

Gujarat Ayurved University, Jamnagar.

(30.9.2020)

ORDINANCES

(1) UNIVERSITY PUBLICATION BOARD

0.1 :

The University Publication Board shall consist of:

- (1) Vice-Chancellor.
- (2) Director of Indian System of Medicine & Homoeopathy, Gujarat State.
- (3) The Director, Board of I. P. G . T. & R., Jamnagar.
- (4) Three members to be nominated by the Syndicate, two from the Senate and one expert not necessarily from the Senate.
- (5) Registrar-Member
- (6) The Principal, Shree G.A. Mahavidyalaya, Jamnagar.
- (7) CAO-Member
- (8) Press & Publication Officer-Secretary.

0.2 :

Members of the Board shall hold office for three years. Any casual vacancy caused by death, resignation or the member ceasing to hold a particular office or to answer a particular designation, by virtue of which he became a member, shall be filled up by the Syndicate by nomination. A member so nominated shall hold office for the unexpired residue of the term of office of the original member whose place he occupies.

0.3 :

The Board shall meet annually in September, or whenever convened by the Vice-Chancellor suo moto, or on the requisition of not less than three members of the Board. Four members shall form the quorum for a meeting of the Board. No quorum shall be necessary for an adjourned meeting.

0.4 :

The Vice-Chancellor, shall, if present preside at the meeting of the Board and in his absence member elected by the meeting shall preside at the meeting of the Board.

0.5 :

All questions shall be decided by majority of votes of the members present. The Chairman shall have a vote and in the case of an equality of votes, he shall have a second or casting vote.

0.6:

The functions of the Board shall be -

- (i) to recommend to the Syndicate, the appropriation of the publication grants of the University.
- (ii) to undertake, with the sanction of the Syndicate the publication of-
 - (a) A University Journal.
 - (b) Any other work, literary, technical or scientific, considered suitable by the Board on grounds of its originality or usefulness.
 - (c) Text-books of sufficiently high standard.
 - (d) University extension lectures.
 - (e) Any other literature on Ayurved of high order.

(2) UNIVERSITY BOARD FOR SPORTS AND STUDENTS WELFARE

(Under Statute 96)

Amendment By Syndicate : 11-07-2020

O-7

The University Board for Sports and Students Welfare shall consist of:

- (1)** Vice-Chancellor – Chairman
- (2)** Programme Co-ordinator, N.S.S.
- (3)** Four Principals.
- (4)** Three Members to be nominated by the Syndicate (except Principals) from the Senate.
- (5)** One Lady Representative from amongst the staff of the affiliated Colleges to be nominated by the Vice-Chancellor.
- (6)** One Sports In charge (Teacher) from amongst the affiliated Colleges to be nominated by the Vice-Chancellor for one academic year.
- (7)** Three Students Representative who should be outstanding sportsman, to be nominated by the Vice-Chancellor for one academic year.
- (8)** Director of Physical Education-cum- Joint Secretary of the Board of Sports.
- (9)** Registrar, Member Secretary

O.8 :

The Principals of the Colleges and the members appointed by the Syndicate on the Board shall ordinarily be persons possessing knowledge or experience in a branch or branches of sports and shall hold office for three years, but shall be eligible for re-appointment. Any casual vacancy caused by death, resignation or otherwise shall be filled up by election or nomi-

nation as the case may be and a member elected or nominated in such vacancy shall hold office for the unexpired residue of the term of office of the original member whose place he occupies

O.9 :

The object of the Board (in sports side) is to organise, control, manage or supervise inter-collegiate sports and tournaments within the jurisdiction of the University and to foster, undertake and conduct inter University competitions.

O.10 :

The Board shall meet once every year or whenever necessary on such days as may be fixed by the Chairman or on requisition in writing by at least seven members.

O.11 :

The Vice-Chancellor shall, if present, preside at the meeting of the Board, or in his absence, members will elect the Chairman. The quorum for a meeting of the Board shall be 7(seven). No quorum shall be necessary for an adjourned meeting. All questions shall be decided by a majority of votes of the members present. The Chairman shall, in case of tie, in addition to his vote as a member have an additional or casting vote

O.12 :

The Director of Physical Education will be appointed by the Syndicate. He will act as a Joint Secretary and Registrar will act as a Secretary of the Board of Sports and Students Welfare of the University.

O.13 :

The powers and functions of the Board shall be:

- (1) to frame rules for the conduct of group, inter-group and University level sports and tournaments;
- (2) To prepare their budget pertaining to sports, cultural and any other students welfare activity for presentation to the Syndicate;
- (3) to decide whether the University should participate in the several Inter-University competitions and to budget for the expenses involved in such participations;
- (4) to appoint committees, to select University teams and to conduct Inter-University Competitions whenever the University is asked to do so by the Inter-University Sports Board and to take such other steps as may be found necessary in due discharge of their responsibilities;
- (5) to adjudicate on appeals that may be preferred to them regarding the organisation of inter-colleges' sports;
- (6) generally, to take such other steps as may be found necessary in the due discharge of their responsibilities;

- (7) to advise the Syndicate on :-
 - (a) the medical examination of the students.
 - (b) the physical training of students.
 - (c) N. C. C., N. S. S. training of the students.
 - (d) Hygiene.
 - (e) Dietetics.
 - (f) Students' Hostel.
 - (g) Social Service and Camps.
 - (h) Any other related matter for the welfare of the students;
- (8) to frame the budget proposals for the succeeding year and the proposal for revision of the budget for the present year in respect of items falling under (1) to (7) above and to submit the same to the Registrar before 15th July of each year for consideration by the Syndicate.
- (9) To fix the contribution from the affiliated colleges at the rate prescribed from time to time per student per term and to collect the same.

O.14:

The Board may delegate to the committees appointed by them such powers as may be necessary for the discharge by the committees of the duties entrusted to them by the board.

(3) THE LIBRARY COMMITTEE

O.15:

The Library Committee shall consist of :

- (1) Vice-Chancellor
- (2) Director, Board of P. G. T. & R.
- (3) Principal, Shree Gulabkunverba Ayurved Mahavidyalaya.
- (4) One members to be nominated by the Syndicate from the Senate.
- (5) Two members to be nominated by the Syndicate from the Teachers
- (6) Registrar
- 7) Librarian, - Secretary.

O.16:

The Vice-Chancellor, or in his absence a member elected by the meeting shall preside over the meeting of the committee.

O.17:

The members of the committee shall hold office for three years and may be re-appointed. Any casual vacancy of nominated Members caused by death, resignation or the member ceasing to hold a particular office or to answer a particular designation, by virtue of which he became a member, shall be filled up by the Syndicate by nomination. A member so nominated

shall hold office for the unexpired residue of the term of office of the original member whose place he/she occupies.

O.18:

The committee shall meet once in a year and at other times convened by the Chairman.

O.19:

Four members of the committee shall be the quorum for a meeting of the committee.

O.20:

All questions shall be decided by majority of votes of the members present. The Chairman shall have a vote and in the case of an equality of votes, he shall have second or casting vote.

O.21:

- 1 The Library Committee shall, subject to the control of the Syndicate manage the Library and advise the Syndicate on any matter connected with the Library referred to it by the Syndicate. In particular and without prejudice to the generality of the foregoing power, the committee shall have power to make recommendations to the Syndicate;
 - (a) as to the administration of the funds set apart for the Library.
 - (b) other matters connected with the Library.
- 2 The committee shall report to the Syndicate, for information, the purchase of books and disposal of such books as in the opinion of the committee are either worthless, unserviceable or otherwise useless. For the purpose of this ordinance, books shall include manuscripts and periodicals.
- 3 The Library Committee shall have the power to make rules governing the use of the Library from time to time and to amend them. Such rules and any changes made therein shall be reported to the Syndicate.

O.22:

The Library Committee shall keep an account of all funds provided for the purpose of the Library and forward a statement of such accounts to the Registrar for submission to the Syndicate every six months.

O.23:

All bills in receipt of books purchased for the Library shall be verified and checked by the Librarian.

O.24:

All cheques shall be signed by the Registrar after verified by Chief Accounts Officer as they are in the bills.

(4) UNIVERSITY BUILDING COMMITTEE

O. 25

The University Building Committee Shell consists of :

- | | | |
|-----|--|-----------|
| (1) | Vice-Chancellor | Chairman |
| (2) | Registrar | Member |
| (3) | Two members from the Senate to be nominated Members by the Syndicate | |
| (4) | One Engineer/Architect to be nominated by the V.C. | Member |
| (5) | Chief Engineer, Project Implementation Unit, Gandhinagar Or his Representative | Member |
| (6) | Chief Accounts Officer | Member |
| (7) | Estate Manager | Secretary |

The members of the committee shall hold office for three years.

O.26:

The committee shall meet thrice a year or at other times when convened by the Vice-Chancellor. Any casual vacancy of nominated members caused by death, resignation or the member ceasing to hold a particular office or to answer a particular designation, by virtue of which he/she became a member, shall be filled up by the Syndicate by nomination. A member so nominated shall hold office for the unexpired residue of the term of office of the original member whose place he/she occupies.

O.27:

The Vice-Chancellor shall, if present, preside at the meetings of the committee, or in his/her absence, members will elect the Chairman. The quorum for a meeting of the committee shall be 4 (four). No quorum shall be necessary for an adjourned meeting. All questions shall be decided by a majority of votes of the members present. The Chairman shall in case of tie, in addition to his vote as a member, have an additional or casting vote.

O.28:

The committee shall recommend to the Syndicate any repairs alterations or additions and the matter stated vide ordinance no. 37 involving the expenditure of more than Rs. 5 lakhs to the existing buildings which it may deem necessary or urgent and shall advise the Syndicate in all matters relating to the University buildings.

(5) THE BOARD OF EXTRA-MURAL STUDIES

O.29:

There shall be a Board of Extra-mural studies constituted as follows :

- (1) The Vice-Chancellor.
- (2) Three members nominated by the Syndicate.
- (3) Director, IPGT & RA
- (4) Registrar –member secretary
- (5) Principal, Shree Gulabkunverba Ayurved College
- (6) Director, University School of Continuing Education
- (7) Director, Department of Project
- (8) Head, Academic Section

O.30:

The nominated members of the committee shall hold office for three years. Meeting of the board should arrange twice in a year.

O.30-A :

The Vice-Chancellor shall, if present, preside at the meeting of the committee, or in his absence, members will elect the Chairman. The quorum for a meeting of the committee shall be 5. No quorum shall be necessary for an adjourned meeting. All questions shall be decided by a majority of votes of the members present. The Chairman shall, in case of tie, in addition to his vote as a member, have an additional or casting vote. Registrar will work as member secretary.

O.31:

The Board of Extra-mural studies shall have the following powers :

- (1) to make necessary arrangements for their instruction, provided for under Ordinance No.32
- (2) to govern and monitor all the extra mural Activities and research
- (3) to grant certificates to persons who have satisfactorily completed a course of lectures on some subject or subjects approved by the board and have passed an examination in it, if any, held by the board.
- (4) to arrange for the writing and publication of popular book on topics of general interest.
- (5) Extramural lectures will be arranged at the University a or selected centres within the territorial limited of the University as may be decided by the Board of Extramural Studies from time to time.

