

Part-II

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Ordinance 1(I)

EMOLUMENTS, TERMS AND CONDITIONS OF SERVICE OF THE SHAIKHUL JAMIA (VICE-CHANCELLOR)

1. The Shaikhul Jamia (Vice-Chancellor) shall receive a salary as follows:
 - (1) Pay : As notified by the University Grants Commission from time to time.
 - (2) Dearness and other/Allowances : As notified by the Govt. of India University Grants Commission from time to time
2. The Shaikhul Jamia (Vice-Chancellor), Naib Shaikhul Jamia (Pro-Vice-Chancellor) and Musajjil (Registrar) shall be entitled to the benefits of the New Pension Scheme (NPS) of the University.
3. The Shaikhul Jamia (Vice-Chancellor) shall be entitled to Leave Travel Concession, as approved by the University from time to time.
4. The Shaikhul Jamia (Vice-Chancellor) shall be entitled to the reimbursement of medical expenses incurred on the medical treatment of himself and his family members obtained for the Private OPD/Private Wards of any approved Hospital/Nursing Home approved by the University.
5. The Shaikhul Jamia (Vice-Chancellor) shall be entitled to the reimbursement of the expenses on account of T.A., D.A. for himself/herself and his/her family members and transportation of personal effects (inclusive of that of his/her family) from his/her home town to New Delhi and back on his/her assuming office and relinquishing it on the expiry of his/her tenure.
6. The Shaikhul Jamia (Vice-Chancellor) shall be entitled to receive Travelling Allowance at the rates prescribed by the relevant Ordinances.
7. Leave:
 - (1) (a) The Shaikhul Jamia (Vice-Chancellor) shall, during the tenure of his office, be entitled to Leave on Full Pay at the rate of 30 days in a calendar year. The Leave shall be credited to his account in advance in two half-yearly installments of 15 days each on the first day of January and the first day of July every year.

Provided that if the Shaikhul Jamia (Vice-Chancellor) assumes or relinquishes the charge of the office of the Shaikhul Jamia (Vice-Chancellor) during the currency of a half year, the Leave shall be credited proportionately at the rate of 2 1/2 days for each completed months of service.
 - (b) The Leave at the credit of the Shaikhul Jamia (Vice-Chancellor) at the close of the previous half year shall be carried forward to the new half year, subject to the condition that the Leave, so carried forward plus the credit for that half year, does not exceed the maximum limit of 300 days.

- (c) The Shaikhul Jamia (Vice-Chancellor), on relinquishing the charge of his/her office, shall be entitled for the number of days equivalent to the Leave Salary admissible for the number of days of Leave on Full Pay due to him at the time of his relinquishment of charge, subject to a maximum of 300 days, including encashment benefit availed of elsewhere.
 - (d) The Shaikhul Jamia (Vice-Chancellor) shall also be entitled to Half-Pay Leave at the rate of 20 days for each completed year of service. The Half-Pay Leave may only be availed of as Commuted Leave is availed, twice the amount of Half-Pay Leave shall be debited against the Half-Pay Leave due.
 - (e) The Shaikhul Jamia (Vice-Chancellor) shall also be entitled to avail himself of Extra-Ordinary Leave without pay for a maximum period of three months during the full term of five year on medical grounds or otherwise.
- (2) In case the Shaikhul Jamia (Vice-Chancellor) is appointed for a further term, the leave period mentioned above, shall apply separately to each term.
 - (3) During the period of such Leave, the Shaikhul Jamia (Vice-Chancellor) shall be entitled to the same Salary, Honorarium and Allowances and such other facilities of services as may have been provided.
 - (4) In the case of any absence of the Shaikhul Jamia (Vice-Chancellor) occasioned by any call by the Central or State Government, or Public Service, or on Deputation on behalf of the University for any public purpose, the period, so spent shall be treated on duty .
 - (5) Where an employee of the University is appointed as Shaikhul Jamia (Vice-Chancellor), he/she shall be allowed to avail himself of any Leave at his credit before his/her appointment as Shaikhul Jamia (Vice-Chancellor). Similarly, on his/her relinquishing the post of the Shaikhul Jamia (Vice-Chancellor) and in the event of his/her re-joining his/her old post, he/she shall be entitled to carry back the Leave at his/her credit to the new post.
8. If a person, employed in another Institution or in Jamia Millia Islamia and appointed as Shaikhul Jamia (Vice-Chancellor) on deputation/lien, he/she shall be entitled to Salary, Allowances, Leave and Leave Salary as per Deputation/lien Rules of the Institution to which he/she was entitled prior to his/her appointment as Shaikhul Jamia (Vice-Chancellor) and till he/she continues to hold his/her deputation/lien on this post. The University shall also pay Leave Salary, Provident Fund, Pension Contributions to the Institution, where he/she is permanently employed, as admissible under the Rules.
9. Amenities:
- (1) The Shaikhul Jamia (Vice-Chancellor) shall be entitled to have a furnished residential accommodation as may be approved by the University and free water and free power. He/She will pay prescribed licence fee. The premises of his/her lodging will be maintained by the University.
 - (2) If the Shaikhul Jamia (Vice-Chancellor) resides in his/her own house, he/she shall be entitled to a house rent Allowances as per rules. In addition, the Shaikhul Jamia (Vice-Chancellor) shall also be entitled to a monthly allowance of Rs. 2000/- in lieu of a free furnished house.

- (3) The Shaikhul Jamia (Vice-Chancellor) shall be entitled to the facility of a free official car. He shall also be entitled to free telephone (with STD) service at his/her residence.
- (4) The Shaikhul Jamia (Vice-Chancellor) shall also be entitled to one cook, an attendant and a bearer at his/her residence.

Ordinance 2(II)

EMOLUMENTS, TERMS AND CONDITIONS OF SERVICE OF THE NAIB SHAIKHUL JAMIA (PRO-VICE-CHANCELLOR)

1. The Naib Shaikhul Jamia (Pro-Vice-Chancellor) shall receive a salary as follows:
 - (i) Pay : As notified by the University Grants Commission from time to time
 - (ii) Dearness and other Allowances : As notified by the Govt. of India/University Grants Commission from time to time.
2. The Naib Shaikhul Jamia (Pro-Vice-Chancellor) shall be entitled to the benefits of the Contributory Provident Fund of the University:

Provided that where an employee of this university or any other Institution is appointed as Naib Shaikhul Jamia (Pro-Vice-Chancellor), he/she shall continue to be governed by the same retirement benefit scheme, (namely general provident fund/contributory provident fund/pension/gratuity) to which he was entitled prior to his appointment as Naib Shaikhul Jamia (Pro-Vice-Chancellor), and till he/she continues to hold his/her lien on that post.
3. The Naib Shaikhul-Jamia (Pro-Vice-Chancellor) shall be entitled to leave travel concession, as provided by the university.
4. The Naib Shaikhul-Jamia (Pro-Vice-Chancellor) shall be entitled to the reimbursement of medical expenses incurred on the medical treatment of himself/herself and his/her family members obtained from the private OPD/private Wards of any hospital or nursing home approved by the university.
5. The Naib Shaikhul Jamia (Pro-Vice-Chancellor) shall be entitled to reimbursement of the expenses on account of TA, DA for himself and his family members and transportation of personal effects from his home town to New Delhi and back on his assuming office and relinquishing it on the expiry of the term.
6. The Naib Shaikhul Jamia (Pro-Vice-Chancellor) shall be entitled to receive Travelling Allowances at the rates prescribed by the relevant Ordinances of University.
7. The Naib Shaikhul Jamia (Pro-Vice-Chancellor) shall be entitled to have furnished residential accommodation and free water & free power. He/She will pay prescribed licence fee. The premises of his/her lodging will be maintained by the University.
8. The Naib Shaikhul-Jamia (Pro-Vice-Chancellor) shall be entitled to the facility of a staff car for journeys performed between Office and his/her residence. He shall also be entitled to free telephone service at his residence.
9. The Naib Shaikhul-Jamia (Pro-Vice-Chancellor) shall also be entitled to have two attendant(s)/bearer(s)/cook(s) at his/her residence.
10. Leave:
 - (1) The Naib Shaikhul Jamia (Pro-Vice-Chancellor) shall be entitled to Leave on full Pay at the rate of 30 days in a calendar year. The leave shall be created to his/her account *in advance in* two half-yearly installments of 15 days on the first day of January and the first day of July every year.

Provided that if the Naib Shaikhul Jamia (Pro- Vice-Chancellor) assumes or relinquishes the charge of the office of the Naib Shaikhul Jamia (Pro- Vice-

- Chancellor) during the currency of a half year the leave shall be credited proportionately at the rate of two and a half days for each completed month of service.
- (2) The Leave at the credit of the Naib Shaikhul Jamia (Pro-Vice-Chancellor) at the close of the previous half year shall be carried forward to the new half year, subject to the *condition* that the Leave, so carried forward the credit for that half year, does not exceed the maximum limit of 300 days.
 - (3) The *Naib* Shaikhul Jamia (Pro-Vice-Chancellor), on relinquishing the charge of his office, shall be entitled to receive a sum equivalent to the Leave Salary admissible for the number of days of Leave on full pay due to him at the time of his relinquishment of charge, subject to a maximum of 300 days, *including* encashment benefits availed of elsewhere.
 - (4) The Naib Shaikhul-Jamia (Pro-Vice-Chancellor) shall also be entitled to Half Pay Leave at the rate of 20 days for each completed year of service. This Half Pay Leave may only be availed as Commuted Leave on full pay on Medical Certificate. When Commuted Leave is availed, twice the amount of Half Pay Leave shall be debited against the Half-Pay Leave due.
 - (5) The Naib Shaikhul Jamia (Pro-Vice-Chancellor) shall also be entitled to avail himself of Extra-Ordinary Leave without pay for a maximum period of three months during the full term of his office on medical ground or otherwise.
 - (6) In case the Naib Shaikhul Jamia (Pro-Vice-Chancellor) is appointed for a further terms the Leave period, mentioned above, shall apply separately to each term.
 - (7) During the period of such Leave, the Naib Shaikhul Jamia (Pro-Vice-Chancellor) shall be entitled to the same Salary, honorarium and allowances and such other facilities of services as may have been provided.
 - (8) In the case of any absence of the Naib Shaikhul Jamia (Pro-Vice-Chancellor), occasioned by any call by the Central or State Government, or Public Service, or on Deputation, on behalf of the University for any public purpose, the period, so spent, shall be treated as on duty.
 - (9) Where an employee of this University is appointed as Naib Shaikhul Jamia (Pro-Vice-Chancellor), he/she shall be allowed to avail himself/herself of any Leave at his/her credit before, his/her appointment as Naib Shaikhul Jamia (Pro-Vice-Chancellor). Similarly, on his/her relinquishing the above post and in the event of his/her re-joining his/her old post, he/she shall be entitled to carry back the Leave at his/her credit to the new post.
 - (10) If a person employed in another Institution is appointed Naib Shaikhul Jamia (Pro-Vice-Chancellor) on Deputation, he/she shall be entitled to Salary, Allowances, Leave and Leave Salary, as per Deputation Rules of the University. The University would also pay Provident Fund and Pension Contributions to the University/Institution, where he/she is permanently employed, as admissible under the Rules.
11. If a person, employed in another Institution or in Jamia Millia Islamia and appointed as Naib Shaikhul Jamia (Pro-Vice Chancellor) on deputation/lien, he/she shall be entitled to Salary, Allowances, Leave and Leave Salary as per Deputation/lien Rules of the Institution to which he/she was entitled prior to his/her appointment as Naib Shaikhul Jamia (Pro-Vice Chancellor) and till he/she continues to hold his/her deputation/lien on this post. The University shall also pay Leave Salary, Provident Fund, Pension Contributions to the Institution, where he/she is permanently employed, as admissible under the Rules.

Ordinance 3(III)

EMOLUMENTS, TERMS AND CONDITIONS OF SERVICE OF THE MUSAJJIL (REGISTRAR)

1. The Musajjil (Registrar) shall be appointed on the basis of direct recruitment for a tenure of five years which can be renewed for a similar term by the Majlis-i-Muntazimah (Executive Council) and shall be placed in the scale of pay as recommended by the University Grants Commission and adopted by the Majlis-i-Muntazimah (Executive Council) from time to time.
2. The terms and conditions of service of the Musajjil (Registrar) shall be such, as prescribed for other non-vocational employees of the University.
3. The provisions of Statute 38 are ratified by the Jamia Millia Islamia Act, 1988 shall be applicable to Musajjil (Registrar).
4. If the services of the Musajjil (Registrar) are borrowed from the Government or any other Organisation/Institution, the terms and conditions of his/her service shall be governed by the Deputation Rules of the University.
5. Any Musajjil (Registrar) on deputation may be repatriated earlier than the stipulated period by the Majlis-I-Muntazimah (Executive Council) on the recommendation(s) of the Shaikhul Jamia (Vice-Chancellor).
6. The Musajjil (Registrar) shall be entitled to a furnished residential accommodation, free water and free power and also a free telephone service at his/her residence. He/She will pay prescribed licence fee. The Musajjil (Registrar) shall also be entitled to have two attendant(s)/ bearer(s)/cook(s) at his/her residence. The premises of the Registrar's lodge will be maintained by the University.
7. The Musajjil (Registrar) shall be entitled to such Leave, Allowances, Provident Fund and other, terminal benefits as prescribed by the University from time to time for its non-vocational staff.
8. The Musajjil (Registrar) shall be entitled to the facility of staff car between the Office and his/her residence.
9. If a person, employed in another Institution or in Jamia Millia Islamia and appointed as Musajjil (Registrar) on deputation/lien, he/she shall be entitled to Salary, Allowances, Leave and Leave Salary as per Deputation/lien Rules of the Institution to which he/she was entitled prior to his/her appointment as the Musajjil (Registrar) and till he/she continues to hold his/her deputation/lien on this post. The University shall also pay Leave Salary, Provident Fund, Pension Contributions to the Institution, where he/she is permanently employed, as admissible under the Rules.

Ordinance 4(IV)

EMOLUMENTS, TERMS AND CONDITIONS OF SERVICE OF THE FINANCE OFFICER

1. The Finance Officer shall be appointed on the basis of direct recruitment for a tenure of five years which can be renewed for a similar term by the Majlis-i-Muntazimah (Executive Council) and shall be placed in the scale of pay as recommended by the University Grants Commission and adopted by the Majlis-I-Muntazimah (Executive Council) from time to time.
2. The Finance Officer shall receive a salary as follows: -
 - (i) Pay : As notified by the University Grants Commission from time to time.
 - (ii) Dearness and other Allowances : As notified by the Govt. of India/ University Grants Commission from time to time.
3. The Finance Officer shall be entitled to such leave and other terminal benefits as applicable to the Non-Vocational Staff of the University.
4. If the services of the Finance Officer are borrowed from the Government or any other Organisation/Institution, his/her terms and conditions of service shall be governed by the Deputation Rules of the University.
5. The Finance Officer, if appointed on Deputation, shall be entitled to Provident Fund, and such other benefits as may be prescribed in this behalf by the University from time to time for its employees.
6. The Finance Officer, if on deputation, may be repatriated earlier than the stipulated period by the Majlis-I-Muntazimah (Executive Council) on the recommendation of the Shaikhul Jamia (Vice-Chancellor).
7. The conditions of service of the Finance Officer shall be those as embodied in the Contract of Service prescribed by the University for its salaried Non- Vocational Staff.
8. The Finance Officer shall be entitled to a free telephone (without STD) service at his/her residence.
9. The Finance Officer shall be entitled to the facility of staff car between the Office and his/her residence.
10. The Finance Officer shall be entitled to have one attendant/bearer.
11. If a person, employed in another Institution or in Jamia Millia Islamia and appointed the Finance Officer on deputation/lien, he/she shall be entitled to Salary, Allowances, Leave and Leave Salary as per deputation/lien Rules of the Institution to which he/she was entitled prior to his/her appointment as the Finance Officer and till he/she continues to hold his/her deputation/lien on this post. The University shall also pay Leave Salary, Provident Fund, Pension Contributions to the Institution, where he/she is permanently employed, as admissible under the Rules.

Ordinance 4-A (IV-A)

EMOLUMENTS, TERMS AND CONDITIONS OF SERVICE OF THE CONTROLLER OF EXAMINATIONS

1. The Controller of Examinations shall be a whole time salaried officer appointed on the basis of direct recruitment as per UGC qualifications and on the recommendation of a Selection Committee constituted for the purpose for a tenure of five years. The term may be renewed for a period of five years or less by the Executive Council. The Controller of Examinations shall be placed in the pay scale framed by the UGC and adopted by the Executive Council from time to time.
2. If the Controller of Examinations is appointed on deputation basis from Government or any other Government affiliated or public institution, the terms and conditions of his/her service shall be governed by the deputation rules of Govt. of India.
3. The Controller of Examinations who is appointed on deputation may be repatriated earlier than the stipulated period by the Executive Council on the recommendations of the Vice-Chancellor.
4. When the Office of the Controller of Examinations is vacated or when the Controller of Examinations is, by the reason of illness, absence or any other cause, unable to perform the duties of his office, the duties of the Office shall be performed by such person as the Vice-Chancellor may appoint for the purpose.
5. The Controller of Examinations shall be entitled to unfurnished residential accommodation for which he/she shall pay prescribed licence fee and also mobile phone and telephone service (with STD/ISD facility) at his/her residence as per ceiling fixed from time to time.
6. The Controller of Examinations shall be entitled to the facility of car between the office and his/her residence.
7. The Controller of Examinations shall be entitled to leave, allowances and other terminal benefits as prescribed by the University from time to time for its non-vocational staff.
8. The Controller of Examinations shall retire on attaining the age of 62 years.
9. Subject to the provision of the Acts, Statutes and Ordinances, the Controller of Examinations shall perform the duties in regard to the arrangements for the conduct of examinations and such duties and functions as may be assigned to him/her from time to time by the Executive Council/Vice-Chancellor.
10. The Controller of Examinations shall be responsible for making all arrangements necessary for holding examinations and entrance tests and declaration of results. It shall be his/her responsibility to:
 - (a) prepare and announce in advance, calendar of examinations.
 - (b) ensure secrecy regarding the setting and printing of question papers.
 - (c) ensure the proper conduct of the examination and timely publication of the examination results.
11. The Controller of Examinations shall be entitled to have one attendant/bearer.
12. If a person, employed in another Institution or in Jamia Millia Islamia and appointed the Controller of Examinations on deputation/lien, he/she shall be entitled to Salary, Allowances, Leave and Leave Salary as per deputation/lien Rules of the Institution to which he/she was entitled prior to his/her appointment as the Controller of Examinations and till he/she continues to hold his/her deputation/lien on this post. The University shall also pay Leave Salary, Provident Fund, Pension Contributions to the Institution, where he/she is permanently employed, as admissible under the Rules.

Ordinance 5(V)

LEAVE RULES, 2021

PART 'A'

1. These rules may be called the Revised Leave Rules, 2021.
2. Extent of Application – These rules apply to all employees of the University (including its maintained institutions) except:-
 - (i) Those of the existing permanent employees (including those on probation) who elect to retain the existing leave rules.
 - (ii) Persons governed by the Factories Act.
 - (iii) Daily rated employees.
 - (iv) Persons on deputation to the University, who will continue to be governed by the leave rules applicable in their parent department.

Note: All persons re-employed hereafter will be governed by those leave rules even though they may have been in the service of the University previously.

3. In the case of persons already in the service of the University who do not elect to retain the existing leave rules, the leave standing at their credit will be brought forward to the new Leave Accounts as under:-

- i) Privilege Leave to Earned Leave Account**
- ii) Medical Leave to Half-pay Leave Account**
- iii) Detention Leave to Detention Leave Account**

4. **Interpretations** – In these rules unless the text otherwise requires:-

- i). “Teachers” means Professors, Associate Professor, Assistant Professor and such other person as may be appointed for imparting instruction in the University and are designated as Teachers by the Ordinances and who are entitled to Summer Vacation.
- ii). “Semi Vacation Officers” means employees of the University who are entitled to Summer Vacation for one month only, as for example, Technical Staff of the Faculty of Engineering and Technology.
- iii). “Non-Vacation Officers” means all University employees other than those mentioned in Clause (i) and (ii) above.
- iv). “Earned Leave” means leave earned in respect of period spent on duty.
- v). “Half-pay Leave” means leave earned in respect of completed years of service calculated according to the provisions hereinafter contained.

Note-A “Completed year of service” means continuous service of the specified duration under the University and includes periods spent on duty as well as leave including extra-ordinary leave.

GENERAL CONDITIONS

5. Right to leave

- (1) Leave cannot be claimed as a right when the exigencies of the University service so demand, leave of any description may be refused or revoked by the competent authority empowered to sanction leave.

(2) Application for leave

- i) Leave should always be applied for and sanctioned before it is taken except in cases of emergency and for satisfactory reasons.
- ii) Ordinarily an application for Casual Leave, Special Casual Leave, Earned Leave, Compensatory Leave, Commuted Leave, Half Pay Leave.
- iii) Maternity Leave and Paternity shall be made in the prescribed form as in Appendix-I. However, form for Study Leave is given in Appendix-II.
- iv) Unless otherwise specified in those rules and except in the case of casual or medical leave, all applications for leave should be made at least fourteen days or seven days before the date from which the leave is applied for, according as the period of leave exceeds or does not exceed seven days.

(3) Commencement and Termination of Leave:

- i) Leave ordinarily begins on the day on which transfer of charge is effected and ends on the day preceding that on which charge is resumed. Sundays or other recognized holidays may be prefixed or suffixed to leave.
- ii) When the day immediately preceding the day on which the leave begins or immediately following the day on which the leave expires is a holiday or a series of holidays or a vacation, the person who is proceeding on or returning from leave may take over charge at the close of the day before, or return to duty on the day following, such holidays or series of holidays or the vacation provided such earlier departure or delay in return does not involve the University any extra expenditure. When leave is prefixed or suffixed to such holidays or vacation, the consequential arrangement shall begin or end as the case may be, from the date when the leave begins or expires.

(4) Rejoining of duty before the expiry of the leave:

If an officer or other employees wishes to resume duty before the expiry of his/her leave, he/she shall be permitted to do so forthwith, provided it involves no pecuniary liability to the University by reason of his/her premature return.

(5) **Leave on medical grounds to be supported by medical certificate:**

An employee who applied for leave on medical grounds shall support his/her application with a medical certificate from a Medical Officer of the University Health Service/Medical College Hospital or a Registered Medical Practitioner. The authority competent to sanction leave may, however, require an applicant to appear before the senior most Medical Officer, University Health Service, in case the maximum of the Level 2 of the employee concerned does not exceed Rs.19,900/- & in other cases, Medical Board to be constituted by the Vice-Chancellor consisting of the Chief Medical Officer, Dr M.A. Ansari Health Centre and two other Doctors not below the rank of Associate Professor belonging to Departments other than that to which the Head of the Department may belong.

(6) **Rejoining duty on return from leave:**

- a) A University employee returning to duty on expiry of leave shall report the date of his/her return to the Head of his/her Department who shall forward it to the Registrar except in the case of sub-ordinate staff (i.e. Class IV employees) whose joining report will be retained by the Head of Department.
- b) No University employee who has been granted leave on medical grounds will be allowed to return to duty without his/her first producing a medical fitness certificate.

(7) **Employment during leave:**

A University employee on leave shall not take any service or accept any employment including the setting up of private professional practice as accountant, consultant, or legal or medical practitioner without obtaining prior sanction of the Vice-Chancellor. In no case shall an employee be allowed to draw emoluments from more than one source.

(8) **Overstay of leave:**

- (i) If an employee absents himself/herself from duty without having previously obtained leave or fails to return to his/her duties on the expiry of leave without having previously obtained further leave, the Head of the Department/Office concerned in cases, where he/she is the appointing authority, after waiting for seven days, shall communicate with the person concerned asking for an explanation and shall consider the same.

In cases where the Head of the Department/Office is not the Appointing Authority, he/she shall after waiting for seven days from the date of unauthorized absence without leave or extension of leave, inform the Registrar and (Finance Officer in the case of staff borne on the Accounts Cadre) shall communicate with the person concerned asking for an explanation which shall be submitted to the Vice-Chancellor/Executive Council.

Unless the Appointing Authority regards the explanation satisfactory the employee concerned shall be deemed to be on leave without pay up to one month (in addition to his/her normal entitlement of leave). If an employee absents himself/herself from duty for more than one month, he/she shall be deemed to have vacated his/her post without notice, from the date of absence without leave and the matter be placed before the Executive Council for decision, in accordance with Statute of the university.

- (ii) An Officer or other employee who absents himself/herself without leave or remains absent without leave after the expiry of leave granted to him, shall if he/she is permitted to rejoin duty, be given leave due to him and in case there is no leave due to him, the period of such absence and such period will be debited against his/her leave account as leave without pay unless his/her leave due to him extended by the Authority empowered to grant the leave willful absence from duty for one month after the expiry of leave may be treated as misconduct in accordance with the provisions as contained in the Statutes of the University.

(9) **Leave beyond date of retirement:**

The teachers and the employees of the University may be paid cash equivalent of the leave salary in respect of unutilized Earned and Detention Leave/Half Pay Leave at their credits at the time of retirement on attaining the age of superannuation/voluntary retirement / premature retirement or retirement on invalidation subject to the following conditions:

- i) The cases of refused leave will not be agreed to in future and that the cases of refused leave, if any, already settled prior adoption to these rules will not be re-opened.

The limit of 300 days fixed by the Government will not be exceeded in any case and other conditions as envisaged in the Govt. of India communications received from time to time and adopted by the University will be strictly followed. In respect of staff who retires on voluntary premature invalidation basis cash equivalent of the leave salary in respect of Earned and Detention Leave at his/her credit subject to a maximum of 300 days and also in respect of all the half-pay leave at his/her credit provided this period does not exceed the period between the date on which he/she so retires from service and the date on which he/she would have retired in the normal course after attaining the age of prescribed for retirement under the terms and conditions governing his/her service. The cash equivalent shall be equal to the leave salary as admissible for Earned Leave and/or equal the leave salary as admissible for half pay leave plus dearness allowances admissible on that leave salary for the first 300 days at the rates in force on the date the employees so retire from service. The pension and pension equivalent of other retirement benefits and ad-hoc relief/graded relief on pension shall be deducted from the leave salary paid

for the period of half pay leave, if any, for which the cash equivalent is payable. The amount so calculated shall be paid in one lump sum as a one-time settlement.

However, encashment up to 300 days leave may be allowed in cases of premature/voluntary retirement or retirement on invalidation, even if this exceeds the period between the date on which the employees retires and the date on which he/she would have retired in the normal course on superannuation.

- ii) While determining the period of 300 days, referred to at (i) above, leave accumulated as 1/3rd of the detention leave may also be taken into account.
- iii) The cash equivalent of leave salary thus admissible will become payable on retirement/voluntary retirement/premature retirement or retirement on invalidation and will be paid in one lump sum as one time settlement.
- iv) Cash payment under these orders will be equal to leave salary as admissible for Earned Leave/Detention Leave/Half pay leave and dearness allowance admissible on that rate leave salary at the rates enforced on the date of retirement. No city compensatory allowance or house rent allowance shall be payable.

Encashment for unutilized Earned Leave/Detention Leave will be made in the following manner:-

Pay admissible on the date of retirement plus dearness allowance as admissible on that date. (30)	Number of the unutilized Earned Leave/ Detention Leave at the credit on the date of retirement subject to maximum of 300 days.
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Encashment for unutilized half pay leave will be made in the following manner:

Cash payment in lieu of Half pay leave component.	Half pay leave salary plus dearness allowance admissible (minus) pension, pension equivalent gratuity and relief on pension if dearness allowance is admissible on Half pay leave.	Number of days Half pay leave due at the credit on the date of voluntary premature retirement on invalidation subject to the limits prescribed under the rule.
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- vi) Benefit under this scheme shall be granted on date of final retirement to the extent of Earned/Detention Leave at credit on date of superannuation plus Earned/Detention Leave earned during the period of re-employment minus Earned/Detention Leave availed of subject to a maximum of 300 days in all.
- (i) No deduction on account of pension and pension equivalent to other retirement benefits will be made from cash payment to be made in lieu of unutilized leave on the date of retirement on superannuation. However, deduction of pension and pension equivalent gratuity will be made from cash payment of unutilized half pay leave in case of voluntary/premature retirement and retirement on invalidation.
- (ii) The University employee can avail of his/her leave preparatory to retirement as a part of Earned /Detention Leave at his/her credit. In that case he/she will be allowed benefits of these orders for the Earned/Detention Leave that remains at credit on the date of retirement in accordance with the terms and conditions stipulated in this office order.

The admissibility of leave and quantum of cash equivalent to leave salary will be worked out by salary section and checked by the Internal Audit Officer before the sanction of the Vice-Chancellor is obtained and order issued by the Registrar's Office.

The benefit under this Scheme will also be admissible to those employees who have retained old leave rules but the encashment of leave will be made only up to the limit of 300 days inclusive of privilege and Detention Leave.

(10) **Cash equivalent of leave salary in case of death in service:**

In case a University employee dies/died, while in service, the cash equivalent of the leave salary that the deceased employee would have got had he/she gone on Earned Leave/Detention Leave that would have been due and admissible to him but for the death on the date immediately following the death and in any case, not exceeding leave salary for 300 days (inclusive of EL/DL) shall be paid to his/her family without any reduction on account of pension equivalent of death-cum-retirement gratuity.

(11) **Conversion of one kind of leave to another kind:**

- i) At the request of an employee the University may convert any kind of leave including extra ordinary leave retrospectively into a leave of different kind which may be admissible to him at the time the leave was originally taken but he/she cannot claim such conversion as a matter of right.

- ii) If one kind of leave is converted into another, the amount of leave salary and the allowance admissible shall be re-calculated and arrears of leave salary and allowances paid or the amount overdrawn/recovered as the case may be.

(12) **Temporary service followed by confirmation**

Continuous temporary service followed by permanent service without any break shall be treated as permanent service for the purpose of computation of leave.

(13) **Leave to persons appointed on probation**

A person appointed to a post on probation shall be entitled to leave under these rules as a temporary or permanent government servant according as his/her appointment is against a temporary post or a permanent post.

However, if a new person appointed on probation against the permanent post shall be entitled to regular leave during the period of probation at par with the permanent staff of the University.

Provided that if his/her services terminated during the probation, leave salary for the period of leave availed during probation period shall be recovered.

Provided that a person, who does not hold any substantive post, shall not be permitted to go on leave without pay on assignment abroad or within the country unless he/she has completed his/her period of probation.

Provided further that if a person, who proceeds on leave without pay on assignment abroad or within the country on his/her substantive post, the higher post on which he/she is selected on probation be deemed to have been vacated.

- (14) The employee appointed on a contract basis will be granted leave in accordance with the terms of the contract entered into.
- (15) Honorary employees getting an honorarium shall be entitled to leave to the extent admissible to salaried Officers of the University.
- (16) Part-time teachers be given leave as applicable to temporary teachers.

(16A) **Leave Rules for re-employed persons:**

In the case of persons re-employed after retirement the provisions of these rules shall apply as if he/she had entered service for the first time on the date of his/her re-employment.

(17) **Increment during leave:**

If increment of pay falls during leave other than casual leave or special casual leave or study leave the effect of increase of pay will be given from the date the employee resumes duty without prejudice to the normal date of his/her increment.

Provided that if increment/fixation of pay falls during leave other than Extra-ordinary leave, the resultant increase in pay will become due from the due date.

- (18) A leave account will be maintained for each employee in the form as specified below:-
- (i) Simplification in the rate of calculating entitlement to Earned leave in respect of employees of non-vacation departments – Appendix – IV.
 - (ii) Leave account will be maintained for each employee in the Form as given in Form-2 - Appendix – V.
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Part 'B'

Leave Regulations Applicable to Teaching Staff (i.e. Teachers)

1. **Applicability of rules in part (A):**

The rules in part 'A' of these Regulation apply to the teaching staff unless these are repugnant to the subject in the following rules.

2. **Kinds of Leave admissible:**

The following kinds of leave shall be admissible:-

- (a) **Casual Leave**
- (b) **Special Casual Leave/Duty Leave**
- (c) **Earned Leave**
- (d) **Half Pay Leave**
- (e) **Commuted Leave**
- (f) **Leave Not Due**
- (g) **Maternity Leave/Paternity Leave**
- (h) **Quarantine Leave**
- (i) **Hospital Leave**
- (j) **Detention Leave**
- (k) **Extra-Ordinary Leave**
- (l) **Study Leave**
- (m) **Leave for Academic Pursuits**
- (n) **Leave on Compassionate Grounds**
- (o) **Sabbatical Leave**
- (p) **Child Care Leave**

3. **Authority Competent to sanction leave:**

- (i) Casual Leave may be sanctioned by the Head of the Department except in their own case where it shall be granted by the Dean of the Faculty concerned /Principal of University Polytechnic. The Deans of Faculties will be granted Casual Leave by the Vice-Chancellor. Casual Leave to the Principals of the Schools of Jamia Millia Islamia will be granted by the Registrar.
- (ii) Special Casual Leave to teachers including Head of Departments of Studies may be sanctioned by the Vice Chancellor.

- (iii) The following shall be the authorities for the grant of leave other than casual or special leave:

Kinds of leave	Authority
Maternity Leave	Vice-Chancellor
Paternity Leave	Vice Chancellor
Earned Leave Half pay Leave Commuted Leave Extra-Ordinary Leave	Vice-Chancellor
Quarantine Leave Hospital Leave Detention Leave Leave Not Due	Vice-Chancellor in all cases
Study Leave and Leave for Academic Pursuits	Executive Council

Note: In the case of Schools maintained by the University the term ‘Head of Department’ will be taken to refer to the Principal of the School concerned, and in the case of Principal leave up to 60 days also will require the sanction of the Vice-Chancellor.

4. **Casual Leave:**

- (i) Total casual leave granted to a teacher shall not exceed 8 days in a calendar year.
- (ii) Casual Leave cannot be combined with any other kind of leave except special casual leave. However, such casual leave may be combined with holidays including Sundays. Holidays or Sundays falling within the period of Casual leave shall not be counted as Casual Leave.

5. **Special Casual Leave:**

- (i) Special Casual Leave, not exceeding 10 days in a calendar year, may be granted to a teacher:
 - a. To conduct examination of a University / Public Service Commission / board of examination or other similar bodies / Institutions; and
 - b. To inspect academic institutions attached to a statutory board, etc.
- (ii) In computing the 10 days’ leave admissible, the days of actual journey, if any, to and from the places where activities specified above, take place, will be excluded.
- (iii) In addition, special casual leave to the extent mentioned below, may also be granted;
 - (a) To undergo sterilization operation (vasectomy or salpingectomy) under family welfare programme. Leave in this case will be restricted to 6 working days; and

- (b) To a female teacher who undergoes non-puerperal sterilization. Leave in this case will be restricted to 14 days.
- (iv) Special casual leave cannot be accumulated, nor can it be combined with any other kind of leave except casual leave. It may be granted in combination with holidays or vacation by the sanctioning authority on each occasion.

5-A Duty Leave:

- (i) Duty Leave of the maximum of 30 days in an academic year may be granted for the following:-
 - (a) Attending conferences, congresses, symposia and seminars on behalf of the university or with the permission of the university;
 - (b) Delivering lectures in institutions and universities at the invitation of such institutions or university received by the university, and accepted by the Vice-Chancellor;
 - (c) Working in another Indian or foreign university, any other agency, institution or organization, when so deputed by the university;
 - (d) Participating in a delegation or working on a committee appointed by the Central Government, State Government, the UGC, a sister university or any other academic body; and
 - (e) For performing any other duty for the university.
- (ii) The duration of leave should be such as may be considered necessary by the sanctioning authority on each occasion.
- (iii) The leave may be granted on full pay. Provided that if the teacher receives a fellowship or honorarium or any other financial assistance beyond the amount needed for normal expenses, he/she may be sanctioned duty leave on reduced pay and allowances.
- (iv) Duty Leave may be combined with earned leave, half pay leave or extraordinary leave.
- (v) Duty Leave should be given also for attending meetings in the UGC, DST, etc. where a teacher invited to share expertise with academic bodies, government or NGO.

6. Earned Leave

- (i) Earned leave admissible to a teacher shall be:
 - (a) $1/30^{\text{th}}$ of actual service including vacation; plus
 - (b) $1/3^{\text{rd}}$ of the period, if any, during which he/she is required to perform duty during vacation.

For purposes of computation of period of actual service, all periods of leave except casual, special casual and duty leave shall be excluded.

- (ii) Earned leave at the credit of a teacher shall not accumulate beyond 300 days. The maximum earned leave that may be sanctioned at a time shall not exceed 60 days. Earned leave exceeding 60 days may, however, be sanctioned in the case of higher study, or training, or leave with medical certificate, or when the entire leave, or a portion thereof, is spent outside India.

For avoidance of doubt, it may be noted:

1. When a teacher combines vacation with earned leave, the period of vacation shall be reckoned as leave in calculating the maximum amount of leave on average pay which may be included in the particular period of leave.
2. In case where only a portion of the leave is spent outside India, the grant of leave in excess of 120 days shall be subject to the condition that the portion of the leave spent in India shall not in the aggregate exceed 120 days.
3. Encashment of earned leave shall be allowed to non-vacation members of the teaching staff as applicable to the employees of Central/State Governments.

7. **Half Pay Leave:**

Half-pay leave admissible to a permanent teacher shall be 20 days for each completed year of service. Such leave may be granted on the basis of medical certificate from a registered medical practitioner, for private affairs or for academic purposes.

Explanation:

A “completed year of service” means continuous service of specified duration under the university and includes periods of absence from duty as well as leave including extraordinary leave.

8. **Commuted Leave:**

Commuted leave, not exceeding half the amount of half pay leave due, may be granted on the basis of medical certificate from a registered medical practitioner to a permanent teacher subject to the following conditions:

- (i) Commuted leave during the entire service shall be limited to a maximum of 240 days;
- (ii) When commuted leave is granted, twice the amount of such leave shall be debited against the half-pay leave due; and
- (iii) The total duration of earned leave and commuted leave taken in conjunction shall not exceed 240 days at a time. *Provided that* no commuted leave shall be granted

under these rules unless the authority competent to sanction leave has reason to believe that the teacher will return to duty on its expiry.

9. **Leave Not Due:**

- (i) Leave not due, may, at the discretion of the Vice-Chancellor, be granted to a permanent teacher for a period not exceeding 360 days during the entire period of service, out of which not more than 90 days at a time and 180 days in all may be otherwise than on medical certificate. Such leave shall be debited against the half-pay leave earned by him/her subsequently.
- (ii) 'Leave not due' shall not be granted, unless the Vice-Chancellor is satisfied that as far as can reasonably be foreseen, the teacher will return to duty on the expiry of the leave and earn the leave granted.
- (iii) A teacher to whom 'leave not due' is granted shall not be permitted to tender his/her resignation from service so long as the debit balance in his/her leave account is not wiped off by active service, or he/she refunds the amount paid to him/her as pay and allowances for the period not so earned.

In a case where retirement is unavoidable on account of reason of ill health, incapacitating the teacher for further service, refund of leave salary for the period of leave still to be earned may be waived by the Executive Council.

Provided that the Executive Council may waive off, in any other exceptional, for reasons to be recorded in writing, the refund of leave salary for the period of leave still to be earned.

10. **Maternity Leave**

- (i) Maternity leave on full pay may be granted to a woman teacher for a period not exceeding 180 days, to be availed of twice in the entire career. Maternity leave may also be granted in case of miscarriage including abortion, subject to the condition that the total leave granted in respect of this to a woman teacher in her career is not more than 45 days, and the application for leave is supported by a medical certificate.
- (ii) Maternity leave may be combined with earned leave, half pay leave or extraordinary leave but any leave applied for in continuation of maternity leave may be granted if the request is supported by a medical certificate.

10-A Paternity Leave

Paternity leave of 15 days may be granted to male teachers during the confinement of their wives, and such leave shall be granted only up to two children.

