominated by the Government	Member
(x)	one outstanding woman social worker having background of rural advancement to be nominated by the Government	Member
(xi)	one representative from the Indian Council of Agricultural Research	Member
(xii)	one Director to be nominated by the Vice-Chancellor	Member
(xiii)	one Dean to be nominated by the Vice-Chancellor	Member
(xiv)	one Professor to be nominated by the Vice-Chancellor	Member
(xv)	Registrar	Secretary

Explanation: For the purpose of this sub-section, expression Secretary to the Govt. incharge means the Secretary to the Govt. Incharge of a department and includes as additional Chief Secretary and Principal Secretary whom he is in-charge of the department.

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(3) The term of the office of the members of the Board other than the *Ex-officio* members shall be two years.

(4) No action or proceedings of the Board shall be invalid merely on the ground of the existence of any vacancy or defect in the constitution of the Board.

(5) One third of the members of the Board shall form quorum at a meeting of the Board provided that if a meeting of the Board is adjourned for want of quorum, no quorum shall be necessary at the next meeting called for transaction of the same business.

(6) The members of the Board other than the officers of the University shall not be entitled to any remuneration for the performance of their functions under this Act except such daily and traveling allowances as may be prescribed.

(7) No officer or other employee of the University shall be eligible to be a member of the board under clause (vii) to (xi) of sub-section (2*)*.

(8) The Board for the purpose of consultation may invite any person having experience or special knowledge on any subject under consideration to attend its meeting and such person may speak or otherwise take part in the proceedings of such meeting but shall not be entitled to vote, however he/she shall be entitled to such allowances for attending the meeting as may be prescribed.

(9) Normally the Board shall on dates to be fixed by the Vice-Chancellor meet once in every three months, however, Vice-Chancellor may, whenever he/she thinks fit and shall, upon the requisition in writing signed by not less than five members of the Board convene a special meeting of the Board.

12. Powers and functions of the Board :

(1) Subject to the provisions of this Act and the Statutes, the Board shall be the Chief Executive body of the University and shall manage and supervise the properties and activities of the University and shall be responsible for the conduct of all administrative affairs of the University not otherwise provided for in this Act.

(2) Without prejudice to the generality of the foregoing powers, the Board shall exercise the following powers and perform the following functions, namely:-

(i) to consider and approve the financial requirements, estimates and the budget of the University ;

(ii) to hold and control the property and the funds of the University and issue any general directive on behalf of the University ;

(iii) to accept or transfer any property on behalf of the University ;

(iv) to administer funds placed at the disposal of the University for the purpose intended;

(v) to arrange for the investment and withdrawal of the funds of the University ;

(vi) to borrow money for capital investments with prior approval of the State Government and make suitable arrangements for its repayment;

(vii) to accept on behalf of the University trusts, bequests and donations;

(viii) to consider and approve the recommendations of the Academic Council, Research Council and Extension Education Council wherever required;

(ix) to direct the form and use of the common seal of the University ;

(x) to appoint such committees and bodies as it may deem necessary and set down the terms of reference thereof in accordance with the provisions of this Act and the Statutes;

(xi) to grant affiliation to colleges or institutes on the recommendation of the academic council or withdrawn such affiliation.

(xii) to consider and approve the establishment of a new department, division, centre or research station/sub-station or abolition of any one of them or otherwise reconstitution of department/ divisions, research stations or centre on the recommendation of the Academic Council;

(xiii) to consider and approve establishment of a new College faculty, amalgamation of two or more colleges or faculties into a single college or faculty or abolition of a college or faculty or reconstitution of any of the existing faculties on the recommendation of the Academic Council; and ;

(xiv) to approve the recommendations of the selection committee for appointment, in the prescribed manner, of officers, teachers, employees of the rank of Assistant Registrar and above in the University.

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13. Academic Council:

(1) Academic Council shall consist of the following, namely:-

(i)	the Vice-Chancellor	*Ex-officio* Chairman
(ii)	the Director Research	*Ex-officio* Member
(iii)	the Director, Extension Education	*Ex-officio* Member
(iv)	the Director, Prioritization, Monitoring and Evaluation	*Ex-officio* Member
(v)	Deans of all constituent colleges	*Ex-officio* Member
(vi)	the Chairperson of all faculties	*Ex-officio* Member
(vii)	the Director Students Welfare	*Ex-officio* Member
(viii)	the Controller of Examinations	*Ex-officio* Member
(ix)	the Director, Human Resource Development	*Ex-officio* Member
(x)	the University Heads of all the Departments from each faculty (from teaching campuses not below the rank of Associate Professor)	Member
(xi)	one teacher of the Professor rank from each faculty to be nominated by the Vice-Chancellor on rotational basis	Member
(xii)	one eminent Agricultural Educationist from outside of the University to be nominated by the by Vice-Chancellor	Member
(xiii)	the Registrar	Member
(xiv)	the Director Education	Secretary

(2) Academic Council may co-opt as members not more than four persons in such manner as may be prescribed so as to secure adequate representation, of different sectors of agriculture and allied fields.

(3) All members of the Academic Council other than the ex-officio; members and members referred in sub-section (2) shall hold office for a term of two years.

(4) One third of the members of the Academic Council shall form quorum at a meeting of the Council:

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

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(5) Normally the Academic Council shall meet once in every four months on such dates as may be fixed by the Vice-Chancellor, however, special meetings of the Academic Council can be called by the Vice-Chancellor.

14. Powers and functions of Academic Council :

(1) The Academic Council shall subject to the provisions of this Act and the Statutes have the power by regulations of prescribing all courses of study and determining curricula, and shall have general control on teaching and other educational programmes within the University, and shall be responsible for the maintenance of standards thereof.

(2) The Academic Council shall have power to make regulations consistent with this Act and the Statutes relating to all academic matters and also to amend or repeal them.

(3) In particular, and without prejudice to the generality of the foregoing powers, the Academic Council shall have power:-

(i) to advise the Board and Vice-Chancellor on all academic matters including the control and management of libraries and affiliation of colleges to the privileges of the University;

(ii) to make recommendations for the institution of Professorships, Associate Professorships, Assistant Professorships and other teaching posts including posts in research and extension education;

(iii) to make recommendations for the constitution or reconstitution of departments or faculties of teaching, research and extension education;

(iv) to make regulations regarding the admission of students to the University and to determine the number of students to be admitted;

(v) to make regulations relating to the courses of study leading to degrees, diplomas and certificates;

(vi) to make regulations relating to the conduct of examinations and to maintain and improve standards of education;

(vii) to make recommendations to the Board regarding conferment of honorary degree;

(viii) to make recommendations regarding the qualifications to be prescribed for teachers in the University ; and

(ix) To exercise such other powers and perform such other functions as may be conferred or imposed on it under the provisions of this Act or by the Board or by Vice-Chancellor.

15. Research Council : There shall be a Research Council consisting of the following, namely:-

(i)	the Vice-Chancellor	*Ex-officio* Chairman
(ii)	the Directors of Agriculture/Horticulture/Fisheries Department of the Government and Chief Conservator of Forests, Rajasthan (depending upon research mandate and programmes of the University)	Member

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(iii)	all Directors of the University	Member
(iv)	all Deans of the Faculties	Member
(v)	all Zonal Directors, Research and Extension	Member
(vi)	all University Heads of Departments	Member
(vii)	two scientists of eminence from outside to be nominated for particular meeting by the Vice-Chancellor for their specialized knowledge of subjects on the agenda of meetings	Member
(viii)	the Research Council may co-opt as members not more than Member four persons for such period and in such manner as may be prescribed as to secure adequate representation of different sectors of agriculture and allied fields	Member
(ix)	the Director Research	Secretary

16. Functions of Research Council - The Research Council shall consider and make recommendations in respect of -

(i) research programmes and projects undertaken or to be undertaken by the various units of the University in the State in the field of agriculture, and other allied sciences with a view to promote effective co-ordination;
(ii) physical, fiscal and administrative facilities required for implementing research projects;
(iii) orienting research to meet farmers' needs;
(iv) integration of research, extension education and teaching and participation of research workers in teaching and extension education programme;
(v) any other matter pertaining to research programmes which may be referred to by the Vice-Chancellor or the Board or any other authority of the University

17. Extension Education Council: There shall be an Extension Education Council consisting of the following, namely:-

(i)	the Vice-Chancellor	*Ex-officio* Chairman
(ii)	the Secretary to the Government, incharge of Agriculture Department	Member
(iii)	the Directors of Agriculture/ Horticulture/ Fisheries Department of the Government and Chief Conservator of Forests, Rajasthan (depending upon Extension mandate and programmes of the University)	Member
(iv)	all Directors of the University	Member
(v)	all Deans of the Faculties	Member
(vi)	all University Heads of the Departments/ all Zonal Directors and all Programme Coordinators of KVKs within the jurisdiction of the University	Member
(vii)	two eminent persons in the field of Extension Education from outside of the University nominated by the	Member

Vice- Chancellor for any particular meeting in accordance with the requirement of the agenda

(viii) three progressive farmers having specialization in general Agriculture, Horticulture or other allied branches to be nominated by the Vice-Chancellor for their specialized knowledge and experience — Member

(ix) one representative each of the under mentioned Member organizations as per request of the Vice-Chancellor:-

a. Rural Development Department of the Government;

b. Co-operative Department of the Government;

c. State Agro-Industries Development Corporation;

d. Irrigation Department of the Government;

e. Fertilizer Corporation of India;

f. National Seeds Corporation; any other Agro-Industries or Agro-Service Organizations;

(x) the Director, Extension Education — Secretary

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Explanation:- For the purposes of this sub-section, expression "Secretary to the Government in-charge" means the Secretary to the Government in-charge of a department and includes an Additional Chief Secretary and a Principal Secretary when he/she is in-charge of that department.

18. Functions of the Extension Education Council - Extension Education Council shall consider and make recommendations in respect of -

(i) the Extension Education programmes and projects of the University ;

(ii) co-ordination of Extension Education activities for improvement of Agriculture, Animal Husbandry and allied branches and for the development of Rural Communities;

(iii) development of farmers education and training and advisory services, identification and resolution of field problems and transmission of information;

(iv) methodology of extension education;

(v) integration of extension education with teaching and research in the University and participation of teachers and research workers in extension education programmes;

(vi) any other matter referred to it by the Vice-Chancellor, Board or any other authority of the University.

19. Finance Committee.-

(1) The Finance Committee shall consist of–

(i)	the Vice-Chancellor;	*Ex officio* Chairman
(ii)	the Secretary to Government in-charge of the Finance Department, or his/her nominee not below the rank of Deputy Secretary	Member
(iii)	the Secretary to the Government in-charge of the Agriculture Department, or his/her nominee not below the rank of Deputy Secretary	Member
(iv)	the Director, Research/Extension Education/ Education (one Director by rotation every year to be nominated by the Vice-Chancellor)	Member
(v)	one nominee of the Board who be the non-official member of the Board	Member
(vi)	the Comptroller .	*Ex-officio* Secretary

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Explanation.- For the purposes of this sub-section, expression "Secretary to the Government in-charge" means the Secretary to the Government in-charge of a department and includes an Additional Chief Secretary and a Principal Secretary when he/she is in-charge of that department.

(2) Finance Committee shall have the following functions, namely:-

(i) to examine the annual accounts and budget estimates of the University and to advise the Board thereon;

(ii) to review the financial position of the University from time to time; and

(iii) to make recommendations to the Board on all matters relating to the finances of the University .

20. Faculties and their Board of Studies-

(1) The University shall have initially the faculties of Agriculture, Agricultural Engineering, Home Science and Basic Science and such other faculties as may be prescribed.

(2) These faculties shall comprise of such departments/ divisions/ centres as may be prescribed, however, depending on the nature of the subject and functions, one department/ centre may cater to the needs of more than one faculty.

(3) Each faculty shall consist of such members as may be prescribed and Dean of the concerned faculty will be the Chairman/Chairperson of the faculty.

(4) Functions of each faculty shall be as follows :-

(i) to review teaching programme and suggest improvement thereof;

(ii) to consider the recommendations of the respective Board of Studies and to place the same before the Academic Council for consideration and approval;

(iii) the Faculty shall be responsible for Bachelor degree and Post-graduate and Doctoral degree programme; and

(iv) to perform such other functions as may be assigned to it by the Academic Council or Vice-Chancellor.

(5) There shall be a Board of Studies for each faculty, the constitution of which shall be as may be prescribed and Dean of the Faculty concerned shall be the Chairman/Chairperson.

(6) The Board of Studies shall have the following functions, namely:-

(i) to propose to the Faculty concerned, the courses of study and curricula for various programmes of instructions offered by that Faculty; and

(ii) to perform such other functions as may be directed by the Dean of the faculty concerned, other authorities and Vice-Chancellor.

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21. Constitution of committees:

Every authority shall have the power to appoint committees which may, unless otherwise provided in this Act or statutes, consist of the members of the authority and such other persons, as members, as it may deem fit.

22. Provisions in relation to the membership of authorities :

(1) Save as otherwise provided in this Act, if any member other than *Ex-officio* member of any authority or body of the University is unable by reason of his/her death, resignation, removal or otherwise to complete his/her full term of office, the vacancy so caused shall, as soon as convenient, be filled by the appointment, nomination or co-option, as the case may be and the person so appointed, nominated or co-opted shall fill such vacancy for the un-expired portion of the term for which the member in whose place such person is appointed, nominated or co-opted would otherwise have continued in office.

(2) The Board may remove any person from membership of any authority or body of the University on the ground that such person has been convicted of any offence involving moral turpitude or conduct not befitting the office held by the concerned member with the approval of the Chancellor:

Provided that prior approval of the chancellor shall not be necessary where such a person has been convicted by a competent court of law.

Provided that no such order shall be made against any person without giving reasonable opportunity of being heard.

(3) A person who is a member of any authority or body of the University as a representative of another body whether of the University or not shall cease to be a member of such authority or body if before the expiry of the term of his/her membership he/she ceases to be a member of that other body by which he/she was appointed or nominated:

Provided that he/she may continue to hold his/her office till his/her successor is appointed or nominated as the case may be.

(4) Whenever any person becomes a member of any authority or body of the University by virtue of the office held by him, he/she shall forthwith cease to be a member of such authority or body if he/she ceases to hold such office before the expiry of the term of his membership:

Provided that he/she shall not be deemed to have ceased to hold his/her office merely by reason of his/her proceeding on leave for a period not exceeding four months.

(5) Any member, other than an *Ex-officio* member of any authority or Body of the University may resign his/her office by letter addressed to the Vice-Chancellor and such resignation shall take effect from the date on which the same is accepted by the authority competent to fill the vacancy or on the expiry of three months from the date of its receipt by the Vice- Chancellor, whichever is earlier.

23. Validity and protection of act :

(1) No act or proceeding of any authority or body of the University shall be invalid by reason of the existence of any vacancy among it's members or by reason of some person having taken part in the proceedings who is subsequently found to have been not entitled to do so.

(2) Save as otherwise provided in this Act, all the acts done or orders made in good faith by the University or any of its authorities shall be final and no suit shall be instituted against or damages claimed from the University or its authority for anything done or purported to have been done in pursuance of this Act or the Statutes or the Regulations.

(3) No suit or other legal proceeding shall lie against any officer or other employee of the University in respect of anything which is in good faith done or intended to be done in pursuance of this Act or any Statutes.

CHAPTER IV

Officers of the University

24. Officers :

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

(i) the Vice-Chancellor;

(ii) the Directors;

(iii) the Deans;

(iv) the Registrar;

(v) the Comptroller;

(vi) the University Librarian;

(vii) the Director, Students' Welfare;

(viii) The Controller of Examinations;

(ix) The Estate Officer; and

(x) such other persons in the service of the University as may be declared by the Statutes to be the Officers of the University.

25. The Vice-Chancellor :

(1) The Vice-Chancellor shall be a whole time paid officer of the University and shall be appointed by the Chancellor in consultation with the State Government upon recommendation of a Selection Committee consisting of -

(a) one person nominated by the Board not connected with the University or any college thereof;

(b) the Director General, Indian Council of Agriculture Research or his/her nominee;

(c) one person nominated by the Chancellor; and

(d) one person nominated by the State Government, and the Chancellor shall appoint one of these persons to be the Chairman of the Committee.

(2) A person who has attained academic excellence and demonstrated leadership qualities in agriculture education and has the minimum qualifications that is to say at least six years' experience on the post of Professor or equivalent in teaching or research or extension system of agriculture of any university or research centre in the country, out of which at least three years of experience should be as Dean of the Faculty of any agriculture university or Principal or Dean of any agriculture college or Directors as defined in clause (k) of Section 2.

(3) The term of the office of the Vice-Chancellor shall be three years from the date on which he/she enters upon his/her office or until he/she attains the age of seventy years, whichever is earlier:

Provided that the same person shall be eligible for reappointment for a second term.

(4) The Vice-Chancellor shall receive such pay and allowances as may be determined by the State Government. In addition to it, he/she shall be entitled to

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free furnished residence maintained by the University and such other perquisites as may be prescribed.

(5) When a permanent vacancy in the office of the Vice-Chancellor occurs by reason of his/her death, resignation, removal or the expiry of his/her term of office, it shall be filled by the Chancellor in accordance with sub-section (1), and for so long as it is not so filled, stop-gap arrangement shall be made by him under and in accordance with sub-section (6).

(6) When a temporary vacancy in the office of the Vice- Chancellor occurs by reason of leave, suspension or otherwise or when a stop-gap arrangement is necessary under sub-section (5),the Registrar shall forthwith report the matter to the Chancellor who shall make, on the advice of the State Government, arrangement for the carrying on the function of the office of the Vice-Chancellor.

(7) The Vice-Chancellor may at any time relinquish office by submitting, not less than sixty days in advance of the date on which he/she wishes to be relieved, his/her resignation to the Chancellor.

(8) Such resignation shall take effect from the date determined by the Chancellor and conveyed to the Vice-Chancellor.

(9) Where a person appointed as the Vice-Chancellor was in employment before such appointment in any other college, institute or university, he/she may continue to contribute to the provident fund of which he/she was a member in such employment and the University shall contribute to the account of such person in that provident fund.

(10) Where the Vice-Chancellor had been in his/her previous employment, a member of any insurance or pension scheme, the University shall make a necessary contribution to such scheme.

(11) The Vice-Chancellor shall be entitled for travelling and daily allowance at such rates as may be fixed by the Board.

(12) The Vice-Chancellor shall be entitled to leave as under:-

(a) leave on full pay at the rate of one day for every eleven days of active service; and

(b) leave on half pay at the rate of twenty days for each completed year of service:

Provided that leave on half pay may be commuted as leave on full pay on production of medical certificate.

26. Powers and duties of the Vice-Chancellor:-

(1) The Vice-Chancellor shall be the principal executive academic officer of the University and *Ex-officio* Chairman of the Board, Academic Council and other authorities and shall in the absence of the Chancellor preside at the convocation of the University and confer degrees on persons entitled to receive them.

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

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(3) The Vice-Chancellor shall convene meetings of the Board, Academic Council, Research Council and Extension Education Council.

(4) The Vice-Chancellor shall ensure faithful observance of the provisions of this Act and Statutes and Regulations.

(5) The Vice-Chancellor shall be responsible for the presentation of the annual financial estimates and the annual accounts to the Board of Management.

(6) The Vice-Chancellor shall, where immediate action is called for, have power to make an order so as to exercise any power or perform any function which would ordinarily have been exercised or performed by any other authority under this Act or the Statues and shall in such case as soon as may be thereafter report his/her action to such authority and if such authority disagrees with the action of the Vice-Chancellor, the matter shall be referred to the Chancellor whose decision thereon shall be final.

(7) Where any action taken by the Vice-Chancellor under sub-section (6) affects any person in the service of the University to his/her disadvantage such person may prefer an appeal to the Board within thirty days from the date on which such person has been served with a notice of the action taken.

(8) If the Vice-Chancellor is satisfied that a decision of the Board is not in the best interest of the University he/she shall refer it to the Chancellor whose decision thereon shall be final.

(9) Subject to the provisions of the preceding sub-sections, the Vice-Chancellor shall give effect to the decisions of the Board regarding the appointments, promotions and dismissal of officers, teachers and other employees of the University.

(10) The Vice-Chancellor shall be responsible for the proper administration of the affairs of the University and for a close co-ordination and integration of teaching, research and extension education.

(11) The Vice-Chancellor shall exercise such other powers and perform such other duties as are conferred or imposed on him under the provisions of this Act and the Statues.

27. Registrar.-

(1) The Registrar shall be the administrative officer of the University. He/she shall work directly under the superintendence, direction and control of the Vice-Chancellor.

(2) The Registrar shall be appointed by the State Government from one of its officers of the Rajasthan Administrative Service (not below selection scale) or of Indian Administrative Service.

(3) When the office of the Registrar is vacant, or when the Registrar is, by reason of illness, absence or any other reason, unable to exercise the powers, perform the functions and discharge the duties of his/her office, the powers, functions and duties of the office of the Registrar shall be exercised, performed and discharged by such person as the Vice-Chancellor may appoint for the purpose.

(4) The Registrar shall be the *Ex-officio* Secretary to the Board.

(5) It shall be the duty of the Registrar-

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(a) to be the custodian of the records, the common seal and such other properties of the University as the Board shall commit to his/her charge; and

(b) to issue all notices convening meetings of the Board, the Academic Council, the Faculties, the Board of Studies, the Board of Examinations and the Planning Board and of any committee appointed by the authorities of the University.

(6) (i) Where any proceedings or resolution of the Board or order of the Vice-Chancellor is inconsistent with the provisions of this Act and the Statutes made there under, it shall be the duty of the Registrar to tender advice to the Board or the Vice-Chancellor mentioning the relevant provisions and to record in the proceedings to the meeting of the Board or on the order of the Vice-Chancellor the fact that he/she had tendered such advice and thereupon put up a note of dissent on such proceedings, resolution or the order, as the case may be, and ensure the communication of the matter to the Chancellor or any officer authorized by him in this behalf within seven days of passing such resolution or order, or as the case may be, undertaking such proceedings.

(ii) After examining the note of dissent reported under sub-clause(i), the Chancellor or the officer authorized in this behalf by him, may make such interim or final order as he/she and it thinks fit, which shall be binding on the University.

(7) The Registrar shall exercise such other powers and perform such other functions and discharge such other duties as may be directed by the Vice-Chancellor or assigned to him by the Board.

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28. Comptroller.-

(1) The Comptroller shall be a whole-time salaried officer of the University to be posted by the Government from its officers of the Rajasthan Accounts Service of the rank of selection scale and the above:

Provided that a person appointed as Comptroller shall retire from office if, during the term of his/her office, he/she completes the age of superannuation.

(2) The Comptroller shall hold office for a period of three years.

(3) The emoluments and other terms and conditions of service of the Comptroller shall be such as may be prescribed.

(4) When the office of the Comptroller is vacant, or when the Comptroller is, by reason of illness or absence or any other cause unable to exercise the powers, perform the functions and discharge the duties of his/her office, the powers, functions and duties of the office of the Comptroller shall be exercised, performed and discharged by such person as the Vice-Chancellor may appoint for the purpose.

(5) The Comptroller shall be the *Ex-officio* Secretary to the Finance Committee.

(6) The Comptroller shall-

(a) exercise general supervision over the funds of the University and shall advise the University as regards its financial policy;

(b) manage the property and investments of the University including trust and endowed property in accordance with the decision of the Finance Committee and the Board; and

(c) exercise such other powers and perform such other financial functions, as may be assigned to him by the Board, or as may be prescribed:

Provided that the Comptroller shall not incur any expenditure or make any investment exceeding such amount as may be prescribed except with the previous approval of the Board.

(7) Subject to the control of the Board, the Comptroller shall-

(a) ensure that the limits fixed by the Board for recurring and non-recurring expenditure for a year are not exceeded and that all moneys are expended for the purposes for which they are granted or allotted;

(b) be responsible for the preparation of annual accounts, financial estimates and the budget of the University and for their presentation to the Finance Committee and the Board;

(c) keep a constant watch on the cash and bank balances and of investments;

(d) watch the progress of the collection of revenue and advise on the methods of collection employed;

(e) ensure that the registers of buildings, land, furniture and equipments are maintained up-to-date, and that stock checking is conducted in respect of equipments and other consumable materials in all offices, laboratories, colleges and institutes maintained by the University;

(f) bring to the notice of the Vice-Chancellor and the Registrar any unauthorized expenditure or other financial irregularity and suggest appropriate action to be taken against persons at fault; and

(g) call from any office, laboratory, constituent college maintained by the University, any information or returns as he/she may consider necessary for the exercise of his/her powers, performance of his/her functions or discharge of his/her duties.

29. Directors, Deans, Librarian, Controller of Examinations etc.-

(1) (a) There shall be a Director of Education who shall be responsible for academic coordination for teaching, research and extension, admission of Under Graduate and Postgraduate and management and control of examinations at Under Graduate and Post-graduate levels. He/she will be concerned with the policy matters and system regarding resident instructions in the University and development of educational technology.

(b) he/she shall be responsible for maintaining permanent records of the Academic Council, performance of the students of the University including the courses taken, credits obtained, degrees, prizes or other distinctions and other items pertaining to the academic performance and the discipline of the students.

(c) he/she shall function as Secretary of the Academic Council.

(2) There shall be a Director of Research who shall be responsible for the direction and co-ordination of research programmes in the University as laid down in section 31 and efficient working of research stations.

(3) There shall be a Director of Extension Education who shall be responsible for the agriculture extension education programmes as laid down in section 32.

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(4) There shall be a Director of Human Resources Development who shall be responsible for human resources development.

(5) There shall be a Dean for each constituent college and senior most shall be the Chairman of the Faculty and the Board of Studies of the concerned Faculty and shall be responsible to the Vice-Chancellor for the organization and implementation of the teaching programmes of the Faculty.

(6) There shall be a Librarian who shall be responsible for the maintenance and management of the University Library, to guide and co-ordinate the working in the libraries of the various constituent units of the University, to prepare the annual estimate of operational and developmental requirements of all the libraries of the University for incorporation in the budget estimates.

(7) There shall be a Director Students' Welfare, who shall have the following duties:-

(a) to make arrangements and supervise management of students' hostel, cafeteria and mess;

(b) to plan and organize students' extra-curricular activities such as sports, cultural and other recreational activities of the University ;

(c) to plan and direct the programmes of students' advisement and counselling and to enlist the cooperation of prospective employers and employment agencies to assist in the placement of students of the University and to promote discipline amongst the students of the University ;

(d) to supervise and control medical and health services and other welfare measures in the University; and

(e) to make arrangements for scholarships, stipends, part time employment and travel facilities for the study tour of the students.

(8) There shall be a Controller of Examinations who shall be responsible for conducting various examinations of the University and declaration of results in time.

(9) There shall be an Estate Officer who shall be the custodian of all the land and buildings of the University and shall be responsible to maintain them.

(10) Subject to the provisions of this Act, the officers of the University referred to in clauses (ii) to (x) of section 24 shall perform such other duties as may be prescribed or as may be assigned to them from time to time by the Board or the Vice- Chancellor.

30. Terms and conditions and appointments of the teachers, officers of the University.-

(1) The teachers of the University shall be appointed by the Vice-Chancellor with the approval of Board of Management of the University.

(2) The officers of the University referred to in clauses (ii) to (x) of section 24 shall be appointed by the Vice-Chancellor with the approval of the concerned authority of the University on such terms and conditions, as may be prescribed:

Provided that the Vice-Chancellor may make appointments of such officers as a temporary measure, for period of six months under intimation to concerned authority of the University.

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(3) The selection of the teachers and officers of the University shall be made in accordance with the procedure as provided under the Rajasthan Universities' Teachers and Officers (Selection for Appointment) Act, 1974 (Act No. 18 of 1974) and the provisions of the said Act shall be applicable subject to the modification that as respect to the selection of a Professor, Associate Professor and Assistant Professor for appointment in the University, the Committee referred to in section 5 of the said Act shall, besides other members specified in column 2 against entry No. 2 and 3 in the First Schedule of the said Act, consist of the Director Research and the Director Extension as members

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CHAPTER V

Education, Research and Extension Education

31. Education :

(1) Subject to the provisions of this Act, education in the University shall include Bachelor's, Master's and Doctoral degree programme and short term diploma courses in the disciplines of Agriculture including basic and applied science, Agriculture Engineering and Technology, Home Science, Dairy and Food Science and other allied sciences as may be prescribed.

(2) Educational Programs may be based on modern system of Agricultural Education with the objective of producing competent and practical oriented graduates and post-graduates to handle production, management, research, extension education and teaching work in the field of Agriculture, Animal Husbandry and allied branches.

32. Research :

Subject to the provisions of this Act and the Statutes, research programmes in the University shall carry on research (fundamental as well as applied) on the problems of Agriculture, and other allied sciences for the purpose of development of agriculture and for the benefit of rural population in the State.

33. Extension Education :

(1) Extension Education programme shall be established in the University and shall subject to the provisions of this Act and the Statutes, make useful information based upon findings of research available to farmers and others to help and solve their problems. It shall conduct demonstrations and training programmes for the benefit of students, extension workers and farmers. Extension Education shall be co-coordinated with the other functions of the University and other appropriate agencies of the State.

(2) The University shall be responsible for the agricultural extension education activities in the State necessary to inform and demonstrate to the farmers, the findings of research on improved practices essential to improve rural living and to increase agricultural production with special emphasis on food production and utilization. In order that the University may conduct such activities, the State shall transfer the University necessary personnel facilities and funds in accordance with a plan to be developed or mutually agreed upon by the Board and the Government.

34. Co-ordination of teaching, research and extension education, integration of functions and curricula and services:

(1) In consultation with the appropriate officers of the University, the Vice-Chancellor shall be responsible for taking such steps as may be necessary for the full co-ordination of teaching, research and extension activities of the University.

(2) The Vice-Chancellor shall be responsible, working through the appropriate officers of the University, for seeing that conditions are established whereby there is maximum possible progress in the development of new information and technology in the natural, physical and social sciences related to agriculture and its transfer to the teaching curricula and other educational programme leading to their understanding and adoption in practice.

(3) The Vice-Chancellor shall be responsible working through the appropriate officers and staff of the University, to see that there is an appropriate inter-relation in the different curricula and courses offered in the different faculties of the University so as to avoid unnecessary duplication of functions between Faculties of the University and provide the students with the best course offerings and Faculty contacts feasible within the University 's resources and talents.

(4) The University shall develop its programmes of research and extension education keeping in view the needs of the State and jurisdiction are in particular and provide the appropriate technical support and consultative advice to the Government departments engaged in the development work in agriculture and other allied branches.

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CHAPTER VI

Funds and Accounts

35. The University funds :

(1) The University shall have a General Fund to which shall be credited:-

(i) its income from fees, endowments and grants and income from properties of the University including hostel, experimental stations and farms;

(ii) contribution and grants made by the Government on such conditions as are consistent with the provisions of this Act; and

(iii) other contributions, grants, donations benefactions and loans and other receipts.

(2) The University shall form a fund called the Foundation Fund from contributions and grants made by the Central Government or the State Government or agencies approved by the Central or State Government for being credited to that fund and such other sums as may be specified by the Board, shall be credited to this fund, and the Board may, as and when necessary, retransfer such amount as may be specified, from the Foundation Fund to the General Fund, in the manner prescribed.

(3) The University shall furnish statements of accounts, reports and other particulars to the Government relating to any grant made by the Government and shall take such action and furnish such statements, accounts, reports and other particulars relating to the utilization of any grant within such time and in the manner as the Government may direct.

(4) It shall be competent for the University in furtherance of its objectives to accept the grants from the Government or any other State Government or the Central Government or Statutory Bodies or endowments or donations under such conditions as may be agreed upon between the University and the donor.

36. Provident fund, pension and insurance :

(1) The University shall create for the benefit of its officers, teachers, ministerial staff and other employees, in such manner and subject to such conditions as may be prescribed, such pension, gratuity, insurance, provident fund as it may deem fit.

(2) For such pension, gratuity, insurance and provident fund so constituted by the University, the Government may declare that the provisions of the Provident Funds Act, 1925 (Central Act No. 19 of 1925) shall apply to such funds as it were Government Provident Fund:

Provided that the University shall have power in consultation with the Finance Committee and the Board to invest provident fund amount in such manner as it may determine.

37. Management of funds: The General Fund, Foundation Fund and other funds of the University shall be managed according to the provisions laid down in the Statues.

38. Accounts and Audit :

(1) The annual accounts and balance sheet of the University shall be prepared by the Comptroller under the direction of the Vice-Chancellor and all moneys accruing to or received by the University from whatever source and all amount disbursed or paid shall be entered in the accounts.

(2) The Comptroller shall, before such date as may be prescribed by the Statutes, prepare the annual financial estimates for the ensuing year.

(3) The annual accounts and the annual financial estimates prepared by the

Comptroller shall be placed before the Board together with the remarks of the Finance Committee for approval and the Board may pass resolution with reference thereto and communicate the same to the Comptroller who shall take action in accordance therewith.

(4) The annual accounts shall be audited in the prescribed manner by such auditors as the State Government may direct and the cost of such audit shall be a charge on the University fund.

(5) The accounts when audited shall be printed and copies thereof, together with the audit report, shall be submitted by the Vice-Chancellor to the Board which shall forward them to the Chancellor with such comments as may be deemed necessary.

(6) The University shall settle objections raised in the audit and carry out such instructions as may be issued by the State Government on the audit report.

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39. Government grants :

The Government shall every year make the following lump sum grants to the University, namely:-

(i) a grant not less than the expenditure incurred in the University on agriculture education, research and extension education.

(ii) a grant not less than the estimated net expenditure of pay and allowances of the staff contingencies, supplies and services of the University other than in respect of the activities in various organisations, referred to above in clause(i);

(iii) A grant to meet such additional items of expenditure recurring and non- recurring as the Government deems necessary for the proper functioning of the University;

(iv) The State Government shall also make non-lapsable lump sum grant to the University in respect to schemes included in the Five Year Plan and transferred to it for implementation by the University of an amount equal to the net outlay in the annual plan. Adjustments may be made for the anticipated assistance from the Central Government and other agencies sponsoring such schemes provided such assistance may come to the University directly, rather that through the State Government.

40. Control of the State Government.- Where the State Government funds are involved, the University shall abide by the terms and conditions attached to the sanction of such funds which may *inter alia* include prior permission of the State Government in respect of the following, namely:-

(a) creation of the new posts of teachers, officers or other employees;

(b) revision of the pay, allowances, post-retirement benefits and other benefits to its teachers, officers and other employees;

(c) grant of any additional/special pay, allowance or other extra remuneration of any description whatsoever, including *ex-gratia* payment or other benefits having financial implications, to any of its teachers, officers or other employees;

(d) diversion of any earmarked funds other than the purpose for which it was received;

(e) transfer by sale, lease, mortgage or otherwise of immovable property;

(f) incur expenditure on any development work from the funds received from the State Government for any purposes other than for which the funds are received; and

(g) take any decision resulting in increased financial liability, direct or indirect, for the State Government.

Explanation.- The above conditions shall also apply in respect of the posts created from any other fund, which may, in the long term, be likely to cause financial implications to the State Government.

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41. Assumption of financial control by the State Government as emergency measure:

(1) The State Government shall have the right to cause an inquiry to be made, by such person or persons as it may direct, and to issue directions to the University, in respect of any matter connected with the finances of the University, where State Government funds are concerned.

(2) If the State Government is satisfied that owing to maladministration or financial mismanagement in the University a situation has arisen whereby financial stability of the University has become insecure, it may by a notification, declare that the finances of the University shall be subject to the control of the State Government and shall issue such other directions as it may deem fit for the purpose and the same shall be binding on the University.

CHAPTER VII

Statutes and Regulations

42. Statutes : Subject to the provisions of this Act, the Statutes of the University may provide for any matter connected with the affairs of the University and shall in particular, provide for the following, namely:-

(1) constitution, powers and duties of the Authorities;
(2) creation, composition and functions of other bodies or committees, necessary or desirable for improving the academic life of the University ;
(3) designations, powers, functions, duties, manner of appointment and selections and terms and conditions of service of the officers other than Vice-Chancellor:
(4) classification, qualification and manner of appointment, terms and conditions of services and duties of teachers and non-teaching staff of the University ;
(5) terms and conditions of service of the Vice-Chancellor;
(6) establishment, amalgamation, sub-divisions or abolition of faculties, divisions/department/ research stations / extensions or other units of the University ;
(7) establishment of pension and insurance schemes for the benefit of officers, teachers and other employees of the University and the rules, terms and conditions of such schemes;
(8) holding of convocations to confer degrees and diplomas;
(9) conferment and withdrawal of honorary degrees and academic distinctions;
(10) conditions of service, remunerations and allowances including traveling and daily allowances to be paid to officers, teachers and other persons employed under the University;
(11) conditions and mode of appointment and the duties of examining bodies and examiners;
(12) procedure and terms and conditions of affiliation and of withdrawal of such affiliation, and terms and conditions of fees for affiliation, to colleges or institutes;
(13) management of constituent colleges, centres, divisions, departments, regional stations or other institutes founded or maintained by the University;
(14) conducting examination and awarding degrees to students of affiliated colleges as per rules and regulations laid down by the University;
(15) constitution of Selection Committee for appointment of staff other than teachers and officers; and
(16) all other matters which by this Act are to be provided by the Statutes.

43. Statutes how made :

(1) Statutes under this Act shall be proposed by the Board and submitted to the Chancellor for his/her assent and shall come into force only after the assent is received and notified by the Vice-Chancellor.

(2) Any Statue may be amended or repealed by the Board with the Assent of the Chancellor.

(3) All Statutes made under this Act shall be published in the Official Gazette.

44. Regulations :

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

(i) laying down the procedure for their meetings and the number of members required to form the quorum;

(ii) providing for matters which by this Act and the Statutes are to be regulated by Regulations; and

(iii) providing for any other matter solely concerning the authority and not provided for by this Act and the Statutes.

(2) The Academic Council may subject to the provisions of this act and the Statutes, make regulations providing for courses of studies, system of examination, academic calendar, award of degrees and diploma's of the University other matters related to resident instruction.

(3) The regulations made by any authority of the University shall be subject to such direction as the Board may from time to time give in this behalf.

(4) Academic Council of the University may make regulations for:-

(i) the holding of convocations to confer degrees and diplomas;
(ii) the conferment of honorary degrees, academic distinctions and withdrawal of degrees;
(iii) the establishment and abolition of hostels maintained by the University;
(iv) the institute of fellowships, scholarships, stipend, bursaries, medals and prizes and the conditions of award thereof;
(v) the entrance or admission of the students to the University and their enrolment and continuance as such and the conditions and procedures for dropping students from enrolment;
(vi) the fees which may be charged by the University;
(vii) the courses of study to be laid down for all degrees, diplomas and certificates of the University;
(viii) the conditions under which students shall be admitted to the degrees, diplomas, or other courses and examinations of the University and their eligibility for the award of degrees and diplomas;
(ix) the conditions for conferment of degrees and other academic distinctions;
(x) the maintenance of discipline among the students of the University;
(xi) the special arrangements, if any, which may be made for residence, discipline and teaching of women students and the provision of special courses of study for women;
(xii) the conditions of residence of students of the University and the levy of fees for residence in hostels; and
(xiii) the recognition and management of hostels not maintained by the University.