O.32:

Extra-mural instruction arranged for at the University, outside the regular course and studies for degrees and diplomas of the post-graduate course shall include the following :-

- (1) Popular lectures delivered at the University or selected centres within the territorial limits of the University.
- (2) Camps, summer schools, social service project and other similar course of instruction.
- (3) Co-ordination and synthesis of subjects taught by colleges in the University.
- (4) Department of Projects should report about received and ongoing and future projects to this board and get endorsement.
- (5) University School of Continuing Education should approve about the activities etc and should get endorsement.
- (6) Vaidya Zandu Bhatt memorial lecture should be arranged at least once in a year in which experts arrangement should be arranged by the University.
- (7) Patient Registry reported to the board by the relevant body of university and endorse it.

(6) BOARD OF UNIVERSITY TEACHING

(Under Statute 98)

O.33: -:DELETED:-

O.34: -:DELETED:-

O.35: -:DELETED:-

O.36: -:DELETED:-

O.37: -:DELETED:-

O.38: -:DELETED:-

O.39: -:DELETED:-

(7) FINANCE COMMITTEE

O.40 :

The members of the Finance Committee shall be:

- (1) Vice-Chancellor - Chairman
- (2) Registrar - Member
- (3) Three Experts appointed by the Syndicate – Members
- (4) Chief Accounts Officer - Member Secretary

O.40-A:

The appointed / nominated members of the committee shall hold office for 3(three) years. Any casual vacancy caused by death, resignation or the member ceasing to hold a particular office or to answer a particular designation, by virtue of which he/she became a member, shall be filled up by the Syndicate by nomination. A member so nominated shall hold office for the unexpired residue of the term of office of the original member whose place he/she occupies.

O.40-B:

The Vice-Chancellor shall, if present, preside at the meetings of the committee, or in his absence, members will elect the Chairman. The quorum for a meeting of the committee shall be 3(three). No quorum shall be necessary for an adjourned meeting. All questions shall be decided by a majority of votes of the members present. The Chairman shall, in case of tie, in addition to his/her vote as a member, have an additional or casting vote.

O.41:

The functions of the Finance Committee are:-

- (A) On behalf of the Syndicate to dispose of quotation and tenders received for the purpose of materials, dead stock, execution of work except pertaining to the building committee and such other matters as are from time to time referred by the Syndicate.
- (B) To take decisions about the proposals for expenditures (except pay allowances and recommendations made by the building committee) from Rs.2 lakhs to Rs.5 lakhs.
- (C) To recommend to the Syndicate proposals for expenditure (except pay allowances) exceeding Rs. 5 lakhs.
- (D) To examine the annual accounts of the University for submission to the Syndicate,
- (E) To examine the annual budget estimates for submission to the Syndicate.

- (F) To make recommendations to the Syndicate on all proposals involving expenditure for which no provision has been made in the budget or which involves expenditure in excess of the amount provided in the budget.

O.41-A:

The finance committee shall meet at-least four times in a year and at other times when convened by the Chairman.

O.42:

A member elected, nominated or appointed on the boards or committees under the Ordinances mentioned below shall cease to be a member of the board or committee of which he is a member, if he fails to attend three consecutive meetings of the board or committee as the case may be, save with the permission.

- (1) Three members to be nominated by the Syndicate under 0.1 on the Publication Board.
- (2) Three members to be nominated by the Syndicate under 0.7 on the Board of Sports and Students' Welfare.
- (3) Three members to be nominated by the Syndicate under 0.15 on the Library Committee.
- (4) Four persons appointed by the Syndicate under 0.25 on the Building Committee.
- (5) Five members nominated by the Syndicate under 0.29 on the Board of Extra-Mural Studies.
- (6) Two members nominated by the Syndicate and two members nominated by the Vice-Chancellor under 0.33 on the Board of University Teaching.
- (7) Three persons nominated by the Syndicate from the Senate under 0.40 on the Finance Committee.
- (8) The persons nominated by the Syndicate from the Senate and two experts as invitees under 0.54 on the Staff Selection Committee.
- (9) Two members appointed by the Syndicate under 0.55 on the committee for appointment of examiners

-: DELEGATION OF POWERS:-

O.43:

In exercise of the powers conferred upon it under item (xxxii) of Section 20 of the Gujarat Ayurved University Act, and in suppression of the statement attached to the rules regulating leave and conditions of service, the Syndicate may approve the delegation of its powers to the Vice-Chancellor, the Registrar and such other officers of the University as shown in the **Schedule-I**

EXPLANATORY NOTE:-

- 1 "Appointing Authority" means the authority to whom the power of appointment is delegated under these rules.
- 2 "Leave Sanctioning Authority" means the authority to whom the power to sanction leave has been delegated under Gujarat Ayurved University Employee's Service (Leave) Rules – 2016.
- 3A For the purpose of sanctioning authority, where the power is delegated to the Government, is to be read as "Syndicate".
- B For the purpose of sanctioning authority where the power is delegated to the Head of the Secretarial Department (Secretary) is to be read as "Vice-Chancellor".
- C For the purpose of sanctioning authority where the power is delegated to the Head of the Department is to be read as "Registrar".
- D "Head of the Office" for the purposes of these rules means the following:
 - 1 The Vice – Chancellor of the University
 - 2 The Registrar of the University
 - 3 The Director of the Board of Post-Graduate Teaching and Research
 - 4 The Director of Pharmacy
 - 5 The Director of Botanical Garden
 - 6 The Principal, Shri Gulabkunverba Ayurved Mahavidyalaya of the University.
 - 7 Any other officer who may be declared as such.
- E "Heads of the Section" means the following
 - [1] The Vice-Chancellor
 - [2] The Registrar
 - [3] The Director of the Board of Post-Graduate Teaching and Research
 - [4] The Director of Pharmacy
 - [5] The Director of Botanical Garden
 - [6] The Principal, Shri Gulabkunverba Ayurved Mahavidyalaya of the University.

- [7] Hospital Superintendent
- [8] Deputy Registrar
- [9] Director of Physical Education
- [10] Chief Accounts Officer
- [11] Head of the Teaching Department of Shri Gulabkunverba Ayurved Mahavidyalaya, Jamnagar
- [12] Deputy Superintendent of Hospital
- [13] Estate Manager
- [14] Assistant Registrar
- [15] Pharmacy Superintendent
- [16] R.M.O.
- [17] Librarian
- [18] Matron
- [19] Office Superintendent / P.A. to Registrar / P.S. to V.C. / P.A. to Principal
- [20] Information and Public Relation Officer
- [21] Press and Publication Officer
- [22] Any other official who may be declared as such by the Vice-Chancellor

Schedule-I

ORDINANCE – 43			
Sr No	Name of Powers	To Whom to be delegated	Extent of Powers to be Delegated
1	POWER TO APPOINT		
	(A) Officers of the University and Principal of Shri Gulabkunverba Ayurved Mahavidyalaya	Vice-Chancellor	Full - Subject to the approval of the Syndicate
	(B) Principals of in campus University Colleges including SFI	Vice-Chancellor	Full - Subject to the duly approved by the Governing Body (in case of SFI) and the Syndicate
	(C) Professors and Readers / Associate Professors in University constituent college.	Vice-Chancellor	Full - On recommendation of the Staff Selection Committee / Departmental Promotion Committee, subject to the approval of the Syndicate
	(D) All teachers in University constituent colleges other than shown in 1 (C) above	Vice-Chancellor	Full - On recommendation of the Staff Selection Committee provided that the appointment should be notified to the Syndicate.
	(E) Employees other than shown in 1(A) above those belonging to Class-I and Class-II cadre of the university	Vice-Chancellor	Full - On recommendation of the Staff Selection Committee / Departmental Promotion Committee, provided that the appointment should be notified to the Syndicate.
	(F) Employees belonging to Class-III cadre of the university.	Registrar	Full - On merit of written examination (for direct recruitment) or recommendation of the Departmental Promotion Committee (for promotion), as the case may be, provided that the appointment should be notified to the syndicate.
	(G) Employees belonging to Class-IV cadre of the university.	Registrar	Full - On recommendation of the Staff Selection Committee provided that the appointment should be notified to the Vice-Chancellor or as per the guidelines issued by Government of Gujarat from time to time.
2	POWER TO CREATE TEMPORARY POSTS		
	(A) For all posts belonging to Class-I and Class-II	Vice-Chancellor	Full - Subject to the approval of the Syndicate / P.G. Board provided that the period does not exceed 11 (eleven)

			months and budgetary provision exists.
	(B) For all posts belonging to Class-III and Class-IV	Vice-Chancellor	Full - Provided that the period of the post does not exceed 11 (eleven) months & that the budgetary provision exists.
3	POWER TO MAKE TEMPORARY APPOINTMENT FOR ALL CATEGORIES OF THE EMPLOYEES AS PER PROCEDURE LAID DOWN IN THE ORDINANCE-54	Vice-Chancellor	(1) Full. For Academic, Technical & personal staff. (2) Full. For other staff on the recommendation of the committee appointed for the purpose.
4	(A) Power to make officiating appointment on the posts of teachers and all other employees who are on leaves / deputed for training exceeds 90 (ninety) days	Vice-Chancellor	Full – As per procedure laid down in the Ordinance-54
	(B) Powers to make stopgap appointment, for all categories of employees till the post is regularly filled up or 11 (eleven) months, whichever is earlier.	Vice-Chancellor	(1) Full. For Academic, Technical & personal staff. (2) Full. For other staff on the recommendation of committee appointed for the purpose.
	(C) Power to appoint persons of Class-III and Class-IV, for specific job work or manual work for a period not exceeding 90 days and at the rates reasonably prevalent for such daily wagers at the time of their appointment on lump-sum basis	Vice-Chancellor	Full
5	(A) Powers to make arrangement of temporary additional charge or current charge of the post and to sanction officiating allowance for officers of the University	Vice-Chancellor	Full - As per Gujarat Ayurved University Employee's Service (General) Rules
	(B) Powers to make arrangement of temporary additional charge or current charge of the post and to sanction officiating allowance for employees other than officers of the university	Officer of the University	Full - As per Gujarat Ayurved University Employee's Service (General) Rules
6	POWER TO FIX :		
	(A) Initial pay of officers of the University	Vice-Chancellor	Full - As per the provision made in Pay Rules of Government of Gujarat, after verification by C.A.O..
	(B) Initial pay of all employees other than officers of the University	Registrar	Full - As per provision made in Pay Rules of Government of Gujarat Rules after verification by C.A.O.
7	POWER TO ALLOCATE THE DUTY OF EMPLOYEES		
	(A) Employee of Class – I and II	Vice-Chancellor	Full