11. **Quarantine Leave**

S.	Situation	Treatment of period of absence
1.	When the Government servant himself is COVID Positive and is in Home isolation/quarantine	<p>i. Shall be granted Commuted Leave up to 20 days, if due and admissible, without Medical Certificate, on mere production of his/her COVID positive report.</p> <p>ii. If Commuted Leave is not available, he/she shall be granted Special Casual leave (SCL) for 15 days, followed by Earned Leave (EL) or Half Pay Leave (HPL) of 5 days and, in case of EL/HPL is also not available, he/she shall be given Extra Ordinary Leave (EOL) without insisting on production of Medical Certificate, and the period shall also be counted for qualifying service.</p>
2.	When the Government servant himself is COVID Positive, and is in home isolation and has also been hospitalized.	<p>(i) Shall be granted Commuted Leave/SCL/EL for a period up to 20 days starting from the time having tested COVID positive, if the period of home quarantine/discharge from hospital falls with 20 days, as per S. No.1 above.</p> <p>(ii) In case of hospitalization beyond 20th day from his/her testing COVID positive, he/she shall be granted Commuted Leave, on production of documentary proof of hospitalization.</p> <p>(iii) If, however, after discharge from the hospital, the Government servant is required to remain at home for post-COVID recovery, he/she may be granted leave of any kind due and admissible to him, with the approval of the concerned Competent Authority, as per the CCS (Leave) Rules, 1972. It is only when the Commuted Leave is not available to the credit of the Government servant that SCL of 15 days or EL or EOL shall be considered.</p>
3.	When a dependent family member of Government servant is COVID – positive or parents, whether dependent or not, living with him are COVID positive.	<p>(i) Shall be granted SCL of 15 days on production of COVID – positive report of dependent family member/parents.</p> <p>(ii) In case of active hospitalization of any of the family member/parents even after 15 days of the expiry of SCL, the</p>

		Government servant may be granted leave of any kind due and admissible beyond 15 days of SCL till their discharge from hospital. After discharge from the hospital of dependent family member/parents, if the Government servant wishes to avail further leave, he/she shall be considered for the leave due and admissible as per the CCS (Leave) rules, 1972, subject to functional requirements and sanction of leave by the Competent Authority. The Competent Authority is advised to take a liberal view in such cases and its decision in the matter shall be final.
4.	When the Government Servant comes into direct contact with a COVID – positive person and remains in Home Quarantine.	He shall be treated as on duty/Work from Home for a period of Seven days. For any period beyond that, his/her attendance shall be regulated as per the instructions given by the Ministry/Department/Office concerned, where he/she is working.
5.	The period of Quarantine spent by Government servant, as a precautionary measure, residing in the Containment Zone.	He shall be treated as on duty/Work from Home till the Containment Zone is de-notified.

12. **Hospital Leave:**

- (1) Hospital leave may be granted to employees 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 if such illness or injury is directly due to risks incurred in the course of their Official duties. Hospital leave should be granted on production of a medical certificate from the Authorised Medical Officer to the effect that the illness or injury was directly due to risks incurred in the course of official duties and also that the leave recommended is necessary to effect a cure.
- (2) The amount of Hospital leave is limited to 3 months in any period of 3 years.
- (3) Hospital leave may be combined with any other leave subject to the limit of total period of 180 days. Hospital leave will not be debited to the leave account of the employee concerned.

13. **Detention Leave**

- (i) In case any member of the teaching staff is required to remain on duty during the whole or any part of the vacation he/she shall be entitled to detention leave equal to one third of the period of such work provided that a teacher detained for invigilation shall be entitled to leave for an equal number of actual days of invigilation, provided he/she is not paid any remuneration for invigilation work.

Note: Fraction of more than half will count as one day otherwise it will be ignored.

- (ii) If a teacher is required to work during the summer vacation by the Head of the Department the prior sanction in writing of the Vice-Chancellor or the Pro-Vice Chancellor should be obtained for such extra work.
- (iii) A member of the vacation or semi-vacation staff shall who claims detention leave shall forward a certificate after the close of the vacation stating that he/she was on duty from..... to.....of the.....under orders of.....No..... dated..... Such certificate shall specify the nature of work and shall be signed by the employee and countersigned by the Head of the Department concerned /Principal, University Polytechnic.
- (iv) The maximum detention leave that may be accumulated is 120 days but not more than 90 days detention leave may be granted at a time.
- (v) Teachers in all the Faculties compulsorily detained during vacations for duty be given detention leave on day to day basis.

14. **Extraordinary Leave**

- (i) A permanent teacher may be granted extraordinary leave when:-
 - (a) No other leave is admissible; or
 - (b) Other leave is admissible and the teacher applies in writing for the grant of extraordinary leave.
- (ii) Extraordinary leave shall always be without pay and allowances. Extraordinary leave shall not count for increment except in the following cases:
 - (a) Leave taken on the basis of medical certificates;
 - (b) Cases where the Vice-Chancellor is satisfied that the leave was taken due to causes beyond the control of the teacher, such as inability to join or rejoin duty due to civil commotion or a natural calamity, provided the teacher has no other kind of leave to his/her credit;
 - (c) Leave taking for pursuing higher studies; and

- (d) Leave granted to accept an invitation to a teaching post or fellowship or research-cum-teaching post or on assignment for technical or academic work of importance, shall be for five years at a stretch for those who have 5 years service to their credit and 3 years for those who have completed 3 years of service. The teacher having more than five years service may also avail extraordinary leave in two spells, however, after completion of first spell the employee concerned has to serve for at least one year as cooling period.
- (iii) Extraordinary leave may be combined with any other leave except casual leave and special casual leave, provided that the total period of continuous absence from duty on leave (including periods of vacation when such vacation is taken in conjunction with leave). The total period of absence from duty shall in no case exceed five years in the full working life of the individual including where leave is taken on medical ground.
- (iv) The authority empowered to grant leave may commute retrospectively periods of absence without leave into extraordinary leave.

15. **Study Leave:**

- (i) Study leave may be granted for the entry level appointees as Assistant Professor/Assistant Librarian/Assistant Director of Physical Education and Sports after a minimum of three years of continuous service, to pursue a special line of study or research directly related to his/her work in the University or to make a special study of the various aspects of university organization and methods of education.
- (ii) In respect of granting study leave with pay for acquiring Ph.D. in a relevant discipline while in service, the number of years to be put in after entry would be a minimum of two years after the probation period.
- (iii) The paid period of study leave should be for three years, but two years may be given in the first instance, extendable by one more year, if there is adequate progress as reported by the Research Guide. The number of teachers given study leave, does not exceed the stipulated percentage of teachers in any department i.e. not more than 20% of the sanctioned strength of the Department/Centre of studies. *Provided* that the Executive Council may, in the special circumstances of a case, waive off the condition of two years' service being continuous.

Explanation: In computing the length of service, the time during which a person was on probation or engaged as a research assistant may be reckoned provided:

- (a) the person is a teacher on the date of the application;
- (b) there is no break in service; and
- (c) the leave is requested for undertaking the Ph.D. research work.

- (iv) Study leave shall be granted by the Executive Council on the recommendation of the concerned Head of the Department. The leave shall not be granted for not more than three years in one spell, save in very exceptional cases in which the Executive Council is satisfied that such extension is unavoidable on academic grounds and necessary in the interest of the university.
- (v) Study leave shall not be granted to a teacher who is due to retire within five years of the date on which he/she is expected to return to duty after the expiry of study leave.
- (vi) Study leave may be granted not more than twice during one's career. Provided that, under no circumstances, the maximum of study leave admissible during the entire service should not exceed five years.
- (vii) No teacher who has been granted study leave, shall be permitted to alter substantially the course of study or the programme of research without the prior permission of the Executive Council. In the event, the course of study falls short of study leave sanctioned, the teacher shall resume duty immediately on the conclusion of such course of study, unless a prior approval of the Executive Council/Syndicate to treat the period of shortfall as ordinary leave has been obtained.
- (viii) Subject to the provisions of sub-clauses (ix) below, study leave may be granted on full pay up to two years extendable by one year at the discretion of the university.
- (ix) The amount of scholarship, fellowship or other financial assistance that a teacher, granted study leave, has been awarded will not preclude his/her being granted study leave with pay and allowances but the scholarship, etc., received shall be taken into account in determining the pay and allowance on which the study leave may be granted. The foreign scholarship/fellowship would be set off against pay only if the fellowship is above a specified amount, which shall be determined by the UGC, from time to time, based on the cost of living for a family in the country in which the study is to be undertaken. In the case of an Indian fellowship, which exceeds the salary of the teacher, the salary would be forfeited.
- (x) Subject to the maximum period of absence from duty on leave not exceeding three years, study leave may be combined with earned leave, half-pay leave, extraordinary leave or vacation, provided that the earned leave at the credit of the teacher shall be availed of at the discretion of the teacher. A teacher, who is selected to a higher post during study leave, will be placed in that position and get the higher scale only after joining the post.
- (xi) A teacher granted study leave shall on his/her return and re-joining the service of the university may be eligible to the benefit of the annual increment(s) which he/she would have earned in the course of time if he/she had not proceeded on study leave. No teacher shall however, be eligible to receive arrears of increments.
- (xii) Study leave shall count as service for pension/contributory provident fund/GPF, provided the teacher joins the university on the expiry of his/her study leave.

- (xiii) Study leave granted to a teacher shall be deemed to be cancelled in case it is not availed of within 12 months of its sanction.

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

- (xiv) A teacher availing himself/herself of study leave shall undertake that he/she shall serve the University for a continuous period of at least three years to be calculated from the date of his/her resuming duty on expiry of the study leave.
- (xv) After the leave has been sanctioned, the teacher shall, before availing himself/herself of the leave, execute a bond in favour of the University, binding himself/herself for the due fulfillment of the conditions laid down in sub-clause (xiv) above and give security of immovable property to the satisfaction of the Registrar or a fidelity bond of an insurance company or a guarantee by a scheduled bank or furnish security of two permanent teachers for the amount which might become refundable to the university in accordance with sub-clause (xiv) above.
- (xvi) The teacher shall submit to the Registrar, six monthly reports of progress in his/her studies from his/her supervisor or the Head of the Institution. This report shall reach the Registrar within one month of the expiry of every six months of the study leave. If the report does not reach the Registrar within the specified time, the payment of leave salary may be deferred till the receipt of such report.

16. **A University employee:-**

- (a) who is unable to complete his/her research or training with the period of study leave granted to him; or
- (b) who fails to rejoin the service of the University on the expiry of his/her study leave, or
- (c) who rejoins the service of the University on completion of his/her research or training but leaves such service within three years or joining the service or is, within the said period dismissed or removed from service in accordance with the provision of the Executive Ordinances and Regulations shall be liable to refund to the University all sums that may have been paid to him as salary and allowances during the period of study leave with interest at the rate of 6% per annum to be charged from the date of such payment. He shall in a case falling under (ii) above also forfeit the University contribution to the Provident Fund for the period of study leave with interest which may have accrued on such contribution. Provided that if an employee has served for a period of not less than 18 months but less than 3 years on return from study leave he/she shall refund to the University half the amount of the salary and allowances received by him during the period of study leave with interest thereon at the rate of 6%. Provided further that the Executive Council may for sufficient reasons, to be recorded, either reduce or remit the interest to be recorded, either reduce or remit the interest on the principal amount which become payable by an employee under the above Clause.

Explanation:

An employee who asks for extension of study leave and is not granted the extension by the University and does not rejoin on the expiry of the leave sanctioned will be deemed to have failed to join the service on the expiration of his/her leave for the purpose of recovery of the dues under this Clause (16). After the leave has been sanctioned the applicant shall before availing himself of the leave, execute an agreement binding himself for the due fulfillment of the conditions laid down in Clause 14 and 15 above and give security of immovable property to the satisfaction of the Registrar or a Fidelity Bond of an Insurance Co., or a Guarantee by a Schedule Bank or furnish security of two employee of the University for the amount which may become refundable to the University in accordance with Clause (15) above, which would be relevant to the amount at credit in the P.F. of the surety concerned.

Sureties as contemplated in this clause must be permanent employees of the University and have at least three years of service to put in before their normal age of superannuation and after the projected date of return from leave of the employee granted study leave.

17. Leave for Academic Pursuits

- (i) Leave for Academic Pursuits may be granted by the Executive Council to permanent whole-time members of the teaching staff of the University who have completed at least five years of continuous service to enable them to engage themselves in academic pursuits.

Provided that this leave shall not be granted to such employees who have less than three years to serve the University.

- (ii) An application for grant of leave for academic pursuits shall be submitted to the Vice-Chancellor through the Head of the Department and the Dean of the faculty concern at least three months before the date on which the applicant intends to avail himself of such leave.
- (iii) The application shall specify the exact nature of the academic pursuit in which the applicant proposes to engage himself during the leave.
- (iv) A person to whom leave for academic pursuits have been granted shall engage himself during the leave mainly in the academic pursuit for which it has been granted and shall not engage himself in not- academic pursuits to the detriment of original purpose for which the leave was granted.
- (v) The duration of leave for academic pursuits shall not exceed twelve months leave on full pay at one time and shall not be granted again before the expiry of five calendar years from the date the applicant returned to duty on the expiry of such leave last granted. The total period of such leave granted to a teacher shall not exceed two years during the entire period of his/her service in the University.

- (vi) Leave for academic pursuits may be combined with any other leave which an employee may have earned and with the vacations of the University but not with study leave in any form.
- (vii) Leave for Academic pursuits shall count as active service for increments/fixation of pay, (the effect of such increments/fixation of pay shall be effective from due date and for the benefit of the provident fund). Leave for Academic pursuits will also count as service for pension provided the teacher concerned rejoins the University service on the expiry of leave for Academic Pursuits.

18. **Leave on Compassionate Grounds**

The permanent employees of the University who are suffering from diseases, such as cancer, T.B., Leprosy etc. may be granted by the Executive Council leave on full pay for a period not exceeding nine months on the production of a medical certificate either from the Chief Medical Officer of the University or from a Medical Officer not below the rank of a Civil Surgeon or equivalent position.

19. **Sabbatical Leave:**

- (i) Permanent, whole time teachers of the university who have completed seven years of service as Professor/Associate Professor may be granted sabbatical leave to undertake study or research or other academic pursuit solely for the object of increasing their proficiency and usefulness to the university and higher education system.
- (ii) The duration of leave shall not exceed one year at a time and two years in the entire career of a teacher.
- (iii) A teacher, who has availed himself/herself of study leave, would not be entitled to the sabbatical leave.
- (iv) Provided further that sabbatical leave shall not be granted until after the expiry of five years from the date of the teacher's return from previous study leave or any other kind of training programme of duration one year or more.
- (v) A teacher shall, during the period of sabbatical leave, be paid full pay and allowances (subject to the prescribed conditions being fulfilled) at the rates applicable to him/her immediately prior to his/her proceeding on sabbatical leave.
- (vi) A teacher on sabbatical leave shall not take up, during the period of that leave, any regular appointment under another organization in India or abroad. He/she may however, be allowed to accept a fellowship or a research scholarship or ad-hoc teaching and research assignment with honorarium or any other form of assistance, other than regular employment in an Institution of advanced studies,

provided that in such cases the Executive Council/Syndicate may, if it so desires, sanction sabbatical leave on reduced pay and allowances.

- (vii) During the period of sabbatical leave, the teacher shall be allowed to draw the increment on the due date. The period of leave shall also count as service for purposes of pension/contributory provident fund, provided that the teacher rejoins the university on the expiry of his/her leave.

20. **Child Care Leave**

Women teachers having minor children may be granted leave up to two years for taking care of their minor children. Child care leave for a maximum period of two years (730 days) may be granted to the women teachers during entire service period in lines with Central Government women employees. In the cases, where the child care leave is granted more than 45 days, the University may appoint a part time/Guest substitute teacher with intimation to the UGC.

- (i) CCL may not be granted in more than 3 spells in a calendar year.
- (ii) CCL may not be granted for less than 15 days.
- (iii) CCL should not ordinarily be granted during the probation period except in case of certain extreme situations where the leave sanctioning authority is fully satisfied about the need of Child Care Leave to the probationer. It may also be ensured that the period for which this leave is sanctioned during probation is minimal.

The leave is to be treated like Earned Leave and sanctioned as such.

21. **Vacation**

- (i) Vacation may be taken in combination with or in continuation of any kind of leave except casual and special casual leave under these rules provided that the duration of vacation and other leave taken in conjunction shall not exceed 240 days.
- (ii) A vacation or semi-vacation Officer who is appointed as a temporary measure shall be entitled to pay for the following summer vacation only if he/she joined duty within 2 months of the beginning of the academic year and has worked continuously and satisfactorily from the date of joining up to the last working day of the session. If a temporary appointment continues for a part of whole of the next term and the teacher joins on the opening date and has also served on the last served on the last working date before the vacation in any one academic session, the vacation salary may be paid to him.

22. **Leave salary**

A teacher shall be entitled to leave salary during different kinds of leave as under:-

Half Pay Leave and Leave Not Due

- (i) Leave salary equal to half of the pay drawn during the preceding month in which the leave commences or half of the substantive pay to which he/she is entitled immediately before the commencement of the leave, whichever is greater provided that the leave salary of a teacher who is in permanent service and who has been continuously officiating in another post for more than three years at the time he/she proceeds on leave shall be calculated as if he/she was the substantive holder of the post in which he/she was so officiating or in which he/she would have so officiating but for his/her officiating appointment in an equivalent or still higher post.

Note:- The three year's limit shall include:-

- (a) All periods of leave during which a teacher would have officiated in the post but for proceeding on such leave.
- &
- (b) All periods of officiating service rendered in an equivalent or still higher post but for appointment to which he/she would have officiated in that post.

- | | | | |
|-------|-----------------------------|---|--|
| (ii) | (a) Earned Leave | } | Twice of what is admissible under (i) above |
| | (b) Commuted Leave | | |
| | (c) Maternity Leave | | |
| | (d) Hospital Leave | | |
| | (e) Detention Leave | | |
| (iii) | Study Leave | - | As admissible under Rules 15. |
| (iv) | Leave for Academic Pursuits | - | As admissible under Rules 16(v). |
| (v) | Vacation | - | Same pay as when on duty. A teacher will, however, be entitled to half of such pay if he/she has given notice of resignation and the period of such notice expires during the long vacation or within one month from the last day thereof. |

Note:

- (1) A teacher who proceeds on Earned Leave, shall be entitled to leave salary equal to the pay drawn immediately before proceeding on leave.
- (2) In all cases where a teacher has drawn pay, dearness pay, dearness allowance and interim relief on the pre-revised scales of pay during a part of the period of ten months and the revised pay, the revised rates of dearness allowances as admissible from time to time, with reference to revised rates of pay for the remaining period of ten months, the leave salary shall be average of pay, plus dearness pay, dearness allowance as admissible on that pay and pay drawn at revised scales during the ten months preceding the leave. The amount of dearness of pay shall then be calculated at the revised rates on the leave salary so arrived at.

PART 'C'

**LEAVE RULES APPLICABLE TO NON-TEACHING STAFF,
SEMI-VACATION AND NON-VACATION OFFICERS**

1. **Applicability of Rules in Part 'A'**

The Rules in Part 'A' of these Regulations apply to the Non- teaching staff also unless they are repugnant to the text of the following rules.

2. **Kind of Leave admissible**

The following Kinds of leave are admissible:-

- (a) Casual Leave
- (b) Special Casual Leave
- (c) Earned Leave
- (d) Half Pay Leave
- (e) Commuted Leave
- (f) Leave Not Due
- (g) Maternity Leave/Paternity Leave
- (h) Quarantine Leave
- (i) Hospital Leave
- (j) Extra-Ordinary Leave
- (k) Compensatory Leave
- (l) Study Leave
- (m) Leave on Compassionate Grounds
- (n) Child Care Leave

3. (i) Casual Leave or Special Casual Leave to administrative, Ministerial, Technical or Vocational Staff will be granted by the Dean/Principal/Head of Department/Office/School or Provost, Proctor or Member-in-charges concerned.
- (ii) The following shall be the authorities for the grant of leave other than casual or special casual leave. The title to leave will, in all cases, be verified from the Central Accounts Office.

Kind of Leave	Authority
(a) Maternity Leave (b) Earned Leave (c) Half Pay Leave (d) Commuted Leave	Registrar
(e) Extra-Ordinary Leave for accepting employment elsewhere	Vice-Chancellor
(f) Extra-Ordinary Leave for purposes other than that mentioned at (e) above.	Vice-Chancellor
(g) Quarantine Leave	Registrar in all cases

Kind of Leave	Authority
(h) Hospital Leave	
(i) Leave Not Due	

Note: In the case of Heads of Departments leave even upto 60 days will require the sanction of the Vice-Chancellor.

4. **Casual Leave**

Same as in Rule 4 in Part 'B' of these Regulations except that the amount of casual Leave admissible will be 10 days and the leave admissible to temporary employees who join service during the course of the year may be proportionately reduced at the discretion of the competent authority.

5. **Special Casual Leave**

- (i) Special Casual Leave not exceeding six working days may be granted to such employees who undergo sterilization operation (Vasectomy or Salpingectomy) under Family Planning Programme.
- (ii) Special Casual Leave not exceeding 06 days may be granted to female employee who undergoes non-puerperal sterilization.
- (iii) Special Casual Leave up to six days may be granted to serve as Juror or Assessor or to give evidence before a Court law as a witness in a Civil or Criminal case in which his/her private interests are not at issue.

6. **Earned Leave**

- (i) Earned Leave admissible to a permanent non-vacation Officer (including class IV) is one-eleventh of the period spent of duty provided that he/she will cease to earn such leave when the earned leave due accumulates to 300 days.
- (ii) Semi-vacation Officers are entitled to earned leave at half the rate prescribed in rule (i) above. In case such an Officer is detained for University work during entire or part of vacation admissible to him, he/she shall also be entitled to detention leave equal to one-third of the period for which so detained, the grant of such leave being subject to the same condition as laid down in Clauses (ii), (iii) and (iv) of rule 13 in part 'B' of these Regulations.
- (iii) The maximum earned leave that may be granted at a time shall be 120 days.

Provided that the earned leave beyond 120 days may be granted at a time, if due up to the limit of 240 days for study purposes and also in cases where the Vice-Chancellor is satisfied that there are compelling reasons which warrant sanction of earned leave beyond 120 days at a time.

- (iv) Earned Leave for a period not exceeding 150 days may be granted if the entire leave so granted or a portion thereof is spent outside India provided the period of such leave spent in India shall not in the aggregate exceed 120 days.

- (v) Sweepers and Class IV employees of Hostels and hospitals shall be eligible ordinarily to get earned leave during the winter and summer vacations. Employees in the Agriculture/Horticulture field shall be eligible to get such leave outside the sowing and harvesting time.
 - (vi) Grant of earned leave beyond of retirement Clause (9) Rule 5 in Part 'A' of these regulations is equally applicable to non-teaching staff except that even in the circumstances referred to in the proviso to sub-clause (i) ibid non-teaching staff will be eligible for only Earned Leave and no other kind of leave.
7. Half Pay Leave- as in rule 7, Part B of these Regulations
 8. Commuted Leave – As in Rule 8, Part B of these Regulations
 9. Leave not Due – As in Rule 9, Part B of these Regulations
 10. Maternity Leave/Paternity Leave – As in Rule 10,10A Part B of these Regulations
 11. Quarantine Leave – As in Rule 11, Part B of these Regulations
 12. Hospital Leave – As in Rule 12, Part B of these Regulations
 13. Extra Ordinary Leave – As in Rule 14 in Part B of these Regulations
 14. **Compensatory Leave**
 - (i) Compensatory attendance on Saturdays/Sundays or other public holidays justified the grant of compensatory leave for the number of days an employee is directed to attend the Office, unless it is imposed on him as a penalty or it is required to clear arrears for which he/she is personally responsible. The attendance in such cases should be under the previous orders of the Officer-in-Charge.
 - (ii) No compensatory leave under (i) above will be admissible to an employee who is paid overtime allowance or T.A./D.A. for the day of compulsory attendance on Saturdays/Sundays and other holidays.
 - (iii) The number of days of compensatory leave earned will be noted in the Casual Leave register and the grant of leave also noted therein. Compensatory Leave to the extent actually earned may be allowed under the same conditions as prescribed for grant of Casual leave, same in the case of kitchen Staff (Cooks & Helpers) in whose case compensatory leave may be allowed to be accumulated and availed up to 45 days in a calendar year. It shall be granted latest by the next summer vacation in such a manner that the work of Hostels particularly of the dining halls does not suffer. No substitute will be provided in such cases.

Note: Compensatory leave under this rule is not admissible to holders of supervisory posts like Assistant Finance Officer, Estate Officer, Account Officer, Administrative Assistant, Assistant Registrar, Deputy Registrar and any other Non Academic Officer of equivalent grade.

15(A) Study Leave for Non-teaching Academic or Technical Staff

Subject to the conditions hereinafter specified, study leave with pay may be granted to a member of the non-teaching academic or technical staff of JMI for research or specialized training in a professional or a technical subject having a direct and close connection with the sphere of his/her study.

- (1) Study Leave shall not be granted unless
 - (i) It is certified by the Head of the Department that the proposed research or training shall be of definite advantage from the point of view of University interest;
 - (ii) It is closely related to the sphere of duties of the University employee.
- (2) Study leave shall not ordinarily be granted to a University employee.
 - (i) Who has rendered less than three years' service under the University; or
 - (ii) Who does not hold a permanent post under the University or
 - (iii) Who is due to retire from the University service within three years of the date on which he/she is expected to return to duty after the expiry of the leave.
- (3) Study Leave out of India shall not be granted for research or training in subjects for which adequate facilities exist in India.
- (4) Study leave shall not be granted to a university employee with such frequency as to remove him from contact with his/her regular work or to cause cadre difficulties owing to his/her absence on leave.
- (5) The maximum amount of study leave, which may be granted to a University employee shall be:
 - (i) Ordinarily twelve months at any one time, extendable upto 24 months for exceptional reasons;
 - (ii) Not more than twenty four months in all during the entire service.
- (6) Study leave may be combined with other kinds of leave, but in no case shall, the grant of this leave in combination with leave other than extra-ordinary leave involve total absence of more than twenty eight months from the regular duties of the University employees.
- (7) When the course of study falls short of study leave sanctioned, the University employee shall resume duty on the course of study unless the previous assent of the authority competent to sanction leave to treat the period of short fall as ordinary leave has been obtained.

- (8) Study leave may on the recommendation of the Head of the Department concerned be granted to a University employee by the Vice- Chancellor.
- (9) Where a University employee borne permanently on the cadre of one Department or institution is serving temporarily in another Department or institution, the grant of study leave to him shall be subject to the condition that:-
 - (i) The Head of the Department shall not appoint a substitute to carry on his/her work in his/her absence;
 - (ii) The concurrence of the department or the institution to which he/she is permanently attached is obtained before leave is granted.
- (10) The University employee should be required to submit to the Head of his/her department every month a full report on the work done by him while on study leave and the latter will send to the Registrar by 15th of each month a certificate to the effect that the prescribed report up to the preceding month has been received and the progress of the employee concerned is considered satisfactory.
- (11) Study leave shall count as service for increment (the effect of such increment being admissible from the date the employee resumes duty on expiry of leave) and for the benefit of the provident fund but not for any other kind of leave. Study leave with pay will also count as service for pension provided the employee concerned re-joins the University service on the expiry of his/her study leave.

Any extra-qualification acquired during study leave will not confer any right on employee to claim increment of salary or promotion.
- (12) An employee availing himself of the privilege of study leave shall undertake:-
 - (i) That he/she will complete his/her research or training within the period of study leave granted to him;
 - (ii) That he/she will report himself for duty immediately on expiry of the study leave.
 - (iii) That he/she shall serve the University for a continuous period of at least three years to be calculated from the day following the day of the expiry of the study leave.
- (13) A University employee:-
 - (i) who is unable to complete his/her research or training within the period of study leave granted to him; or
 - (ii) who fails to rejoin the service of the University on the expiry of his/her study leave, or
 - (iii) who rejoins the service of the University on completion of his/her research or training but leaves such service within three years or joining the service

or is, within the said period dismissed or removed from service in accordance with the provision of the Executive Ordinances and Regulations shall be liable to refund to the University all sums that may have been paid to him as salary and allowances during the period of study leave with interest at the rate of 6% per annum to be charged from the date of such payment. He shall in a case falling under (ii) above also forfeit the University contribution to the Provident Fund for the period of study leave with interest which may have accrued on such contribution. Provided that if an employee has served for a period of not less than 18 months but less than 3 years on return from study leave he/she shall refund to the University half the amount of the salary and allowances received by him during the period of study leave with interest thereon at the rate of 6%. Provided further that the Executive Council may for sufficient reasons, to be recorded, either reduce or remit the interest to be recorded, either reduce or remit the interest on the principal amount which become payable by an employee under the above Clause.

Explanation:

An employee who asks for extension of study leave and is not granted the extension by the University and does not rejoin on the expiry of the leave sanctioned will be deemed to have failed to join the service on the expiration of his/her leave for the purpose of recovery of the dues under this Clause (13). After the leave has been sanctioned the applicant shall before availing himself of the leave, execute an agreement binding himself for the due fulfillment of the conditions laid down in Clause (12) and (13) above and give security of immovable property to the satisfaction of the Finance Officer or a Fidelity Bond of an Insurance Co., or a Guarantee by a Schedule Bank or furnish security of two employees of the University for the amount which may become refundable to the University in accordance with Clause (13) above, which would be relevant to the amount at credit in the P.F. of the surety concerned.

Sureties as contemplated in this clause must be permanent employees of the University and have at least three years of service to put in before their normal age of superannuation and after the projected date of return from leave of the employee granted study leave.

15 (B) Study leave for Administrative & Ministerial staff

- (1) Subject to the conditions hereinafter specified, study leave may be granted to a member of the non-teaching staff (Administrative & Ministerial Staff) of the University for joining post-graduate classes, research or specialized training in a professional or technical subject or for practical experience or study tour in other institution in India or abroad.

ELIGIBILITY

- (2) Study leave may be granted to a University employee by the Vice- Chancellor on the recommendations of a Committee constituted for the purpose, provided that the applicant:
 - (i) has rendered not less than three years continuous service in the University;
 - (ii) holds a permanent post;
 - (iii) is not due for retirement from the service of the University within three years from the date on which he/she is expected to return to duty after the expiry of the leave; and
 - (iv) fulfills the minimum qualifications for the course in which the employee concerned wishes to pursue the higher studies.
- (3) Study leave shall not be granted unless the University is satisfied that the proposed course, research or training shall be of advantage from the point of view of the University interest in the following manner:-
 - (a) The proposed course of training or research or practical experience is directly related to the sphere of his/her duties.
 - (b)
 - (i) The studies which may be closely or directly connected with the work of University employee.
 - (ii) The study leave may be granted even for courses not related to their duties for improving their abilities as a University employee.

Provided that such an applicant has obtained not less than 55% marks in aggregate at the qualifying examination.

- (4) Study leave may be granted only once.

DURATION OF STUDY LEAVE

- (5) Ordinarily the total period of study leave which may be granted to an individual shall not exceed two years. It may, however, be extended up to 3 years in very exceptional circumstances in which the Vice-Chancellor is satisfied that such extension is unavoidable on academic ground and necessary in the interest of the University.
- (6) Study leave may be combined with any other kind of leave which the applicant may have earned but the total period of absence from duty will not exceed in any case three years.

MODE OF SELECTION

- (7)
 - (a) Application for study leave in the prescribed form (Appendix-II) shall be submitted through proper channel to the Study Leave Committee consisting of the following, at least two months before the date on which the applicant

intends to avail himself of such leave:-

- (1) Vice Chancellor or Vice Chancellor's Nominee
 - (2) Pro-Vice-Chancellor
 - (3) Dean of the Faculty concerned
 - (4) Registrar (Convener)
 - (5) Finance Officer
 - (6) One member of the Non-teaching staff nominated by the Vice-Chancellor for two years
 - (7) One senior teacher nominated by the Vice-Chancellor for two years.
- (b) The Study Leave Committee shall, after scrutinizing the applications, forward them to the Vice-Chancellor along with its recommendations or with such other remarks as it deems proper.
- (c) Subject to the limit to be determined by the Committee as mentioned in Rule 7(a) Study Leave may be granted after taking into account the member of employees in an Office and the financial position. This number, may, however, be enhanced for the employees working in large establishments like the Registrar's Office or Finance Accounts Office.

STUDY LEAVE SALARY

- (8) Full pay shall be paid during Study Leave.

An employee shall not ordinarily be entitled to House Rent Allowance or City Compensatory Allowance during the period of Study Leave, provided that the Vice Chancellor may, in view of the special circumstances of a case, sanction the payment of such allowance in part or in full. The amount of scholarship, fellowship or any other financial assistance that an employee, on Study Leave may be awarded will not preclude his/her being granted Study leave with pay and allowances but the scholarship etc., so awarded shall be taken into account in determining the pay and allowances to be paid during the Study Leave. If an employee on Study Leave is permitted to receive and retain any remuneration in respect of part-time employment during the period of Study Leave, he/she shall ordinarily not be granted any Study Leave salary but in cases where the amount of remuneration received in respect of part-time employment is not considered adequate, the Executive Council may determine the Study Leave salary payable in each case.

Note: It shall be the duty of the employee who has been granted Study Leave, to communicate immediately to the University the financial assistance in any form received by him during the course of Study Leave from any person or Institution whatsoever.

Provided that if a person receives scholarship / stipend / studentship etc., from the institution where he/she is pursuing course of study or undergoing a training or from any other agency in India or abroad, shall be entitled to receive such scholarship/stipend/studentship etc., during the period of study leave in addition to the study leave salary.

Payment of leave salary will, however, be subject to the following conditions:-

- (1) After the leave has been sanctioned the applicant shall before availing of the leave execute the agreement (Appendix-II) binding him/herself of the conditions laid down in this behalf and give security of the immovable property to the satisfaction of the Registrar or Fidelity Bond of an Insurance Co., or a guarantee by a Scheduled Bank or furnish security of two permanent employees of the University for the amount which may become refundable to the University in accordance with Rules 12(iii) of these rules.

Sureties as contemplated in this Clause must be permanent employees of the University and have at least three years of service to put in before their normal age of superannuation and after the projected date of return from leave of the employee granted study leave.

- (2) The applicant shall submit a six monthly progress report on the work done through the Head of the Department/Institution or Supervisor under whom the study is being carried out.

INCREMENTS

- (9) Study leave shall count as active service for increment (the effect of such increment being admissible from the date of the employee resumes duty on expiry of leave with retrospective effect) and for benefit of the Provident Fund but not for any kind of leave. Study leave with pay (whether full or half) will count as service for pension provided the employee concerned rejoins the University on the expiry of his/her study leave.
- (10) Any extra qualifications acquired during the study leave will not confer any right to claim increment of salary in advance or promotion etc.

CONDITIONS FOR THE GRANT OF STUDY LEAVE

- (11) An employee availing himself of the privilege of study leave shall undertake:-
 - (a) that he/she will complete his/her course post-graduate study, research or training within the period of study leave granted to him and that he/she shall not alter substantially the course or programme of research for which leave had been granted to him without the prior permission of the Vice-Chancellor;
 - (b) that he/she will report himself for duty immediately on expiry of the study

leave;

- (c) that he/she shall serve the University for a continuous period of at least three years to be calculated from the day following the day of the expiry of the study leave.

(12) A University employee who avails himself of the study leave but who:-

- (i) is unable to complete his/her course/research or training within the period of study leave granted to him or
- (ii) fails to rejoin the service of the University on expiry of his/her study leave or
- (iii) rejoins the University service on completion of his/her studies but leaves such service within three years of joining the service or is within the said period dismissed or removed from the service in accordance with the provision of the Regulations shall be liable to refund to the University all sums that may have been paid to him/her as salary and allowances during the period of study leave with interest at the rate of 6% per annum to be charged from the date of such payment.

He/she shall in a case falling under (ii) above shall also forfeit the University contribution to the provident fund for the period of study leave with interest which may have accrued on such contribution provided that if an employee has served for a period of not less than 18 months but less than three years on return from study leave he/she shall refund to the University half the amount of the salary and allowance received at the rate of 6%. Provided further that the Vice-Chancellor may for sufficient reasons, to be recorded, either reduce or remit the interest on the principal amount which becomes payable by an employee under above Clause.

EXPLANATION:

An employee who asked for extension of study leave and its not granted the extension by the University and does not rejoin the service on the expiry of the leave sanctioned will be deemed to have failed to join the service on the expiration of the leave for the purpose of recovery of the dues under this Clause and shall be deemed to have vacated his/her post.

- (13) Study leave granted to a person shall be deemed to have been cancelled if it is not availed to within 12 months of its sanction provided that where study leave granted has been so cancelled the person concerned may apply again for such leave.

15(C) Study Leave Rules for Class IV (Group-D) staff

1. Subject to the condition hereinafter specified study leave may be granted to a member of the non-teaching staff class IV (Group-D) staff of the University for joining High School, Higher secondary, B.A./M.A. or equivalent or specialized training in a professional or technical course of study.

Eligibility:

2. Study leave may be granted to a University employee by the Vice-Chancellor on the recommendations of a Committee constituted for the purpose, provided that the applicant:-
 - i) has rendered not less than three years continuous service in the University.
 - ii) holds a permanent post; and
 - iii) is not due for retirement from the service of the University within three years from the date on which he/she is expected to return to duty after the expiry of the leave.
 - iv) fulfills the minimum qualifications for the course in which the employee concerned wishes to pursue studies.
3. Study leave shall not be granted unless the University is satisfied that the proposed course of training shall be of definite advantage from the point of view of the University interest in the following manner:-
 - (a) the proposed course of training or search or practice experience is directly related to the sphere of his/her duties;

Or

 - (b) the studies which may not be closely or directly connected with the work of the University employee but which are capable of widening his/her mind in a manner likely to improve his/her ability as a University employee and to equip him better to serve the University.

Duration of Study Leave

4. Ordinarily the total period of study leave which may be granted to an individual shall not exceed two years. It may, however, be extended up to 3 years by the Vice-Chancellor for sufficient cause.
5. Study leave may be combined with any other kind of leave which the applicant may have earned but the total period of absent from duty will not exceed in any case of three years.

Mode of Selection:

6. (a) Application for study leave in the prescribed form (Appendix-II) shall be submitted through proper channel to the Study Leave Committee consisting of the following, at least two months before the date on which the applicant intends to avail him of such leave:-
- (1) Vice-Chancellor or Vice Chancellor's Nominee
 - (2) Pro-Vice-Chancellor;
 - (3) Deans of the Faculty concerned;
 - (4) Registrar (Convener);
 - (5) Finance Officer;
 - (6) One member of the Class (Group-D) nominated by the Vice-Chancellor for two years.
 - (7) One senior teacher nominated by the Vice-Chancellor for two years.
- (b) The Study Leave Committee shall, after scrutinizing the applications, forward them to the Vice-Chancellor along with its recommendations or with such other remarks as it deems proper.
- (c) Subject to the limit to be determined by the Committee as mentioned in Rules 6(a) after taking into account the number of employees in an Office and the financial position.

Study Leave Salary

- (14) Full pay shall be paid during Study Leave.

An employee shall not ordinarily be entitled to House Rent Allowance or City Compensatory Allowance during the period of Study Leave, provided that the Vice Chancellor may, in view of the special circumstances of a case, sanction the payment of such allowance in part or in full. The amount of scholarship, fellowship or any other financial assistance that an employee, on Study Leave may be awarded will not preclude his/her being granted Study leave with pay and allowances but the scholarship etc., so awarded shall be taken into account in determining the pay and allowances to be paid during the Study Leave. If an employee on Study Leave is permitted to receive and retain any remuneration in respect of part-time employment during the period of Study Leave, he/she shall ordinarily not be granted any Study Leave salary but in cases where the amount of remuneration received in respect of part-time employment is not considered adequate, the Executive Council may determine the Study Leave salary payable in each case.