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CHAPTER VIII

Miscellaneous

45. Residence of students : The students shall reside in the accommodation maintained by the University or approved by the Vice-Chancellor subject to the conditions as may be prescribed. However, the Vice-Chancellor or an authorised officer of the University may permit the student(s) to reside with their parents or in private accommodations when no such accommodation is available with the University.

46. Annual Report : The annual report of the University shall be prepared by the Registrar or Director, Prioritization, Monitoring and Evaluation, under the direction of the Vice-Chancellor normally within six months from the close of the Financial Year and circulated to the members of the Board one month before the meeting at which it is to be considered. The Board shall after consideration of the annual report forward a copy thereof with comments to the Government. A copy of the said report shall be laid on the table of the House of the State Legislature.

47. Delegation of powers : The Board may, by Statutes, delegate the powers exercisable by it under this Act or the Statues made there under, to any authority, officer, Heads of colleges/divisions/ departments/institutions or units/offices subject to such conditions and restrictions as the Board may deem proper.

48. Constitution of ad-hoc committees : Notwithstanding anything in this Act and until such time as the authorities are duly constituted, the Vice-Chancellor may subject to the prior approval of the Chancellor or the Board, after it has been constituted, appoint committees temporarily to exercise, perform and discharge any of the powers, functions and duties of such authority under this Act.

49. Disputes as to constitution of authorities or bodies : If any question arises as to whether any person has been duly appointed or is entitled to be a member of any authority or other body of the University the matter shall be referred to the Chancellor whose decision thereon shall be final:

Provided that before taking any such decision, the Chancellor shall give the person affected thereby reasonable opportunity of being heard.

50. Legal proceedings : All suits and other legal proceedings by or against the University shall be instituted, prosecuted or defended on behalf of the University by the Registrar or any other officer specifically nominated in this behalf by the Vice-Chancellor.

51. Appointment to posts in connection with the affairs of the University :

(1) Subject to the provisions of this Act and the Statutes made there under, appointments to the posts and services in connection with the affairs of the University may be made by the Vice-Chancellor with the approval of the concerned authority as prescribed:

Provided that such approval of the Board shall not be necessary in respect of appointment of posts carrying scales of pay lower than the pay scale of an Assistant Professor.

(2) Notwithstanding anything contained in this Act and until such time as the Statutes are made or the authorities of the University are constituted, appointments to the posts and services in connection with the affairs of the University may be made by the Vice-Chancellor on such terms and conditions as may be approved by the Chancellor.

52. Reference to Government officers to be construed in case of change of designation as reference to corresponding officers.-Where any provision of this Act or of the Statutes, Ordinances or Regulation refer to an officer of the State Government by designation, then, if that designation is altered or that office ceases to exist the reference shall be construed as a reference to the altered designation, or as the case may be, to such corresponding officer as the State Government may direct.

53. Transitory powers of the first Vice-Chancellor.- The first Vice-Chancellor shall be appointed by the Chancellor in consultation with the Government for a period not exceeding one year or until such time as the Board is constituted whichever is earlier and exercise all or any of the powers conferred on the Board by this Act or the Statutes.

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54. Power to transfer of persons and properties from other Universities.- The Chancellor may, in consultation with the State Government, at any time, make such orders, as are deemed necessary for the transfer of-

a. any officer, teacher, employee or servant; or
b. any movable or immovable property or any rights or interests therein; or
c. any fund, grant, contribution, donation, aid or benefaction received, accrued or promised ; or
d. any dues, liabilities or obligations incurred or lawfully subsisting in favour of or against the University; or
e. any will, deed or other document containing any bequest, gift or trust , from any other University of which he/she is the Chancellor to the University constituted under this Act on such terms and conditions as may be determined in the order.

55. Power to transfer of colleges, institutes and units.-

(1) Notwithstanding anything contained in any law for the time being in force, the State Government may, by notification in the Official Gazette, transfer any of the constituent colleges, institutes, hostels, offices, research stations, extension centres or any other body, agency or unit, of the Swami Keshwanand Rajasthan Agriculture University, Bikaner of Maharan Pratap University of Agriculture & Technology, Udiapur to the University.

(2) The control and management of any college, institute, hostel, office, research station, extension centre or any other body, agency or unit transferred under sub-section (1) shall stand vested in the University from the date of the publication of the notification under sub-section (1).

(3) The students of the college or institutes or the persons, engaged in research station or extension centre or in any other body, agency or unit so transferred to the University shall be permitted to complete their course, research or programme and the University shall make arrangements therefore.

(4) A person employed as a teacher or an employee in any college, institute, research station, extension centre or any other body, agency or unit referred to in sub-section (1) shall, from the date of notification issued under the said sub-section, be deemed to have become the teacher or, as the case may be, the employee of the University on the same terms and conditions.

56. Power to obtain information.-Notwithstanding anything contained in this Act or any other law for the time being in force, the Government may, by order in writing, call for any information from the University on any matter relating to the affairs of the University and, the University shall, if such information is available with it, furnish the Government with such information within a reasonable period:

Provided that in the case of information which the University considers confidential, the University may place the same before the Chancellor.

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57. Transitional provisions :

(1) Notwithstanding anything contained in this Act or in the Acts of the other Universities in the State or in the Statutes or regulations made under any of these enactments, any student who, immediately before the commencement of this Act, was studying in a college which has been or may hereafter be admitted to the privileges of the University for degree, diploma or certificates of other Universities, in accordance with the regulations of the University, shall be permitted:-

(a) to complete his/her course in accordance with the curriculum of studies of the University corresponding to that of other Agriculture University in the State;

(b) to be examined by the University and if on the results of such examination he/she qualifies, be entitled to be conferred a corresponding degree or diploma or certificate of the University ; and

(c) to appear at examination within two years of the normal period required for completing the said course of studies.

(2) In the year of the establishment of the University, University examinations of all courses in different faculties and disciplines shall be conducted by other Universities in the State as the case may be and in subsequent years the examination shall be conducted by the University.

58. Removal of difficulties :

(1) If any difficulty arises in giving effect to the provisions of this Act, the Government may, by order published in the Official Gazette, do anything which appears to it necessary for the purpose of removing the difficulty.

(2) No order made under sub-section (1) shall be questioned in any Court of law on the ground that no difficulty, as is referred to in sub-section (1), existed to be removed.

(3) Every order published under this section shall, as soon as may be after its publication, be laid before House of the State Legislature.

NOTE : Though every care has been taken to reproduce the Act, in case of any inadvertent omission, discrepancy etc. the original version of the act will prevail.

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Statutes

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2 Statutes regarding the Powers and Duties of the Authorities of the University

Note: Whenever state Government amends any service rule or condition that will be deemed to be amended to that extent in these statutes.

(1) Board of Management (BOM):

The notice of meeting of BOM be sent to the members atleast 10 days before the date of meeting to be held under Section 11 (9) of the Agriculture University Kota, Act except in case of an emergent meeting.

The Board shall exercise all the powers and perform all the duties conferred on it by section 12 of the Act and Statutes and Regulations made there under and shall also have the powers:

(i) To delegate to any officer or authority of the University any of the powers conferred on it by the Act or by the statutes to be exercised with such restrictions and conditions as it may deem fit to impose.

(ii) The Board shall approve Annual Report of the University which shall have information of progress made in different spheres of the activities of the University, amount and receipts of disbursement and purpose for which they were made, the number of faculty members, officers and other employees as well as students in different disciplines and the courses of instructions pursued in each and an estimate of expenses for the next year.

(iii) The Board shall submit to the State Government proposals including legislative proposals, which it considers necessary for betterment and promotion of agriculture, based on the results of research conducted in the University.

(iv) To administer/conduct all administrative and academic affairs of the University unless otherwise provided for.

(v) To maintain proper standards of teaching in consultation with Academic Council.

(vi) To lay down minimum qualifications of teachers and officers on the recommendations of the Academic Council.

(vii) To lay down minimum qualifications of other employees of the University.

(viii) To determine terms and conditions of service of the teachers, officers and other employees of the University.

(ix) On the recommendations of Academic Council to approve colleges, and to withdraw the same from and to make regulations thereof.

(x) All questions to be considered in a meeting of the Board shall be decided by a majority of votes of the members present. The Chairman of the Board shall be entitled to vote on any question and if the vote be equally divided, he/she shall have the right of a casting vote.

(xi) To approve any recommendation made by academic council, finance committee etc.

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(2) Academic Council:

Constitution of Academic council already provided under Chapter III, section 13 of the Act.

(i) The Academic Council shall co-opt not more than 4 members under section 13(2) of the Act from the following sectors:

(a) Agriculture

(b) Agri-business

(c) Forestry and forest management and environment.

(d) Water & land use planning and management.

(e) Rural development.

(f) Food processing & post harvest technology.

(g) Dairy & animal husbandry development.

(h) Biotechnology

(i) Agro-industries

(j) Women empowerment.

(k) From any other related field as deemed meaningful.

(ii) The Vice-Chancellor shall have the power to invite such Heads of the Departments/persons as may be considered necessary for any particular subject for a particular meeting of the Academic Council.

(iii) All questions to be considered in a meeting of the Academic Council shall be decided by a majority of votes of the members present. The co-opted member shall not have the right to vote.

(iv) The Chairman of the Academic council shall be entitled to vote on any question and if the vote on it be equally divided, he/she shall have right for a casting vote.

(3) Powers and functions of Academic Council :

The Academic Council shall exercise all the powers and perform of the duties conferred on it by the Act (Section 14) and the Statutes and shall also have powers:

(i) To make regulations regarding admission to various academic programmes run by the University, including admission capacity, fee structure etc.

(ii) To recommend the candidates for Diplomas, Degrees and Certificates to be conferred by the University.

(iii) To recognize the examinations of other recognized Universities whether equivalent to the corresponding examinations of the University.

(iv) To approve or reject any subject proposed in the thesis by a candidate for the degree of Doctor of Philosophy in various disciplines.

(v) To propose to the Board of Management, the institution of fellowship, scholarship, stipend, etc. to be awarded to the students of various constituent Colleges and medals to be awarded to the students (for academic purpose) of constituent and affiliated colleges of the University.

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(vi) To make regulations regarding maintenance of discipline and regulations of conduct of the students in the Colleges and hostels of the University.

(vii) To make regulations regarding holding of Convocation.

(4) Research Council :

Under Chapter III section 15 of the Act, the Research Council shall co-opt not more than four persons as its members in a meeting by majority of votes from the following sectors of agriculture:

(i) Agri-business

(ii) Forestry

(iii) Health and nutrition

(iv) Social welfare and community development or from any other related field as deemed meaningful

The term of co-opted members shall be two years. The co-opted members shall not have right to vote.

The council shall advise the Vice-Chancellor regarding:-

(i) Allocation of funds for research

(ii) Conditions for accepting grants

(iii) Recommendations/patents developed through research

(iv) Matters affecting the research programme of the University and other functions as designed under section 16 of the Act.

(5) Extension Education Council:

Under Chapter III section 17 and 18 of the Agriculture University Kota, Act 2013, the composition and functioning of Extension Education Council have been provided. The council shall also advise the Vice-Chancellor regarding:-

(i) Allocation of funds for Extension Education work.

(ii) Ways and means of increasing the effectiveness of University's Extension Education programme.

(iii) Coordination of University's Extension Education programme with the State and National programmes.

(iv) Compilation of all the recommendations made by the University in the form of a package for the use of various stakeholders, especially the farmers.

(v) Review and monitor the action plan finalized by the scientific advisory committees.

(6) Finance committee:

The composition and functions of the finance committee shall be as per the Chapter III, section 19 of the Agriculture University Kota, Act 2013.

(7) Faculties and their Board of Studies:

Each faculty shall have its Board of Studies as per section 20 of Act, the composition of which shall be as under:

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The Dean (senior most Dean of constituent colleges) of the faculty	Ex-officio Chairman
The Director Education, Director Students' Welfare, Controller of Examinations and other Deans	Ex-officio Member
All Heads of departments	Member
Two Professors other than Heads to be nominated by the Vice-Chancellor	Member
Two teachers to be nominated by the Vice-Chancellor	Member
Two outside experts to be co-opted by the Board of Studies concerned from amongst persons who are not teachers in the University.	Member

The term of the co-opted and nominated members shall be of two years.

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(8) Functions of Board of Studies:

In addition to the functions contained in Chapter III of section 20 (5 & 6) of the Act, Board of Studies in each faculty shall also perform the following functions:

(i) To review teaching programmes of the faculty and suggest improvement thereof.

(ii) To consider the recommendations of committee of courses and place the same before Academic Council for consideration and approval.

(iii) To recommend to the Academic Council the establishment, amalgamation, sub-division and / or abolition of the department(s) and for programme (s), to frame rules for the new departments and discontinue any programme for consideration of the Academic Council.

(iv) To coordinate work of all the subjects of the faculty.

(v) To deal with any matter referred to it by the Academic Council or Board of Management.

(vi) To remit matters to committee of courses.

(vii) To make recommendations to the Academic Council regarding admissions and intake capacities.

(viii) To recommend to the Academic Council the constitution of committee of courses.

(ix) To hold meeting with the permission of the Vice-Chancellor with any other faculty.

(x) And such other functions prescribed by the statutes.

Meetings:

(i) Each Board of Studies shall meet at such interval as may be notified by the Chairman/ Chairperson concerned.

(ii) All questions to be considered in a meeting of Board of Studies shall be decided by majority of the members present.

(iii) The quorum for any meeting of Board of Studies shall consist of half of the total membership.

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3 Statutes regarding Powers, Functions and Duties of the Officers of University

(1) Vice-Chancellor:

In addition to the powers conferred and duties imposed upon the Vice-Chancellor provided under Chapter IV of the section 25 and 26 of Act 2013, the Vice-Chancellor shall also have the following powers:

(i) To appoint examiners out of the panel available with Director Education and Controller of Examinations in each subject.

(ii) To declare the result of various examinations conducted by the University on the advice of the Result Committee.

(iii) To constitute such adhoc committees as he/she deems necessary.

(iv) To appoint employees of the University against sanctioned posts.

(v) To declare seniority list of different categories of teachers/employees at regular time interval.

(vi) To grant leave of any kind to all officers/ teachers.

(vii) The Vice-Chancellor shall have the right to be present at and address any meeting of any authority of the University.

(viii) All powers relating to the administration and maintenance of discipline in the University shall rest with the Vice-Chancellor.

(ix) To appoint senior most professor of the university or constitute a committee of three senior most professors of Headquarter to look after the routine work of University when Vice-Chancellor is on leave or out of head quarter.

(x) To act upon or enact any such rules or other administrative changes as may be suggested by the Board of Management.

(xi) He/her is expected to perform any function under the Act and Statutes in the interest of the University.

(2) Registrar :

In addition to the powers conferred and duties imposed upon the Registrar provided under section 27 of Act 2013, the Registrar shall have the following responsibilities:

(i) Keep and maintain all establishment record of the University meticulously.

(ii) Issue notices/order and maintain the minutes of all the meetings of Board of Management and of the other Committees constituted by the University.

(iii) Conduct the official correspondence of the Board of Management.

(iv) Initiates steps to fill in the vacancies as soon as they are notified to him/her in accordance with the provision laid down in the Act and Statutes

(v) Be responsible for the admissions of foreign student and students under ICAR quota.

(vi) Maintain a register of all degrees and diplomas conferred by the University

(vii) Sanction all kinds of leave to employees working under him directly and counter sign TA bills, and taking disciplinary action against the employees working under him directly as per powers delegated.

(viii) Supply to the Chancellor copies of the agenda of the meeting of the Board of Management and Academic Council as soon as they are issued and the minutes of the meeting ordinarily within 15 days of each meeting.

(ix) Perform such other duties and functions as may be assigned to him by the Vice-Chancellor or BOM.

(x) To handover the charge to the person designated by the Vice-Chancellor when he is either on leave or is out of headquarter.

(xi) Inform Vice chancellor about any important actions taken by him either on his/her own or in concurrence of the orders of Vice Chancellor.

(xii) Be responsible for maintaining record of all employees, teachers and students.

(3) Comptroller:

In addition to the powers conferred and duties imposed upon the Comptroller by or under Chapter-III -Section 28 of the Act, the Comptroller shall also perform the following responsibilities:

(i) Ensure that the budget of the University is prepared.

(ii) Issue notices/orders and maintain the minutes of all the meetings of Finance Committee and of the other committees constituted by the University for financial and other related matters.

(iii) Ensure that all accounts of the University are properly kept, adjusted and audited.

(iv) Ensure that expenditure not authorized in the budget is not incurred without appropriate sanction.

(v) Collect the income and fees of the University and pay promptly salaries and other amounts due to the staff.

(vi) Execute all financial/purchase contracts on behalf of the University.

(vii) Devise and install suitable system of accounting and business procedure. Prepare accounts manual and make it available for use in all University offices.

(viii) Develop and operate an internal audit system so that records of all officers/teachers and employees responsible for the receipt or expenditure of money, for keeping accounts or for custody of property may be verified by the audit.

(ix) Prescribe financial norms to be used throughout the University.

(x) Sanction leave to all the employees under him directly and counter sign TA bills, and taking disciplinary action against the employees working under him directly and accounts persons working in the units, as per powers delegated.

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(xi) Sanction and arrange pay and allowance to all the officers, teachers and employees of the University and issue all sanctions in time so that work is not hampered and budget is utilized properly without any lapse .

(xii) Issue notices and maintain the minutes of all the meetings of the finance committee.

(xiii) Ensure that dealings regarding financial and accounts matters with the Government, authority responsible for auditing of the accounts of the University, various related committees and other aid granting agencies are on correct lines.

(xiv) Take all such essential actions which are necessary to get funds from the ICAR institutions/ agencies which are committed to the University.

(xv) Ensure that demands of funds are received from the constituent units as per the need and the same has been sent to the institutions/ Govt./ICAR committing support to the University.

(xvi) Ensure that the objectives of the University are not hampered for the lack of action by his/her office in any manner.

(xvii) Safeguard the financial interests of the university in such a way that no unnecessary or unknowingly wrong procurements are made.

(xviii) He/she shall ensure that unserviceable articles, equipments and vehicles are regularly written off and disposed and sanction write off losses.

(xix) Perform such other functions and duties as may be directed from time to time by the Board or Vice-Chancellor and also appraise him of his/her actions taken either on his/her own or in concurrence with the Vice Chancellor

(4) Director Education:

In addition to the duties and powers conferred under Chapter IV- section 29 (1) and chapter V-section 31 of the Act, the Director Education shall also be responsible for the following duties and functions:

(i) He/she shall be responsible for the organization and conduct of PG teaching in all the constituent Colleges of the University and for that purpose, shall pass such orders as may be necessary in consultation with the Dean of the Colleges, Director of Research, Director of Extension Education, where such consultancy is considered necessary.

(ii) He/she shall be responsible in collaboration with the Deans of the colleges, Director of Research for the coordination of research of Post Graduate Students and its integration with the general research programmes of the University.

(iii) He/she shall forward the recommendations/ notifications to the Vice-Chancellor or to the Academic Council, as the case may be.

(iv) He/she shall maintain records of the PG students in the University and also supervise their progress in coordination with Deans of the Colleges. Director and Controller of Examinations.

(v) He/she shall also be responsible for the maintenance of proper standards of undergraduate and postgraduate instruction.

(vi) He/she shall in consultation with the Heads of Departments exercise control over the teaching load of the members of the Post Graduate Faculty.

(vii) He/she shall provide in consultation with the Heads of Department guidance and leadership in curricula development/refinement within each subject matter and integration of said curricula into appropriate instruction programe designed to prepare students for effective career in research, teaching and extension

(viii) He/she shall be the member of the Research Council, Extension Education Council, Board of Studies and Secretary of Academic Council.

(ix) He/she shall accredit the faculty members for PG teaching and acting as research guides and exercise measures to maintain academic standards.

(x) He/she shall develop and update Post Graduate Studies Regulations and Information Bulletin.

(xi) He/she shall perform such other duties and functions as may be entrusted to him by the Vice-Chancellor from time to time for effective coordination of teaching in the University.

(xii) Prepare the budget of his unit with respect to the employees working under him.

(xiii) Countersign TA bills and sanction leaves and taking disciplinary action as per powers delegated of the employees working under him.

(xiv) He/she shall be responsible for development of PG research in collaboration with other universities/ICAR Institutes/organisations within and outside the country after approval of Vice-Chancellor.

(5) Deans:

(i) The faculty chairman serves as medium for development/change in course content /curricula and to prepare academic calendar.

(ii) The senior most Dean of the constituent colleges of the same faculty shall be the Chairman of the Faculty and preside over the meeting of Board of Studies. He shall be responsible for maintaining records of all students and also for making correspondence to ICAR and Coordinator JET/ Pre-PG test for admission of the students as per intake capacity.

(iii) The Dean of the College shall be responsible for maintenance of students discipline in the College and shall be empowered to take suitable disciplinary action against the students of his/her college involved in acts of misconduct/ indiscipline. He shall be responsible to prepare information brochure of his college.

(iv) He / she shall be the Chief executive officer of the College and shall be responsible to the Vice-Chancellor for its administration.

(v) In the absence of Dean for a period up to six months, the Vice-Chancellor may appoint Dean from amongst the Professors of the college.

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(vi) The Dean of the College shall have the following powers and duties in addition to the duties and functions assigned under the Act, Section 29(5)

(a) He/she shall be responsible for the organization and conduct of teaching in the Departments comprising the College and for that purpose shall pass such order as may be necessary.

(b) He/she will be responsible for the due observance of the statutes and other regulations relating to the College.

(c) Preside over the meetings of the Staff Council of the College.

(d) Make reports to the Vice-Chancellor on the work and progress of the College.

(e) Formulate and present policies to the Board of Studies for its consideration, without prejudice to the right of any member to present any matter to the concerned Board of Studies.

(f) Supervise and control the registration of the students in the college.

(g) Shall exercise the administrative control over the teaching load of faculty of Departments including research and extension also.

(h) Be responsible to the Vice-Chancellor for the educational use of building and premises assigned to the College and equipments of the College.

(i) Serve as the medium of communication for all official business of the College with other authorities of the University, the students and the public.

(j) Normally represent the College in conferences and where necessary may also designate additional representative from amongst the staff of the College for specific conferences.

(k) Prepare the budget of the College with the approval of the Staff Council with respect to the employees working under him/her.

(l) Countersign TA bills and sanction leaves and taking disciplinary action as per powers delegated of the employees working under him/her.

(m) Shall perform any other duties assigned by the Vice-Chancellor.

(6) Director of Research:

In addition to the powers conferred and duties imposed upon the Director of Research by the Act under Chapter-IV section 29(2) and Chapter-V section 32, he/she shall also have the following powers and duties:

(i) He/her shall be responsible for all the research conducted in the University and therefore control (technically and financially) all research in the University.

(ii) Ensure that all research programmes shall be conducted within the appropriate departments/places and also responsible for conducting ZREAC meeting and other meetings timely and regularly.

(iii) He shall be responsible for initiation, organization and conduct of research programs of the University and for that purpose shall pass such order as

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may be necessary in consultation with the Heads of the research institutes/farms such as ZDRs of research stations, incharges of sub stations, incharge of seed farm and that of the projects concerned.

(iv) He/she shall exercise broad administrative control over staff of research institutions/stations such as ARS, seed farms and ARSS, research funds allotted for the purpose and all physical facilities and materials assigned by the University for the pursuit of research programmes and seed programmes at Agricultural Research Station(s) / Sub- stations etc.

(v) He/she shall prepare in consultation with the incharges of the research projects and research institutes/ centres the budgetary needs of research of different departments/ centres.

(vi) He/she shall be the principal liaison officer for dealing with aid granting agencies such as ICAR, UGC, CSIR, DBT, Govt. etc. commodity companies or private institutions, etc.

(vii) He/she shall formulate research policies and present to the research advisory council/research council for its consideration.

(viii) In formulating research policies and programmes he/she shall work in close collaboration / consultation with the HODs, Deans of the concerned faculty, Director of Extension Education and other concerned persons.

(ix) He/she shall publish regularly research reports, bulletins, research highlights, magazines and press release, which summarize the practical research findings on important problems

(x) He/she shall establish and maintain adequate system for record keeping, reporting and evaluation of the research programmes so that they are periodically assessed and reviewed and re-cast as and when necessary.

(xi) He/she will represent the University in conferences regarding research.

(xii) He/she shall be responsible for the administration of research farms and for the successful implementation of the approved programmes and provide facilities for the experiments.

(xiii) He/she shall supervise and ensure efficient working of the Research Stations/Sub-Stations of the University.

(xiv) He/she shall be responsible for development of research collaborations with other Universities/ Institutions/Organizations/ICAR within and outside the country through Vice-Chancellor.

(xv) The Director of Research will develop a cell to look after the issues of intellectual property rights, obtaining patents/registrations of University's new findings.

(xvi) Prepare the budget of Research and with respect to the employees working under him and responsible for obtaining regular budget from ICAR/Government and other agencies.

(xvii) Countersign TA bills and sanction leaves and taking disciplinary action as per powers delegated of the employees working under him/her.

(xviii) Exercise such other powers and perform such other duties as may be required in order to fulfill the objectives of the University or as per the

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directions of the State Government or the Council of State Agricultural Universities, as may be conferred or imposed on him by the Statutes, Regulations or by the Vice- Chancellor from time to time.

(xix) He/she should propose to establish a centre of excellence in agriculture and allied fields.

(xx) He/she shall perform such other duties and functions as may be assigned by the Vice-Chancellor

(7) Director of Extension Education:

In addition to the powers conferred and duties imposed upon the Director, Extension Education by the act under Chapter-V section 29(3) and Chapter-V section 33 shall also have the following powers and duties:

(i) He/she shall be responsible for initiation, organization and conduct of extension educational programmes of the University and for that purpose shall pass such orders as may be necessary in consultation with the Head of Departments concerned and other concerned persons.

(ii) He/she shall exercise broad administrative control over:-

(a) Extension education staff,

(b) Extension education funds allotted for the purpose and

(c) all physical properties, facilities and materials assigned by the University for the pursuit of extension programmes

(iii) He/she shall assess in consultation with the Head of the departments/units, the budgetary needs of extension education of different departments/units of the University.

(iv) He/she shall be the principal liaison officer for dealing with such agencies as various Department of the Govt. viz. Agriculture, Animal Husbandry, Co-operative and Development and *Panchayats* in the matter of extension education.

(v) He/she shall formulate extension educational programmes and present to the extension advisory council/ extension education council for its consideration.

(vi) In formulating the extension policies and programmes of the University, he/she shall work in close consultation with the HODs, Deans of the Colleges, Director of Research and other concerned persons.

(vii) He/she shall guide and supervise the working of the Information Centre dealing with publications, audio-visual aids, press and other materials required for successful implementation of the extension education prorgammes.

(viii) He/she may represent the University in conference regarding extension education.

(ix) He/she shall arrange in-service training and orientation programmes for the personnel engaged in extension work.

(x) He/she shall manage, supervise and have full control on the activities of KVKs and farm attached to them.

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(xi) He/she shall establish and maintain adequate system for record keeping, reporting and evaluation so that the needs of the rural population in terms of extension education can be continuously and accurately assessed, reviewed and recast.

(xii) In the process of transfer of technology for the benefit of the farmers and other stakeholders, the Director Extension Education will plan a number of *kisan melas*, agricultural/ horticultural/ forest officers' workshops, development and printing of package of recommendations on an annual basis.

(xiii) Prepare the budget of extension education and with respect to the employees working under him.

(xiv) Countersign TA bills and sanction leaves and taking disciplinary action as per powers delegated of the employees working under him/her.

(xv) He/she shall perform such other duties and functions as may be assigned by the Vice-Chancellor.

(8) Director, Prioritization, Monitoring and Evaluation (PM&E):

The Director, PM&E shall have the following duties and functions:

(i) Preparation of the perspectives developments plan of the University and evaluations of existing programmes /projects of the University in consultation with the concerned officers of the University.

(ii) Preparation of all such documents as may be necessary for getting the accreditation of the University by competent bodies.

(iii) Plan for the effective utilization of all resources of the University i.e. man power, material and money and monitor the same.

(iv) Maintain and operate information bureau for all aspects of the University i.e. establishment, resources, finances, land, movable property etc.

(v) Plan and monitor adequacy of revenue and expenditure in the budget in consultation with the Comptroller.

(vi) Prepare and publish the Annual Report and University Newsletters etc.

(vii) Countersign TA bills and sanction leaves and taking disciplinary action as per powers delegated of the employees working under him/her.

(viii) Any other duties/functions as may be assigned by the Vice-Chancellor.

(9) Director, Human Resource Development:

The Director, Human Resource Development (HRD) will be directly responsible to the Vice-Chancellor. In addition to the functions provided under section 29 (4), the Director HRD shall have the following functions:

(i) Organising and conducting induction training programme (orientation programme) for newly appointed teachers in the University and refresher courses for in service teachers/scientists.

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(ii) Organising advance training courses in frontier areas of agriculture, research management, educational technology, professional and curriculum development etc.
(iii) Commercialization of innovation and technologies through organized intellectual propriety right and knowledge sharing system.
(iv) Organizing group discussion, seminars and workshops on areas of topical interest in agricultural research and education system.
(v) Assessment studies in areas pertaining to productivity of faculty, their training needs etc. and develop data bank of human resources in the University.
(vi) Director HRD shall perform such other duties and functions as may be entrusted to him by the Vice-Chancellor.
(vii) Preparing the budget of his/her unit with respect to the employees working under him.
(viii) Countersign TA, bills, sanction leaves and taking disciplinary action as per power delegated of the employees working under him/her.

Note: The post of Deans and Directors should be tenurial. Where clear post of Deans and Directors are not created or where Deans and Directors are not appointed through regular channel of selection as decided by the University, the post be considered tenurial with a tenure of three years through rotational basis on seniority cum capability from amongst the University seniority list prepared as per statutes. The screening may also be made by a committee of which Vice-Chancellor shall be the Chairman and two experts from outside of the rank of Professor and above. The rotation may also be made amongst Deans and Directors, and Controller of Examinations and they will be treated equivalent. Relaxation for 6 months may be given, if the incumbent is due to retiring during that period.

(10) Director, Students' Welfare:

The Director Student's Welfare shall be directly responsible to the Vice-Chancellor and shall be responsible to maintain general discipline amongst the students in the University and shall have the following duties in addition to content section 29 (7) of the Act:

(i) To make arrangements for the housing and mess of students.
(ii) To arrange programme of student counseling.
(iii) To arrange for the part-time employment of students in accordance with the plan approved by the Vice-Chancellor.
(iv) To assist in the placement of students of the University and arrange campus interviews.
(v) To obtain travel facilities for holidays, study tours of students, etc.
(vi) To communicate the guardian of students concerning their welfare.
(vii) To exercise general control and supervision on the physical education programme and other co-curricular activities of the students.
(viii) To make arrangements for scholarships, stipends and such other financial assistance to the students.

(ix) With respect to the employees working under him/her, exercise powers of drawing, disbursing and countersigning T.A. bills, sanction of leaves and disciplinary action.

(x) To take all such steps as he/she thinks necessary to curb the menace of ragging on the campuses.

(xi) To take all steps as he/she thinks necessary to maintain peace and harmony among the students.

(xii) To take all such steps as may be necessary for better information exchange among the campuses regarding student affairs.

(xiii) To conduct student elections as per the directions received from the University.

(xiv) To perform such other duties as may be entrusted to him from time to time by the Vice-Chancellor.

(11) Controller of Examinations:

In additions to the duties and functions conferred by the Act under Chapter-IV Section 29(8), the Controller of Examinations shall also have the following duties & functions:

(i) He/she will be fully responsible for the enrolment and migration of students, conduct of University examinations, declaration of results, issue of provisional degree certificate, notification of merit lists, issue of merit certificates, preparation of degrees, marksheets, award of gold medals and all other matters connected with examinations.

(ii) He/she shall be directly responsible to the Vice-Chancellor.

(iii) He/she shall act as member secretary of Result Committee, Grievance Committee and committee for preventing use of unfairmeans.

(iv) He/she shall be responsible for maintaining records of all degrees and diplomas conferred by the University.

(v) He/she shall be responsible for the conduct of all external examinations of the University and declaration of their results.

(vi) He/she shall be responsible for conduct and supervision of entrance examination for admission and other examinations, if any.

(vii) He/she shall convene the meeting of the grievance committee as and when required.

(viii) He/she shall determine the equivalence of degrees of other Universities/ certificates of Boards of other states for granting equivalence to be approved by equivalence committee.

(ix) He/she shall perform such other duties and functions as assigned by the Vice-Chancellor.

(x) Sanction all kinds of leave to all employees working under him/her directly, Drawing, Disbursing and collecting fee for examination work and counter signing of bills and taking disciplinary action against the employees working under him/her directly as per powers delegated.

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(12) Estate Officer:

The Estate Officer shall work under the control and supervision of the Vice-Chancellor. In additions to the power conferred and duties imposed upon Estate Officer by the Act under section 29(9), he/she shall have the following duties :

(i) To maintain records and registers of all University land and buildings and other immovable properties.

(ii) Construction and maintenance of University buildings, roads, fencing, play ground, parks, lands, and assets other than the land comprising the agricultural farms.

(iii) Construction and maintenance of utility services like, electricity, water supplies, etc.

(iv) Maintenance of fire protection services.

(v) Maintenance of architectural and constructional services of the University.

(vi) All repairs and construction of University buildings.

(vii) Preparation of annual budget of the University for construction and maintenance of the buildings and periodical reports showing the progress of work under construction.

(viii) Maintenance of accounts relating to the work in his/her charge in forms prescribed by the comptroller.

(ix) Maintenance of quarters, hostels and accommodation for the staff and students of the University.

(x) He/she shall act as member-secretary of House Allotment Committee.

(xi) Drawing, disbursing and collecting money, countersigning bills and granting leave and taking disciplinary action with respect to employees working under him/her as per powers delegated.

(xii) Shall perform such other duties as may be assigned to him by the Vice-Chancellor and appraise him/her of all such actions taken either on his/her own or on behalf of the Vice Chancellor.

(13) University Librarian:

In additions to the duties and functions conferred by the act under Chapter-IV section 29(6) of the Act, The Librarian shall also have the following duties and functions:

(i) He/she shall exercise over all supervision of the University library and library personnel including Colleges.

(ii) He/she shall prepare the library budget for the University.

(iii) At the beginning of financial year, he/she shall communicate each library of the amount of money that will be available for the purchase of library materials.

(iv) He/she shall be responsible for receiving and accession of all library materials.

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(v) He/she shall be responsible of initiating the purchase of all library materials.

(vi) He/she shall be responsible for renewing the subscription of journals in time.

(vii) He/she shall initiate, formulate and arrange programmes to stimulate and encourage the use of library by the students and staff.

(viii) He/she shall arrange library hours permitting library use both by the students and the faculty.

(ix) He/she shall arrange for departments and selected research stations, small collection of journals and periodicals that are regularly used by the research staff.

(x) He/she shall prepare library newsletters at periodical intervals, for disseminating library news to interested students and staff.

(xi) He/she shall convene and preside the meetings of Library Committee.

(xii) He/she shall be directly responsible to the Vice-Chancellor.

(xiii) Sanction all kinds of leave to all employees working under him/her directly and counter sign TA bills, and taking disciplinary action against the employees working under him/her directly as per powers delegated.

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4 Statutes regarding Creation, Composition and Functions of other Bodies or Committees of the University

Vide section 12, sub section 2 (x) of the Agriculture University Kota, Act 2013, the Board of Management may constitute the following committees.

(1) **Senior Officers Council (SOC): -** There shall be a council of Senior Officers in the University. The Vice-Chancellor shall be the Chairman of the Council.

All Deans of the constituent Colleges, Directors of University, University Librarian, Controller of Examinations, Registrar, Comptroller and Estate Officer will the *Ex-officio* members of the council. The Director, PM&E shall act as member secretary. All the matters in a meeting of the Senior Officers Council shall be decided by a majority of the members present.

Powers of SOC:

(i) The SOC shall consider all matters referred to it by the Vice-Chancellor

(ii) Advice the BOM on Administrative matters

(iii) Advice the Academic Council on Academic matters

(iv) The SOC shall consider all the matters/problems of each unit of University.

(v) The SOC may consider the matters/problems of students and their welfare.

(2) **Staff Council:** Staff council at each college shall be an authority of the College. The staff council shall consist of Dean of the College as Chairman, all Heads of Departments, ADSW, College librarian, Incharge of NCC/NSS/NSO, Chief Hostel Warden. Assistant Registrar will be the member secretary.

The staff council shall advice the Dean in administrative and academic matters referred to it, approve budget of the college and discuss any matter brought before it by the Chairman and any of its members.

Power and Functions of Staff Council

(i) To advice the Dean on academic and administrative and disciplinary matters referred to it

(ii) To consider and approve the budget proposal of the College for onward transmission to the University

(iii) To consider budget allocation to departments, games, maintenance etc.

All matters considered in a meeting of the Staff Council shall be decided by a majority of the members present.

(3) **Departmental Committees:** There shall be a Departmental Committee in College at the level of each department in all the faculties. All faculty of department will be member of this committee. Head of department will be the Chairman of the committee. One senior most member of the subject each from

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research and extension education shall be nominated by respective Directors as a members of departmental committee.

Powers and functions: The chairman of the committee of the Department shall communicate matter related to teaching, research and extension to the Dean, Director Research and Director Extension Education, respectively. The departmental committee shall be responsible for planning monitoring and evaluation of the programme of teaching, research and extension and shall be responsible for course allotment/distribution and strengthening the linkage between three wings of the University.

(4) **Building Committee:** There shall be a Building Committee consisting of the following:

(i)	Vice-Chancellor or a person nominated by him/her	Chairman
(ii)	Additional Chief Engineer (PWD), Zone, Kota	Member
(iii)	One Dean/Director nominated by the Vice-Chancellor	Member
(iv)	Director, PM&E	Member
(v)	Registrar	Member
(vi)	Comptroller	Member
(vii)	Professor/ Head, Department of Agricultural Engineering	Member
(viii)	Estate Officer	Member Secretary

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Head of the concerned unit of the University whose work is under consideration may be invited by the committee to a particular meeting. The term of the members of the Building committee shall be of two years.

The committee shall enjoy financial and administrative powers equivalent to that of Chief Engineer of PWD as provided in PWF&R, Government of Rajasthan and shall allot funds for execution and maintenance of University buildings, roads, fencing/boundary, parks and lands other than land comprising the agricultural farms. The committee shall also review periodical reports showing the progress of works under construction.