	(B) Employee of Class – III and IV	Registrar	Full
8	Power to fix head quarters of any post within the University jurisdiction.	Vice-Chancellor	Full.
9	POWER TO SANCTION LEAVE OF ALL KINDS TO		
	(A) For the officers of the University / Heads of the Institutes / Heads of the centers.	Vice-Chancellor	Full - As per leave rules of University / PGT / SFI Guidelines, as the case may be.
	(B) All Staff working in respective offices under them.	Officers of the University	Full - As per Employee's Service (Leave) Rules 2016 of University.
	(C) All Staff working in respective offices under them.	Heads of Sections	Full - As per Employee's Service (Leave) Rules 2016 of University.
10	Power to sanction leave for the treatment of diseases like T.B., Leprosy, Diabetes, Cancer, Kidney, Heart Disease etc.	Officers of the University	Full - As per Employee's Service (Leave) Rules 2016 of University.
11	POWER TO TAKE DISCIPLINARY ACTIONS SUCH AS:		
	(A) Warning	Heads of Section	Full - In case of subordinate staff working in section under them.
	(B)(1) Stoppage of increment. (without future effect)	Officers of the University	Full – Employee working under their office
	(2) Stoppage of increment. (with future effect), Stoppage of Promotion, Reversion, Degradation, Recovery of loss to the University,	Vice-Chancellor	Full. – for officers of the University and Other employees whose appointing authority is Vice-Chancellor. Appellate authority shall be the Syndicate
		Registrar	Full. – for employees whose appointing authority is Registrar Appellate authority Shall be Vice-Chancellor
	(C) Suspension.	Vice-Chancellor	Full. – for officers of the University and Other employees whose appointing authority is Vice-Chancellor
		Registrar	Full. – for employees whose appointing authority is Registrar
	(D) Dismissal, Termination and Compulsory Retirement.	Vice-Chancellor	Full - In respect of class IV employees only. Appellate authority Shall be Syndicate
		Syndicate	Full - In respect of Class I, II, III employees only.
12	POWER TO ACCEPT RESIGNATION OF:		
	(A) Officers of the University and Class – I Employee of the University.	Vice-Chancellor	Full - As per University Employee Service (General) Rules – 2016

	(B) Class-II, III and Class IV Employee of the University	Registrar	Full - As per University Employee Service (General) Rules – 2016
13	Power to approve Lien for all staff.	Vice-Chancellor	As per University Employee Service (General) Rules – 2016
14	(A) Power to give permission to attend conferences, meetings, seminars, workshops or business of the University outside the state within and outside the country.	Vice-Chancellor	Full-Provided that the report of the visit shall be submitted by the person concerned and subject to admissibility of duty leave as per Employee Service (Leave) Rules – 2016 of University.
	(B) Power to give permission to employee to attend conferences, meetings, seminars, nidan camps, and other business of the University and workshops within the State.	Officers of the University	Full-Provided that the permission is given to a Employee and that the attendance is in the interest of the University and subject to admissibility of duty leave as per Employee Service (Leave) Rules – 2016 of University.
15	Power to allow acceptance of honorarium, remuneration / royalty fees etc by any employee.	Vice-Chancellor	Full – As per rules of Government of Gujarat / concerned competent authority from time to time.
16	Power to depute University employee for training course, long / short term training and to sanction duty pay and allowance during such period of training.	Vice-Chancellor	Full – for the Officers of the University.
		Registrar	Full – for an employee other than the Officers of the University.
17	POWER TO EXECUTE CONTRACT FOR		
	(A) Under Section 45 of the Act for Officers / Teachers appointed by the competent authority.	Registrar	Full
	(B) Student of University constituent College	Principal	Full.
	(C) Any other contract.	Registrar	Full
18	POWER TO SANCTION		
	(A) Regular Increment of Officers of the University and Employees of Class-I and Class-II cadre	Vice-Chancellor	Full.
	(B) Regular Increment of other than officers of the University and Employees of Class-I and Class-II cadre	Officers of the University	Full. – Employees working under them
19	Power to sanction pension & death-cum retirement gratuity to the employee of the University.	Registrar	Full - As per provision made in Statutes, Ordinances & Pension rules after verification by Chief Account Officer.
20	Power to sanction payment of gratuity to the University employees.	Vice-Chancellor	Full - After verification by Chief Account Officer.
21	Power to sanction transfer of Office Equipments, Laboratory Equipments and Instruments and others Machineries , Furniture, Fixtures	1. Vice-Chancellor	Full
		2. Officers of the University	Within their own Unit/Office.

	other dead stock materials and surplus articles from one office to another.		
22	(A) Power to sanction New telephone and Internet connection for offices and at residence.	Vice-Chancellor	Full.
	(B) Power to sanction shifting of telephone / internet connection, granting extension there from.	Officers of the University	Full.
23	(A) Power to sanction Telephone Bills and Milk bills.	Officers of the University	Full
	(B) Power to sanction Electricity Bills and Water Supply Bills and other Government Taxes, Corporation Taxes.	Estate Manager	Full
24	Power to accept, acquire, hold, let or sell or dismantle University property.	Vice-Chancellor	Full - Subject to approval of the Syndicate / P.G.Board
25	Power to sanction hiring of accommodation for office use and other than office use.	Vice-Chancellor	Full - Subject to (a) Amount of rent not exceeding Rs. 20,000/-per month.
			(b) In special cases, as per the allocated financial powers.
26	(A) Power to sanction journey within State.	1. Vice-Chancellor	Full - For the officers of the university/ head of the institute/ head of the center.
		2. Officers of the University	Full – for all employees of concerned offices.
	(B) Power to sanction journey outside State but within the country.	1. Vice-Chancellor	Full- Above the cadre of O. S. & its equivalent.
		2. Officers of the University	Full – Up to the cadre of O. S. & its equivalent.
	(C) Power to sanction journey outside the country.	1. Vice-Chancellor	Full - up to the limit of 60 days
		2. Syndicate / PG Board	Full – more than 60 days but up to 365 days.
27	Power to waive recovery	Vice-Chancellor	Full - Subject to amount not exceeding Rs. 5000/- in each case.
28	POWER TO SANCTION EXPENDITURE FOR		
	Inter Collegiate and Inter University sports tournaments, adventure activities and cultural / literary events / competitions.	1. Syndicate	Exceeding Rs.5 lakhs
		2. Finance Committee	Exceeding Rs.2 lakhs up to Rs.5 lakhs
		3. Vice Chancellor	up to Rs. 2 lakhs
		4. Registrar	up to Rs. 50,000/-
		5. Officers of the University	up to Rs. 25,000/-
		6. Director Physical Education	up to Rs. 10,000/-
29	Power to sanction expenditure for on ceremonial functions & exhibitions for which budgetary provision does not exist.	Vice-Chancellor	Full - Rs. 2 lakhs in a year subject to the availability of funds.

30	POWER TO SANCTION GPF/CPF ADVANCE/ PART FINAL / FINAL WITHDRAWAL		
	(A) ADVANCES, and Special Advances	Registrar	Full - As per provident fund rules.
	(B) Part Final, Final Withdrawal and Special Case	Registrar	Full - As per provident fund rules.
31	POWER TO SANCTION		
	(A) Advances other than C.P.F/G.P.F.	1. Vice-Chancellor	Full up to Rs. 2,00,000/-(two lakhs)
		2. Registrar	Full up to Rs. 50,000/-(fifty thousand)
		3. Officers of the University	Limited within the budget provision and up to Rs. 25,000/-
	(B) Other advances		
	(i) Festival and Food Grain Advance	Officers of the University	Full - Subject to rules in this behalf
(ii) Other advances declared by Government of Gujarat from time to time	Officers of the University	Full - Subject to rules in this behalf	
32	Power to make purchases of Furnitures, Fixtures, Equipment, Machineries, Vehicles, Stationeries, Instruments, prepared and raw drugs materials, Medicines, Dead Stock Items, contingent items misc. materials, etc.	1. Syndicate	Full - Exceeding Rs.5 lakhs
		2. Finance / Building Committee	Full - Exceeding Rs.2 lakhs up to Rs.5 lakhs
		3. Vice Chancellor	Full - up to Rs. 2 lakhs
		4. Registrar	Full - up to Rs. 50,000/-
		5. Officers of the University	Full- up to Rs. 25,000/-
33	Power to sanction expenditure on repairs and purchase parts of items mentioned in 32 above	1. Syndicate	Exceeding Rs.5 lakhs
		2. Finance / Building Committee	Exceeding Rs.2 lakhs up to Rs.5 lakhs
		3. Vice Chancellor	up to Rs. 2 lakhs
		4. Registrar	up to Rs. 50,000/-
		5. Officers of the University	up to Rs. 25,000/-
		6. Estate Manager	up to Rs. 10,000/-
		7. Computer Programmer	up to Rs. 10,000/-
34	Power to Sanction other expenditure (excluding pay and allowances) not covered in 32 and 33	1. Syndicate	Exceeding Rs.5 lakhs
		2. Finance / Building Committee	Exceeding Rs.2 lakhs up to Rs.5 lakhs
		3. Vice Chancellor	up to Rs. 2 lakhs
		4. Registrar	up to Rs. 50,000/-
		5. Officers of the University	up to Rs. 25,000/-
35	Power to disposal of surplus material and un service able dead stock articles.	1. Vice Chancellor	Full - Subject to unserviceability certificate of the Estate Manager after the approval of the committee for the purpose from time to time.
36	POWER TO WRITE OFF:		
	(A) Unserviceable articles / materials	Vice-Chancellor	Full - Subject to unserviceability certificate of

			the Estate Manager after the approval of the committee for the purpose from time to time.
	(B) Perishable Articles.	Officers of the University	Up to Rs. 10,000/-
	(C) Loss of material due to shortage in storage within the prescribed limit.	Vice-Chancellor	Upto Rs. 25,000/- and subject to sanction of the Syndicate/ P.G.Board if it exceeds Rs. 25,000/-
	(D) Loss or shortage of money, stores, equipments and other property caused by defaults / negligence / misappropriation / theft etc.	Vice-Chancellor	Upto Rs. 25,000/- and subject to sanction of the Syndicate/P.G.Board if it exceeds Rs. 25,000/-
	(E) Other loss due to calamities like earthquake, cyclone, flood, fire, riots, etc.	Vice-Chancellor	Full – Subject to the loss to be notified to the Syndicate/ P.G.Board.
37	POWER TO ACCORD:		
	(A) Administrative approval to capital works.	Vice-Chancellor	Full – Provided that the work is approved by concerned authorities / committees and existing budget provision.
	(B) Technical sanction to capital works.	1. Vice-Chancellor	Full – on recommendation of Building committee
	(C) Approval to major / minor works and Special repairs related to addition, alteration, extension and repairs to existing Buildings of the University including purchase of materials required for these works.	1. Syndicate	Exceeding Rs.5 lakhs
		2. Finance / Building Committee	Exceeding Rs.2 lakhs up to Rs.5 lakhs
		3. Vice Chancellor	up to Rs. 2 lakhs
		4. Registrar	up to Rs. 50,000/-
		5. Estate Manager	up to Rs. 10,000/-
38	Power to sanction expenditure on Clothing Uniform, Umbrella, Rain coats, Protective wares etc. to the University employees	Registrar	Full - Subject to budget provision and as per Govt. Resolution from time to time.
39	Power to sanction Hiring of Electrical and Electronic Equipments, Vehicle, Mandap Service Items, furniture, fixtures, Xerox Machines etc.	1. Vice-Chancellor	Full - Limited up to Rs. 2 lakhs.
		2. Registrar	Limited up to Rs. 50,000/-
		3. Officers of the University	Limited up to Rs. 25,000/-
40	Power to sanction re-appropriation of funds between heads of the budget	Vice-Chancellor	Full - Subject to notification of such re-appropriations to the Syndicate
41	Power to open / close bank account in the name of the University and to authorize officer, teacher or employee of the University to operate the account	Vice-Chancellor	Full
42	Power to hold permanent advance / imprest & to incur expenditure to the extent of Rs. 1,000/- per item.	1. Director of Pharmacy	Rs. 5,000/-
		2. Director of Botanical Garden	Rs. 5000/-
		3. Principal (S.G.A.M.)	Rs. 5,000/-
		4. Supdt. (UG	Rs. 5,000/-