Note: It shall be the duty of the employee who has been granted Study Leave, to communicate immediately to the University the financial assistance in any form received by him during the course of Study Leave from any person or Institution whatsoever.

Provided that if a person receives scholarship / stipend / studentship etc. from the institution where he/she is pursuing a course of study or undergoing a training or from any other agency

in India or abroad, shall be entitled to receive such scholarship / stipend / studentship etc. during the period of study leave in addition to the study leave salary.

7. Payment of Leave salary will, however, be subjected to the following conditions:-
 1. After the leave has been sanctioned, the applicant shall before availing of the leave execute the agreement (Appendix-III) binding him/herself of the conditions laid down in this behalf and given security of the immovable property to the satisfaction of the Finance Officer or Registrar or Fidelity Bond of an Insurance Company or a guarantee by a Schedule Bank or furnish security of his/her own or of two permanent employees of the University for the amount which may become refundable to the University in case of breach of contract which would be relevant to the amount at the credit of the Provident Fund of the surety concerned.
 2. The applicant shall submit a three monthly attendance report through the concerned Principal/Dean/Head of the Department/ Institution.

Increments:

8. Study leave shall count as active service for increment (the effect of such increment being admissible from the date the employee resumes duty on expiry of leave with retrospective effect) and for benefit of the Provident Fund but not for any kind of leave. Study leave will count as service for pension provided the employee concerned rejoins the University on the expiry of his/her study leave.
9. Any extra qualifications acquired during the study leave will not confer any right to claim increment of salary in advance or promotion etc.

Conditions for the grant of Study Leave

10. An employee availing himself of the privilege of study leave shall undertake:-
 - (a) that he/she will complete his/her course of study, or training within the period of study leave granted to him and that he/she shall not alter substantially the course for which leave had been granted to him without the prior permission of the Vice-Chancellor;
 - (b) that he/she will report himself for duty immediately on expiry of the study leave;
 - (c) that he/she shall serve the University for a continuous period of at least three years to be calculated from the day following the day of the expiry of the study leave.

11. A university employee who avails himself of the study leave but who:-

- (i) is unable to complete his/her course or training within the period of study leave granted to him or
- (ii) fails to rejoin the service of the University on expiry of his/her study leave, or
- (iii) rejoins the University service on completion of his/her studies but leave such service within three years of joining the service or is within the said period dismissed or removed from the service in accordance with the provision of the Regulations shall be liable to refund to the University all sums that may have been paid to him/her as salary and allowance during the period of study leave with interest at the rate of 6% per annum to be charged from the date of such payment.

He/she shall in a case falling under (ii) above shall also forfeit the University contribution to the provident fund for the period of study leave with interest which may have accrued on such contribution provided that if an employee has served for a period of not less than 18 months but less than three years on return from study leave he/she shall refund to the University half the amount of the salary and allowance received by him during the period of Study Leave with interest thereon at the rate of 6%. Provided further that the Vice-Chancellor may for sufficient reasons, to be recorded, either reduce or remit the interest on the principal amount which may be payable by an employee under above clause.

Explanation:

An employee who asks for extension of study leave and is not granted the extension by the University and does not rejoin the service on the expiry of the leave sanctioned will be deemed to have failed to join the service on the expiration of the leave for the purpose of recovery of the dues under this clause and shall be deemed to have vacated his/her post.

12. Study leave granted to a person shall be deemed to have been cancelled if it is not availed of within 6 months of its sanction provided that where study leave granted has been so cancelled the person concerned may apply again for such leave.

(16) LEAVE ON COMPASSIONATE GROUNDS

As in Rule 18 in Part-B of these Regulations.

(17) LEAVE SALARY

As in Rule 22 in Part-B of these Regulations.

(18) CHILD CARE LEAVE

As in Rule 20 in Part B of these Regulations.

**JAMIA MILLIA ISLAMIA
NEW DELHI – 110025**

Appendix – I

APPLICATION FORM

(All the items must be filled in by the applicant)

1. Name of the Applicant (in full with capital letters):
2. Designation: 3. Nature of Appointment:
4. Employee ID: 5. Service Book No.:
6. Faculty/Department/Centre/Office:
7. Nature and period of Leave applied for:
and date from which required: To:
8. Saturdays/Sundays & Holidays if any, proposed to be prefixed/suffixed:
Prefix: Suffix:.....
9. Reason/Purpose for leave:
10. Permission for station leave required (Yes/No):
11. Contact address and telephone number during leave:
(i) Postal address:
.....
(ii) E-Mail Id:
(iii) Telephone/Mobile:
12. Total No. of days already availed (in case of C.L./Special C.L./Duty Leave):
13. Name of the senior most available faculty member, who will officiate during your absence (in case of Deans/Heads/Directors):.....

Date:.....

.....
(Signature of Employee)

-
- (1) days Casual Leave / Special Casual Leave / Duty Leave are due upto.....
- (2) Remarks / Recommendations:
.....

.....
(Dean)

.....
(HoD/Director)

.....
(Section Officer)

OFFICE USE

..... days Earned Leave / Commuted Leave are due upto:

.....
Dealing Assistant
(SB & L Section)

.....
Section Officer
(SB & L Section)

-
- Note:** 1. Application form only for Casual / Special Casual / Duty / Earned / Compensatory / Half Pay / Commuted / Maternity / Paternity Leave.
2. Supporting documents wherever necessary must be attached.

FORM OF APPLICATION FOR STUDY LEAVE
(To be submitted to the Registrar)

1. Name of the Department/Office

2. Name of the Applicant..... 3. Age.....

4. Academic record:

Examination	Board/University	Year	Division
High School			
Pre-University /			
Intermediate			
B.A./B.Sc./B.Com.			
M.A./M.Sc./M.Com			

.....

Particulars of Research experience, if any

.....

Any other qualifications

5. Permanent post and rate from which held.....

6. Present post and date from which held.....

7. Period of continuous service.....

8. Particular of course proposed to be perusal.....

a. Name of University or Institution where applicant wishes to study.....

b. Details of course with proof that applicant has been admitted by the University or Institution concerned for attending course

c. Certificate from University or Institution concerned indicating minimum period required to complete the course and obtain degree diploma etc. on completion of course

9. Period for which and date from which Leave is required
.....

10. Particulars of Scholarship, stipend, Salary offered, if any
.....

11. Any other relevant information or paper which the applicant may like to submit
.....
.....

I have carefully studied the rules relating to the grant of Study Leave and hereby undertake to abide by them.

(Signature of applicant)

(TO BE FILLED IN BY THE DEPARTMENT/OFFICE)

- (a) Number of non-teaching staff in the Department / Office
- (b) Number of staff who have already Specialized in the subjectconcerned
- (c) Number of staff who will be on leave on the date applicant proposes to proceed on leave.....

Remarks of the Head of Department/Office

.....
.....
.....
.....

Date:

Signature of Head of Deptt./Office

Recommendation of the Registrar

.....
.....
.....
.....

Date:

Signature of Registrar

Recommendation of the Committee

.....
.....
.....
.....

FORM OF BOND FOR STUDY LEAVE

Form of bond to be executed by the employees of the Jamia Millia Islamia, New Delhi, on a Non-judicial stamp paper of the value of Rs.10/- (According to the Stamp Act, if the value of Bond is Rs.1000/- then the stamp would be Rs.10/- only but if it exceeds, than a stamp of Rs.5/- per Rs.500/- in excess of Rs.1000/-

The Bond executed by

(hereinafter called the employee and

.....

.....

.....

(hereinafter called the sureties) in favour of Jamia Millia Islamia (hereinafter called the University) witnesses as follows:

WHEREAS the above bounden employee is employed as

..... and the University at the request of the above bounden employee has sanctioned him/her study leave with effect from.....to.....or such other period of leave extended from time to time to the employee without further reference to sureties in continuation of the earlier leave for higher studies i.e.....

.....

.....

AND WHEREAS the University has further agreed to pay to the above bounden Principal a sum of Rs. (Rupees.....) as study leave salary or such other amounts paid to the Principal by the University on account of extension in study leave, revision of pay scales, allowances etc.

AND WHEREAS in consideration of the University having agreed to sanction the said study leave and to pay study leave salary as aforesaid the above bounden Principal has agreed with the University as follows:-

- (a) That the above bounden employee shall diligently prosecute his/her studies at.....
.....and shall obtain during the period of study leave as aforesaid or, if the same is extended during such extended period higher academic qualifications.
- (b) That immediately after the expiry of the said study leave or if the same is extended by the University after the expiry of such extended period, the above bounden employee shall report himself/herself for duty to the Vice-Chancellor of the University and shall thereafter serve the University for a continuous period of three years.
- (c) That the above bounden employee shall abide by the study leave rules framed by the Executive Council of the University and this study leave shall always be subject to the said rules.

AND WHEREAS the above bounden employee and sureties have agreed indemnify the University against any breach of the above agreement and the University has sanctioned the study leave on such assurance.

NOW THIS deed witnesses as follows:-

In case the above bounden employee fails to utilize the study leave for the purpose for which it has been granted to him/her and fails to prosecute his/her studies atand does not obtain any high academic qualifications i.e. or having obtained such qualifications fails to join the duty in the University on the expiry of the study leave or having joined duty, leaves the service of the University within the period of the three years or is dismissed or removed from the service of the University in accordance with the Statutes and Ordinances of the University within the period of three years then the employee and the sureties shall forthwith pay to the University on demand or, as may be advised by the Finance Officer of the University, to recover from the employee or the sureties, the said sum of Rs. (Rupees) or such other amount that may be paid to the Principal by the University on account of extension in study leave or revision of scale of pay etc. together with interest thereon at the rate prescribed in the Leave Rules as may be applicable to the employee from the date of payment of the study leave salary and allowance.

Provided always that the liability of the sureties hereunder shall not be impaired or discharged by reason to time being granted or by any forbearance act of or omission of the University with or without the consent or knowledge of the sureties nor shall it be necessary for the University to sue the employee before suing the

sureties.....
.....
.....
.....

or any of them for the amount due hereunder.

Note: Sureties as contemplated above must be permanent employees of the University and have at least three years of service to put in before their normal age of superannuation and after the projected date of return from leave of the employee granted study leave.

Date_____

(EMPLOYEE)

Name:_____

Surety No. 1_____

S/o, D/o, W/o _____

R/o _____

Surety No. 2 _____

In the presence of the Officer of the Jamia

In the presence of:

(Musajjil (Registrar), Jamia Millia Islamia
Jamia Nagar, New Delhi
(Stamp)

Witnesses:

1. Name: _____

S/o, D/o, W/o _____

R/o _____

2. Name: _____

S/o, D/o, W/o _____

R/o _____

**CENTRAL UNIVERSITIES SIMPLIFICATION OF RULES/PROCEDURE OF
LEAVE IN RESPECT OF EMPLOYEES OF NON-VACATION DEPARTMENT**

In order to simplify and rationalize the rules and procedure relating to leave for University employees, the following modifications be made w.e.f. the date of enforcement of these revised Leave Rules.

(i) **EARNED LEAVE ENTITLEMENT:**

- (i) The credit to be afforded to the leave account of each University employee in respect of earned leave at the commencement of each calendar half year shall be at a uniform rate of 15 days i.e. it shall be 15 days for the second calendar half year of even year also instead of 16 days as at present.
- (ii) The credit afforded under Clause (i) above, shall be reduced by 1/10th of the period of extra-ordinary leave only availed of during the pervious half year, subject to a maximum of 15 days.

2. **PREFIXING/SUFFIXING OF HOLIDAYS TO LEAVE**

Prefixing and suffixing holidays to leave, other than leave on medical certificate, shall be allowed automatically except in cases where for administrative reasons permission for prefixing/suffixing holidays to leave is specifically withheld. In the case of leave on medical certificate, if the day on which an employee is certified medically fit for rejoining duty happens to be a holiday, he/she shall be automatically allowed to suffix such holidays(s) to his/her medical leave and such day(s) shall not be counted as leave.

3. **ADVANCE OF LEAVE SALARY**

The advance in lieu of leave salary admissible to a University employee proceeding on leave of not less than 30 days shall include allowances as well, subject to deduction on account of income, Provident Fund, House Rent, Recovery of Advances etc.

4. **LEAVE SALARY FOR TERMINAL REFUSED LEAVE, L.P.R. AND
REDUCTION ON ACCOUNT OF EMPLOYMENT DURING LEAVE**

- (i). A University employee who is granted terminal/refused leave shall be paid in lump sum the amount equivalent to leave salary and allowances, if any, admissible during such leave, for the entire period of such leave, as one time settlement instead of monthly payments as at present.
- (ii). If a University employee while on terminal/refused leave is permitted to take up employment, the leave salary for the leave shall not longer be restricted to that admissible during half pay leave as at present. However, the leave salary shall continue to be subject to reduction on account of pension/pension equivalent of other retirement benefits.

- (iii). No permission for private employment during leave preparatory to retirement shall be granted hereafter. If, however, a University employee on leave preparatory to retirement is permitted to take up employment with public sector undertakings, the leave salary shall no longer be restricted to that admissible during half pay leave as at present.

5. **LEAVE ON MEDICAL CERTIFICATE PRODUCTION OF MEDICAL CERTIFICATE BY UNIVERSITY EMPLOYEES**

- (i) A University employee can be granted leave on Medical certificate for period exceeding two months on the basis of a certificate from an authorized Medical attendant. In other words, the existing procedure of setting up a Medical Board and appearance of the University employee before such Board for the purpose of grant of leave on medical certificate exceeding two months shall be dispensed with. Where, however, the authority competent to grant leave is not satisfied about the genuineness of a particular case, it shall be open to such authority to secure a second medical opinion by requesting a government medical officer not below the rank of Civil Surgeon or Staff Surgeon to have the applicant medically examined on the earliest possible date.
- (ii) The authority competent to grant leave pay, in its discretion, waive the production of a medical certificate in case of an application for leave from a University employee also, for a period not exceeding 3 days at a time. Such leave shall not however, be treated as leave on medical certificate and shall be debited against leave other than leave on medical grounds.

6. **LIMITATION ON AVAILING OF A COMMUTED LEAVE**

The existing limit of 240 days at a time on availing of commuted leave in conjunction with earned leave shall be removed.

7. **LEAVE NOT DUE TO TEMPORARY UNIVERSITY EMPLOYEE SUFFERING FROM T.B./LEPROSY/CANCER/MENTAL ILLNESS.**

At present, temporary University employees are not entitled to any 'leave not due'. In order to mitigate the hardship of the temporary University employees who are suffering from T.B. Leprosy, cancer or Mental illness, 'Leave Not Due' may be granted to such university employee, for a period not exceeding 360 days during entire service subject to the fulfillment of the following conditions:-

- (i) That University employee has put in a minimum of one year's service.
- (ii) That the post from which the University employee proceeds on leave is likely to last till his/her return to duty, and
- (iii) That the request for grant of such leave is supported by a medical certificate.

8. **EXTRA-ORDINARY LEAVE TO TEMPORARY UNIVERSITY EMPLOYEES**

The existing limits at a time on availing of extra-ordinary leave shall be revised as under:-

- (a) upto 3 months without medical certificate;
- (b) upto 3 months with medical certificate for common ailments; &
- (c) Upto 18 months on medical certificate for Cancer, mental illness, pulmonary tuberculosis or pleurisy of Tubercular origin, Tuberculosis of any part of the body and Leprosy.

Provided that for grant of extra-ordinary leave as at (b) or (c) above, the University employee should have put in a minimum of one year's continuous service and for grant of leave under (c) above, the University employee should produce a medical certificate.

9. **MATERNITY LEAVE**

The maternity leave granted to a female University employee shall be for a period of 135 days from the date of its commencement in all cases i.e. it shall not be restricted to six weeks from the date of confinement as at present.

10. **CASH EQUIVALENT OF LEAVE SALARY IN CASE OF DEATH IN SERVICE**

In case of death in service of a University employee, the cash equivalent of leave salary in respect of earned leave at credit to be paid to his/her family shall be subject to a maximum of 180 days instead of 120 days as at present. Further, such cash equivalent shall no longer be subject to reduction on account of pension equivalent of death cum-retirement gratuity.

11. **LIMIT ON LEAVE PREPARATORY TO RETIREMENT/REFUSED LEAVE**

Earned Leave taken as leave preparatory to retirement can be availed of subject to a maximum of 180 days instead of 120 days as at present.

12. **RECALL FROM LEAVE**

In case a University employee is recalled to duty before the expiry of his/her leave, such recall to duty shall be treated as compulsory in all cases.

13. **INTIMATION OF LEAVE AT CREDIT**

The order sanctioning earned leave half pay leave to a University employee shall hereafter indicate the balance of such leave at his/her credit.

14. **UNDERTAKING WHILE PROCEEDING ON COMMUTED LEAVE/LEAVE NOT DUE**

The practice of obtaining an undertaking for refund of over-payment of leave salary from the university employees applying for grant of commuted leave, leave not due will continue. The grant of such leave is already subject to the refund of excess leave salary.

**SIMPLIFICATION IN THE RATE OF CALCULATING ENTITLEMENT TO
EARNED LEAVE IN RESPECT OF EMPLOYEES OF NON-VACATION
DEPARTMENTS**

In order to simplify the procedure for calculating entitlement to Earned Leave for employees of non-vacation departments who are entitled to earned leave at the rate of $1/11^{\text{th}}$ of the period spent on duty, the following procedure may be adopted in calculating the entitlement to earned Leave of University employees:

1. Each employee's account of leave should be credited with 30 days and 31 days earned leave in alternate calendar years. This should be done in two installments, 15 days on the first of January and July every year except that on the first of July of an even year (ending with 2, 4, 6, 8, or 10) the credit shall be 16 days thus the credit on 1st January 2020 will be 15 days and on 1st July, 2020, 16 days while both on 1st January and 1st July, 2021 it will be 15 days and so on;
2. When a University employee is appointed on or after 1.7.2021 earned leave should be credit to this leave account at the rate of $2\frac{1}{2}$ days for each completed month of service which he/she is likely to render in the calendar half-year in which he/she is appointed, e.g. if he/she is appointed on 31st March, the number of complete months of his/her service in that half-year will be 3 and the credit will be $3 \times 5/2 = 7\frac{1}{2}$ days rounded to 8 days. If he/she is appointed on 20th April, the number of complete months will be only 2 and the credit will be $2 \times 5/2 = 5$ days.
3. The credit for the half year in which the University employee is due to retire or resigns from the service shall be afforded only at the rate of $2\frac{1}{2}$ days per completed month in that half year upto the date of retirement /resignation. If in the case of a University employee who resigns from the service, the leave already availed of more than the credit so due to him, necessary adjustment should be made in respect of leave salary overdrawn, if any.
4. If a University employee has taken any leave other than earned leave in a half year, the credit to be afforded to his/her leave account at commencement of the next half year shall be reduced by $1/11^{\text{th}}$ of such leave, e.g. if a University employee has taken 11 days leave or 11 days commuted leave or 11 days extra ordinary leave, the credit to his/her leave account will be reduced by 1 day, i.e $1/11$ of the 11 days half-pay leave or commuted leave or extra-ordinary leave.
5. When affording credit under the above method, fractions of a day will be rounded off to the nearest day.
6. From 1.7.2021, the leave account shall be maintained in the enclosed form. While the earned leave shall be credited in advance in the manner stated above, there will be no change in respect of the kinds of leave. The entries in respect of such leave shall be made as an occasion for doing so arises. In the case of existing University employees

the old leave account has to be closed and the credit of leave as on 30.6.2021 will have to be carried forward to the new leave account. While doing so fractions of a day will be rounded off to the nearest day.

APPENDIX VI

FORM – 2

FORM OF LEAVE
ACCOUNT

Name of University employee

Date of birth

Date of commencement of continuous service

Date of quasi permanent/permanent/ employment

Date of retirement/resignation

EARNED LEAVE										
Particulars of services in the Calendar half year		Completed months of service in the calendar half year	E.L. credited at the beginning of half year	No. of days of other kind of leave (H.P.L.) commuted Leave not due & EOL (Col. 19-22+22C+30+33) availed of during the previous calendar half-year	E.L. to be Deducted (1/11 th of the period in Col. 5)	Total E.L. at credit in days (Col. 1+11-6)	Leave taken From To		No. of days	Balance on return leave (Col. 7)
From	To									
1	2	3	4	5	6	7	8	9	10	11

<p align="center">HALF PAY LEAVE (ON PRIVATE AND ON MEDICAL CERTIFICATE)</p>	
---	--

[illegible]

..... including commuted leave and leave not due

Commuted leave converted into half pay leave twice of Col. 22 & 22 C	Leave not due limited to 360 days in entire service on Medical Certificate		No. of days	Otherwise than on Medical certificate limited to 180 days		No. of days	Total of leave not due (Col. 26+29)	Total half pay leave taken (Col. 19+23+30)	Balance of half pay leave on return from leave (Col. 16-31)	Other kinds of leave taken
	From	To		From	To					
23	24	25	26	27	28	29	30	31	32	33

NOTE 1: The Earned Leave due should be expressed in days.

NOTE 2: When a University employee is appointed during the course of a particular calendar half-year Earned Leave should be credited @ 2½ days for each completed year and the fraction of a day will be rounded to the nearest day.

NOTE 3: The old leave account in respect of existing University employee has to be closed and the balance as on 31.12.2020 will have to be carried forward to the new account in Col. 11. While doing so the balance at credit on 31.12.2020 may be rounded off to the nearest day.

NOTE 4: The entry in Col.6 should be in complete days. Fraction of a day will be rounded the nearest day.

NOTE 5: Period of extra-ordinary leave should be noted in red ink.

NOTE 6: The entries in Col.12 & 13 should indicate only the beginning and end of complete years of service at the time the half pay leave commences. Where a University employee completes another year of service while on half pay leave, the extra credit should be shown in Col.12 to 16 by making suitable additional entries and this should be taken into account while Completing Col.32.

ORDINANCE 6 (VI)

“Terms and Conditions of Service of Jamia Employees (other than Teachers, Registrar and Finance Officer)”

CHAPTER – I : APPLICATION AND DEFINITION

SECTION – I

1. **Extent of Application:** These rules shall apply to the Jamia employees (other than teachers).
2. **Short Title and Commencement:** These rules may be called the Terms and Conditions of Service of Jamia Employees (other than teachers).

SECTION – II

DEFINITIONS & INTERPRETATIONS

Unless the context otherwise requires, various terms are used in the Rules in the sense as explained below:

- i) **Average Pay** means the average monthly pay earned during the 10 complete months immediately preceding the month in which the event occurs which necessitates the calculation of average pay.
- ii) **Cadre** means the strength of a service or a part of a service sanctioned as a separate unit.
- iii) **Compensatory Allowance** means an allowance granted to meet personal expenditure necessitated by the circumstances in which duty is performed. It also includes travelling allowance.
- iv) **Duty** includes (a) service on probation provided that such service is followed by confirmation; (b) joining time.
- v) **Fee** means recurring or non-recurring payment to an employee from a source other than the funds of the University whether made directly to an employee or indirectly through the intermediary of the University.
Honorarium means recurring or non-recurring payment granted to an employee from the funds of the University as remuneration for special work of an occasional or intermittent nature.
- vii) **Foreign Service** means service in which an employee receives his substantive pay with the sanction of the University from a source other than the funds of the University.
- viii) **Joining Time** means the time allowed to travel to or from a station to another to join a post in case of those appointed on deputation.
- ix) **Leave Salary** means the monthly amount paid by the University to an employee who is on leave.
- x) **Lien** means the title of an 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 has been appointed substantively.
- xi) **Month** means a calendar month. In calculating a period expressed in terms of months and days, complete calendar month irrespective of the number of days in

each, should first be calculated and the odd number of days calculated subsequently.

- xii) Officiating means an employee may officiate in a post when he performs the duty of a post on which another person holds a lien. An employee may also officiate in a vacant post on which no other employee holds the lien.
- xiii) Pay means the amount drawn monthly by an employee as :
The pay other than special pay or pay granted in view of his personal qualification, which has been sanctioned for a post held by him substantively or in an officiating capacity or to which he is entitled by his position in a cadre; and special pay and personal pay.
- xiv) Personal Pay means additional pay granted :
to save an employee from loss of substantive pay in respect of a permanent post, other than a tenure post, due to revision of pay or to any reduction of such substantive pay, otherwise than as a disciplinary measure; or
in exceptional circumstances on other personal consideration.
Probation means a person appointed on probation to a post for determining his fitness for eventual substantive appointment to the post.
Special Pay means an addition, of the nature of pay, to the emoluments of a post or of an employee, granted in consideration of the specially arduous nature of duties; or a specific addition to the work or responsibility.
- xvii) Permanent Post means a post carrying a definite rate of pay sanctioned without limit of time.
- xviii) Substantive Pay means the pay other than special pay or personal pay to which an employee is entitled to on account of a post to which he has been appointed substantively.
- xix) Subsistence Grant means monthly grant made to an employee who is not in receipt of pay or leave salary.
- xx) Temporary Post means a post carrying a definite rate of pay sanctioned for a limited time.
- xxi) Time Scale Pay means pay, which rises by periodical increments from a minimum to a maximum.
- xxii) Travelling Allowance means an allowance granted to an employee to cover the expenses which he incurs in travelling in the interest of the University.
- xxiii) The University means the Jamia Millia Islamia.

CHAPTER – II : GENERAL

SECTION - I : GENERAL CONDITIONS OF SERVICE

4. Recruitment

- 1) Qualifications for appointment : The qualifications for appointment to various posts in the university shall be such as may be determined by the Executive Council, from time to time
- 2) **Fitness :**
Appointment of persons by direct recruitment for a period for more than 12 months shall be subject to their being found medically fit by the Medical Officer of the University or any other Medical Authority authorized for the said purpose. No person shall be appointed to any post unless the competent authority is satisfied that he possesses good character and antecedents.
- 3) Methods of Recruitment : Recruitment to posts will be made:-

by direct recruitment;
by promotion; and
by appointment of employees borrowed from Government Departments and other Institutions.
- 4) Recruitment by Promotion :

Appointment to a post in any grade by promotion shall be made, whether in a permanent or officiating capacity, from amongst employees serving in posts in the next lower grade.

Every appointment by promotion shall be on the basis of suitability, having due regard to seniority

5. Appointments :

- (i) Appointments to the posts shall be made by the Executive Council on the recommendations of Selection Committees.
- (ii) The age, educational and other qualifications for appointments to the posts and the methods of recruitment shall be as prescribed by the Executive Council, from time to time.

6. Ad-hoc Appointment :

Notwithstanding anything contained in the above rule, the Executive Council, may by a general or special order, and subject to such conditions as it may specify in such order delegate to any Officer in the University the power to make ad-hoc appointments.

7. Appointments in the place of employees dismissed, removed or reduced :

Where the employee has been dismissed, removed, or reduced from any cadre in the service, no vacancy caused thereby or arising subsequently in such cadre in the service shall be substantively filled to the prejudice of such person until the appeal, if any, preferred by him against such dismissal, removal or reduction is

decided, and except in conformity with such decision or until the time allowed for preferring an appeal has expired, as the case may be.

8. Re-employment in service beyond the date of Retirement :

Nothing in these rules shall be construed to limit or abridge the power of the Executive Council/ Vice Chancellor to re-employ persons in the service of the University who have reached the date of retirement prescribed by the Executive Council, provided that;

Such re-employment is certified by the Vice Chancellor to be in the interest of the University.

- ii) Re-employment shall not be sanctioned beyond two years after the date of retirement.

9. Employees absent from duty :

1. If any employee fails to return to duty on the expiry of his leave or remains absent without any leave having been duly sanctioned, the leave sanctioning authority shall immediately inform the Musajjil(Registrar) who shall communicate with the employee concerned demanding an explanation which shall be reported to the Majlis-I-Muntazimah and unless the Majlis-I-Muntazimah regards his explanation satisfactory, the employee concerned shall be deemed to have vacated his post.
2. In case an employee fails to submit his explanation to the Musajjil(Registrar) within three weeks from the date of expiry of the issue of the letter asking for explanation, he shall be deemed to have vacated his post and shall cease to be in the service of Jamia, unless sufficient cause for not submitting the explanation is shown to the satisfaction of the Majlis-I-Muntazimah.

SECTION - II : TENURE

10. Probation and Confirmation :

- 1) Every person appointed permanently to a post in the University after the commencement of these rules, whether by promotion or by direct recruitment, shall be on probation in such post for a period of one year in the first instance provided that the appointing authority may, in any individual case, extend or reduce the period of probation to such extent as it may deem necessary, the reasons thereof to be recorded in writing.
- 2) Where a person appointed to a post in the University on probation is, during his period of probation, found unsuitable for holding that post or has not completed his period of probation satisfactorily, the appointing authority may;

in the case of a person appointed by promotion, revert him to the post held by him immediately before such appointment; and

in the case of a person appointed by direct recruitment, terminate his services under the University without notice.

- 3) Every person appointed to a permanent post under the University by promotion or by direct recruitment shall, on satisfactorily completing his period of probation, be eligible for confirmation in that post.
- 4) No employee shall be confirmed in any post unless -

such post is permanent and no one else holds a lien on the post; and the service of the employee under the University is approved by the appointing authority.

11. Temporary and permanent service :

- 1) An employee shall be a temporary employee of the University until he is confirmed in a permanent post under the University.
- 2) An employee confirmed in any permanent post under the University shall be a permanent employee of the University.

12. Termination of Service :

- 1) The services of a temporary employee may be terminated by the Executive council/ Vice Chancellor without assigning reason;
at any time without notice during the period of probation following the first appointment;
at any time thereafter by a notice of one month in writing given by the appointing authority to the employee or forthwith by payment to him of a sum equivalent to the amount of his pay plus allowances for the period of the notice at the same rates of which he was drawing them immediately before the termination of his services, or as the case may be, for the period by which such notice falls short of one month.
- 2) The service of a permanent employee may be terminated by a notice of three months or on payment of pay plus allowances drawn by him immediately before the termination of his service for such period as the notice falls short of three months, or, without notice on payment of three months' pay plus allowances drawn by him immediately before the termination of his service, if the post in which he was confirmed is abolished.
- 3) An employee who is given notice of termination of service under clause (2) may be granted, during the period of notice, such earned leave, as may be admissible to him, and, where the leave so admissible and granted is more than three months, his services shall be terminated on the expiry of such leave.

13. Retirement :

The age of retirement of the employees shall be 60 years or as notified by the University Grants Commission and endorsed by the Majlis-I-Muntazimah (Executive Council) from time to time

Provided that an employee may be retired earlier; on his being declared medically unfit for service by a Medical Board to be appointed by the Executive Council in this behalf; or on the imposition of the penalty of compulsory retirement.

14. Resignation :

Subject to the acceptance of resignation by the Competent Authority, a permanent / temporary employee may, by notice of three months/ one month, as the case

may be, in writing, addressed to the appointing authority, resign from the service of the University, or by payment of salary in lieu thereof :

Provided that the appointing authority may if it deems proper in any case permit a permanent/ temporary employee, to resign from service on notice of less than three months/ one month, as the case may be.

SECTION - III : MISCELLANEOUS

15. Special provision for existing employees :

Every person holding a post under the University at the commencement of these rules shall, on such commencement, be deemed to have been appointed under the provision of these rules and shall draw the pay drawn by him immediately before such commencement.

16. Service Books and Character Rolls:

- i) The university shall maintain a service book and a character roll for each employee in such form and set out such particulars as may be prescribed by the University.
- ii) The entries in the service book of an employee shall be made by an authorized officer.

17. Confidential Reports:

Such officers of the University as may be prescribed by the Executive Council, shall report confidentially each year in the form prescribed by the University on work and conduct of the employee(s) who had served under them for periods not less than four months in the calendar year immediately preceding and forward their reports to the Registrar.

- b) The Reviewing Officer, the next higher authority, will have the discretion to determine which unfavorable reports or portions thereof are weighty enough to be communicated to the employee reported against. All adverse entries should be communicated within a period of one month from the date of receipt of the Confidential Report in the office of the Registrar from the Reviewing Officer to the official concerned. Any representation against the adverse remarks will have to be made within two months from the date of communication of adverse remarks and would be placed before the next higher authority other than the Reviewing Officer.

18. Tests or Examinations:

University employees shall be required to pass such departmental and other tests or examinations as may be prescribed by the Executive Council. The Executive Council may also lay down rules regarding the periods within which the tests should be passed as also the consequences of not passing the tests and other related matters.

19. Residuary conditions of service:

Any matter relating to the conditions of service of an employee for which no provision is made in these rules shall be determined by the Executive Council.

20. Removal of doubts:

Where a doubt arises as to the interpretation or application of any of the provisions of these rules, the matter will be referred to the Executive Council, and its decision therein shall be final and binding.

CHAPTER – III : PAY AND ALLOWANCES

SECTION - I : PAY

21. Scale of Pay:

The scales of pay for the posts in the University service shall be as specified from time to time by the University.

22. Initial Pay:

An employee shall, on his appointment to a post on time-scale of pay, draw pay at the minimum of the time-scale unless the appointing authority decides that he shall draw pay at any higher stage:

Provided that, when such appointment is made by promotion or by direct recruitment to a higher post involving higher responsibilities:

The pay of the employee will first be increased by one increment in the lower scale, and then fixed in the higher scale at the stage next above. The employee shall, however, have the option, to be exercised in writing within a period of three months of his promotion, either to have his pay fixed in the higher scale of pay from the date of promotion or from the date on which his next annual increment falls due. The option, once exercised shall be final.

If he had previously served in the same post or in any other post under the University on the same or identical time-scale of pay, and was drawing pay higher than the pay admissible to him under clause (i) he shall draw, such higher pay, and the period of his duty in such post on each pay shall also count for purpose of increment in the higher post.

Fixation of Pay of re-employed pensioners : The initial pay of a pensioner shall be fixed as per C.C.S. (Pension Rules), as per Govt. of India's orders from time to time.

23. Increments :

Annual increment shall ordinarily be drawn as a matter of course unless it is withheld by the Registrar and/or the Vice-Chancellor/ Executive Council, if the conduct of the employee has not been good or his work has not been satisfactory.

24. Service counting for increment :

The following service shall count for increment on the time-scale of a post:

Duty in that post or in any other post of the same or higher grade, whether continuous or not.

Duty in an equivalent or higher post in foreign service.

Duty on temporary post and on probation; and,

Leave other than extraordinary leave.

Provided that the sanctioning authority may direct that extraordinary leave shall also count for increments, if it is satisfied that such leave was taken on account of illness or for any other cause beyond the control of the employee

25. Pay during suspension :

- 1) An employee under suspension shall, during the period of suspension, draw subsistence allowance equivalent to half the rate of pay which is admissible to him immediately before the commencement of the suspension and such

compensatory allowances admissible from time to time on the basis of pay which he was in receipt on the date of suspension, subject to fulfillment of other conditions laid down for the drawl of such allowances.

Provided that where the period of suspension exceeds three months, the authority which made or is deemed to have made the order of suspension, shall be competent to vary the amount of subsistence allowance for any period subsequent to the period of the first three months as follows:

The amount of subsistence allowance may be increased by a suitable amount, not exceeding 50 per cent of the subsistence allowance admissible during the period of the first three months, if, in the opinion of the said authority, the period of suspension has been prolonged for reasons, to be recorded in writing, not directly attributable to the University employees.

The amount of subsistence allowance may be reduced by a suitable amount, not exceeding from 50% of the subsistence allowance admissible during the period of first three months, if, in the opinion of the authority, the period of suspension has been prolonged due to the reasons to be recorded in writing, directly attributable to the University employee.

The rate of dearness allowance will be based on increased or, as the case may be, the decreased amount of subsistence allowance admissible under sub-clause (i) and (ii) above.

- 2) No payment under sub-rule (i) shall be made unless the university employee furnishes a declaration that he is not engaged in any other employment, business, profession or vocation.

Provided that in the case of a University employee dismissed/ terminated from service or compulsorily retired from service who is deemed to have been placed or to continue to be under suspension from the date of such dismissal or termination of service or compulsory retirement (under Rule 44) of the University Non-Teaching Employees (terms and conditions of service) Rules, 2004, and who fails to produce such a declaration for any period or periods during which he is deemed to be placed or to continue to be under suspension, he shall be entitled to the amount by which his earnings during such period or periods as the case may be, fall short of the amount of subsistence allowance and other allowances that would otherwise be admissible to him; where the subsistence allowance and other allowances admissible to him are equal to or less than the amount earned by him, nothing in this provision shall apply to him.

- 3) The permissible deductions from the subsistence allowance will be of the following two categories:
 - a) Compulsory deductions.
 - b) Optional deductions.

Compulsory Deductions :

Income Tax and Super Tax (provided the employee's yearly income calculated with reference to subsistence allowance is taxable).

House Rent and allied charges, i.e., electricity, water, furniture, etc.

Repayment of loans and advances other than from Provident Fund taken from university.

Optional Deductions :

The deductions falling under this category should not be made except with the employee's written consent :

Premium due on Life Insurance Policies.

Refund of advance taken from Provident Fund : The deduction of the following nature should not be made from the subsistence allowance:

Subscription to Provident Fund.

Recovery of loss to University for which an employee is responsible.

26. Special Pay, Personal Pay, Honorarium and Fee :

The University may sanction to an employee in any special circumstances, such special pay, personal pay, honorarium or fee on such conditions as it may deem fit.

27. Drawal of Pay:

- i) An employee shall be entitled to draw the pay of the post to which he is appointed from the date on which he assumes charge of the post, if joining in the forenoon of that day; otherwise, from the next working day.
- ii) Pay in respect of any month shall become payable on or after the last working day of the month to which it relates.
- iii) An employee resigning from the service of the University without the notice prescribed shall not, unless the Vice Chancellor directs otherwise, be allowed to draw pay due but not drawn.

SECTION – II

28. Officiating Appointments :

When an employee goes on leave or is otherwise absent from duty, ordinarily the next employee in the same pay scale may be appointed to act or officiate against the vacant post, independently over and above his/her own duty.

Provided that the above shall not be applicable in the case of Registrar and the Finance Officer whose absence shall be regulated in terms of Statute 5(3) and 6(2) of JMI Act 1988, respectively.

Provided further that if the period of any officiating appointment continues for a period of one month or more, the employee shall be paid officiating allowances as admissible under the financial rules.

29. Pay and allowances for holding additional charge of posts:

An employee placed in charge of the duties of a higher post will receive pay in the basic pay plus 1/10th of the minimum of the scale of pay applicable to the higher post.

No allowance will be admissible when an employee holding one post is placed in charge of the current duties of a post of equivalent status of his own basic post. The employee concerned will receive pay in his basic post only.

An employee placed in charge of the full duties of a post of status equivalent to his own basic post will receive @10% of the minimum of the scale of the post.

An employee holding one post when placed in charge of the current duties of a lower post will not receive allowance for the additional work.

An official holding one post, if entrusted with full duties of another post concurrently, he will receive the higher of the pay plus 1/5th of the minimum of the time scale of pay of the other post. The appointment to the additional posts should be made formally. The status of the post does not affect the quantum of the emoluments; but, normally an official holding a post should not formally be appointed to hold full charge of a lower post.

Note: The additional pay or allowance will not be admissible if the period of additional charge is less than thirty days.

SECTION – III

30. Compensatory Allowances

The employees will be eligible to House Rent Allowance, City Compensatory Allowance, Travelling Allowance and other allowances as sanctioned by the University according to the rules in force from time to time.

CHAPTER IV – CONDUCT

SECTION - I

31. Interpretation :

In this chapter unless the context otherwise requires :

- a) “Employee” means any person appointed by the University.

Explanation: An employee on foreign service or whose services are temporarily placed at the disposal of a University or any other authority by the University shall, for the purposes of these rules, be deemed to be an employee serving under the University, notwithstanding that his salary is drawn from sources other than the funds of the University.