(5) **Library Committee:**

There shall be a library committee consisting of the followings:

(i)	Vice-Chancellor or a person nominated by him/her	Chairman
(ii)	One person from each constituent college nominated by the Vice-Chancellor	Member
(iii)	One Assistant Librarian to be nominated by the Vice-Chancellor	Member
(iv)	University Librarian	Member Secretary

The comptroller of the University shall also attend the Library Committee meeting whenever the Library budget is finalized.
The term of the members of the Library Committee shall be of two years.
The Library committee shall have following powers:

(i) To advise in connection with the Library matters
(ii) To make proposals concerning budget of the Library
(iii) To submit Annual Report on working of the Library

(iv) To frame rules on the use of Library

All matters to be considered in a meeting of Library Committee shall be decided by a majority of vote of the members present.

(6) **Committee on Students' Welfare**: - There shall be a committee on student welfare consisting of the following

(i)	Director Students' Welfare of the University	*Ex-officio* Chairman
(ii)	Deans of Colleges	Member
(iii)	Estate Officer	Member
(iv)	One ADSW to be nominated by the Vice-Chancellor	Member Secretary

The committee shall advice the Vice-Chancellor regarding:

(i) Allocation of funds for specified students welfare activities

(ii) Formulation of rules and regulations on conduct and discipline of students

(iii) All matters related to welfare of the students

(iv) Formulation of procedure of punishment against students on charges of indiscipline and misconduct

(7) **Result Committee:** There shall be a Result Committee for declaration and publication of results of the University examinations. It shall consist of the following:

(i)	Vice-Chancellor or a person nominated by him/her	Chairman
(ii)	Chairperson of the faculty concerned	Member
(iii)	Controller of Examinations	Member Secretary

The decision taken by the Results Committee with regard to the results of the candidates shall be final.

The decision with regard to cases of unfair means will rests with the committee.

(8) **Grievance Committee:** There shall be a Grievance Committee for considering the complaints received from the students regarding questions paper of final examinations. It shall consist of the following:

(i)	Chairperson of the Faculties	Chairman
(ii)	One member to be nominated by VC	Member
(iii)	Controller of Examinations	Member Secretary

The committee will consider all the complaints submitted by the students through respective Dean/Principal along with his/her comments with regard to question papers of final examinations and will recommend.

(a) Appropriate relief to the students in each case if felt necessary

(b) Any remedial measure to be taken for future.

The recommendation of the committee shall be submitted to the Vice-Chancellor for approval.

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(9) **Equivalence Committee:** There shall be an Equivalence Committee to consider the equivalence of various degrees / examinations awarded by different Boards/ Universities of India and abroad

The committee shall consist of the following:

(i)	Vice-Chancellor or a person nominated by him/her	Chairman
(ii)	Chairperson of all faculties	Member
(iii)	Director Education	Member
(iv)	Controller of Examinations	Member
(v)	Registrar	Member Secretary

The recommendation of the committee shall be submitted to Vice-Chancellor for consideration.

(10) Education Council: There shall be an Education Council comprising of the following:

(i)	Director Education	Chairman
(ii)	All the Deans of the constituent colleges	Member
(iii)	Director Students Welfare	Member
(iv)	Controller of Examinations	Member
(v)	Librarian	Member

Functions of Education Council :

(i) This council will be responsible for the development and finalization of the Information Bulletin and Post graduate regulations containing the details pertaining to admission, rules of UG and PG courses/ programmes and degree requirements concerning all the faculties of the University.

(ii) Any matter related to under graduate and post graduate studies referred to this council.

11. Sports Board : There shall be a Sports Board at University level consisting of followings :

(i)	Director Students' Welfare	Chairman
(ii)	Chairpersons of all Faculties	Member
(iii)	Assistant Director Physical Education nominated by Vice-Chancellor	Member
(iv)	Secretary Sports Board	Member Secretary

Functions of Sports Board :

(i) To arrange and regulate games and sports facilities for the students
(ii) To encourage participation of the students in games and sports
(iii) To arrange facilities and incentives to students for their participation at Inter-collegiate/ inter university and State and National level games and sports.

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5 Statutes regarding the Designation and Manner of Appointment of the Officers of the University

(1) Vice-Chancellor :

(i) The Vice-Chancellor shall be a whole time officer of the University and he/she shall be appointed by the Chancellor on consultation with the State Government from the panel of eminent educationists/scientists in Agricultural Sciences drawn by the Selection Committee constituted under Section 25 (2) of the Act:

Provided that the first Vice-Chancellor shall be appointed by the Chancellor in consultation with the Government for a period not exceeding one year on such terms and conditions as the Government may determine and/or under section 53 of the Act.

(ii) The selection committee or Registrar of University may invite the applications directly through advertisement in national papers, through direct contacts with the potential candidates or by seeking recommendations from the Vice Chancellors/ Directors of other State Agricultural Universities or from any other relevant organization(s) in the name of Chairman of the selection committee or Registrar of University. After assessing the candidates, the Selection Committee will submit a panel of three to five candidates in alphabetical order to Chancellor. The Chancellor will finally select the candidate out of the panel for the appointment of the Vice-Chancellor on consultation with the State Government. The recommendation of each name shall be accompanied with detailed write up on the suitability of the candidate for inclusion in panel and signed by the all the members of the selection committee. The CVs and other relevant details of each candidate recommended for Vice-Chancellor will also be submitted in separate envelop.

(iii) As per provisions under section 25(4) of the Act, the Vice-Chancellor shall be entitled for free official fully furnished accommodation befitting to his/her status and its maintenance and safeguarding; motor vehicles and maintenance thereof; actual expenses in traveling by Air/ first class AC in train etc. with his/her family and family effects to join his/her office and on relinquishing his/her office to return to his/her place of posting/home; full medical facilities and reimbursement of medical expenses for self and family; and leave as per provision under section 25 (12) and other provisions provided under section 25 (9 &10) of the Act.

(iv) The Vice-Chancellor is also entitled to the benefit of PF scheme running in the University; gratuity for the term as Vice-Chancellor (excluding the period counted for pension if any) at the rate of quarter month's emoluments for each completed half year of service or a part there of-which should be more than three months-as Vice-Chancellor and leave encashment as per University rules.

(v) The powers and duties of the Vice-Chancellor shall be as defined in section 26 of the Act.

(2) **Appointment of other officers of the University:** Officers as defined in Section 24 of Chapter IV of the Act may be appointed by Vice Chancellor as defined in Section 30 of Chapter IV of the Act. These are :

(i) The Director Education
(ii) The Director Research
(iii) The Director Extension Education
(iv) The Director Prioritization, Monitoring & Evaluation
(v) The Director Human Resource Development
(vi) The Deans
(vii) The University Librarian
(viii) The Director Student Welfare
(ix) The Controller of Examination
(x) The Estate Officer

(3) Specific terms and conditions attached to the posts as designated in Chapter-IV, Section 24 of the Act :

(i) These posts will be filled on tenure basis for a period of 3 years among the existing faculty based seniority cum capability through a screening committee or deputed by the State Govt. This period may, however be reduced by the Vice-Chancellor, with the approval of Board, if work of the incumbent is not found satisfactory by the Vice-Chancellor for which the Vice-Chancellor will cause a review of the performance of the incumbent. Relaxation up to six month may be given to the incumbent due to retire during that period.

(ii) All the posts of Deans and Directors be treated as of equal and when an incumbent completes his/her term on a position he/she should not be given another term on the same position/post. However, he/she may be posted on another equivalent post after completion of his/her tenure on previous post or on his original post.

(iii) In case the incumbent proceeds on leave/deputation for one year or so, he/she shall stand reverted to his/her original post and the incumbent will be appointed in accordance with the normal procedure.

(iv) The appointee as an officer of the University may relinquish his/her position at any time during his/her tenure by giving one month notice to the Vice-Chancellor.

(4) Procedure of selection:

Advertisement

The registrar may have the post of librarian advertized in national papers for wide circulation; (as per Rajasthan Universities Teachers and Officers (selection for appointment) Act 1974 as amended from time to time; whereas, in respect of other officers, the recruitment will be made from the existing faculty members of the university or as deputed by the Government. The required eligibility qualification will be as per schedule III.

(i) **Formulation of screening committee and screening/evaluation of applications:** In case of direct recruitment if possible, after advertising the post

and receiving the applications or after having obtained the suggestions or recommendations from appropriate persons, institutions and agencies, the Vice-Chancellor will constitute a screening committee to evaluate/grade the applications. The qualification of the Dean, Directors and other officers for appointment is given Schedule III.

Screening committee will consist of a chairman, who will be Vice-Chancellor or faculty Chairman or not below the rank of professor and is not serving on any of the position for which the applications are to be screened or is an applicant himself. Two other members with similar conditions as for the chairman except that the members should be junior to the chairman as per the seniority list.

The Chairman of the screening committee shall scrutinize all the applications, and grade them on the basis of candidates' academic achievements, administrative and professional accomplishments. Receipts of national awards and honors, resource mobilization, post-doctoral fellowships, foreign assignments, innovations, development of patents etc may be considered for the internal evaluation of the candidates. And this may account for 50 per cent of the total scores. The Interview weightage eventually would be to the extent of 30 per cent only or decided by academic council for different cadres. The performa for the gradation will be provided by the Registrar with the approval of the Vice-Chancellor. The Chairman will prepare the final list of candidate who shall be either called for interview or considered in absentia.

(ii) **Conduct of Interviews/ recommendation by the selection committee:** The selection committee constituted as per the Section V of the Rajasthan Universities Teachers & Officers (selection for appointment) Act-1974 as amended from time to time and Section 30(3) of Agriculture University Kota, Act-2013 shall conduct the interview of candidates and/or consider them in absentia, as the case may be and select the candidates for the advertised post(s). The selection committee will recommend one candidate for each post; nevertheless in each case a panel (waiting list) may be recommended to the extent of 50% of the vacancies in the post of Officers. The list of selected candidate(s) for each post in duplicate will be duly signed by all the members of the committee including Vice-Chancellor and then sealed in a properly labeled envelope. This envelope will be kept in safe custody by the Vice-Chancellor till it is placed before the Board of Management for the statutory approval.

(iii) **The quorum:** The quorum required for the meeting of a selection committee constituted under section 4 of Act 1974, shall not be less than five out of which at least two shall be the experts, if the selections to be made is for the post of a Officer/Professor. The quorum required for the meeting of a Selection Committee for selection of non-teaching posts shall be not less than one half of the number of the members of the selection committee.

(5) Disqualification for sitting as member in selection committees:

A person shall be disqualified from sitting as a member of any selection committee and from taking part in any selection under the Act of 1974 if he/she is personally interested in a candidate seeking selection to the post of a teacher or an officer in this University. Every member of selection committee shall be required to furnish a declaration to this effect.

(6) Vice-Chancellor's proposal to the Board of Management for consideration / approval :

(i) The selection committee through Vice-Chancellor shall make its recommendations to the Board of Management for approval. If the BOM disapproves the recommendations of the selection committee, the Vice-Chancellor shall submit such recommendations alongwith reasons for disapproval given by the BOM to the Chancellor for his/her consideration and the decision of the Chancellor thereon shall be final.

(ii) The recommendation of the selection committee shall be valid for a period of six months from the date these are approved by BOM.

(iii) The panel prepared by the selection committee for post(s) should be used only as waiting list for making appointment to any subsequent vacancies in the cadre or in any other cadre, and will remain valid for a total period of 9 months from the date of approval by BOM.

(7) Issuing of orders :

After having obtained the approval of the Board of Management, the Vice Chancellor will appoint the Officer with detailed terms and conditions of the University service.

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6 Statutes regarding the Manner of Appointment of the Teachers of the University

Following procedure shall be adopted for selections and appointment of University teachers in accordance with the Rajasthan Universities' Teachers and Officers (Selection for appointment) Act, 1974 as amended from time to time and contained under section 25 (2) of the Agriculture University Kota, Act-2013.

(1) The following designations are considered as teachers:

(i) Professor or equivalents

(ii) Associate Professor or equivalents

(iii) Assistant Professor or equivalents

(iv) Assistant Librarian

(v) Assistant Director (Physical Education)

(2) Eligibility: (qualification and experience) : As per schedule IV and as amended from time to time.

(3) Procedure:

(i) All appointments of teachers of the University shall be made by the Vice-Chancellor on the basis of merit as recommended by the Selection Committee duly approved by the Board of management.

(ii) The Registrar shall have the posts advertised with such qualification as per vacant posts. Such an advertisement shall remain valid for a period of six months from the date of issue. However, if interviews are not held during these six months, the posts may be re-advertised with an option that earlier applicants are asked to resubmit updates to their earlier application as per the new advertisement with no new application fee.

(iii) After having advertised the posts and received applications, the Vice-Chancellor shall get them screened and obtain recommendation from the screening committee under the chairmanship of the Faculty Chairman/Head of the Department and two senior faculty members of the concerned Department who should not be the candidate for the post for which the applications are to be screened and will prepare a list of eligible candidates. In order to facilitate the selection, the Vice-Chancellor may ask the screening/scrutiny committee to grade the applications on a proforma based on score cards provided by the Registrar after having duly approved by the Academic Council/Vice-Chancellor. The weightage for internal assessment proforma may vary for Professors, Associate Professors and Asstt Professors/ their equivalents; and accordingly, the weightage for the performance in the interview will be modified accordingly. The various factors considered for the weightage of internal assessment are academic achievements, distinctions, awards and honors, administrative and personal achievements, specific contributions towards research, teaching and extension education, developments of patents, writing of books, holders of postdoctoral fellowships, foreign assignment, innovations, publications,

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mobilization of resources, etc. This may account for 50 per cent of total scores or decided by academic council for different cadres.

(iv) After obtaining such a list of the candidates, the Vice-Chancellor shall call them for interview before the Selection Committee, not before two weeks of issuing the interview letters.

(v) The direct recruitment of teachers shall be subject as well as place specific and non transferable for a specific period of time i.e. at least for 5 years or unless needed by the University.

(4) Constitution of selection committees: The selection committee shall be as per section V of Rajasthan Universities teachers and officers selection for appointment Act-1974 and section 30(3) of Agriculture University, Kota, Act-2013, as amended from time to time.

(5) Conduct of Interviews/ recommendation by the selection committee: The selection committee constituted as per the Section V of the Rajasthan Universities Teachers & Officers (selection for appointment) Act-1974 as amended from time to time and Section 30(3) of Agriculture University, Kota, Act-2013 shall conduct the interviews of candidates and/or consider them in absentia, as the case may be and select the candidates for the advertised post(s). The selection committee will recommend one candidate for each post; nevertheless in each case a panel (waiting list) may be recommended to the extent of 50% of the vacancies of the advertised posts of Teachers. The list of selected candidate(s) for each post in duplicate will be duly signed by all the members of the committee including Vice-Chancellor and then sealed in a properly labeled envelope. This envelope will be kept in safe custody by the Vice-Chancellor till it is placed before the Board of Management for the statutory approval.

(6) The quorum: The quorum required for the meeting of a selection committee constituted as per University teachers appointment Act 1974 shall not be less than five out of which at least two shall be the experts, if the selections to be made is for the post of a Professor or Associate Professor or equivalent and at least one shall be expert if the selection is to be made for the post of a Asstt. Professor or any other post of a teacher equivalent thereto.

(7) Disqualification of a member of selection committee: A person shall be disqualified as a member of any selection committee and from taking part in any selection process under the Act of 1974 if he/she is personally interested in a candidate or relative of any candidate seeking selection to the post of a teacher in this University. Every member of selection committee shall be required to furnish a declaration to this effect.

(8) Vice-Chancellor's proposal to the Board of Management for consideration / approval:

(i) Vice Chancellor will place before the Board of management, the decision of the selection committee's recommendation with regard to selection of candidates for a post as described above.

(ii) The recommendations of the selection committee shall be valid for a period of six months from the date these are approved by BOM.

(iii) The panel prepared by the selection committee for post(s) should be used only as waiting list for making appointment to any subsequent vacancies in cadre or in any other cadre, and will remain valid for a total period of 9 months from the date of interview.

(iv) If the BOM disapproves the recommendations of the selection committee, the Vice-Chancellor shall submit such recommendations alongwith reasons for disapproval given by the BOM to the Chancellor for his/her consideration and the decision of the Chancellor thereon shall be final.

(9) Issuing of orders: After having obtained the approval of the Board of Management, the Vice-Chancellor will appoint the teachers with detailed terms and conditions of the University service.

(10) Recruitment and posting: Recruitment of teaching staff should be place specific to avoid tendency of concentration at main campus. Further a new recruitee must complete at least 5 years of service at the place of first appointment. Unless he/she is posted otherwise as per requirement of the University. Posting will be made on clear sanctioned post of same cadre of same discipline. The posting against any post at any place will normally be avoided also for the officers/teachers/employees already working in the university.

(11) Appointment of head of division/department/ head of research station:

(i) The posts of head of department/division or head of research station are equal.

(ii) The post of head of the department/head of research station shall be honorary.

(iii) A University Head of the department shall be appointed by Registrar on approval of Vice-Chancellor and shall be tenurial and filled by rotation from amongst the cadre from teaching campus only and whether involved in full time teaching or full time research in a given discipline. The campus head of department shall be appointed by the Dean of the concerned collage. However, where university head is working, no campus head is required.

(iv) In the Departments in which no Professor is available the Associate Professor will be considered on the basis of seniority. In such departments where there are more than one Professors/Associate Professors, the rotation will be as per seniority in the same cadre.

(v) In a department in which post of Head of the Department is a tenure post as per provision of sub clause (i &iii) above, the term of appointment of Head of Department shall be three years but not for more than one term (if sufficient number of claimants are available), provided that relaxation up to six months may be given if the incumbent is due to retire during that period. In case the Head of Department proceeds on leave/deputation for one year or more, he/she shall stand reverted to his/her original post and new Head of Department shall be appointed as per procedure in these Statutes. Further, the appointment of Head of Department can also be terminated by the Vice-Chancellor even before completion of this tenure for reasons to be recorded and new Head of Department appointed as per prescribed procedure. Same is for campus head appointed by the Dean.

(vi) The appointment of Assistant Professor or equivalent shall be made as a probation trainee for a period of two years and during the period of probation, he/she will be paid fixed emoluments as decided by the Government /University

from time to time. After successful completion of probation period, he/she should be allowed minimum pay in the pay scale of the post and period of probation shall not be counted for grant of annual increments. However, for the post of Associate Professor or equivalent and above the period of probation shall be of one year in accordance to order No. F. 12 (6).FD/Rules/ 2005 dated 23.09.2014 of Finance Department, Govt. of Rajasthan.

(vii) Provided further that if there is only single eligible Professor level teacher in a particular discipline or where there are more than one Professor level teachers, only a single eligible Professor submits his/her bio-data, the Vice-Chancellor may approve his/her appointment as Head of Department on behalf of the Board of Management. However, if in the opinion of the Vice-Chancellor, the candidate concerned is not suitable for appointment as Head of the Department, the recommendation of the Vice-Chancellor will be placed before the Board of Management for considerations.

(viii) A teacher who has attained the age of superannuation shall not be eligible for appointment as Head of Department

(ix) A teacher appointed as Head of Department may relinquish this position at any time during his/her tenure by giving one months notice to the Vice-Chancellor

(x) All professors to whom powers of Head of Departments have been delegated by the Vice-Chancellor shall be deemed to have been appointed on regular basis in which they started exercising such powers.

(xi) The term of functioning of Head of the Department for a period of 3 years unless it is renewed in the same or in another office. However, an extension can be granted to an incumbent upto his/her retirement but not beyond a period of 6 months, if he/she is going to retire in that period.

(xii) The Zonal Directors may also appointed on rotational basis as per seniority among the same cadre for a period of 3 years.

(12) Powers and duties of the Head of department / Head of unit / Head of Research and extension education centre:

The powers and duties of the Head of Department / Head of Unit / Head of Research Station shall be as follows :-

(i) He/she shall be responsible for teaching, research and extension education to the Dean of the Faculty, Director of Research and Director, Extension Education respectively. He/she shall function in co-ordination with the concerned Dean, Director of Research and Director, Extension Education as the case may be.

(ii) He/she shall be responsible for the organisation and conduct of teaching, research and extension education of his Department and for that purpose shall pass such orders as may be necessary in consultation with the concerned Dean and/or the concerned Director.

(iii) He/she shall tender necessary advice to the Dean and Director concerned on all matters pertaining to his field in respect of teaching, research and extension.

(iv) He/she shall submit the budgetary needs of his Department to the concerned Dean/or and the Director in time.

(v) He/she shall be responsible for utilization of the budget;

(vi) He/she shall provide for protection against theft, fire and other damages;

(vii) He/she shall recommend the work load of each member of the staff with respect to teaching, research and extension education to the Dean and the Directors concerned as per the guidelines issued by the ICAR / Government of Rajasthan and the revisions made therein periodically.

(viii) He/she shall be responsible for all University properties and facilities assigned to his Department

(ix) In case no Associate Professor/Professor is available in the department, the senior most Assistant Professor of the department shall be appointed as Incharge by the concerned Dean and the Dean of college will act as Head of the department in such cases.

(x) He/she shall submit the list of examiner / experts required for various purposes in the University.

(xi) He/she shall recommend the proposals for making improvement in the working of his Department to the Dean/Director.

(xii) He/she shall supervise and guide the work of academic staff members of his Department.

(xiii) He/she shall exercise such other powers and perform such other duties as may be conferred on or assigned to him by the Statutes and Regulations or by the concerned Dean or by the Vice- Chancellor

NOTE : The words Professor, Associate Professor and Assistant Professor wherever occurring in these Statutes also includes persons conducting research/ extension and having status and pay scale equivalent to that of Professor, Associate Professor and Assistant Professor.

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(13) To fill up the post by retired employee on contract basis

In case of dire requirement of Officers / Teachers, the vacant post may be filled on short terms basis as per circular issued by Department of Personnel, Government of Rajasthan, Jaipur No. F.17 (10) DOP/A-II/94 Jaipur dated 18.02.2018 (as amended from time to time) by retired employees on contractual basis as per procedure given below :

(i) For first one year or till regular employees are available whichever is earlier: **competent authority shall be Vice-Chancellor**

(ii) If the positions are still not filled, after recording reason / justification for further one year : **competent authority shall be Vice-Chancellor**

(iii) After two years, contractual re-employment can be extended only after prior approval of State Government.

The requirement for filling the post as essentially required will be submitted by Dean / Director / University officer

7 Statutes regarding Career Advancement for the Teachers

(As per ICAR/UGC regulation and amended from time to time)

(1) General Conditions:

i. The career advancement of the teacher will be made on his/her own post without adding to the number of faculty positions.

ii. Word 'Teacher" wherever occurring in these Statutes will have the same meaning as in Section 2(y) of the Agriculture University Kota, Act 2013.

iii. A teacher who has not been found suitable for career advancement after assessment/ screening shall be entitled to offer himself for re-assessment after one year from the date of eligibility of last assessment/screening. The promotion/ placement in the next higher grade in such cases will be effective from the date he/she is found fit by the Selection Committee/University.

iv. There will be no higher or lower limit on the number of percentage of teachers allowed career advancement.

v. The teacher will continue to perform the same kind of work after his/her career advancement as before.

vi. When a teacher allowed career advancement leaves the University, the vacancy thus arising shall be filled up at the original level position occupied by the teacher before carrier advancement(s).

vii. An incumbent appointed through direct selection will always be considered senior to the one coming through career advancement in that particular year.

(2) Career advancement:

The Career Advancement to the Teachers will be applicable as per recommendations of Pay Commission from time to time and will be implemented as per directions of the Government of Rajasthan.

(3) Eligibility criteria:

The eligibility criteria for placement in Senior/Selection Scale and also promotion to the post of Associate Professor and Professor will be implemented as prescribed in the recommendations of Pay Commission from time to time and as per the directives of the Govt. of Rajasthan.

(4) Any punishment / penalty imposed will also be taken into account depending on gravity of punishment / charge

(5) Counting of past service:

Previous service without any break as a Teacher/ Scientist or equivalent, in an organization e.g. ICAR, UGC, University (except private Universities), Govt. College etc. should be counted for placement of Teacher / Scientists in Senior Scale / Selection Scale and others provided that:

(i) The post was in an equivalent grade / scale of pay as the Scientist i.e. Assistant Professor or other posts

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(ii) The qualifications for the post were not lower than the qualifications prescribed by the UGC for the post of Assistant Professor or others

(iii) The post was filled in accordance with the prescribed selection procedure as laid down by the University / State Govt./ Central Govt./UGC/ICAR.

(iv) The appointment was not ad-hoc or against a leave vacancy of less than one year duration. Ad-hoc Service of more than one year duration can be counted as per the policy of Govt. of Rajasthan.

(v) The incumbent whose services are counted shall be required to deposit amount of PF etc from previous employers as per Government/University rules.

(6) The applications for the Career Advancement will be submitted on a proforma provided by the Registrar, as approved by the Academic Council, twice in a year i.e. by 31st of January, and then by 31st of July.

(7) The seniority of teachers (Direct recruitment or CAS) shall be determined by the University as given below:

(i) The inter-departmental seniority can be maintained as per merit of the appointment order of Asstt. Professor/Associate Professor/Professor, if they are directly recruited.

(ii) The persons selected through direct recruitment in the block year i.e. from January to December will be considered senior to those promoted under CAS irrespective of the date of joining in that block year.

(iii) Seniority of Associate Professor and Professor under CAS may be maintained based on the seniority of last selection of direct recruitment.

(iv) If a person senior as Assistant Professor is rejected during promotion of Associate Professor under CAS or Associate Professor during promotion of Professor shall be considered junior to those promoted under CAS in the block year.

(v) Seniority of persons becoming Professor under CAS will be decided from the date of selection/promotion (date of eligibility).

(vi) An Assistant Professor (may be senior in merit) once rejected during promotion of Associate Professor, will be junior to his counterpart, whenever both are promoted as Professor.

(vii) For intra-departmental seniority, the inter-departmental seniority will be maintained as mentioned in point No. (i) above plus a person stands at higher merit will be considered senior to others across the departments.

(viii) For the persons of same merit in various departments, the seniority in case of Assistant Professor may be decided based on age i.e. the elder will be senior.

(ix) Similarly, the seniority of Associate Professors and Professors of same merit in different departments will be decided based on seniority of Assistant Professor and Associate Professor, respectively.

8 Statutes regarding Recruitment and Promotion of Non-Teaching Employees of the University

(1) **Introduction**: These statutes shall apply to all the non-teaching posts which may be classified as follows:

All the ministerial posts *viz*. Clerks Grade-II (LDC), Clerks Grade-I (UDC), Assistant Section Officers (Assistant), Section Officer, Stenographers, Personal Assistants etc.

All the posts of Accounts origination *viz*. Junior Accountant, Asstt. Accounts Officer Grade-II (Accountant), Assistant Accounts Officer Grade-I (AAO) etc.

All the posts of technical nature *viz*. Senior Technical Assistants, Technical Assistants, Agriculture supervisors, Asstt. Agriculture Officers, Farm Managers, Lab Assistants, Technicians, Mechanics, Operators including Pump Operators, Junior Engineers, Workshop Assistants, Drafts Man, Tracers, Drivers and all other such posts who are not considered as teacher and officer.

All class IV posts by whatever designation like peons, ploughmans, sweepers, Lab attendants, lab boys etc.

(2) **Definitions**:

(i) "Appointing Authority" means Vice-Chancellor or any other authority that has been declared as appointing authority under Act & Statutes for certain category of posts.

(ii) "Direct recruitment" means recruitment otherwise than by promotion or absorption or transfer.

(iii) “Schedule” means a schedule appended to these rules.

(iv) "Substantive appointment" means an appointment made under the provisions of these rules after due selection by prescribed method of recruitment and includes an appointment made on probation or as probationer followed by confirmation on completion of the period of probation.

(v) "Service or experience" - Wherever prescribed under these rules as a condition of promotion from one post to another shall include the period for which the person has continuously worked on such lower post after regular selection in accordance with these rules.

(vi) "Year" means the financial year (April to March).

(vii) “Probation trainee” means a person appointed through direct recruitment against a clear vacancy in the cadre of service and placed under training on fixed remuneration for a period of two years or extended period, if any or amended from time to time.

(viii) The words not defined here but defined in the Agriculture University Kota, Act, Statutes and service conditions made there under shall have the same meaning as assigned to them, in these enactments.

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(3) Staff strength:

The strength of the staff shall be such as may be determined by the Board of Management (BOM) from time to time. The appointing authority shall have right to have unfilled or hold in abeyance any vacant post without thereby entitling any person to compensation. The staff shall comprise of different cadre consisting of the following categories of posts, as may be discussed by BOM from time to time.

(i) **Ministerial staff:**

a) P.S to Vice-Chancellor
b) Senior P.A.
c) P.A. (Personal Assistants)
d) Stenographers / Computer Operators
e) Section Officers
f) Assistant Section Officer (Assistants)
g) Clerk Grade-I (Upper Division Clerks)
h) Clerk Grade-II (Lower Division Clerks)

(ii) **Accounts staff**

i) Assistant Accounts Officer Grade-I (AAO)
j) Assistant Accounts Officer Grade-II (Accountant)
k) Junior Accountants

(iii) **Technical staff**

The technical staff of Engineering and Non-Engineering cadre shall comprise of such posts as per details given in the schedules (IX & X)

(iv) **Class IV staff**

The strength of class IV shall be as may be determined by the BOM from time to time and shall include all such employees working in various units of the University.

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(4) Method of recruitment:

(i) Recruitment of the posts shall be made by the appointing authorities as per rules as follows:

(a) By direct recruitment

(b) By promotions

(c) By transfer or by deputation

(ii) All appointments (direct recruitments) shall be made as a probation trainee for a period of two years and during the period of probation he/she will be paid fixed remuneration at such rates as may be prescribed by the University from time to time. After successful completion of probation trainee he/she shall be allowed minimum pay in the pay scale of the post and the period of probation shall not be counted for grant of annual grade increment(s).

Other conditions of probationer are such as prescribed by the University from time to time.

(iii) The posts which are to be filled by promotion have also been specified in Schedule VII - X attached to these rules together with the manner / procedure / qualifications / etc. required.

(5) Recruitment of ministerial staff:

(i) Under ministerial staff [sub-clause (i) of Clause (3)], which include P.S to Vice Chancellor, Senior P.A., Personal Assistants, Stenographers/ Computer Operators, Section Officers, Assistant Section Officers (Assistants), Clerk Grade-I and Clerk Grade-II, 85 per cent posts of Clerk Grade-II and 100 per cent posts of stenographers are filled through direct recruitment following competitive examination. All other posts including 15 per cent of Clerk Grade-II are filled through promotion.

(ii) The qualification and experience required for direct recruitment of clerk II (LDC), Stenographer and Computer Operator are given in schedule VII

(iii) Competitive examination for the posts of Clerk Grade-II (LDC):

The Competitive examination shall include the following papers and each paper shall carry the number of marks as shown against it, namely:

Paper		Duration of examination	Marks
PHASE – I			
1. General knowledge, Everyday Science, Mathematics.		3 hours	100
2. General English and Hindi		3 hours	100
PHASE – II For Candidates other than persons with disabilities which make them difficult to work on computer.			
1.	Type writing in Hindi on computer		
	(a) Speed test	10 Minutes	25
	(b) Efficiency test	10 Minutes	25
2.	Type writing in English on computer		
	(a) Speed test	10 Minutes	25
	(b) Efficiency test	10 Minutes	25

Note: The person with disabilities will be given the average marks obtained by them in Phase – I

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Explanation:

"Persons with disabilities" means a person who is eligible for appointment on the post of Clerk Grade-II under the provision of the Rajasthan Employment of the persons with Disabilities Rules, 2011.

In proof of being so disabled, the candidate shall be required to submit a certificate issued by an officer not below the rank of Chief Medical and Health Officer at the time of submitting his/her application to the University for appearing in the examination.

The standard of the papers will be that of the senior secondary examinations of the Board of Secondary Education, Rajasthan. The syllabus and scope of each paper

for the examination will be as prescribed by the University from time to time and will be intimated to the candidates within the stipulated time in the manner as University deem fit.

- The Competitive Examination will be held in two phases (Phase-I & Phase-II). All the papers of Phase-I will be objective type.
- Candidates securing minimum 40% marks in each paper of Phase – I, shall only be permitted to the Phase –II subject to three times the number of advertised vacancies but in the said range all those candidates who secure the same percentage of marks shall be included.
- Minimum of 36% marks in each of the paper of Phase –II will be essential as per rules of Rajasthan Subordinate Ministerial Service Rule 1999.
- The marks obtained by a candidate in the Phase–I and Phase–II of the examination will be counted for determining their final order of merit.
- It will be necessary for a candidate to do typing work on the computer provided by the University and he/she will bring his/her own pen and pencil for the test.

(iv) Competitive examination for stenographers:

The competitive examination shall include the following papers and each paper shall carry the number of marks as shown against it, namely:

Paper		Duration of Examination	Marks
PHASE – I			
1	General Knowledge, Everyday Science and General Knowledge of Rajasthan	3 hours	100
2	General English and Hindi	3 hours	100
PHASE – II The candidates may opt any one of the following two papers			
3	English Short Hand Test (the test shall consist of dictation of 100 words per minute)	10 Minutes	100
	Transcription and typing of dictated passage in English on Computer	60 Minutes	
4	Hindi Short Hand Test (the test shall consist of dictation of 100 words per minute)	10 Minutes	100
	Transcription and typing of dictated passage in Hindi on Computer	70 Minutes	

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Explanation:

- The standard of the papers will be that of the senior secondary examination of the Board of Secondary Education, Rajasthan. The syllabus and scope of each paper for the examination will be as prescribed by the University from time to time and will be intimated to the candidates within the stipulated time in the manner as the University deem fit.
- The competitive examination will be held in two phases, Phase –I and Phase–II. All the papers of Phase –I will be of objective type.
- All candidates who secure minimum of 40% marks in each paper of Phase-I examination and obtain such percentage aggregate marks as may be fixed by the recruiting agency in order to restrict the numbers to an optimum level, may be admitted in the Phase–II.
- The marks obtained by a candidate in the Phase–I and Phase–II of the examination will be counted for determining their final order of merit.
- It will be necessary for a candidate to do typing work on the computer and he/she will bring his/her own computer pen and pencil for the test.

(V) Information Assistant : The recruitment of Information Assistant shall be done in accordance to rules of Department of I.T., Govt. of Rajasthan.

(6) **Recruitment of accounts staff**:

Under Accounts Staff [sub-clause (ii) of Clause (3)], which include Asstt. Accounts Officer (Asstt. Accounts Officer Gr. I), Accountants (Asstt. Accounts Officer Gr. II) and Junior Accountants; the recruitment to the posts of Junior Accountants will be made by direct recruitment and recruitment to others will be made by promotions. The direct recruitment of Junior Accountants will be made on the basis of written examination as per Rajasthan Subordinate and Ministerial Services Selection Board, Jaipur pattern, University shall conduct for recruitment to the post of Junior Accountants and appoint the persons out of the list of successful candidates in order of merit. University employees who fulfill the required minimum qualifications as given in schedule VIII may also compete and appear in the examination. Appointment to other posts *viz*. as given in schedule VIII Asstt. Accounts Officer Gr.I (AAO) and Assistant Accounts Officer Gr.II (Accountant) shall be made by promotion from amongst specified in Schedule VIII of this Chapter

(7) **Recruitment of technical staff**:

(i) The appointment of the post of Junior Engineer (Civil/Electrical), Carpenter, Fitter, Technical Assistant (Agriculture, Home Science & Animal Husbandry), Farm Manager, Assistant Agriculture Officer, Projector Operators Grade-II, Veterinary Compounders Grade-II, Stockmen, Drivers, Agriculture Supervisors, Extension workers, etc. (as per details given in schedule IX and X) shall be made by the appointing authorities in the respective cadres from the list prepared by the selection committee / committees.

(ii) **Selection committee**: Committee shall be constituted by the Vice-Chancellor for making selections for respective posts. The committee shall consist of:

(1)	Dean or Director - Chairman	To be nominated by the Vice-Chancellor
(2)	One Professor /ZDR/HoD not below the rank of Associate Professor - Member	
(3)	One subject Expert where necessary will also be nominated by the Vice-Chancellor- Member	
(4)	Registrar - Member Secretary	

(iii) The qualification and experience required for various posts and manner of appointment e.g. by direct recruitment or promotion shall be as per Schedule IX and X.

(iv) 15 per cent of the vacancies of technical posts as per list appended with schedule IX&X, shall be filled by promotion from regular class IV employee of the University subject to fulfillment of prescribed qualification of the post and clearance of job test/interview for the post as the case may be. In the event of non-availability of the internal candidates the unfilled post shall not be carried forward.

(v) **The quorum**: The quorum for meeting of a selection committee for selection of non-teaching posts shall not be less than one half of the members of selection committees.

(8) **Recruitment to the Class IV**:

All appointments to class IV posts by whatever designation it may be provided in the budget shall be made by the appointing authorities first out of the District wise seniority list (under the jurisdiction of the university) and secondly from Inter district seniority list after obtaining their consent and thereafter out of the list of persons / candidates received from the concerned employment exchange or as per Government rules. At the time of appointment to a particular post of class IV category, it shall be ensured that the person offered appointment is suitable for the job and minimum qualification shall be Class VIII passed.

(9) **Reservation**:

(i) Reservation for schedule castes/schedules tribes/ other backward casts/special backward casts etc. shall be in accordance with the orders of the Government for various categories at the time of direct recruitment and for promotion.

(ii) The appointment shall be strictly in accordance with the roster prescribed separately for direct recruitment and promotion by the State Government.

(10) **Determination of vacancies**:

(i) Subject to the provision of these rules, the appointing authority shall determine on 1st April, the actual number of vacancies occurring during the financial year.

(ii) Where a post is to be filled in by direct recruitment or by promotion the vacancies so determined shall be filled in by that method.

(iv) Where a post is to be filled in by more than one method as prescribed in the rules and or schedules attached to these rules, the appointment to vacancies

determined under clause (i) above to each such method shall be done after maintaining the prescribed promotion for the posts already filled. If any fraction of the vacancies is left over, after appointment of the vacancies in the manner prescribed in continuous cyclic order giving precedence to the promotion quota, the cycle will continue year after year. The appointing authority shall also determine the vacancies of earlier year, year-wise vacancies which were required to be filled in by promotion, if such vacancies were not determined earlier every year in which these were required to be filled in.

(11) **Age**:

A candidate for direct recruitment to any cadre must have age of 18 years on the first day of the year following last day fixed for receipt of applications or as per rules of Govt. of Rajasthan.

(12) **Nationality**:

A candidate for appointment to the service must be a citizen of India.

(13) **Physical fitness**:

The candidate for direct recruitment must be in good mental and bodily health and free from any mental or physical defects likely to interfere in the efficient discharge of his/her duties if selected and a certificate to this effect be submitted from a medical authority not below the rank of CM & HO in the prescribed format.