		Chikistalaya)	
		5. Deputy Registrar	Rs. 5000/-
		6. C. A. O.	Rs. 5,000/-
		7. Estate Manager	Rs. 5000/-
		8. Computer Programmer	Rs. 5000/-
		9. Press & Publication officer	Rs. 2000/-
43	Power to sanction refund of:		
	(A) Any kind of refunds.	Vice-Chancellor	Full - after verification by CAO
	(B) All types of fees, caution money and deposits received from students.	Principal	Full – after verification by CAO
	(C) Auditorium deposit, deposit on academic costumes.	Registrar	Full - after verification by CAO
	(D) Deposit and advance received from contractors and other agencies including earnest money deposit / security deposit / other deposits.	1. Registrar	Full - after verification by CAO
		2. Estate Manager	after verification by C. A. O . Rs. 10,000/- Subject to terms of agreements / contracts.
44	(A) Power to incur expenditure on Printing and binding or any other work pertaining to press to be done outside the University Press. (B) Power to incur expenditure on printing and binding or any other printing work to be done in the University Press.	1. Syndicate	Exceeding Rs.5 lakhs
		2. Finance / Building Committee	Exceeding Rs.2 lakhs up to Rs.5 lakhs
		3. Vice Chancellor	up to Rs. 2 lakhs
		4. Registrar	up to Rs. 50,000/-
		5. Officers of the University	up to Rs. 25,000/-
		6. Press and Publication Officer	up to Rs. 5000/- provided that University Press is unable to do the work. (Subject to availability of funds)
45	Power to sanction supply of Medicines to Hospitals from University Pharmacy.	Hospital Supdt. of chikistalaya and PGT Hospital	Full Subject to budget provision and availability of funds
46	Power to signature in Bank Cheque	Accountant / C.A.O. / Registrar-any two out of the three	Up to Rs. 10,000/-
		C.A.O. and Registrar	1. Above Rs. 10,000/- In case of the cheques exceeding Rs.10,000/-, 2. In the absence of C.A.O. or Registrar, the Accountant's signature is a must in such cases. The Abstract Register should be necessarily produced before the C.A.O. / Registrar
47	Power to sign in GPF Cheque	Registrar	Full
48	Power to sanction Pay, Allowances & all kinds of contingent bills and T.A. bills	C.A.O	Full. As per orders passed by competent authority

RECOGNITION OF TEACHERS OF THE UNIVERSITY

O.44:

- (A) Syndicate shall frame a committee for the recognition of University Teacher / Principal / Dean / Director and get them approved by the Syndicate.
- (B) The criteria for recognition of the Full Time Teacher/Principal/Dean are as under :
 - (i) Any full time Teacher / Principal / Dean / Director of a University College / Institute, Government/Grant in aid Ayurved colleges, in regular pay scales and on regular post appointed by the concerned competent authority.
 - (ii) Any full time Teacher/Principal/Dean/ Director of a University College / Institute, Government/Grant-in-aid Ayurved college, appointed by the concerned competent authority on contract/adhoc basis and has continued for more than two successive years.
 - (iii) Any full time Teacher / Principal / Dean / Director appointed on regular or contract basis of the self financed Ayurved college / institution affiliated to Gujarat Ayurved University, on the recommendation of Staff Selection Committee, duly constituted as per the Statute / Ordinance of the University. He/she should have completed at least two successive years of service in the same college / institute.
 - (iv) Any full time Teacher / Principal / Dean / Director should fulfill the recruitment rules of the University as per the concerned Statutes / Ordinances / Rules. He / She should be within the superannuating / retirement age fixed by the Government / University authority.
 - (v) All the full time Teacher / Principal / Dean / Director should fulfill the recruitment rules of the University as per the concerned Statutes / Ordinances / Rules and he / she should apply in a prescribed format within **60 days** to the university for the recognition, through the appointing authority / Principal **and University should complete the process of recognition within 60 days after receiving application from concerned college/teacher.**
- (C) Every affiliated college/institute has to get their teachers recognized in the concerned subject, by the university in prescribed format as decided after their appointment.
- (D) Every teacher of the affiliated college / institute has to apply, through the appointing authority, to the university in a prescribed format within **60 days** of joining their duty.
- (E) During the inspection of the college / Institute by Local Inquiry Committee, only those teachers who are duly recognized by the university will be considered as eligible teachers for all purposes

including voting rights, examinership, experience and other university assignments.

- (F) The names of persons recognized as University teachers whose services have been transferred from one college to another or who have been transferred from one post to another in the same college, will continue on the list of University teachers. **The college should inform the University regarding the same within a period of 30 days.**

O.45: - Deleted -

O.46: - Deleted -

O. 47: - Deleted -

O.48: - Deleted -

O.49: - Deleted -

O.50: - Deleted -

O.51: - Deleted -

O.52: - Deleted -

RECOGNITION OF INSTITUTION SITUATED OUTSIDE GUJARAT STATE

O.53:

- (1) The Syndicate shall have power, after consultation with the Board of Teaching to recognize as an approved institution, any institution of research or specialized studies situated outside the jurisdiction of the Gujarat State subject to such conditions and restrictions as the University and the State Government may think to impose be admitted to the privileges of the University.
- (2) The head of an institution applying for recognition as an approved institution shall send a letter of application to the Registrar and shall give full information in the letter of application in respect of the following matter, namely.
 - (a) Constitution and personnel of the managing body.
 - (b) Subject and courses in regard to which recognition is sought.

- (c) Accommodation, equipment and the number of students for whom provision has been or is proposed to be made.
 - (d) The strength of the staff, their qualifications and salaries and the research work done by them.
- (3) The Syndicate shall decide as to whom amongst the staff members of the approved institution shall be recognized and shall further specify the subject(s) in which a member is recognized and the period for which such recognition is granted.

(8) STAFF SELECTION COMMITTEE

(Under Section 20 (1) (xx) of the Act)

O. 54:

- (A) All the full time University Professor, Associate Professor / Reader or Assistant Professor / Lecturer, and employees of the University, except the Class-III and IV employees shall be appointed only on the recommendation of this committee constituted for the purpose. The members of the committee shall be:-
- (i) Vice-Chancellor – Chairman
 - (ii) Director, I.S. M. & H. Gujarat State, Gandhinagar - Member
 - (iii) Three Members to be nominated by the Syndicate from the Senate – Members
 - (iv) One expert to be invited relating the concerned subject by Vice Chancellor - Member
 - (v) In case of selection of the teaching staff of the University constituent Under-Graduate College, the Principal shall be a member- Member
 - (vi) In case of selection of the teaching staff of the constituent self financed colleges / institutions, the Principal of concerned SFI along with the Principal of Shri Gulabkunvarba Ayurved Mahavidyalaya shall be the experts. - Members
 - (vii) The Registrar – Member Secretary
- (B) For the regular recruitment of class III and class IV employees, appointment will be given on the basis of merit of written test as per the existing resolution of the Government of Gujarat, amended from time to time.
- (C) Syndicate shall be the Staff Selection Committee for the recruitment of the officers of the University other than Chancellor, Vice-Chancellor and Director of Board of P.G.T. & R.

O.54-A:

The appointed / nominated members of the committee shall hold office for three years. Any casual vacancy caused by death, resignation or the member ceasing to hold a particular office or to answer a particular designation, by virtue of which he became a member, shall be filled up by the Syndicate by nomination. A member so nominated shall hold office for the unexpired residue of the term of office of the original member whose place he occupies.

O.54-B:

The Vice-Chancellor shall, if present, preside at the meetings of the committee, or in his absence, members will elect the Chairman. The quorum for a meeting of the committee shall be 5 (Five). All questions shall be decided by a majority of votes of the members present. The Chairman shall, in case of tie, in addition to his / her vote, as a member has a right of an additional or casting vote.

**(9) COMMITTEE FOR THE APPOINTMENT
OF EXAMINERS**

(Under Section 20 (1) (xxvii) of the Act)

O.55: - Deleted -

O.55-A: - Deleted -

O.56: - Deleted -

ADMISSION TO THE UNIVERSITY

(Under Section 26 (1) (a) of the Act)

Amendment By Syndicate : 11-07-2020

O.57 (I) Every candidate for admission as a student of the University to the first year class of Ayurvedacharya (B.A.M.S.) course shall possess the following qualifications:-

- (A)** (i) Admission in Ayurvedacharya (B.A.M.S.) : 12th standard with science or any other equivalent examination recognised by concerned State or National Education Boards with at least 50% aggregate marks in the subjects of B-Group (Physics, Chemistry, Biology) or with AB Group (Physics, Chemistry, Biology and Maths)
Admission in B.Y.N.S. / B.Pharm. (Ayu.) : As decided by the University authority will be applicable from time to time.

- (ii) For reserved category or special category like physically handicapped students in 10+2, the relaxation policy as per the rules of the Gujarat State Government coming in force from time to time shall be followed.
 - (iii) - deleted -
 - (iv) The student for admission to the First Year of Ayurvedacharya (B.A.M.S.) / B.N.Y.S. / B.Pharm. (Ayu.) should have completed the age of 17 years or shall complete that age on 31st December of the year of joining the college / institute
- (B) As the admission is given by the admission committee for the Professional Medical Educational Courses, the rules and norms will be applicable as amended by the committee / competent authority from time to time
- (C) The admission for other than the admissions given by the Central Admission Committee for the Professional Medical Educational Courses will be as per the committee constituted by the competent authority from time to time.
- (D) Any student eligible for admission to this University in B.A.M.S. / B.N.Y.S. / B.Pharm. (Ayu.) shall apply through the Principal / Director / Head of the Institute, as per the guideline of O.57(A) or other relevant rules and regulations, to the Registrar of this University for enrolment with necessary fee.
- (E) Any student who has joined any course of this University as mentioned in Statute-156 shall have to apply in prescribed format and fees through the Principal / Director / Head of the Institute to the Registrar for enrolment.
- (F) Any student from abroad, intending to join Ayurvedacharya (B.A.M.S.) / B. Pharm (Ayurved) / B.N.Y.S. course in this University must have passed the subjects as mentioned in O.57(A)(i) or equivalent
- (G) The number of new admissions to the first year of Ayurvedacharya (B.A.M.S.) Course at the commencement of every new academic year shall be restricted as per the student : bed ratio as specified in the relevant clauses of the notification of the MSR by CCIM / AYUSH from time to time.
- (II)** A student eligible for admission to this University under relevant Statute shall apply through the Principal latest by 30th of November to the Registrar of this University for enrolment and shall at the same time pay a fee of Rs. 100/-. The Principal shall carefully scrutinize the enrolment

application of each candidate before granting him admission subject to the approval of the University. Pending such approval the admission shall be treated as provisional and at the cost and risk of the candidate concerned.

In cases of ineligible candidates, half of the enrolment fee will be refundable. In the event of any doubt, dispute arising in connection with enrolment, the Vice-Chancellor's decision shall be final.

O.57(II)(A):

A student from abroad intending to join the Ayurvedacharya (B.A.M.S.) course of this University must have following qualification.

- (a) Must have passed the examination equivalent to Higher Secondary Education Board (10+2) of Gujarat.
- (b) He must have the subjects Physics, Chemistry, Biology 10+2 school examination certificate. Any candidate not having any one of the subjects Physics/Chemistry will have to attend the class for that subject during 1st year of study arranged by the college and have to pass the examination of that subject conducted by the college before appearing for 1st professional Examination.
- (c) Candidate must attain the age of 17 year on the 31st December of the year of his joining the college.
- (d) A committee consisting of following will scrutiny the applications and recommend the admissions.