- b) ‘Members of family’ in relation to an employee includes:

- i) The wife or husband, as the case may be, of the employee whether residing with the employee or not, but does not include a wife or husband, as the case may be, separated from the employee by a decree or order of a Court of competent jurisdiction.
- ii) Son or daughter or step-son or step-daughter of the employee wholly dependent on him, but does not include a child or step-child who is no longer in any way dependent on the employee, or of whose custody the employee has been deprived by or under any law.

SECTION - II : RULES

32. General :

- 1) Every employee shall at all times :

maintain absolute integrity;
show devotion to duty; and
do nothing which is unbecoming of an employee of the University.

- 2) i) Every employee, holding a supervisory post shall take all possible steps to ensure the integrity and devotion to duty of all employees for the time being under his control and authority;

No employee shall, in the performance of his official duties or in the exercise of powers conferred on him, act otherwise than in his best judgment except when he is acting under the direction of his official superior and shall, where he is acting under such direction, obtain the direction in writing wherever practicable and, where it is not practicable, to obtain the direction as soon thereafter as is possible.

- (iii) Unless otherwise stated specifically in the terms of appointment, every whole-time employee may be called upon to perform such duties as may be assigned to him by the competent authority, beyond scheduled working hours and on holidays and Sundays.

An employee shall observe the scheduled hours of working during which he must be present at the place of his duty.

Explanation : Nothing in Clause (ii) of sub-rule (2) shall be construed as empowering an employee to evade his responsibilities, by seeking

instructions from or approval of, a superior officer or authority when such express instructions are not necessary under the scheme of delegation of power and responsibilities.

33. Joining of Associations by Employees :

No employee shall join, or continue to be a member of an association, the object or activities of which are prejudicial to the interests of the University or public order, decency or morality.

34. Demonstration and Strikes :

No employee shall engage himself or participate in any demonstration or strike which is prejudicial to the interests of the University, public order, decency or morality, or which involves contempt of court, defamation or incitement to an offence.

35. Unauthorized communication of information :

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

36. Subscription :

No employee shall except with the previous sanction of the University or of the prescribed authority ask for or accept contributions to, or otherwise associate himself with the raising of any funds or other collections in cash or in kind in pursuance of any object whatsoever.

37. Private Trade or employment :

- 1) No employee shall except with the previous sanction of the University, engage directly or indirectly in any trade or business or undertake any other employment:

Provided that an employee may, without such sanction undertake honorary work of a social or charitable nature or occasional work of a literary, artistic or scientific character, subject to the condition that his official duties do not thereby suffer; but he shall not undertake and shall discontinue such work if so directed by the University.

Explanation : Canvassing by an employee in support of the business of insurance agency, commission agency, etc., owned or managed by his wife or any other member of his family shall be deemed to be a breach of this sub-rule.

- 2) No employee shall without the previous sanction of the University except in the discharge of his official duties take part in the registration, promotion or management of any bank or other company which is required to be registered under the Companies Act, 1956 or any other law for the time being in force or any co-operative society for commercial purposes:

Provided that an employee may take part in the registration, promotion or management of a Co-operative Society substantially for the benefit of the employees registered under the Co-operative Society Act, 1912 (2 of 1912) or any other law for the time being in force or of a literary, scientific or charitable society registered under the Societies Registration Act, 1860 (21 of 1860) or any corresponding law in force.

- 3) No employee may accept any fee for any work done by him for any public body or any private person without the sanction of the competent authority.

38. Insolvency and habitual indebtedness :

An employee shall so manage his private affairs as to avoid habitual indebtedness or insolvency. An employee against whom any legal proceeding is instituted for the recovery of any debt due from him or for adjudging him as an insolvent shall forthwith report the full facts of the legal proceeding to the University.

Note : The burden of proving that the insolvency or indebtedness was the result of circumstances which, with the exercise of ordinary diligence, the employee could not have foreseen, or over which he had no control, and had not proceeded from extravagant or dissipated habits, shall be upon the employee.

39. Canvassing of non-official or other influence :

No employee shall bring or attempt to bring any political or other influence to bear upon any superior authority to further his interests in respect of matters pertaining to his service under the University.

CHAPTER V – PENALTIES AND APPEALS

SECTION - I

40. Interpretation :

In this chapter unless the context otherwise requires :

- a) Appointing Authority means the authority empowered to make appointments.
- b) Disciplinary Authority in relation to the imposition of penalty of any employee: means the authority competent under these rules to impose on an employee any of the penalties specified in rule 43.
- c) Employees means any person in the service of the University and includes any such person on foreign service or whose services are temporarily placed at the disposal of another University or any other authority by the University; and also any person in the service of a State Government or Central Government or a local or other authority, or any other autonomous body whose services are temporarily placed at the disposal of the University.

SECTION - II : SUSPENSION

- 41. 1.** The Registrar may suspend any of the employee(s) of the University on any of the following grounds:

- a) Where a disciplinary proceeding against him is contemplated, or

- b) Where a case against him in respect of criminal offence is under investigation/ enquiry or trial.
2. An employee shall be deemed to have been placed under suspension:
- a) With effect from the date of his detention, if he is detained in custody, whether, on a criminal charge or otherwise, for a period exceeding forty-eight hours.
 - b) With effect from the date of his conviction, if, in the event of a conviction for an offence, he is sentenced to a term of imprisonment exceeding forty eight hours and is not forthwith dismissed or removed or compulsorily retired consequent upon such conviction.

Explanation :

The period of forty eight hours referred to in clause (b) of this sub-rule shall be computed from the commencement of the imprisonment after the conviction.

- 3. Where a penalty of dismissal, removal or compulsory retirement from service, imposed upon an employee under suspension is set aside on appeal or on review under these rules; and the case is remitted for further enquiry or action or with any other directions, the order of his suspension shall be deemed to have continued in force on and from the date of the original order of dismissal, removal or compulsory retirement and shall remain in force until further orders.
- 4. Where a penalty of dismissal, removal or compulsory retirement from service imposed upon an employee is set aside or declared or rendered void in consequence of or by a decision of a court of law and the disciplinary authority, on a consideration of the circumstances of the case, decides to hold further enquiry against him on the allegations on which the penalty of dismissal, removal, or compulsory retirement was originally imposed, the employee shall be deemed to have been placed under suspension by the appointing authority from the date of the original order of the dismissal, removal or compulsory retirement and shall continue to remain under suspension until further orders.
- 5.
 - a) An order of suspension made or deemed to have been made under this rule shall continue to remain in force until it is modified or revoked by the authority competent to do so.
 - b) Where an employee is suspended or is deemed to have been suspended (whether in connection with any disciplinary proceeding or otherwise) any other disciplinary proceeding is contemplated against him during the continuance of the suspension, the authority competent to place him under suspension may, for reasons to be recorded by him in writing, direct that the employee shall continue to be under suspension until the termination of all or any of such proceedings.

SECTION – III : PENALTIES AND DISCIPLINARY AUTHORITIES

42. Penalties:

The following penalties may, for good and sufficient reasons and as hereinafter provided, be imposed on an employee namely:

Minor Penalties:

- (i) Censure;
- (ii) With-holding of increment of pay;

Major Penalties:

- (iii) With-holding of promotion;
- (iv) Recovery from pay of the whole or part of any pecuniary loss caused by him to the University by negligence or breach of rules of the University or directions of superior authorities;
- (v) With-holding of more than one increment of pay.
- (vi) **Reduction to a lower stage in the time scale of pay for a period not exceeding three years, without cumulative effect and not adversely affecting his pension.**
- (vii) Compulsory retirement;
- (viii) Removal from service;
- (ix) Dismissal from service.

Explanation:

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

- (i) Non-promotion of an employee, whether in a substantive or officiating capacity, after consideration of his case for promotion to a grade or post to which the employee is eligible;
- (ii) Reversion of an employee, appointed on probation to any other grade or post, to his permanent grade or post during or at the end of the period of probation in accordance with the terms of his appointment, or the rules and order governing such probation;
- (iii) Reversion of an employee officiating in a higher grade, or post to a lower grade or post, on the ground that the employee is considered to be unsuitable for such higher grade or post or on any administrative ground unconnected with the conduct;
- (iv) Replacement of the services of an employee, whose services had been borrowed from outside authority, at the disposal of such authority;
- (v) Compulsory retirement of an employee in accordance with the provisions relating to his superannuation or retirement;
- (vi) **Termination of the services.**
 - a) of an employee appointed on probation during or at the end of the period of his probation, in accordance with the terms of his appointment or the rules and orders governing such probation; or
 - b) of a temporary employee in accordance with the rules made in that behalf by the University; or
 - (c) of an employee under an agreement, in accordance with the terms of such agreement.

43. Disciplinary Authorities:

- (i) The Registrar may impose on an employee any of the penalties specified in Clause (i) and (ii) of the Rule 43.
- (ii) The Vice-Chancellor may impose any of the penalties specified in Clause (iii) to (ix) of the Rule 43.

Provided further that where the Vice-Chancellor imposes the penalty of removal of employee from the University, the said penalty shall not be implemented unless a Resolution to that effect is passed by the Majlis-I-Muntazimah (Executive Council) by a majority of 2/3 of its members present and voting in terms of Statutes 38.

44. Authority to initiate proceedings:

Any authority conferred powers by the Statutes may initiate Disciplinary Proceedings against an employee.

SECTION – IV : PROCEDURE FOR IMPOSING PENALTIES

45. Procedure for imposing major penalties:

- (1) **No order imposing any of the penalties specified in clauses (iii) to (ix) of rule 43 shall be made except after an enquiry held as may be, in the manner provided in this rule.**
- (2) Whenever the disciplinary authority is of the opinion that there are grounds for enquiry into the truth of any imputation of misconduct or misbehavior against an employee, it may itself enquire into, or appoint under this rule an authority to enquire into, the truth thereof.

Explanation:

Where the disciplinary authority itself holds the enquiry, any reference in sub-rule (7) to sub-rule (20) and in sub-rule (22) to the “enquiring authority” shall be construed as a reference to the “disciplinary authority”.

- (3) Where it is proposed to hold an enquiry against an employee under this rule, the disciplinary authority shall draw up or cause to be drawn up:
 - (i) the substance of the imputations of misconduct or misbehaviour into definite and distinct articles or charge.
 - (ii) A statement of imputation of misconduct or misbehaviour in support of each article of charge which shall contain:
 - (a) a statement of all relevant facts including any admission or confessions made by the employee;
 - (b) a list of documents by which and a list of witnesses by whom the articles of charge are proposed to be sustained.
- (4) The disciplinary authority shall deliver or cause to be delivered to the employee a copy of the articles of charge, the statement of the imputations of misconduct or misbehavior and a list of documents and witnesses by which each article of charge is proposed to be sustained; and shall require the employee to submit, within such time as may be specified, a written statement of his defence and to state whether he desired to be heard in person

- (5) (a) On receipt of the written statement of defence the disciplinary authority may itself enquire into such of the articles of charge as are not admitted, or if it considers it necessary to do so, appoint, under sub-rule (2) an enquiring authority for the purpose and where all the articles of charge have been admitted by the employee in his written statement of defence the disciplinary authority shall record its findings on each charge after taking such evidence as it may think fit and shall act in the manner laid down in sub-rule (15).
- (b) If no written statement of defence is submitted by the employee, the disciplinary authority may itself inquire into the articles of charge, or it may, if it considered it necessary to do so, appoint, under sub-rule (2) an enquiring authority for the purpose.
- (c) Where the disciplinary authority itself inquires into any articles of charge or appoints an inquiring authority for holding an inquiry into such charge, it may by an order, appoint an employee to be known as the "Presenting Officer" to present on its behalf the case in support of the articles of charge.
- (6) The disciplinary authority shall, where it is not the inquiring authority forward to the inquiring authority:
 - (i) a copy of the articles of charge and the statement of the imputations of a misconduct or misbehavior;
 - (ii) a copy of the written statement of defence, if any, submitted by the employee;
 - (iii) a copy of the statement of witnesses, if any, referred to in sub-rule (3).
 - (iv) Evidence proving the delivery of the documents referred to in sub-rule (3) to them;
 - (v) A copy of the order (appointing the Presenting Officer).
- (7) The employee shall appear in person before the enquiring authority on such day and at such time within fifteen working days from the date of receipt by him of the articles of charge and the statement of the imputations of misconduct or misbehavior, or within such further time, not exceeding fifteen days, as the inquiring authority may allow.
- (8) The employee may take the assistance of any other employee to present the case on his behalf but shall not engage a legal practitioner for the purpose, if Presenting Officer is not a lawyer.
- (9) If the employee who has not admitted any of the articles of charge in his written statement of defence, appears before the inquiring authority, such authority shall ask him whether he is guilty or has any defence to make and if he pleads guilty to any of the articles of charge, the inquiring authority shall record the plea, sign the record and obtain the signature of the employee thereon.
- (10) The inquiring authority shall return a finding of guilt in respect of those articles of charge to which the employee pleads guilty.
- (11) The inquiring authority shall, if the employee fails to appear within the specified time or refuses or omits to plead guilty, require the Presenting Officer to produce the evidence by which he proposes to prove the articles of charge, and shall adjourn the case to a later date not exceeding thirty days, after recording an order that the employee may for the purpose of preparing his evidence:
 - (i) inspect within four weeks of the order or within such further time as the inquiring authority may allow, the documents specified in the list referred to in sub-rule (3);
 - (ii) submit a list of witnesses to be examined on his behalf.

Note: If the employee applies orally or in writing for the supply of copies of the statement of witnesses mentioned in the list referred to in sub-rule

(3), the inquiring authority shall furnish to the employee with such copies as early as possible before the commencement of the examinations of the witnesses on behalf of the disciplinary authority.

- (iii) Give notice within ten days of the order or within such further time not exceeding ten days as the inquiring authority may allow, for the production of any documents but not mentioned in the list referred to in sub-rule (3).

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

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

Provided that, the inquiring authority may, for reasons to be recorded by it in writing, refuses to requisition such of the documents as are, in its opinion, not relevant to the case or not in the best interests of the University.

- (13) On receipt of the requisition referred to in sub-rule (12) every authority having the custody or possession of the requisitioned documents shall produce the same before the inquiring authority:

Provided that, if the authority having the custody or possession of the requisitioned documents is satisfied for reasons to be recorded by it in writing that the production of all or any of such documents could be against the public interest, or it shall inform the enquiring authority accordingly, and the inquiring authority shall, on being so informed, communicate the information to the employee and withdraw the requisition made by it for the production of such documents.

- (14) On the date fixed for the inquiry the oral and documentary evidence by which the articles of charge are proposed to be proved shall be produced by or on behalf of the disciplinary authority. The witness shall be examined by or on behalf of the employee. The Presenting Officer shall be entitled to re-examine the witnesses on any points on which they have been cross-examined. The inquiring authority may also put such questions to the witness as it thinks fit.

- (15) If it shall appear necessary before the close of the case (on behalf of the disciplinary authority), the inquiring authority may, in its discretion, allow the Presenting Officer to produce evidence not included in the list given to the employee, or itself call for new evidence or recall and re-examine any witness and in such case the employee shall be entitled to have, if he demands it, copy of the list of further evidence proposed to be produced and an adjournment of inquiry for at least three days before the production of such new evidence exclusive of the day of adjournment and day to which the inquiry is adjourned. The inquiring authority shall give the employee an opportunity of inspecting such documents before they are taken on the record. The inquiring authority may also allow the employee to produce new evidence if it is of the opinion that the production of such evidence is necessary in the interest of justice.

Note: New evidence shall not be permitted or called for or any witness shall not be recalled to fill up any gap in the evidence. Such evidence may be called for only when there is an inherent lacuna or defect in the evidence which has been produced originally.

- (16) When the case for the disciplinary authority is closed, the employee shall be required to state his defence orally or in writing as he may prefer.
- (17) The evidence on behalf of the employee shall then be produced. He is entitled to produce evidence in support of his defence by examining himself if need be, and any witness to be produced by him. The charged officer or his defence assistant

will proceed to examine his witnesses who will then be cross-examined by the Presenting Officer and, if necessary, re-examined again. Though the charged officer cannot be forced to give evidence, if he offers himself as his own witness, he can be examined by the defence assistant and cross-examined by the Presenting Officer.

- (18) The inquiring authority may, after the employee closes his case, generally question him on the circumstances appearing against the employee in the evidence for the purpose of enabling the employee to explain any circumstances appearing in the evidence against him.
- (19) The inquiring authority may, after the completion of the production of evidence, hear the Presenting Officer, if any, appointed, and the employee, or permit them to file written briefs of their respective case, if they so desire.
- (20) If the employee to whom the copy of the articles of charge has been delivered, does not submit the written statement of defence on or before the date specified for the purpose, or does not appear before the inquiring authority or otherwise fails or refuses to comply with the provisions of this rule, the inquiring authority may hold the inquiry ex-parte.
- (21) **In a case where the enquiry discloses that the punishment beyond the powers of the Musajjil (Registrar) is called for, the Musajjil (Registrar) shall, upon conclusion of the enquiry make a report to the Shaikhul Jamia (Vice-Chancellor) along with his recommendations.**
- (22) After the conclusion of the inquiry, a report shall be prepared and it shall contain:
 - (a) The articles of charge and statement of the imputations of misconduct or misbehavior;
 - (b) The defence of the employee in respect of each article of charge;
 - (c) An assessment of the evidence in respect of each article or charge;
 - (d) The findings on each article of charge and the reasons therefore.

46. Common Proceedings:

Where two or more employees are charged of misconduct in any case, the Vice-Chancellor/ Executive Council may make an order directing that disciplinary action against all of them may be taken in a common proceeding.

Note: If the authorities competent to impose the penalty of dismissal on such employees are different, an order for taking disciplinary action in a common proceeding may be made by the highest of such authorities with the consent of the others.

47. Special procedure in certain cases:

Notwithstanding any thing contained in rule 46:

- (i) Where any penalty is imposed on an employee on the ground of misconduct which has led to his conviction on a criminal charge; or
- (ii) Where the disciplinary authority is satisfied, for reasons to be recorded by it in writing, that it is not reasonably practicable to hold an inquiry in the manner provided in these Ordinances.

The disciplinary authority may consider the circumstances of the case and make such order thereon as it deems fit.

48. Provision regarding an employee lent to outside authority:

- (1) Where the services of an employee are lent to an outside authority, hereinafter in this rule referred to as the 'borrowing authority', the borrowing authority shall have the power of the appointing authority for the purpose of placing such employee under suspension and of the disciplinary proceedings, as the case may be;
- (2) In the light of the findings in the disciplinary proceedings conducted against the employee:
 - (i) If the borrowing authority is of the opinion that any of the penalties specified in clauses (i) and (ii) of rule 42 should be imposed on the employee, it may, after consultation with the lending authority, make such orders on the case as it deems necessary;
 - (ii) If the borrowing authority is of the opinion that any of the penalties specified in clauses (iii) to (ix) of rule 42 should be imposed on the employee, it shall replace his services at the disposal of the lending authority and transmit to it the proceedings of the inquiry and thereupon the lending authority may, if it is the disciplinary authority, pass such orders thereupon as it may deem necessary, or if it is not the disciplinary authority, submit the case to the disciplinary authority which shall pass such orders on the case as it may deem necessary.

Explanation:

The disciplinary authority may make an order under this clause on the record of the inquiry transmitted to it by the borrowing authority, or after holding such further inquiry as it may deem necessary, as far as may be, in accordance with rule 45.

49. Provision regarding persons borrowed from outside authorities:

- (1) Where an order of suspension is made or a disciplinary proceeding is conducted against an employee whose services have been borrowed from outside authority, the authority lending his services (hereinafter in this rule referred to as the 'lending authority') shall forthwith be informed of the circumstances leading to the order of the suspension of the employee or of the commencement of the disciplinary proceedings, as the case may be.
- (2) If, in the light of the findings in the disciplinary proceedings conducted against the employee, the disciplinary authority is of the opinion that any of the penalties specified in clauses (i) and (ii) of rule 42 should be imposed on him, it may, after consultation with the lending authority, pass such orders on the case as it may deem necessary:
 - (i) Provided that, in the event of a difference of opinion between the borrowing authority and the lending authority, the services of the employee shall be replaced at the disposal of the lending authority;
 - (ii) If the disciplinary authority is of the opinion that any of the penalties specified in clauses (iii) to (ix) of rule 42 should be imposed on the employee at the disposal of the lending authority, and transmit to it the proceedings of the inquiry for such action as it may deem necessary.

50. Procedure for imposing penalties:

- (i) On completion of the enquiry, the Enquiry Officer will submit his report and his findings on each article of the charges to the Musajjil (Registrar).
In a case where the enquiry discloses that a punishment beyond the powers of the Musajjil (Registrar) is called for, the Musajjil (Registrar) shall make a report to the Shaikhul Jamia (Vice-Chancellor) alongwith his recommendations.
- (ii) The Disciplinary Authority shall forward a copy of the report to the punishing authority before imposing any penalty and shall also call for a representation from the said employee against the said findings. The representation, if any, submitted by the employee shall be considered by the punishing authority before passing final orders.

SECTION-V : Appeals

51. Any employee prejudiced by a decision of the Disciplinary Authority may prefer an appeal in accordance with the JMI Act, Statutes and the Ordinances framed thereunder.

The appeal shall be presented to the Competent Appellate Authority.

- 51 (A). Consideration of Appeal:
The Appellate Authority shall consider every appeal in such manner as it deems fit and pass such orders as it deems proper in the circumstances of the case:
Provided that no order imposing an enhanced penalty shall be passed unless the appellant is given an opportunity of making any representation which he may wish to make against such enhanced penalty.

52. Period of limitation for appeals :

No appeal preferred under this part shall be entertained unless such appeal is preferred within a period of forty-five days from the date on which a copy of the order appealed against is delivered to the appellant:

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

53. Form and contents of appeal :

- (1) Every person preferring an appeal shall do so separately and in his own name.
- (2) The appeal shall be presented to the authority to whom the appeal lies a copy being forwarded by the appellant to the authority which made the order appealed against. It shall contain all the material statement and arguments on which the appellant relies, shall not contain any disrespectful or improper language and shall be complete in itself.

CHAPTER – VI : LEAVE

(Deleted as per Notification C&O-5(7)/RO/2022 4th January 2022)

Ordinance 7 (VII)

LEAVE TRAVEL CONCESSION

1. **Definitions.**

In this Ordinance relates to the Leave Travel *Concession* (here under mentioned as the L. T.C). The relevant terms and defined as hereunder:

(1) **Family:**

The term- "family" means a University employee's wife or husband, as the case may be, residing with the employee, and legitimate children, step children, parents, sisters and minor brothers, residing with and wholly dependent upon the employee.

(2) **Home:**

The term -"home" means the permanent home town or village, as entered in the service Book, or other appropriate official record of the employee concerned, or such other place, as has been declared by him/her, duly supported by reasons, such as ownership of immovable property, permanent residence of near relative etc. at the place where he/she *would* normally reside, but for his/her absence from such a station for service in the University. ,

(3) Once *in* a period of two calendar years:

The expression -"once *in* a period of two calendar, years" means once in each *block* of two calendar years, starting from the year from which the Scheme *was* formally introduced in the University.

(4) Regular Leave:

"Regular Leave" for the purpose of the L.T.C means and includes all kinds or Leave, such as Maternity Leave, Extra-Ordinary Leave, Earned Leave. Medical Leave, but does not include Casual Leave.

Note: In the case of vacation staff, vacation *shall* be treated as Regular Leave for the purpose of the L.T.C., and no additional Leave shall be necessary.

(5) **Shortest Route:**

The term -"Shortest Route" *is* given the same interpretation as recognised for travel on duty.

(6) Entitled Class of Accommodation:

The class of accommodation is decided by the class to which an employee is entitled under the T.A. Regulations of the University at the time the journeys are undertaken.

(7) "Class IV Employees"

Means the University employees, the maximum of the scale of Pay of the post of which is Rs.950/- or less, or as revised from time to time.

2. The Leave Travel Concession shall be admissible to the following persons:

- (1) All employees of the University of all grades and Government employees on deputation with the University, whose salaries are paid out of the Government grants.
- (2) University Officers, appointed on contract basis, shall be eligible for the L.T .C. on completion of one year's continuous service, if the period of the contract is

more than one year, where the initial contract is for one year, but is later extended, the total duration of the contract will be taken into account for this purpose.

- (3) Re-employed employees of the University shall be eligible for the L.T.C. on , completion of one year's continuous service, subject to the conditions under the rules. But in the case of re-employment immediately after retirement, the period of re-employed service may be treated as continuous with the previous service for the purpose of the L. T .C., and the said L. T .C. allowed for the re-employed period, provided that the L.T .C. would have been admissible to the re- employed person, had he/she not retired, but had continued as a serving employee.
3. The L.T.C. shall be admissible to the employees for journeys:
 - (1) to their home towns and back to the headquarters during regular Leave;
 - (2) to visit any place in India (other than the home town) and back to the headquarters; and
 - (3) during Leave Preparatory to Retirement, but shall be limited to the onward journey only.
4. The L. T.C. is not applicable to persons, who are:
 - (1) not in the whole-time employment of the University;
 - (2) paid from Contingencies; and
 - (3) eligible for any other form of L.T.C.
5. The L. T.C. shall be availed of, subject to the following and such other conditions. as may be laid down from time to time.:
 - (1) The L.T.C. shall cover self and family;
 - (2) The L.T.C. shall be admissible only to those employees, (whether permanent, on probation, temporary or officiating), who have completed one year of continuous service on the date of journeys performed by them or their families as the case may be;
 - (3) The L.T.C. shall be allowed once in a period of two calendar years. However, an employee, who has a family living away from his/her place of work, may avail of the L. T .C. for himself/herself alone every year for visiting his/her home town, instead of having the L. T .C. for both self and family once in a block of two years.
 - (4) The L. T .C. is ordinarily admissible to the employees for the journeys to their home towns performed during regular Leave/Casual Leave No Leave shall be necessary for the journeys of family members.
 - (5) The L. T .C. is restricted to journeys within India, and is admissible to the employees for journeys between places connected by Air/Rail/Road/ Steamer services;
 - (6) If an employee's home town is outside India, the assistance shall be admissible up to the Indian Railway Station or Port nearest to his/her home town;
 - (7) In the case of the L. T .C. to visit any place in India (other than the home town) once in a block of four years the reimbursement of fare may be allowed for the entire distance both ways;
 - (8) The L.T.C. shall also be available during Leave Preparatory to Retirement. both for self and family, but shall be entitled to onward journey only, and the journeys of self and family should commence within the period of Leave;

- (9) The L. T .C. shall not be admissible to an employee, who proceeds on regular Leave and then resigns his/her post without returning to duty;
 - (10) The L. T .C. may be combined with journeys on transfer or tour;
 - (11) Advances upto 4/5 of the admissible amount shall be granted to the employees to enable them to avail themselves of the L. T .C., provided that such an advance will be granted to a temporary employee against the surety of a permanent employee of the University;
 - (12) Once in a block of four calendar years, commencing from the year from which the Scheme is introduced in the University, every employee of the University would be entitled to avail himself/herself of the L. T .C. for journeys to any place in India, subject to all other conditions laid down in this behalf. In particular, the L. T .C. for travelling to any place in India, if not utilised during a block of four years, could be carried forward to the first year of the next block of four years;
 - (13) Employees, who are entitled to L.T.C. for journeys to their home towns, shall also be eligible to avail themselves of the L. T .C. to travel to any place in India once in a block of four years, but if this L. T .C. is utilised, it will be in lieu of, and adjusted against the L. T .C. to the home town, including the L. T .C. if any, carried forward, to which they may be entitled at the time the journey to any place in India is undertaken. Further, such employees shall be entitled to carry forward the L.T.C. to travel to any place in India to the first year of the next block of four years only, if they are entitled to a carried forward L. T .C. to home town for that year;
 - (14) full reimbursement shall be allowed in respect of the L.T.C. to home town, irrespective of the distance;
 - (15) No L.T.C. claim, in respect of a journey performed by the University employee by a Chartered Bus, Van or any other Vehicle, owned by Private Operators, shall be admitted. There is, however, no bar to travel by buses, vans or other vehicles on Charter, where these vehicles are operated by Tourism Development Corporation in the Public Sector, State Transport Corporation and Transport Services, run by other Government or Local Bodies. The L.T.C. claims for journeys performed by Private Cars shall also not be admissible; and
 - (16) In the case of journeys performed by means of transport, otherwise than by rail, or in cases, where the journeys performed by the employees are not covered by the existing provisions of the Ordinance, the claims of University employees shall be dealt with in accordance with the rules and orders issued by the Central Government for their own employees.
6. An employee availing L.T.C. shall:
- (1) ensure that his/her home town is correctly indicated in his/her service records, otherwise he/she shall take action to have his/her home town entered therein;
 - (2) whenever he/she intends to avail of the L. T.C., inform the Controlling Officer before journeys, for which assistance will be claimed or undertaken;
 - (3) produce evidence of his/her having actually performed the journey, for example, Serial Number of Railway Tickets, Cash Receipts etc.;
 - (4) if he/she takes an advance, ensure that the outward journey is commenced within 30 days from the date of grant of the advance, or refund the full advance;
 - (5) see that half the advance is refunded, if the period of absence exceeds 90 days; and
 - (6) submit the bills, adjusting the advance taken within one month from the completion of the return journey. In all cases, the claim shall stand forfeited, or deemed to have been relinquished, if the same is not submitted within one year from the date of the return journey.

7. Controlling Officer for Leave Travel Concession Claims:

- (1) The Musajjil (Registrar) shall be the Controlling Officer for L. T .C.
- (2) A record of all assistance relating to L.T.C. shall be maintained in the Service Books/ Service Records of the employees.
- (3) The Controlling Officer. shall maintain for his own convenience a Register of Home Towns in respect of the employees under his control.

8. Certificate to be given by the Employee:

An employee, availing of the L.T.C. shall furnish a Certificate, saying that:

- (1) I have not submitted any other claim for L. T .C., in respect of myself or my family members in respect of the block of the year 19.....and 19.....
- (2) I have already drawn TA for the L.T.C., in respect of a journey performed by me/my wife with.....children. This claim is in respect of the journey performed by me/wife/myself with.....children, none of whom travelled with the party on the earlier occasion.
- (3) I have not already drawn TA for the L.T.C., in respect of a journey performed by me/my wife with..... children/ children, in respect of the block of two years 19..... and 19..... this claim is in respect of the journey performed by me/my wife/myself with..... children/..... children, none of whom availed of the L. T .C. relating to that block.
- (4) I have already drawn TA for the L.T.C.. in respect of a journey performed by me in the year 19..... ,in respect of block of two years 19..... and 19..... This claim is in respect of the journey performed by me in the year 19..... This is against the L.T.C. admissible once every year in a prescribed block for visiting home town, as all the members of my family are living away from my place of work.
- (5) The journey has been performed by me/my wife with..... children/..... children to the declared home town, viz
- (6) My husband/wife is not employed in the University/My husband/wife is employed in the University, and the L.T.C. has not been availed of by him/her separately for himself/herself, or for any of the family members for the concerned block of two years.
- (7) Certificate to be given by the Controlling Officer:
Certified:-

- (a) That Shri/ Shrimati/ Kumari (name of the University employee) _____ has rendered continuous service for one year or more on the date of commencing the outward journey; and .
- (b) That the necessary entries have been made in the Service: Book of Shril Shrimati/ Kumari _____

Signature and designation of the
Controlling Officer

Ordinance 8(VIII)

MEDICAL ATTENDANCE RULES

1. APPLICABILITY

These rules may be called Jamia's Medical Attendance Rules.

- 1.1 These Medical Rules supersede all previous rules, circulars and administrative instructions etc. These rules are mainly drawn from Central Services (Medical Attendance) Rules and any amendments/modifications in C.S. (M.A.) Rules will automatically get extended to the Jamia employees.
- 1.2 These rules shall apply to the following category of employees :-
 - (i) Regular employees
 - (ii) Temporary, Re-employed and Contract employees
 - (iii) Adhoc employees
 - (iv) Retired Jamia employees
 - (v) Employees on daily wages who have completed 240 days
 - (vi) Employees of Hostels and Kitchens

NOTE:

- (1) Employees at SI. No. (iv), (v) and (vi) would be eligible for treatment facilities at Ansari Health Centre only and reimbursement of medical claims would not be allowed in any case. However, for the employees at S.No. (iv), the Medical Scheme as formulated by the University Grants Commission for its retired employees may be adopted by Jamia for its retired employees after the scheme has been approved by the Govt., of India,
- (2) Fresh Adhoc employees will be allowed medical treatment facilities at Ansari Health Centre only, Such employees will not be allowed reimbursement of medical claims as the scheme is for regular employees only.

2. DEFINITION

Under these rules unless the context other-wise requires :

- 2.1 "Hospital" means a Hospital approved by the University for the purpose of these rules and included in the list under Rule 6 below.
- 2.2 Family
The family for the purpose of these rules shall mean employee's wife or husband, as the case may be parents, children and step-children, sisters, widowed sisters, widowed daughters, minor brothers all residing with and also wholly dependant upon the employee.

NOTE:

- (1) To be considered as dependant, in case the total monthly income of such member does not exceed Rs. 500/- p.m. from all sources. The condition of dependency both in the case of husband or wife of the Govt. servants has been dispensed with.
- (2) All the employees would be required to fill in the declaration form (as per Appendix I) in triplicate every year and send to Finance Officer through proper channel. ,

- (3) The Head of the family has to furnish his/her photograph for medical file purpose.
- 2.3 Authorised Medical Attendant (A.M.A.) means any qualified and registered medical practitioner possessing recognized medical qualification not below M.B.B.S. in Allopathic system or its equivalent in Homeopathic and Indian system of medicines.
- 2.4 "Government" means the Government of India or the State Government, as the case may be.
- 2.5 "Employee" means any employee (both teaching and non-teaching) working in Jamia.
- 2.6 "Beneficiary" means any working employee and member of his/her family.
- 2.7 "Patient" means a beneficiary taking benefit under these Rules.
- 2.8 "Medical Attendance" means consultation with the Authorised Medical Attendants.
- 2.9 "Specialist" means anyone employed and working in a Hospital including a specialist and for the time being attached to a specialised department of a Government Hospital or Jamia recognised Hospitals or Jamia registered Medical Officer.
- 2.10 "Medical Treatment" means the use of all Medical and Surgical facilities available to private individual at the hospital in which the patient is treated as an indoor or outdoor patient as well as supply of drugs prescribed by the A.M.A./Specialist who considers them to be essential for the recovery of prevention of deterioration in the condition of the patient.

3. COMMENCEMENT

These Rules shall come into force with effect from the date they are notified.

4. MEDICAL CONTRIBUTION

Admission to the Scheme shall be on payment of contribution which will be on the basis of the pay being drawn by the Employees and it should be at par with the rates being charged by CGHS from the Central Govt. Employees.

The rates of contribution are as follows:-

Pay of the beneficiary (Fig. in Rupees)	Rate of Subscription per month (Fig. In Rupees)
Upto Rs. 3,000	15
3,001 to 6,000	40
6,001 to 10,000	70
10,001 to 15,000	100
15,001 and above	150

The above subscription rates are as per the Govt. of India, Ministry of Health and Family Welfare O.M. No.S.11011/4/94-CGHS(P) dated 20.5.1994.

This will be subject to revision from time to time as per Govt. orders.

5. MEDICAL FACILITIES ADMISSIBLE

- 5.1 The following types of medical facilities shall be admissible to the employees and their families.

Medical attendance at the Ansari Health Centre

OR

where the employee resides beyond 8 k.m. from the AHC by an Authorised Medical Attendant. The appointment of AMA would be approved by the Registrar in consultation with Medical Officer Incharge, AHC.

NOTE:

- (1) Medical attendance means attendance in recognised hospitals/laboratories or at the authorised Medical Attendant's consulting room/premises including pathological, radiological or other methods of examination for the purpose of diagnosis as are available in the said hospital or other laboratory as considered necessary by the A.M.A.
- (2) Employees residing beyond 8 k.m. of AHC shall have to declare their AMA and get it approved from Registrar Office.

5.2 **Specialist's Consultation**

If the A.H.C/A.M.A. is of the opinion that the case of a patient is of such a special nature as to require medical attendance in a hospital other than himself, he may send to the patient to:

- (i) Any government hospital including homeopathy, Ayurvedic and Unani System.
- (ii) Recognised Hospitals as included in the list under Rule 6 below.
- (iii) Hospitals as approved by the Govt. of India from time to time.
- (iv) General O.P.D. of Holy Family Hospital.

6. **APPROVED HOSPITALS**

6.1 The following shall be the approved Hospitals Diagnostic Centres for the purposes of reimbursement of medical expenses for hospitalization :-

- 1 Government Hospitals both of Central as well as of Delhi Administration and Municipal Corporation Hospitals.
2. Holy Family Hospital, Okhla Road, New Delhi.
3. All India Institute of Medical Sciences, New Delhi.
4. St. Stephen's Hospital, Delhi
5. Batra Hospital & Medical Research Centre, Mehrauli-Badarpur Road, New Delhi.
6. Jessa Ram Hospital, Pusa Road, New Delhi.
7. Mool Chand Khairati Ram Charitable Hospital, Lajpat Nagar, New Delhi.
8. Sunder Lal Jain Charitable Hospital, Ashok Vihar, New Delhi.
9. Hamdard Clinic and Hospital, AsafAli Road, New Delhi.
10. Majedia Hospital, Hamdard Nagar, New Delhi.
11. Jeevan Hospital & Nursing Home, Jeevan Nagar. New Delhi.
12. Shanti Mukund Hospital, Institutional Area, Delhi.
13. Lion's Hospital, Kizrabad, New Delhi.
14. Sir Ganga Ram Hospital. Rajnder Nagar, New Delhi.
15. The Central Research Institute for Ayurveda, Punjabi Bagh, New Delhi.
16. All Private Hospitals Diagnostic Centres approved by the Govt. of India from time to time for CGHS beneficiaries.
17. Any other Hospital/ Institute with the approval of the Vice-Chancellor/ Executive council.

6.2 The Standing Committee consisting of the following members will examine the question of inclusion/deletion of the hospitals as per Jamia requirements:

- 1) Senior Most Dean;
- 2) Medical Officer incharge, Ansari Health Centre;
- 3) Registrar; and
- 4) Finance Officer.

NOTE:

- (1) The provisions of private hospitals/diagnostic centres for the treatment of the CGHS beneficiaries under CGHS, Delhi and fixation of ceiling rates for different

specialities (treatment/diagnostic procedures) as detailed in Office Memo No. S-11011/16-94-CGHS Desk-II/CMO(D)/CGHS(P) dated 18th September, 1996 may also be made applicable to the employees of Jamia.

- (2) The expenses of any operation not covered by the orders of the Govt. of India may be reimbursed as per the rates of AIIMS/St. Stephen Hospital
- (3) instructions for simplification of the procedure for referral to recognised hospitals as contained in the Govt. of India Office Memorandum No.S- 11011/6/96-CGHS(P) dated 11 th June, 1997 will be followed by Jamia.

7. INDOOR HOSPITAL TREATMENT

In case of treatment requiring hospitalisation, the Jamia employees shall be entitled to medical facilities in:

- (i) All government hospitals:
- (ii) Any approved hospital. However, for treatment in a recognised Hospital, the reimbursement would be subject to limits of admissible charges approved by the Govt. of India from time to time for CGHS beneficiaries under CGHS Scheme.

Note:

In case of emergency where the reference from the A.H.C./A.M.A. is not possible due to closure of the Centre or otherwise, the medical consultation may be obtained on any of the Government Hospitals/ recognised Hospital including Holy Family nearest to the emergency. However a certificate to the effect of "emergency" will have to be obtained from the Medical Officer of the A.H.C. or A.M.A. immediately thereafter and in any case during the course of such treatment.

7.2 The entitlement for indoor treatment would be as under :

- | | |
|--------------------------------------|-------------------|
| (i) Pay up to Rs. 8275 | General Ward |
| (ii) Pay Rs. 8276 to Rs.10,500/- | Semi Private Ward |
| (iii) Pay Rs. 10,501 to Rs. 17,300/- | Private Ward-II |
| (iv) Pay Rs. 17,301 and above | Private Ward-I |

In hospital, where semi-private ward is not available, beneficiaries with pay below Rs. 10,500/- will be entitled for General Ward.