(14) **Procedure of selection**:

(i) When a vacancy or vacancies occur, the Dean/Director /Officer concerned shall intimate the same to the Registrar.

(ii) The Registrar shall then proceed to invite applications through advertisements.

(iii) On receipt of the applications, if any, as referred to in sub clause (ii) above, the applications shall be screened by a committee as approved by the Vice-Chancellor.

(iv) The selection on the post of direct recruitment shall be done through competitive examination on the pattern of Rajasthan Subordinate and Ministerial Services Selection Board, Jaipur.

(v) The meeting of selection committee shall be convened by the Registrar.

(vi) The selection committee shall prepare a list of candidates selected by it in order of merit and shall prepare a further reserved list in the same order and to the extent of 50% of vacancies in the post for which the selection committee was constituted and shall forwarded the main and reserved list alongwith its recommendations to the Vice-Chancellor.

(15) **Disqualification of a member of selection committee**:

A person shall be disqualified from any selection committee and from taking part in any selection procedure under these rules, if he/she is proved to be personally interested in a candidate seeking selection to the post for which selection is held.

(16) **Vacancies or defect not to invalidate in selection**:

Subject to the provisions as to the requirement in the act, proceedings for selection made by a Selection Committee shall not be questioned on the grounds

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of the existence of any vacancy or defect in the nomination of a member of such committee.

(17) **Validity of selection panel**:

The recommendations of selection committee will remain valid for a period of 6 months and reserve panel for 9 months from the date of approval of the Vice-Chancellor.

(18) **Use of irregular or improper means:**

A candidate who is or has been declared by the University / Appointing Authority guilty of impersonation or of submitting fabricated documents, and / or used or attempted to use unfair means in the examination or has given false information and or of suppressed material information or otherwise resorting to any other irregular or improper means for obtaining admission to the examination shall in addition to rendering himself liable to criminal prosecution, be debarred either permanently or for a specified period:

(i) by the University/Appointing Authority from admission to any examination held by the University/Appointing Authority for selection of candidates, and

(ii) by the University from employment under the University.

The definition of irregular or improper means will be the same as declared by Government of Rajasthan from time to time in the matters related to examinations and the same provisions will be applicable.

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(19) **Disqualification for appointment**:

Any male candidate who has more than one wife living and any female candidate who is married to a person having already a living wife shall not be eligible for appointment to the service unless the University after being satisfied that there are special grounds (e.g. religious laws) exempting any candidate from operation of this rule. All the selected candidates are required to submit an undertaking as per the format decided by Government of Rajasthan and adopted by University.

(20) **Condition for appointment to senior posts**:

No person shall be appointed by promotion to a senior post unless he/she fulfills the requirements laid down in the schedule VII and X.

(21) **Canvassing**:

No recommendation for recruitment other than required under the rules, shall be taken into consideration. Any attempt on the part of the candidate to enlist support directly or indirectly for his/her candidature by any means shall disqualify him for recruitment.

(22) **Procedure and criteria for appointment by promotion**:

Promotion in each cadre shall be made solely on the basis of seniority cum merit.

(i) The person holding the post specified in section 3 of this chapter, shall be eligible for promotion subject to his/her possessing minimum qualification and experience on the first day of the month of April of the year.

(ii) The promotions of employees (other than teachers and officers) will be governed by the rules of Government of Rajasthan which are in force.

The rules of Government of Rajasthan in force be applicable for considering the promotion of SC/ ST employees.

(iii) (a) Committee consisting of appointing authority as Chairman or his/her nominee and two members nominated by the Vice-Chancellor shall consider the cases of the senior most persons who are eligible and qualified for promotion to the class of posts concerned under these rules and shall prepare a list containing names of persons found suitable on the basis of seniority cum merit and/or on the basis of merit, as the case may be, as per the criteria for promotion laid down in these rules, equal to the vacancies. The list so prepared on the basis of seniority cum merit shall be arranged in order of seniority on the category of posts from which promotions are to be made.

(b) The committee shall also prepare a reserve list on the basis of seniority cum merit as per the criteria for promotion laid down in the rules, containing the names of the persons equal to the number of person selected in the list prepared under as above to fill temporary or permanent vacancies which may occur subsequently. The list so prepared shall be arranged in the order of seniority in the category of posts from which selection shall be made. Such a list shall be reviewed and revised by the Departmental Promotion Committee (DPC) that meets in the subsequent year and that such list shall remain valid for a period of 9 months from the date of approval of Vice-Chancellor or till the departmental promotion committee (DPC) meets, whichever is earlier.

(iv) Appointment shall be made by the appointing authority from the list finally approved under the preceding sub-rule in the order in which they have been placed in the list, till such list is exhausted or reviewed or revised as the case may be.

(v) If in any subsequent year after promulgation of these rules, vacancies relating to any earlier year which were required to be filled up by promotion, the DPC shall consider the cases of all such persons who would have been eligible in the year to which the vacancy is laid irrespective of the year is which the meeting of DPC is held and such promotion shall be governed by the criteria and procedure of promotion as was applicable in the particular year to which the vacancy related and the service and/ or experience of an incumbent who has been so promoted for promotion to higher post for any period during which he/she has not actually performed the duties to which he/she would have been promoted, shall be counted.

(23) Any punishment / penalty imposed will also be taken into account depending on gravity of punishment / charge

(24) **Restoration of promotion of persons fore-going promotions**:

In case of promotions, if a person foregoes his/her promotion, he/she shall be considered for promotion again only after a gap of two years.

(25) **Period of probation and confirmation**:

(i) All persons appointed to the service by direct recruitment against a substantive vacancy shall be appointed as probation trainee for a period of two years and as amended from time to time.

(ii) During the period of probation specified in sub section (i) above each probationer may be required to pass such departmental examination and undergo such training as the Board may specify from time to time.

(iii) In cases of persons who die or are due to retire on attaining the superannuation, the period of probation shall be reduced so as to end one day earlier immediately preceding the date of his/her death or retirement from the service. The condition of passing the Departmental Examination in the rule regarding confirmation shall be deemed to have been waived in case of death or retirement.

(iv) If it appears to the appointing authority, at any time, during or at the end of the period of probation, that a member in the service has not made sufficient use of his/her opportunity or that he/she has failed to give satisfaction, the appointing authority may revert him to the post held substantively by him immediately before proceeding his/her appointment provided he/she holds lien on that post or in other cases may discharge or terminate him from service, provided that appointing authority may, extend the period of probation upto one year in case of persons appointed by direct requirement and 6 months in case of persons appointed by promotion.

(v) Notwithstanding anything contained in the above provision, if a probationer is placed under suspension during the period of probation or disciplinary proceedings are contemplated or have started against him, the period of probation may be extended till such period the appointing authority thinks fit in the circumstances.

(vi) A probationer reverted or discharged from service during or at the end of probation shall not be entitled to any compensation.

(vii) The probationer shall be confirmed in his/her appointment at the end of the period of his/her probation, if he/she has passed the prescribed departmental examination, if any, and the appointing authority is satisfied that his/her integrity is unquestionable and he/she is otherwise fit for confirmation.

(26) **Seniority**:

(i) The Seniority of an employee shall be determined as under :

(a) Seniority will be from the date of regular recruitment in the University itself. For the past service in other institution/ State Government no benefit of seniority and protection of pay shall be admissible.

(b) Provided further that in the case of those employees who were not confirmed but were promoted, their cases be considered alongwith the others in accordance with the seniority which will be determined on the basis of (a) above.

(c) Seniority of field man (agriculture supervisor) and equivalent who were transferred as LDCs or LDC transferred as field man (agriculture supervisor) and vice-versa earlier be considered in the category of LDCs/agriculture supervisor as the case may be.

(ii) Besides above, the following criterion shall be followed in determining the seniority of an employee in the University.

(a) Residual power regarding removal of the difficulties and relative interpretation in regulating the seniority of employee under the above rules shall vest with the Board of Management. Previous seniority disputes, if pending shall also be decided in the light of these rules.

(b) The relative seniority in a cadre shall be determined by the order of merit of regular selection. If two or more persons are bracketed together, the inter seniority shall be determined on the basis of firstly seniority and then age, if necessary.

(27) **Scale of pay**:

The scale of monthly pay to person appointed to the post in the various cadres shall be such as may be sanctioned after approval of State Government.

(28) **Increment during probation**:

A probationer trainee shall draw increment in the scale of pay admissible to him/her only after completing the period of probation trainee.

(29) **Regulation of leave, allowances etc**:

As provided in these rules the leave and other conditions of service of the staff shall be such as may be determined by the Board under service rules.

(30) **Power to relax rules**:

Where the Board is of the opinion that it is necessary or expedient to relax any of the provisions of these rules, it may relax the relevant provisions of the rules to such extent, and subject to such conditions as it may consider necessary for dealing with the cases in a just and equitable manner provided that such relaxation shall not be less favorable than the provisions already contained in these rules.

(31) **Terms and conditions for probation trainee**:

(i) The probation trainee shall be entitled only to fixed remuneration as prescribed by University time to time and he/she will not be entitled to special pay, dearness pay, dearness allowance, house rent allowance, city compensatory allowance, non-practicing allowance, non-clinical allowance, rural allowance , project allowance, mess allowance, washing allowance or any other allowance (s) called by whatever name. Similarly he/she will not be eligible for grant of Ad-hoc Bonus and uniform /liveries except wearing of uniform is a legal compulsion under the rules.

(ii) No traveling allowance shall be admissible for joining as a probation trainee. In case journey on duty, he/she shall be allowed TA as on tour and in case of transfer only mileage allowance and incidental on the basis of fixed remuneration shall be admissible.

(iii) No deduction towards General Provident Fund and State Insurance shall be made from the fixed remuneration

(iv) Probation trainee shall be eligible for casual leave of 12 days in a calendar year and for period of less than a calendar year, it shall be admissible in proportion on the basis of completed months.

(v) No deputation allowance shall be admissible to a probation trainee

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(vi) For an existing employee already in service prior to 20.01.2006 and option shall be given to put either for the 'fixed remuneration' or the existing pay scale (not the scale of his/her new appointment), whichever is beneficial to him/her while he/she is under probation training. After successful completion of probation training period, pay may be fixed as per the rules, where such a Government servant will get due advantage of being in a regular pay scale earlier, and will get due protection of his/her pay.

(vii) After successful completion of period of probation training, the probation trainee shall not earn annual grade increment(s) for the period of probation training.

(viii) Probation trainee shall earn no leave during the period of probation. However, female probation trainee shall be granted maternity leaves as per rules.

(32) To fill up the post by retired employee on contract basis

In case of dire requirement of employee, the vacant post may be filled on short terms basis as per circular issued by Department of Personnel, Government of Rajasthan, Jaipur No. F.17 (10) DOP/A-II/94 Jaipur dated 18.02.2018 (as amended from time to time) by retired employees on contractual basis as per procedure given below :

(i) For first one year or till regular employees are available whichever is earlier **competent authority shall be Vice-Chancellor**

(ii) If the positions are still not filled, after recording reason / justification for further one year : **competent authority shall be Vice-Chancellor**

(iii) After two years, contractual re-employment can be extended only after prior approval of State Government.

The requirement for filling the post as essentially required will be submitted by Dean / Director / University officer

9 Statutes regarding Service and Conduct Rules for the Officers, Teachers and the Employees of the University

In exercise of the powers vested under selection, 42, 43 and 44 of Agriculture University, Kota, Act 2013, the Board of Management frames the following rules governing the service conditions of Officers/Teachers/Employees of the University.

(1) Title of the rules:

(i) **Short title:** These rules may be called of Agriculture University, Kota teachers/officers/employees service conditions and conduct rules, 2013.

(ii) **Commencement:-** These rules shall come into force from the date these are notified.

(iii) **Extent of application:-** These rules shall apply to all Teachers/ Officers/Employees of the University, (even to those deemed as officers/ teachers/employees) and those on deputation whose conditions of service shall be such as determined by the University in consultation with the authority who lent their services.

(iv) **Power to alter or amend:-** The Board of Management may, subject to the limits of its powers to make such rules of order, relax the provisions of these rules in such manner as may appear to it to be just and equitable.

(2) Definitions: In these rules unless the context otherwise requires.

(i) **"Act"** means Agriculture University, Kota, Act 2013.

(ii) **"Appointing Authority"** means the authority empowered by the University to make substantive/regular appointments.

(iii) **"Cadre"** means the strength of the University service or part of service sanctioned as a separate unit.

(iv) **"Board"** means the Board of Management (BOM) of the University.

(v) **"Competent Authority and power to delegate"** means authority/ Officers/ Employees to whom powers by or under the Act or Statute are delegated. The Board of Management (BOM) may declare any of its teacher/officer/employee as competent authority and delegate to them, such powers subject to such condition which it may impose, any power under these rules. When any power is not delegated to any one, the 'Competent Authority" means the Board of Management (BOM).

(vi) **"Compensatory allowance"** means an allowance granted to the Teacher/Officer/Employees to meet personal expenditure necessitated by the circumstances in which duty is performed. It includes the traveling allowance.

(vii) **"Disciplinary authority"** for the purpose of the imposition of major and or minor penalty on Teacher/Officer means the appointing authority or to whom such powers have been delegated.

(viii) **"Duty"** includes (a) service on probation, (b) Joining time, (c) A course of instruction or training in India or Abroad specially approved as duty by the

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competent authority (d) Period of compulsory awaiting sanctioned by the competent authority.

(ix) **"Employee"** means an employee of the University other than officers and teachers of the University.

(x) **"Fee"** means recurring or non-recurring payment to Teacher/Officer/Employee from a source other than the funds of the University, whether made directly or indirectly through any intermediary of the University.

(xi) **"Foreign Service"** means service in which Teacher/Officer/Employee receives his/her pay with the approval of the University from a source other than the funds of the University.

(xii) **"Honorarium"** means recurring or non-recurring payment granted to Teacher/Officer/Employee from the funds of the University or state or central Governments as remuneration for special work of an occasional or intermittent nature.

(xiii) **"Joining time"** means the time allowed to Teacher/Officer/Employee to join a new post or to travel from a station to which he/she is posted.

(xiv) **"Leave salary"** means the, monthly amount paid by the University to Teacher/Officer/Employee who is on leave.

(xv) **"Lien"** means the title of Teacher/Officer/Employee to hold substantively, either immediately or on the termination of a period or periods of absence, a permanent post, including a tenure post, to which he/she has been appointed substantively.

(xvi) **"Officers"** means an officer of the University as per Section 24 of the Agriculture University Kota, ACT 2013, which includes Vice-Chancellor, all Deans and Directors, Registrar, Comptroller, University Librarian, Controller of Examinations, Estate Officer and other officers of the University as designated by whatever name and declared by the statutes to be an officer of the University.

(xvii) **"Officiating"** means an arrangement when Teacher/Officer/Employee officiates in a post on which another person holds lien and also may include officiating on a vacant post on which no other Teacher/ Officer/ Employee holds lien.

(xviii) **"On probation"** means a person appointed on a vacant post for determining his/her suitability for eventual confirmation on that post.

(xix) **"Probationer"** means a person appointed on probation in or against a substantive vacancy.

(xx) **"Selection committee"** means a committee constituted for selection of Teacher, Officer and Employee by the competent authority.

(xxi) **"Substantive appointment"** means the appointment of Teacher/ Officer/Employee on a permanent post and on which he/she acquires a lien.

(xxii) **"Statutes"** means the statutes of Agriculture University, Kota governing matters of policy etc. as set forth in section 42and 43 of the Act.

(xxiii) **"Teachers"** means teacher of the University as mentioned in the Act and Statute.

(xxiv) **"University"** means of Agriculture University, Kota (AUK).

(xxv) **"Pay"** means (a) monthly pay which is authorized by the University to a Teacher/Officer/Employee in a pay scale for which he/she is entitled on account of his/her appointment. The pay which he/she would be entitled

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to draw on monthly basis in his/her regular grade of the cadre other than all allowances.(b) Special pay and personal pay, and(c) Any other emolument which may be specially classed as pay by the Board.

(xxvi) *"**Salary**"* means the pay including prescribed allowances

(xxvii) **"Office"** means a post under the University cadre.

(xxviii) **"Presumptive Pay"** means the pay to which Teacher/Officer/Employee would be entitled, if he/she held the post substantively and were performing its duties, it does not include special pay.

(xxix) **"Month"** means a calendar month. In calculating a period expressed in terms of month and days complete calendar months should be calculated and the odd number of days added there to.

(xxx) **"Age"** when Teacher / Officer/Employee is required to retire, revert or cease to be on leave, on attaining a specified age, the day on which he/she attains that age is reckoned as a non-working day, and the Teacher/Officer must retire, revert or cease to be on leave with effect from and including that day.

(xxxi) **"Holiday"** means a holiday prescribed by or under the Negotiable Instruments Act and in relation to any particular office, place or college, a day on which such office at such place or the college is ordered to be closed by the Vice-Chancellor for transaction of University business without reserve or qualifications.

(xxxii) **"Pension"** means monthly payment made by the University to its Teachers/ Officers/Employees after retirement or monthly payment made to the family of Teacher/ Officers/Employees after death in the form of family pension and includes gratuity and or death-cum-retirement gratuity in case of death of Teacher/Officer/Employee.

(xxxiii) **"Tenure appointment"** means a permanent post which individual Teacher/ Officer/ Employee may not hold for more than a limited period.

(3) General conditions of service:

(i) Unless otherwise provided in the rules or the orders of the University, recruitment to any post, the minimum age for entry into University service shall not be less than 18 years for Teacher/Officer/ Employee. The age of the Teacher/ Officer/ Employee shall be determined by the entry made in the Senior School/Secondary school certificate, or school leaving certificate. If no date of birth is known and only month is known the date of birth shall be treated as 15th of that month. If neither month nor date is known, then 15th July of the year shall be taken as the date of birth. In case the person appointed in the University is on such post, whose minimum qualification is not High School/Secondary school then the date of birth indicated in the certificate issued by the municipality or *Panchayat* or school according to the entry made in their respective record, and in the event of non availability of the aforesaid certificate, the date of birth declared by the applicant at the time of first appointment may be accepted.

(ii) Categories and grades of the posts under the University shall be as specified by the competent authority from time to time.

(iii) The qualifications for appointment to various posts in the University shall be as determined by the competent authority from time to time.

(iv) (a) Recruitment on various posts in respect of Teachers and Officers in the University shall be made according to the, manner prescribed and determined by

Rajasthan Universities Teachers and Officers (Selection for appointment) Act-1974 as amended from time to time and the statute made there time.

(b) Recruitment for various posts of Employees in the University shall be made according to the, manner prescribed and determined by the competent authority

(c) No person may be appointed for a period exceeding one year without a medical certificate of fitness by the medical officer approved by the University and the Medical Certificate of fitness shall be as per *Appendix I*.

(v) When a Teacher/Officer/Employee has been dismissed, removed or demoted/ reduced from any class, category or grade in the service, no vacancy caused thereby shall be filled till such person has been proved to be worthy of the action given to him through regular channels of meeting out the justice in such cases.

(vi) The absence of a Teacher/Officer/Employee including probationer from duty whether on leave or on foreign service or on deputation and who holds a lien on a post, shall not, if he/she is otherwise fit, render him ineligible for appointment to a permanent or officiating vacancy in the higher class, category grade or post which may fall vacant during his/her absence.

(vii) (a) A Teacher/Officer/Employee appointed to a permanent post after the commencement of these rules shall remain on probation on such post for a period of two years provided that the appointing authority may extend in any individual case, the period of probation by one year. The intention of extending the period of probation shall be intimated by the appointing authority to the Teacher/Officer/Employee concerned in writing at least one month before the date of expiry of the probation period. However for the post of Associate Professor and above the period of probation shall be of one year as per Govt. order No. F.12 (6) FD/Rules/2005 dated 23.09.2014.

(b) Where the work of Teacher/Officer/Employee, appointed on probation is not satisfactory, the appointing authority may (i) in the case of a person appointed to a higher post, revert him to the post held by him immediately before such appointment, (ii) in the case of a person appointed by direct recruitment, terminate his/her service without notice.

(c) Every Teacher/Officer/Employee appointed to a permanent post in the University shall, on satisfactory completion of his/her period of probation, be eligible for confirmation on the post.

(d) No Teacher/Officer/Employee shall be confirmed on any post unless such post is permanent and no one else holds a lien on the post, and the service of the Teacher/Officer/Employee is found satisfactory by the appointing authority.

(viii) If a Teacher/Officer/Employee who is not confirmed in service, wishes to resign from service, he/she shall give one month notice in writing to the appointing authority. If the Teacher/Officer/Employee fails to give such notice, the University shall recover one month's salary from him in lieu of notice or the salary for the period falling short of the required period of notification.

(ix) Unless Teacher/Officer's/Employee service has been terminated during the probationary period, the Head of the office or the institution under whom the Teacher/Officer/ Employee is working, shall send to the appointing authority, atleast two months before the date of expiry of the probationary period, a report

about the working and conduct of the Teacher/Officer/Employee appointed as probationer, with a definite recommendation for his/her confirmation in service or otherwise.

(x) If the University decides to relieve Teacher/Officer/Employee, not confirmed in service, one month's notice in writing shall be given to him or in lieu of notice he/she shall be paid salary of one month. Provided that no such notice of discontinuance shall be necessary in case of (i) appointments made for specific periods, and (ii) appointment made against leave vacancy.

(xi) A confirmed Teacher/Officer/Employee shall be required to give three months notice in case he/she desires to be relieved from service or he/she shall pay to the University three months salary in lieu of such notice, or salary for the period falling short of three months' notice.

(xii) (a) If the University decides to relieve Teacher/Officer/Employee who is confirmed in service, a notice to that effect shall be served on him three months before the date on which he/she is to be relieved. In the absence of such notice the University shall pay to him three months salary.

(b) Termination of service by notice in case of permanent Teacher/Officer/ Employees shall be resorted to only when the post he/she holds ceases to exist and University does not have suitable alternative post to offer him. Services of a Teacher/Officer/Employee may be terminated on account of unsatisfactory work, misconduct etc, only after fulfilling the conditions laid down under the rules contained in clause (9) of this chapter.

(xiii) A Teacher/Officer/Employee, before leaving the University, shall hand over the charge of his/her post to a duly authorized Teacher/Officer/Employee and shall return to the University all books, apparatus, furniture and other materials issued to him for his/her personal or official use and shall pay up in full all outstanding dues on account of occupation of residential quarters, water/electric charges, loans and advances, if any. In case of default the head of the institution where he/she is employed shall recover the amount due to him from his/her dues payable to him by the University.

(xiv) Willful absence from duty may be treated as misconduct for the purpose of these rules. The period of absence without leave, will be treated as interruption in service involving forfeiture of past service, unless a satisfactory reasons is furnished, the competent authority is then empowered to commute such period of absence into extraordinary leave.

(xv) **Special provision for existing Teachers/Officers/Employees:**

All appointments, made in substantive capacity, prior to the commencement of these rules, shall be deemed to have been made under the provisions of these rules, and any person so appointed, shall draw the pay drawn by him immediately before such commencement provided that he/she may on his/her option, to be exercised within six months of the date of enforcement of these rules, seek retirement and get all benefits available to him.

(xvi) **Service records**

(a) The Head of Office/Institution shall maintain a service book of each Teacher/ Officer/Employee in duplicate in the form as has been prescribed

by Government of Rajasthan. This service book may be shown to concerned employee to end of the year.

(b) Entries, in the service book of Teacher/Officer/Employee shall be authenticated by the officer / officers under whom Teacher/Officer/Employee is working.

(xvii) **Confidential reports**:

The appointing authority shall maintain Annual Assessment Reports of all Teacher/ Officers/Employees working in the University. Accordingly, all the Teacher/Officers/ Employees working in the University are required to submit Annual Assessment Reports by the end of July every year.

(xviii) **Residuary conditions of service**: Any matter relating to the conditions of service of Teacher/Officer/Employee for which no provision is made in these rules shall be determined by BOM.

(xix) In the event of death of a University Teacher/Officer/Employee while in service, a lump sum amount equal to the amount of leave salary admissible in respect of the earned leave that may due to the deceased Teacher/Officer/Employee on the date of death, not exceeding 300 earned leave may be paid to the nominee of the deceased Teacher/Officer/Employee and in case there is no nominee the legal heir of the deceased Teacher/Officer/Employee.

(xx) Unless and otherwise distinctly provided for in these rules a Teacher/ Officer/ Employee will be treated to be at the disposal of the University whenever required, he/she can be put to any additional work without the claim for additional remuneration.

(xxi) (a) As a principles of lien, two or more Teachers/Officers/Employees cannot be appointed substantively to the same permanent post at a time.

(b) Teacher/Officer/Employee cannot be appointed substantively except as a temporary measure to two or more permanent posts at the same time.

(c) Teacher/Officer/Employee cannot be appointed substantively to a post on which another Teacher/Officer/Employee holds a lien.

(xxii) **Lien**:

Unless otherwise provided in these rules, Teacher/Officer/ Employee on substantive appointment to any permanent post acquires a lien on that post and ceases to hold any lien previously acquired on any other post. Two or more employees/officers/teachers cannot be appointed to the same post at a time and cannot be appointed substantively to a post on which another person holds a lien.

(xxiii) A Teacher/Officer/Employee holding substantively permanent post retains a lien on that post:-

(a) While performing the duties of that post.

(b) While on Foreign Service or holding temporary post or officiating on another post.

(c) During joining time on transfer to another post unless he/she is transferred substantively to a post on lower pay, in which case his/her lien is transferred to the new post from the date on which he/she is relieved of his/her duties in the old post.

(d) While on leave.

(e) While under suspension.

(xxiv) A Teacher/Officer /Employee may be required to subscribe to general provident fund in accordance with the rules framed by the University in this behalf from time to time.

(xxv) **Conditions of drawing pay and allowances**: Subject to any exception specially made in these rules, a Teacher/Officer/Employee shall begin to draw the pay and allowances attached to his/her tenure of a post with effect from the date he/she assumes the duties of that post and shall ceases to draw them as soon as he/she ceases to discharge these duties.

(xxvi) When Teacher/Officer/Employee undergoing training whether within the country or abroad for any specified period before he/she assumes charge of that post, if resigns or leaves the university or takes another employment during the period of training or during the two years after return and rejoining the services from the training, he/she will have to return the entire emoluments paid to him either as a way of pay and allowances and/or any kind special payment that he/she received during the training period. He/she or however exempted to return any travelling or daily allowances received during the training period. Every such Teacher/Officer/Employee shall be required to execute, before the period of his/her training starts, a bond covering above provisions.

(xxvii) Teacher/Officer/Employee shall not be granted leave of any kind for a period exceeding 5 years continuously. In case Teacher/Officer/Employee does not resume duty after remaining on leave for a continuous period of 5 years, he/she shall, unless the Vice-Chancellor in view of exceptional circumstances of the case otherwise determines, be removed from service.

4. Pay and allowances:

(i) **Scale of pay:** The scale of pay of the posts in cadre/cadres of Teachers/Officers/Employees in University shall be such as may be prescribed from time to time by the Government.

(ii) **Initial pay:** Unless the appointing authority decides otherwise, Teacher/Officer/ Employee shall, on his/her appointment to a post on a time scale of pay, draw pay at the minimum of the time scale or such initial pay as may be recommended by the selection committee and approved by BOM/ Vice-Chancellor.

(iii) **Pay during the period of training:**

(a) If a Teacher/Officer/Employee of the University is deputed for training by the university, he/she shall draw such pay as he/she would have drawn, had he/she not been deputed for training. Every such Teacher/Officer/Employee shall be required to execute, before proceeding on training, a bond in the term prescribed by the Board, to serve the University after completion of the training for a period mentioned below:

S.No.	Period of Training	Period to serve the University for which bond is to be executed
1	Exceeding 3 months but up to six months	One year
2	Exceeding six months but up to one year	Two year
3	Exceeding one year but up to two year	Four year

(b) If the University Teacher/Officer/Employee is deputed for training and the period of course of study is treated as duty, he/she shall be entitled to compensatory allowance at the rates prescribed under University traveling allowance rules.

(c) When a University Teacher/Officer/Employee is sent or deputed to undergo regular course of study or training within the state or outside the state for the purpose of acquiring a degree or diploma from a University or any other autonomous institution or college etc., the compensatory allowance under these rules shall not be admissible irrespective of whether the period of training is treated on duty or not.

(iv) **Fixation of pay when pay of the post is revised:** Whenever the pay scale of a post is revised, the pay of Teacher/Officer/Employee, unless provided otherwise, specified in the pay revision orders shall be fixed at a stage equal to the stage of the pay last drawn by him and or if there is no such stage, at the next lower stage plus personal pay equal to the difference to be absorbed in future increments provided that he/she may at his/her option retain his/her old pay scale until that date on which he/she is to earn his/her next or any subsequent increments in the old scale, or until he/she vacates his/her post or ceases to draw pay on that time scale. The option once exercised shall be final.

(v) **Fixation of pay for in-service candidates on appointment to higher posts :**When a University Teacher/Officer/Employee holding a post in a substantive, temporary, or officiating capacity is promoted/appointed by a competent authority on a higher post in a substantive, temporary or officiating capacity, his/her initial pay in the time scale of higher post shall be fixed at the stage next above the pay normally arrived at by increasing the actual pay drawn by him in the lower post by one increment at the stage at which such pay is drawn. When a Teacher/Officer/Employee is, immediately before his/her promotion / appointment to higher post, drawing pay at the maximum of the time scale of the lower post by an amount equivalent to last increment in lower post, his/her initial pay in the time scale of the higher post shall be fixed at the stage next above the pay notionally arrived at by increasing the pay drawn at the maximum in the

lower post or the pay fixation revised by Government time to time. This would however, not be applicable in those cases where specific recommendation is made by selection committee and approved by the BOM or where specific provision is made in a particular scheme of the UGC/ICAR etc. as the case may be and approved / adopted by the state Govt./BOM.

(vi) Where the pay of Teacher/Officer/Employee is fixed under clause 4 (V) above, the next increment shall be granted on the date he/she would have drawn his/her increment, had he/she continued in the lower post, provided that, if the pay is fixed at the minimum of the time scale and the pay so fixed exceeds, the pay drawn in the lower post by the amount equal to the amount of the next increment in the lower post plus the first amount of increment in the higher post, the next increment shall be admissible after completing of service for the full incremental period to be counted for increment under rule 4(viii).

(vii) **Increment:** An annual increment shall ordinarily be drawn in month of July as a matter of course unless it is withheld by the competent authority, for unsatisfactory work or conduct.

(viii) **Counting of service for increments: -** The following service shall be counted for increments on the time scale of post:

a. Duty on post or any other post of the same or higher grade, whether continuous or not;

b. Time spent as joining time from one post to another;

c. Duty on equivalent or higher post in foreign service.

d. Duty on temporary post and on probation, and

e. Leave other than extra-ordinary leave, provided that the Board may direct by a special order relating to an individual case that extraordinary leave shall be counted for increments for any of the following reasons.

i. Any period of absence on the duty because of causes beyond the University Teacher/Officer's/Employees control.

ii. Period spent on higher studies e.g. Masters/Doctoral Degree beneficial for the discharge of his/her duties.

iii. Any other reason considered to be in the interest of the University by the Vice-Chancellor.

(ix) **Date of increment:** The increment of University Teacher/ Officer/ Employees may be admitted from the first of July under the operation of the normal rules and orders, regulation increments.

(x) **Pay during suspension**:

(a) Teacher/Officer/Employee under suspension be entitled during the period of suspension to draw a *subsistence allowance* at an amount equal to the half pay which is admissible and allowances as based on such pay.

(b) In case Teacher/Officer/Employee remains under suspension for period exceeding six months and the progress of enquiry is not delayed due to the fault on the part of the suspended Teacher/ Officer/ Employee, the competent authority may increase the subsistence allowance upto 75% of his/her pay. The allowances in that case will be based on such increased pay.

(c) Teacher/Officer/Employee who has been dismissed, removed or compulsorily retired or suspended, when re-instated, the authority competent to order the reinstatement shall consider and make specific orders :-

i. Regarding the pay and allowance, to be paid to the Teacher/Officer/Employee for the period of absence from duty or for the period of suspension.

ii. Whether or not the paid period shall be treated as period spent on duty.

(d) When the competent authority holds that the Teacher/ Officer/ Employee has been fully exonerated, the Teacher/ Officer/ Employee shall be given the full pay and allowance to which he/she would have been entitled had he/she not been suspended.

(e) In other cases the Teacher/Officer/Employee shall be given proportion of such pay and allowances as competent authority may determine.

(xi) No payment of subsistence allowance shall be made unless the Teacher/Officer/ Employee furnishes a certificate that he/she is not engaged in any other employment, business, profession or vocation.

(xii) **Grant of leave during suspension:** Leave may not be granted to a University Teacher's/Officer's/Employee's under suspension. However, permission to leave headquarters may be given in case of serious illness in the family etc. by the competent authority for a reasonable period keeping in view the state of enquiry and the possible effect of the Teacher's/ Officer's/Employee's absence on its progress. Teacher/Officer/ Employees under suspension shall be required to mark his/her attendance daily at the place as may be directed by the competent authority.

(xiii) **Pay during awaiting posting order:** Teacher/Officer/Employee who is compulsorily kept under awaiting posting orders, shall be entitled to the pay and allowance at the rate at which he/she was drawing immediately before relinquishing charge in the old post.

(xiv) **Premature increments:** In no case premature increment should be allowed.

(xv) **Special pay and honorarium:** The Board may sanction special pay to Teacher/Officer/Employee in consideration of at the specially arduous nature of duties or a special addition to the work or responsibility.

(xvi) The Vice-Chancellor or other authorities whom powers have been delegated under these rules may grant to Teacher/Officer/Employee an honorarium as remuneration for the work performed which is occasional in

character and either so laborious or of such special merit as to justify such honorarium or special merit for additional work requires extra time.

(xvii) **Drawl of pay :**

(a) Teacher/ Officer/Employee shall be entitled to draw pay of the post to which he/she is appointed from the date on which he/she takes over charge of the post.

(b) Pay in respect of any month shall become payable on or immediately after the first working day of the following month.

(xviii) **Pay and allowance for holding additional charge of a post :**

(a) The Teacher/Officer/Employee if given the charge of an equal or higher post may be allowed pay in the basic post plus 1% of the presumptive pay applicable to the additional posts, if the period of holding the additional charge is not less than 30 days but to a maximum of 60 days. If the charge exceeds 60 days he may be allowed allowance of up to 2% of the presumptive pay of the additional post.

(b) No allowance will be admissible when Teacher/Officer/Employee holding one post and is placed incharges of the current duties of a lower post.

(xix) Teacher/Officer/Employee already serving in one service or cadre of the University is appointed to another service, cadre or scheme by direct recruitment or special selection and not by promotion shall have his/her initial pay fixed in the following manner :

If the maximum of the scale of the new post is higher than the maximum of the old post, then pay shall be fixed at the stage of the time scale of the new post next above the last substantive pay in the old post. If the maximum of the scale of the new post is equal to or lower than the maximum of the old post, then pay shall be fixed at the stag of that time scale of the new post which is equal to his/her last substantive pay on the old post, or if there is no such stage, the stage next below that pay plus personal pay equal to the difference. If the minimum pay on the new post is higher than pay drawn in the old scale, then minimum pay shall be allowed.

(xx) **Pay on transfer to lower grade or post:** The authority which orders the transfer of Teacher/Officer/Employee as a penalty from a higher to a lower grade of post may allow him to draw any pay not exceeding the maximum of the lower grade post.

(xxi) **Future increments on demotion/reduction to lower grade or post :**

(a) If a Teacher/Officer/Employee is demoted/reduced as a measure of penalty to a lower stage in his/her time scale, or to a lower position, the authority ordering such demotion/deduction shall state the period for which it shall be effective and whether on restoration to postpone future increments and if so, to what extent.

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(b) If a person is reduced a measure of penalty to lower grade or post to lower time scale, the authority ordering the reduction may or may not specify the period for which the reduction shall be effective, due where the period is specified that authority shall also state operate to postpone future increments and if so what extent

(xxii) Where an order of penalty of with-holding of increment of Teacher/ Officer/ Employee or his/her demotion to a lower post or to a lower time scale or to a lower stage in a time scale, is set aside or modified by a competent authority on appeal or review, the pay of the Teacher/Officer/Employee shall be regulated in the following manner :-

(a) If the said order is set aside, he/she shall be given, the difference between the pay to which he/she would have been entitled had that order not been made and the pay he/she had actually drawn for the period such order has been in force

(b) If the said order is modified, the pay shall be regulated as if the order so modified had been made in the first instance.

(xxiii) **Retirement:**

(a) **On attaining age of superannuation :**

All the Teacher/Officer/Employee shall retire from the University service upon attaining the age of 60 years. Except as otherwise provided in these rules, the date of retirement of University Teacher/Officer/Employee is the afternoon of last day of the month in which he/she attain 60 years of age. In case the date of birth of a person is the first day of month he/she shall retire on the last working day of the preceding month.

(b) **Voluntary retirement :**

At any time after a Teacher /Officer/Employee who has completed 15 years of qualifying service he/she may seek voluntary retirement by giving a written notice of not less than three months to the appointing authority and such authority may retire him/ her from service in accordance with the Government of Rajasthan Pension Rules and amendments as made to it from time to time.

(xxiv) **Compulsory retirement on completion of 15 years of qualifying services:**

At any time, after a University Teacher/ Officer/Employee has completed 15 years qualifying service or has attained the age of 50 years, whichever is earlier, the appointing authority, upon having been satisfied that the concerned University Teacher/Officer/Employee has on account of his/her indolence or doubtful integrity or incompetence to discharge official duties or inefficiency in due performance of official duties, has lost his/her utility, may the concerned University Teacher/Officer/Employee be given compulsory retirement in public interest. In case of such retirement, the University Teacher/ Officer/Employee shall be entitled to retiring pension.

(xxv) **Compensatory allowance:** The Teacher/Officer/Employee shall be eligible to house rent allowance, dearness allowance, traveling allowance

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and other allowance as sanctioned by Board according to rules in force from time to time.

(xxvi) **Rent free accommodation:** The chief warden, warden, matron and ADSW who involved in essential duties are entitled for rent free accommodation or honorarium as decided by the University. The BOM may from time to time specify the posts, the holders of which may be provided with rent free accommodation where such accommodation is made available.

(xxvii) A Teacher/Officer whose duties involve the carrying out of scientific and technical research shall not apply for or obtain, cause or permit any other person to apply, or obtain patent for an invention made by such Teacher/Officer except with the permission of the University and in accordance with condition as the University may impose

(5) Leave

(i) Earning of leave and right to claim leave :

(a) Leave is earned on the actual period of duty and it cannot be claimed as a right may be refused or revoked at any time by the authority empowered to sanction leave. In case of refusal, reasons shall be recorded by the leave sanctioning authority.