1	Principal, G. A. Mahavidyalaya	Chairman
2	One Senior Head of Dept., G. A. Mahavidyalaya	Member
3	Course Co-ordinator	Member
4	Officer In-charge International Centre	Member Secretary

The Vice-Chancellor will approve the admissions.

- (e) All the students have to produce the authenticated English Translation of their all the mark sheets and Certificates.
- (f) A merit list of the candidates will be prepared on the basis of their Graduations.
- (g) In any dispute the decision of the Vice-Chancellor will be final.
- (h) NRI & NRI sponsored candidates will also be admitted in the English Medium B.A.M.S. course according to this Ordinance.

No. of Seats:-

Maximum twenty students will be admitted to a batch. However seats may be increased or decreased by the Vice-Chancellor in consultation with the Syndicate.

Medium of Instruction:-

The medium of Instruction will be English.

Fee:-

Registration Fee	125 US\$
(Including Enrolment, Board of Sports & Identity Card Fee) Tution Fees Annual	3600 US\$
(50% concession will be given to the scholars of neighbouring countries. The Vice-Chancellor may also give 50% concession to the deserving candidates of developing countries)	
Examination Fees per Professional	50 US\$
Caution Money (Library, College & Hostel)	1000 INR

The Vice-Chancellor will fix the fee for these students from time to time. Tution fee once fixed will be same for all the five years for a particular batch.

Curriculum and Examinations:-

The curriculum and examination for this B.A.M.S. course will be the same, which is for other regular B.A.M.S. course.

- 1 Students will be provided English translation of question papers and all instructions to read by students.
 - 2 Students may write their answers in English/ Hindi/ Gujarati/ Sanskrit.
 - 3 Separate evaluators and examiners may be appointed for the purpose who can conduct Viva-voce in English.
- (III) A student from abroad intending to join the Ayurvedacharya (B.A.M.S.) or B. Pharm (Ayurved) course must have passed the examination equivalent to Higher Secondary Examination of the Gujarat Secondary Education Board, and must have secured minimum 50% marks in subjects of Science and Maths, and must have working knowledge of Sanskrit and Hindi. The Registrar shall issue an eligibility certificate to him after he has successfully passed an entrance examination in languages mentioned above. A committee consisting of 3 members shall be appointed by the Vice-Chancellor to conduct the entrance examination. The said committee shall determine whether the student has obtained sufficient knowledge of Sanskrit and Hindi to enable him to pursue his studies at this University or not.
- (IV) The number of new admissions to the first year of Ayurvedacharya (B.A.M.S.) Course at the commencement of every new academic year shall be restricted in the ratio of one student for every three beds in the

Chikitsalaya attached to and fully controlled by the college. Each college shall have to maintain minimum sixty beds.

ADMISSION OF STUDENT FROM OTHER UNIVERSITIES

O.58:

A student migrating from the jurisdiction of another University or statutory examining body and seeking admission to this University shall apply to the Registrar of this University for certificate of eligibility along with necessary documents, permissions / NOC from respective Colleges, University, CCIM and / or other competent bodies, migration certificate and shall at the same time pay a fee of Rs. 2000/- or as amended from time to time. Such fee shall not be returned if an eligibility certificate is issued to the applicant. Provided, however, that a student whom an eligibility certificate has been issued will not be required to pay a fresh fee if he/she desires change of course for admission to which he/she is otherwise eligible. But if no such certificate can be issued by the University for any reason, one-half of the said fee shall be retained by the University and the other half shall be returned. No student from the jurisdiction of another University or statutory examining body shall be admitted to any Institution maintained by or affiliated to the University except on production of a certificate of eligibility signed by the Registrar of this University in the following form :-

CERTIFICATE OF ELIGIBILITY

Certified that.....having passed the examination of theor having passed the examination ofUniversity / Board in the year after completing the prescribed course of instruction at..... College, is eligible for admission to the..... class in this University.

Provided, however, that the Registrar may issue a Provisional Certificate of eligibility if he/she is satisfied that the applicant is prima-facie eligible for admission to this University at his/her own risk and on condition that he/she obtains a final certificate of eligibility before the close of the academic term in which the student is provisionally admitted to the University.

Provided further that if the Syndicate is satisfied that the delay on the part of a student in applying for an eligibility certificate was not due to any fault of his/her own, it may, when granting the eligibility certificate, direct that it shall have retrospective effect from the date on which the student commenced to attend the Institution to which he/she applied for

admission so that the days on which he/she registered attendance before the issue of the certificate can be taken into account for the purpose of Ordinances 64 and 65.

O.59:

No student from the jurisdiction of another University or Statutory Examining body seeking admission to this University shall be admitted to a Constituent or affiliated colleges of this University after the expiry of one month from the date of commencement of any term.

Provided, however, that if the Principal of a college is satisfied that there was sufficient reason for delay on the part of a student seeking admission as aforesaid, he may admit the student to the college notwithstanding the expiry of one month, if the Principal has reason to believe that the student will be able to register the necessary attendance prescribed by the Ordinance for the class to which he seeks admission.

UNIVERSITY TERMS

O.60:

A University year shall be divided into two terms.

O.61:

The following is the arrangement of terms :-

FIRST TERM	SECOND TERM		
Date of Commencement	Date of Conclusion	Date of Commencement	Date of Conclusion
1ST June	31ST Oct.	16th Nov.	30th April

O.61-A:

The student passing Final B.A.M.S. / B.N.Y.S. examination / other courses as mentioned in Statute-156 shall have to take compulsory internship as per C.C.I.M. / competent authority from time to time as the case may be.

The internship shall start for April and October batch as per the following schedule. However, Vice-Chancellor is the authority to change the schedule in unavoidable circumstances.

FOR APRIL BATCH

DATE OF COMMENCEMENT

1ST JULY

DATE OF CONCLUSION

30TH JUNE

FOR OCTOBER BATCH

DATE OF COMMENCEMENT

1ST JANUARY

DATE OF CONCLUSION

31ST DECEMBER

O.61-B:

- (i) The compulsory rotatory Internship shall be completed in the teaching hospital / Ayurvedic Hospital / Yoga Naturopathy Hospital as available in respective States and Dispensary and Primary Health Care Centres for the period of one year or as per CCIM / concerned competent authority after passing the final examination as the case may be.
- (ii) On full completion of the Internship as certified by the Principal on the recommendations of the authorities under whom the training as imparted, the student shall be eligible for the award of Ayurvedacharya (Bachelor of Ayurvedic Medicine and Surgery) / B.N.Y.S. (Bachelor of Naturopathy and Yogic Science) degree as the case may be.
- (iii) The student must have completed the internship before the starting of the P.G. degree course as decided by the University.
- (iv)
 - (a) Migration of internship will be only with the consent of the both college & University, in case of migration is between two different universities and colleges.
 - (b) In case of migration in between colleges of this University, the NOC from both the colleges will be required.
 - (c) The migration will be accepted by the University on the production of the character certificate issued by Institute and application forwarded by the college and University with NOC as the case may be.
 - (d) Besides the above, the Rules and Regulations / Guidelines / Notification / Resolution of the Government of Gujarat / CCIM shall be applicable as issued / amended from time to time.

O.61-C: DURATION OF COURSE:

- (i) Duration of the professional course will be applicable as per the Guidelines / Notifications / Resolutions, of C.C.I.M. / concerned competent authority from time to time.
- (ii) The compulsory internship must be completed within a three years from the date of passing of final year examination or as per the Guidelines / Notifications / Resolutions, of C.C.I.M. / concerned competent authority from time to time.
- (iii) The internship programme, department wise time distribution will be as per C.C.I.M. / concerned competent authority from time to time.

O.61-D:

The following is the arrangement of vacation for B.A.M.S. students :-

Summer Vacation (31 days)		Winter Vacation (15 days)	
Date of Commencement	Date of Conclusion	Date of Commencement	Date of Conclusion
1st May	31st May	1st November	15th November

The vacation dates will be notified by the University every year. However in extra ordinary situation power to decide arrangement of terms and date of vacation has been delegated to Vice-Chancellor.

O. 61-E

The term of First professional (B.A.M.S.) course shall be from 15th June to 15th October. The University will not allow the admission or grant enrollment form to the students who are admitted after 30th September.

O.62:

Notwithstanding anything contained in O. 61 the Syndicate shall have the power, in an emergency, to shift the college vacation and also extend or reduce its duration; provided that the duration of a vacation shall not be extended or reduced, except by a vote of a two-thirds majority of the members present at a meeting of the Syndicate. In such cases, the period added to either term shall be regarded for the purposes of O.64 as a part of the other term which has been reduced.

O. 63:

Terms can be kept only by duly admitted students who shall attend for a prescribed number of days at one or more of the Colleges or Institutions recognized by the University.

O.64:

- (A) The student shall have to attend 75% of total theory lectures and practical's in each subject separately for being eligible to appear in final examination of each year.
- (B) There shall be two terms in each academic year for degree and diploma courses as mentioned in statute -156.
- (C) PROFESSIONAL EXAMINATION
 - (i) The examination for each Professional course shall be held after completion of the required terms of study for the given professional year

- (ii) Subjects of the professional courses will be applicable as per the Guidelines / Notification / Resolution of C.C.I.M./ concerned competent authority from time to time.
- (iii) A student failed / absent in not more than two subjects of the first / second / third Professional Examination of Ayurvedacharya (B.A.M.S.) will be allowed to keep terms (A.T.K.T.) of the second / third / fourth professional year of Ayurvedacharya (B.A.M.S.) as the case may be.

If any students failing to pass in one or more subjects in each Professional Examination shall be eligible to appear in those subjects in subsequent professional examination.

- (v) (a) Any Student failing to pass the First / Second / Third / Fourth Professional Examination in 5 (five) trials, shall not be allowed to continue further studies and will be debarred from the entire course.
- (b) However, non-appearance in the whole examination will not be treated as an attempt, provided that the student does not submit the examination form or his/her inability to appear in the examination has been communicated to the University in written, 24 hours before the start of the actual examination.
- (c) Provision of five attempts has to be availed by the student within four years from the date of admission to B.A.M.S. course for first Professional Year.
- (d) Provision of five attempts has to be availed by the student within four years from the date of passing / getting A.T.K.T. in the related lower examination i.e. first / second /third Professional examination for second/third / fourth Professional Year students.
- (e) However, if a student can not appear in the examination due to punishment as per the relevant clauses of Ordinance-121, it will not be counted as an attempt. The years of debarment shall also not be counted in the prescribed limit of years for passing given professional year.
- (f) The provisions made under this ordinance shall also be applicable to other Graduation and Diploma level courses of the University according to Statute- 156 where the name and duration of the course and related subjects should be understood as the case may be.
- (g) However, besides the provisions made under this ordinance, the guidelines / notifications / resolutions of C.C.I.M. / concerned competent authorities whenever issued and amended in this regard shall be applicable from time to time.

O.65:

- (A) On account of bonafide illness or any other reason deemed sufficient including sports, cultural or any other activity decided by the University, the Principal or the Syndicate shall be the competent authorities to condone the deficiency in attendance, as required according to Ordinance No. 64, as under:-

The Principal shall be the competent authority to condone the deficiency up to 5% in each year. If the deficiency is of more than 5% but not exceeding 10% such cases shall be referred by the Principal to the University for necessary decision by the Syndicate.

- (B) This ordinance shall also be applicable to all Diploma, Graduation level and Post – Graduation level courses of this University.