The maximum Room Rent for different categories would be:

Private I	Rs. 1200/- per day
Private II	Rs. 750/- per day
Semi-Private	Rs.500/- per day
General Ward	Rs260/- per day

7.3 Lab. charges

Charges of Pathological. Radiological, Bacteriological or other methods of examination for purpose of diagnosis conducted at recognised Hospitals and laboratories on the advice of A.M.A./ A.H.C. would be reimbursed.

7.4 Specialist treatment

Jamia employees or a member of his family may receive treatment for cancer, diabetes, mental diseases, tuberculosis at the nearest Govt./recognised Hospital providing such treatment including indoor treatments and is recommended by the A.M.A./Medical Officer of A.H.C.

7.5 Maternity

In maternity cases Central Government Rules would be applicable. For maternity treatment hospitals have been specified in Central Govt. Medical Attendance Rules alongwith the ceilings. These ceilings would also be applicable to cases treated in the recognised hospitals.

7.6 Treatment in All India Institute of Medical Sciences, Batra Hospital, Escorts Heart Institute and other Recognized Hospitals for coronary By-pass Surgery may be taken with the prior approval of the Shaikhul lamia (Vice-Chancellor) as per the ceilings fixed by the Govt. of India from time to time in this regard.

7.7 Outstation Treatment

Employees (including the members of the family) who fall sick while out of station or who are visiting home town, may get the treatment from the nearest Hospitals of State/Central Govt. and expenditure in such cases be reimbursed as per rules.

8. RULES FOR REGULATING MEDICAL CLAIMS

8.1 Rate of Consultation

- (a) The rate of consultation fee of A.M.A. shall be as per the rates fixed by the Govt. of India from time to time in this regard.
- (b) Consultation fees charged by other recognized Hospitals for outdoor treatment (General OPD) would be reimbursed subject to the maximum of the rate fixed by the Govt. from time to time.

8.2 Cost of admissible medicines prescribed by the AMA/ AHC would be reimbursed on the production of the essential certificate countersigned the AMA AHC along with cash memos, vouchers, receipt of payment etc. Essentially certificates A & B in the cases of OPD treatment in the recognised hospitals may not be insisted upon. However, certificate 'B' for the treatment as 'indoor' patient will continue to be obtained from the concerned hospital in all cases.

8.3 Cost of preparation which are not medicines but primarily foods, tonics, disinfectants is not admissible.

8.4 Cost of medicines inadmissible under the Central Civil Service Medical Attendant Rules would not be reimbursed,

8.5 The period of treatment for which the cost of medicines would be reimbursed shall be limited to a maximum of 20 days from the date of commencement of a treatment. In case treatment is not completed within 20 days, the patient should be referred to a recognised hospital, The cost of medicine would continue to be reimbursed in such a case even after the patient is discharged from the hospital,

8.6 Claim for reimbursement of medical expeneses in respect of a particular spell of illness should be preferred within 3 months from the date of completion of treatment certified by the AMA/ ARC concerned.

8.7 The bills of medical reimbursement should be forwarded to the Finance Officer by the Heads of the Department of the employee concerned.

8.8 Employees whose wife/husband is working in Govt. of India or any other institution Where separate medical facility is available may opt to avail of the facilities either under these rules or as per the rules applicable to the spouse. For this purpose he/she will have to submit a declaration.

8.9 in case of any doubt in respect of operation of these rules, the provisions contained in the Central Services (Medical Attendance) Rules shall apply.

8.10 Vice-Chancellor would be governed by separate rules as per his terms of appointment.

9. CONTROLLING OFFICER

The Registrar shall be the Controlling Officer to pass claims for reimbursement of medical expenses in respect of all the employees except the Vice-Chancellor for whom the Vice-Chancellor shall be the Controlling Officer.

10. **INTERPRETATION OF RULES**

If any question arises regarding the interpretation of these rules, it shall be referred to the Vice-Chancellor whose decision shall be final.

11. **APPLICATION OF THE ORDERS OF GOVT. OF INDIA**

In all other matters not specified in this Scheme, the provisions of Central Services (Medical Attendance) Rules and rules governing CGHS beneficiaries as amended from time to time and the instructions/orders issued there-under shall apply mutandis to the employees of Jamia except those which have been specifically excluded under this Scheme.

Verified:

(To be verified by the Head of the Department/Office concerned)

Dated:-----

Signature

Designation and Deptt. Office

(FOR OFFICE USE ONLY)

Registered at Serial No. _____

Signature of Dealing Asstt.

Eligibility verified:

Dated:

Signature of S.O./A.R.

Dated:

Registrar

(for use in the Ansari Health Centre)

Dated:

Admitted to the Medical facilities

Signature
Medical Officer
Ansari Health Centre
Jamia Millia Islamia

OFFICE OF THE REGISTRAR
JAMIA MILLIA ISLAMIA
NEW DELI-110025

FAMILY DECLARATION FORM FOR MEDICAL FACILITIES
(TO BE FILLED IN BY THE EMPLOYEE IN TRIPLICATE)

Name of the employee -----

Department/Office -----

Designation -----

Present Home Address -----

S.No.	Name	Age/Date of Birth	Relation with employee
1.			
2			
3			
4			
5			
6			
7			
8			
9			
10			

This should be accompanied by photograph of the Head of the family.

EXPLANATION:

The family for the purpose of these rules shall mean employees' wife or husband as the case may be, parents, children and step-children, sisters, widowed-sisters, widowed daughters, minor brothers residing with the employees and also wholly dependent upon the employee.

Note: To be considered as dependent, the total monthly income of such member should not exceed Rs. 500/- p.m. from all sources.

Certified that the particulars mentioned above are correct.

Dated:-----

Signature of the employee

ANNEXURE – III
E. C. Res. No. 3.1
Dated 12.09.2006

JAMIA RETIRED EMPLOYEE HEALTH SCHEME

1. APPLICABILITY

These rules may be called Jamia Retired Employees' Health Scheme (JREHS)

The following Pensioners /Family Pensioners are eligible for Medical facilities under JREHS subject to certain conditions /rules given there under. These Rules are mainly drawn from CGHS.

2. ELIGIBILITY

- (i) All pensioners including CPF retirees are eligible for availing Medical facilities under JREHS , if they are eligible to avail the Medical facility under Jamia Medical Attendant Rules while in service irrespective of whether they actually availed of such facilities or not prior to their retirement.
- (ii) Families of Jamia Retired employees in receipt of family pension are also eligible, if the deceased was eligible for these facilities while in service in Jamia.
- (iii) Pensioners /family pensioners / CPF retirees whose children being Jamia employees and eligible for Medical facility under Jamia Medical Attendant Rules can also avail of these facilities as members of the family of the said serving employee provided their pension /family pension does not exceed Rs.1500.

3. JAMIA RETIRED EMPLOYEE / PENSIONER JOINING JREHS

- (i) Pensioners / Retired Employees can join **JREHS** immediately on retirement or at any time thereafter.
- (ii) Pensioners / Retired Employees joining the Scheme some time after retirement, are not required to pay the contribution for the intervening period. However, in such cases they shall be required to pay the admission fee of Rs 30.
- (iii) Similarly, pensioners/ Retired Employees who have discontinued their CGHS membership, but want to be readmitted to the scheme, shall not be required to pay the contribution for the intervening period, but a readmission fee of Rs.30.

4. REGISTRATION WITH THE ANSARI HEALTH CENTRE

Pensioners/ Retired Employees have to get their names registered with the Ansari Health Centre (irrespective of whether they are residing in NCT Delhi or not).

The pensioners /Retired Employees opting for being registered with AHC beyond a radius of 3 Kms from the AHC, shall not be entitled for domiciliary visits by AHC doctors nor any travel expenses for visiting the dispensary.

5. RATES OF CONTRIBUTION

(I) JREHS Contribution rates effective from 1.4.2004 are as under:

S. No.	Basic pay plus dearness pay OR Basic pension plus dearness pension (Rs. p.m.)	Contribution rates (Rs. p.m.)
1	Upto Rs. 3000	15.00
2	Rs 3001 to 6,000	40.00
3	Rs 6001 to 10,000	70.00
4	Rs 10,001 to 15,000	100.00
5	Rs 15,001 and above	150.00

Note:

- (i) At the time of retirement, contribution for the full month is payable, if the retirement takes place during the first 15 days of the month, otherwise the recovery is waived for the month if he retires during the last 15 days of the month.
- (ii) If both husband and wife are beneficiary of the scheme, the person who is in receipt of higher pension shall make the contribution.,
- (iii) Original pension (before commutation) including dearness pay & Pension & Equivalent Gratuity portion but excluding dearness relief shall be the basis for determining the rate of contribution.

Contributions by pensioners/family pensioners

- (i) Pensioners/ family pensioners have an option to get their JREHS Pensioner card made by either making JREHS contribution on an annual basis (12 months) or by making JREHS contribution of 10 years (120 months) for getting a permanent /whole life JREHS Pensioner card. A permanent JREHS card VALID for the whole life , will be issued in such cases.
- (ii) If the beneficiary has already contributed for ten years, after retirement, he shall be issued permanent JREHS card without making further contributions.
- (iii) If the beneficiary has already retired and has made payment, say for three years, he shall be required to contribute proportionately for remaining seven years.
- (iv) Employees taking voluntary retirement at an early age, say 45 or 50, shall also pay contribution equivalent to ten times of annual contribution for acquiring permanent JREHS card.
- (v) Pensioners desirous of becoming JREHS members, say even at the age of 68 years and above shall pay contribution equivalent to ten times of annual contribution for acquiring permanent JREHS card.

(II) Contributions by Employees getting Extension of service or Re-employment after Retirement

- (i) Employees on extension of service or re-employment after retirement shall pay normal contribution as in the case of serving employees for availing Jamia Medical Attendant Rules facilities.
- (ii) Period of extension of service or re-employment shall not be counted towards Jamia Medical Attendant Rules contributions, if such pensioners desire to get permanent JREHS card.
- (iii) Pensioners who get extension of service or re-employment after paying JREHS contributions for specific period as pensioners, that specific period shall be deducted from the calculated amount of ten years of contributions for getting permanent JREHS card

Mode of payment of contributions

Contributions can be paid through Indian Postal Order or Demand Draft drawn in favor of the Registrar, JMI payable at New Delhi. Payment may also be made electronically in case such facility is available in Jamia.

Contributions by pensioners going Out of station

Pensioners going out of station, without surrendering their cards to the Registrar shall pay actual contribution for the intervening period for which the card was not surrendered. If the actual contribution for the intervening period is less than Rs.30/- then he will pay the actual contribution for such period. If the actual contribution for the intervening period is more than Rs.30/-, he will pay the Rs.30/- as readmission fee.

6. ISSUE OF IDENTITY CARDS

- (i) Pensioners are required to apply in the prescribed form for issue of JREHS identity cards, along with photograph of the dependent family members and a copy of pension payment order (PPO) to the Registrar.
- (ii) Contribution (based on last pay drawn or basic pension plus dearness pay plus PEG at the option of pensioner) shall be payable along with the application by way of bank draft in favor of JAMIA MILLIA ISLAMIA drawn on a nationalized bank. Subsequent contribution shall be payable in advance for twelve months.
- (iii) A permanent JREHS card for whole life, can also be issued on payment of ten years contribution in lump sum. In case contribution for some years has already been paid and a permanent Identity Card is desired on later date, the amount of contribution payable shall be proportionately reduced.
- (iv) Pensioners are allowed a grace period of three months for depositing the contribution and getting their Identity Cards issued /renewed. If the card is issued/ renewed after expiry of grace period, the pensioner shall not be entitled to reimbursement for any treatment taken during the period after expiry of grace period and actual date of issue / renewal of the card.
- (v) Identity Cards to pensioners are issued by the Registrar, JMI

Guidelines regarding affixing of Family Photographs

- (i) Family photograph of the pensioner and his family members availing JREHS facilities, shall be affixed on the Identity Card.
- (ii) The photograph shall be changed every five years when new cards are issued.
- (iii) The cost of photograph shall be borne by the beneficiaries.

Validity of Pensioners Identity Card

- (i) Identity Cards issued to Pensioners are valid for the period ending June/ December every year, for which contribution has been paid.
- (ii) If the contribution have been paid for a longer period say for 3 to 4 years, the validity shall be extended accordingly.
- (iii) If the pensioner opts to pay ten-years contribution in lump sum, the card shall be valid for whole life.

Renewal of Pensioners Identity Card

- (i) Pensioners should get their Identity Cards renewed by depositing their contribution for next one year in advance, or within grace period of three months from the date of expiry.

- (ii) If the Identity Card is renewed after the expiry of grace period, the same shall be valid from the date of payment of contribution and not with retrospective effect, and the pensioner will not be entitled for any medical reimbursement / JREHS benefits for the treatment during the period from the date the card should have been renewed and the actual date of its renewal.

Surrender of Pensioners Identity Card by Pensioners going out of station

Pensioners shifting to a city or going abroad are required to surrender their Identity Cards to the REGISTRAR against an acknowledgment receipt. However, contributions already paid shall not be refunded. On their return they may get the card issued again on the basis of the receipt with them without paying the contribution for the intervening period.

However, if the card is not surrendered at the time of shifting they shall to pay actual contribution for the intervening period or readmission fee of Rs. 30, whichever is less.

Loss of Identity Card

In case the Identity Card is lost, the beneficiary should lodge a complaint with the police and also report the matter to the Registrar, JMI.

A duplicate Identity Card shall be issued, if the original card is lost, by the Registrar on receipt of an application in this respect along with following documents:

- (i) Copy of FIR from Police Station :
- (ii) Copy of complaint lodged with the Police about the loss of original card;
- (iii) Charges for issue of a duplicate card by way of a Postal Order favouring Registrar JMI for a sum of Rs.5/- (for the first loss), or Rs.7/- (for the second loss) or Rs.10/- (for third and subsequent loss).

Replacement of Mutilated Identity Card

- (i) If an Identity Card gets mutilated, the card holder shall apply to the Issuing Authority, for issue of a duplicate card alongwith the mutilated card.
- (ii) The Registrar shall issue the duplicate card under his seal, bearing number of the original card.
- iii) No charges shall be payable by the card holder if the original (mutilated) card was issued more than five years back.
- (iv) If the request for issue of duplicate card is made within five years of issue of original (mutilated) card, then the card holder shall be liable to pay Rs.5/- (for first time) or Rs.7/- (for second time) or Rs.10/- (for third and subsequent time), by way of a Postal Order favoring Registrar JMI.

7. JREHS FACILITIES TO PENSIONERS

Pensioners /Family Pensioners shall be eligible for OPD facility at AHC. However in the absence of any OPD facility at the AHC, the Doctor of the Centre may refer the case to the OPD of Holy Family Hospital and expenditure incurred thereon shall be reimbursed by the Jamia. Pensioners shall be entitled for taking indoor medical treatment in the Govt./Referred/Private recognized hospitals and the expenditure incurred thereon shall be reimbursed by the Jamia. Such reimbursement of expenditure incurred by the beneficiary shall be restricted to the limits prescribed by the Medical Facilities under Jamia Medical Attendent Rules. The expenditure incurred in excess of the limits prescribed shall be borne by the beneficiary himself/herself. The rates prescribed for various specialised Tests /Treatment are the same as admissible to Jamia Regular Employees.

7. ENTITLEMENT FOR INDOOR TREATMENT

Pensioners /Family Pensioners shall be entitled for Indoor treatment in Govt/Approved Hospital only at par with the Jamia Regular Employees.

8. FACILITIES NOT PERMISSIBLE TO PENSIONERS

1 OPD other than AHC

2. Treatment in non-recognized hospitals.
3. Treatment in private nursing homes.
4. Treatment outside India.
5. Administration of routine injections at one's residence.
6. Dressing of wound at residence.
7. Supply of artificial appliances e.g. dentures, spectacles, contact lens, etc.
8. Orthodontic treatment and denture.
9. Treatment for obesity due to ingenious factors.

9. FIXED MEDICAL ALLOWANCE FOR PENSIONERS

- (i) Pensioner/Family Pensioners residing in an area not covered by AHC are entitled for a fixed medical allowance of Rs.100 p.m. for meeting day-to-day medical expenses that do not require hospitalization.
 - (ii) Pensioners who have opted for availing Rs.100 p.m. as medical allowance., but also desire to avail Medical facilities for indoor hospitalization treatment from the nearest Govt./Approved Hospital, can be issued JREHS cards bearing stamp 'NOT VALID FOR OPD TREATMENT'.
 - (iii) Pensioners whose places of residence are not served by AHC shall also be eligible for medical allowance of Rs.100 p.m. on furnishing (a) an undertaking that he has not obtained a JREHS card and (b) a certificate from Registrar to the effect that the place of pensioner's residence is not served by AHC.
 - (iv) Once the option has been exercised, a pensioner may be allowed only one change in option in life time of a pensioner shall be allowed, in case a pensioner shifts his residence from AHC covered area to non-AHC covered area or vice versa.
 - (v) Pensioners, receiving from pensions (service pension and family pension) shall be entitled to only single medical allowance. However, if a pensioner receives both military and civil pensions, single medical allowance shall be admissible only when he does not avail medical facilities either from civil or military organizations.
 - (vi) Re-employed pensioners/employed family pensioners are not entitled to fixed medical allowance.
 - (vii) Persons receiving ex-gratia pension are not treated as Jamia pensioners/family pensioners and therefore are not entitled to medical allowance.
10. Any amendments/modifications in CGHS will automatically get extended to the Jamia Retired employees.

Ordinance 9(IX)

Travelling and Halting Allowance (TA/DA Rules)

- 1 These Regulations may be called the Travelling and Halting Allowance Regulations of the University.
- 2 These shall apply to.-
 - (a) Members of the authorities of the Jamia e.g. Anjuman (Court), Majlis-I-*Muntazimah* (Executive), Majlis-i-Talimi (Academic Council), Faculties and members of the Committee or Committees appointed by the authorities or the Shaikhul Jamia (Vice-Chancellor) who do not reside in Delhi.
 - (b) Members of the authorities of the Jamia e.g. Anjuman (Court), Majlis-i-Muntazimah (Executive Council), Majlis-i-Talimi (Academic Council), Faculties and members of the Committee or Committees appointed by the authorities or the Shaikhul Jamia (Vice-Chancellor) who reside in Delhi.
 - (c) Amir-i-Jamia (Chancellor), Shaikhul Jamia (Vice-Chancellor), and Pro- Vice-Chancellor.
 - (d) Other employee of the University.
 - (e) Staff and students proceeding on approved excursions/field work and any other academic activities
3. Travelling and Halting Allowance shall be applicable to the following categories
 - (a) Members of authorities, anjuman, Majlis-i-Muntazimah, Majlis-i- Talimi and members of the Committees appointed by the above authorities:
 - (i) Journey by Rail: A.C. II Tier each way fare for the members from the place of the residence to Delhi and back.
 - (ii) Journey by Road: Rs. 8.00 per kilometre.
 - (iii) Daily Allowance .- (as per attached schedule on page.....)

Provided that the Shaikhul Jamia may grant travelling and halting allowance at any other rate or rates in special cases, if necessary

Members required to attend two or more meetings of the Jamia with an interval of one or more days not exceeding three will be entitled to draw halting allowance at the same rate for such days.

- (b) Members of the authorities other than the employees of the Jamia, who reside in Delhi shall be entitled to travelling allowance for attending meetings of authorities or Committees as prescribed under 3 (a) (ii) above
 - (c) **Amir-i-Jamia, Shaikhul Jamia**
 - (i) Journey by Rail:- A single Air conditioned or accommodation of the highest class provided by the Railway.
 - (ii) Journey by Air:- One standard air fare to and fro.
- Note
- (i) Standard air fare means the actual single air fare payable for the service by which the journey is performed.
 - (ii) Daily allowance at the rate admissible to Shaikhul Jamia/Naib Shaikhul Jamia.
 - (iii) Journey by Road:- Rs. 8.00 per kilometre.
 - (iv) Daily Allowance :- (Annexure II of this Ordinance)
 - (v) Single new Second Class Railway Fare.

Wherever Rail-cum-Road services exists and tickets for the combined journey are issued by the Railway authorities, the journey will be performed on Rail-cum-Road tickets issued by the Railway authorities and the mileage allowance for the road portion of the journey shall be calculated as for journey by Rail.

(d) Other employees of the Jamia

For purposes of travelling/halting allowance members of the staff will be categorised into five grades as follows:

Basic Pay + NPA + Stagnation Increment.

- (i) Rs. 16,400 and above
- (ii) Rs. 8,000- 16,399
- (iii) Rs. 6,500 -7,999
- (iv) Rs. 4,100- 6,499
- (v) Below Rs. 4,100- GIO (1), SR 17.

Note 1 : 'Pay' means, pay in the revised scales of pay special pay, non- practising allowance, personal pay and any other emoluments which may be specially classed as pay, actually drawn by the person.

Note 2: In the case of re-employed persons, 'pay' will include the amount of original pension and pension equivalent of retirement gratuity which he has been allowed to draw in addition to pay on re- employment. If the total of pay plus pension etc. exceeds the maximum of the pay scale of the post. such excess will be ignored.

Note 3 : Honorary of part-time workers shall rank in such grade as the Vice-Chancellor may decide in each case.

(e) Students -proceeding on academic activities (Annexure I)

4. **General**

- (i) A member of the staff will be paid travelling/halting allowance for travel in connection with official work or in connection with congresses, conferences or seminars when he is sent as a delegate by the Jamia (and is not paid by the authorities organising the congress etc) or when he to proceed on field work or accompany students on educational tour/field work. Approval of the competent authority prescribed for the purpose shall, however, be taken before undertaking such journeys.

Note: In the case of congresses/conferences/seminars, approval of the Vice- Chancellor shall be obtained. The Deans may sanction field work by teachers and other Research/Technical staff of the Jamia in respect of projects approved by the Jamia and within the sanctioned provision.

In the case of other tours on official work, Finance Officer, Deans and Musajjil (Registar) may authorise the move in the case of staff working with them. In the case of Deans and Musajjil the tour programme shall be got approved by the Shaikhul Jamia.

- (ii) Annexure I & II sum up the provisions regarding (a) the entitlement to rail travel, and rates of mileage and the conditions subject to which the payment will be regulated and (b) the rate of daily allowance and the conditions regulating its payment.
- (iii) When a person combines tour with vacation/leave and does not return to headquarters immediately on completion of tour, he will be entitled to travelling/halting allowance for onward journey only.

- (iv) When a member of the vacation staff is required to come to headquarters from outside to attend, during vacation, meetings of the Muajlis-i-Muntazimah or other Statutory bodies and of Committees appointed by these bodies or meetings of examination committees etc., he will be entitled to travel grant for the journey from the place of stay outside to the place of the meeting and back but not to any halting allowance.
- (v) A person compulsorily recalled to duty before the expiry of leave sanctioned to him will be entitled to draw travel grant from the place at which the communication reaches him provided the leave is curtailed by not less than a month. If the period by which the leave is curtailed is less than a month travel grant may be allowed at the discretion of the Shaikhul Jamia
- (vi) Contribution may be granted in the following cases to the University teachers who attend conferences/seminars etc. outside India with the approval of the Majlis-i-Muntazimah:
 - (a) A person who is nominated or elected as President or Chairman of the Conference/meeting/section etc.
 - (b) A person whose paper has been accepted for being presented at the Conference/Seminar .

The travelling allowance shall not exceed the actual travelling expenses and halting allowance that they may be paid in special case to the participants shall be decided by the Shaikhul Jamia.

- (vii) On educational tour/field work trips, the railway fare will be allowed at the concessional rate, where such concession is permissible under the railway regulations, by the class to which the person is entitled according his grade.
- (viii) The authority competent to permit a person to proceed on tour etc. may sanction an advance to cover his travelling expenses for a period not exceeding thirty days. A second advance is not permissible except under special sanction of the Shaikhul Jamia, until an account has been given of the first advance.
- (ix) The T.A. bills shall be submitted within a month of the completion of the tour. Balance out of the advance, if any, shall however be refunded immediately.

Unless permitted by the Shaikhul Jamia the entitlement of a person to travelling and halting allowances is forfeited as deemed to have been relinquished if the claim is not preferred within six months from the date on which they become due.
- (x) Travelling and halting allowances once drawn and admitted shall not be revised in consequence of revision of T A regulations or increase in pay resultant on promotion/grant of advance increments with retrospective effect except for late authorisation/drawal of increments,
- (xi) The Deans and Musajjil will be their own Controlling Officers. They will also be Controlling Officers in the case of the staff working with them.
- (xii) It is the duty of a Controlling Officer before signing or counter-signing a travelling allowance bill
 - (a) to see that the halt has not been unnecessarily or unduly protracted;
 - (b) to satisfy himself that travelling allowance for journey by Rail has been claimed for the class of accommodation actually used; and
 - (c) to observe any other instructions which the Majlis-i-Muntazimah or the Shaikhul Jamia may give for his guidance

The Controlling Officer may disallow any claim which, in his opinion, does not fulfill the above conditions.

- (xiii) The Controlling Officer may permit a person to draw the actual cost of hiring a conveyance not exceeding the scales given below in connection with a journey performed in the Jamia's interest within a radius of 8 kms. from his headquarters when a staff car/Jamia conveyance is not made available and no travelling is admissible.

Those in Grade I	Taxi fare
Those in Grade II	Scooter fare

Note: The conveyance hire reimbursable shall normally be the bus fare if the places to be visited are connected by the public conveyance. If on such routes any other conveyance is hired, the hire charges may be reimbursed on the certificate of the Finance Officer, Deans, and Musajjil that in the interest of the Jamia's work or due to the urgency it was necessary to hire such a conveyance. If the places to be visited are not connected by public conveyance, scooter fare may be paid.

Those in Grades III & IV	Bus fare except where in the interest of the Jamia, some other conveyance is permitted to be engaged.
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Note 1: Conveyance expenses will not be reimbursed in respect of a journey if the person concerned is granted any compensatory leave or otherwise receives any special remuneration, for the purpose of the duty which necessitated the journey. However, where the person is recalled to office from his residence the controlling officer may reimburse conveyance expenses in addition to the overtime allowance admissible to him.

Note 2: In the case of a person less than in rank of an Assistant or equivalent. conveyance expenses may be paid if he is required to come to office outside the ordinary hours of duty and does not receive any special remuneration/overtime allowance.

Note 3 .When a person travels a class lower than that he is entitled, he shall be entitled to the reimbursement fare of the class actually used.

ANNEXURE –I
(Reference No. (ii) of the General)
ENTITLEMENT TO RAIL TRAVEL AND RATES OF
MILEAGE AND CONDITIONS OF PAYMENT

1. **Entitlement to Rail Accommodation and Mileage Allowance.-** In supersession of SR 34 and Orders thereunder, the pay ranges and the travel entitlement for journeys by rail on tour and transfer will be as follows from 1-10-1997.

Pay Range	Shatabdi Express	Rajdhani Express	Other Trains
Rs. 16,400 & above	Executive Class	AC First Class	AC First Class
Rs. 8,000 to Rs. 16,399	AC Chair Car	AC 2-tier Sleeper	AC 2-tier Sleeper
Rs. 6,500 to Rs.7,999	--do	@ AC Chair Car	*First Class/ AC 3-tier Sleeper/AC Chair Car
Rs. 4,100 to Rs.6,499	-do-	@ -do-	* -do-
Below Rs. 4.100	-do-	@ -do-	Second Sleeper

* All Government servants who are entitled to travel on tour/transfer by AC 3-tier/First Class/ AC Chair Car may, at their discretion travel on tour/transfer by AC 2-tier Sleeper where any of the direct trains, connecting the originating and destination stations by the direct shortest route do not provide these three classes of accommodation.

@ Travel by AC 3-tier Sleeper is permissible in trains where AC Chair Car accommodation is not provided.

Note: Journey by air may be undertaken only with the prior approval of the Shaikhul Jamia.

When permitted to travel by air the person will be entitled to standard air fare by the economy class.

II. Condition of Payment

Journey by Rail

- a. When a person travels a class lower than that he is entitled, he shall be entitled to the reimbursement fare of the class actually used
- b. When travelling by the Rajdhani Express, the daily allowance for the period of Journey will be restricted to 1/2 daily allowance at ordinary rated.
- c. Persons in all grades will be entitled to reimbursement. or reservation charge for a seat (for day Journeys and sleeper berth for night Journeys) in addition to the fare for Second Class.

B. Journey By Road

- d. For Journeys within a radius of 8 kms. from the headquarters, only conveyance hire is reimbursable.

- e. Journeys within the Municipal limit of a city are termed as local Journeys and for such local Journeys mileage allowance and 50% of the admissible quantum of daily allowance for the duration of absence from , headquarters are admissible vide sl.no.2 and 3 of "II-conditions regarding the payment of Daily Allowance" below Annexure II.
- f. For other road Journeys the following conditions shall apply-
 - (i) If the two places are not connected by rail, entitlement as calculated at the rates given in the above table would be further restricted to the TA admissible as for a rail Journey if that be less.
 - (ii) when the means of locomotion is provided free of charge, the person may draw only the daily allowance for the full duration of absence from headquarters.
 - (iii) when two or more persons travel together by sharing the hire charges of a conveyance each one of them may draw the fare actually paid by him limited to the road, mileage admissible at the rates shown in the table.
- C. *Others:*
 - g. The Journey shall be made by the shortest of two or more practiceable routes or by the cheapest of such routes as may be equally short.
 - h. When a return ticket is available at reduced rates and the return journey is expected to be performed within the period allowed on such ticket, it shall always be purchased.
 - i. Expenditure in connection with the booking of tickets is to be borne by the individual concerned.

(Reference. No.4(II) of the Bye-law XIX)
**Rates of Daily Allowance for halt Admissible
and Conditions Regulating their Drawal**

1 Rates of Daily Allowance

Rates of D.A. for halt at various stations/localities are given below:-

(1)	(2)		(3)		(4)		(5)	
Pay Range	A-I Class Cities		A-Class Cities & specially expensive localities		B-I Class Cities Expensive localities		Other localities	
	Ordy.	Hotel	Ordy	Hotel	Ordy	Hotel	Ordy	Hotel
	Rs	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.
16,400 and above	260	650	210	525	170	425	135	335
Rs.8,000 to Rs. 16,399	230	505	185	405	150	330	120	225
Rs 6500 to7,999	200	380	160	305	130	250	105	200
Rs 4,100 to Rs 6,499	170	245	135	195	110	160	90	130
Below Rs 4,100	105	125	85	100	70	85	55	65

II. Conditions Regulating the Payment of Daily Allowance:

- In all cases where a person stays in Government or public sector Guest House and pay lodging charges in excess of 25% of daily allowance admissible to them in the concerned localities under table (A) above, daily allowance shall be payable as under
 - The respective rate of daily allowance for the concerned localities as shown in table (A) shall be reduced by 25% and the lodging charges (exclusive of breakfast/meals) paid by a person to the Government public sector Guest House, authority for each calendar day shall be added thereto.
 - Daily allowance equal to the amount calculated in (I) above shall be admissible to the person concerned subject to the condition that where it exceeds the hotel rate to which the person concerned is entitled for the respective locality as per table (B) above, it shall be restricted to the latter rate.
- No daily allowance shall be drawn unless a person reaches point beyond 8 kms. from his place of duty
- For 'local Journey' (i.e. Journey to a point which is beyond a radius of 8 kms. from the duty point but within the municipal limits of the city in which the duty point is located) a person will draw for the Journey involved, mileage allowance at the rates given in the Annexure I and in addition draw 50 per cent of daily allowance calculated at the rates laid down in note below, i.e. where the absence from headquarters is for less than 6 hours he will draw 50% of 30% daily allowance and so on.

When a person of a grade lower than the first grade is required by the Finance Officer. Dean and Musajjil to travel by means of a conveyance the hire charges of which exceeds the amount of mileage and daily allowance admissible as stated above, he may draw the actual cost of conveyance hire. In such cases, the claim shall be supported by the special conveyance as absolutely necessary and specifying the circumstances which rendered it necessary.

4. No daily allowance for a 'local Journey' will however, be drawn if the Journey is performed in a staff car or other University vehicle.
5. As mentioned in note I below "II-Conditions of payment" of Annexure I. no incidentals are admissible for the rail/road/air journey. The daily allowance will now be payable for the full duration of absence from headquarters.

The payment of daily allowance will be regulated as follows:

Full daily allowance may be granted for each completed calendar day of absence reckoned from midnight to midnight. For absence from headquarters for less than 24 hours the daily allowance will be admissible at the following rates:

If the absence does not exceed 6 hours	NIL
If the absence exceeds 6 hours but does not exceed 12 hours.	70 per cent
If the absence exceeds 12 hours	FULL

In case the period of absence from headquarters falls on two calendar days, it is reckoned as two days and daily allowance is calculated for each as above. Similarly, daily allowance for days of departure from the arrival at headquarters will also be regulated accordingly.

6. Whenever the claim is preferred with reference to the rates at (B) above, it should be accompanied by a certificate in the following terms and the vouchers in support of the stay in the hotel/establishment should be annexed to the T A claims:

"Certified that I stayed from(Date) to.....(Date)--- at
..... (name of the hotel/ establishment) at (name of the place).

which provides board lodging at scheduled tariffs"

7. If a person is provided with free boarding and lodging he will draw only 1/4th of daily allowance admissible to him. If he is provided with only free boarding, he will draw 1/2 of the daily allowance. If he is provided only free lodging he will draw 3/4 of the daily allowance.
8. For the time spent in Journey, only ordinary rate of daily allowance as in the table at (A) will be admissible. When the total absence from headquarters is partly. spent in Journey/Ordinary locality and partly in expensive locality the total number of daily allowances in terms of note(5) above will first be calculated. From this, the number of daily allowance for halt in the expensive locality for which daily allowance at the special rates will be allowed, will be deducted. The remaining number of daily allowance will then be calculated at the ordinary rate in table at (A) above.
9. A person is not entitled to draw daily allowance on days when he is on leave of any kind. NO daily allowance is also admissible for any day, whether Sunday or holiday, unless the person is actually in Camp.

Ordinance 10 (X)

ALLOTMENT OF RESIDENTIAL ACCOMMODATION

1. There shall be a Committee for the allotment of residential accommodation, consisting of the following members namely:
 - (1) The Shaikhul Jamia (Vice-Chancellor)/or his nominee -Chairman;
 - (2) The Naib Shaikhul Jamia (Pro- Vice-Chancellor);
 - (3) Three Deans of the Faculties by rotation according to seniority.
 - (4) The Secretary, Jamia Teachers' Association;
 - (5) The Secretary, Jamia School Teachers' Association;
 - (6) The Secretary, Jamia Administrative Staff Association;
 - (7) The Secretary, Shafiq-ur-Rehman Kidwai Association; and
 - (8) Head of Schools -One each for a period of three years in order of rotation.
 - (9) Special Invitees -i) Finance Officer, ii) Incharge/Executive Engineer Building & Const. Department.
 - (10) Incharge Property Department.
 - (11) The Musajjil (Registrar) -Secretary.
2. **The Committee shall:**
 - (1) categorise and allot residential accommodation to the staff of the University;
 - (2) review residential facilities available from time to time and make allotments as per the ordinances framed in this behalf from time to time; and
 - (3) frame Regulations in this regard.
3. One-third members shall form the quorum.
4. **Definitions:**
 - (i) 'Salary' for purposes of determining eligibility for a class of house shall include basic pay and grade pay in the respective pay bands.
 - (ii) 'Emoluments' for purposes of recovery of license fee shall include:
 - (a) Pay;
 - (b) Dearness Pay;
 - (c) Payments from general revenues and fees, if such payments or fees are received in the shape of a fixed addition to monthly pay and allowance as part of the authorised remuneration of a post;
 - (d) Pension;
 - (e) Subsistence Grant, in case of a University employee under suspension, who is in receipt of the amount of the subsistence grant. Provided that if such employee is subsequently allowed to draw pay for the period of suspension, the difference between the license fee recovered on the basis of the Subsistence Grant and the emoluments ultimately drawn shall be recovered; and
 - (f) City Compensatory Allowance.
 - (iii) 'Family' for purposes of these Ordinances shall include only wife/wives, husband, children, parents, unmarried brothers and sisters residing with the Jamia employee and who are fully dependent on him/her.

- (iv) The term 'allotment' means and includes the license given by the University to an employee of the Jamia to reside in the premises as in accordance with the terms and conditions laid down by the University from time to time.
 - (v) Long leave shall mean Extraordinary leave, for a period not less than six months, the Study Leave and Sabbatical exceeding a year .
 - (vi) 'Premises' as defined in para 2 (C) of Premises & Property Act.
 - (vii) The employee of the University who is allotted University accommodation/house.
 - (viii) 'License Fee' means the sum of money payable monthly in respect of any type of residence allotted to an employee under these rules and shall be such as may be decided from time to time by the Executive Council.
 - (ix) The 'market rate' means the sum of money to be payable as per the provisions made hereinafter and shall be such as may be decided by the Majlis-i-Muntazimah (Executive Council) from time to time.
5. Save as otherwise provided, a University employee will be eligible for allotment of a house of the class as given in para 6 below.
6. The entitlement for the category/class of accommodation/houses, on the basis of Grade Pay, is given below:
- | | | |
|---|---|---|
| i) Category | A | 10,000/- and 12,000/- |
| (ii) Category | B | 5,400/- - 6,600/-
7,600/- - 9,000/- |
| (iii) Category | C | 4,200/- - 4,800/- |
| (iv) Category | D | 1,900/- - 2,800/- |
| (iv) Category | E | 1,300/- - 1,800/- |
| University Teachers' Hostel | - | All University Teachers are eligible. |
| School Teachers Hostel | - | All School Teachers are eligible. |
| Transit Quarters – D-Type for Class-III | - | All members of non-teaching Class-III staff are eligible. |
| -E-Type for Class-IV | - | All members of non-teaching Class-IV staff are eligible. |
7. The allotment of a house shall be made to a permanent and whole-time employee of the University staff.
8. An employee of the University, who himself/herself or any dependent members of his/her family owns, possesses or derives rent from accommodation located within a radius of Twenty (20) kms. from the University in his/her name or any name shall not be entitled for allotment of the University accommodation.
9. Allotment of houses under "Essential Services" to be approved by the Majlis-i-Muntazimah (Executive Council) from time to time, shall be made by the Accommodation Allotment Committee subject to availability of houses. The allotment under this category will be made with the express conditions that their services will be available after office hours and during holidays also. However, an employee will have to vacate his/her house within sixty days after he/she ceases to hold the position under the said category.
- Provided that the list of Essential Services as approved by the Executive Council dated 31.01.2001 or as amended from time to time will be placed as **Schedule-I to Ordinance-X (Admn.)**
10. Allotment shall be made on the basis of seniority list maintained by the Musajjil (Registrar) as Secretary, Accommodation Allotment Committee, for the purpose of allotment of accommodation.
- (i) The seniority for the purpose of allotment of Teachers' Hostel and Transit Quarter shall be computed on the basis of continuous service from the date of joining the University on regular basis through Selection Committee.