(b) When Teacher/Officer/Employee is recalled on duty before the expiry of the leave, he/she shall be entitled to be treated as on duty from the date he/she starts for the station of his/her duty and to draw traveling allowance to the headquarter. He/she will get leave salary for the period preceding the date on which he/she joins the duty.

(ii) Commencement and expiry of leave :

Leave begins from the date from which it is sanctioned and ends on the day it expires. Sunday, other holidays and vacation may be prefixed or suffixed to leave subject to the limit of absence on leave prescribed under each kind of leave.

(iii) Address while on leave: Every University Teacher/Officer/Employee, proceeding on leave shall record on his/her application for leave, the address at which the letters will find him during leave. Subsequent changes in address during leave, if any, should likewise be intimated to the competent authority. He/she will also give his/her telephone / mobile number during the period of leave.

(iv) Grant of leave beyond the date of retirement: No leave shall be granted beyond the date on which a Teacher/Officer/Employee must compulsorily retire.

(v) Encashment of Leave after superannuation: A Teacher/ Officers/ Employee retiring on superannuation be paid cash equivalent to leave salary in respect of the period of privilege leave at their credit at the time of retirement on superannuation. This concession will be subject to the following conditions:-

(a) The payment of cash equivalent to leave salary shall be limited to a maximum of 300 days privilege leave.

(b) The cash equivalent of leave salary thus admissible will become payable on retirement and will be paid in one lump sum as one time settlement.

(c) Cash payment under this rule will be equal to leave salary as admissible for leave on full pay and dearness allowance admissible on that pay at the rates in force on the date of retirement. No city compensatory allowance and/or house rent allowance shall be payable.

(d) The amount of leave salary as provide under sub-rule (c) above will be sanctioned by competent authority on the date of retirement.

(e) This concession will also be admissible to the Teachers/ Officers/Employees on their death or on premature retirement as per government rules.

(vi) Admissibility of terminal leave:

(a) Terminal leave to the extent of leave on full pay not exceeding 180 days may be sanctioned at the discretion of the authority competent to grant leave even when it has not been applied for and refused in the public interest to the following categories of University Teacher/Officer/Employee on termination of their employment :-

(i) a temporary University Teacher/Officer/Employee whose services are terminated by University on account of retrenchment or on the abolition of the post before attaining the age of superannuation.

(ii) reemployed pensioners.

(iii) persons employed for a period exceeding one year on contract basis under University rules.

(iv) unqualified persons who have to vacate their temporary posts to make room for qualified candidates, and

(v) persons whose services may have to be dispensed with as a matter of administrative convenience as a alternative to the initiation of disciplinary proceeding against them.

(b) A temporary University Teacher/Officer/ Employee who resigns on his/her own may at the discretion of the sanctioning authority be granted terminal leave not exceeding half the amount of privilege leave at his/her credit subject to a maximum of 90 days.

(c) The cash payment of leave salary under sub-clause vi (a) and (b) shall be paid in lump sum as one time settlement in accordance with method of computation laid down in sub clause v.

(d) Terminal leave under sub-clause vi (a) and (b) above shall not be admissible to :

(i) apprentices and persons not in the whole time employment of the University.

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(ii) a University Teacher/Officer/ Employee dismissed or removed from service; and

(iii) Teacher/Officer/Employee whose services have been terminated for taking part in any anti-national activities.

(vii) **Joining duty on return from leave on medical grounds** :A Teacher/Officer/Employee who has been granted leave on medical grounds shall be required to produce a medical certificate of fitness from the authorized medical attendant before resuming duty. The competent authority may also require from the Teacher/Officer/Employee to produce a medical certificate when the ground of leave applied for such illness.

(viii) **Re-joining of duty before the expiry of the leave**: Except with the permission of the competent authority, no Teacher/Officer/Employee on leave shall ordinarily join duty before the expiry of the period of leave sanctioned to him.

(ix) **Application for leave** : Leave other than casual leave, duty leave, such as deputation leave for availing a grant of Government of India, I.C.A.R., U.G.C. other Governmental agencies for which application is initially recommended and forwarded by the University shall be applied for in the prescribed form given in Appendix II. It shall be applied for sanction sufficiently in advance before it is availed of, except in cases of emergency or such other reasons to the satisfaction of the sanctioning authority.

(x) **Increment during Leave**: If the increment falls due during leave on full pay and half pay other than casual leave, the effect of increase of pay will be given from the date it is due but will be paid to the Teacher/ Officer/ Employee when he/she resumes duty.

(xi) **Absence after the expiry of leave**: Teacher/Officer/Employee who remains absent after the expiry of his/her sanctioned leave shall not be entitled to any leave salary unless otherwise such absence has been regularized by the competent authority. Willful absence from duty after the expiry of sanctioned leave shall be liable to punishment.

(xii) **Leave account**: A leave account in the form given in service book will be maintained for each Teacher/Officer/Employee.

(xiii) **Admissibility of leave to temporary Teacher/Officer/Employee made permanent**: A temporary Teacher/Officer/Employee, if without interruption of duty, is appointed substantively to a permanent post, his/her leave account will be credited with the amount of leave as per provisions contained in sub clause XIX(a), XX(b), XXI (e) and XXV(d).

(xiv) **Casual leave** : The amount of casual leave granted to an individual in a year (1st January to 31st December) shall be 15 days only, provided that in the case of Teacher/Officer/Employee joining service during the course of a year it will be granted as under :-

(a) Upto 5 days for service of 3 months.

(b) Upto 10 days for service of more than 3 months, but less than 6 months.

(c) Upto 15 days for service of more than 6 months.

(d) Casual leave may be taken in one or more installments as the applicant desires, but shall not exceed 10 days at a time. Casual leave shall not be combined with any other kind of leave, except duty leave but it may be taken in combination with University holidays provided the period of total absence does not exceed 15 days. Normally casual leave will be sanctioned by the competent authority as and when applied for. Sundays or other University holidays falling within the period of casual leave shall not be counted as casual leave. Unavailed casual leave shall lapse after the close of the year.

(e) Probation trainee shall be eligible for 12 casual leave in a calendar years and for a period less than a calendar year, it shall be in proportion of completed month.

(xv) **Special casual leave** : Special casual leave may be granted to a University Teacher/Officer/Employee to the extent noted below for undergoing sterilization operation

(a) **Male Teacher/Officers/Employee:** 6 days for his own operation, and 7 days for his wife's operation.

(b) **Female Teacher/Officer/Employee:** 10 days for her own operation.

(c) In the case of a University Teacher/Officer/Employee who is hospitalized due to complication caused as a result of vasectomy or tubectomy operation, the period during which he/she remains as indoor patient in the hospital shall be treated on special casual leave provided such period is in excess of 6 days in the case of male and 14 days in the case of female. The special casual leave for the period of hospitalization shall be granted subject to the production of medical certificate from the authorized Medical Attendant.

(xvi) **Academic leave (only for Teachers/Officers):**

(a) Academic leave for absence from duty upto a limit of 15 days in an academic year may be sanctioned to the teachers or deemed as teachers by the competent authority for the following purposes:

(i) To conduct an examination of a University and other recognized institution or of a statutory Board

(ii) To deliver academic lecturers

(iii) To attend meetings of the committees, Boards, Faculties and other academic bodies of other Universities or of a statutory Board

(iv) To inspect academic institution University or a statutory Board

(v) To attend meetings of the selection committee of other institution, board statutory corporation and public service commission

(vi) Any other purpose which is deemed by the competent authority to be of academic nature

(b) Application for academic leave shall ordinarily be submitted and sanction of competent authority obtained before the leave is actually availed of.

(c) During the first year of service of a teacher the grant of academic leave will be regulated as follows:

(i) For service of 3 months or less – 5 days

(ii) For service exceeding 3 months but not exceeding 6 months – 10 days

(iii) For service exceeding 6 months – 15 days

(d) Sunday or University holidays falling in between period of academic leave will not be debitable to the academic leave account

(e) The sanctioning authority may at its discretion permit combination of academic leave with holidays and casual leave

(f) Unavailed academic leave shall not be carried forward in the next academic year.

(xvii) **Special academic leave** (only for Teacher/Officer):

(a) When a University teacher is invited by another University/ institute under UGC or ICAR etc. scheme as a visiting Professor for a period of three months to 12 months, he/she may be granted special academic leave without pay and allowances

(b) When a University teacher is invited by another University/ institution under the UGC/ICAR etc. scheme as a visiting fellow for a period from 2 weeks to 8 weeks, he/she may be granted special academic leave with pay allowance for the duration of visiting fellowship

(c) When a University teacher is made a National lecturer by the UGC/ICAR etc. and is invited to deliver lecture under the programme, he/she may be granted special academic leave for the purpose with pay

(d) When a teacher is invited to deliver memorial lecturer in a University he/she may be granted special academic leave with pay and allowance for the purpose.

(e) When a University teacher is invited for a longer period to act as member/ expert of selection board/committee by the UGC/ ICAR/ PSCS/Universities or any other recognized institutes, he/she may be granted special academic leave

(xviii) **Deputation leave** (only for Teacher/Officer): Deputation leave on full pay and allowances may be granted to a teacher provided he/she has been deputed by the University for:

(a) Attending conference, congress, seminars, symposia and convention recognized by the University in India and abroad on behalf of the University

(b) Working on delegations or committee appointed by the Government or by another agency recognized by the University

(c) Attending such short term courses, workshop as the Vice-Chancellor may approve as useful for the University where the person does not receive any salary or honorarium

(d) Availing himself of the fellowship award under the cultural exchange program and other programmes in whose case the applications were forwarded by the University to the UGC/ICAR/ Govt. of India etc. according to the terms and conditions attached to the programme of such award/ fellowship

(e) If a teacher has availed such leave for visiting abroad for more than 3 months, he/she will not be entitled for deputation leave upto 5 years of his/her return from leave

(f) The Vice-Chancellor may sanction deputation leave upto 30 days at a time in an academic year. If the period of deputation leave is for more than 30 days, sanction of the Board will be necessary.

(g) If the teacher concerned receives any honorarium or remuneration and period of deputation leave is more than three months, such leave shall be sanctioned on half pay and allowance only

(h) Deputation leave shall not ordinarily be combined with any other kind of leave. However, if a Teacher/Officer on deputation leave, outside India, applies for any kind of leave, which is due to him in continuation of deputation leave, such application may be considered on its merit.

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(xix) **Privilege leave :**

(a) Teacher/Officer/Employee whether temporary or permanent shall be entitled to privilege leave of 30 days in a calendar year.

The application for the privilege leave will be required to be submitted on prescribed application form (Appendix II).

(b) Teacher/Officer/Employee shall be entitled to accumulate leave upto a maximum period of 300 days.

(c) The leave account of every Teacher/Officer/Employee shall be credited with privilege leave in advance, in two installments of 15 days, on the first day of January and July of every calendar year irrespective of whether it is an even or uneven year.

(d) Teacher/officer/Employee shall earn P.L. @ 2½ days for each completed month of his/her service in a half year in which he/she is appointed. In case of resignation, termination, discharge, removal or dismissal from service or death while in service or on retirement from service the privilege leave shall be re-reckoned with effect from 1st January or 1st July as the case may be in the half year of occurrence of the event and credited to his/her leave account at the rate of 2½ days for each completed calendar month upto the end of the month in which he/she ceases to be in service.

(e) No deductions in leave balance shall be made if Teacher/ Officer/Employee remains on any kind of leave other than extra ordinary leave. If Teacher/Officer/Employee remains on extra

ordinary leave in a half year, deduction shall be made at the rate of one tenth of the period of extra ordinary leave during that half year subject to a minimum of 15 days.

(f) The maximum period of privilege leave that may be granted to Teacher/Officer/Employee at a time shall be 120 days but in case the privilege leave is taken for the purpose of undergoing treatment of T.B. or leprosy or cancer or a mental disease in a recognized sanatorium/hospital, the maximum period for which privilege leave can be granted shall be 240 days at a time.

(g) The minimum privilege leave may be granted upto 2 days, if no casual leave in balance. If sufficient casual leave (more than six) in balance, no privilege leave less than 6 days shall be granted.

(xx) **Encashment of privilege leave while in service :**

a) Teacher/Officer/Employee may, on surrender of privilege leave not exceeding 15 days in a year, be granted leave encashment equal to the period of leave surrendered.

b) No encashment of privilege leave may be allowed to a temporary Teacher/Officer/Employee unless he/she has completed one year of service.

c) The authority who is competent to sanction privilege leave shall be competent to accept surrender of privilege leave and grant leave encashment benefit thereof.

d) The number of days of privilege leave surrendered shall not be referred to any particular period, but may be reckoned as surrendered on the date of application of leave for encashment benefit and debited against leave account of University Teacher/ Officer/Employee.

e) The amount of leave salary for the period for which leave is surrendered shall be calculated as follows:-

(i) Equal to the pay to which he/she is entitled on the day he/she applied and in addition dearness allowance at the rates in force from time to time.

(ii) In case Teacher/Officer is / was in receipt of a special pay granted in consideration of additional work or was in receipt of additional pay on account of holding a post in addition to his/her own post, such special pay and additional pay shall not be taken into account for computing leave salary paid in lieu of the surrender of privilege leave.

(iii) Only pay and dearness allowance shall be paid for surrender of leave. Other allowance like house rent allowance, city compensatory allowance etc. shall not be admissible.

(iv) A month for the purpose of calculation of leave salary and allowance shall mean 30 days.

f. The definition of eligibility of encashment is subject to the orders and conditions laid down by BOM in this regard.

(xxi) **Admissibility of half pay leave and commuted leave :**

(a) A Teacher/Officer/Employee shall be entitled to half pay leave of 20 days in respect of each commuted year of service.

(b) The leave under clause (a) above may be granted on medical certificate or on private affairs on without medical certificate.

(c) Commuted leave not exceeding half the amount of half pay leave due may be granted on medical certificate of an authorised medical attendant but on private affairs to a Teacher/Officer/Employee, no medical certificate is required subject to the following conditions :-

(i) When commuted leave is granted twice the amount of leave shall be debited to half pay leave due.

(ii) That the authority competent to grant leave is satisfied that there is reasonable prospect of the Teacher/ Officer/ Employee returning to duty on its expiry.

(iii) No commuted leave shall be granted for less than 2 days at a time, if no causal leave in balance. If sufficient casual leave (more than 6 days (are in balance, no commuted leave shall be granted for less than 6 days.

(d) **Leave not due :** Leave not due may be granted to an Teacher/ Officer/Employee in permanent employment subject to the following conditions :

(i) That no privilege leaves and half pay leave are available in his/her leave account.

(ii) The authority competent to sanction leave is satisfied that there is reasonable prospect of the Teacher/ Officer/ employees returning to duty on its expiry.

(iii) The leave not due shall be limited to the half pay leave, he/she is likely to earn thereafter.

(iv) Leave not due during the entire service shall be limited to maximum of 360 days, out of which not more than 90 days at a time and 240 days in all may be given based on medical certificate of the authorized medical attendant.

(v) Leave not due shall be debited against the half pay leave, the Teacher/Officer/Employee may earn subsequently.

(e) A temporary Teacher/Officer/Employee, who has been appointed in accordance with the rules regulation recruitment and conditions of service framed by the University or where such recruitment rules have not been framed, the appointment has been in accordance with the orders issued by the authorities of the University from time to time prescribing academic qualification, experience etc. shall on completion of three years of service be entitled to commuted leave/half pay leave and leave not due under sub-rule (b) and (d), respectively.

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(f) No leave salary shall be recovered where a Teacher/ Officer/ Employee who has been granted commuted leave or leave not due, dies or is compulsorily retired by the University or is retired by the University or is retired on invalid pension. In all other case like resignation, voluntary retirement, removal, dismissal etc., the recovery of leave salary shall be made.

(g) The total duration of privilege leave and commuted leave taken in conjunction shall not exceed 240 days, provided that no commuted leave may be granted under this rule unless it is believe that the University Teacher/Officer/Employee shall return to duty on its expiry.

(a) The total duration of privilege leave and commuted leave taken in conjunction by an Teacher/Officer/Employee who is undergoing treatment, for tuberculosis, leprosy, cancer, mental disease or any other disease considered appropriate by the Vice-Chancellor, in a recognized hospital/sanatorium shall not exceed 300 days.

(b) No privilege leave/commuted leave shall be granted for less than 2 days at a time.

(xxii) **Maternity leave:**

(i) A female Teacher/Officer/Employee of the University who is pregnant, on giving notice to the University in writing that she expects to deliver a child, shall be permitted if she so desires to abstain herself on maternity leave for a period of 180 days and as amended from time to time from the date of its commencement. Maternity leave will be granted only twice during the entire period of service of Teacher/Officer and amended from time to time.

(ii) The University may at its option have her medically examined by a lady doctor.

(iii) Teacher/Officer/Employee who has availed herself of the maternity leave for more than two occasions before the enforcement of these rules, shall not be entitled to any maternity leave under these rules. However, if there is no surviving child even after availing such leave twice, maternity leave may be granted on one more occasion. Similarly, female Teacher/Officer/Employee who has not availed the maternity leave and already has two surviving children may not be sanctioned maternity leave when applied for.

(iv) Maternity leave will also be admissible to a temporary female Teacher/Officer/Employee provided she has been in continuous service of not less than 180 days in the 12 months preceding the date of the expected delivery.

(v) A female Teacher/Officer/Employee on maternity leave shall draw leave salary equal to the pay and allowance she draws on the day preceding that on which she proceeded on such leave.

(vi) Maternity leave under this rule may also be granted in case of miscarriage or abortion subject to the condition that leave does not exceed six weeks immediately following the day of miscarriage or

abortion and the application of leave is supported by a certificate from an authorised medical officer.

(vii) Maternity leave is not debatable to the leave account. It may be combined with leave of any other kind except casual leave.

(xxiii) **Paternity leave:** A male Government servant with less than two surviving children may be granted paternity leave (maximum two times in the entire service period) for a period of 15 days during confinement of his/her wife i.e. 15 days before to three months after children birth. However, if such leave is not availed of within this period it shall be treated as lapsed.

During the period of such leave, the Government servant shall be paid leave salary equal to the pay drawn immediately before proceeding on leave. Paternity leave shall not be debited against the leave account but such entry should be made in the service book separately and may be combined with any other kind of leave (as in the case of maternity leave).

Such leave be granted by the competent authority only on production of valid medical certificate from a Government hospital.

Such leave shall not be allowed in case of miscarriage including abortion of the Government servant's wife.

(xxiv) **Leave without pay to take up employment elsewhere :**

(a) Teacher/Officer/Employee having completed 5 years permanent service in the University may be permitted to take up employment outside the University (the pay of which is not chargeable to the University) at the discretion of the Vice-Chancellor. In such cases, he/she may be granted leave without pay for one year. During the period of such absence the lien of the Teacher/Officer/Employee shall be retained on the post held by him substantively before proceeding on leave, provided further, that in the case of Teacher/Officer/Employee who has completed 10 years of permanent service in the University may be sanctioned 2 years leave without pay at the discretion of the BOM/Vice-Chancellor. Lien of the Teacher/Officer/Employee shall be retained as mentioned above.

Provided that an employee shall not be granted more than five years of Leave Without Pay for employment overseas in any case during entire service period.

(b) A Teacher/Officer who has put in at least 10 years permanent service in the University and is offered a tenure appointment as Vice-Chancellor of another University, Directors of any of the ICAR institutions or posts not below the rank of Assistant Director General or any other such high position with a tenure for a period exceeding two years may be permitted to accept the same and granted leave without pay for only one term of such appointment irrespective of the length of the term at the discretion of the BOM. During the period of such leave the lien of a teacher shall be retained on the post held by him substantively before proceeding on leave.

(c) A Teacher/Officer//Employee seeking leave under this rule must return and join the University service on the expiry of the leave, failing which he/she will be deemed to have willfully abstained himself from duty.

(d) Teacher/Officer/Employee proceeding abroad for employment shall be required to give an undertaking in writing to contribute to the University a sum equal to Ten per cent (in rupee equivalent) of the total emoluments drawn by him abroad during first two years of Leave Without Pay and a sum equal to 20% of the total emoluments (in rupee equivalent) drawn by an employee abroad for 3rd & 4th years of Leave Without Pay.

This amount will be deposited in the University Development Fund annually. In case said amount is not paid his/her lien would stand terminated.

When a person proceeds for employment for the second time or going for a period exceeding two years, he/she must declare his/her total period of absence from the university, and he/she will be allowed to rejoin university services only after the expiry of the declared period, unless exceptional conditions like severe health problems, political unrest, or natural calamity force him to return duly certified by the Indian embassy in the country where he/she went to serve. The university reserves the right to appoint against his/her post for his/her period of absence to carry the duties in his/ her absence.

(e) Teacher/Officer/Employee will not earn increments in his/her grade of the University for the period, he/she avails leave under this rule and the period spent by him/her on leave under this rule shall be counted towards experience for promotion and seniority but not be included in the total period of the service calculated for the purpose of pension. However, if he/she chooses, he/she may contribute his/her share to the provident fund/ pension on monthly basis till his/her return In this matter the rules/ directions of State Govt. may be followed.

(f) If some University Teacher/Officer/Employee contests election of parliament or state legislature and is declared elected, leave under this rule may be granted by the BOM and all the provisions under this rule shall apply in the case of such Teacher/Officer/Employee *mutatis mutandis.*

(xxv) **Extra ordinary leave :**

(a) Extra ordinary leave shall be without pay and allowance.

(b) The period of extra ordinary leave shall not count towards increments. The date of increment will be shifted by the days of extra-ordinary leave availed during a year.

(c) In case of permanent Teacher/Officers/employees the duration of extra ordinary leave in the entire service period shall not exceed the following limits:-

(i) Three months on any one occasion for reasons, other than medical grounds, to be recorded in writing.

(ii) Extra ordinary leave on medical grounds of illness of the Teacher/Officer/Employee may be granted upto a period of one year for every period of 5 years service subject to a maximum of 5 years during his/her entire period of service. However in cases involving hospitalization and post-operative treatment such leave upto 90 days in any one year be

granted irrespective for the length of the service of the Teacher/ Officer/Employee.

(iii) Where Teacher/Officer/Employee is suffering from tuberculosis, cancer or leprosy and is undergoing treatment in a recognized hospital /clinic, he/she may be granted such leave on any one occasion upto 18 months irrespective of his/her / her length of service.

(d) In case of temporary Teacher/Officer/Employee extra ordinary leave without pay and allowance may be granted for a period not exceeding one month, when no other leave is admissible to him.

(xxvi) **Quarantine leave:** Quarantine leave is leave of absence from duty necessitated by orders not to attend office in consequence of the presence of an infectious disease in the family or in the house hold of Teacher/ Officer/Employee. Quarantine leave may be granted on the certificate of the medical officer or public health officer for a period not exceeding 21 days or in exceptional cases 30 days. Any leave necessary for quarantine purpose in excess of this period shall be treated as ordinary leave. Teacher/ Officer/Employee on quarantine leave will not be treated as absent from duty and his/her pay is not affected.

(xxvii) **Hospital leave :**

(a) A competent authority may grant hospital leave to such Teacher/ Officer/Employee of University whose duties involve handling of dangerous machinery, explosive materials, poisonous drugs etc. or the performance of hazardous tasks, while under medical treatment for illness or injury is such illness or injury is directly due to risks incurred in the course of their official duties. Hospital leave is an addition to other forms of leave that may be admissible to a University Teacher/ Officer/ Employee under these rules.

(b) Hospital leave may be granted on full pay or half pay as the competent authority may consider necessary.

(c) The amount of hospital leave which may be granted will be limited to 3 months on full pay in any period of three years. Hospital leave on half pay will be counted for the purpose of this limit as half the amount of leave on full pay.

(d) Hospital leave may be combined with any other kind of leave which may be admissible provided that the total period of leave after such combination shall not exceed 180 days.

(xxviii) **Special disability leave :**

(a) This leave may be granted to Teacher/Officer/Employee, whether permanent or temporary who is disabled by injury inflicted upon him or caused in, or in consequence, of the due performance of his/her official duties or in consequence of his/her official position. Such leave shall not be granted unless the disability manifests itself within 3 months of the occurrence to which it is attributed, and is promptly brought to the notice by the Teacher/Officer/Employee to the competent authority.

(b) The period of leave granted shall be such as is certified by a competent medical authority to be necessary and shall in no case exceed 24 months in consequence of any one disability.

(c) Special disability leave may be combined with leave of any other kind and shall be counted as duty.

(d) Special disability leave may also be granted to Teacher/ Officer/ Employee who is disabled by an injury caused by a violent action or criminal assault in due performance of duties.

(e) Leave salary during the period of special disability leave shall be :

(i) Full pay for the first 4 months, and

(ii) Half pay for the remaining period.

(xxix) **Study leave:**

(a) Study leave may be granted to a regularly selected Teacher/ Officer/ Employee so as to enable him/her to undertake higher studies or specialized training in the subject having a direct and close connection with his/her sphere of duties and thus likely to increase his/her usefulness to the University.

(b) A Teacher/Officer/Employee may be granted study leave provided he/she has rendered five years continuous service in any department/ college/research centre/extension centre/schemes etc. on the date of application. Five years of continuous service of an Teacher/ Officer/ Employee in the University shall include the period of probation.

(c) An application for study leave shall be submitted through the Head of Department and the Dean or Director of the University who will duly forward and recommend it.

(d) The study leave shall not ordinarily be admissible to an Teacher/ Officer/ Employee who has attained the age of 45 years However, it may be allowed to such teachers who have attained the age of 45 years or more but have not attained 52 years, subject to the condition that study leave availed previously, if any and the study leave being considered for sanction does not exceed three years during the entire period of service.

(e) Applications for study leave submitted on a prescribed proforma (as per *Appendix III)* shall be considered by a committee constituted by the Vice-Chancellor. The committee shall examine the applications and make its recommendations to the Vice-Chancellor.

(f) The committee shall consider the applications for study leave in the order in which they are received and shall take into consideration the following :

(i) The recommendations of the forwarding officer.

(ii) The possibilities of increased usefulness of the applicant after the expiry of study leave to the University.

(iii) Prior study leave, if any, granted to the applicant.

(iv) The pendency of any enquiry or disciplinary proceedings against the applicant.

(v) An applicant who has been awarded financial assistance for the period of study leave by any institution of higher learning may be given preference over other applicants.

(vi) Normally not more than 10 per cent of the sanctioned strength of Teachers/Officers/Employees will be granted study leave at any one time except when in special circumstances when the Vice-Chancellor may decide otherwise.

(g) During the leave period the employee will send report of the progress of study/ research /programme/work at least once in six months through his/her supervisor/guide to the University, through the Head of the Department/Dean/Director of the University.

(h) Study leave shall ordinarily not exceed maximum period of three years during the entire period of service in the University. A period of 12 months at one time should ordinarily be regarded as a reasonable period.

(i) During study leave half pay shall be admissible.

(j) Any person who avails study leave shall bind himself/herself by signing a bond (as per Appendix IV) that on his/her return after the expiry of the said leave, he/she shall continue to serve the University for a maximum period of 2 years if the study leave sanctioned was up to one year, and for four years if the study leave was for more than one year but up to 2 years, and if the study leave is granted for 3 years the period of Bond for a maximum period of 6 years and also the incumbent has to furnish a Bank Guarantee of Rs. 3.0 Lac. (1.5 Lac. before proceeding on study leave and 1.5 Lac. after one year) for the period of study leave plus the Bond period on the salary and in the grade which he/she enjoyed at the time of his/her proceeding on study leave increased by normal increments due during the period of leave. In case during this period he/she desires to leave the University, he/she may be allowed to do so provided he/she refunds the whole amount received by him from the University as study leave pay and allowance except when in the opinion of the BOM, which shall be recorded in writing, that wider public/University interest is involved.

Provided a teacher who is unable to complete his/her degree/diploma within the period of study leave granted to him or unable to complete degree/diploma in prescribed period of time or who fails to rejoin the service of the University on the expiry of his/her study leave or who rejoins the duties without completing the degree/ diploma for which he/she was granted the leave or who rejoins the service of the University but leaves the services without completing the prescribed period of service after rejoining the service or who within the same period is dismissed from the services of the University shall be liable to refund to the University the amount of the leave salary and allowances and other expenses incurred on the teacher together with interest thereon and damages for the entire period of study leave.

However, person of new pension scheme, if avails study leave has to furnish a bank guarantee of Rs. 6.0 lacs (3 lacs before proceeding on leave and 3 lacs after one year). In case he/she leaves the University without permission after return from study leave and completion of Ph.D., the University shall take legal action against him/her.

(k) Study leave shall count as service for increment, pension and gratuity. The benefit of increments falling during the period of study leave shall be operative only after the person has resumed his/her duty.

(l) The study leave shall be deemed to have been cancelled in case it is not availed of within a period of six months from the date of issue of sanction.

(m) The study leave can be combined with earned leave, half pay leave, extra ordinary leave and other breaks.

(n) Study leave shall count as service for the benefit of provident fund/ pension and gratuity but not for earning any other kind of leave.

(o) The study leave/extraordinary leave for pursuing higher studies can also be granted to temporary employees of the University as per rules laid down by Government of Rajasthan and adopted by BOM.

(xxx) **Sabbatical leave (only for Teacher/ Officer):** The sabbatical leave would be for academic, scientific, technological and other related activities at any relevant institution or organization in India or abroad to enable the academic and scientific staff to enhance their professional competence. The applications should be submitted as per proforma *(Appendix V).*

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(a) **Eligibility:**

(i) Sabbatical leave may be granted to a teacher of the rank of Assoc. Professor or equivalents and above. The scientist should have rendered not less than six years of service in University.

(ii) The leave would be granted once in ten years provided that the teacher concerned has not gone on deputation or assignment or study leave for a duration of one year or longer during the preceding ten years.

(iii) The teacher must have at least five years service left if going abroad or three year of service left if going on sabbatical within the country before superannuation after completion of the sabbatical leave.

(b) **Duration:** The sabbatical leave will be limited to a maximum period of one year, twice during the entire career of a teacher.

(c) **Manner of application:**

(i) The teacher desirous of availing sabbatical leave should apply in the prescribed performa (Appendix IV).

(ii) The teacher concerned will furnish a letter of acceptance from the host organization for undertaking the proposed study, research, training / teaching or the related professional activities relevant to the mandate of the University.

(iii) Application for sabbatical leave shall be forwarded by the concerned institution with its recommendation to the University at least– three months in advance. The consent of host institution should also be

(d) **Competent authority:** The Vice-Chancellor will be competent authority to grant sabbatical leave.

(e) **Payment of salary and other allowances:**

(i) During the period of sabbatical leave within the country, the teacher will be entitled to full salary and other allowances as would have been otherwise admissible to him/her while serving on regular position

(ii) For all purpose, the period of sabbatical leave will be treated as a period spent on duty without entitlement of TA and DA

(iii) In addition to the salary, the teacher is permitted to receive subsistence allowance including travel expenses from an institution abroad, if he/she is spending the period of sabbatical leave in a foreign University / Laboratory / Institute.

(f) **Other conditions:**

(i) Sabbatical Leave could be availed by a teacher while receiving any kind of scholarship or fellowship from any organization, National or International.

(ii) The sabbatical leave cannot be combined with any other leave

(iii) The teacher concerned will give an undertaking before proceeding on sabbatical leave that he/she would utilize the leave for the purposes mentioned in (c) above for which the sabbatical leave has been sanctioned and would not accept any commercial employment during the period of the leave and that he/she would refund the salary and other emolument paid to him/her during the leave period in case he/she / she resigns within three years after availing the leave to join other institution.

(iv) During the period of Sabbatical Leave, the teacher will continue to retain official accommodation that may have been provided to him/her on the same terms and conditions as are applicable to other University teachers.

(v) The host institution within the country will provide all necessary facilities including office space, laboratory, transportation and suitable accommodation in the host organization.

(xxxi) **Compensatory leave (only for non-teaching employee) -** A permanent or a temporary employee of the University may be sanctioned compensatory leave for duties performed by him/her under the orders of the competent authority on Sundays and holidays as well as during breaks not more than 15 days. The total number of extra hours will be commuted into six hours days to determine the number of days for which compensatory leave on full pay is to be credited to his/her leave account. Compensatory leave shall lapse if not availed during the same year.

(6) Joining time

(i) Joining time may be granted to Teacher/Officer/Employee to enable him :-

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(a) To join a new post to which he/she is appointed while on duty in his/her old post or directly relinquishing the charge of the post.

(b) To join a new post on return from leave on full pay.

(c) To join a new post when he/she had no sufficient notice of his/her appointment to new post, on return from any other kind of leave other than casual leave and academic leave.

(ii) Joining time is admissible if Teacher/Officer/Employee has been awaiting posting orders under orders of competent authority on the expiry of leave or otherwise at place of last duty provided he/she is specifically authorized to avail joining time.

(III) In cases involving transfer from one station to another and also involving change of residence, the University Teacher/Officer/Employee shall be allowed joining time with reference to the distance between the old headquarters and the new headquarters by direct route and ordinary mode(s) of travel indicated in the following schedule. When holiday(s) follow(s) joining time, the normal joining time may be deemed to have been extended to cover such holiday(s).

Distance between the headquarter and the new headquarter	Joining time admissible	Joining time admissible where the transfer necessarily involves continuous travel by road for more than 200 km.
1000 km or less	10 days	12 days
More than 1000 km	12 days	15 days
More than 2000 km	15 days	15 days

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(IV) A day is allowed for any fractional portion. Travel by road not exceeding 8 kms to or from a railway station at the beginning or end of the journey does not count for joining time.

(V) A Sunday or and / or Holiday(s) does not count as a day for the purpose of calculating joining time.

Joining time for journey will be allowed by the route which travelers ordinarily use irrespective of the route of actual travel.

(VI) On appointment or transfer to a new post while in transit, joining (journey) time begins on the day following the day of receipt of orders but a second period of joining time for preparation shall not be allowed in such cases.

(VII) (i) If charge is to be handed over at a place other than the headquarters of Teacher/Officer/Employee, joining time is calculated from the place where he/she hands over the charge.

(ii) If a Teacher/Officer/Employee takes leave, during transit, the period which has elapsed since handing over charge of his/her old post shall be included in his/her leave.

(iii) When a Teacher/Officer/Employee is on leave, joining time shall be calculated from the old station or from the place where he/she received the orders, whichever entitles him to less joining time.

(iv) A Teacher/Officer/Employee during joining time shall be treated on duty and shall be entitled to be paid at the rate of pay of his/her old post or the new post whichever is less.

(v) A Teacher/Officer/Employee returning from extraordinary leave shall not be entitled to joining time.

(VIII) **Joining time can be extended up to 30 days in the following cases:-**

(i) When Teacher/Officer/Employee is unable to use the ordinary mode of traveling or has to spend more time in spite of due diligence on his/her part on the journey period allowed.

(ii) For University convenience or for saving of expenditure.

(iii) When rules have in a particular case operated harshly.

(IX) When Teacher/Officer/Employee joins the new post without availing of the full joining time, the number of days of joining time, as admissible subject to a maximum of 15 days reduced by the number of days actually availed of, shall be credited to his/her leave account as privilege leave.

(X) Joining time may be combined with vacation and or regular leave of any kind or duration except casual leave.

(XI) When a Teacher/Officer/Employee does not join his/her post after the expiry of the joining time, it will amount to willful absence from duty and shall not be entitled to get pay on leave salary from the date of handing over charge of the old post.

(7) Foreign service:

(i) (a) The BOM shall have full discretion in the matter of (i) permitting a Teacher/Officer/Employee to apply for or accepting assignment elsewhere and, (ii) accepting an invitation from another University or any other agency or organization including state or Central Governments requesting for placing his/her services for any specified service at the disposal of any such body.

(b) All invitations shall be extended, received and or accepted through the University.

(iii) If the BOM deputes any Teacher/Officer/Employee to work in another institution or organization including central and states government, it will ensure that the employments (salary and allowances) and other service conditions of the Teacher/Officer/Employee so deputed are not to his/her disadvantage.

(ii) (a) During the period of deputation, the Teacher/Officer/Employee will be allowed to subscribe to his/her contributory provident fund account and in that event the University shall also contribute its share at the rate that the Teacher/Officer/Employee would have earned by service had not been

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deputed. The amount of contribution by the University shall be received from the foreign employer of the Teacher/Officer/Employee every month.

(b) If the Teacher/Officer/Employee so deputed is governed by pension scheme, then the foreign Teacher/Officer/Employee shall have to pay 10% or decided by the university of the pay drawn by Teacher/Officer/Employee the University as pension contribution every month.

(c) The Teacher/Officer/Employee will be permitted to earn his/her annual grade increments during the period of deputation.

(d) If the Teacher/Officer/Employee sent on deputation is promoted by the University and some person junior to him is also promoted then such Teacher/Officer/Employee will be entitled to get pay at the increased rates automatically while working under foreign employer.

(e) A Teacher/Officer/Employee sent on deputation will have option of being governed by the service conditions of the foreign employment provided that such conditions are not disadvantageous to him. In this mater the rules/directions of Govt. of Rajasthan may be followed.

(8) Conduct rules:

(i) A Teacher/Officer/Employee shall attend regularly and punctually the office or the institution in which he/she is posted or assigned duty according to the timings fixed for his/her duties.

(ii) During the hours fixed for his/her duties, he/she shall devote himself/herself diligently to his/her work, and give full co-operation in all University work.

(iii) He/she shall carry on his/her work with accuracy and reasonable speed.

He/she shall act with due courtesy with whom he/she comes in contact in the course of his/her duties.

(iv) He/she shall respect all lawful orders from superiors and carry them out faithfully.

(v) He/she shall see that the University property, articles, apparatus, money etc. in his/her charge are used with reasonable care, and proper precautions are taken against any possible damage to them or loss to the University.

(vi) He/she shall take care to see that the contents of University papers, correspondence, file etc, of confidential nature are not divulged to unauthorized persons directly or indirectly.

(vii) He/she shall not bid either in person or via agent in any auction of the University articles or property or to offer any tenders for any supply to the University or for carrying out any work of the University.

(viii) Whether on duty or on leave or under suspension, he/she shall not apply for any other employment nor accept any other employment with or without remuneration or enroll himself/herself for higher studies in any educational institution without the previous permission of the competent authority.

(ix) Whether on duty or on leave or under suspension, he/she shall not without the previous permission of the Vice-Chancellor engage in any trade or carry on, whether directly or indirectly business or undertaking or use his/her

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position as a University Teacher/Officer/Employee to hold such business or undertaking.

(x) Unless generally or specially empowered in this behalf, he/she shall not communicate directly or indirectly to outside persons, organizations or to the press and will not disclose any documents or information which has come to his/her possession in the course of his/her duties or has been prepared or collected by him in the course of these duties, whether from official sources or otherwise.

(xi) He/she shall not give evidence in his/her official capacity without the previous permission of the Vice-Chancellor or other competent authorities.