O.66:

- (A) For a college or colleges in any place within the territorial limits of the jurisdiction of the University, that may, in judgement of the Syndicate, be affected with any epidemic disease or natural or man-made calamity or any other emergency, the operation of Ordinance-64 may be suspended as regards to the number of days' attendance required during any concerned professional year.

- (B) (i) Provided that in case of any other emergency, the Syndicate present at a meeting of the Syndicate, to suspend the operation of Ordinance-64.

(ii) On such suspension, the Syndicate shall determine, on the recommendation of the Principal of the concerned college, stating reasons, to be made at the end of the professional year, the minimum number of days' attendance required for keeping the professional year.

- (C) This ordinance shall also be applicable to all Diploma and Graduation level courses of this University.

O.67: - Deleted -

O.68:

The Principals and Heads of Institutions shall keep a register of the attendance of duly admitted students.

O.69:

To keep a term at a college, or recognized Institution, an under graduate must complete, to the satisfaction of the Principal or the Head of the

Institution, the course of study of the college or Institution prescribed for such terms for the class to which such under-graduate then belong.

O.70:

Notwithstanding anything contained in the Ordinance, it shall be competent for the Principal of a college to withdraw the application of a student of his college for admission to a University examination on the ground of unsatisfactory progress of the student concerned. Such withdrawal shall be permitted only if the intimation of the Principal reaches the University office and is made atleast one week before the commencement of the examination. On such intimation being received by the University office, the name of such student shall be deemed to stand cancelled from the list of candidates appearing at the University examination and thereupon the student concerned shall not appear at the examination and in case of his appearance at the examination, his result shall not be declared. The examination fees paid by such a student shall be refunded in full.

O.71:

If any of the terms is not duly kept by a candidate, as per requirement of the University for the relevant courses of studies, he shall not be permitted to appear in the examination concerned and in the event of his appearance, his name shall be deemed to be cancelled from the list of candidates for the examination and his fees shall be refunded in full.

TRANSFERENCE CERTIFICATE

O.71-A:

No student shall, at any time, be admitted to another college unless he produces from the Principal of the college he leaves:

- (i) A Certificate showing:-
 - (a) the number of days of attendance at the college, which the student has left, in all the terms during which he attended the college, after passing his last University examination;
 - (b) the number of college examinations and / or test examinations he did and did not attend with the result of each examination, since the last University examination that he passed;
 - (c) that he has no books in his possession belonging to the college;
 - (d) that there are no dues outstanding against him;
 - (e) that he bears a good moral character;
 - (f) his date of birth as entered in the college register;

- (g) that his laboratory journal has been certified by the head of the college he is leaving as the record of work actually done by the student.

Notwithstanding anything contained above, a student who prosecutes study for one post-graduate and one under-graduate course simultaneously in two different Institutions, other than the original Institution or college he leaves, shall produce a Transference Certificate in original to the Institution or college he joins first and a copy attested by the Principal of the college or the head of the Institution he so joins to the other

O.71-B: - Deleted -

O.72: - Deleted -

O.73: - Deleted -

O.74:

- (A) The Student may be allowed to take the migration to continue their study to another college after the passing the first professional exam, but failed students transfer and mid-term migration shall not be allowed.
- (B) For migration, the students shall have to obtain the mutual consent of both colleges and Universities and it shall be against the vacant seat after obtaining NOC from C.C.I.M. / concerned competent authority.

A student migrating from this University will be issued a Migration Certificate on applying in a prescribed form through the Principal of the college or Institution last attended on paying non-refundable fee of Rs. 500/- or prescribed by the University from time to time.

O. 75: - Deleted-

O. 76:

Application for Transference Certificate shall be made by students, without unnecessary delay, through the Principal of the college to which they wish to be transferred.

INSPECTION OF COLLEGES AND RECOGNIZED INSTITUTION

(Under Section 26 (1) (o) of the Act)

O.77:

The Syndicate shall cause every affiliated college and recognized Institution to be inspected from time to time by one or more competent persons authorised by the Syndicate in this behalf.

O.78:

An inspection of every affiliated/ constituent college / approved centre / institute and recognized institution shall be held under section 26 to 31 of the Act, every year and at other times when, in the judgement of the syndicate special reasons exist in the case of any college or institution for such inspection.

O.79:

The inspection will be directed primarily to the purpose of ascertaining if the main conditions of affiliation or recognition are maintained or not and of seeing that adequate measures are taken to ensure efficiency.

O.80:

If the report submitted by the person or persons deputed to inspect calls for any action by the Syndicate, the Syndicate shall, after full inquiry specify definitely the point or points in which it considers the college or the Institution deficient and fix a time (to be extended upon good cause shown) within which the college or the Institution shall take the action necessary to rectify the deficiencies pointed out.

RETURNS

(Under Section 26 (1) (o) of the Act)

O.81:

Every college and recognized Institution shall submit annually by the 15th of April to the Syndicate the following returns in the form prescribed

- (a) A return of the teaching staff;
- (b) Return of finance, giving the accounts for the preceding Government Financial Year;
- (c) Return of the number of students attending the college or the Institution;
- (d) A return of the complete time-table of lectures, tutorials, practicals demonstrations, clinics etc.

O.82:

Every college and recognized Institution shall report to the Syndicate all changes in its teaching staff, as soon as such changes are made. They shall also report the changes in the staff of the hospital where the students of

these colleges are required to do their clinical work; in reporting such changes, the qualification of the members of the staff newly appointed, the conditions governing their tenure of office and the qualifications of the persons in whose place the new appointments are made, shall be given in detail.

REGISTERS

(Under Section 26 (1) (p) of the Act)

O.83:

Every college / institution shall maintain:

- (A) A register, giving the following details of every student who has been admitted to the college, the date of admission, the date of birth, the name of birth place, full permanent address, landline number, mobile number, e-mail I.D, color photograph, UID (Aadhar Card) number, attendance at college examination and the results of such examinations and a record of University career and the date of leaving the institution / college.
- (B) Separate attendance registers for each subject for theory and practical / clinical as per requirement.

RECOGNITION AND INSPECTION OF HOSTELS

(Under Section 26 (1) (d) of the Act)

O.84:

Every hostel maintained or managed by the University or by a college affiliated to the University or an Institution recognized by it, shall be recognized hostel, provided that it fulfils all the conditions as laid down in Ordinance 85,

O.85:

Any person or a body of persons managing or maintaining a Hostel, desirous of having it recognized, by the University, shall apply to the Syndicate for recognition, with the following particulars:

- (i) The locality of the hostel and its surroundings;
- (ii) The capacity of the hostel and the approximate floor space provided for each inmate;
- (iii) The number of students expected to be put in each room;
- (iv) Arrangements made for water supply, lighting, sanitation, medical help etc., in the hostel ;

- (v) Arrangements made for boarding and for outdoor and indoor games;
- (vi) Arrangements made for the inspection of the kitchen for superintendence over the inmates and for the management of the Hostel;
- (vii) The financial statement relating to the Hostel.

O.86:

On receipt of an application, the Syndicate, after any further inquiry which it may deem necessary, shall decide as to whether or not recognition is to be granted. Provisional recognition may, however, be granted by the Syndicate on such terms and conditions as it may deem necessary.

O.87:

The Syndicate may suspend or withdraw the recognition granted to a Hostel, managed by a person or body of persons, which is not conducted according to the terms and condition of the recognition provided that no action shall be taken without giving the management of the hostel concerned an opportunity of making such representation in the matter as it may desire to make.

O.88:

The Syndicate shall hold periodical inspections of all hostels.

O.89:

The management of every hostel shall submit to the Syndicate at the end of every term, a report of the working of the hostel for the term.

CONDUCT AND DISCIPLINE OF STUDENTS

(Under Section 26 (1) (e) of the Act)

O.90:

Every student of the University shall reside either

- (a) in the University Hostel, or in a recognized Hostel of a college, or in the lodgings approved by the authorities of the college.

or

- (b) with a parent or a person accepted by his college to be his guardian.

O.91:

Each college shall provide residential quarters for such a percentage of its students as the Syndicate may from time to time decide and shall make arrangements for supervision over the students who reside in lodging approved by the authorities of the college. Resident student shall conform to regulations drawn up by the Principals of colleges and approved by the Syndicate.

O.92:

Every non-resident student shall submit the name, address, relationship if any, of the person with whom he proposes to live, to the Principal of his college. The Principal shall satisfy himself in every case that the arrangements made are suitable and that the guardian is able and willing to hold himself responsible for the welfare of the student while he is an inmate of his house.

O.93:

As soon as possible, after the re-opening of a college after the long vacation but before the end of the first term, the Principal shall submit to the Chairman of the Board of Sports and Students Welfare the following information.

- (i) The number of hostels and the name of the Superintendents;
- (ii) The number of resident students in such hostel and approved lodging;
- (iii) The number of non-resident students living with their parents;
- (iv) The number of non-resident students living with their guardians.

O.94:

All colleges shall provide adequate facilities for physical exercises, games, sports etc. for their students and shall prepare a programme for the year and shall forward, a statement of the same to the Chairman of the Board of Sports & Students Welfare.

O.95:

If, in any year, the University conducts a Medical Examination of the students studying for a particular Examination in a College affiliated to the University such Medical Examination shall be compulsory for all the students included in the scheme of Medical Examination. Students who do not present themselves for such Medical Examination shall not be allowed to appear at the examination for which they are studying whether it be a college examination or a University Examination. If, through illness or similar unavoidable circumstances, a student fails to present himself for the Medical Examination conducted by the University, he shall have to undergo such an examination at his own expense and submit the form prescribed by the University for the Medical Examination duly filled in by a qualified Medical Practitioner in Ayurved to the University through the Principal of his college on receipt of which only he can be permitted to appear for the examination for which he is studying.

O.96:

Every person who passes an examination for any degree as per statute of the University shall be eligible for conferring degree or diploma on payment of fee as mentioned below or decided by the Vice-Chancellor from time to time.

1.	Diploma	Rs. 1000/-
2.	Graduation	Rs. 2000/-
3.	Post Graduation	Rs. 3000/-
4.	Ph.D.	Rs. 5000/-
5.	for foreign students	Rs. 10000/-

FOR DUPLICATE CERTIFICATE

A Duplicate certificate of Degree / Diploma may be issued to a candidate in case of having lost the original degree / Diploma certificate issued by the University if an application made along with the following documents.

- 1) An Affidavit on Rs.300/- Bond paper duly signed and stamped by the notary public or Second class magistrate.
- 2) A attested copy of Original Degree Certificate may be enclosed.
- 3) A attested copy of Final year Mark sheet may be enclosed.
- 4) A copy of Registration Certificate of current year.
- 5) A certificate from the Principal of the college
or Head of the PG Dept. / Institute where the student last attended, mentioning that he was a bonafide students in those (when studied) years.
- 6) Fees for Duplicate Certificate is as mentioned below or decided by the Vice-Chancellor from time to time.

1.	Diploma	Rs. 2000/-
2.	Graduation	Rs. 4000/-
3.	Post Graduation	Rs. 6000/-
4.	Ph.D.	Rs. 10000/-
5.	for foreign students	Rs. 20000/-

ACADEMIC COSTUME

O.97:

Academic Costume shall be worn at Convocation for conferring Degrees.

O.98:

The academic costume shall be worn by the students at convocation function for conferring the degrees. The said costume will be provided by the University on deposit of Rs. 200/- as prescribed by the University from time to time which will be refunded on returning of the costume back to the University. Rs. 50/- as prescribed by the University from time to time will be charged as the maintenance expenditure cost from the student.