- (ii) Seniority for the purpose of allotment of the other types of accommodation shall be determined as mentioned below:
 - (a) **The seniority (priority date) for the purpose of allotment of accommodation categorized as A, B, C, D and E will be calculated from the date of regular appointment in Jamia..**
 - (b) Where the priority date of two or more employees is the same, seniority among them shall be determined by the emoluments, and the employee drawing higher emoluments will be given first preference;
 - (c) Where the emoluments are equal, the length of service will be criterion; and
 - (d) Where both the emoluments and the length of service are equal, the employee in higher scale of pay will get preference.
 - (e) Where the date of priority, length of service, emoluments and pay scales are equal/same, the seniority among them shall be determined by seniority in age.
 - (iii) The seniority list for the purpose of houses allotment shall be prepared by inviting fresh applications which will be effective from 1st January each year and be valid till 31st December of that year. The applicants, who have applied earlier, shall have also to apply afresh if they still seek allotment of the house. The seniority list so prepared shall remain valid for one year and no application should be entertained during the applicability of such list.
 - (iv) In exceptional emergent situation arising out of excruciating medical disability of self, spouse and/or dependant parents/children/unmarried sister(s), duly certified by medical Board, request for out-of-turn allotment may be considered by the Vice-Chancellor, subject to availability of requisite type of accommodation.
 - (v) The allotment on medical ground including ground floor/central area Shall be made in the case of the Government servants and their spouses, dependent children and dependent parents. suffering from any of the following diseases:
 - (a) Tuberculosis: Pulmonary tuberculosis (serious case only).
 - (b) Cancer Cases: Malignant neoplasm.
 - (c) Heart ailments: of an exceptionally serious nature and in need of urgent treatment.
 - (d) Disabled persons:
 - (1) Blind : Those who suffer from either of the following conditions.
 - (i) Total absence of sight.
 - (ii) Visual Acuity not exceeding 6/90 or 20/200 (snellen) in the better eye with correcting lenses.
 - (iii) Impression of the field of vision subtending an angle of 20 degree or worse.
 - (2) Deaf: Those having hearing loss of more than 90 decibels in the better ear (profound impairment) or total loss of hearing in both ears.
 - (3) Orthopedically handicapped:

To the extent of 40% and above disability.
 - (4) Mentally handicapped/spastic dependants.
- Note (1) The list of diseases on the basis of which discretionary allotment may be considered as above, is not an exhaustive one. The Committee may consider any other life threatening diseases or other serious disabilities causing permanent impairment, for this purpose.

Note (2) In cases where disability of dependent parents is the sole ground for asking for discretionary allotment, the Committee should consider the facts and circumstances along with merits of each case carefully, before making their recommendations.

- (vi) Request for allotment will be made on the prescribed proforma as appended.
 - (vii) (a) The applicant for allotment of accommodation shall furnish an Affidavit, stating therein that he/she does not own an accommodation in his/her name or in the names of his/her family members, located within a radius of twenty(20) kms. from the University.
 - (b) If any employee has a complaint against any applicant for allotment of accommodation, or against an employee to whom accommodation has been allotted, that he/she owns an accommodation within a radius of twenty (20) kms. from the University, he/she shall furnish an Affidavit and provide documentary evidence in support thereof.
11. In case, there is no member of the staff eligible/available for the allotment of a house, which is available for allotment, such accommodation may be allotted to a member of the next higher/lower category.
 12. An employee to whom a residence has been allotted shall convey his acceptance of the allotment within ten days of the receipt of the order of allotment. If the employee fails to accept the accommodation as above, the allotment made shall stand cancelled and such employee shall have no entitlement of allotment for two years.
If after acceptance, possession is not taken of the accommodation within 8 days from the date of accepting the allotment offer, the allotment made shall stand cancelled and such employee shall have no entitlement of allotment for two years.
 13. At least 10 days' intimation is to be given to the Registrar for vacation of residence, when the allotment of residence will be deemed to have been cancelled w.e.f. the 11th day of the receipt of the intimation, or the date specified in the letter whichever is later. Failure to give due notice will entail payment of licence fee for 10 days or the number of days by which the notice falls short of 10 days.
 14. The allotment shall be effective from the date of occupation by a licensee or from the 15th day of the receipt of the order of allotment, whichever is earlier, and shall continue as such unless it is cancelled by the University or surrendered by the licensee himself/herself.
 15. If an employee occupying a lower type residence is allotted or offered a residence of the type for which he/she is entitled, he/she may, on refusal of the allotment or offer of allotment, be permitted to continue in the previously allotted residence on the conditions that while retaining the existing residence he/she shall be charged the same license fee which he/she would have had to pay in respect of the residence so allotted or offered or the license fee payable in respect of the residence already in his/her occupation, whichever is higher.
 16. (i). An allotment shall be cancelled by the Accommodation Allotment Committee in the circumstances mentioned below herein after specified:
 - (a) When an allottee has ceased to be in the service of the University.
 - (b) When an allottee owns accommodation within a radius of twenty (20) kms. vide para 8 above.
 - (c) When an allottee fails to join duty on the expiry of the period of sanctioned long leave.

Provided further that an accommodation may be retained in the following cases, subject to the maximum periods noted against each:

No.	Cases	Period of Retention
(i-a)	Resignation, Dismissal, removal or termination of service, or unauthorized absence without permission	One (1) month
(i-b)	Retirement from Services/Return from Deputation/Terminal Leave	<p>(a) In case accommodation allotted prior to 01.07.2013: 2 month on normal license fee, another 2 months on double of the normal license fee, further 2 months on four times of the normal license fee and subsequent 2 months on six time of the normal license fee.</p> <p>(b) In case of accommodation allotted on or after 01.07.2013: 2 month on normal license fee, another 2 months on double of the normal license fee and further 2 months on four times of the normal license fee.</p>
(i-c)	Death of Allottee	Two (2) years if the deceased or his/her dependent does not own a house at the last station.

“Provided that the permissible period of retention of General Pool accommodation to the allottees who retire on or after 23.4.2013, shall be as under:

- (a) **In cases of accommodation allotted prior to 01.07.2013:**
2 months on normal licence fee, another 2 months on double of the normal licence fee, further 2 months on four times of the normal licence fee, and subsequent 2 months on six times of the normal licence fee.
- (b) **In cases of accommodation allotted on or after 01.07.2013:**
2 months on normal licence fee, another 2 months on double of the normal licence fee, and further 2 months on four times of the normal licence fee."
- (ii) In case, the dependents of allottee, who has been sanctioned long leave [l(v)] also go with the allottee, accommodation will be surrendered to the University, but in that case the allottee be provided the first available accommodation of equivalent type immediately on his/her return.

Provided that an employee who has been sanctioned Study Leave or deputed to other organization within the country may retain the allotted accommodation for a limited period as per the Government Rule, with prior permission of the Vice-Chancellor.

At the time of sanctioning of long leave the Administration shall communicate to the employee about the stated provision governing retention of the accommodation during the period of sanctioned leave and take necessary steps for its compliance.

- (iii) That all those employees who are in occupation of the University accommodation and also have their own accommodation or after allotment acquire in future accommodation in their name or in the name of any member of their family within a radius of twenty (20) kms. from the University, shall vacate the official accommodation within three months from the issue of notice in this regard, or the

acquisition of the accommodation, as the case may be. In case of non compliance of the notice, the employees concerned shall be liable to pay License Fee at market rate and shall be dealt in accordance with the provisions of the Public Premises (Eviction of Unauthorized Occupation) Act.

17. The liability for payment of license fee, rates and taxes, if any, shall commence from the date an allottee takes charge of the residence or as laid down in para 10 above, whichever is earlier.
18. If the house is vacated within 1st to 15th of any month or is occupied on or after 16th of any month, the license fee for 15 days shall be charged; if the house is occupied on or before 15th or vacated on or after 16th of any month, the license fee for full month shall be charged.
19. Any member of the staff already in residence of a house other than to which he/she is eligible may, whenever vacancy arises be allotted the class of accommodation to which he/she is eligible.
20. The employee in occupation of a house in his/her own category shall not be eligible for the allotment of another house within the same category.
 - (i) Employee to whom residence of the same type has been allotted may apply for permission to mutually exchange their residence and permission for such exchange may be granted by the Accommodation Allotment Committee after due consideration of various circumstances and if both the employees reside in their mutually exchanged residence for at least six months from the date of approval of such exchange failing which the allotment may be cancelled by the Accommodation Allotment Committee.
 - (ii) Provided that the Licensee may be apply for 'change of floor' in the same category on the following basis:
 - (a) On medical grounds: Provided that a request for change of floor shall be supported by a certificate issued by a hospital recognized by the University and duly certified by the Chief Medical Officer, Ansari Health centre, JMI.
Further provided that such allotment shall be need-based with due regard to the seniority of the Licensees.
 - (b) On eligibility of allottees of upper floors for allotment of lower floors: Provided that a request for all allotment of lower floor is made in writing, subject to the condition that such allotments shall be with due regards to the seniority of the Licensees from the date of possession of the said flat.
Provided further that no application for change of floor will be valid unless the applicant (Licensee) has occupied the allotted flat for a minimum period of two years.

It is clarified that the seniority for the change of floor will be determined amongst the Licensees from the date of possession of a particular type of quarter and, in case the date of possession are the same, the seniority will be decided from the date of eligibility for the particular category of house to which he/she is entitled to.
21. Every person to whom accommodation has been allotted shall maintain the allotted premises in a clean and sanitary conditions to the satisfaction of the University. Municipal and Health Authorities.
22. The licensee shall be responsible for any damage beyond normal wear and tear of all fittings and fixtures provided in the allotted premises during the period for which the residence has been and remains allotted to him/her and or remains under his/her occupation.
23. The licensee shall not:

- (i) Sublet or share or part with the possession, with or without consideration of license fee, the whole or part of the allotted premises, or any of the out-houses or apartment thereof.
- (ii) Construct temporary or unauthorised structures in any part of the allotted premises.
- (iii) Use the allotted premises or part thereof for purposes other than which they are meant; and
- (iv) Make unauthorized extensions from electric or water connections or temper with them.

Note: Violation of any of the condition/conditions shall amount to misuse of the University property and invite disciplinary action.

- 24. The licensee shall not use the premises allotted to him/her in a manner so as to be source of annoyance or nuisance to the neighbourhood.
- 25. Every licensee shall at all reasonable times, permit authorized officer(s) of the University or employees of the Building and Health Departments to enter upon the allotted premises for inspection, etc.
- 26. **Penalties for breach of Allotment Rules:** Allotment will be cancelled in addition to the disciplinary action that may be taken against the allottee, if he/she
 - (i) Unauthorisedly sublets the quarters;
 - (ii) Erects any unauthorised structure in any part of the residence;
 - (iii) Tampers with the electric or water connections;
 - (iv) Puts the residence into improper use;
 - (v) Conducts himself in a manner which is prejudicial to the maintenance of harmonious relations with his neighbours;
 - (vi) Has knowingly furnished incorrect information for securing allotment of the residence.
- 27. A licensee shall, on occupation or vacation of the residence, sign an inventory of fittings and/or furniture in the residence. Such an inventory shall be prepared and signed by the authorized official(s).
- 28. Allotment of residential accommodation attached to a Hostel to an employee (connected with the Hostels) will be made by the provost concern with due approval of the Shaikhul-Jamia (Vice-Chancellor). Such an employee will have to vacate the accommodation soon after he/she ceases to hold the position in the Hostel under the Provost concerned.

Provided further that such accommodation shall be provided on temporary basis and shall not be consider as house provided by the University under paras above. However, the provisions concerning the payment of House Rent allowance and License Fee be applicable to him/her as in the case of normal licensee of the University.

- 29. a) When University employee who is an allottee of the University accommodation retires from service, his/her son, unmarried daughter or spouse, as the case may be, can be allotted accommodation, provided the said relation is a University employee and is eligible for allotment of accommodation and had been continuously residing with the retiring employee for at least three years immediately preceding the date of his/her retirement and should not have drawn HRA for that period.
- b) When university employee in occupation of university residence dies while in service, his/her eligible dependent may be allotted accommodation on adhoc basis as below:
 - (i) The allotment will be one type below the dependant's normal entitlement. The allotment of the same quarter occupied by the deceased employee can be made on fulfilling the conditions of allotment.

- c) The above concession will however, be not available in cases where the retiring employee or the member of his family owns a house within a radius of twenty (20) kms. from the University .
 - d) The clearance of all dues outstanding in respect of the premises in occupation of the retired employee shall be an essential condition for the consideration of an allotment to an eligible dependent.
30. For the period of unauthorized occupation of the University accommodation the University employee will be required to pay license fee at market rate for the period of unauthorized occupation and may face disciplinary action.
31. The market rate for the first three months of unauthorised occupation will be TWENTY TIMES of the licence fee, and FORTY TIMES of the licence fee for the period exceeding three months.
- The market rate will be charged for the entire period of unauthorised occupation without prejudice to the University's right to initiate action under Public Premises Act against the unauthorised occupant.

Schedule-I to Ordinance-X(Admn.)

Allotment of Residential Accommodation *List of Essential Services*

- | | | |
|----|---|-----|
| A. | Office of the Shaikhul Jamia (Vice-chancellor) | |
| | 1. Shaikhul Jamia (Vice-chancellor) | : |
| | 2. Secretary to the Vice-chancellor | : |
| | 3. Personal Asstt. To the Vice-chancellor | : |
| | 4. Driver of the Vice-chancellor | : |
| | | One |
| | | One |
| | | One |
| | | One |
| B. | Office of the Naib- Shaikhul Jamia (Pro-VC) | |
| | 1. Naib Shaikhul Jamia (Pro Vice-chancellor) | : |
| | 2. Driver of the Pro Vice-chancellor | : |
| | | One |
| | | One |
| C. | Office of the Musajjil (Registrar) | |
| | 1. Musajjil (Registrar) | : |
| | 2. Sr. P.A/P.A. To Registrar | : |
| | 3. Driver of Registrar | : |
| | | One |
| | | One |
| | | One |
| | (E.C. Resolution No. 8 dated 20-12-2010) | |
| D. | Office of the Dean Students Welfare | |
| | 1. Dean Students Welfare | : |
| | | One |
| E. | Office of the Controller of Examinations | |
| | 1. Controller of Examinations | : |
| | 2. Driver of Examination Branch | : |
| | | One |
| | | One |

F.	Office of the Finance Officer		
	1. Finance Officer	:	One
	2. Accounts Officer (Payments)	:	One
G.	Office of the Proctor		
	1. Proctor	:	One
	2. Driver of the Proctor	:	One
	3. Security Asstt. (Bulls) (In order of seniority)	:	Five
H.	Dr. Zakir Husain Library		
	1. Librarian	:	One
	2. Professional Asstt.	:	One
	3. Library Attendent/Asstts (on night duty)	:	Four
I.	Office of the Provost		
	1. Provost (Boys) Accommodation to	:	One
	2. Provost (Girls) be attached with the	:	One
	3. Provost (School) Hostel concerned	:	One
J.	Ansari Health Centre		
	1. Medical Officer	:	One
	2. Pharmacist	:	One
	3. Staff Nurse	:	One
	4. Dresser	:	One
K.	Property Department		
	1. Property Supervisor	:	One
	2. Patwari	:	One
	3. Property Guards (In order of seniority)	:	Four
L.	Building Department		
	1. Executive Engineer	:	One
	2. Junior Engineer (Electrical)	:	One
	3. Generator Operator	:	One
	4. Electrician	:	One
	5. Pump Operator	:	One
M.	Dr. M. A. Ansari Auditorium		
	1. Junior Engineer (In order of seniority)	:	One
	2. Audio Visual Operator	:	One

N.	Mass Communication Research Centre		
	1. Maintenance Engineer (Equipment)	:	One
O.	Sanitation Unit		
	1. Sanitary Inspector/Supervisor	:	One
P.	Safai Karamcharies		
	1. Male (In order of seniority)	:	Three
	2. Female (In order of seniority)	:	One
	(E.C. Resolution No. 8 dated 20-12-2010)		

Ordinance 11(XI)

UNIVERSITY BUILDING COMMITTEE

1. There shall be a Building Committee consisting of the following members, namely:-
 - (i) Vice-Chancellor - Chairperson
 - (ii) A representative of the Planning Board of the University.
 - (iii) A representative of the user Department
 - (iv) Two Professors/Associate Professors of the University nominated by the Vice-Chancellor
 - (v) Finance Officer of the University
 - (vi) Principal of the Engineering College of the University or Head of Civil Engineering Department (where it exists), otherwise a person of equal status from a neighbouring University/College.
 - (vii) Chief Engineer (Civil) of CPWD or State PWD or his representative not below the rank of Superintending Engineer.
 - (viii) A retired Chief Engineer/Superintending Engineer (Civil) of CPWD/State PWD/Public Sector Undertaking.
 - (ix) Superintending/Executive Engineer (Electrical) of CPWD or State PWD.
 - (x) Superintending/Executive Engineer (Public Health) of CPWD or State PWD.
 - (xi) University Engineer
 - (xii) Senior most Architect of the University (where it exists), otherwise a Chief Architect or person of equal status from a neighbouring University/College
 - (xiii) Chief Architect/Deputy Chief Architect or a person of equivalent status from a Central or State Department.
 - (xiv) Senior most Landscaping Expert of the University (where it exists), otherwise from some neighbouring Institution/Government Department/Public Sector Undertaking or to be hired as a consultant by the University for a limited period.
 - (xv) Registrar of the University – Member Secretary

University may consider paying reasonable remuneration to the hired experts so that they devote the required time and make valuable contributions.
2. The Building Committee shall be responsible for finalizing the plans and estimates of the various building project proposals and for ensuring the completion of the building in accordance with the approved plans and estimates and proper utilization of the funds.
3. The Building Committee shall also ensure the following:

- (i) $\frac{1}{2}$ of the members of the Building Committee shall form the quorum for holding meeting of the Building Committee. However, presence of atleast two Engineers and one Architect is must.
 - (ii) Proposals for construction/
renovation/repair costing more than Rs.75.00 lakhs will be sent to UGC for examination by the Standing Committee.
 - (iii) Value Architecture and Value Engineering: That the Architects involved suggest value architecture with a view to economize the project by avoiding unnecessary high cost options, without compromising on quality. The Value Engineering also aims to achieve the same goal.
 - (iv) That the master plan not only takes care of the immediate requirements but also takes into account future expansion scopes for varied and unforeseeable needs.
 - (v) That the implementation of the project is properly prioritized so as to take up only essential works in the first/earlier phases e.g. teaching learning infrastructures like class rooms, hostels, faculty residences etc. It may also consider certain modular designs, which can be expanded gradually in future as per requirements.
 - (vi) That the Faculty residences should only as per immediate needs.
 - (vii) That the Guest House should not be too big which remains underutilized.
 - (viii) That a 'Plantation Master Plan' for the whole campus, involving experts in landscaping, horticulture, forestry etc, is prepared to plant maximum number of trees and plants, wherever possible e.g. along boundary walls/ roads/tracks, in empty spaces which are not to be used for any other purpose.
 - (ix) That the green building concept is adopted so that proposed buildings are less power consuming. Use of solar energy should be promoted.
 - (x) The Planting should include rain water harvesting and waste water recycling.
 - (xi) That no wasteful expenditure is incurred on any component.
4. After Building Committee's recommendation, the University may place the proposal for these specific building projects before Finance Committee for its approval. After FC's approval, the University may place the same before Executive Council for its approval. These proposals then may be forwarded to UGC for examination by its Standing Committee and for funding. One or more members of the UGC Standing Committee may make site visits for on-site inspection of the projects before sanctioning funds.

Ordinance 12(XII)

THE HEALTH COMMITTEE

1. There shall be University Health Committee consisting of the following members, namely:
 - (i) The Shaikhul Jamia (Vice Chancellor) -(Chairman); .
 - (ii) The Naib Shaikhul Jamia (Pro- Vice-Chancellor);
 - (iii) The Registrar
 - (iv) The Chief Medical Officer, Mukhtar Ahmad Ansari Health Centre;
 - (v) Two experts in the field nominated by the Shaikhul Jamia (Vice-Chancellor) for two years;
 - (vi) Two persons nominated by the Vice-Chancellor, one each from amongst the teaching and non-teaching staff for two years;
 - (vii) The Dean, Students' Welfare -(Convener).
2. **The Committee shall:**
 - (1) supervise the working of the Mukhtar Ahmad Ansari Health Centre and other Dispensaries, if any;
 - (2) prepare the budget for the Health Centre and Dispensaries;
 - (3) plan and supervise the coordination and implementation of Schemes for maintaining hygienic conditions on the University Campus; and
 - (4) cause the inspections to be made of the Dining Hall, Kitchen or Kitchens, Restaurants and Canteens and Shops of eatables within the University Campus and forward the recommendations, if any, to the Authorities concerned.
3. **The Chief Medical Officer shall:**
 - (1) be a whole-time salaried Medical Officer of the University;
 - (2) supervise the Medical Wards in the Health Centre;
 - (3) advise the Committee on ways and means for promoting the general health and improving the hygienic conditions of the University Campus;
 - (4) be responsible for the supervision and administration of the Health Centre and Dispensaries;
 - (5) be responsible to execute the directives of the Health Committee;
 - (6) operate the budget of the Health Centre and Dispensaries; and
 - (7) perform such other functions, as may be assigned to him/her by the Majlis-i-Muntazimah (Executive Council) or the Health Committee from time to time.
4. The Health Committee shall meet at least twice a year. Special meetings may be convened at any time by the Convenor of the Health Committee.
5. Five members shall form the quorum for a meeting of the Health Committee.

Ordinance 13(XIII)

BOARD OF PUBLICATIONS

1. (a) There shall be a Board of Publication consisting of the following members, namely:
 - (1) The Shaikhul Jamia (Vice-Chancellor) -(Chairman);
 - (2) The Naib Shaikhul Jamia (Pro- Vice-Chancellor);
 - (3) The Deans of the Faculties; .
 - (4) One Professor, from amongst the Professors of the University on the basis of the seniority by rotation;
 - (5) One Reader, from amongst the Readers of the University on the basis of seniority by rotation;.
 - (6) One Lecturer, from amongst the Lecturers of the University on the basis of, seniority by rotation;
 - (7) The Librarian;
 - (8) The Finance Officer; and
 - (9) The Registrar (Secretary).
- (b) The members of the Board, specified in Items (4), (5) and (6) above shall hold office for a term of two years.
2. The Board shall meet atleast once a year and as often as convened by the Shaikhul *Jamia* (Vice-Chancellor).
3. **The function of the Board shall be:**
 - (1) to recommend to the Majlis-i-Muntazimah (Executive Council) the allocation of publication grants of the University;
 - (2) to undertake the publication of :
 - (a) University Research Journals ;
 - (b) such of the research work which is done under the auspices of the Faculties, provided that it is recommended by the Faculties concerned for publication; and
 - (c) any other work, literary or scientific, considered suitable for publication by the Board.
4. One-third of the total number of members shall form the quorum for a meeting of the Board.

Notification No. 03/L&O/RO/JMI/2017, dated : 30.08.2017

Ordinance 14(XIV)

PURCHASE COMMITTEE

Ordinance 15 (XV)

SELECTION COMMITTEES

1. The meetings of the Selection Committees shall be convened and presided over by the Shaikhul Jamia (Vice-Chancellor) or in his absence by the Naib Shaikhul Jamia (Pro-Vice-Chancellor}.
2. The meeting of the Selection Committees may be fixed with the prior consent of the Visitor's Nominee and other persons nominated to constitute such a Committee.
3. For appointment to the post(s) of Professor, Reader and Lecturer the quorum for the Selection Committee would be a total of four members out of which atleast two have to be outside subject experts.
4. For appointment to posts other than those envisaged in para 3 hereinabove three members inclusive of the Chairman shall form the quorum.
5. The Musajjil (Registrar) shall be the Member/Secretary of the Selection Committee for all administrative/technical posts.
6. The Musajjil (Registrar) shall be the Secretary of the Selection Committee for all teaching/library posts.
7. The Musajjil (Registrar) shall ordinarily give ten days' Notice to the candidates.
8. The Selection Committee shall make a categorical recommendation as regards the selected candidate(s) and may also indicate the order of preference, whenever more than one candidates are recommended for appointment to a particular post.
9. The Selection Committee may, in fit cases, recommend to the Majlis-i-Muntazimah (Executive Council) waiving of the probationary period and grant of advance increment(s) subject to a maximum of five.
10. The Selection Committee shall after interviewing the candidates for the post, or after considering the case of a candidate otherwise than by interview, recommend to the Majlis-I-Muntazimah (Executive Council) the appointment of candidate(s).
11. The proceedings of the Selection Committee shall be preserved for sufficiently long time, and if the selection process is challenged in a Court of Law until the case is disposed of.
12. A highly meritorious candidate for the post of Professor may be considered by the Selection Committee in absentia.
13. The panel, as recommended by a Selection Committee shall remain valid for a period of one year only from the date of acceptance of the said recommendations by the Majlis-i- Muntazimah (Executive Council).
14. The panel so recommended by a Selection Committee shall remain operative vis-s-vis the post(s) advertised and for which the selection has been held. The panel shall not be carried to any future vacancies.
15. There shall be a Screening Committee to screen the application received for various posts for the purpose of inviting the candidates for interview by the Selection Committee.
The Committee shall consist of the following members :
For teaching posts :
(1) The Dean of the Faculty concerned - (Chairman);

- (2) The Head of the Department concerned;
- (3) One Professor, nominated by the Shaikhul-Jamia (Vice-Chancellor); and
- (4) The Musajjil (Registrar) - Convenor.

For Non teaching posts:

- (1) The Registrar;
- (2) Head of the Section/department; and
- (3) One nominee of the Shaikhul Jamia (Vice Chancellor).

- 16. The Screening Committee shall scrutinise all applications and shall recommend the names of eligible candidates to be called for interview, who fulfil the prescribed qualifications as advertised/prescribed.
- 17. The Screening Committee shall, in case of unusually large number of candidates, lay down reasonable criteria for short listing and determining the number of candidates to be called for interview.
- 18. The process of selection for the post(s) of Reader shall involve inviting the bio-data and re-prints of three major publications of the candidates before interview and getting the same assessed by three external experts who are to be invited to interview the candidate.
- 19. As regards the Post(s) Professor, the process of selection shall involve the inviting of the bio-data and re-prints of the three major publications of which one 'should' be a Book/Research Report, before the interview and getting the same assessed by three external experts who are to be invited for the interview".
- 20. The assessment reports, as envisaged in paras 18 and 19 hereinabove shall be placed for consideration before the Selection Committee.

Ordinance 16(XVI)

MAJLIS-I-DEENIYAT (THEOLOGY COMMITTEE)

1. There shall be Majlis-i-Deeniyat consisting of the following members, namely;
 - (1) The Shaikhul Jamia (Vice-Chancellor) -(Chairman);
 - (2) The Naib Shaikhul Jamia (Pro-Vice-Chancellor);
 - (3) Two persons engaged in the teaching of Islamiyat, appointed by the Shaikhul Jamia (Vice-Chancellor);
 - (4) Two persons from amongst the teaching staff of the University, coopted by the Majlis-e-Deeniyat.
 - (5) The Nazim appointed from amongst the teachers of tile Islamiyat by the Majlis-i-Muntazimah (Executive Council) on the recommendation of the Shaikhul Jamia (Vice-Chancellor) -(Convener).
3. The Majlis shall:
 - (1) hold religious functions; and
 - (2) prepare and submit the Annual Budget to the Majlis-i-Muntazimah (Executive Council) for approval.
4. Subject to the approval of the Chairman of the Majlis, the Nazim shall operate the budget, convene the meetings of the Majlis-e-Deeniyat and implement its decisions.

Ordinance 17 (XVII) (Modified Ordinance)

Sensitization, Prevention and Redressal of Sexual Harassment (SPARSH)

Note: It is clarified that all cases of sexual harassment of women at workplace (and incidental issues) which have been taken place after 23rd April, 2013 shall be dealt with by the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal Act, 2013) and not under this Ordinance. Following the conclusion and accomplishment of cases pending under this Ordinance, this law shall cease to exist.

Gender equity, including protection from sexual harassment and right to work with dignity is universally recognized basic human right. Eradication of social evils has been the prime aim of Constitution of India. Article 15 of the Constitution of India prohibits discrimination on grounds of religion, race caste, sex, or place of work. Article 42 makes provision for securing just and human conditions of work. Article 51-A(e) makes it incumbent on every citizen to promote harmony and spirit of the common brotherhood amongst all the people of India transcending religious, linguistic, and regional or sectional diversities; to renounce practices derogatory to the dignity of women. India is also a signatory to the convention on the “**Elimination** forms of discrimination against women.” Resultantly, the Jamia Millia Islamia hereby introduces and enforces. Ordinance 17 titled “Sensitization, Prevention and Redressal of Sexual harassment.”

Bodies of SPARSH:

SPARSH shall include the Apex body of SPARSH (ABS) and the University Complaints Committee (UCC). The ABS shall aim to sensitize and work to prevent sexual harassment in the university. The UCC shall consider complaints regarding sexual harassment, and will conduct enquiries, suggesting suitable action.

Functions, Powers and duties of ABS:

- i. To uphold the commitment of Jamia Millia Islamia to provide campus environment free of gender-based discrimination, sexual harassment and other acts of gender-based violence.
- ii. To promote a social and psychological environment which will raise awareness about gender based discrimination and prevent sexual harassment and other acts of gender based violence.
- iii. To generate awareness about gender based discrimination, sexual harassment and other acts of gender based violence.

Functions, powers and Duties of UCC:

- i. To fulfill the directives of the Supreme Court enjoining all employees to develop and implement a policy against sexual harassment at the workplace.
- ii. To evolve a permanent mechanism for prevention and redressal of gender based discrimination, sexual harassment and other acts of gender based violence.
- iii. To ensure that the provisions of the ordinance are implemented in letter and spirit through proper reporting and redressal of the complaints.

Operational definitions:

- ❖ **Sexual harassment:** This shall include such unwelcome sexual behaviour (whether directly or by implication) as:
 - a. Unwanted physical contact and advances.
 - b. A demand or request for sexual favours.
 - c. Sexually-coloured remarks
 - d. Displaying pornography
 - e. Any other unwelcome physical, verbal or non-verbal conduct of sexual nature
- ❖ **Academic staff:** This shall include any person on the staff of the university who is appointed to a teaching and/or research post, whether full time, temporary, adhoc, part time, visiting, honorary, or on special duty, or employees on a casual or project basis.
- ❖ **Campus:** This includes all the places vested, controlled and/or administered by Jamia Millia Islamia.
- ❖ **Non-governmental Organization (NGO):** This shall include any NGO registered under the Societies Registration Act or is a public Charitable Trust. Such an NGO should be engaged in work connect with gender equality.
- ❖ **Counsellor:** This shall include any women from among the staff, who has expertise in social and personal counseling on matters arising out of incidents of sexual harassment.
- ❖ **Non-teaching staff:** This shall include any person on the staff of the university who is not appointed to a teaching and/or research post, whether full time, temporary, ad-hoc, part time, on daily wages, on honorary or on special duty, or deputation, and shall include employees on a casual or project basis.
- ❖ **Resident:** This shall include any person who is a temporary or a permanent resident occupying any accommodation or premises managed and/or allotted by Jamia Millia Islamia.
- ❖ **Service provider:** This shall include any person who runs on manages commercial enterprises, or provides services on the campus.

Constitution of ABS:

The ABS committee shall consist of the following members, who will be nominated by the Vice-Chancellor.

- i. The chairperson, a women nominated by the Vice-Chancellor, Jamia Millia Islamia from amongst the faculty members.
- ii. Five members representing various faculties/centers of Jamia, of which at least three shall be women.
- iii. Two students representatives of which at least one be girl student (names to be proposed by Dean, Student Welfare for Vice-Chancellor's approval).
- iv. Two members from the non-teaching staff, of which at least one should be women.
- v. One member from the schools of Jamia Millia Islamia.
- vi. One woman NGO representative.
- vii. One woman counselor.

Constitution of UCC:

The Vice-Chancellor shall nominate the members of UCC from among the members of the Apex Committee. It shall comprise of the following.

- i. Five (at least three women) teacher representatives.
- ii. One non-teaching staff representative of the University.
- iii. One person, with known contribution to women's issues, to be co-opted from outside Jamia Millia Islamia, who could be an NGO representative.
- iv. The chairperson shall be elected from amongst the above-mentioned members.
- v. One member-secretary shall also be elected from amongst the above-mentioned members.

Term of office of chairperson and members of ABS and UCC:

- i. The chairperson and members shall hold office, as such, for a term of two years from the date on which they assume office.
- ii. Provide that no chairperson or nay member shall hold office for more than two terms.

Vacancy of the office of chairperson or members of ABS/UCC:

If the office of the chairperson or any other members becomes vacant, or if either of them remains absent without written intimation for three consecutive meetings, or for two months, whichever is more, another member may be appointed to fill in the vacancy. The new chairperson/member shall be nominated by the Vice-Chancellor, Jamia Millia Islamia.

Procedures for Transaction of Business of ABS:

- i. The ABS will hold at least five meetings/programmes in an academic year, with not more than 2 months gap between the two meetings.
- ii. Proceedings of all the meetings shall be recorded, confirmed and adopted ABS members.
- iii. Any may request the chairperson to call an emergent meeting of the ABS for which at least 24 hours advance notice shall be given. The quorum for the meeting shall be one third members of the ABS.

Procedure for Filing Complaints with the UCC:

- i. Wide publicity to be given for filing complaints.
- ii. Complaints to be registered in strict confidentiality.
- iii. Taking cognizance of complaints about sexual harassment, the UCC shall conduct enquiries, provide assistance and redressal to the victims, recommend penalties and other action to be taken.
- iv. Any student resident, service provider, outsider, faculty member or non-teaching staff **may a complaint** of sexual harassment against a student, resident, service provider, outsiders, faculty members or non-teaching-staff.
- v. **The party** may lodge a complaint directly to the Vice-Chancellor, Jamia Millia Islamia, or to any member of the UCC.

- vi. The complaint may be oral or in writing. If it is oral, it shall be put into writing by the UCC.
- vii. The UCC may hear both the parties (Complaint and the accused) in a manner as it may deem appropriate, and determine the course of action that the situation merits.
- viii. The UCC will be responsible for conducting a formal enquiry against the student/teacher/non-teaching staff member/service provider allegedly involved in a case on the basis of its findings during the preliminary enquiry.
- ix. The inquiry shall be conducted under the rules and procedure already laid down by Jamia Millia Islamia and will be in conformity with the principles of natural justice.
- x. The formal inquiry shall commence within a week and shall be completed within two months from the date of its reference. If the UCC finds it impractical to dispose the case within the given time, it will be recorded in writing, and the period may be extended by the Vice-chancellor.

Penalties:

These shall be awarded as per Jamia rules for employees. In case of students/service providers, they could include

- ❖ Warning
- ❖ Written apology
- ❖ Bond of good behaviour
- ❖ Debarring entry into hostel/campus
- ❖ Withholding results
- ❖ Expulsion from the university
- ❖ Denial of re-admission

Note: In case of harassment by an outsider, that is, a person unconnected with Jamia Millia Islamia, the university authorities shall initiate action by making a complaint with the appropriate faculty of Law.

Ordinance 18 (XVIII)

BOARD OF MANAGEMENT FOR WELFARE CENTRES

1. In pursuance of Section 6 (iv) of the Act, there shall be referred to as BMWC for the purpose of organising and undertaking extra-mural studies, extension services and other measures for the promotion of Welfare Education and Centres.
2. **The B. M. W .C. shall:**
 - (1) establish such Units/Centres, and sponsor or undertake such schemes and projects, proposed and funded by the Central or State Governments or other organisations, which are *in* consonance with the Objective of the University and are *in* accordance with the provisions of the Act, of the Statutes and the Ordinances of the University on conditions it deems fit; and
 - (2) supervise and regulate the functioning of the following Units and their activities in accordance with conditions, *if* any.
 - (a) State Resource Centre;
 - (b) Child Guidance Centre;
 - (c) Centre for Coaching and Career Planning
 - (d) Such other Units, as may be assigned to the Board from time to time.
3. **Board of Management:**
 - (1) There shall be a Board of Management (hereinafter mentioned as “the Board”), consisting of the following members for the purpose of managing and controlling the affairs of B.M. W.C.
 - (a) The Shaikhul Jamia (Vice-Chancellor) - (Chairman);
 - (b) The Naib Shaikhul Jamia (Pro-Vice-Chancellor);
 - (c) The Directors of the Units/Centres;
 - (d) One nominee of the *Ministry* of Social Welfare, Govt. of India
 - (e) One nominee of the Directorate of Adult Education, Government of India;
 - (f) Two nominees of the Shaikhul *Jamia* (Vice-Chancellor) from amongst the teachers of the University, having special interest in Welfare Education programmes; and
 - (g) *Musajjil* (Registrar) - (Secretary)
 - (2) The term of the members of the Board, excluding Ex-Officio Members shall be two (2) years and they shall be eligible for re-appointment.
 - (3) The Board shall meet twice a year or as and when necessary:
 - (4) Half of the number of members of the Board shall form the quorum of the meeting.
4. **Powers and Functions of the Board of Management:**

The Board in addition to the powers and functions prescribed in Para 2 above shall:

 - (1) accept schemes and projects from other funding agencies on behalf of the Majlis-i-Muntazimah (Executive Council) on such terms and conditions as it may deem fit and approved by the EC.

- (2) manage and control the finances and accounts of the Units/Centres;
 - (3) create posts in various Units/Centres, as and when sanctioned by the funding agency or the Programme Committee of the Unit/Centre.
 - (4) prescribe qualifications for various categories of staff in the Units/Centres on the recommendation of the Programme Committee for the Unit/Centre;
 - (5) review the activities of the Units/Centres and approve their programme or action submitted to them by the Programme Committees of the Units/Centres;
 - (6) abolish a Unit/Centre, whenever its funding agency declares its intention to discontinue the Project/Scheme concerned;
 - (7) approve the publications to be undertaken by the Units/Centres and appoint Editors of Journals, if brought out by any of the Units/Centres of the B..M.W.C.
 - (8) approve the Salary and Allowances and other service conditions of the employees of the Units/Centres:
 Provided that, when a funding Agency discontinue financing a Project before or after the lapse of five (5) years, the connected employees shall be paid Gratuity and Provident Fund by the funding Agency concerned.
 - (9) recommend to the Majlis-i-Muntazimah (Executive Council) rules relating to Discipline and Leave etc. for approval which it deems necessary for smooth working of the Units/Centres;
 - (10) appoint Advisory Committees if it deems fit, for working out a programme of action for each Unit/Centres and appoint such other Committees as it deems necessary, for smooth functioning of a Unit/Centre;
 - (11) appoint a Review Committee, in case it is not satisfied with the working of a Unit/Centre, and take appropriate action on the recommendation of the Review Committee; and
 - (12) perform such other functions, as may be assigned to it by the Majlis-i-Muntazimah (Executive Council) from time to time.
5. The Chairman, Board of Management, may exercise all powers of the Board and shall report the same in the next meeting of the Board. The action taken by the Chairman of the Board, if not approved by the Board, the matter shall be referred to the Majlis-i-Muntazimah (Executive Council), whose decision thereon shall be final.
- 6. The Director:**
- (1) (a) Each Unit/Centre shall have a Director, who shall be a full-time salaried Officer of the Unit/Centre, appointed by the Board of the BMWC, on the recommendation of the Selection Committee, constituted for the purpose by the Majlis-i-Muntazimah (Executive Council) from time to time:
 Provided that, if the Board deems it necessary, it may appoint any teacher of the University as Honorary Director and fix honorarium and determine his privileges.
 - (b) The salaries, emoluments and privileges of the Director shall be the same, which are sanctioned by the funding authority/agency and approved by the Board, on behalf of the Majlis-i-Muntazimah {Executive Council}.
- (2) **The Director shall:**
- (a) be the Executive Head of a Unit/Centre and shall exercise over-all control on the functioning of the Unit/Centre and its employees;
 - (b) operate the Budget of the Unit/Centre;
 - (c) Sanction leave to the employees under his control;
 - (d) be responsible for the accounts, property and other records of the Units/Centres;
 - (e) be responsible for audit and accounts of his Unit/Centre under the guidance of the Finance Officer the University, and the Audit Report of the Unit/Centre shall be submitted to the Board and then to the Majlis-i-Muntazimah {Executive Council} for approval; and

- (3) The Chairman of the Board shall sanction leave of the Director.

7. Officiating Director:

- (1) The Chairman of the Board shall appoint next senior person from among the persons academically involved in the programmes of the Unit/Centre as Officiating Director, in case a Director resigns or is on leave.
- (2) The Officiating Director shall perform the same functions and exercise the same powers as are assigned to the Director under Para 6(2) above.