(xii) He/she shall not take part or subscribe to any aid or assist in any way in any movement, organization or activity which tends to directly or indirectly create communal disharmony, religious hatred and other activities intended to subvert the government established by law in the country or the state.

(xiii) No Teacher/Officer/Employee who has wife/husband living shall contract another marriage (without first obtaining the permission of the Vice-Chancellor) not withstanding that such subsequent marriage is permissible under the personal law applicable to him.

(xiv) A Teacher/Officer shall perform his/her academics duties such as preparation/ lecture, demonstration, assessment, guidance, invigilation etc. and will work diligently and sincerely.

(xv) A Teacher/Officer shall not show partiality in assessment of the students deliberately over marking/ under marking or attempts at victimization on any ground

(xvi) A Teacher/Officer/Employee shall not excite students against other students, colleges or administration. This does not however, interfere with the rights of staff to express their differences on principles in seminars or other places where students are present.

(xvii) (a) No Teacher/Officer/Employee will issue any press statement which pertains to any component of the University in any manner, both written and oral, if not authorized to do so. Any matter which requires to be sent to the media, the same may be sent through proper channel.

(b) No Teachers/ Officers/ Employees shall send any communications to the other authorities without following proper channel.

(c) All the employees/teachers/officers will mark their attendance in the attendance register or mechanisms developed at the time as assigned by the competent authorities.

(9) Penalties, appeals and review

(i) **Suspension:**

(a) The appointing authority or any other authority empowered by the BOM / the Vice-Chancellor may place any Teacher/Officer/employee under suspension where :

(i) he/she has been found to have committed grave misconduct/ misbehavior;

(ii) disciplinary proceedings against him/her are contemplated or are pending; or

(iii) a case against him/her in respect of any-criminal offense has resulted in arrest or conviction.

(b) Teacher/Officer/employee who is detained in custody whether on a criminal charge or otherwise for a period exceeding forty eight hours, shall be deemed to have been suspended with effect from the date of his/her detention, on order of the appointing authority/competent authority and shall remain under suspension until further orders. However, he/she will be reinstated when released on bail and case shall be finally decided as per final verdict of court.

(c) Where the penalty of dismissal, removal or compulsory retirement from service are imposed upon Teacher/Officer/Employee and if the same is under review, the order of his/her suspension shall be deemed to have continued in force on and from the date of the original order of dismissal, removal or compulsory retirement and shall remain in force until further orders.

(d) An order of suspension made or deemed to have been made under this rule may, at any time, be revoked by the competent authority.

(ii) **Penalties:** The following penalties may be imposed on a Teacher/ Officer/ Employee by the competent authority when the conditions with sufficient evidence/reasons warrant them.

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(a) Minor penalties

(i) Censure

(ii) With holding upto two increments non-cumulative effect or promotions

(vi) Recovery from pay of the whole or part of any pecuniary loss caused to the University by negligence or breach of the rule of the University or orders or directions of superior authorities.

(b) Major penalties

(i) Demotion/reduction to a lower grade or post or fixation to lower pay scale/stage in a time scale of pay.

(ii) Compulsory retirement

(iii) Removal from service, which shall not be a disqualification for future employment.

(iv) Dismissal from service which shall be a disqualification for future employment.

(v) Withholding of increment(s) with cumulative effect.

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

(a) Stoppage of Teacher/Officer/Employee at the efficiency bar in the time-scale of pay on the ground of his/her unfitness to cross the bar.

(b) Non-promotion of Teacher/Officer/Employee whether in a substantive or officiating capacity, after consideration of his/her case for appointment to a grade or post to which the Teacher/Officer/Employee is eligible.

(c) Reversion of Teacher/Officer/Employee, appointed on probation to any other grade or post to his/her permanent post or grade during or at the end of the period of probation in accordance with the terms of his/her appointment, or the rules and orders governing such probation.

(d) Reversion which does not amount to reduction of Teacher/ Officer/ Employee officiating in a higher grade or post to a lower grade or post, on the ground that the Teacher/Officer/Employee is considered to be unsuitable for such grade or post or on any administrative grounds unconnected with his/her conduct.

(e) Replacement of the services of Teacher/Officer/Employee whose service has been borrowed from outside authority, at the disposal of such authority.

(f) Compulsory retirement of Teacher/Officer/Employee in accordance with the provision relating to his/her superannuation or retirement.

(g) Termination of the services:-

(i) of a Teacher/Officer/Employee appointed on probation during or at the end of the period of his/her probation, in accordance with the terms of his/her appointment and orders governing such probation; or

(ii) of a temporary Teacher/Officer/Employee in accordance with the conditions on which employed

(iii) of Teacher/Officer/Employee engaged under an agreement, in accordance with the terms of such agreement.

(iv) of a Teacher/Officer/employee remains willful absence and not reporting on duty even serving him/her notice. If he is not responding to any notice and not reporting duty, his/her services may terminated by appointing authority after giving final notice through National paper.

(iii) **Disciplinary authorities:**

(a) The appointing/ competent authority may impose on Teacher/ Officer/ Employee any of the penalties specified in rule No. 9 (i & ii) of this chapter.

(b) A competent authority as declared by BOM may impose on Teacher/ Officer/ Employee any of the penalties specified in rule No. 9 (i & ii) of this chapter.

(iv) **Authority to institute proceedings:** The appointing authority or a competent authority empowered by him/BOM by a general or special order may institute disciplinary proceeding against Teacher/Officer/Employee.

(v) **Procedure for imposing major penalties:**

(a) No order imposing any of the penalties under clause No. (9) sub-clause ii (b) (major penalties) on the Teacher/Officer/Employee shall be passed except after an enquiry held in the manner prescribed hereafter.

(b) The disciplinary authority shall frame definite charges on the basis of the allegations on which the enquiry is proposed to be held. Such charges together with the statement of allegation on which they are based, shall

be communicated in writing to an Teacher/Officer/Employee and he/she shall be required to submit, within such time as may be specified by the disciplinary authority, a written statement indicating whether he/she admits the truth of all or any of the charges what explanation or defense, if any, he/she has to offer and whether he/she desires to be heard in person:

Provided that it shall not be necessary to frame any additional charges when it is proposed to take action in respect of any statement of allegations made by the person charged in the course of his/her defense.

(c) The Teacher/Officer/Employee shall for preparing his/her defense be permitted to inspect and take extracts from such official records as he/she may specify, provided that such permission may be refused if, for reasons to be recorded in writing in the opinion of the disciplinary authority that such records are not relevant for the purpose or it is against University/ public interest to allow him/her access there to.

(d) On receipt of the written statement of defense, or if no such statement is received with in time specified for such of the charges, as are not admitted or if, it considered it necessary to do so, appoint a Board of inquiry or an enquiring authority/officer for the purpose and where all the articles of charges have been admitted by the Teacher/Officer/Employee in his/her written statement of defense, the disciplinary authority shall record the plea, sign and record and obtain the signature of the Teacher/ Officer/Employee thereon

(e) If the delinquent teacher/Officer/employee who has not admitted any of the articles of the charge in the written statement of defense or has not submitted any written statement of defense appears before the enquiry officer/authority, such officer/authority shall ask him/her whether he/she admit or has any defense to make and if he admits to any of the articles of charge, enquiry authority/officer shall record the plea, sign the record and obtain the signature of the delinquent teacher/officer/employee there on.

(f) If the delinquent Teacher/ Officer/Employee who has not admitted any of the articles of charges in the written statement of defense or has not submitted any written statement of defense appears before the enquiring authority/officer, such authority/officer shall ask him/her whether he/she is guilty or has any defense to make and if he/she pleads guilty to any of the articles of charge, the enquiring authority/officer shall record the plea, sign the record and obtain the signature of the Teacher/ Officer/Employee there on.

The enquiring authority shall return findings of guilty in respect of these charges which the Teacher/ Officer/Employee pleads admitted.

(g) The disciplinary authority may nominate any person to present the case in support of charge(s) before the enquiry officer/authority. The delinquent Teacher/Officer/Employee may present his/her case with the assistance of any other person of the university, but may not engage a legal practitioner unless the disciplinary authority, having regard to the circumstance, of the case, so permits.

(h) (i) Where the delinquent Teacher/Officer/Employee has pleaded not guilty of the charges, at the commencement of the enquiry, the enquiry officer/authority shall ask the presenting officer appearing on behalf of the disciplinary authority to submit the list of witnesses and documents within 10 days, who shall also simultaneously send a copy of the same to the delinquent Teacher/Officer/Employee. The enquiry officer on receipt of such list shall summon the relevant evidence as per the list and record the evidence giving opportunity to the presenting officer, and also to the delinquent Teacher/Officer/Employee or his/her assisting person whosoever may be present for cross examination. The presenting officer shall be entitled to re-examine the witness on any points, on which they have been cross-examined, but not on any new matter, without the permission of the enquiry officer/authority. After the close of the prosecution evidence, the delinquent Teacher/Officer/Employee shall be called upon to submit the list of the witnesses and the documents within 10 days which he/she would like to produce in his/her defense. The enquiry officer/authority after considering the relevance of the witness and the document/s shall summon only the relevant witness/ as and document and record the evidence thereof while giving opportunity to the presenting officer for cross examination and re-examination to the parties and then close evidence. The enquiry officer/authority shall consider the relevance of the witness/es and the documents called for by both the parties and in case their refusal to summon any witnesses or documents, he/she shall record the reason in writing. The enquiry officer may also put such questions to the witnesses of the parties as it thinks fit in the interest of justice. An opportunity for hearing the argument shall be given to the parties.

(ii) The enquiry authority/officer shall give a notice within 10 days of the order or within such further time not exceeding 10 days as the enquiry officer may allow, for the discovery or production of any documents which are in possession of the University but not mentioned in the list referred to in clause V- sub-clause (h) (i) of this rule.

Note: The Teacher/Officer/Employee shall indicate the relevancy of the documents required by him to be discovered or produced by the University.

The enquiry officer/authority shall, on receipt of the notice for the discovery or production of documents, forward the same or copies thereof to the authority in whose custody or possession the documents are kept with a requisition for the production of the document by such date as may be specified in such requisition.

Provided that the enquiry officer/authority may for reasons to be recorded by it in writing, refuse to requisition such of the documents as are, in its opinion, not relevant to the case. On receipt of the requisition, every authority having the custody or possession of the requisitioned document shall produce the same before the Enquiry Officer/Authority.

Provided that if the officer/authority having the custody or possession of the requisitioned documents is satisfied for reasons to be recorded by it in writing that the production of all or any of such documents would be against the public interest or security of the University, it shall inform the Enquiry Officer/Authority accordingly and the enquiry officer shall, on being so informed communicate the information to the delinquent Teacher/Officer/Employee can withdraw the requisition made by it for the production or discovery of such documents.

(i) At the conclusion of the enquiry, the enquiry officer/authority shall prepare a report of the enquiry, recording its findings on each of the charges together with reasons thereof. If in the opinion of such authority, the proceedings of the enquiry establish charges different from those originally framed, it may record findings on such charges provided that findings on such charges shall not be recorded unless the delinquent Teacher/Officer/Employee has admitted the facts constituting them of has had an opportunity of defending himself/herself against them.

(j) The record of enquiry shall include:-

(i) The charges framed against the Teacher/Officer/Employee and the statement of allegations furnished to him.

(ii) His/her written statement of defense, if any.

(iii) The oral evidence taken in the course of enquiry.

(iv) The documentary evidence considered in the course of inquiry.

(v) The order if any made by the disciplinary authority and the enquiry officer in regard to the enquiry, and

(vi) A report setting out the findings on each charge and reasons there of.

(k) (i) The disciplinary authority shall, if he/she is not the inquiring authority, consider the record of the inquiry and record its findings on each charge.

(ii) The disciplinary authority may while considering the report of the enquiry officer for just and sufficient reasons to be recorded in writing, remand the case for further enquiry, in case, it has reason to believe that the enquiry conducted had lacuna in some respect or the other.

(l) If the disciplinary authority having regard to its findings on the charges of the opinion that any of the penalties specified in 9 (ii) b should be imposed it shall:-

(i) Furnish to the Teacher/Officer/Employee a copy of the report of enquiry officer and where the disciplinary authority is not the inquiring authority, a statement to be furnished together with brief reasons for disagreement, if any, with the findings of the enquiry officer and

(ii) Give him a notice stating the penalty proposed to be imposed on him/her and calling upon him/her to submit within a specified time such representation as he/she may wish to make on the proposed

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

(m) If the disciplinary authority having regard to his/her finding is of the option that any of the penalties specified in (9) sub clause ii (b) should be imposed, it shall pass appropriate orders in the case.

(n) Orders passed by the disciplinary authority shall be communicated to the Teacher/Officer/Employee who shall also be supplied with a copy of the report of the enquiry officer and where the disciplinary authority is not the enquiry officer, a statement of its findings together with brief reasons for disagreement, if any, to him.

(vi) **Procedure for imposing minor penalties:**

(a) Order for imposing minor penalties specified in sub clause ii (a) of clause 9 shall be passed after following the procedure as mentioned as under:

(i) The teacher/officer/employee is informed in writing of the proposal to take action against him/her and of the allegations on which it is proposed to be taken and had been given opportunity to make any representation he/she may wish to make.

(ii) Such representation, if any is taken into consideration by the disciplinary authority.

(b) The record of proceeding in such cases shall include:-

(i) A copy of the statement of allegation's communicated to him.

(ii) A copy of the intimation, to the teacher/officer/employee of the proposal to take action against him/her.

(iii) His/her representation, if any

(iv) The orders of the case together with the reasons there of.

(vii) **Joint enquiry**

(a) Where two or more Teachers/Officers/Employees are concerned in any case, the BOM / Vice-chancellor may make an order directing that the disciplinary action against all of them may be taken in a common proceeding.

(b) In case of joint departmental enquiry, any one or more delinquent Teachers/Officers/Employees fail/fails to appear without sufficient cause on the date fixed for the hearing of which he/she had the notice, the enquiry officer may proceed with the enquiry in the absence of such delinquent Teacher/Officer/Employee.

(viii) **Special procedure in certain cases: -** Not withstanding anything contained in these rules:-

(a) Where a penalty is imposed on a delinquent Teacher/Officer/employee on the ground(s) of conduct which has led to his/her conviction on a criminal charge or.

(b) Where the disciplinary authority is satisfied for reasons to be recorded in writing that it is not reasonably practicable to follow the procedure prescribed in the said rules, or

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

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

(ix) Appeals: Appeals against the order of suspension and or imposing penalty :

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

(b) No appeal under these rules shall be entertained unless it is submitted within a period of 30 days from the date on which the appellant receives a copy of the order appealed against. Provided that the appellate authorities may entertain that the appellant had sufficient cause for not submitting the appeal in time.

(x) **Form and contents of appeal:**

(a) Every person submitting an appeal shall do so separately and in his/her own name.

(b) The appeal shall be addressed to the authority to whom the appeal lies, shall contain all material statements and arguments on which the appellant relies, shall not contain any disrespectful or improper language and shall be completed in itself.

(xi) **Submission of appeals:** Every appeal shall be submitted through proper channel to the authority which made the order appealed against provided that a copy of the appeal may be submitted direct to the appellate authority.

(xii) **Withholding of the appeal:**

(a) The authority which made the order may withhold the appeal if:-

(i) It is an appeal against on order from which no appeal lies.

(ii) It does not comply with any of the provisions contained in clause ix above.

(iii) It is not submitted within period specified in clause ix (b) and no cause is shown for delay.

(b) Where an appeal is withheld the appellant shall be informed of the fact and the reasons there of.

(c) A list of the appeal, withheld by any authority shall be submitted to the appellate authority at the end of every quarter together with the reasons for withholding them.

(xiii) **Transmission of appeal:**

(a) The authority which made the order shall, without any avoidable delay, transmit to the appellate authority every appeal which is not withheld, together with its comments there on and the relevant record.

(b) The authority to which the appeal lies may direct transmission to it of any appeal with held under clause (xii) above and thereupon such appeal be transmitted to the authority withholding the appeal and the relevant records.

(xiv) **Consideration of appeal:**

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(a) In an appeal against an order of suspension the appellate authority shall consider whether on having regard to the circumstances of the case, the order of suspension is justified or not and confirm or revoke the order accordingly.

(b) In the case of an appeal against an order imposing any of the penalties specified in sub-clause 9 (ii) above the appellate authority shall consider :-

(i) Whether the procedure prescribed in these rules has been complied with and if not, whether such non-compliance has resulted in violation of any provisions or in failure of justice.

(ii) Whether the facts on which the order was passed have been established.

(iii) Whether the penalty imposed is excessive, adequate or inadequate provided that. (i) the appellate authority shall not impose any enhanced penalty which made such authority nor is the authority which made the order appealed against competent in the case to impose. (ii) no order imposing an enhanced penalty shall be passed unless the appellant is given an opportunity of making any representation which he/she may wish to make against such enhanced penalty and (iii) if the enhanced penalty which the appellate authority proposes to impose is of the penalties specified in clause 9 (ii) b (major penalties) and an inquiry has not already been held in the case, the appellate authority shall itself hold such inquiry or direct that such inquiry to be held and thereafter on consideration of the proceedings of such inquiry and after giving the appellant an opportunity of making any representation which he/she may wish to make against any such penalty, pass such order as it may deem fit.

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

(xvi) **Revision and review:**

(a) Notwithstanding anything contained in these rules, the Vice-Chancellor; or the appellate authority, within three months of the orders proposed to be reviewed may at any time either on his own motion or otherwise call for the records of any inquiry and review an order made under these rules for which an appeal lie but for which no appeal has been preferred or for which no appeals lies and may:-

(i) Confirm, modify or set aside orders or

(ii) Confirm, reduce, enhance or set-aside the penalty imposed by the order or impose any penalty where no penalty has been imposed or

(iii) Remit the case to the authority which made the order or to any other authority directing such authority to make such further enquiry as it may consider in the circumstances of the case; or

(iv) Pass such order as it may deem fit, provided that no order imposing or enhancing any penalty shall be made by any reviewing authority unless the Teacher/Officer/Employee concerned has been given a reasonable opportunity of making a representation against the penalty proposed and where it is proposed to impose any of the penalties specified in clause 9 (ii)b or enhance the penalty imposed by the order sought to be reviewed to any of the penalties specified in these clauses, no such penalty shall be imposed except after an enquiry in the manner laid down and after giving a

reasonable opportunity to the Teacher/Officer/Employee concerned of showing cause against the penalty proposed on the evidence produced during enquiry.

(b) An application of review shall be dealt with in the same manner as if it was an appeal under these rules.

(xvii) **Chancellor's power to review :-** Notwithstanding anything contained in these rules, the Chancellor may within 6 months from the date of special order sought to be reviewed on his/her own motion or otherwise, after calling for the records of the case, review any order made under these rules and where considered necessary :

(a) Confirm, modify or set aside the order

(b) Impose any penalty or set aside, reduce, confirm or enhance the penalty imposed by the order.

(c) Remit the case to the authority which made the order or to any other authority directing such further action or inquiry as he/she considers proper in the circumstances of the case; or

(d) Pass such orders as he/she deems fit; provided that :-

(i) An order imposing or enhancing a penalty shall not be passed unless the person concerned has been given an opportunity of making any representation which he/she may wish to make against such enhanced penalty.

(ii) If the Chancellor proposes to impose any of the penalties specified in clause 9 (ii)b in case where an inquiry has not been held, he/she shall direct that such enquiry be held and thereafter on consideration of the proceedings of such inquiry and after giving the Teacher/Officer/Employee an opportunity of making any representation which he/she may wish to make against such penalty, pass such orders as he/she may deem fit.

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(10) Pension gratuity and provident fund

(i) The teacher/officer/employee appointed to the service of the University on or after 01.01.1990 shall be entitled to pension and gratuity as per conditions/terms of university pension regulations and provided under section 36 of the Act. The pension regulation shall also apply to all existing teachers/officers/employees who opted for pension scheme under these regulations within the period specified and in accordance with the provisions contained in regulation of these rule.

(ii) Every teacher/officer/employee of this university who was governed by S.K. Rajasthan Agricultural University and Maharana Pratap University of Agriculture & Technology, the pension regulations shall also have to subscribe to the general provident funds, the constitution and management of which has been prescribed under “general provident fund” regulations of S.K. Rajasthan Agricultural University and Maharana Pratap University of Agriculture & Technology will be applicable to this university.

(iii) The teachers/officers/employees in service on 1.1.1990 and who opted for PF, shall continue to be entitled to contributory provident funds scheme.

(v) The rules of Rajasthan Govt. shall be applicable as amended from time to time. The rules of Government for new contributory pension scheme 2004 will be applicable on the teachers/officers/employees appointed on and after 01.01.2004.

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10 Statutes regarding Institution of Degrees, Diplomas and Conferment of Honorary Degrees

(1) Grant of Degree

University shall grant :

(i) Degree of Bachelor of Science in various discipline of Agriculture, Horticulture, Forestry, Fisheries and other allied science including, Home Science, Dairy and Food Science Technology, Bachelor of Engineering in Agriculture and other branches.

(ii) Degree of Masters of Science in various discipline of Agriculture, Horticulture, Forestry, Animal Science and other allied sciences, Agri. Business Management of masters of Home Science, Dairy and Food Science Technology, Agriculture Engineering, Mechanical Engineering, Civil Engineering and Electrical Engineering etc.

(iii) Degree of doctor of philosophy in various disciplines of Agriculture, Horticulture, Forestry Animal Husbandry, Agriculture Engineering, Home Science and other allied science.

(iv) Diploma/ Certificates for short term course in Agriculture, Horticulture, Forestry and other related disciplines.

(v) Any other degree or diploma as awarded by university in accordance to the act and statutes of the university.

(2) Conferment of honorary degree

(i) The University shall, subject to confirmation by the chancellor, has the power to confer honorary degrees and other academic Distinctions on the recommendations of the academic council there after by BOM.

(ii) All proposals for the conferment of honorary degree shall be made by the committee consisting of the Vice-Chancellor, and if accepted by the committee, shall be placed before the academic council and the board of management for approval before submission to the Chancellor for information.

(iii) (a) All degrees, diplomas and honorary degree shall be conferred by the University either at a regular convocation\, special convocation or in absentia
(b) The special convocation for confirming honorary degrees and other academic distinctions shall be on a date to be fixed by the Chancellor.

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11 Statutes regarding Admission of students to the Degree, Diploma or other Courses, the Examinations, Eligibility and Award of Fellowships, Scholarships, Medals and Fee

(1) The conditions under which students shall be admitted to the Degree, Diploma or other Courses shall be such as are laid down by the Academic Council on the recommendations of respective Board of Studies of Faculty.

(2) The examinations shall be held on a continual basis providing for formal short term, mid-term and final examinations and practical examinations.

(3) Detailed procedure of examination and conditions of eligibility for the award of Degree and Diploma, in the light of the provisions under clause 1 and 2 above are laid down by the Academic Council on the recommendations of the respective Board of Studies of Faculty and published in form of Information Bulletin and PG studies regulations.

(4) The details pertaining to all the academic courses offered by the University under different faculties/colleges with the admission capacity, eligibility, mode of admission, etc. are published in the University Information bulletin/ PG studies regulations/prospectus/brochure, well before the process of admissions is initiated. The Information Brochure will also contain other relevant information regarding maintenance of discipline, semester and hostels, facilities, fee, academic calendars etc.

(5) The Academic Council shall, with the approval of the Vice-Chancellor, lay down the conditions for the award of the following reorganization and incentives for study, research and for distinction in sports and co-curricular activities to the students of the University depending upon budgetary provision:

   (i) Fellowships/Merit scholarship for postgraduate and Ph.D. studies.

   (ii) Scholarship for undergraduate studies and or distinction in sports activities.

   (iii) Medals and prizes for meritorious academic pursuit and outstanding performance in co-curriculum activities of the University.

   (iv) Stipends and fee concession for financially handicapped students and in-service candidates taking up postgraduate studies. Free education to orphans.

(6) Meritorious academic pursuit assessed on the basis of results of various University examinations, outstanding performance in various extra-curricular fields and good behavior shall serve as the guiding principles for the award of various fellowships, scholarships, medals, prizes, stipends and fee concessions.

(7) The Dean of a college on the recommendation of the concerned Head of Department and subject to the prescribed conditions may award merit scholarships to the eligible students as per budget provisions made by University. The Dean of a College shall also have the authority to withdraw or diminish the recommendation, if the student fails to fulfill the prescribed obligation.

Indicate

(8) The number of Fellowships, Scholarships, Stipends, Medals, Prizes and Fee Concessions etc. with the amount in respect of each of these are finalized in Academic Council. The same should be included in the University prospectus/Information bulletin or brochure published before the students' admissions. The approval of Board of Management will be sought in respect of financial implications, so as to get it included in the University Budget.

(9) The university fees, other than hostel fees shall be classified in the following main categories: -

(i) Admission and registration fees

(ii) Tuition and laboratory fees

(iii) Examination fee

(iv) Contribution to such education, social and recreation funds as may be specified and all details are published in Information bulletin/brochure

(v) Other prescribed from time to time and all details are published in information Bulletin/Brochure.

(10) The amount chargeable under each category at various levels of academic pursuit as well as the terms of payment and the provision of penalties for non-payment shall be approved by the academic council on the recommendation of the Finance Committee and the Vice-Chancellor. The proposal will be submitted by Director Education/Faculty Chairman/Director Student's Welfare.

(11) Hostel fee including room/ dormitory rent, water and electricity charges or other facilities provided to the students will be as per the recommendations of the Academic Council as approved by the Vice-Chancellor. The proposals will be initiated by Deans/Director Students Welfare/Director Education. All information is detained in Information Bulletin.

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12 Statutes regarding the Establishment and the Abolition of the Hostels, Residence of Students and Levying of Fee for Residence in Hostels.

(1) **Establishment and abolition of hostels:**

The Board shall on the recommendation of the Academic Council/Vice-Chancellor, establish hostel(s) for all students of the University. No hostel shall be abolished without the approval of the Board of Management.

(2) **Students residence**:

No student of the University shall be permitted to reside outside the hostel maintained by the University, except with the permission of the Deans of the colleges.

(3) Applications for accommodation in the hostel maintained by the University shall be submitted by the students to the Dean/ Chief hostel warden of the colleges.

(4) Regulations for allocation of room, provision of reasonable comforts and responsibility of the students in the proper upkeep of hostel properties and observance of disciplines shall be laid down by the Academic Council on the recommendations of the Director Students Welfare and Deans.

(5) Subject to the prescribed regulations, the Dean of the college shall be authority to decide the allocation of room space to the applicants; provided that representation against such allotment shall be considered by a Committee of the Dean and Director Student Welfare to be appointed by the Vice-Chancellor.

(6) Every student residing in a University hostel shall deposit a hostel/mess security of an amount which may be laid down by the Academic Council/Vice-Chancellor. He/she shall also have to pay hostel fee and other dues at such rates as may be prescribed by the Vice-Chancellor on the recommendations of Academic Council.

(7) Supervision of the affairs of each hostel shall be entrusted to a teacher designated as Chief Hostel Warden/Hostel Warden for a prescribed period.

(8) A committee of hostel wardens, ADSW and representative student residents, one from each hostel, shall be set up under the chairmanship of the Director Students Welfare/Chief Hostel Warden to ensure satisfactory standards of hostel residence. The committee shall hold a consultative status.

(9) The details pertaining to hostel rules including fee etc. shall be published every year in the Brochure/Information Bulletin well before the admissions process is initiated for the new academic session.

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13 Statutes regarding the Remuneration and Allowances for the Persons Invited/Employed for the University Business and for Members of Board of Management.

1. The remuneration and allowances to persons invited/ employed for the business of the University shall comprise: -
   - (i) Fee/remuneration to examiner.
   - (ii) Remuneration to persons engaged/invited:
     - (a) to supervise the conduct of examinations.
     - (b) to deliver lecture(s).
     - (c) for any other business of the University.
   - (iii) Traveling and Daily Allowances shall be paid to the examiners and other persons who have come from outside.

2. The Board on the recommendation of the Academic Council/ Vice-Chancellor and the Finance Committee shall make regulations on the matters mentioned in clause 1 and 2 above.

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(3) Non-official members of the Board of Management nominated under section 11(2) of the University Act 2013 shall be entitled to traveling and halting allowances for attending meetings relating to the business of the University at the rates mentioned below:

- (i) For all journeys performed by rail, one and a half first class fare each way from the member's permanent place of residence or from any other place from which the journey is actually performed whichever is less or the actual fare if the journey is performed by air travel or by rail in air-conditioned accommodation;
- (ii) For all road journeys performed in the interest of University, TA shall be admissible according to the mode of conveyance actually used;
- (iii) Mileage allowance shall be paid as per provisions of State Govt. or decided by the Vice-Chancellor for journey by car/taxi between stations connected by rail or otherwise for all journeys performed in the interest of the University business. This rule shall subject to revision by BOM from time to time.

(4) The official members of the Board of Management specified under section 11 (2) of University Act 2013 shall be entitled to traveling and halting allowances for attending meetings relating to the business of the University, at the rates admissible to them under the rules framed by Government/Institution/University.

(5) Bills for traveling and halting allowances shall be submitted to the Comptroller who, after making necessary scrutiny, shall make the payment

(6) All non-official members of the BOM/ Academic council (including non-official member of academic council) and other bodies / committees shall be paid an honorarium @ Rs. 2000/- for each day of University business.

(7) All cases of doubt or disagreement shall be decided by the Vice-Chancellor and his/her decision shall be final.

(8) Mileage allowance under sub section (iii) of Section (3) and per day honorarium under Section (6)above are subjected to revision following the proposal of the Vice Chancellor as approved by the Board of Management.

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14 Statutes regarding the Establishment, Abolition, Amalgamation or Reconstitution of Faculties, Divisions /Departments /Research Stations/Units of the University

(1) Under Section 12 (2) xii and xiii of Agriculture University Kota, Act, 2013, "Powers and Functions of the Board" are as under

(i) "to consider and approve the establishment of a new department, division, centre or research station/sub-station or abolition of any one of them or otherwise reconstitution of department/ divisions, research stations or centre on the recommendation of the Academic Council";

(ii) "to consider and approve the establishment of a new College, faculty, programme, amalgamation of two or more colleges or faculties into a single college or faculty or abolition of a college or faculty; or reconstitution of any of the existing faculties on the recommendation of the Academic Council"

(2) In the light of the above provisions, any proposal complete in all respects including full justification with financial implications received from any authority of the University will be got examined by the Vice-Chancellor from a committee consisting of members of Senior Officers Council and external expert nominated by the Vice-Chancellor, if required.

(3) The recommendations of the above committee, if felt appropriate will be placed before the Academic Council for considerations; and finally taken to the Board of Management for considerations/approval.

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15 Statues regarding Health and General Welfare of the Students

For promoting and general welfare of students a committee shall be constituted

1. Constitution of committee:

There shall be a Committee for promoting health and general welfare of the students consisting of the following members

(i) The Registrar or Chairman of faculty - Chairman

(ii) The Dean of the Colleges.

(iii) The Medical Officer of the University, if there is no permanent medical officer in the University, the Vice Chancellor may appoint a Government Medical Officer on honorarium or contract as it may suit the University.

(iv) The Chief Rector /Rector /Chief Warden/ADSW/Wardens of all the hostels of the University.

(v) The Director of Students' Welfare – Secretary

The tenure of the committee shall be of 2 years.

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2. Functions of the Committee : The functions of the Committee for promoting health and general welfare of the students of the University shall be as follows:

To furnish recommendations to the Vice-Chancellor on the following issues, namely:-

(a) Residence, conduct and discipline of the students of the University.

(b) Arrangements for promoting the health and general welfare of the students.

(c) To arranger the group and medical insurance for the students.

3. Meetings: The committee may hold its meetings once in a period of six months.

(i) **Quorum**: Five members of the Committee shall form a quorum for a meeting thereof. No quorum shall be necessary for a meeting which has been adjourned for want of quorum.

(ii) **Adjourned meeting**: The Chairman shall be competent to conduct such an adjourned meeting after half an hour from the time of adjournment and the business of the meeting shall be conducted without any concern about the quorum.

(iii) **Minutes of the meeting**: The Secretary of the Committee shall record the minutes of the meeting and send to Vice-Chancellor and a copy of the same to the members within ten days from the date of meeting.

(iv) **Action taken report**: The minutes presented in the next meeting shall accompany the 'Action Taken Report' as approved by the Vice-Chancellor.

16 Statues regarding Welfare of the Employees/ Teachers Officers of the University

1. Constitution of committee:

Vice Chancellor may constitute a committee for promoting welfare of the employees of the University consisting of the following members

(i) Vice-Chancellor - Chairman
(ii) The Director of Research, Director Extension Education and Director Education
(iii) Deans and Faculty Chairpersons
(iv) One Member nominated by the Board of Management
(v) One Head of Department nominated by the Vice-Chancellor
(vi) One each of Professor, Associate Professor and Assistant Professor nominated by the Vice-Chancellor
(vii) Two representatives of Non-teaching employees nominated by the Vice-Chancellor
(viii) The Comptroller of the University
(ix) The Registrar - Secretary

The tenure of the committee shall be of 2 years.

2. Functions of the committee:

The Committee shall recommend measures for the general welfare of the University teachers/officers/employees, the scope and the extent of the same being decided by the Vice-Chancellor from time to time.

(i) **Meetings:** The committee may hold its meetings once in a period of one year.

(ii) **Who to preside:** The Vice-Chancellor shall preside over the meetings. In case when the Vice-Chancellor is unable to attend any meeting of the Committee, the senior most Dean/Director will preside over the meeting.

(iii) **Quorum:** Five members of the Committee shall form a quorum for a meeting thereof. No quorum shall be necessary for a meeting which has been adjourned for want of quorum.

(iv) **Adjourned meeting :** The Chairman shall be competent to conduct such an adjourned meeting after half an hour from the time of adjournment and the business of the meeting shall be conducted without any concern about the quorum.

(v) **Minutes of the meeting:** The Secretary of the committee shall record the minutes of the meeting and send to the Vice-Chancellor and a copy of the same to the members within ten days from the date of meeting.

(vi) **Action taken report:** The minutes presented in the next meeting shall accompany the 'Action Taken Report' as approved by the Chairman.

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17 Statues regarding Development of Affiliated Colleges

1. Constitution of committee:

The Vice Chancellor shall constitute a Development Committee for the Affiliated Colleges. The committee shall comprise of the following members:

(i) The Vice-Chancellor - Chairman

(ii) The Director Education

(iii) Dean and Faculty Chairman

(iv) One member of the Academic Council to be nominated by the Vice-Chancellor.

(v) One principal of an affiliated College to be nominated by the Vice-Chancellor.

(vi) One teacher from the University to be nominated by the Vice-Chancellor from the Board of Management.

(vii) One representative of the affiliated Colleges to be nominated by the Vice-Chancellor

(viii) One teacher of the affiliated Colleges to be nominated by the Vice-Chancellor.

(ix) One representative of students from affiliated colleges to be nominated by the Vice-Chancellor.

(x) Such other members as may be nominated by the Vice-Chancellor subject to the condition that the total number of the member of the committee shall not exceed 15.

(xi) The Registrar - Secretary

2. Tenure of members:

The term of the office of the nominated members of the Committee shall be two years. Provided that a member who is nominated on the Committee shall cease to be a member of the Committee as and when he ceases to hold the office by virtue of which he was nominated. In view of casual vacancy, the vacancy shall be filled in through nomination by the Vice-Chancellor for the unexpired portion of the term.

3. Functions of the committee:

The functions of the College Development Committee shall be as follows :-

(i) Ensure proper planning and integrated development of affiliated colleges and provide necessary help and guidance to the Colleges in their development.

(ii) Recommend steps to be taken to facilitate the link between the University, Indian Council of Agricultural Research (ICAR), State Government and the affiliated Colleges.

(iii) Act as deliberative body.

(iv) Make suggestions to the University on issues pertaining to the development of affiliated Colleges.

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(v) Suggest strategies to take advantage and benefits of various schemes of the regulatory bodies and the State Government.

(vi) Suggest measures for improvement of required information, standards of instruction and examination in affiliated colleges.

(i) **Meetings :** The college development committee for the affiliated colleges shall meet at regular intervals at least once in an academic year, on a date to be fixed by the Vice-Chancellor.

(ii) **Minutes of the meeting :** The Secretary of the Committee shall record the minutes of the meeting and send a copy of the same to the Vice-Chancellor and the members within ten days from the date of meeting.

(iii) **Action taken report :** The minutes presented in the next meeting shall accompany the 'Action Taken Report' as approved by the Chairman.

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18 Statutes regarding Gender Welfare

(1) General

There shall be a University level and a college/unit level committee working under the supervision and administration of the Vice-Chancellor to check the menace of sexual harassment and violence against women.

(2) Definitions :

In this Statute, unless the context otherwise require :-

(i) "Campus" includes all places of work and residence in the University. It includes all places of instruction, administration, research, extension and farms, as well as hostel, health centres, sports grounds, staff quarters and public places (including shopping centres, eating places, parks, streets and lanes) on the University campus or the campus of any college affiliated to or maintained by the University.

(ii) "College" means constituent college of the University.

(iii) "Committee" means the committee to check the menace of sexual harassment and violence against women constituted under this statute.

(iv) "Head of units" means head of the unit declared as such by the University from time to time.

(v) "Member of the University" includes all those included in categories vi to ix of this chapter.

(vi) "Non-teaching staff" includes any person on the staff of the University or any college maintained or affiliated to it, who is not included in teaching staff appointed on honorary, or on special duty or deputation and shall also include employees employed on a causal or contract basis.

(vii) "Officer and teacher" means an Officer of the University referred to in section 2 (y) and 24 of the Act.

(viii) "Resident" includes any person who is a temporary or permanent resident of any of the accommodations or premises allotted to an employee by the University or by any of its affiliated /maintained colleges.

(ix) "Student" includes regular students as well as ex-students of University/College.

(x) "Sexual harassment" includes unwelcome sexually determined behaviour (whether directly or by implication) such as :-

a. physical contact and advances,
b. a demand or request for sexual favours,
c. sexually coloured remarks,
d. showing pornography,
e. any other unwelcome physical, verbal or non-verbal conduct of sexual nature.

Note: Where any of these acts is committed in circumstances where under the victim of such conduct has a reasonable apprehension that in relation to the victim's employment of work whether she is drawing salary, or honorarium or voluntary, such conduct can be humiliating and may constitute a health and safety problem. It is discriminatory for instance when the woman has reasonable grounds to believe that her objection would disadvantage her in connection with her employment or work including recruiting or promotion or when it creates a hostile work environment. Adverse consequences might be visited if the victim does not consent to the conduct in question or raises any objection thereto.

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Explanation: "Sexual harassment" shall include, but will not be confined to the following:-

(i) When submission to unwelcome sexual advances, requests for sexual favours, and verbal or physical
   a. conduct of a sexual nature is made, either implicitly or explicitly, a ground for any decision relating to
   b. employment, academic performance, extracurricular activities, or entitlement to service opportunities at the University/Colleges.