O.98-A:

Such of the members of the Senate of the Gujarat Ayurved University as are graduates of other Universities or as are entitled to wear official costume or uniform, may appear in the Academic Dresses of their own Universities, or in such costume or uniform, wearing in addition the Badge of the Gujarat Ayurved University.

Other members shall wear the appropriate Badge of the Gujarat Ayurved University, Academic Costume to be worn by the members of the Senate and Graduates of the Gujarat Ayurved University.

Students shall wear an appropriate apron with a Badge, members of the Senate and Syndicate shall wear the Scarf and Badge and Officers of the University shall wear a Badge.

PROVIDENT FUND

O.99-A :

The amount in hand to the credit of Provident Fund shall be deposited in State Government treasury in accordance with such directions as the Government may from time to time by an order in writing give to the University.

O.99-B:

- (i) Compulsory minimum subscription to the general Provident Fund in respect of employees who are governed under pension scheme as laid down under Statute-175-B, as per prevailing rate of the Government of Gujarat.
- (ii) The amount of monthly subscription can be raised by the subscriber him / her self subject to following condition:-
 - a. It shall be expressed only in rupees.
 - b. It will not be more than employee's emolument,
 - c. Amount of subscription can be decreased once during the course of year and can be increased twice during the course of the year.

O.100:

The Syndicate shall look into the maintenance of proper accounts relating to the fund, showing the amount for the time being to the credit of each subscriber and the general state of the Fund, in such form as it may, prescribed from time to time.

O.101:

The subscriber to the fund shall be entitled to interest on the balance in employee's Provident Fund accounts at the same rate at which the State Government Servant is for the time being entitled to on the balance in employee's Provident Fund accounts.

O.102:

The term salary for this purpose shall mean, the Basic pay as per the Revised Scales of pay as and when recommended by the pay commission and approved by the Government.

- (A) (i) The Registrar shall be competent to grant temporary loan to a subscriber from the amount standing to their credit in the fund for marriage, higher education of the subscriber or his family members, major surgical operations, hospitalizations of the subscriber or his / her family member, for the treatment of T.B., Leprosy, Diabetes or Cancer, Kidney, heart disease etc. or for applicant's pecuniary circumstances which justify that it will be incumbent for him / her to pay expenses incurred in connection with the prolonged illness of the subscriber or any person actually dependent on him / her or for the payment of obligatory expenses on a scale appropriate to the applicant's status in connection with marriage, funeral or other ceremonies which by his / her relation is incumbent on him to perform or to pay premium / premia of his / her or his / her family members life insurance policy/policies.
- (ii) The amount of advance under the above provision shall not exceed the subscriber's basic pay of 3 months or 50% of balance of the subscriber whichever is less.
- (iii) No second advance for the aforesaid purposes shall be granted until the final repayment of the first loan is made.
- (iv) However, second advance from the fund, or an amount in excess of 3 months salary may be sanctioned by the Registrar in special cases for reasons to be recorded in writing by the authority and shall in no case exceed the amount of subscription and interest thereon.
- (v) No third advance shall be admissible under any circumstances.
- (B) A subscriber who has completed 10 years or more of service in the employment of the University may be granted an advance by the

Registrar in his / her discretion for construction or purchasing of a dwelling house, or a dwelling site or carrying out the repairs of subscriber's house to the extent of his / her own subscription plus contribution of the University credited to his / her provident fund account at the end of the financial year immediately preceding the application. Such advance shall be repaid in monthly instalments not exceeding 120 (one hundred twenty).

- (C) (i) Part Final withdrawal from the Provident Fund may be sanctioned by the Registrar for the special reasons to be recorded in writing by the applicant, provided an employee has completed 15 years continuous service; or 10 years before the date of superannuation whichever is earlier to the extent of subscribers' own subscription.
- (ii) Payment of final withdrawal of 90% of their balance shall be allowed to the subscriber if he/she submits an application for payment of the amount at least 1 year in advance of the date of superannuation.
- (iii) Part-final withdrawal shall be allowed to the subscriber to meet the cost of higher education including travelling expenses of any child of the subscriber who is actually dependent on him / her.
- (iv) It shall be allowed also for education outside India, for academic, technical, professional or vocational course beyond the high school stage and for medical, engineering or other technical or specialised course in India beyond the high school stage, provided that the course of study is not less than 3(three) years.
- (v) Part-final withdrawal shall be allowed to meet the expenditure in connection with the marriage of a son / sons or a daughter / daughters of the subscriber or person actually dependent on him/her, or to meet the expenses in connection with the illness, of the subscriber including the travelling expenses of the subscriber or any person actually dependent on him/her or for building or acquiring or purchasing a suitable house for his/her residence including the cost of the site or repaying any outstanding amount on account of the loan expressly taken for this purpose before the date of receipt of the application for withdrawal but not earlier than 12 (twelve) months at the date, or reconstructing or making additions or alterations to a house already owned or acquired by a subscriber.

- (vi) Actual withdrawal from the fund shall be allowed on production of documentary evidences to the satisfaction of the Registrar.
 - (vii) Any sum withdrawal by a subscriber at any one time for one or more purposes aforesaid from the amount standing to his / her credit in the fund shall not ordinarily be half of such amount or 6 (six) months' pay whichever is less. The Registrar may, however, sanction the withdrawal of an amount in excess of the referred limit up to 75% (seventy five percent) of the balance together with the contribution of the University at his / her credit.
- (D) (i) Part-final withdrawal shall be allowed for the following purposes also after a University employee has completed 10 (ten) years of service:-
- (a) Building or acquiring a suitable house or ready built Flat for his / her residence including the cost of site.
 - (b) Repaying an outstanding amount on account of -loan expressly taken for building or acquiring a suitable house or ready-built flat for his / her residence.
 - (c) Purchasing a house site for building a house thereon for his / her residence or repaying any outstanding amount on account of loan expressly taken for this purpose.
 - (d) Reconstruction or making additions or alterations to a house or a flat already owned or acquired by a subscriber.
 - (e) Renovating, additions or alterations or upkeep of an ancestral house at a place other than the place of duty or to a house built with the assistance of loan from Government at a place other than the place of duty.
 - (f) Constructing a house on a site purchased under Clause D(i)(c).
- (ii) The term Salary for the purpose of Contributory Provident Fund shall mean the Basic Pay plus N. P. A. as per the revised scales of Pay as recommended by the Government. The contribution of subscriber should be 10% (ten percent) of the basic pay plus N.P.A. or any other fraction as and when changed by the Government.

O.103:

With a view to providing extra social security to the families of the subscribers and a positive incentive to the University Employees to save more Deposit Linked Insurance Scheme is introduced to provide an insurance cover to the subscriber without payment of premium.

The Scheme will be administered as follows:

- (A) In the event of the death of a subscriber in service the person (s) eligible to receive Provident Fund balances in terms of the relevant rules will be sanctioned an additional amount equal to the average balance in the account of the deceased University servant in the Fund during the 3 (three) years immediately preceding the death of the employee subject to the provisions of sub-para (iii) below:-
- (B) In the case of Contributory Provident Fund, only the subscription of the Employee with interest thereon, will be taken as the balance for the purpose of this scheme;
- (C) The above benefit will be available subject to the fulfilment of the following conditions;
- (i) The balance in the account of the University servant should not have fallen below the following limits at any time during the 3 (three) years preceding the date of death:-
- | | |
|---|-------------|
| A subscriber holding a post in the Scale of pay the maximum of which is Rs. 12,000/- or more..... | Rs.25,000/- |
| Scale of pay the maximum of which is Rs. 9,000/- or more but less than Rs.12,000/-..... | Rs.15,000/- |
| Scale of pay the maximum of which is Rs. 3,500/- or more but less than Rs.9,000/-..... | Rs.10,000/- |
| Scale of pay the maximum of which is less than Rs. 3,500/- | Rs.6,000/- |
- (subscriber of holding the post in the pay scale as mentioned above or may be amended by University and sanctioned by the Government from time to time)
- (ii) The upper limit up to which the benefit of insurance cover will be Rs. 60,000/-. Thus, any amount in excess Rs. 60,000/- in the fund will be disregarded for the purpose of this extra benefit.
- (iii) The benefit would be admissible only if an employee has put in at least five year service at the time of death.
- (iv) The amendments to the above rules made by the State Government shall apply mutatis to the University employee also from time to time.

O.104:

The amount withdrawn by any depositor together with such interest as would have accrued on the sum had it not been withdrawn, shall be recovered by such number of equal monthly instalments not exceeding 24 (twenty-four) as the Registrar may fix and shall be recovered by deductions from the salary paid by the University to the depositor. The first

of such deductions shall be made from the first payment of a full month's salary after the depositor has withdrawn the sum to be refunded. The amount of such instalment shall be fixed in round figure and the last instalment shall cover the entire balance then to be refunded by the subscriber. The amount of interest due may be recovered in one or two further instalments at the option of the subscriber.

But a subscriber may at his / her option apply for second advance only after he /she has paid at least 12 (twelve) instalments, accordingly in such cases. When second advance is sanctioned under Ordinance 102 as a special case before repayment of last instalments of any previous advance is completed, the balance amount of previous advance not recovered shall be added to the advance so sanctioned and instalments of recovery shall be re fixed with reference to the consolidated outstanding advance amount. However, a subscriber intending to square up his / her account at his / her own accord may be permitted by the Head of Account Section.

AFFILIATED COLLEGES

(Under Section 27 of the Act)

O.105 :

All applications for affiliation, extension of affiliation or continuation of affiliation of a college shall be sent to the Registrar in the form prescribed by the Syndicate so as to reach him on or before the first of August of the year preceding the year from which affiliation is intended to take effect.

Every application for affiliation shall be accompanied with fee of Rs.25000/- every year on or before 31st May for affiliation. No request for postponement of consideration of the application for affiliation, renewal of affiliation or extension of affiliation, as the case may be, shall be entertained. The affiliated colleges should have to apply every year for the purpose within stipulated time.

The Syndicate may, however, consider any application received after the aforesaid date for reason deemed sufficient by it.

O-105-A

Every affiliated Ayurved College (other than a college maintained by the Government or University)

(a) shall be under the management of a governing body which shall include amongst its members, the Principal of the college and two representative of the University nominated by the Syndicate out of which minimum one member should be from the Senate.

(b) that for recruitment of Principal and members of the teaching staff of a college there is a selection committee of the college which shall include :-

1. in the case of recruitment of the Principal, one representative of the University nominated by the Syndicate and one expert representative nominated by the Vice-Chancellor.
2. in the case of recruitment of a member of a teaching staff of a college, one representative of the University nominated by the Syndicate and one subject expert representative of the University nominated by the Vice-Chancellor.

Note:- The tenure of the Syndicate nominated representative as per Clause – (a) & (b) shall be two years”

3. the selection Committee shall interview and adjudge the merit of each candidate in accordance with the qualifications advertised, and report to the appointing authority the names arranged in order of merit giving reasons for the order of preference. The Committee may recommend only one name if other are not found suitable or may not recommend any name if no candidate is found suitable and report to that effect be sent to the appointing authority.
4. as per the recommendation of the selection committee for the affiliated colleges the appointing authority may appoint the selected candidate in the anticipation of sanction of the Syndicate of University. The syndicate will approve the appointment after the verification of qualification and procedure of the selection.