8. Units/Centres:

- (1) Each Unit/Centre of the BMWC shall perform such functions, exercise such powers and discharge such duties, as are prescribed in the Schemes of Projects by the funding Agency or assigned to it by the Board or the Majlis-i-Muntazimah (Executive Council).
- (2) Each Unit/Centre shall, under the overall supervision of the Board, be an independent administrative unit and shall have financial autonomy under the over-all supervision of the Finance Officer of the University.

9. Service conditions of the employees of the Units/Centres:

- (1) The employees may avail of the same leave and shall be governed by the same service conditions, which are prescribed by the funding Agency of a Unit/Centre:

Provided that if no rules in regard to leave and other service conditions are prescribed, the university Ordinances in this regard shall be applicable.

- (2) The services of a person, having less than five years of service, may be terminated after giving him one month's notice or one month's salary in lieu thereof, as the case may be.
- (3) The services of an employee, who has completed more than five years of service, may be terminated in accordance with the University Ordinance prescribed in this regard, when, such employee, under the provision of the Ordinances, has been declared permanent employee of the University.
- (4) The employees of the Units/Centres, even after being permanent for the purpose of rights and privilege of the University employees, shall not be entitled to absorption in the University cadre, in case Unit/Centre is wound up;

Provided further that in case such employees are absorbed in the university, their seniority in the university shall be counted from the date they are absorbed in the University.

10. Programme Committee of the Unit/Centre:

- (1) Each Unit/Centre shall have a Programme Committee Consisting of the following members, namely:
 - (a) The Director of the Unit/Centre -(Chairman); and
 - (b) All the members of Academic Staff of the concerned Unit/Centre.
 - (c) Two nominees of the BMWC from outside the unit/centre having interest in the field.
- (2) Half of the members of the Programme Committee shall form the quorum.
- (3) The Programme Committee shall:
 - (a) prepare programme and submit the same to the Board for approval;

- (b) prepare Budget of the Unit/Centre and submit the same to the Board for approval;
- (c) recommend to the Board for the sanction of Study Leave and Leave for Refresher Course of persons academically involved in the programme of the Unit/Centre;
- (d) prepare an Annual Report of the activities of its Unit/Centre and submit the same to the Board and with its recommendation to the Majlis-i-Muntazimah (Executive Council) for approval;
- (e) recommend abolition and creation of posts in the Unit/Centre to the Board for its approval; and
- (f) monitor the activities of its Unit/Centre and

Ordinance 19 (XIX)

COMMON ORDINANCE FOR THE CENTRES

1. Subject to the provisions of the Act, Statute 22-A, other relevant Statutes and in consonance with the aims and objects of the University, the functioning of the Centres of the University shall be regulated by this Ordinance.

2. **Board of Management:**

Each Centre shall have a Board of Management, hereinafter called "*the Board*", to manage the affairs of the Centre, and shall consist of the following:

- (a) The Shaikhul Jamia (Vice-Chancellor): Chairman
- (b) The Naib Shaikhul Jamia (Pro Vice-Chancellor)
- (c) Three members of the academic staff of the University having special interest in the objectives of the Centre, nominated by the Executive Council on the recommendation(s) of the Shaikhul Jamia.
- (d) Three members of the academic staff of the Centre, one each from amongst the Professors, Associate Professors and Assistant Professors or of equivalent rank/grade, by rotation in order of seniority;
- (e) Three persons from outside the University to be nominated by the Board of Management as per the specifications, if any, laid down by the concerned Centre. However, the Board shall have the right to co-opt a maximum of three additional members as per the requirement.
- (f) Director of the Centre: Member-Secretary.

The members of the Board, other than the ex-officio members, shall hold office for a term of three years.

3. **Powers and Functions of the Board of Management:**

The Board of Management of each Centre shall function under the over all supervision and direction(s) of the authorities of the University and shall be competent to exercise all or any of the following powers, namely:

- (a) To exercise overall supervision over the functioning of the Centre;
- (b) To direct and supervise the academic programme and activities of the Centre in consonance with the directions of the Majlis-i-Talimi (Academic Council);

- (c) To recommend to the Majlis-i-Talimi (Academic Council) / Majlis-i-Munatazimah (Executive Council) the requirement of academic discipline (subject concerned) for each teaching positions;
- (d) To recommend to the Majlis-i-Talimi (Academic Council) / Majlis-i-Munatazimah (Executive Council) the qualifications for the posts for which the UGC or the concerned Council has not prescribed the requisite qualifications and also to recommend specializations for various posts of the Centre, if required as the case may be;
- (e) To recommend to the Majlis-i-Talimi (Academic Council) / Majlis-i-Munatazimah (Executive Council) the creation or abolition of posts of academic/scientific/technical/research/administrative staff as the case may be;
- (f) To recommend to the Majlis-i-Talimi (Academic Council) / Majlis-i-Munatazimah the creation of tenure-based short-term/long-term Chairs/Visiting Professors/ Adjunct Professors/ Visiting Scientists/Visiting Fellows;
- (g) To constitute Committees/Sub-Committees for smooth functioning of the Centre.
- (h) To recommend to the Academic Council for entering Agreements/MOUs with other Institutions/Organizations.
- (i) To recommend the Annual Budget to Finance Committee;
- (j) To submit its Annual Report to the Majlis-i-Munatazimah (Executive Council);
- (k) To frame Regulations and recommend for their approval by the competent authorities;
- (l) To exercise such other powers and perform such other functions as may be deemed necessary to achieve the objectives of the Centre and those of the University.

4. Meetings of the Board of Management:

- (a) The Board of Management shall meet at least twice a year.
- (b) Notice for a general meeting of the Board shall be at least one week in advance from the date of the meeting,
- (c) An emergency meeting of the Board may be held at a short notice which would not be less than twenty four hours,
- (d) One-half of the members of the Board shall form the quorum for a meeting.

5. Director of the Centre:

- (a) Each Centre shall be headed by a Director who shall be an academic staff of the University in the grade of Professor or equivalent.
- (b) If a Centre has a sanctioned post of Director, he/she shall be appointed by a duly constituted Selection Committee as per the provisions of Statute 25, on terms and conditions as decided by the *Majlis-i-Munatazimah* (Executive Council). If a

Centre does not have a sanctioned post of Director, but it has a sanctioned post of Professors), the Director shall be appointed by E.C. from amongst the Professors in the University. This will not exclude Professors of the Centre concerned.

If a Centre neither has a sanctioned post of Director nor a Professor or its equivalent, the Director shall be appointed by the *Majlis-i-Muntazimah* (Executive Council) on the recommendation of the Vice-Chancellor on terms and conditions as decided by the *Majlis-i-Muntazimah* (Executive Council)

- (c) The *Majlis-i-Muntazimah* (Executive Council) on the recommendations of the Vice-Chancellor may invite a person of high academic distinction and professional attainment as Director in the grade of a Professor, where there is a sanctioned post of Director.
- (d) The term of Director shall be three years where there is a sanctioned post of Director in a Centre. The Director on completion of his three years term shall act as Professor in the respective Centre. He/she can also be shifted to any Faculty/ Department/Centre of the University.

6. Powers and Functions of the Director:

The Director shall:

- (a) Exercise overall control of the functioning of the concerned Centre,
- (b) Convene meetings of the Board of Management in consultation with the Chairman,
- (c) Chair the meetings of the Committee of Studies of the Centre,
- (d) Hold meetings of the Staff of the Centre for streamlining the functioning of the Centre and to carry out its activities more effectively.
- (e) Be responsible for the safe custody of the records and the property of the Centre,
- (f) Operate budget of the Centre,
- (g) Organize and supervise academic programmes viz. seminars, symposia, workshops, extension lectures, training programmes, etc.
- (h) Exercise such other powers and perform such other duties, as may be assigned to him/her by the Board of Management of the Centre.

7. Officiating charge in absence of the Director:

When the Office of the Director falls vacant or when he/she is by reasons of illness, absence or any other cause unable to perform the duties of the office, the next senior most academic/scientific staff of the Centre, who shall not be in the grade less than that of an Associate Professor or its equivalent, shall discharge the duties of the Director. In case, no such official in the grade of Associate Professor or its equivalent is available in the Centre, the Shaikhul Jamia shall appoint a Professor of the University to discharge the duties of the Director.

8. Committee of Studies:

- (a) Each Centre imparting courses of Ph.D./ Post-graduation /Under-graduation/ Diploma/ Certificate or planning to start such courses, shall have a Committee of Studies, comprising of the following:
 - i. Director of the Centre who shall be the Chairman;
 - ii. All the academic/ scientific staff of the Centre;
 - iii. Two person teaching allied or cognate subjects in the University to be nominated by the Board of Management;
 - iv. Two experts not in the service of the University to be co-opted by the Committee of Studies.
- (b) The appointment of members specified in items (iii) and (iv) above shall be for a period of three years.
- (c) The Functions of the Committee of Studies shall be:
 - i. To recommend to the Board of Management:
 - Courses of studies and their Syllabi;
 - Appointment of examiners for all courses; excluding Ph.D. course;
 - Measures for improvement of standard of teaching and research;
 - Subjects for research for various degrees and other requirements of research work ;
 - Appointment of supervisors for research work.
 - ii. To allocate teaching work among the staff;
 - iii. To consider matters of general and academic interest to the Centre and its functioning;
 - iv. To perform such other functions as may be assigned to it by the Board of Management;
- (d) Meetings of the Committee of Studies:
 - (i) The Committee of Studies shall meet at least twice a year.
 - (ii) Notice for a general meeting of the Committee shall be at least one week in advance from the date of the meeting,
 - (iii) An emergency meeting of the Committee may be held at a short notice which would not be less than twenty four hours,
 - (iv) One-half of the members of the Committee shall form the quorum for a meeting.

9. Subject to this Ordinance, each Centre may provide for the following:

- (a) Aims and objectives of the Centre,
- (b) Specification about Experts to be appointed from outside the University as Members of the Board of Management,
- (c) Developing and recommending courses to be run by the Centre and to decide about the fee structure of such courses,
- (d) Allocation of work to all academic/ scientific/ technical/ other staff of the Centre.
- (e) Need-based assessment of staff requirement for the Centre and sending its recommendations to the Board of Management,
- (f) Constituting committees/ sub-committees for smooth functioning of the Centre,
- (g) Framing Regulations for the Centre, if required, and sending its recommendations to the Board of Management,
- (h) Any other matter relevant to the aims and objects of the Centre.

Ordinance 20 (XX)

ZAKIR HUSAIN INSTITUTE OF ISLAMIC STUDIES

1. Subject to the provisions of the Act, Statute 22-A, other relevant Statutes and Common Ordinance for Centres, and in consonance with the aims and objectives of the University, there shall be a “Zakir Husain Institute of Islamic Studies”, hereinafter called "The Institute".

2. Aims, Objectives and Functions of the Institute

The Institute shall:

- (i) promote the study of Islamic Culture and Civilization, in relation to World Culture;
- (ii) study the contribution of World religions, specially Islam, to the common intellectual and cultural heritage of man;
- (iii) study the movements of liberalisation and modernisation in the Muslim and other religious communities;
- (iv) study the contribution of Muslims to Science, Art, Literature and Social Sciences;
- (v) conduct research in regional and local culture of the Indian Muslims;
- (vi) study socio-religious institutions of the Indian Muslims;
- (vii) promote its objectives through publication of its journals and books in Urdu, Hindi and English;
- (viii) organise national and international seminars, symposia and workshops to promote its objectives;
- (ix) perform any other functions assigned to the Centre by its Board of Management from time to time.

3. Board of Management :

The Board of Management of the Institute, its Powers and Functions and Meetings of the Board shall be as per the provisions laid down in the Common Ordinance of the Centres.

Subject to the Common Ordinance No.19(XIX), the Board of Management shall have the following additional powers to achieve the aims and objectives of the Institute.

- (i) to appoint the Editorial/Advisory Board comprising of Chief Editor, Editors and members of the Editorial Board of Journal(s) published by the Institute;
- (ii) to exercise such other powers and perform such other functions, as may be deemed necessary, to achieve the objectives of the Institute and the University, and for the smooth functioning of the Institute.

4. **Director :**

The Director of the Institute, his/her power and functions, and officiating charge in the absence of the Director, shall be as per the provisions laid down in the Common Ordinance of the Centres.

In addition to above, the Director shall:

- (i) be printer and publisher of the publications of the Institute;
- (ii) exercise such other powers and perform such other duties, as assigned to him by the Board of Management or its Chairman.

5. Subject to these Ordinances, the Board of Management may frame Regulations and recommend them for approval to the competent authorities.

Ordinance 21 (XXI)

FTK-CENTRE FOR INFORMATION TECHNOLOGY

1. Subject to the provisions of the Act, Statutes, Common Ordinance of Centres and in consonance with the aims and objects of the University, there shall be a “FTK-Centre for Information Technology”, hereinafter referred to as "*The Centre*".

- 2 **Aims, Objectives and Functions of the Centre**

The functions of the Centre shall be as follows:

- (i) To provide computing facility to the students, faculty members and staff of the University;
- (ii) To organize and conduct computer awareness/literacy courses for the students, faculty members and staff of the University;
- (iii) To maintain Campus-wide Network and to provide E-mail and Internet facility to the faculty members, staff and students of Jamia;
- (iv) To maintain and administer the Jamia Website;
- (v) To administer the JMI Management Information System;
- (vi) To develop and implement e-governance in the University system;
- (vii) To keep track of the latest developments in computer hardware/software technologies;
- (viii) To organize seminars and workshops on topics related to current trends in Information Technology and its applications in education, research, and other areas;
- (ix) To work as a coordinating Centre networking with other IT Centres for exchange of expertise and software developments;
- (x) To maintain a Software Library at the Centre;
- (xi) To interface with the Industry and to promote and undertake Consultancy/Contractual work relating to development of software' on payment basis for generating revenue and also to explore further possibilities for resource generation;
- (xii) To develop and run short-term career-oriented/career-plus specialized courses, including online courses, in Information Technology and relevant areas;
- (xiii) To offer Ph.D. programme in Information Technology and allied disciplines;
- (xiv) To conduct training courses in Information Technology and relevant areas;

(xv) To undertake Research & Development projects in Information Technology and allied areas;

(xvi) To perform any other function incidental to the above functions as assigned to the Centre by the University from time to time.

3. **Board of Management :**

The Board of Management of the Centre, its powers and functions and meetings of the Board shall be as per the provisions laid down in the Common Ordinance No.19 (XIX) of the Centres.

The three members from *outside* the University shall be from the following categories provided that no two of such members shall be from the same category: (i) Ministry of Information and Communication Technology, GOI/ its departments/ its autonomous institutions/societies, (ii) academic institutions with interest in Information Technology or allied disciplines; (iii) IT industries, (iv) reputed NGOs dealing with ICT issues.

In addition to above, the Board of Management may co-opt a maximum of three additional members as per the requirement.

4. **Director :**

The Director of the Centre, his/her power and functions, and officiating charge in the absence of the Director, shall be as per the provisions laid down in the Common Ordinance of the Centres.

5. **Other Staff of the Centre:**

The staff of the Centre in the grade of Assistant Professor or of equivalent rank/grade or of higher grade shall be considered as Non-Vacation Academic Staff.

6. **Committee of Studies:**

The Committee of Studies of the Centre shall be as per the provisions laid down in the Common Ordinance of the Centres.

7. **IT Coordination Committee:**

There shall be an IT Coordination Committee for coordinating between the FTK Centre for information Technology and various faculties/ centres/departments/offices of the University.

The functions of the Committee shall be as follows:

(i) To bring awareness about the IT initiatives/activities of the FTK Centre for Information Technology and policies related to IT and there implementation through Departmental IT Coordinators constituted for this purpose by the respective faculties/ centres/ department/ offices of the University;

(ii) To facilitate gathering of contents from different departments for posting the information on the University website to keep the website up-to-date;

- (iii) To look into the users' feedback on IT related issues and to suggest measures to resolve the problems;
- (iv) To suggest about setting up new IT facilities required for academic/administrative purposes;
- (v) Any other matter relevant to IT facilities/services.

The Committee shall comprise of the following members:

- (a) The Director of the FTK Centre for Information Technology : Chairman
- (b) One representative each from all Faculties nominated by the concerned Dean from amongst the IT Coordinators of the Faculty,
- (c) Three Directors of Centres to be nominated by the Vice-Chancellor from amongst the Centres of the University by rotation in order of seniority for a period of one year.
- (d) Dean of Students' Welfare or his/her nominee;
- (e) Proctor;
- (f) One person each from the (i) Office of the Registrar, (ii) Finance & Accounts Office, (iii) Office of the Controller of Examinations;
- (g) The Incharge, Building & Construction Department or his nominee;
- (h) Librarian, Dr. Zakir Husain Library;
- (i) Provost, Halls of Residence (Boys);
- (j) Provost, Halls of Residence (Girls);
- (k) All academic/scientific staff of the FTK Centre for Information Technology of the rank of Asstt. Professor or higher.

The meetings of the Committee shall be held at least twice a year.

8. Subject to these Ordinances, the Board of Management may frame Regulations and recommend them for approval to the competent authorities.

Ordinance 22 (XXII)

MAULANA MOHAMMAD ALI JAUHAR ACADEMY OF INTERNATIONAL STUDIES

1. Subject to the provisions of the Act, Statute 22-A, other relevant Statutes and Common Ordinance for Centres, and in consonance with the aims and objectives of the University, there shall be an “Academy of International Studies”, hereinafter mentioned as "The Academy".
2. **Aims, Objectives and Functions of the Academy**
The Academy shall:
 - (i) conduct Research Studies in Strategies of Planning and Socio-Economic Development, International Relations, National Movements and Cultural Relations;
 - (ii) investigate and document case studies of economic, social, cultural and political changes;
 - (iii) undertake comparative analysis of development experiences on inter-country basis;
 - (iv) make alternative analysis of development, suited to different conditions prevailing in the various Countries;
 - (v) organise international and national Seminars, Workshops and Expert Groups Meetings on topic of common interest;
 - (vi) publish Research Studies;
 - (vi) develop institutional links with Universities, Research Institutes and other relevant Institutions among the developing Countries and with appropriate Agencies of the United Nations system engaged in the task covered by the Academy;
 - (vii) conduct teaching and research leading to certificates/Diploma and undergraduate/post graduate/Ph.D. degrees;
 - (viii) perform such other functions and to undertake such other activities which are essential or incidental to the achievement of its principal objective.

3. **Board of Management**

The Board of Management of the Academy, its powers and functions and meetings of the Academy shall be as per the provisions laid down in the Common Ordinance No.19 (XIX) of the Centres.

The three members from outside the University shall be as per the following specifications:

- (i) One person from amongst prominent Scholars, Administrators, Diplomats, Journalists and other Specialists on various aspects of the Third World Problems;
- (ii) One person nominated by the Ministry of External Affairs, Government of India;
- (iii) One person nominated by the University Grants Commission;

In addition to above, the Board of Management may co-opt a maximum of three additional members as per the requirement.

The Board of Management of the Academy, in addition to the powers mentioned in Para 3 of the Common Ordinance of the Centres, shall have the power to approve Publications prepared by the Academy and propose the Contract with Publishers to be signed by the authorized signatory of the University;

4. **Director**

The Executive Council on the recommendations of the Vice-Chancellor may invite a person of high academic distinction and professional attainment as Director in the grade of Professor for a term of three years which can be renewed for similar term. This will not exclude Professors/Directors of the University/ATWS other Centres”.

In addition to above, the Director of the Academy shall:

- (i) be the Printer or Publisher, as the case may be, of the publications of the Academy;
- (ii) exercise such other powers and perform such other duties, as may be assigned to him by the Chairman of the Board from time to time.

It is regretted it could not be notified earlier inadvertently.

5. **Committee of Studies**

The Committee of Studies of the Academy shall be as per the provisions laid down in the Common Ordinance of the Centres.

6. Subject to these Ordinances, the Board of Management may frame Regulations and recommend them for approval to the competent authorities.

Ordinance 23 (XXIII)

CENTRE FOR DISTANCE AND OPEN LEARNING

1. Subject to the provisions of the Act, Statute 22-A, other relevant Statutes and Common Ordinance for Centres, and in consonance with the aims and objectives of the University, there shall be a “Centre for Distance and Open Learning”, hereinafter called "The Centre".

2. Aims, Objectives and Functions of the Centre

The Centre shall:

- (i) provide opportunities for Higher Education to those who are not able to draw benefit from formal system of education;
- (ii) develop and conduct Academic & Professional programmes through Distance Mode.
- (iii) arrange counseling at Study Centres and other activities related to distance education in India and abroad.
- (iv) develop print and other electronic materials for learning.
- (v) develop and organize on-line delivery of the course content;
- (vi) organize Seminars, Workshops, Conferences, Extension lectures and Colloquiums.
- (vii) perform such other functions and to undertake such other activities, which are essential or incidental to the achievement of its principal objective.

3. Board of Management

The Board of Management of the Centre, its Powers and Functions and Meetings of the Board shall be as per the provisions laid down in the Common Ordinance of the Centres.

The three members from outside the University shall be adopted as per the following specification:

- (i) A nominee of the Distance Education Council, Indira Gandhi National Open University (IGNOU);
- (ii) A nominee of the University Grants Commission (UGC);
- (iii) An expert from the other Open Universities / Centres nominated by the Vice-Chancellor.

In addition to above, the Board of Management may co-opt a maximum of three additional members as per the requirement.

Moreover, in addition to the powers of the Board of Management of the Centre as laid down in the Common Ordinance 19(XIX), the Board shall have the following additional powers:

- (i) To recommend appointment of Councilors/Coordinators on such terms and conditions as it may be prescribed by the Centre, subject to the approval of the competent authorities;
- (ii) To recommend to the Academic Council for the establishment or discontinuance of Study Centres and take decision in matters related thereto;
- (iii) To review periodically the functioning and performance of the Study Centres;
- (iv) To consider and approve the rates of honorarium and other payments for various activities of the Centre as per the financial norms of the University.

4. Director

The Director of the Institute, his/her power and functions, and officiating charge in the absence of the Director, shall be as per the provisions laid down in the Common Ordinance of the Centres.

5. Programme Implementation Committee

- (a) There shall be as many Programme Implementation Committees as deemed necessary. A Programme Implementation Committee shall consist of:
 - (i) Director of the Centre shall be its Chairman;
 - (ii) Dean(s) of the Faculty(ies) concerned;

- (iii) 3-5 experts from the concerned subject nominated by the Chairman of Board of Management, in consultation with the Dean of the concerned Faculty;
 - (iv) 3-5 external experts nominated by the Vice-Chancellor;
 - (v) Head(s) of the concerned Department(s);
 - (vi) Deputy Registrar / Assistant Registrar - Secretary
 - (b) The term of nominated members shall be three years;
 - (c) The Committee shall be competent to decide about the structure and curriculum;
 - (d) The Committee shall be authorized to appoint the Programme Coordinator (Development), Course Writers, Editors and Reviewers;
 - (e) The Committee shall lay down the specific requirements for admissions and examinations and recommend it to the Board of Management and Academic Council for approval;
 - (f) The Committee shall take up any work assigned by the Board of Advisors from time to time;
 - (g) Meetings of the Programme Implementation Committee:
 - (i) The Committee shall meet as and when required;
 - (ii) Notice for general meetings shall be at least one week in advance from the date of the meeting;
 - (iii) An emergency meeting of the Board may be held at a short notice which would not be less than twenty four hours.
 - (iv) One-half of the members of the Board shall form the quorum for the meeting.
6. Subject to these Ordinances, the Board of Management may frame Regulations and recommend them for approval to the competent authorities.

Ordinance 24 (XXIV)

CENTRE FOR MANAGEMENT STUDIES

1. Subject to the provisions of the Act, Statute 22-A, other relevant Statutes and Common Ordinance for Centres, and in consonance with the aims and objectives of the University, there shall be a "Centre for Management Studies", hereinafter called "The Centre".

2. **Aims, Objectives and Functions of the Centre**

The Centre shall:

- (i) conduct activities leading to award of MBA degree.
- (ii) conduct research work leading to award of Ph D degree.
- (iii) promote research work in various functional areas of Business Management.
- (iv) take up appropriate measures to increase CMS - Industry interface for the overall benefit of academic programmes of the Centre.
- (v) plan and conduct Management Development Programmes.
- (vi) assist in Training and Placement activity for the students of the Centre.
- (vii) organize Seminar, Workshops, Conferences, Extension lectures and Colloquiums on topics related to various functional areas of Business Management.
- (viii) perform such other functions and to undertake such other activities which are essential or incidental to the achievement of its principal objective.

3. **Board of Management**

The Board of Management of the Institute, its Powers and Functions and Meetings of the Board shall be as per the provisions laid down in the Common Ordinance No.19 (XIX) of the Centres.

4. **Director**

The Director of the Institute, his/her power and functions, and officiating charge in the absence of the Director, shall be as per the provisions laid down in the Common Ordinance of the Centres.

5. **Committee of Studies**

The Committee of Studies of the Institute shall be as per the provisions laid down in the Common Ordinance of the Centres.

6. Subject to these Ordinances, the Board of Management may frame Regulations and recommend them for approval to the competent authorities.

Ordinance 25 (XXV)

NELSON MANDELA CENTRE FOR PEACE AND CONFLICT RESOLUTION

1. Subject to the provisions of the Act, Statute 22-A, other relevant Statutes and Common Ordinance for Centres, and in consonance with the aims and objectives of the University, there shall be a “Centre for Peace and Conflict Resolution”, hereinafter called "The Centre".

2. **Aims, Objectives and Functions of the Centre**

The Centre shall:

- (i) impart peace education and develop skills for conflict resolution, management and transformation.
- (ii) conduct policy oriented and evaluative research on issues vital for the promotion and sustenance of peace.
- (iii) undertake capacity building of the government and non-governmental development functionaries, diplomatic staff, political and youth leaders etc. for peace building, conflict resolution and conflict management.
- (iv) undertake process documentation on issues related to peace building and conflict resolution.
- (v) evolve strategies for peace building at various levels involving international, national, regional and local communities.
- (vi) organize Seminars, Workshops, Conferences, Extension lectures and Colloquiums.
- (vii) perform such other functions and to undertake such other activities which are essential or incidental to the achievement of its principal objective.

3. **Board of Management**

The Board of Management of the Institute, its Powers and Functions and Meetings of the Board shall be as per the provisions laid down in the Common Ordinance No.19 (XIX) of the Centres.

4. **Director**

The Director of the Institute, his/her power and functions, and officiating charge in the absence of the Director, shall be as per the provisions laid down in the Common Ordinance of the Centres.

5. **Committee of Studies**

The Committee of Studies of the Institute shall be as per the provisions laid down in the Common Ordinance of the Centres.

6. Subject to these Ordinances, the Board of Management may frame Regulations and recommend them for approval to the competent authorities.

Ordinance 26 (XXVI)

CENTER FOR JAWAHARLAL NEHRU STUDIES

1. Subject to the provision of the Act, Statute 22-A, other relevant Statutes and Common Ordinance for Centres, and in consonance with the aims and objectives of the University, there shall be a “Centre for Jawaharlal Nehru Studies”, hereinafter called "The Centre".

2. **Aims, Objectives and Functions of the Centre**

The Centre shall:

- (i) impart instruction and conduct teaching and research leading to the award of degrees/certificates in Nehruvian studies;
- (ii) undertake and promote research and publication in the area of Nehruvian studies;
- (iii) conduct and arrange public awareness and mass education campaign to promote the ideas and ideals of Nehru;
- (iv) organize Seminars, Workshops, Conferences, Extension lectures and Colloquiums.
- (v) perform such other functions and to undertake such other activities which are essential or incidental to the achievement of its principal objectives.

3. **Board of Management**

The Board of Management of the Centre, its Powers and Functions and Meetings of the Board shall be as per the provisions laid down in the Common Ordinance No.19 (XIX) of the Centres.

4. **Director**

The Director of the Institute, his/her power and functions, and officiating charge in the absence of the Director, shall be as per the provisions laid down in the Common Ordinance of the Centres.

5. **Committee of Studies**

The Committee of Studies of the Institute shall be as per the provisions laid down in the Common Ordinance of the Centres.

6. Subject to these Ordinances, the Board of Management may frame Regulations and recommend them for approval to the competent authorities.

Ordinance 28 (XXVIII)

CENTRE FOR COMPARATIVE RELIGIONS AND CIVILIZATIONS

1. Subject to the provisions of the Act, Statute 22-A, other relevant Statutes and Common Ordinance for Centres, and in consonance with the aims and objectives of the University, there shall be a “Centre for Comparative Religions and Civilizations”, hereinafter called "The Centre".

2. **Aims, Objectives and Functions of the Centre**

The Centre shall:

- (i) organize instruction, teaching and research leading to the award of degree in Comparative Religions and Civilizations;
- (ii) undertake and promote research and publication in the area of Comparative Religions and Civilizations;
- (iii) conduct and arrange Public awareness and mass education campaign to promote understanding of Religions, Civilizations and Cultural Cohesion;
- (iv) organize Seminars, Workshops, Conferences, Extension lectures and Colloquiums.
- (v) perform such other functions and to undertake such other activities which are essential or incidental to the achievement of its principal objective.

3. **Board of Management**

The Board of Management of the Institute, its Powers and Functions and Meetings of the Board shall be as per the provisions laid down in the Common Ordinance No.19 (XIX) of the Centres.

4. **Director**

The Director of the Institute, his/her power and functions, and officiating charge in the absence of the Director, shall be as per the provisions laid down in the Common Ordinance of the Centres.

5. **Committee of Studies**

The Committee of Studies of the Institute shall be as per the provisions laid down in the Common Ordinance of the Centres.

6. Subject to these Ordinances, the Board of Management may frame Regulations and recommend them for approval to the competent authorities.

Ordinance 29 (XXIX)

CENTRE FOR WEST ASIAN STUDIES

1. Subject to the provisions of the Act, Statute 22-A, other relevant Statutes and Common Ordinance for Centres, and in consonance with the aims and objectives of the University, there shall be a “Centre for West Asian Studies”, hereinafter called "The Centre".

2. Aims, Objectives and Functions of the Centre

The Centre shall:

- (i) organize instruction, teaching and research leading to the award of university degrees in West Asian Studies;
- (ii) undertake and promote research and publication in the area of West Asian Studies;
- (iii) organize Seminars, Workshops, Conferences, Extension lectures and Colloquiums.
- (iv) perform such other functions and to undertake such other activities which are essential or incidental to the achievement of its principal objectives.

3. Board of Management

The Board of Management of the Institute, its Powers and Functions and Meetings of the Board shall be as per the provisions laid down in the Common Ordinance No.19 (XIX) of the Centres.

4. Director

The Director of the Institute, his/her power and functions, and officiating charge in the absence of the Director, shall be as per the provisions laid down in the Common Ordinance of the Centres.

5. **Committee of Studies**

The Committee of Studies of the Institute shall be as per the provisions laid down in the Common Ordinance of the Centres.

6. Subject to these Ordinances, the Board of Management may frame Regulations and recommend them for approval to the competent authorities.

Ordinance 30 (XXX)

DR. K. R. NARAYANAN CENTRE FOR DALIT AND MINORITIES STUDIES

1. Subject to the provisions of the Act, Statute 22-A, other relevant Statutes and Common Ordinance for Centres, and in consonance with the aims and objectives of the University, there shall be a “Dr. K. R. Narayanan Centre for Dalit and Minorities Studies”, hereinafter called "The Centre".

2. Aims, Objectives and Functions of the Centre

The Centre shall:

- (i) conduct teaching and research with an emphasis on research on dalits and minorities and on issues of social exclusion arising out of inter communal and caste relationships, gender issues, displacement, disabilities, migration, child labour, etc.;
- (ii) cultivate a commitment to the removal of all forms of discrimination, prejudice and exclusion; promote respect and understanding for the marginalized;
- (iii) conduct seminars, workshops on socially beneficial legislations particularly of marginalized groups;
- (iv) conduct training programmes for generating awareness on forms of social exclusion;
- (v) network with government agencies, people’s movements and all other stake holders;
- (vi) disseminate knowledge generated at the Centre through publications and academic exchanges;
- (vii) perform such other functions and to undertake such other activities, which are essential or incidental to the achievement of its principal objective.

3. Board of Management

The Board of Management of the Institute, its Powers and Functions and Meetings of the Board shall be as per the provisions laid down in the Common Ordinance No.19 (XIX) of the Centres.

4. **Director**

The Director of the Institute, his/her power and functions, and officiating charge in the absence of the Director, shall be as per the provisions laid down in the Common Ordinance of the Centres.

5. **Committee of Studies**

The Committee of Studies of the Institute shall be as per the provisions laid down in the Common Ordinance of the Centres.

6. Subject to these Ordinances, the Board of Management may frame Regulations and recommend them for approval to the competent authorities.

Ordinance 31 (XXXI)

CENTRE FOR SPANISH & LATIN AMERICAN STUDIES

1. Subject to the provisions of the Act, Statute 22-A, other relevant Statutes and Common Ordinance for Centres, and in consonance with the aims and objectives of the University, there shall be a “Centre for Spanish and Latin American Studies”, hereinafter called "The Centre".

2. Aims, Objectives and Functions of the Centre

The Centre shall:

- (i) conduct language and culture oriented courses leading to certificates/diplomas/degrees.
- (ii) expand the scope of Spanish and Latin American studies in India.
- (iii) promote study and research in the spheres of culture, society, philosophy, religion, geography and environment relevant to historical, economic, political, scientific and technological realities in the Spanish and Portuguese speaking areas.
- (iv) organize Seminars, Workshops, Conferences, Extension lectures and Colloquiums.
- (v) perform such other functions and to undertake such other activities which are essential or incidental to the achievement of its principal objective.

3. Board of Management

The Board of Management of the Institute, its Powers and Functions and Meetings of the Board shall be as per the provisions laid down in the Common Ordinance No.19 (XIX) of the Centres.

4. **Director**

The Director of the Institute, his/her power and functions, and officiating charge in the absence of the Director, shall be as per the provisions laid down in the Common Ordinance of the Centres.

5. **Committee of Studies**

The Committee of Studies of the Institute shall be as per the provisions laid down in the Common Ordinance of the Centres.

6. Subject to these Ordinances, the Board of Management may frame Regulations and recommend them for approval to the competent authorities.

Ordinance 32 (XXXII)

CENTRE FOR PHYSIOTHERAPY & REHABILITATION SCIENCES

1. Subject to the provisions of the Act, Statute 22-A, other relevant Statutes and Common Ordinance for Centres, and in consonance with the aims and objectives of the University, there shall be a “Centre for Physiotherapy & Rehabilitation Sciences”, hereinafter called "The Centre".

2. **Aims, Objectives and Functions of the Centre**

The Centre shall:

- (i) offer undergraduate and post graduate courses in Physiotherapy, Rehabilitation and allied health / Biomedical Sciences;
- (ii) promote and conduct scientific research and training in chosen areas of Physiotherapy, Rehabilitation and allied interdisciplinary areas leading to M. Phil / Ph. D degrees;
- (iii) provide a forum for interaction among scientists, research workers, teachers and students with national and international experts in these areas;
- (iv) create tenure-based short term and long term chairs and visiting positions for experts in identified areas for interaction with the Centres' faculty, carrying out research and exchange of ideas;
- (v) conduct seminars, workshops, conferences and extension lectures and to promote inter-institutional interaction .
- (vi) provide clinical services in Physiotherapy and organize short term camps,
- (vii) provide professional support to university sports team and coordinate with Physical education Director in introducing a course in physical education.
- (viii) offer special training courses / services for Dementia and other old age related problems and for differently abled children.
- (ix) perform such other functions and to undertake such other activities which are essential or incidental to the achievement of its principal objective.

3. Board of Management

The Board of Management of the Institute, its Powers and Functions and Meetings of the Board shall be as per the provisions laid down in the Common Ordinance No.19 (XIX) of the Centres.

4. Director

The Director of the Institute, his/her power and functions, and officiating charge in the absence of the Director, shall be as per the provisions laid down in the Common Ordinance of the Centres.

5. Committee of Studies

The Committee of Studies of the Institute shall be as per the provisions laid down in the Common Ordinance of the Centres.

6. Subject to these Ordinances, the Board of Management may frame Regulations and recommend them for approval to the competent authorities.

Ordinance 33 (XXXIII)

ACADEMY OF PROFESSIONAL DEVELOPMENT OF URDU MEDIUM TEACHERS

1. Subject to the provisions of the Act, Statute 22-A, other relevant Statutes and Common Ordinance for Centres, and in consonance with the aims and objectives of the University, there shall be an “Academy of Professional Development of Urdu Medium Teachers”, hereinafter called "The Academy".

2. Aims, Objectives and Functions of the Academy

The Academy shall:

- (a) evolve such teaching methods through which Urdu teaching can be made effective and interesting;
- (b) help and assist the governments of concerned states in preparing text books and other teaching material in Urdu where Urdu is the mother tongue/second language/third language;
- (c) for in-service Urdu teachers/Urdu medium teachers;
 - (i) develop in them teaching abilities and efficiency;
 - (ii) improve their communication skills - oral and written;
 - (iii) make them available teaching aids such as audio visual material and print material such as help books, hand books, Urdu style manuals, reference books etc.;
 - (iv) conduct for them short-term training programmes, Orientation Courses, Refresher Courses, Pronunciation Courses and other relevant courses;
 - (v) conduct seminars, workshops, conferences and extension lectures.
- (d) promote inter-institutional interaction;
- (e) perform such other functions and to undertake such other activities which are essential or incidental to the achievement of its principal objective.

3. Board of Management

The Board of Management of the Academy, its Powers and Functions and Meetings of the Board shall be as per the provisions laid down in the Common Ordinance No.19 (XIX) of the Centres.

4. Director

The Director of the Academy, his/her power and functions, and officiating charge in the absence of the Director, shall be as per the provisions laid down in the Common Ordinance of the Centres.

5. Committee of Studies

The Committee of Studies of the Academy shall be as per the provisions laid down in the Common Ordinance of the Centres.

6. Subject to these Ordinances, the Board of Management may frame Regulations and recommend them for approval to the competent authorities.

Ordinance 34 (XXXIV)

[Administrative/General]

CENTRE FOR NORTH EAST STUDIES AND POLICY RESEARCH

1. Subject to the provisions of the Act, Statute 22-A of JIM Act, 1988 for creation of a new Centre, namely 'Centre for North East Studies' by JMI, other relevant Statutes and Common Ordinance for Centres, and in consonance with the aims and objectives of the University, there shall be a 'Centre for North East Studies', hereinafter referred to as "*The Centre*".
2. Aims and Objectives and Functions of the Centre
The Functions of the Centre shall be as follows:
 - (i) To play pioneering role in the areas of academic and field research while creating a bridge between field and policy as well as between North East India and the rest of the country.
 - (ii) To strengthen academic research and develop policy alternatives through focused studies on the geographical entity of North-Eastern India (covering Arunachal Pradesh, Assam, Manipur, Meghalaya, Mizoram, Nagaland, Sikkim and Tripura) as well as the neighbouring countries of Bangladesh, Bhutan, Nepal, China/Tibet, the Myanmar and countries of South East Asia.
 - (iii) To develop research and Course studies in social science research including innovative areas such as Land Issues; Ethnic Problems; Insurgency; Development Conflict and the Environment Challenges to Governance; Displacement, Refugees and Migration; Conflict and Reconciliation; Gender and Discrimination; The North East in the rest of India as well as the role of the region in the Independence Movement.
 - (iv) To conduct workshops, lectures, seminars, Courses and research on the issues mentioned above and others of relevance to North Eastern India.
 - (v) To conduct joint collaborative programmes with other organisations, research institutes, universities across the world and with different ministries of the Government of India.
 - (vi) To create avenue for exchange programmes for scholars between different universities in the North East Region' and Jamia Millia Islamia
 - (vii) To organize instruction, teaching and research leading to the award of university degrees, in the North East Studies.