(ii) When unwelcome sexual advances, and verbal, non-verbal and/or physical conduct such as loaded comments, remarks or jokes, letters, phone calls or e-mail, gestures, exhibition of pornography, lurid stares, physical contact, stalking, sounds or display of a derogatory nature have the purpose and/or effect of interfering with an individual's performance or of creating and intimidating, hostile, or offensive environment.

(iii) When a person uses, with a sexual purpose, the body or any part of it or any object as an extension of the body in relation to another person without the latter's consent or against the person's will, such conduct will amount to sexual assault.

(iv) When deprecatory comments, conduct or any such behaviour is based on the gender identity/sexual orientation of the person and/or when the classroom or other public forum of the University/College is used to denigrate/discriminate against a person or create a hostile environment on the basis of a person's gender identity/sexual orientation.

(v) "Teaching staff" includes any person on the staff of the University or any college maintained or affiliated to it, who is included in teaching staff, but appointed on honorary basis, or on special duty or deputation and shall also include employees employed on a causal or contract basis.

Note: Words and expressions used but not defined in these rules shall have the meaning assigned to them in the Act or in other statutes governing the service conditions of the University employees.

(3) Constitution of University level committee :

The University Level Committee comprising the following members shall be constituted by the Vice-Chancellor :

(i) A woman appointed by the Vice-Chancellor from the Teachers of the University - Chairperson
(ii) Two teachers of the University of whom one shall be woman
(iii) The topper student of the concerned faculty
(iv) The female representative of Non-Teaching Association of the University
(v) Head of Unit to which the case relates. In case involving the non-teaching employees, the Registrar or his nominee shall be the member.
(vi) The female nominee from amongst the NGOs working for women empowerment, to be appointed by the Vice-Chancellor
(vii) Secretary, to be appointed by the Vice-Chancellor

(4) Constitution of College/Unit level committee:

The College/Unit level committee comprising the following members shall be constituted by the Vice-Chancellor :-

(i) The Dean/Unit Head - Chairperson
(ii) One woman Teacher of the College/unit
(iii) One female student who is the topper of the concerned faculty in case of colleges
(iv) The Chairperson can co-opt a non-teaching female employee, if the complaint concerns with non-teaching section.

(5) Jurisdiction

The above committees shall have the jurisdiction to entertain the complaints of sexual harassment of the University / College Campus/offices of Units / Head of Offices.

(6) Limitations

The complaints may be entertained by the committee within a period of ten days from the day of alleged event of Sexual Harassment.

(7) Manner in which complaints shall be made

The complaint may be made by any member against any other member in writing before the committee through chairperson. The complaint shall contain the facts and specific allegations supported by evidence. If the complaint is made at college/unit level, a copy of the complaint shall be submitted to the Chairperson of the University Level Committee.

(8) Quorum :

At least half of the number of members of committee shall form a quorum for holding a meeting of committee.

(9) Procedure :

After receiving the complaint, the meeting of the committee shall be convened by the chairperson at the earliest at University/College/Unit level. The complaint shall be placed before the committee. After considering the complaint, the committee shall follow the procedure as considered just and appropriate to meet the ends of justice. The burden of proving the allegation shall lie on the complainant(s). No decision shall be taken by the committee against any one without giving the opportunity of hearing. In case of the colleges, if the matter is not resolved at the College Level Committee, the complaint may be referred to the University Level Committee.

(10) Findings and Punishment:

The committee shall decide the complaints at the earliest and recommend the punishment / action to the Vice-Chancellor for approval / decision / consideration. The punishment / action should be commensurate with the nature or gravity of incidents.

(A) In case of University/College/Unit employees, disciplinary action may be in the form of:

(i) Warning
(ii) Written apology
(iii) Bond of good behaviour
(iv) Adverse remarks in the Confidential Report
(v) Debarring from supervisory duties

(vi) Denial of membership of statutory bodies
(vii) Denial of re-employment
(viii) Stoppage of increments/promotion
(ix) Reverting, demotion
(x) Suspension
(xi) Dismissal
(xii) Any other punishment as may be warranted by the case.

(B) In case of students, disciplinary action may be in the form of:

(i) Warning
(ii) Written apology
(iii) Bond of good behaviour
(iv) Debarring entry into a hostel
(v) Suspension for a specified period of time
(vi) Withholding results
(vii) Debarring from examination/s
(viii) Debarring from holding posts
(ix) Expulsion
(x) Denial of admission
(xi) Declaring the harasser as "persona non gratia" for a stipulated period of time,
(xii) Any other punishment as may be warranted by the case.

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(11) Third party harassment:

Where sexual harassment occurs as a result of an act or omission by any third party or outsider, the University/College/Unit point will take all steps necessary and reasonably to assist the affected person in terms of support and preventive action.

(12) Opportunity to the accused:

The Vice-chancellor may give opportunity to the concerned persons / members and decide the matter accordingly.

(13) Appeal:

Any person/member, dissatisfied /aggrieved by the decision may make an appeal to Vice-Chancellor/Board of Management within 30 days from the date of notification or communication of decision to him. The decision of the Vice-Chancellor/Board of Management shall be final.

(14) Enforcement of orders:

The Registrar shall be responsible for the enforcement of orders / decisions of the University Level Committee and the Dean of the concerned college/incharge of the unit shall be responsible for the enforcement of orders/ decisions of the College Level Committee.

(15) Annual report:

The University/College/Unit level committees must make an annual report of the complaints and action taken by them to and submit to Vice-Chancellor/ Board of Management.

19 Delegations of Powers by the Board of Management to Vice Chancellor and other Officers/Teachers.

The Board of Management may delegate the following powers

S.No.	Nature of the power delegated	Vice Chancellor	Registrar /Comptroller/COE/ Librarian	Dean/ Director	Estate Officer/ Director Students Welfare	Officer Incharge of KVK/ Research station/ Substation / Project Incharge/Head etc.
	(1)	(2)	(3)	(4)	(5)	(6)
1.	Power to make officiating appointments	Full power upto 6 months	NIL	NIL	NIL	NIL
2.	Power to effect transfer of officers, teachers, technical staff and other employees of the University	Full power	NIL	NIL	NIL	NIL
3.	Power to sanction honoraria to the employees	Full power	Recurring upto 500/- per month in each case	Recurring upto 800/- per month in each case	Recurring upto 500/- per month in each case	Nil
4.	Power to permit acceptance of fee honorariums for outside work by the employee provided that the University work does not suffer	Full power	NIL	Nil	NIL	NIL
5.	Power to permit officers, teachers and other employees to attend conference , meetings etc. within Rajasthan	Full power	Full power	Full power	Full power	NIL
6.	Power to permit officers, teachers and employees to attend conference , meetings etc. and other business of the University outside the state	Full power	Upto ten days excluding journey days for staff working under them	Upto ten days excluding journey days for staff working under them	Upto ten days excluding journey days for staff working under them	NIL

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7.	Power to controlling authority in respect of TA of officers, teachers and employee of the University	Full power	Full power (within allocated budget)	Full power (within allocated budget)	Full power (within allocated budget)	NIL
8.	Powers to fix headquarter of any post within the state	Full power	NIL	NIL	NIL	NIL
9.	Power to sanction reimbursement of cost of medical treatment to officers, teachers, employees and their families	Full power	Full power as per budget provision and rules	Full power as per budget provision and rules	Full power as per budget provision and rules	Full power as per budget provision and rules
10.	Powers of sanction of house rent allowance applicable at a place or the actual rent paid whichever is less to persons entitled to rent free accommodation.	Full power	Full power	Full power	NIL	NIL
11.	Power to send officers/official for short training upto 10 days	Full power	Full power	Full power	NIL	NIL
12.	Power of fixing headquarters of any post within Rajasthan	Full power	NIL	NIL	NIL	NIL
13.	Permission to purchase movable and immovable articles and powers of sanction	Full power	Upto10,0000/- and amended from time to time	Upto 5,00000/- and amended from time to time	Upto 10,0000/- and amended from time to time	Upto 20,000/- and amended from time to time
14.	Acceptance of resignation of officers, teachers and other employee of the university	Full power	NIL	NIL	NIL	NIL
15.	Power to sanction leave subject to maintenance of service books including leave accounts etc. for teacher/offices/ employees working under then: a) Casual leave & Academic leave b) Privilege leave c) Half Pay leave d) Commuted leave	Full power	(a) Full power (b) Upto 90 days (c) Upto180 days (d) Upto 90 days, under intimation to University	(a) Full power (b) Upto 90 days (c)Upto 180 days (d)Upto 90 days under intimation to University	(a) Full power (b) Upto 30 days (c) Upto 60 days (d) Upto 30 days, under intimation to University	(a) Full power (b) Upto 30 days (c) Upto 60 days (d) Upto 30 days, under intimation to Deans / Directors / Registrar
16.	To sanction study leave	Full powers	NIL	NIL	NIL	NIL

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17.	To issue order of retirement of employees on attaining superannuation and to grant them PL encashment	Full powers	Full power in respect of all the employees under their establishment	Full power in respect of all the employees under their establishment	Full power in respect of all the employees under their establishm ent	NIL
18.	To grant extra ordinary leave upto 6 months except for a purpose to take employment elsewhere	Full powers	NIL	NIL	NIL	NIL
19.	To grant annual grade increment to the subordinate staff	Full powers	Full power	Full power	Full power	NIL
20.	To sanction loan from CPF/GPF	Full powers	NIL	NIL	NIL	NIL

Note:1. The honorarium to be paid to Deans, Directors and COE shall be Rs 1000 per month.

2. The honorarium to be paid for additional duties: Asstt. Professor and above (such as ADSW, warden, Chief hostel warden etc.)- Rs 800/- per month, Ministerial staff and Technical staff- Rs 300/- per month and Class IV Rs- 150/- per month.

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20 Normal Shortage Allowed in Stores due to Loss of Moisture and other Reasons

S.No.	Commodity	Shortage in percentage
1	Wheat seed/grain	01.50
2	Cotton seed	03.00
3	Barley, pearlmillet and sorghum	02.00
4	Mash, mung bean, moth bean, cow peas and other pulses	02.00
5	Maize	03.00
6	Gram	02.00
7	(i) Japan rape seed (ii) Sarson seed (iii) Mustard (rai) seed (iv) Rocket (taramira) seed (v) Sesamum (til) seed (vi) Toria seed	02.50
8	Hemp (san) seed	02.00
9	Berseem seed	03.00
10	(i) Chari seed (ii) Clusterbean seed (iii) Lucerne seed (iv) Fenugreek, fennel, cumin coriander seed (v) Oats seed (vi) Senji seed (vii) Isabgol seed	02.00
11	Bhusa	05.00 to 08.00
12	Gur/shaker	03.00
13	Rice	01.00
14	Sugarcane	15.00
15	Groundnut	05.00
16	Potato	10.00
17	Colocacia (arbi)	10.00
18	Castor seed/soybean seed	03.00
19	Palak seed	04.00
20	Tomato	06.00
21	Cabbage/cauliflower	05.00
22	Tobacco	03.00
23	Paddy (unhusked)	05.00
24	Sudan grass and other grass seeds	02.00

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21 Statutes regarding Weeding of Records

(1) Period of preservations of various records shall be as contained in the Annexure I.

(2) It would be for the head of the department/Dean/Director to prescribe the period of preservation for the various correspondence files keeping in view the importance of each file. Further, the records in the engineering unit may be preserved as per practice prevalent in the PWD. The records may be preserved upto to the time when there is no audit objection pending with them.

(3) **Procedure**:

The Dean, Directors, Officers of the University, unit inchargs and head of departments are authorised to weed out the old record of their respective office as per following procedure:

i. Where the period of preservation of the record has been determined such record shall be weeded out after the expiry of the prescribed period of preservation subject to the condition that there is no audit requisition/ objection/reference pending against it or the same is not required in any investigation/enquiry/proceeding pending in the court of law.

ii. Where no period of preservation of record has been determined, in that case the head of the department/unit incharge will obtain the prior concurrence of the Dean/Director concerned; and similarly, the Dean/Director or officers of the University will obtain the prior concurrence of the Vice-Chancellor before weeding out such record subject to the condition that the record proposed to be weeded out is not required in any investigation/enquiry/proceedings pending in the court of law or no audit objection/reference is pending with regard to the same. The unit incharges will also obtain permission from Deans/Directors before weeding out any record.

Provided further that while weeding out the record under clause (i) or (ii) above, the particulars of such record shall be kept in respective office on the proforma attached as Annexures (I & II) and a copy of the same shall invariably be sent to the comptroller for information and record. However, the record maintained in the office of Estate officer –cum-Chief Engineer/Executive Engineers shall be weeded out as per practice prevalent in PWD department of Rajasthan Government.

The weeded out record shall be torn into pieces and auctioned department wise in the presence of the head of department /unit incharge and sale procedure of the same deposited in the University account under scheme ‘University Administration’.

(4) To initiate the process of weeding out of old records, a performa is annexed to this Chapter as Annexure I and II

Annexure I

Duration for Weeding of Records

Form No. of GF & AR as adopted by AGRICULTURE UNIVERSITY KOTA,	Name of the paper/record	Period for which to be preserved
	Excess and surrender statement	5 years
	Cash receipt counterfoils	Permanent
	Register of receipt / cheque book	Permanent
	Cash book	Permanent
	Register of postal order	Permanent
	Scheme wise classified statement of income	Permanent
	Bank ledger	Permanent
	Classified abstract of expenditure	Permanent
	Register of investments	Permanent
	Register of receipt and disposal of cheque	Permanent
	Register of clearance of advances	Permanent
	Pay bill of establishment O/C	Permanent
	Daily attendance roll of labour, if any	Permanent
	Establishment check register	Permanent
	Last pay certificates	Permanent
	Redrawal bills	Permanent
	TA bills of establishment, O/C	5 years
	TA bills of Examiners, O/C	5 years
	A quittance roll	10 years
	Register of security deposits	Permanent
	Contingent register	10 years
	Register of examination expenditure	10 years
	Bill for remuneration to paper setter, examiners, sub-examiners, checkers etc.	10 years
	Scholarship/stipends bills	5 years (after passing out of students)
	Cash book for sundry deposits	10 years
	CPF record	Permanent
Research Farms		
	Crop register	10 years
	Register of produce	Permanent
	Register of green fodder	5 years
	Picking and disposal register	5 years
	Bill-book-counterfoils	Permanent
	Cash receipt book	Permanent
	Livestock register	Permanent
	Register of unconsumable stores	Permanent
	Register of trees	Permanent
	Register of credit sales	10 years
University press		
	Order and evaluation register	10 years

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	Statement of materials required	10 years
	Register of completed jobs	5 years
	Annual statement of depreciation of machinery and plant	10 years
University workshop		
	Order forms	5 years
	Job order register	5 years
	Job cards	5 years
	Job sheet register	5 years
	Daily work register	5 years
	Job indent	5 years
	Return slip	5 years
	Job delivery register	5 years
	Gate passes	1 year
	Bill cum invoice	Permanent
	Profit and loss accounts	Permanent
Motor vehicles		
	Log books	Till the vehicles remain with University
	Tractor log book	Till the vehicles remain with University
	Particular of vehicles etc	Till the vehicles remain with University
	Particular of changing oil filter etc	-do-
	Particulars of replacement of tyres	-do-
	Particular of consumption of fuel, oil and Lubricants	-do-
	Requisitions	5 years
	Duty register	5 years
Book transfers		
	Transfer entry O/C	Permanent
	Register of transfer entries	Permanent
Animal/Poultry farms		
	Register of young stock	Permanent
	Register of patients	7 year
	Register of adults males/female stock	7 year
	Daily milk record register	5 year
	Milk receipt and disposal register	5 year
	Dairy products book	Permanent
	Skimmed milk disposal register	7 year
	Coupon record register	Permanent
	Register of eggs	7 year
	Incubator record	Permanent
	Daily register of birds	7 year
	Custom hatching counterfoils	Permanent
	Register of custom hatching	Permanent
Fees		
	Register of application for appointments	10 years
	Lists of postal orders	5 years
	Register of medical certificates issued	10 years
	Register of daily sales	5 years
	Register of degree to be issued in absentia	Permanent

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	Register of duplicate & other certificates	Permanent
	Receipt book	Permanent
	Daily fee collection register	12 years
	Demand and collection register	12 years
	Demand ledger of variable & occasional dues	12 years
	Register of students deposits	12 years
Funds, Buildings and Stores		
	Fund cash book	Permanent
	Register of buildings	Permanent
	Indent for supply of consumable stores	3 years
	Stationary register	3 years
	Stamp register	Permanent
	Indents on the central purchase organization O/C	5 years
Library		
	Accession register	Permanent
	Shelf list card	Permanent
	Withdrawal register	5 years
	Acquisition record for ephemeral literature	5 years
	Periodicals check record	10 years
	Overdue and fines register	10 years
Rents		
	Register of rent of buildings & lands	Permanent
	Statements of rent recoverable in cash or by deduction from pay bills	12 years
Other record		
	Personal files of the office establishment other than leave papers	permanent
	Service book other than leave papers personal files of officers/teacher/ employees	permanent
	Register of railways receipt	5 years
	Register of rent statement	5 years
	Attendance register	5 years
	Causal leave register & application file	5 years
	Dak book/diary of peons	Permanent
	Dispatch register	Permanent
	TA check register	5 years
	Applications of the candidates who applied for various posts but not selected.	2 year after meeting of the selection committee
	Replies received from the referees in respect of the candidates not selected	-do-
	Receipt register	10 years
	Answer book of various departmental examination and recruitment tests	3 years
	Files regarding sending of postal order to the comptroller	3 years
	Files of applications received from the candidates for supply of application forms	5 year
	Advertisement files	5 years
	Applications for department examinations	5 year
	Applications forms of the candidate not	5 years

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	selected for admission to various programme	
	Requests for obtaining prospectus and admission forms	2 year
	Pre-audit vouchers (all kinds) against which cheques have been issued by accounts branch of Comptroller office and other correspondence with regard to issue of such cheques	12 years
	Counter foils of cheque books (Comptroller office)	12 years
	Transfer entries (Comptroller's office)	12 years
Records in COE office		
	Used answer books	2years (except court cases if any)
	Old questions papers/Model papers	After declaration of the result/re-evaluation
	Examiners report/Flying squad reports	Two year, i.e. academic session
	JET/Pre-PG Examinations – Forms and Papers	After 1 year of admission
	Original and duplicate manuscript of question papers	1 year
	Examiners acceptance forms	1 year
	Cloth envelops of question papers	1 year
	Award list	Not to be disposed

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Annexure II

Performa for Weeding of old Records

Name of the Department/Unit _____

S. No.	File No.	Particulars of the record	Date of opening file/register	Date of closing	Pages	Period of preservation	Date of weeding out	Initials of dealing Asstt./ supervisor	Signature of Head/Unit incharge/ Dean/ Director etc.

Note: Although the Statues have been prepared taking all due care that these are in consonance with Agriculture University, Kota Act and various rules/orders as notified from time to time, yet in case of any inconsistency in existing Act and Rules, the original will prevail. The statutes/rules will also amended in future as per Govt. circulars and or as per need by the BOM.

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Schedule I

Delegations of Powers for Imposing Minor and Major Penalties and Channel for Preferring an Appeal for Teachers and Officers

Class of Employee	Disciplinary Authorities	Nature of penalty	Appellate Authority
1. Teachers and Officers Assoc. Professor, Asstt. Professor, Asstt. Registrar and equivalent	Concerned Dean/ Director	**I. Minor penalty** **(Rule No. *9 (ii) a* of Chapter 9-** **Service Conduct Rules)** (i) Censure. (ii) Withholding up to two increments (non-cumulative effect) or promotions. (iii) Recovery from pay of the whole of part of any pecuniary loss caused to the University by negligence of breach of the rule of the University or orders or directions of superior authorities.	Vice-Chancellor
2. **All Officers** (a) Dy. Registrar, O.S.D., Asstt. Registrar, Adm. Officer and Pool Officer, working in Adm. Office (b) Dy. Comptroller, Sr. Accounts Officer, Accounts Officer working in Adm. Office & Treasuries	Registrar Comptroller	-do- -do-	Vice-Chancellor
3. **Asstt. Engineer**	Estate Officer	-do-	Vice-Chancellor

Note : When an Officer of Accounts cadre is directly reporting to the Comptroller or when an Officer of Administrative cadre is reporting directly to the Registrar, Registrar/Comptroller as the case may /shall be the disciplinary Officer.

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Class of Teachers &Officers	Disciplinary Authorities	Nature of Penalty	Appellate Authority
Mentioned as above and all Professors and University Officers	Vice-Chancellor	**II. Major penalties** **(Rules *9 (ii) b* of Chapter 9-Service Conduct Rules)** (i) Demotion/reduction to a lower grade/ post or fixation to lower pay scale /stage in a time scale of pay. (ii) Compulsory retirement or impose retirement before superannuation. (iii) Withholding increment(s)with cumulative effect. (iv) Removal from service, which shall not be a disqualification for future employment. (v) Dismissal from service which shall be a disqualification for future employment.	BOM

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Schedule II

Delegations of Powers for Imposing Minor and Major Penalties and Channel for Preferring an Appeal for Non-teaching Employees other than Teachers and Officers

Class of Employee	Disciplinary Authorities	Nature of penalty	Appellate Authority
All employees other than teachers and officers	Zonal Director (Res), Additional Director, Programme Coordinator of KVK, Incharges of ARSS/ centres / Head of the Departments	**I. Minor penalty** **(Rule No.*9(ii)a* of Chapter 9-** **Service Conduct Rules)** (i) Censure (ii) Withholding up to two increments (non-cumulative effect) or promotions. (iii) Recovery from pay of the whole or part of any pecuniary loss caused to the University by negligence of breach of the rule of the University or orders or directions of superior authorities.	Vice-Chancellor
All employees other than teachers and officers	Deans/Directors/ Registrar/Comptroller/ Controller of Examinations / Estate Officer	**II. Major penalty** **(Rule No. *9 (ii) b* of Chapter 9-** **Service Conduct Rules)** (iv) Demotion/reduction to a lower grade or post or fixation to lower pay scale/ stage in a time scale of pay. Withholding increment(s) with cumulative effect. (v) Compulsory retirement. (vi) Removal from service, which shall not be a disqualification for future employment. (vii) Dismissal from service which shall be a disqualification for future employment.	Vice-Chancellor

Note : The Officer competent to impose a major penalty is also competent to impose a minor penalty.

Schedule III

Qualifications of Deans , Directors and other Officers for Appoinment

S. No.	Designation of the post	Qualification for direct recruitment	Composition of selection committee
1	Director (s) and Dean (s) having pay scale not lower than Professor	**Essential** (i) Doctoral degree in any branch of Agriculture, Agriculture Engineering, Home Science, Dairy & Food Science Technology, Horticulture, Forestry, Fisheries and others (ii) At least 5 years experience as a Professor or in an equivalent position or An eminent scientist having proven record of scientific contribution working in a reputed organization / institutes having at least 18 years experience in the relevant subject. (iii) Evidence of contribution to Research / Teaching/ Extension Education as supported by published work/innovations. (iv) Specialization and experience in the relevant field. **<u>Desirable:</u>** Administrative experience as Head of a University Department / Division of ICAR Institute/ Zonal Director Research.	As per Act-1974 as amended from time to time.
NOTE: The appointment to the posts of Deans/ Directors shall be made from amongst Professors / equivalents irrespective of their mode of appointment, whether by direct appointment or by personal promotion or by any other method of appointment as per Statutory provisions. The appointment shall be made based seniority cum merit and the screening shall be made by a committee who's chairperson shall be Vice-Chancellor and two experts of outside of the rank of professor and above.			
2	Registrar	Any officer of Rajasthan Administrative Services (not below selection scale) or of Indian Administrative Services deputed by Government	As per Section 4 of Act-1974 as amended from time to time an officer is to be deputed by Government of Rajasthan. In case the Government is unable to depute a person, the Vice-Chancellor may make stop-gap arrangement till posting is made by the Government on deputation.

S. No.	Designation of the post	Qualification for direct recruitment	Composition of selection committee
3	Comptroller	Deputed by the Government from officers of Rajasthan Accounts Services of the rank of selection scale and the above	As per Section 4 of Act-1974 as amended from time to time, an officer is to be deputed by Government of Rajasthan. In case the Government is unable to depute a person, the Vice-Chancellor may make stop-gap arrangement till posting is made by the Government on deputation.
4	Librarian	**Essential** (i) Doctoral degree in Library Science (ii) 10 year experience in the relevant subject out of which 8 years should be as a Assistant Librarian and 2 years as Deputy Librarian. (iii) The candidate should have made contribution in library science as evidenced by public work. (iv) A minimum score as stipulated in the Academic performance indicator (API) **Desirable:** (i) Administrative experience as Library Incharge (ii) Experience in Networking /e-Llibrary establishment and functioning	As per Act-1974 as amended from time to time.
	NOTE: In the absence of suitable applications the appointment to the post of Librarian may be made from amongst serving Professors / equivalents irrespective of their mode of appointment, whether by direct appointment or by personal promotion or by any other method of appointment having Doctoral Degree on rotational basis if needed .		
5	Controller of Examinations	**Essential** (i) Should be a Professor or of an equivalent position in any discipline of the University or Deputy Registrar or Assoc. Professor with 8 years of experience in the University **<u>Desirable:</u>** Administrative experience as Head of a	As per Act-1974 as amended from time to time.

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S. No.	Designation of the post	Qualification for direct recruitment	Composition of selection committee
		University Department / Division of ICAR Institute and having conducted university level examinations.	
	NOTE: As far as possible the appointment to the post of Controller of Examinations shall be made from amongst Professors / equivalents irrespective of their mode of appointment, whether by direct appointment or by personal promotion or by any other method of appointment as per Statutory provisions. Such appointments shall be made on the basis of willingness and suitability of the candidate on rotational basis if needed.		
6	Estate Officer	Deputed by Government from PWD department of the rank of X.En or above	As per section 4 of Act-1974 as amended from time to time an Executive Engineer is to be deputed by Government of Rajasthan. In case of the Government is unable to depute a person, the Vice-Chancellor may make stop-gap arrangement at its on level till posting is made by the Government on deputation.

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Tenure Post: The tenure of Deans/Directors shall be of a period of 3 years on rotational basis or as decided by University. All the Deans and Directors are of equal rank, hence a person having completed his/her term as Dean or Director may be considered given charge of any other Dean or Director as per procedure adopted for appointment.

Schedule IV

Qualifications of Teachers for Appointment

S. No.	Designation of the Post	Qualification for direct recruitment	Composition of selection committee
	For all disciplines other than Engineering		
1	Professors and equivalents	**Essential Qualifications:** 1. Doctoral degree in relevant subject. 2. 10 years experience in the relevant subject out of which 8 years should be as Assistant Professor or in an equivalent and 2 years as an Associate Professor or in an equivalent position. 3. The candidates should have made contribution to research/ teaching/ extension education as evidenced by published work / innovations and impact. 4. A minimum score as stipulated in the Academic performance indicator (API) based Performance Based Appraisal System (PBAS) set out by the University.	As per Act-1974 as amended from time to time.
2	Associate Professors / Programme Coordinator and equivalents	**Essential Qualifications:** 1. Doctoral degree in the concerned / relevant discipline with 08 years experience in the relevant subject as Assistant Professor/Scientist/ Lecturer/ Extension Specialist or in an equivalent position (excluding the period spent in Ph.D research subject to maximum of 3 years) having made contribution to research/ teaching/ extension as evidenced by published work/ innovations and impact. 2. A minimum score as stipulated in the Academic Performance Indicator (API) PBAS set out by university. Note : For the post of Programme Coordinator, the specialization in implementing Extension Education programme is desirable in discipline of Agronomy /Horticulture/ Animal Husbandry/ Plant Protection /Home Science/Extension Education/Soil Science/Agricultural Engineering.	As per Act-1974 as amended from time to time.
3	Assistant Professors / Subject Matter Specialist and equivalents	**1. Essential Qualifications:** 1.1 Master's Degree in the relevant subject with at least 55% marks (or an equivalent grade/ OGPA in a point scale wherever grading system is	As per Act-1974 as amended from time to time.

		followed) from an Indian University(s), or an equivalent degree from a recognized foreign University. 1.2 For the candidates having Master's degree, NET shall remain compulsory along with **One** publication in NAAS (National Academy of Agricultural Sciences, New Delhi) rated referred journal for recruitment to the post of Assistant Professor and equivalent in the disciplines in which NET is conducted. Essentiality of NET can be waived off for the candidates holding Ph.D. degree provided it has been done with course work as prescribed by the UGC Regulations, 2009 (and also as per ICAR letter No. 23 (46) /2010-EQR (Edn.) dated 26th December, 2011, issued by ADG (EQR), and the candidate has at least **Two** full length publications in a recognized reputed referred journal, listed in NAAS on the last date of submission of application. Those candidates with Ph.D. degree without course work will not qualify for NET exemption. 1.3 A minimum score as stipulated in Academic Performance Indicator (API) PBAS set out by University **Desirable** 1. Ph.D. in relevant discipline.	
	NOTE : A relaxation of 5% will be provided (from 55% to 50%) in the marks, at the Master's level for SC/ST category candidates		
		For the posts of Engineering discipline	
6	Professors and equivalents	**Essential :** Doctor degree in relevant subject Bachelor's and Master's degree in relevant branch of engineering / Technology with first class or equivalent either in Bachelor's or Master's degree and Ph. D. or equivalent in appropriate discipline **Desirable :** Post Ph.D. publications and guiding Ph.D. student. **Experience :** Minimum 10 years experience in teaching / research / industrial experience of which at least 2 years should be as Associate Professor. In case of research experience, good academic record and books/ research paper publications / IPR / patents record	As per Act-1974 as amended from time to time.

		shall be required as deemed fit by the expert members of the Selection Committee. If the experience in industry is considered, the same shall be at managerial level equivalent to Associate Professor with active participation record in devising / designing, planning, executing, analyzing, quality control, innovating, training technical book / research paper publications / IPR / patents, etc., as deemed fit by the expert members of the Selection committee. A minimum score as stipulated in Academic Performance Indicator (API) based Performance Based Appraisal System (PBAS) set out in University regulations.	
7	Associate Professors and equivalents	**Essential Qualifications:** Doctoral degree in relevant branch of Engineering subject with 6 years experience as Assistant Professor/ Scientist / Lecturer / Extension specialist or in an equivalent position having made contribution in research/ teaching / extension education as evidenced by published work/ innovations and impact or Master's degree in the relevant engineering subject with 10 years experience as Assistant Professor/ Scientist / Lecturer / Extension specialist or in an equivalent position having made contribution to research / teaching / extension education as evidenced by published work /innovations and impact **Desirable :** Specialization in implementing extension education programme in case of Programme Coordinator.	As per Act-1974 as amended from time to time.
8	Assistant Professors and equivalents	**Essential Qualifications:** Bachelor's and Master's degree in relevant branch of Engineering / Technology with First Class or equivalent either in Bachelor's or Master's Degree but atleast 55% marks in master degree if first class in Bachelor degree **Desirable :** Ph. D. in relevant discipline	As per Act-1974 as amended from time to time.
	NOTE : A relaxation of 5% will be provided (from 55% to 50%) in the marks, at the Master's level for SC/ST category candidates		
9	Assistant Professor and equivalent in the	(i) Good academic record with at least 55% marks at Master's Level. (ii) Besides fulfilling above qualifications,	

	discipline of Basic Sciences & Humanities in Engineering College excluding Agriculture Engineering Programme for which ICAR qualifications will apply.	candidate should have cleared the National Eligibility Test (NET) for Asstt. Professors conducted by ASRB/ UGC/ CSIR or similar test accredited by the UGC. (iii) Further, the requirement of NET is exempted for candidates having M.Phil/ Ph.D. degree provided it has been done with course work prescribed by the UGC Regulation 2009 and two papers of NAAS rating . (iv) A minimum score as stipulated in API based PBAS.	
	NOTE : A relaxation of 5% will be provided (from 55% to 50%) in the marks, at the Master's level for SC/ST category candidates		
10	Deputy Librarian	(i) Doctoral degree in Library Science. (ii) 8 years experience as an Assistant Librarian (excluding the period spent in obtaining the Ph.D. degree during service, subject to maximum of three year's). (iii) A minimum score as stipulated in the Academic Performance Indicator (API) set out by university.	As per Act-1974 as amended from time to time.
11	Assistant Librarian	**1.** A Master's Degree in Library Science / Information Science/ Documentation Science or an equivalent professional degree with at least 55% marks (or an equivalent grade/OGPA in a point scale wherever grading system is followed) and a consistently good academic record with knowledge of computerization of library**.** 2. Qualifying in the National level test conducted for the purpose by the UGC or any other agency approved by the UGC. **3.** However, candidates, who are, or have been awarded Ph. D. degree in accordance with the "University Grants Commission" (Minimum Standards and Procedure for Award of Ph.D. Degree), Regulations 2009, shall be exempted from the requirement of the minimum eligibility condition of NET/SLET/SET for recruitment.	As per Act-1974 as amended from time to time.
	NOTE : A relaxation of 5% will be provided (from 55% to 50%) in the marks, at the Master's level for SC/ST category candidates		
12	Deputy Director (Physical Education)	(i) Doctoral degree in Physical Education (ii) 8 years experience (excluding the period spent in obtaining the Ph.D. degree during service, subject to	As per Act-1974 as amended from time to time.

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		maximum of three year's) as an Assistant Director, Physical Education (iii) A minimum score as stipulated in the Academic Performance Indicator (API) set out by university.	
13	Assistant Director (Physical Education)	(i) At least 55% at Masters or Doctoral Degree in Physical Education (ii) Two years of related work experience. (iii) A minimum score as stipulated in API based PBAS.	As per Act-1974 as amended from time to time.
	NOTE : A relaxation of 5% will be provided (from 55% to 50%) in the marks, at the Master's level for SC/ST category candidates		

Note: The qualification and eligibility criteria for selection of all the cadres mentioned above shall be decided by the university as per the guidelines of UGC/ICAR/Govt. of Rajasthan and amended from time to time. The reservation policy and age limit shall be as per policy of Government /University. Though every care has been taken to reproduce the details, in case of any inadvertent omission/discrepancy, the original version will prevail.

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Schedule V

The Rajasthan Universities Teachers and Officers (Selection for Appointment) Act, 1974 (as amended from time to time)

To amend the Rajasthan Universities Teachers and Officers (Special Conditions of Service) Act, 1974.

1. Short title and commencement:

This Act be cited as Rajasthan Universities Teachers and Officers (selection for appointment) (Amendment), Act, 1974.

2. Definitions:

(i) "Faculty concerned" means the faculty of the University concerned in which vacancy in the post of a teacher is to be filled up by selection

(ii) "Head of Department concerned" means the Head of Department of a subject taught in the faculty concerned and includes any person who for the time being performs the functions of the Head of Department in the University concerned in accordance with the relevant law;

(iii) "Officer" means the Registrar, the Deputy Registrar, the Assistant Registrar, the Librarian of a University and includes any other officer by whatever name designated and declared by the statutes to be an officer of that university and as per section 24 of the University Act.

(iv) "Rules" means rules made by the Board of Management under the Act;

(v) "Relevant law" means an enactment of the Rajasthan State Legislature establishing a University in Rajasthan and it includes the statutes, Ordinances, by laws, rules, notifications or orders made there under and as amended from time to time;

(vi) "Schedule" means a schedule to this Act;

(vii) "Board of Management" in relation to a University means the Board of Management and where there is no Board of Management, the Board of Management or such other body, by whatever name called of the University constituted by the relevant law;

(viii) "Teachers" means a Professor, an Associate Professor or an Assistant Professor of any faculty of University and such other person by whatever name designated by or under the relevant law, imparting, instructions or conducting and guiding research or extension programmes in a university;

(ix) "University" means a University established in Rajasthan by an Act of the State Legislature;

(x) "University concerned" means the University in which a vacancy in the post of a teacher or an officer is to be filled up, as the case may be in accordance under this Act;

(xi) "Vice-Chancellor" means the Vice-Chancellor of the University concerned, and includes any person who for the time being is carrying on the functions of the office of the Vice-Chancellor of the University concerned according to the relevant law;

(xii) All other expression used but not defined in this Act shall have the meaning respectively assigned to them under the relevant law.

3. Restriction on appointment of Teacher and Officers:

(i) Notwithstanding anything contained in the relevant law, as from the commencement of this Act, no teacher and officer in University shall be appointed except on the recommendation of the selection committees constituted under section 5.

(ii) Save as otherwise provided in sub-section (iii), every appointment of a teacher or of an officer in any University made in contravention of sub-section (i) shall be null and void.

(iii) Nothing herein contained shall apply to the appointment of a teacher or an officer as a stop-gap arrangement for a period not exceeding one year to the appointment of a part-time teacher or of a teacher or of an officer in the pay scale lower than that of Lecturer (Assistant Professor or Assistant Registrar).

Explanation – The expression "appointed" in sub-section (i) shall mean appointed initially and not appointed by way of promotion.

4. Appointment of officer on deputation :

(i). Notwithstanding anything to the contrary contained in this Act or the relevant law, if the Vice-Chancellor of the University concerned is of the opinion that –

(a) efficient and proper management of the administrative affairs of the University so requires; or

(b) for any good reasons, the University is not able easily to fill up a vacancy in the post of Registrar in the University in accordance with the provisions contained and the procedure provided elsewhere in this Act and the relevant law; or

(c) a suitable person is not available for appointment to the post of Registrar in the University as a measure of stop-gap arrangement under sub-section (iii) of section(3);he may make a request in writing to the State Government to place the service of an officer of the State Government having administrative experience as laid down in University Act at the disposal of that University for appointing him to the post of Registrar of the University for a period not exceeding three years in the first instance and the State Government may, after considering such a request, place the service of such officer of the State Government at the disposal of the University for such appointment and thereupon the University concerned to make appointment to the post of Registrar, shall appoint such officer of the State Government as Registrar of that University for a period not exceeding the period as aforesaid,

(ii) An appointment of an officer of the State Government as Registrar of any University shall for all purposes be valid and shall not be liable to be questioned on the ground that the appointment has been made in contravention of any other provision of this Act or of the relevant law whether such contravention relates to qualifications or experience laid down about eligibility for appointment to the post of Registrar in that University or to the procedure provided for selecting or appointing a person to such a post in this Act or in such law or both

(iii) If further request in writing of the nature referred to in sub section (i) is made by the Vice-Chancellor of University concerned, the term of deputation of the officer

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of the State Government appointed as Registrar of the University under the said sub-section may be agreed to by the State Government to be extended for a further period not exceeding one year.

(iv) Notwithstanding anything to the contrary contained in the relevant law or elsewhere in this Act –

(a) the Finance Officer (by whatever name designated in a University) to be appointed as such in the University concerned shall; and

(b) an Estate Officer or such other officer or officer (by whatever name designed in a University) as may be specified in the rules may be an officer of State Government sent to deputation for that purpose to such University.