3. Board of Management

The Board of Management of the Centre, its Powers and Functions and Meetings of the Board shall be as per the provisions laid down in the Common Ordinance No,19 (XIX) of the Centre", In consonance with Para No. 2(e) of the above-said ordinance, the Board shall include three experts from other universities and/or research institutions belonging to the allied, and cognate disciplines and having special interest in the objectives of the Centre and may further co-opt a maximum of three additional members as per requirement(s).

4. Director

The Director of the Centre, his/her power and functions, and officiating charge in the absence the Director, shall be as per the provisions laid down in the Common Ordinance of the Centres.

5. Committee of Studies

The Committee of Studies of the Centre shall be as per the provisions laid down on the Common Ordinance of the Centres.

6. Subject to these ordinances, the Board of Management may frame Regulations and recommend them for approval to the competent authorities.

Ordinance 35 (XXXV)

Centre for Nanoscience and Nanotechnology

- I. Subject to the provisions of the Act, Statute 22-A, other relevant Statutes and Common Ordinance for Centers, and in consonance with the aims and objectives of the University, there shall be a "Centre for Nanoscience and Nanotechnology", hereinafter referred to as "*The Centre*".
2. **Aims, Objectives and Functions of the Centre**
The functions of the Centre shall be as follows:
 - (i) To create a dynamic teaching and research atmosphere that will promote interaction and synergies among the different groups of scientists working in the field of Nanoscience & Nanotechnology.
 - (ii) To attract researchers from diverse fields of research such as Physics, Chemistry, Biological Sciences and Engineering. This vibrant environment will attract world- renowned Nanoscience and Nanotechnology researchers.
 - (iii) To establish facilities that will give researchers access to advanced scientific equipment for preparation and characterization of nanomaterials for Nanotechnology applications.
 - (iv) To offer M.Tech. and Ph.D. programmes.
 - (v) To create and provide opportunities for National/International exchange of scientists and students.
 - (vi) To conduct seminars/workshops/conferences/extension lectures etc.
 - (vii) To conduct joint collaborative programs with the industry
3. **Board of Management**
The Board of Management of the Centre, its Powers and Functions and Meetings of the Board shall be as per the provisions laid down in the Common Ordinance No.19 (XIX) of the Centres.
4. **Director**
The Director of the Centre, his/her power and functions, and officiating charge in the absence of the Director shall be *as* per the provisions laid down in the Common Ordinance of the Centres.
5. **Committee of Studies**
The Committee of Studies of the Centre shall be as per the provisions laid down in the Common Ordinance of the Centres.
6. Subject to these Ordinances, the Board of Management may frame Regulations and recommend them for approval to the competent authorities.

Ordinance 36 (XXXVI)

PRESERVATION OF VARIOUS RECORDS DOCUMENTS IN THE UNIVERSITY

- (i) Each Office/ Department/ Faculty/ Centre/ shall preserve the records/ documents available in the respective offices for the period as presented in Regulation.

The concerned Office/Department/Faculty/Centre shall send the record to Controller of Examination Office preferably within one month of the date of expiry of such record.

- (ii) The weeding of records, after the expiry of their life shall be undertaken by the office of the Controller of Examination or any other office department notified by the competent authority, who will be responsible to ensure that the records are properly weeded out and the same are not misused by the agency who is awarded contract for weeding out

- (iii) The permanent records as shown in the Annexure of the Regulation shall also be digitalized by the CIT.

- (iv) A three men Committee will be constituted to inspect the records which are proposed to be weeded out before sending to the office of Controller of Examination.

STATEMENT SHOWING FIXING PERIOD OF PRESERVATION OF VARIOUS RECORDS/DOCUMENTS IN THE UNIVERSITY

S.No.	Name of the Section	Particulars of Records/Documents	Proposed life/period of Maintenance
1.	Establishment Branch	a) Service Books	Till retirement
		b) Personal Files	5 Years after retirement
		c) ACRs Files	5 Years after retirement
		d) Miscellaneous Records	5 Years
2.	Academic and Council Branch	a) Agenda/Minutes of the various bodies such Academic Council, Executive Council, Anjuman (Court)	Permanent Record
		b) Minutes of the Deans' Committee and other Committees constituted from time to time	Three Years
		c) Annual Report/Prospectus of the University	Five Years
		d) Papers relating to travel grants/publication/seminar conferences	Five Years
		e) Papers related to admission-related queries	6 months
3.	SC/ST Cell and O&M Branch	a) Record to be compiled	Up to Five Years
		b) Honorarium Record	Up to Three Years
		c) Miscellaneous	Up to Three Years
4.	Planning & Development Branch	a) University Plan Proposal	20 Years
		b) Plan Allocations from University Grants Commission	20 Years
		c) Sanction/Approval letters from University Grants Commission related to staff	20 Years
		d) Sanction/Approval letters from Ministry of Culture/HRD related to staff in respect of various Chairs	20 Years
		e) Building Projects under Plan Allocations	
		f) Building projects under scheme (Funding agency other than UGC)	
		g) Approved Building projects by the Civil Bodies (DDA, MCD etc.)	
		h) Planning Board	3 Years
		i) Equipment grant under Plan Allocation	7 Years

S.No.	Name of the Section	Particulars of Records/Documents	Proposed life/period of Maintenance
		j) Books & Journals under Plan Allocaton	7 Years
		SHORT TERM (YEARS & ABOVE)	
		k) Research Projects	Duration of the project
		l) Non-Recurring	3 Years
		m) Consultancy Projects	2 Years
5.	Property Department	a) Bainamas (related with Jamia Land, in original)	To be retained forever
		b) Transfer Schedules of Jamia Lands (Documents about Lands Transferred to Jamia by DDA from time to time)	To be retained forever
		c) Lease Documents	To be retained forever
		d) Miscellaneous files regarding Jamia Lands	To be retained forever
		e) Property Register/Asset Register	To be retained forever
		<u>Documents related to Quarter Allotment Section</u>	
		f) License Fee Register	30 Years
		f) Record of Minutes of Accommodation Allotment Committee/Minutes Register	20 Years
		g) Files of Quarters (Existing)	20 Years or till retirement of the allottee
		h) File of Quarters (Demolished)	10 Years after demolition
		<u>Documents related to Canteen and Shops etc.</u>	
		i) License Fee Register	To be retained forever
		j) Minutes of Canteen Committee	Five Years
		k) Canteens/Shops etc. Files	10 Years
		l) Tender Forms	Three Years
		m) License Deed (Agreement)	Five Years
6.	Administration Branch	a) Log books/repair register & purchase record	3 Year and 5 Years after auction of vehicle
		b) Record of Printing	5 Years after completion of work
		c) Medical Record (FDR)	5 Years after death
		d) Paper regarding booking of Conference Hall	2 Years after completion of event
		e) Daily and Dispatch Register	5 Years
		f) Miscellaneous Records	3 Years

S.No.	Name of the Section	Particulars of Records/Documents	Proposed life/period of Maintenance
		g) Telephone Records	5 Years after disconnection
		h) Stationary Record/Issue Register	3 years after Audit
7.	Recruitment & Promotion Section	a) Application forms of non-selected candidates	One Year
8.	Controller of Examinations	a) Answer sheets (Annual Examination/Semester) Question Papers of all the examinations	One Year after declaration of result 3 years
		b) Admission Test/Answer Booklets Admission Test Question Papers and Keys	6 months from the date of declaration of results 6 months
		c) Exam Forms (Regular & Private)	One Year
		d) Award List submitted by teachers/attendance sheets	One Year
		e) Tabulation sheets	25 Years
		f) Original Degrees to be retained Controller of Exams Office	5 Years
		g) Application Forms for various certificates	One Year
		h) Student record Card	20 Years
		i) Minutes of Exams Committee	10 Years
		j) Counterfoils of Migration/Provisional/ Merit Certificates	One Year
		k) Datesheet & Copy of the results	One Year
		l) Marksheets (Regular/Private)	Three Years
9.	Deans' Office	a) Application Forms for Admission (i) Admitted Students	90 Days those who disqualified after declaration of result Maximum duration of the course
		b) Annual/Semester/Practical Exams	One Year
		c) Internal Assessment	One Semester/One Year
		d) Attendance	After the end of Semester/ Annual Exams
		e) Sculpture	One Week after practical
		f) Photographs	One year
		g) Board of Studies/Faculty Committee	Permanent
		h) Non Consumable Register	Permanent
		i) Consumable Register	3 Years

S.No.	Name of the Section	Particulars of Records/Documents	Proposed life/period of Maintenance
		j) OPD Cards	15 Years
		k) OPD Consumable	3 Years
		l) Syllabus Copies	2 Years after completion of Course
		m) Prospectus extra copies	Five Years
		n) Miscellaneous Records	2 Years
		o) Records regarding DRC Minutes of Faculty Meeting	Permanent Permanent
10.	DSW Office	a) Scholarships	5 Years
		b) RTI related correspondence	5 Years
		c) Minutes of the Meetings (EC, AC, Anjuman, Court, etc.	5 Years
		d) Subject Associations	3 Years after duration of the course
		e) Convocations (Gold Medals)	5 Years
		f) Students Grievances	2 Years
		g) Students' Magazine	Permanent (at least 5 copies)
		h) Students Union Election Results	Permanent
		i) Other students Union Election related records	One Year
		j) Students' Aid Fund	2 Years
		k) Miscellaneous	2 Years
11.	Proctor's Office	a) Records relating to I Cards	Application forms for I Cards – till the declaration of results for that particular year
		b) Case files of disciplinary action	15 Years
12.	Finance & Accounts Department (i) General	a) Attendance Register	2 Years
		b) Applications Casual Leave	One Year
		c) Casual Leave Register	One Year
		d) Diary Register	3 Years
		e) Bill Diary Register	3 Years
		f) Inter-Sectional Diary	2 Years
		g) Dispatch Register	3 Years
		h) Peon Book	2 Years
		i) Transit Register	2 Years
		j) Arrears Report	2 Years

S.No.	Name of the Section	Particulars of Records/Documents	Proposed life/period of Maintenance
		k) File Register	10 Years
		l) Calendar of Returns	2 Years
		m) Reminders/File Register	One Year
		n) Note-book of urgent cases	One Year
		o) Sectional Note-book	Permanent
		p) Table Inspection Reports	One Year
		q) Guard File of Important Orders (subject to periodical review)	Permanent
	(ii) Old Records	r) Parliamentary questions and their replies	10 Years
		a) Index Registers of Records	Permanent
		b) Issue Register of Records	5 Years
		c) Register of Records Weeded out	Permanent
		d) Old Record Routine Files	5 Years
	(iii) Salary Section	a) Demand/Advance Registers	10 Years
		b) Register of payment of daily wages	2 Years
		c) Register of payment of honorarium	5 Years
		d) Register of payment of Children Educational allowance and reimbursement Tuition fees	5 Years
		e) Register of watching payment of Leave Salary/Pension Contribution	Permanent
		f) Register of Study Leave Cases	5 Years
		g) Agreements regarding Study Leave	6 Years
		h) Certificate relating to payment of house rent allowance	5 Years
		i) Income Tax Register	10 Years
		j) Income Tax Returns	10 Years
		k) Personal Files	5 Years (after retirement)
		l) Salary Routine Files	2 Years
	(iv) Bill Section	m) Strength Check Registers	Permanent
		n) Objection Book	10 Years
		a) Register of Temporary Advances	5 Years
		b) Travelling Allowance Check Register	5 Years
		c) Leave Travel Concession Check Register	5 Years
		d) Deposits/ Refund Register	20 Years

S.No.	Name of the Section	Particulars of Records/Documents	Proposed life/period of Maintenance
		e) Imprest Accounts Registers	5 Years
		f) Agreements with Municipal Corporation for supply of water electricity etc.	Permanent (subject to periodical review)
		g) Register of leased houses	Permanent (subject to periodical review)
		h) Acknowledgements of Imprest Advances	2 Years
		i) Expenditure Control Registers	2 Years
		j) Objection Book	10 Years
		k) Objection Memos	2 Years
		l) Routine files relating to passing of bills	2 Years
		m) Correspondence regarding purchases	4 Years
	(v) Provident Fund and Pension Section	a) Files containing orders/amendments/ clarifications relating to retirement benefits to University employees	Permanent
	(a) General	b) Files containing orders regarding appointments/ transfers/resignations etc.	2 Years
		c) Options of employees regarding retirements-benefits	5 Years (after retirement/ death/termination etc.)
		d) Register regarding watching and recording of options by individual employees	3 Years
		e) Index Register of Options	Permanent
	(b) Provident Fund	a) Files relating to correspondence regarding admission to Provident Funds/ nominations	2 Years
		b) Files relating to recovery of subscriptions (including arrears) of Provident Fund	3 Years
		c) Files regarding correspondence relating to recovery of subscription to Provident Fund from employees on foreign service	5 Years
		d) Files dealing with correspondence regarding recovery of employer's contribution to Contributory Provident Fund in respect of persons on foreign service.	10 Years
		e) Files relating to grant of advances from Provident Funds	4 Years
		f) Files regarding final withdrawals from Provident Fund for house building, higher education etc. after final payment of Provident Fund	3 Years

S.No.	Name of the Section	Particulars of Records/Documents	Proposed life/period of Maintenance
		balances.	
		g) Files relating to correspondence regarding missing credits.	3 Years
		h) Files relating to correspondence regarding transfer of Provident Fund accounts to University.	3 Years
		i) Files relating to final payment cases of Provident Fund money (i) to subscribers (ii) to members of the family in accordance with nomination (iii) to guardians of minors (iv) to others not according to nomination or persons who are not Members of the subscribers family	4 years after payment 4 years after payment 28 years after payment
		j) Nominations relating to Provident Funds	Same as Sl.No. 10 above with reference to the party to whom payment is to be made.
		k) Register for watching recovery of advance from Provident Funds.	3 years after final recovery
		l) Other Miscellaneous files	3 Years
		m) Provident Fund Ledgers	35 Years
		n) Provident Fund Broadsheets	5 Years
		o) Schedules for Provident Fund recoveries	7 Years
		p) Vouchers of Provident Fund for (i) Advances from Provident Funds (ii) Final withdrawals for house building etc. (iii) Final payment of Provident Fund balances	5 Years 3 Years After final payment same as final payment cases (cf Sl. No. 10 above)
	(c) Pension and Gratuity	q) Register for watching progress of final payments of Provident Fund money	5 Years
		r) Register of investments	Permanent
		s) Files regarding correspondence relating to investments	10 Years
		a) Files dealing with payment of Pension/Gratuity including death-cum-retirement Gratuity (i) Pension including family pension, invalid pension etc. (ii) Gratuity (iii) Commutation of Pension	25 years from the date of death of the employees 5 years after Award 15 years

S.No.	Name of the Section	Particulars of Records/Documents	Proposed life/period of Maintenance
		b) Register of applications for Pension/Gratuity	Permanent
		c) Pension payment order Register	Permanent
		d) Register of Anticipatory Pensions	15 Years
		e) Register for watching recovery of Leave Salary and Pension/ Provident Fund Contributions	Permanent
		f) Files relating to correspondence regarding recoveries of Leave Salary and Pension/Provident Fund contributions	10 Years
		g) Register of payment of Pension including family Pensions/Gratuity including Death-cum-Retirement Gratuity	20 Years
		h) Pension Payment Vouchers (i) To Pensioners (ii) To nominees (a) Widows (b) Daughters (c) Sons	2 Years 25 Years
		i) Vouchers for payment of gratuities including Death-cum-Retirement Gratuity	10 Years
		j) Vouchers for commutation of Pension	15 Years
	(vi) Students Section	k) Nominations for Gratuity	Same as final payment cases of Provident Fund money (c.f. Sl. No. 10 under 'Provident Fund')
		l) Other Miscellaneous files	5 Years
		a) Students Demand Ledgers	10 Years
		b) Statements of Outstanding dues	2 Years
		c) Students Deposit Registers	10 Years
		d) Students-aid-Fund Register	5 Years
		e) Register of temporary advances to Clubs etc.	5 Years
		f) Duplicate copies of receipts relating to collection from Students	2 Years after the academic year is over
		g) Other Routine Files	5 Years
		a) Scholarship/Fellowship Registers	5 Years

S.No.	Name of the Section	Particulars of Records/Documents	Proposed life/period of Maintenance
	(vii) Scholarships & Fellowships Section	b) Stipends/Scholarships, Freeships, Fellowships etc files	5 Years
		c) Students Personal Ledgers relating to payment of Scholarships/Fellowships	10 Years
		d) Budget/Revised Estimates in respect of Scholarships/ Fellowships, endowments etc.	5 Years
		e) Correspondence with Central/State Governments, U.G.C. and other agencies in connection with Scholarships/Fellowships sanctioned by them.	10 Years
		f) Other Routine Files	5 Years
		g) Compilation sheets of Annual Accounts of Earmarked (Special) Fund Account	5 Years
		h) Office copies of Utilisation Certificates/Audit Certificates	10 Years
		a) Register of Cheque books	5Years
	(viii) Cash Section		
		b) Register of receipt books	5 Years
		c) Register of Valuables	10 Years
		d) Cash Books	Permanent
		e) Indian Postal Order Register	5 Years
		f) Daily Abstract of Receipts	10 Years
		g) Money Order (Receipt and Issue) Register	5 Years
		h) Unpaid Salary Register	5 Years
		i) Bank Statements	15 Years
		j) Bank re-conciliation Statements	15 Years
		k) Bank Remittance Slips	5 Years
		l) Counterfoils of Cheque Books	10 Years
		m) Counterfoils of cash receipts	8 Years
		n) Paid Vouchers: (i) Pay Bills (ii) Library Bills (iii) Works Bills	40 Years 5 Years after completion of audit 10 Years after register of buildings are completed. 10 Years after completion of audit.

S.No.	Name of the Section	Particulars of Records/Documents	Proposed life/period of Maintenance
		(iv) Bills on account of other Capital Expenditure (v) T.A/L.T.C. Bills (vi) Other Contingent Vouchers (vii) Scholarship/ Fellowship Bills	5 Years after completion of audit 5 Years after completion of audit
		o) Acquittance Rolls	40 Years
		p) Files regarding opening of Bank accounts	Permanent
	(ix) Budget Section	q) Correspondence about cheques	3 Years
		a) Appointment of members of the Finance Committee and their	10 Years
		b) Schedule of Establishment- Rough Sheets	3 Years
		c) Schedule of Establishment – printed copy	10 copies to be retained permanently and spare copies weeded out after 10 years
		d) Schedule of new demands	5 Years
		e) Budget (Routine) files	5 Years
		f) Rough Budget Sheets	3 Years
		g) Printed copy of Budget	10 copies to be retained permanently and spare copies weeded out after 10 years
		h) Re-appropriation Orders	3 Years
	(x) Grants Section	a) Grants Registers	5 Years
		b) Register of donation and endowments	Permanent
		c) Grants Files	5 Years
		d) Development Scheme Files	Permanent (subject to periodical review)
		e) Utilisation Certificates of Grants, Endowments, etc.	10 Years
		a) Monthly Classified Abstracts	10 Years
		b) Annual Consolidated Abstracts	10 Years
		c) Journals of transfer entries	10 Years
	(xi) Accounts Section	d) Files relating to opening of new heads of accounts	Permanent
		e) Annual Accounts-Working sheets	5 Years
		f) Audited copy of the Annual Accounts and Balance Sheets with the Audit Certificate	Permanent

S.No.	Name of the Section	Particulars of Records/Documents	Proposed life/period of Maintenance
	(xii) Internal Audit Section	g) Files regarding submission of Annual Accounts to the Finance Committee/ Executive Committee	5 Years
		h) Printed copies of Annual Accounts be retained permanently and other spare copies weeded out after	10 copies will 10 Years
		a) Register of Auditable documents in various Schools/ Centres/ Departments	Permanent
		b) Agreements with Contractors/Architects etc.	15 Years
		c) Internal Audit Programmes and progress reports	5 Years
		d) Rough Internal Audit Notes/ Memos	3 Years
		e) Objection Book	5 Years
		f) Internal Audit Memoranda	10 Years
		g) Inspection Reports (Statutory Audit)	5 Years after all settlement of objections
		h) Register of losses	10 Years
		i) Files relating to major irregularities	5 Years
		a) Service Books	5Years after retirement
		b) Assessment Reports	-do-
		c) Security deposits form University Employees	2 Years after the expiry of security
		d) Insurance Policies	-do-
		e) Indemnity bonds	2 years after the expiry of security
		f) Representations and appeals from the staff	5 Years
		g) Files regarding delegation of powers	Permanent
		h) Files relating to drafting of service regulations	-do-
		i) Files relating to drafting of Financial Regulations and Accounts Rules	-do-
		j) Files relating to drafting of Office Procedure Manual	-do-
13.	PIO Office	a) RTI application and responses	Two Years
		b) Statistical records	Three Years
		c) Miscellaneous	Three Years
14.	Building & Construction Department	a) Project Ledger	Permanent
		b) Project Files	Permanent

S.No.	Name of the Section	Particulars of Records/Documents	Proposed life/period of Maintenance
		c) Work files relating to NR/Maintenance of Buildings for addition of space.	Permanent
		d) Annual Return Files in r/o VAT	Permanent
		e) Monthly Certificates in r/o VAT	Permanent
		f) Monthly Payment Details in r/o Labour Welfare Cess	Permanent
		g) Measurement Books	Permanent
		h) Acknowledgements in r/o EMD & PG Drafts	Permanent
		i) U.C. Files/CC. Files	Permanent
		j) Inventory Files relating to Non-Consumable Items in r/o New Buildings.	Permanent
		k) Attendance Registers	Permanent
		l) Project Tender Files	5 years if no litigation or pending Audit Paras
		m) Maintenance Work and NR Files	2 years if no litigation or pending Audit Paras
		n) Final Bill/VAT Registers in r/o Maintenance/ NRWorks/ and Projects.	5 years if no litigation or pending Audit Paras
		o) Tender Registers	5 years if no litigation or pending Audit Paras
		p) Work Order Books	5 years if no litigation or pending Audit Paras
		q) NIT Files	5 years if no litigation or pending Audit Paras
		r) Paper Advertisements in r/o NITs	5 years if no litigation or pending Audit Paras
		s) Indent Books	2 years
		t) Stock Register	2 years in r/o Maintenance & NR
		u) Repair Register	2 years
		v) Purchase Register	2 years

S.No.	Name of the Section	Particulars of Records/Documents	Proposed life/period of Maintenance
		w) Cement Register	5 years if no litigation or pending Audit Paras in respect of Projects
		x) Agreement Files for NR/Maintenance of Buildings for any space addition & Projects	5 years if no litigation or pending Audit Paras
		y) Log Book in r/o Generators	2 years
		z) Complaints	2 years
		aa) Inventory Files relating to Consumable Items	2 years
15.	Office of CACMC (Central Admission Coordination and Monitoring Committee)	List of applicants/ coded slips/ coded lists of candidates/ coaded award lists/ decoded lists/ lists of selected candidates/ lists of wait-listed candidates/ various admission-related queries/ clarifications from different faculties/departments/centres	6 months
16.	Office of the Chief Coordinator, Ph.D. Admissions	List of applicants for admission to Ph.D. programmes/ coded slips/ coded lists of candidates/ coaded award lists/ decoded lists/ lists of selected candidates	One year
17	Departments/Centres/ Faculties	(i) Non-Consumable Stock Register	Permanent
		(ii) Consumable Stock Register /OPD Consumable Register	3 Financial Years
		(iii) Purchase Committee Register	3 Financial years
		(iv) Dispatch Register / Peon Book	5 Years
		(v) Attendance Register - Staff	3 Years
		(vi) Minutes of Board of Studies/Committee of Studies/Faculty Meetings	Permanent
		(vii) Departmental Meetings Register	2 Years
		(viii) Practical Files of Students	6 months after declaration of examination results
		(ix) Internal Assessment Test Answer Books of Students	1 Year after declaration of examination results
		(x) Question Papers of all Examinations	3 years
		(xi) Indent/Issue Register	Permanent
		(xii) Correspondences with Registrar, Vice-Chancellor and other competent	3 years

S.No.	Name of the Section	Particulars of Records/Documents	Proposed life/period of Maintenance
		authorities of administration	
		(xiii) Leave Record of Teaching and Non-Teaching Staff/ Casual Leave Register	2 years
		(xiv) DRS Project Records	2 Financial years after completion of the project
		(xv) Papers related to different Extramural Projects	2 Financial years after completion of the project
		(xvi) Notice Inviting Tender	3 Financial years
		(xvii) Institutional Ethical Clearance Certificate for Use of Human	1 year after completion of research work
		(xviii) Institutional Ethical Clearance Certificate for Use of Animals	1 year after completion of research work
		(xix) Bio-safety clearance certificate of different project	1 year after completion of research work

Ordinance 37 (XXXVII) Consultancy **[Administrative & General]**

1 Preamble

Achieving successful financial viability by broadening revenue sources is one of the key issues facing all government institutions today. Consultancy is one of the principal mechanisms by which universities can generate revenues through providing expert knowledge to public, and private sector organizations. Consultancy services also contribute to productive interaction with business and industry, thereby providing greater opportunities to faculty and students to engage in state-of-the-art research and development activities. Industry-institute interaction shall improve further through consultancy services. The University can derive valuable benefits by offering consultancy services, including: generating external income, enriching the experience of staff and contributing to teaching and research. Therefore, as a matter of policy, the University encourages its faculty members to undertake consultancy work on local and national level. Through consultancy work, the faculty members are expected to provide expert opinion on technical issues faced by their clients.

There is competition among the various Universities and IITs to garner a greater number of consultancy projects than they are currently involved in. Therefore, there is a need to encourage consultancy services both at the University and department level with the aim to generate greater revenues in the future. In keeping with the government of India's policy of ease of doing business, the University favours a significant simplification of the existing ordinances. With simplified and clear rules, the faculty members are expected to take up greater number of consultancy projects. While the University encourages the faculty members to undertake consultancy projects, it is expected that the consultancy work under any circumstances shall not hamper their primary duties of teaching and research.

2 Definitions

2.1 Vice-Chancellor

Vice Chancellor of Jamia Millia Islamia, New Delhi.

2.2 Dean

Dean of Faculties, Jamia Millia Islamia, New Delhi.

2.3 Head

Head of the academic Department (HoD)

2.4 Director

Director of the academic centers (DOC)

2.5 Department

All academic departments and academic centres of the University.

2.6 Consultancy

Consultancy offered by government ministries, government departments, government organizations, public and private industries, private consulting firms, public and private companies, non-governmental organizations and individual(s) etc.

2.7 Consultant

Faculty member or a team of faculty members providing consultancy

2.8 Institutional Consultancy Projects

All consultancy projects addressed to Head of the Department, Dean of the Faculty or Director of a Centre **without** “reference/kind attention” to an individual faculty shall be categorised as departmental/institutional consultancy

2.9 Individual Consultancy Projects

All consultancy projects addressed to of individual faculty member(s) or addressed to Head of the Department, Dean of the Faculty or Director of a Centre **with** “reference/kind attention” to an individual faculty will be treated as individual consultancy project

2.10 Lead Consultant

Leader of the team of consultants

2.11 Co-Consultant

Individual faculty member opted by Lead consultant for a particular project/job

2.12 Client/Sponsor

Department or individual(s) desirous of obtaining consultancy services from the University

3 Types of Consultancy Projects

The following three types of request letters from different governmental and non-governmental organizations shall be considered for providing consultancy services:

- Type 1:** Addressed directly to the Head of Department/Dean of the Faculty/Director of the Centre.
- Type 2:** Addressed through Head of Department/Dean of the Faculty/Director of the Centre with reference/kind attention to an individual faculty
- Type 3:** Addressed directly to an individual faculty

For type 1 consultancy projects, the lead consultant shall be appointed by the Head of Department/Dean of the Faculty/Director of the Centre in consultation with the Board of the Studies of the concerned department/centre or Faculty Committee of the concerned Faculty/Committee constituted by the Dean.

For Type 2 and Type 3 consultancies, the consultancy project shall be taken up by the individual faculty referred to/kind attention in the request letter

3.1 Approval of Consultancy Projects

The Head of Department/Dean of the Faculty/Director of the Centre shall forward the request for approval to provide consultancy to competent authority of the University upon receiving the following documents from the lead consultant

- (a) **Request/Offer letter to provide consultancy for a project**
- (b) **Details of the consultancy fee along with payment of transaction details**

4 Types of Funds

4.1 University Development Fund (UDF)

Part of the university share to be utilized for development of the university

4.2 Departmental Development Fund (DDF)

A part of the University share from consultancy Projects will be transferred to the DDF of the concerned academic department(s). The objective of this fund is to provide additional grant to the department/Centre/Faculty for its developmental activities as well as for funding its other activities. This fund can also be used for activities like providing seed money for holding conferences/ workshops and seminars etc. The budget for utilizing DDF will be approved by the Board of Studies (BOS) of the Department/Faculty Committee/Committee constituted by the Dean. Subsequent financial and administrative approval shall be obtained from the competent authority before incurring the expenditure.

4.2.1 Professional Development Fund (PDF)

There shall be a Professional Development Fund (PDF) for the consultant(s) providing consultancy. The objective of PDF shall be to help individual(s) in their professional/academic/research developments. A part of the university share (U) from consultancy projects will be transferred to the PDF of the concerned faculty member and utilized by them as per norms.

5. Distribution of Consultancy Funds

For all consultancy projects (Type 1, Type 2 and Type 3), the distribution of the total amount received from client (excluding taxes) will be as follows:

TOTAL AMOUNT OF CONSULTANCY (T)	
University's Share (U)	40% of total consultancy fees
Consultant's Share (C)	60% of total consultancy fees

Distribution of University Share (%age of U)

UDF	DDF	PDF	Staff Remuneration				
			VC Office	Registrar's Office	Finance and Accounts Office	Department/Centre Office	Dean Office
35	1.5	1	0.5	0.5	0.5	0.5	0.5

To incentivize faculty members, the share of the consultant shall be 65% and University share shall be 35% of the total consultancy fee if the total amount of consultancy funds generated by an individual faculty member in a financial year exceeds Rs. 50 lakhs with following breakup:

TOTAL AMOUNT OF CONSULTANCY (T)	
University's Share (U)	35% of total consultancy fees
Consultant's Share (C)	65% of total consultancy fees

Distribution of University Share (%age of University)

UDF	DDF	PDF	Staff Remuneration
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			VC Office	Registrar's Office	Finance and Accounts Office	Department / Centre Office	Dean Office
30	1.5	1	0.5	0.5	0.5	0.5	0.5

Note: Sale proceeds of software products developed by a faculty member/Scientist/Research Worker will be shared between the University and the individual(s) as per the norms of Consultancy Project. If a student is involved in development of a software, he/she will be paid due share.

6 Expenditure Norms

6.1 Job Work

The consultant may get specific job work done on payment from outside. However, such payment may not exceed 30% of the total amount (T) contracted for the project. While making such expenditure all the rules/regulations as applicable to Consultancy Projects should be followed. In case such payments exceed 30% of total amount (T) contracted, prior permission of the Head/Dean/Director will be necessary.

6.2 Student Assistance

The Lead Consultant may engage Students of the university as Student Assistants for consultancy work as per the emoluments laid down in the terms and conditions of the consultancy project

6.2.1 Travel

The Lead Consultant/Co-Consultant or/and other member(s) of the consultancy team shall be entitled to travel as per the university rules. All the travel arrangement and local hospitality shall be met out of the consultancy fees. There shall be no obligation on the part of the university for any field visit performed for consultancy work.

6.2.2 Taxes

The Lead Consultant shall be liable to collect the applicable Goods and Services Tax (GST) as per prevailing rate of GOI on the gross amount of consultancy fee. The amount of GST so collected will be deposited to the credit of the Central Government.

6.2.3 Expenditure

A maximum of 20% of consultant's share (C) may be utilized for meeting the expenses of the consultancy work subject to the production of actual bills by the consultant.

7 General Rules

7.1 It shall be the duty of the LC only (not all employees of the university) to seek permission through HOD/Dean/Director concerned from the University for undertaking the consultancy. In case an employee undertakes any consultancy job without the permission or Information to the university he/she will be liable for disciplinary action.

7.2 All consultancy fee shall be received in favour of the Registrar, Jamia Millia Islamia, New Delhi. Individual departments cannot receive and disburse consultancy funds directly.

7.3 The lead consultant may, with the permission of competent authority, avail services of persons as

experts from outside the University. The remuneration for his/her services shall not exceed 30% of the consultant's total consultancy fees (C). In case such payments exceed 30% of total amount (T) contracted, prior permission of the Head/Dean/Director will be necessary.

- 7.4 Lead Consultant, if necessary, may appoint a faculty member as co-consultant for an individual project/job.
- 7.5 No Consultancy project from any agency can be taken up for an amount less than INR 10000/-.
- 7.6 In case of multi-disciplinary/inter departmental projects, a single project can be divided into sub-projects on mutually agreed terms, by the Lead Consultant.
- 7.7 Lead Consultant, if necessary, may appoint a faculty member as co-consultant for an individual project/job.
- 7.8 It shall be the responsibility of the lead consultant to ensure the successful and timely completion of the project.
- 7.9 There will be no limit on the total remuneration to be received from consultancy projects during the financial year by an individual faculty.
- 7.10 The actual share of consultancy fees paid to the individual consultant(s) and staff members after deductions shall be recorded as earning from consultancy fees.
- 7.11 A faculty member/technical staff member shall be paid all pending remuneration for the consultancy work done by him/her during his service period even if he/she has retired from service.
- 7.12 The selection procedure for recruiting consultancy project staff (Project Assistant/ Project Fellow etc.) under consultancy projects shall be as per the applicable Jamia rules.

8 Consultancy Project Initiation and Management

Each Consultancy project will have a Lead Consultant who will be a faculty member in the service of the University and who will be responsible for:

- (i) Formulating the project proposal which may include
 - (a) Planning of the work to be done,
 - (b) Estimating costs according to the guidelines provided in the later section, and
 - (c) If necessary, identifying other consultant(s) as Co-Consultant, who shall also be faculty member(s)/Scientist(s) in the service of the University,
- (ii) Co-ordination and execution of work,
- (iii) Handling all communications with the clients,
- (iv) Writing of intermediate and final reports according to the project proposal,
- (v) Process the approvals and disbursements of consultancy fee to the competent authority of the University,
- (vi) Ensuring that all reports/ certificates bear the name and signature of the Lead Consultant and Co-Consultants who participated in the project,
- (vi) Signing the Memorandum of Understanding (MoU) or Agreement with the client, if required.

8.1 Appointment of Lead Consultant (L.C.)

- 8.1.1 A Permanent faculty member is entitled to take up a consultancy project as Lead Consultant (LC)

provided that his/her retirement is not due within next three months. In exceptional circumstances, the Vice Chancellor may allow a retiring/retired faculty member to continue work as LC if he is continuing to serve the University in some other capacity.

- 8.1.2 A LC may include a Co-Consultant and technical staff in consultancy projects, if he so desires.
- 8.1.3 The share of the Co-Consultant and the technical staff in the consultancy fee shall be decided by the LC.
- 8.1.4 In case a LC resigns or any eventuality happens to him/ her, the BOS/Dean/Director shall appoint a new LC.
- 8.1.5 Normally, the agreed charges of the project are to be deposited by the client, in full, or in installments as per clearly spelled out in offer letter before the work commences. However, this stipulation is negotiable.
- 8.1.6 The payments shall be in favour of the Registrar, Jamia Millia Islamia and the Accounts shall be maintained by the Finance & Accounts Office.
- 8.1.7 A unique number to the each project would be assigned through MIS of the University. The above project number must be quoted in all subsequent correspondences within the University. *Project file will be closed with the submission of final project report and final settlement of accounts etc.*
- 8.1.8 Credit for Consultancy fund Mobilization will go to Lead Consultant.

9 Budgetary Norms for Consultancy Projects

The total agreed charges of a consultancy project will consist of the University share, actual expenses and the remuneration to be distributed to the faculty and staff.

9.1 Consultancy fee

There are no rigid norms for calculating the consultancy fee. The consultancy fee to be charged depends upon several factors such as the time spent, the complexity of the problem, and the importance of the advice and the experience of the faculty, etc. While estimating the Consultancy fee chargeable to the client, the LC should keep in mind that only part of the total fee is available for distribution among the faculty, staff, and students. The remuneration will be paid to the faculty / staff as per norms and on the recommendation of the LC.

10 Liability

In case any legal dispute arises before the consultant(s) and the sponsor/clients such that consultant(s) are in any way, held responsible for the losses incurred by the sponsor/clients, such liability will be restricted to the maximum limit which will be calculated as follows and the liability will be on the part of consultant(s) not on the University.

The maximum liability shall be limited to the total amount charged for the project after subtracting the expenditure incurred on the project. It is in the interest of the consultant(s) to bring this fact to the notice of the clients/sponsors. The expenditure/liability will be counted till such date on which the sponsors inform the consultants(s) in writing to stop work on the project for on-going projects, or till the end of the project for completed projects. This expenditure amount does not include the remuneration paid to the consultant(s)

and staff of the University. Submission of the requisite report on the work itself shall constitute the Utilization certificate/ final bill. It should be part of agreement and must be included in agreement if signed

11 Rules for Utilization of Funds

11.1 PDF

The PDF account of each concerned faculty member should be maintained by the accounts section of the University. The PDF should be credited to the LC or it may be distributed among consultant as per direction of LC. The PDF can be utilized by the concerned consultants mainly for the following purposes after obtaining approval of the competent authority.

- i. Paying membership fee of professional bodies/societies
- ii. Paying registration fee, travel and accommodation (hotel) expenditures for attending conferences/training programs in India/abroad
- iii. Paying article processing charges for publication in open access journals
- iv. Sponsoring students for attending conferences, paying registration fees etc.
- v. Purchase of professional books, journals, stationery, computer stationery, software or data on any storage medium
- vi. Purchase of equipment/phone/air-conditioner for laboratory/office, can be purchased with the prior approval of competent Authority, which shall be treated as T&P items as per the existing norms of the University and therefore shall remain property of the University.
- vii. Up-gradation or new purchase of laptop or desktop computer and related peripherals like digital camera/web camera, speakers, printer, scanner etc. for use by the faculty member at any location as per the work requirement
- viii. Purchase of office and laboratory furniture/chemicals recommended by the LC

11.2 DDF

The account of DDF will be maintained by Accounts office and controlled by Head with prior approval of BOS of the department. The departments concerned may submit expenditure bills to Registrar for processing of payment.

All purchases and expenses under DDF and PDF shall be made as per the rules of the University. All the items to be purchased under DDF and PDF shall be approved by the BOS. Subsequently administrative and financial approval shall be sought from the competent authority.

The items procured under DDF shall be properly accounted for and shall be the property of the University. Donation from PDF to University Development Fund may be allowed by desiring faculty member(s)/academic staff.

12 Publication of Results

LC will have the right to publish the findings of the work carried out by him/her unless the sponsors have an agreement under which the prior permission is required. In such cases, the draft paper before publication will be submitted to sponsors and if no objections are raised within one month of the submission of the proposal to publish the results, it will be assumed that the sponsors have no objection to the publication.

13 Disagreements / Disputes

Any disagreement within the University arising at any stage of a consultancy project will be resolved in consultation with the LC, HoD, Director and respective Dean of the Faculty to ensure an expeditious removal of bottleneck and smooth functioning of the project.

In case of any dispute arising at any stage of Consultancy project between consultant(s) and the sponsor(s), the consultant(s) will be responsible for settlement of the dispute.

All legal action will be subject to jurisdiction at Courts at New Delhi.

14 Arbitration

In the event of any dispute or difference at any time arising between the parties relating to consultancy project or any other clause(s) or any content of the right and liabilities of the parties or other matters specified therein or with reference to anything arising out of the Consultancy or otherwise in relation to the terms, whether during the consultancy or thereafter, such disputes or differences shall be endeavoured to be resolved by mutual negotiations. If, however, such negotiations are fractious, the dispute should be finally settled through Arbitration and Conciliation Act, 1996 by three arbitrators appointed in accordance with the said Act. The Arbitrators shall give reasoned and speaking award.