5. **Constitution of selection committee:**

For every selection of a teacher or of an officer in a University, there shall be constituted a committee consisting of the following:

(i) Vice-Chancellor of the University concerned who shall be the Chairman of the committee.

(ii) an eminent educationist to be nominated by the Chancellor for a period of one year.

(iii) an eminent educationist to be nominated by the State Government for a period of one year;

(iv) one member of the Board of Management to be nominated by the State Government for a period of one year; and

(v) such other person is as member specified in column 2 of the Schedule -VI for the selection of the teachers and the officers mentioned in column 1 thereof;

Provided that where the appointment of a teachers is to be made in the faculty of agricultural in any University or in any University college there shall be one more expert to be nominated by the Indian Council of Agricultural Research;

Provided further that the selection committee for teaching posts in the faculty of engineering and technology shall also include an expert to be nominated by the All India Council of Technical Education.

The eminent educationist nominated under clause (ii) and clause (iii) above and the member of the Board of Management nominated under clause (iv) above shall be member of every selection committee constituted during the course of one year from the date of his/her nomination:-

Provided that the member for a selection committee nominated under clause (ii), (iii) and (iv) shall continue to be the member of every selection committee even after the expiry of his/her term until a fresh nomination is made by the Chancellor, or as the case may be, by the State Government, however, that the fresh nomination of such members for selection committee shall be made within a period not exceed three months from the date of expiry of his/her term.

No person shall be eligible to be nominated as expert on any selection committee in any one year if he/she has been a member of any two selection committees during the same year.

6. **Procedure of selection :**

(i) The quorum required for the meeting of a selection committee constituted under section 5 shall not be less than five out of which at least two shall be the experts, if the selection is to be made for the post of a Professor or Reader (now Associate Professor)'and at least one shall be expert if the selection is to be made for the post of a Lecturer (now Assistant Professor or any other post of a teacher equivalent thereto. The quorum required for the meeting of a Selection Committee for selection of non-teaching posts shall be not less than one half of the numbers of the members of the selection committee, out of which at least one shall be an expert.

(ii) Selection committee shall make its recommendation to the Board of Management. If the Board of Management disapproves, the Vice-Chancellor of the University concerned shall submit such recommendation of the selection committee, alongwith reasons for disapproval given by the Board of Management to the Chancellor for his/her consideration and the decision of the Chancellor thereon shall be final.

(iii) Every selection committee shall be bound by the qualification laid down in the relevant law of the University concerned for the post of a teacher or, as the case may be of an officer.

(iv) The selection committee, while making its recommendation to the Board of Management under sub-section (ii), shall prepare a list of candidates selected by it in order of merit and shall further prepare a reserve list in the same order and to the extent of 50% of vacancies for the posts of teachers or officers for which the selection committee was constituted under section 5 and forward the main list and the reserve list alongwith its recommendation to the Board of Management.

7. Dis-qualification for sitting as member in selection committee:

A person shall be disqualified from sitting as a member of any selection committee and from taking part in any selection under this Act if he/she is personally interested in a candidate or relative to any candidate seeking selection to the post of a teacher or an officer in any University.

8. Vacancy or defect not to invalidate selection:

Subject to the provision as to the requirement of quorum no act, proceeding or selection made by a selection committee shall be questioned on the ground of the existence of any vacancy or defect in the nomination of a member of such committee.

9. Transfer of officers and teachers:

(i) The Chancellor may for administrative reasons, transfer an officer/teacher of a University to any other University.

(ii) Such officer upon his/her transfer shall carry with him to the University to which he/she is transferred, such other conditions of service as may be specified in the order of transfer.

10. Reservation of posts:

Notwithstanding anything contained in the relevant law, as from the date of commencement of the Rajasthan Universities Teacher and Officers (Special

Conditions of Service) (Amendment) Act, 1984, there shall be reservation by the University concerned, 16% posts for schedule caste and 12% posts for scheduled tribes candidates for appointment to the posts of teachers and officers to be appointed in the University in pursuance of every selection made under this Act.

Provided that if, in any selection, persons belonging to such castes or such tribes are not appointed in such percentage as is provided for in this section whether by reason of their not having applied for selection or any reason of their not having been selected, the number of posts by which such percentage falls short shall be carry forward upto a maximum period of three years.

10A[1] **Reservation of posts for Backward Classes-**Notwithstanding anything contained in the relevant law, as from the date of commencement of the Rajasthan Universities Teachers and Officers (Selection for Appointment) (Amendment) Act 1995 (Act No. 24 of 1995) there shall be reservation in the University concerned, twenty one percent posts for Backward Classes for appointment to the posts of teachers and officers to be appointed in the University in pursuance of every selection made under this Act:

Provided that in the event of non-availability of the eligible and suitable candidates from amongst Backward Classes in a particular year, the vacancies reserved for them shall be filled in accordance with the normal procedure.

10-A Reservation of posts for Special Backward Classes-Notwithstanding anything contained in the relevant law, as from the date of commencement of the Rajasthan Universities' Teachers and Officers (Selection for Appointment) (Amendment) Act, 2011 there shall be reservation in the University concerned, one percent posts for Special Backward Classes for appointment to the posts of teachers and officers to be appointed in the University in pursuance of every selection made under this Act.

The other reservation policy shall be applicable as laid down by State Government and amended from time to time.

11. Personnel promotion under Career Advancement Scheme (CAS) of UGC/ICAR Regulations.

The personal promotion under Career Advancement Scheme of UGC Regulations shall be applicable to different cadres of teachers as notified by Govt. and University from time to time. The SMS recruited with the AGP Rs. 5400/- shall serve KVK for 5 years and be considered for AGP Rs. 6000/-

(i) **Seniority :**The *inter-se* seniority of Professors and Readers (now Associate Professor) regularly appointed in a University under the relevant law or in pursuance of the selection made under section 5 and section 6 and of all those who are granted personal promotion under CAS after the date of commencement of the Rajasthan Universities Teachers and Officers (Special Conditions of Service) (Amendment) Act, 1974 shall be regulated by the date of their regular appointment or, the date of eligibility in the cadre and the rules made by the University

[1]Insertion of new section of 10-A vide Notification No.F.2(34)Vidhi/2/95 dated 13th November, 1995.

(ii) Where, as a result of the appointment under CAS, the existing work load on a teachers or a category of teachers in a faculty gets disturbed, suitable redistribution of work shall be made by the Vice-Chancellor of the University concerned subject to the directions, if any, of the State Government.

(iii) The State Government may make rules for carrying out the purpose of this section.

12. Act to have over riding:

(i) The provisions of this Act shall have effect not withstanding anything contained in the relevant law

(ii) So much of the relevant law as provides for the matters covered by this Act shall, as from the commencement of this Act, cease to have effect as respects to those matters.

13. Powers to make rules:

The Board of Management of the University concerned may make rules for carrying out of the provisions of this Act except the provisions contained in section 11.

14. Repeal and savings:

(i) The Rajasthan Universities Teachers and Officers (Special Conditions of Service) (Amendment) Ordinates, 1976 (Ordinance No. 4 of 1976) is hereby repealed.

(ii) Notwithstanding such repeal, anything done or any action taken under the principal Act as amended by the said Ordinance shall be deemed to have been done or taken under the principal Act as amended by this Act.

15. Saving and validation:

Notwithstanding the expiry of the Rajasthan Universities Teachers and Officers (Special Condition of Service) (Amendment) Ordinance, 1983 (7 of 1983), all actions taken or things done:

(i) during the period the said ordinance was in force; or

(ii) during the period commencing with the expiry of the said Ordinance and extending upto the date of commencement of this Act,

(iii) If taken or done in accordance with the provision of the principal Act as amended by the said Ordinance shall be deemed always to have been lawfully or validly taken or done and shall not be liable to be questioned before the court, tribunal or authority by any person or authority on the ground that the said Ordinance was not in force.

Note : Though every care has been taken to reproduce the details of Rajasthan Universities Teachers and Officers (selection for appointment) Act 1974 as amended from time to time, in case of any inadvertent omissions/discrepancy, the original version will prevail.

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Schedule VI

Experts and other Members for Appointment of Teachers and Officers

Post	Expert and other members
1. Dean of College or Director Students' Welfare and Dean of the College of Basic Sciences and Humanities, Director of Research, Director of Extension Education and or any other Director/ teacher having his/her pay in the scale not lower than that of the Professor	(i) Three experts not connected with the University concerned to be nominated by the Vice-Chancellor of the University concerned out of a panel of names recommended by the Academic Council of such University.
2. Professor:	(i) Dean or as the case may be, Chairman of the faculty concerned if he/she is a Professor; the Director Research and the Director Extension Education, if he/she is Professor.
	(ii) Head of Department concerned if he/she is a Professor otherwise the senior most Professor in the department.
	(iii) Three experts not connected with the University concerned to be nominated by the Vice-Chancellor of the University concerned out of a panel of names recommended by the Academic Council of such University (at least two expert are required for maintaining quorum).
3. Associate Professors, Assistant. Professors and any other teacher having his/her pay in the scale of Associate Professor or Assistant Professor but lower than that of the Professor.	(i) Dean or as the case may be Chairman of the faculty concerned if he/she is a Professor; the Director Research and the Director Extension Education, if he/she is a Professor
	(ii) Head of Department concerned if he/she is a Professor otherwise the senior most Professor in the department.

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		(iii) Two experts not connected with the University concerned to be nominated by the Vice-Chancellor of the University concerned out of a panel of names recommended by the Academic Council of such University. (Atleast two experts for selection of Assoc. Professor and one for Assistant Professor or equivalent posts are essentially required).
4.	Registrar, Deputy Registrar, Assistant Registrar or any other officer having the pay scale equivalent to or lower than that of the Registrar and Deputy Registrar but not lower than that of the Assistant Registrar.	One expert not connected with the University concerned to be nominated by the Vice-Chancellor of such University but for Registrar and Dy. Registrar two experts are required.
5.	Librarian.	Three experts not connected with the University concerned having special knowledge of Library Science and Library Administration to be nominated by the Vice-Chancellor of the University concerned out of a panel of names recommended by the Academic Council (at least two experts are required for maintaining quorum).
6.	Deputy Librarian, Assistant Librarian in the Library or any other officer in the Library having his/her pay in a scale not lower than that of the Lecturer.	Two (atleast one for Asstt. Librarian) experts not connected with the University concerned having special knowledge of Library Science and Library Administration to be nominated by the Vice-Chancellor of such University.

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Explanation

1. The expression "expert or experts not connected with the University concerned" wherever used in the schedule, shall mean such experts who are neither in the employment of the University concerned nor are members of the Senate, Board of Management, or the Academic Council of such University at the time when the selection committee is constituted.

2. Three or as the case may be, two experts to be nominated by the Vice-Chancellor of the University concerned for the selection of the teachers specified at serial numbers 1,2 and 3 in column 1 of this schedule shall be chosen by him on the advice of a committee consisting of a member of the Rajasthan Public Service Commission to be nominated by the State Government after consultation with the Chairman of RPSC, the eminent educationist nominated under clause (iii) of section 5 and the member of the Board of Management nominated under clause (iv) of the said section and said committee shall from out of the panel of names recommended by the Academic council, recommend to the Vice-Chancellor of the University concerned, names of at least 12 experts for each selection committee which shall be in order or priority.

NOTE: Though every care has been taken to reproduce this act, in case of any inadvertent omission, discrepancy the original version of the act/ order will prevail.

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Schedule VII

Appointments of Employees of the University other than Officers and Teachers (Establishment/General Cadre)

Statement Showing Number of Vacancies to be filled by Promotion/Direct Recruitment, Qualification for Promotion/Recruitment and Posts from which Promotions are to be made

S. No	Name of posts	Percentage of posts to be filled by promotion/ direct recruitment	Posts from which promotion is to be made	Qualifications/ experience as the case may be
1	**2**	**3**	**4**	**5**
1.	Assistant Registrar	50% by direct recruitment 50% by promotion on the basis of seniority cum merit	- From amongst the Sr. PA/ Section Officer or equivalent post	Must be graduate having 5years experience as Sr. PA or Section Officer Must be graduate having 5 years experience. They have been selected/promoted as Sr. PA/ Section Officer as per seniority with the established procedure
2	PS to VC		Appointment at the pleasure of the Vice-Chancellor out of the Sr. PAs/PAs. As soon as the pleasure is withdrawn the incumbent will be posted at his/her original post	
3.	Senior Personal Assistant	100% by promotion on the basis of seniority cum merit	From amongst Personal Assistants	Must have completed 5 years service as Personal Assistant.
4.	Personal Assistant	-do-	From amongst Stenographers	Must have completed 5 years service as Stenographer
5.	Stenographers / Computer operator	100% by direct recruitment		(A) Senior Secondary from a recognized Board or its equivalent examination, and

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S. No	Name of posts	Percentage of posts to be filled by promotion/ direct recruitment	Posts from which promotion is to be made	Qualifications/ experience as the case may be
				(B)'O' or Higher level Certificate Course conducted by DOEACC under control of the Department of Electronics Government of India. or Certificate course on Commuter concept by NIELIT, New Delhi or Computer Operator & Programming Assistant (COPA)/Data Preparation and Computer Software (DPCS) Certificate organized under National /State Council or Vocational Training scheme. or Degree/Diploma Certificate in Computer Science/Computer Application from a University established by law in India or from an Institution recognized by the Government. or Senior Secondary Certificate from recognized board of Secondary education in the country, with the computer science/ computer application as one of the subject or Diploma in Computer Science and Engineering from a Polytechnic Institution recognized by the Government.

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S. No	Name of posts	Percentage of posts to be filled by promotion/ direct recruitment	Posts from which promotion is to be made	Qualifications/ experience as the case may be
				or Rajasthan state certificate course in Information Technology (RSCIT) conducted by Vardhman Mahaveer Open University, Kota under control of Rajasthan Knowledge Corporation Limited.
6.	Section Officer	100% by promotion on the basis of seniority cum merit	Assistants	5 years service as Assistant
7.	Assistant (ASO Gr.II)	-do-	U.D.C. (Clerk Gr. I)	5 years service as UDC (Clerk Gr.I)
8.	U.D.C.(Clerk Gr.I)	-d0-	L.D.C.(Clerk Gr.II)	7 years experience as L.D.C. (Clerk Gr.II)
9.	L.D.C. (Clerk Gr. II)	85% by direct recruitment		A) Senior Secondary from a recognized Board or its equivalent Examination and (B) "O" or Higher Level Certificate Course conducted by DOEACC under control of the Department of Electronics, Government of India or Certificate course on Computer concept by NILET, New Delhi or Computer Operator and Programming Assistant (COPA)/ Data preparation and Computer Software (DPCS) certificate organized under National/ State Council of Vocational Training scheme or Degree/ Diploma/ Certificate in Computer

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S. No	Name of posts	Percentage of posts to be filled by promotion/ direct recruitment	Posts from which promotion is to be made	Qualifications/ experience as the case may be
				Science / Computer Application from a University established by law in India or from an institution recognized by the Government or Senior Secondary Certificate from recognized board of Secondary education in the country, with the computer science/ computer application as one of the subjects or Diploma in Computer Science and Engineering from a polytechnic institution recognized by the Government. or Rajasthan State Certificate Course in Information Technology (RSCIT) conducted by Vardhman Mahaveer Open University, Kota under control of Rajasthan Knowledge Corporation Limited.
		15% by promotion from amongst class IV cadre on the basis of seniority cum merit	Class IV having five years experience	A) Senior Secondary from a recognized Board or its equivalent Examination with typing experience both in Hindi 20 w.p.m and English 25 w.p.m and (B) **Desirable**: "O" or Higher Level Certificate Course conducted by DOEACC under control of the Department of Electronics, Government of India

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S. No	Name of posts	Percentage of posts to be filled by promotion/ direct recruitment	Posts from which promotion is to be made	Qualifications/ experience as the case may be
				or Computer Operator and Programming Assistant (COPA)/ Data preparation and Computer software (DPCS) Certificate organized under National/ State Council of Vocational Training scheme or Diploma in Computer Science / Computer Application from a University established by law in India or from an institution recognized by the Government or Diploma in Computer Science and Engineering from a polytechnic institution recognized by the Government. or Rajasthan State Certificate Course in Information Technology (RSCIT) conducted by Vardhaman Mahaveer Open University, Kota under control of Rajasthan Knowledge Corporation Limited and (C) Five years experience for the post mentioned in column 4
10	Class IV and equivalent post	100% direct recruitment	-	**Essential:** 8th pass: **Desirable:** Secondary pass

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Schedule VIII

Appointment of Employees (Accounts Cadre)

Statement Showing Number of Vacancies to be filled by Promotion / Direct Recruitment Qualification for Promotion / Recruitment and Posts from which Promotions are to be made

S. No	Name of posts	Percentage of posts to be filled by promotion / direct recruitment	Posts from which promotion is to be made	Qualification for promotion
1	**2**	**3**	**4**	**5**
1.	Treasury Officer/ Accounts Officer	100 % by promotion	From AAO Gr.I (Asstt. Accounts Officer) on seniority cum merit	Must be graduate having 5 years experience as AAO Gr.I (Assistant Accounts Officer)
1.	A.A.O. Gr.I (Assistant Accounts Officer)	100% by promotion on the basis of seniority cum merit	From Accountant (AAO Gr.II)	Must have 5 years experience as Accountant (AAO Gr.II)
2.	A.A.O. Gr.II (Accountant)	-do-	From Junior Accountant	Minimum 5 years service as Junior Accountant
3.	Junior Accountant	100% direct recruitment		Must be graduate or equivalent degree.

Note: Existing UDC/Clerk Gr. I (Accounts) be designated as Junior Accountants

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Schedule IX

Appointment of Technical Staff (Engineering Cadre)

Statement Showing Number of Vacancies to be filled by Promotion/Direct Recruitment. Qualification for Promotion/Recruitment and Posts from which Promotions are to be made

S. No	Name of Posts	Percentage of posts to be filled by promotion / direct recruitment	Posts from which promotion is to be made	Qualification for promotion
1	**2**	**3**	**4**	**5**
1.	Sr. Tech. Asstt.(Engineering) (Dying cadre)	100% by recruitment		Degree in BE (Ag.)
2.	Technical Assistant (Engineering) (Dying cadre. In future no recruitment will be made. After vacancy the post may be converted to Lab Assistant)	100% by promotion on seniority-cum-merit basis	Foreman/ Sr. Technician/Sr. Mechanic	Diploma in concerned branch.5years experience as foreman or Sr. Technician/ Sr. Mechanic or 10 years professional experience as Sr. Mechanic
a.	T.A. Mechanical Engineering	-do-	-do-	-do-
b.	T.A. Electrical Engineering	-do-	-do-	-do-
c.	Mining Engineering.	-do-	-do-	-do-
3.	Mechanical Supervisor	-do-	-do-	-do-
4.	Drilling Assistant	Direct recruitment	-	Diploma in Mech. Branch with 2 years experience of working on water well drilling machine.
5.	Foreman	100% by promotion on seniority-cum-merit basis	Senior Mechanic	ITI with 15 years experience out of which 10 years as Sr. Mechanic
6.	Sr. Technician/ Sr.	85% by	Jr. Mechanic/	ITI with 5 years

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S. No	Name of Posts	Percentage of posts to be filled by promotion / direct recruitment	Posts from which promotion is to be made	Qualification for promotion
	Mechanic	promotion	Technician	experience as Jr. Mechanic or Technician as the case may be.
		15% by direct recruitment	-	ITI with 5 years experience as Mechanic
7.	Technician (a) Teaching (Foundry, Carpentry, Welding, Mining, Mason and Painting)	100% by promotion	To be filled up from the lower post in the trade such as Welder, Plumber Fitter, Black Smith, carpenter etc.	ITI with 2 years experience in the trade or 5 years professional experience in the trade.
	(b) Service Jobs only (Jr. Mech.)	-do-	-do-	-do-
i.	Fitting			
ii.	Blacksmithy			
iii.	Tinsmithy			
iv.	Head Engines			
v.	Machine shop			
vi.	Electrical wiring & Motor winding			
vii.	Turner			
viii.	Electronics			
ix.	Electronic mechanic			
x.	Farm Mechanic			
	(c)Technician/ Mechanic	100% by direct recruitment		ITI certificate in general machineries with 5 years experience of handling Ag. equipments and machinery
	(d) Electrician/ sub-station Electrical.	100% by promotion on seniority-cum-merit basis.	Electrician working in lower grade	(a) ITI with 5 years, experience professional experience in lower grade
	(e) Jr. Mech.	100% by promotion on	Pump operator, Electrician-	Professional experience of 5 years in lower post

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S. No	Name of Posts	Percentage of posts to be filled by promotion / direct recruitment	Posts from which promotion is to be made	Qualification for promotion
		seniority-cum-merit basis.	cum- Plumber, Mason, Craftsman, Tracer, Carpenter, Fitter, Boiler attendant, and Driver etc.	in relevant trade or ITI with 2 years experience in relevant trade.
8.	Driver	85% by direct recruitment		VIII Class passed with heavy and light duty driving license and 3years experience as a driver and must also possess the following :-
		15% by promotion from class IV		Weight not more than 65 kg. Sight 6x6 with or without glasses Knowledge of roadside, repairs and efficiency in driving to be examined through a trade test by the appointing authority.
9.	(a) Bulldozer Operator post	By promotion-cum-selection	Driver of vehicles/ Tractor	VIII pass must have heavy vehicle driving license, should have at least 5 years of experience in a job.
	(b) Workshop Asstt.	100% by promotion	Person working in lower trade of carpenter, plumber pump operator, Blacksmith	ITI pass in the concerned trade with 2 years experience in the trade or 5 years professional experience in the trade.
	(c) Electrician cum plumber	i)100% by promotion on the basis of seniority cum merit	Electrician (Lineman)or plumber	Must have Certificate from all Indian National Council of Training Electrician wire man
	(d) Carpenter/ Fitter	100% by direct recruitment		ITI with 2 years, experience or 5 years, professional experience in the trade.
	(e) Pump operator	100% by promotion on the basis of seniority	Pump attendant and from incumbents	Through Job test, ITI with 2 years experience or 5 years professional

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S. No	Name of Posts	Percentage of posts to be filled by promotion / direct recruitment	Posts from which promotion is to be made	Qualification for promotion
		cum merit	working in lower grade of those trades	experience in the trade.
10	Blacks smith, Welder, Turner Instrument repairer, Plumber, Mistry, Line man, Pump Driver and Asstt. Mechanic	Direct recruitment		For direct recruitment, ITI with 2 years experience in the trade or 5 years professional experience in the trade
11.	Metal craftsman (Mason, sheet metal)	100% by promotion on the basis of Seniority cum merit	Mason/Mistry Pattern maker	1. ITI with professional experience of 5 year 2. Should be conversant with blue print reading, must possess skill as `A' grade mason. 3. Sheet metal worker should know building material masonry & all civil works, and have `A' grade skill
12.	(a) Junior Engineer Civil/Electric	By direct recruitment		Good II class Diploma in the subject Electric/Civil Engineering. Graduates in Engineering will however be preferred.
	(b) Sr. Draft man (Civil/ Mechanical)	100% by promotion on seniority-cum-merit basis	Draftsman (Civil/ Mechanical)	1.Senior secondary 2. ITI certificate in trade concerned of Draftsman 3. Atleast 5 years experience of work as Draftsman in drawing office
	(c) Tracer	i) 100% by promotion on the basis of seniority cum merit.	Tracer of lower grade	ITI in trade with 2 years experience in trade 10th with drawing subject or ITI Certificate in trade concerned with 2 years experience as a tracer in Govt. or private organization.

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List of Posts of Engineering (Technical Staff Cadre) which are to be filled 20% from regularly appointed Class IV staff who are having technical qualifications or professional experience

S.No.	NAME OF POSTS
1.	Mistry
2.	Welder
3.	Pump operator
4.	Tracer
5.	Carpenter
6.	Fitter
7.	Assistant mechanic
8.	Instrument repairer
9.	Turner
10.	Plumber (Gen. Mistry)
11.	Electrician (lineman)
12.	Blacksmith
13.	Plate Maker

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Schedule X

Appointment of Technical Staff (other than Engineering Cadre)

Statement Showing Number of Vacancies to be filled by Promotion / Direct Recruitment, Qualifications for Promotion/Recruitment and Posts from which Promotions are to be made

S. No	Name of post	Percentage of posts to be filled by promotion / direct recruitment	Posts from which promotion is to be made	Qualification for promotion
1	2	3	4	5
1.	Senior Technical Assistant (Dying Cadre).	50% by direct recruitment 50% by promotion	- Amongst the Technical Assistants/ Asstt. Agric. Officers	Atleast Masters' Degree with 55% marks in the relevant subject followed by a Bachelors' degree in Agriculture with minimum 50% marks
2.	(a)Technical Assistants (Ag.)/ Farm Managers (Dairy/Poultry/ Horticulture/ Agronomy etc.)	100% by direct recruitment		Atleast II Class B.Sc. (Ag.)/B.S.c.(Ag.)Hons. / B. Sc. Horticulture / B.Sc. Horticulture (Honours)
	(b)Technical Assistants (Home Science)	100% by direct recruitment		Atleast II Class B.Sc. (Home Science)
	(c)Technical Assistant (A.H.)	100% by direct recruitment		B.V.Sc. & A.H. or atleast II Class B.Sc. (Ag.)/ B.Sc.(Ag.) Hons.
3.	Asstt. Agril. Officer	(a) 85% by direct recruitment from Agri. Graduates		For direct recruitment atleast II Class B.Sc. (Ag.)/ B.Sc.(Ag.) Hons. / B. Sc. Horticulture / B.Sc. Horticulture (Honours)
		(b) 15% by promotion	From Agriculture supervisors	Sr. Secondary with Agriculture having 27 years experience as Ag. Supervisor or B.Sc (Ag.) / B. Sc. Horticulture having 18 years experience as Ag. Supervisor
Note: The Assistant Agriculture Officers are treated equivalent to Technical Assistants and may be posted as Farm Managers or vice versa.				
4.	Agriculture Supervisor/ Animal Keeper/ Dairy Asstt./ Poultry	85% by direct recruitment and 15% by promotion from regular Class IV		Senior Secondary with Agriculture or equivalent in Agriculture

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S. No	Name of post	Percentage of posts to be filled by promotion / direct recruitment	Posts from which promotion is to be made	Qualification for promotion
1	2	3	4	5
	Asstt.			
5.	Sr. Photographer (12-F)	100% by promotion on seniority-cum-merit	From amongst Photographers of lower scale (10-F)	1. Atleast Sr. Secondary. 2. Diploma in Photography with 5 years experience as photographer 3. Should have experience in developing, printing and making enlargement.
6.	Photographer	100% by direct recruitment		1. Atleast Sr. Secondary 2. Diploma in Photography 3. Should have experience in developing, printing and making enlargement.
7.	Refrigeration Plant Operator	100% direct recruitment		Degree or a diploma in concerned subject and should have 5 years experience.
8.	(a) Project Operator (Gr.I)	100% by promotion	Project Operator (Gr. II)	Sr. Secondary with 2 years experience of operating and maintaining cinema projectors & other audio visual-aids.
	(b) Project Operator (Gr. II)	By direct recruitment	--	Sr. Secondary with Diploma in Projector operating 5 years of handling all projected aids & equipment including power generator.
9.	(a) Veterinary. Compounder (Gr.I)	100% by promotion	Vet..Compounder (Gr.II) and Stockman	Sr. Secondary with a course of Vet.. Compounder /Diploma in Livestock Management
	(b) Vet. Compounder (Gr.II) and Stockman	Direct recruitment	--	Sr. Secondary with a course of Vety. Compounder/ Diploma in Livestock Management
10	(a) Lab. Asstt. (Gr.I)	100% by promotion	Lab. Asstt. (Gr.II) with 5 Year experience	Sr. Secondary in science including Agriculture Science
	(b) Lab. Asstt. (Gr.II)	100% by direct recruitment		Graduate in Science /Agriculture
	(c) Museum Asstt. (Lab. Asstt.)	100% by direct recruitment		Graduate in Science /Agriculture
	(d) Lab. Asstt. (B.Sc.Home	--	--	*Dying cadre (as and when post fall vacant the same will be filled from T.A. (Home

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S. No	Name of post	Percentage of posts to be filled by promotion / direct recruitment	Posts from which promotion is to be made	Qualification for promotion
1	2	3	4	5
	Science)*			Science)
11	Computer Asstt	100% by direct recruitment	--	*Dying cadre (as and when post fall vacant the same will be filled from Computer Operator
12	(a) Senior Artist/ Artist	100% by promotion	Jr. Artist	5 years experience as Jr. Artist.
	(b) Junior Artist	100% by direct recruitment	--	Sr. Secondary with diploma from any recognized institute in drawing & painting e.g. J.J. school of Arts, Bombay with 1 year experience of having worked in Scientific Institution as Artist. Preference shall be given to a person who has experience of Drawing work in Agriculture field.
13.	Computer Programmer	100% direct recruitment		As per rules of Rajasthan Subordinate and Ministerial Services Selection Board,
14.	Computer Operator	100% direct recruitment		As per rules of Rajasthan Subordinate and Ministerial Services Selection Board,
15.	Data Entry Operator	100% direct recruitment		As per rules of I.T. Department, Govt. of Rajasthan
16.	Legal Asstt.	100% direct recruitment		Law Graduate from a recognized University or its equivalent with three years course of professional degree in law. Good knowledge of Hindi and Rajasthani culture. Two years experience of working in High Court.
17.	Coaches	100% direct recruitment		Graduate from a recognized University with Diploma in concerned game from National Institute of Sports.
18.	Press supervisor	100% direct recruitment		Sr. Secondary from recognized Board having Diploma in Printing with 3 years supervisory

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S. No	Name of post	Percentage of posts to be filled by promotion / direct recruitment	Posts from which promotion is to be made	Qualification for promotion
1	2	3	4	5
				experience of composting, printing and binding section in a press of repute. or Graduate with 10 years experience in press line.
19.	Printer (Gr.B)	100% direct recruitment		Sr. Secondary or its equivalent with certificate/ diploma in trade from a recognized institute. or Ability to read and write in English and Hindi and atleast 5 years experience of working as printer / ink-man in a press of repute.
20.	Compositor (Gr.B)	100% direct recruitment		Sr. Secondary or its equivalent with certificate/ Diploma in the trade from a recognized institute. or Ability to read and write in English and Hindi and atleast 5 years experience of working as compositor/ distributor in some press.
22.	Binder (Gr.B)	100% direct recruitment		Sr. Secondary or its equivalent recognized by the Govt. with certificate/Diploma in the trade recognized by Govt. or Five years experience as Binder in a press of repute
23.	Matron	100% direct recruitment		**Essential Qualifications:** Graduate form a recognized University. **Desirable :** i. She should stay in the hostel and no male family member is allowed to stay with her. ii. Two years experience of working in Girls Hostel.

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S. No	Name of post	Percentage of posts to be filled by promotion / direct recruitment	Posts from which promotion is to be made	Qualification for promotion
1	2	3	4	5
24.	Driver	85 % by direct recruitment after test	15% by promotion from Class IV employees subject to fulfill qualification and clear job test	VIII class passed with heavy and light duty driving license and three year experience as driver must also posses the following : - • Weight not more than 65 kg • Sight 6 x 6 with or without glasses • Knowledge of road side repairs and efficiency in driving to be examined through a trade test by the appointing authority.

Note: the direct recruitment in non-teaching cadre shall be done as per prevailing rules of Govt. of Rajasthan.

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List of posts of Technical Staff (other than Engineering Cadre) which are to be filled 15% from regularly appointed Class IV subject to fulfilling the qualification and professional experience

S.No.	Name of post
1.	Stockman
2.	Vet. compounder
3.	Ag. supervisor
4.	Dairy Assistant
5.	Animal keeper
6.	Jr. Project operator
7.	Compositor
8.	Binder
9.	Jr. Printer
10.	Ferrier
11.	Herbarium keeper

Appendix 1

Health Certificate

I, Dr. _____hereby certify that I have examined Shri/ Dr. _____a candidate for employment in _____ Department / College /Unit of Agriculture University,, Kota and cannot discover that he/she has any disease, constitutional weakness or bodily infirmity except _____. I don't consider this a disqualification for employment in the office of _____.

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Signature of Medical Officer
(Name with seal)

Appendix II

Agriculture University, Kota

Form of Application for Leave Under the Rajasthan Service Rules

(1) Name of applicant :_____

(2) Designation and place of posting :_____

(3) Department/Section/Office :_____

(4) Pay band with grade pay :_____

(5) Nature and period of leave applied :_____

(6) Date and duration from which it is required :_____

(7) Sunday/holiday, if any, prefixed or suffixed :_____

(8) Leave address in case applicant leaves the Head Quarters_____

_____

(9) Grounds on which leave is applied:_____

(10) (a) Date of return from last leave:_____

(b) Nature and period of that leave:_____

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I undertake to refund the difference between leave salary drawn during PL/Commuted leave/ HPL which is not admissible/ not due in event of retirement/ resignation.

Signature with designation & date

Remarks and recommendation of controlling officer

Signature with designation

certificate regarding admissibility of leave

Certified that_____for_____daysfrom_____to _____is admissible under the rules of Rajasthan Service Rules. He/she is entitled for_____days P.L. /Comm. Leave/H.P.L. upto_____

Dealing Asstt **Granted**

Controlling Officer

Appendix III

Agriculture University, Kota

Application Form for Study Leave

1. Name:
2. Designation:
3. Period &purpose of leave: Study leave PL HPL
4. Address:
5. Date of birth : Age Years (completed year)
   (With proof)
6. Date of first appointment Adhoc Regular
7. Date of completion of five years service after regular appointment (including the period of probation)
8. (a) Qualification at the time of first appointment
   (b) Details of obtaining subsequent qualification & its usefulness to the University
9. Date of subsequent promotions
   (Order No.& Date)
10. Have you availed any kind of leave for study purpose earlier? If so, give details with proof
11. (a) Whether any departmental enquiry is pending or contemplated against you ?
    (b) Whether any punishment awarded? If so, give details
12. Have you awarded any financial assistance for the period of study leave by any other institutions?
13. Are you prepared to take your due leave, if you do not qualify for study leave? If so, mention the title of leave at your credit.

Signature of Applicant

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For Office Use only

Recommendation of immediate Controlling Officer, if any, for granting him leave requested and also in verifying the above information

Staff Strength of the Station / Department

If any_____

No. of person already on Study Leave_____

ZDR/HOD//O-I/PC

Recommendations of the Dean/ Director if any, in relieving the applicant for granting study leave and in verification of above information.

DEAN/ DIRECTOR

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Appendix IV

Agriculture University, Kota

Bond for Teachers/Officers/Employees of the University for Study Leave

This bond is executed this day of _____20____ by Sh/Dr._____ S/o _____, residence of V&PO_____ in the District of _____ at present employed as _____ in the Department of _____ herein after called the Executant or the first party and Sh._____ S/o _____ resident of _____ herein after called surety, or the second party and Sh_____ S/o _____ resident of _____ called surety; or the third party and, the Agriculture University, Kota through _____ herein after called the University or the fourth party.

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2. Whereas the University has granted, the first party study leave for the period from _____ to _____ under the study leave rules as contained under sub-clause (xxix) of clause (5)- Chapter 9 of the Statute and other rules applicable to him/her in consideration of which the first party has executed the instant bond in favor of the University.

And whereas in consideration of granting study leave / leave of the kind due to the first party, the second and the third party have agreed to stand as irrevocable sureties for the due performance of the contract by the first party in favour of the University i.e. the fourth party.

3. And whereas in the event of granting extension of study leave/leave of the kind due to the first party at his/her request, the second and third party shall continue as irrevocable sureties for the due performance of the contract by the party of the first part in favour of the University i.e. the fourth part in the same manner and to the same extent as at the conclusion of the originally sanctioned study leave. The liability of the sureties shall be joint several co-extensive with that the first party.

Now this bond witnesses as follows: -

(i) that the Executant i.e. the first party undertakes to serve University i.e. the fourth party for a period of _____ years after his/her return to duty.

(ii) that in case the Executant i.e. the first party does not rejoin duty on the completion of study, he/she shall be liable to pay the amount mentioned hereinafter, after the admissible time of study or at the option of the University when the party of the first part rejoins duty.

(a) that in the event of the Executant i.e. the first party resigning or retiring from service or services terminated without rejoining after the expiry or termination of the period of study leave or at any time within the period

of _____ years i.e. the actual period of total leave (inclusive of leave of the kind due) availed of by him to complete the course of study, the Executant i.e. the first party shall refund for the full bonded period the amount paid towards study leave together with interest form the date when the resignation is accepted / service terminated or voluntary retirement allowed, at the rate indicated in the following sub clause:-

(b) that the Executant i.e. that first party has served for a period not less that half the period of bond on return from study leave/leave of the kind due, recovery equal of half the amount of study leave shall be made. However, the period of extra ordinary leave, of any, availed of immediately preceding the infringement of bond shall not be reckoned for computing the service rendered towards the bond period.

(c) that the Executant i.e. the first party does hereby bind himself and is ready to pay to the University i.e. the fourth party on demand the bond amount and the interest there upon at a rate of _____ percent or at such rate of interest not higher than that for the time being in force on University loans in the event of violation of the conditions incorporated here under.

(d) that where Executant i.e. the first party shall also be liable to reimburse the University i.e. the fourth party as damages the costs (administrative, legal etc) incurred towards effecting any financial recoveries indicated in the instant bond.

(iii) that in the event of extension of study leave in exceptional case, the period of the bond shall stand extended automatically for the period specified and the sureties already furnished shall also continue for the extended period of the bond as irrevocable sureties.

(iv) that the decision and the statement of account regarding the expenses incurred by the University on any account in conformity with the terms and conditions of the bond filled whatsoever shall be final and binding on the party of the first part.

(v) that all the rules applicable to the study leave as may be amended form time to time shall be duly binding upon the party hitherto including sureties

(vi) that in case, the first party fails to complete his/her higher studies(degree/diploma for which study leave was granted) during the maximum permissible period of _____ years, the amount paid to him as salary during study leave shall be recovered from, in the like manner as if he/she violated the terms and conditions of the instant bond i.e. from him or from his/her sureties jointly and severally.

The Executant i.e. the first party and the sureties i.e. the second and third party have signed this bond after reading, understanding admitting the same to be correct and binding.

Accepted for and on behalf of the Agriculture University, Kota

Sureties

1. _____ _____

Executant i.e. First Party

2. _____ _____

Surety i.e. Second Party

Witnesses

1. _____

2. _____ _____

Surety i.e. Third Party

Submitted for Approval

REGISTRAR
AGRICULTURE UNIVERSITY
KOTA

Approved

CHANCELLOR
AGRICULTURE UNIVERSITY
KOTA

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