The above provisions shall be deemed to be condition of affiliation of every college referred to above.

O.105-B:

- (1) No confirmed teacher (including Principal or Head of Recognised Institution) shall be removed from service by a College Institution except on one or more of the following grounds and except in accordance with the procedure prescribed herein under:
 - 1 Persistent negligence of duty.
 - 2 Physical or mental unfitness.
 - 3 Incompetence.
 - 4 Misconduct.

Explanation: A teacher who has put in not less than two years continuous service in college or Institution concerned shall be

deemed to be a confirmed teacher for the purposes of this Ordinance.

- 5 Where work-load in a subject or subjects is so reduced that a part-time teacher is not required, or the workload is so increased that a full-time teacher is required in place of a part-time teacher. (Ground NO.5 shall apply to part-timers only)
- (2) No order of removal shall be passed against a confirmed teacher (including Principal or Head of recognised Institution) unless he has been informed in writing of the grounds on which it is proposed to take action and has been afforded an adequate opportunity of defending himself. The grounds on which it is proposed to take action shall be reduced to the form of a definite charge or charges, which shall be communicated to the teacher charged together with a statement of the allegations on which each charge is based and of any other circumstances which it is proposed to take into consideration in passing orders in the case.
- (3) The teacher shall be given not less than a fortnight to put in a written statement of his defence and state whether he desires to be heard in person. If he so desires, or if the management concerned so directs, an Oral inquiry shall be held.
- (4) The inquiry shall be conducted by a person other than an employee of the management nominated by the management,
- (5) The Inquiry Officer shall hold the inquiry with due expedition and shall make his report within a month from the commencement of the inquiry and shall submit it to the management. The inquiry shall be conducted in accordance with the principles of natural justice.
- (6) At the inquiry, oral evidence may be led both by the management and the teacher, as to such of the allegations as are not admitted and both the parties shall be entitled to have witnesses called and to cross-examine each other's witnesses. The teacher shall be entitled to give evidence in person.
- (7) At the said inquiry the management may, if it so desires, lead documentary evidence in support of the charge/charges framed against the teacher. In that case, copies of the said documents shall be supplied to the teacher.
- (8) The teacher, shall be entitled to lead documentary evidence, if he so desires.

- (9) On consideration of the report made by the Inquiry Officer and the findings recorded by him if the management arrive at a provisional conclusion that the teacher concerned should be removed from service, the management shall supply the teacher with a copy of the said report and call upon him to show cause within a reasonable time not exceeding one month against the proposed removal.
- (10) Any representation submitted by the teacher, in this behalf shall be fully taken into consideration before orders are passed by the management. The management shall pass the orders within a fortnight of receiving the representation and if no representation is submitted by the last date for its submission, within a fortnight from the last date fixed for the submission of the representation.
- (11) The representation of the teacher shall form a part of the record of the case.
- (12) If, in the opinion of the management, the charge or charges is or are of such a nature that the presence of the teacher, against whom the charge or charges is or are made, is prejudicial to the working of the college the management may place him under suspension till final orders are passed.
- (13) During the period of suspension the teacher shall be entitled to draw a subsistence allowance at half the rate of his pay last drawn. He shall also be granted other allowances admissible to a teacher on the pay equal to the subsistence allowance.
- (14) In every case of removal of a confirmed teacher, from the service of a college the management of the college shall make a report in writing to the University through the Principal. The report shall be accompanied by a full record of inquiry, including the report made by the Inquiry Officer, the show-cause notice, the representation of the teacher, vide Rule 10 and the order passed by the management.
- (15) The teacher, who is removed from the service by the college and who feels aggrieved by such removal, shall have the right to appeal against the order of removal to the University within a period of one month from the date of the removal.
- (16) Every such appeal shall be referred by the University to a tribunal consisting of:-

- (i) a nominee of the Syndicate (Chairman);
- (ii) one member of the Senate named by the aggrieved party;
- (iii) one member of the Senate named by the management.

- (17) The tribunal shall proceed to hear the appeal within a fortnight of its appointment and shall make its report within a month from the date of commencement of the hearing.
- (18) The management by its representative and the teacher, shall be entitled to appear before the tribunal and to present their respective case. Neither party shall be entitled to engage a lawyer.
- (19) The decision of the tribunal shall be final and binding both upon the teacher concerned and the management. No suit shall lie against the order of removal by the college or the decision of the tribunal.
- (20) If, as a result of the decision of the tribunal, the teacher is reinstated he shall be deemed to be in continuous service and shall be entitled to all the benefits accruing from continuous service, including the payment of difference between his full salary and the subsistence and other allowance paid to him during the period of suspension, in case he was suspended.
- (21) No member of the staff shall leave the employment of the College/Institution in the midst of any term and without giving to the authorities three months' notice if he is confirmed or one month's notice, if he is temporary or on probation, provided that such notice, shall not end in the middle of an academic term. In case, however, a member does not give the required notice the College/Institution authorities shall be entitled to claim from him an amount not exceeding the salary and such allowance as may be payable to him for the period of notice.

No teacher shall be entitled to payment of salary from both the Colleges and/or Institutions.

If a member of the staff leaves the service in the middle of an academic term without due notice and joins any College/Institution affiliated to/recognised by the University, the Syndicate may not approve his appointment in the new college or recognise him as a teacher for that academic term.

- (22) A teacher (including Principal or Head of a recognised Institution) who has given a written acceptance of an appointment in an affiliated

college or a recognised Institution shall be bound to join and serve for atleast one academic term and if he fails to do so without reasonable cause, he shall not be considered as a recognised teacher for appointment in an affiliated college or a recognised Institution for one year.

- (23) A teacher in an affiliated college or a recognised Institution, when he applies for any post at another affiliated to or an Institution recognised by this University or at a new college or Institution to be started in the University area, shall invariably send his application through the Head of his college or the Institution, as the case may be.
- (24) It shall be incumbent on the Principal of the college or the head of the Institution to forward the application of any teacher working under him addressed to a college or Institution affiliated or seeking affiliation to the University.
- (25) Where a teacher is appointed on a specified contract, the period and conditions of such contract should not be inconsistent with the conditions as laid down by the University and the terms of such contract should be submitted to the University for approval.
- (26) Notwithstanding anything contained in the foregoing provisions, it shall be competent for a college or a recognised institution to appoint, in the event of a vacancy occurring on account of study-leave and only on that account granted to a confirmed teacher holding a substantive appointment, a person as a temporary teacher for a period not exceeding three years, provided that (i) the person holding this substantive appointment to whom study-leave has been granted has been given lien of his post in his college or Institution, as the case may be; and (ii) in the appointment letter issued to the incumbent appointed temporarily in the leave vacancy it has been expressly stated that his appointment is purely on a temporary character and is in a leave vacancy.

The provisions of this Ordinance shall not apply to the cases of termination of services of a teacher or teachers occasioned by the closure of a college.

O.105-C:

1. An affiliated college shall not change its location or give the college building or a part of it on rental basis without prior permission of the University.
2. The Syndicate may accord permission to an affiliated college to change its location subject to the following rules and procedure.
 - (i) An application for permission to change its location together with a fee of Rs. 500/~ shall be submitted not later than 31st December of the year proceeding the year from which the change of the location of the college is intended to take effect.
 - (ii) The application shall set forth elaborately the reasons for the purpose of change in the location of the college.
 - (iii) The college shall submit the plan of the building together with an elaborate note detailing the physical facilities available in the building as per University norms in respect of the dimensions of the class-rooms including rooms for tutorials, teachers' rooms, library including the reading room, laboratories if any, are needed, boys' common rooms, girls' common rooms, principal's rooms, water-room, toilet, etc.
 - (iv) On receipt of the application the Syndicate may appoint a Local Inquiry Committee to examine the proposal of the College and report on the need for the change asked for and also premises where it is proposed to shift as per the University norms.
 - (v) The report of the Local Inquiry Committee will be placed before the Syndicate and the Syndicate after considering the report may either grant the permission asked for on such conditions as it may deem necessary to lay down or refuse the permission asked for.

O.105-D:

- 1 A permanent full-time Teachers who are not Post-graduate in Ayurved may be permitted by the competent authority to pursue the Post--graduate course in Ayurved conducted by the Institute of Post-Graduate Teaching and Research at Jamnagar or at any Post-Graduate centre recognised by the Gujarat Ayurved University. No such permission shall be granted to a teacher who is to retire within 5 years from the commencement of Post-graduate study.
- 2 Every affiliated or constituent college shall be entitled to permit not more than two teachers in any one year to join the above post-graduate course.
- 3 The teachers who have been permitted to join the P. G. course on deputation, shall be entitled to their full salary and all other admissible allowances while prosecuting their studies or shall be entitled to study

leave for a period of three years as per the rules for study leave sanctioned by the affiliated or constituent college concerned.

In the event of failure of a candidate in the First Year M. D. (Ayu) examination the candidate will have to join the duties in his/her college immediately. However, the candidate may be granted leave as may be due & admissible to him/her for appearing in subsequent supplementary examination. Provided further that the entire period of deputation for prosecuting study with full salary and allowances or study leave shall not exceed three years in any case.

- 4 The teacher who leaves the course before completion, shall be required to pay to the concerned college the basic pay for the entire period for which he continued the study. He shall be required to execute a bond on duly stamped paper before the Principal of the college.
- 5 The teacher who has successfully completed his course, shall be bound to serve atleast three years service in the college concerned there-after and for that he shall be required to execute a bond on the stamped paper of prevailing rate.
- 6 Syndicate shall be the competent authority to add, amend, alter or rescind any of the above clauses.

O.105-E :

Every college / Institute affiliated to the University has to apply for continuation of affiliation every year. An inspection fee of Rs.25,000/- per year is to be paid by the applicant Institute in the form of Demand Draft (Nationalised Bank) drawn in favour of "The Registrar, Gujarat Ayurved University, Jamnagar." payable at Jamnagar, on receipt of application and the inspection fee a visit of Local Inspection Committee will be arranged. The Local Inspection Committee will submit it's report after inspection of the said institute. If Local Inspection Committee reports certain deficiency the University may ask the institute to fulfill the deficiencies within maximum 60 days. In such cases the institute will be re-inspected by the Local Inspection Committee for which the applicant institute has to remit re-inspection fee of Rs.25,000/- alongwith a certificate indicating fulfillment of all the deficiencies with a request of re-inspection within stipulated time, on receipt of such a request, fulfillment certificate and re-inspection fee, the University will arrange the visit of Local Inspection Committee for re-inspection. The continuation of affiliation will only be given on receipt of report of Local Inspection Committee indicating fulfillment of deficiencies, failing which the affiliation is likely to be discontinued.

O.105-F:

The applicant Institute from Gujarat State who wants to start a new College for the faculty of Ayurveda (BAMS), Ayurved Pharmacy College, Ayurvedic Medicinal Plants College and Yoga & Naturopathy College has to pay Rs.25,000/- towards the expenditure of Local Inquiry Committee. The same amount must be credited or deposited to University by concerned Institute before the date of Inspection by cash or Demand Draft (Nationalised Bank) drawn in favour of "The Registrar Gujarat Ayurved University, Jamnagar", payable at Jamnagar.

The applicant Institute from out of Gujarat State has to pay Rs.1,50,000/- towards the expenditure of Local Inquiry Committee.

O.106:

- (a) The maximum work-load per week for the full-time teachers of the various categories shall be as under :

(i)	Demonstrators	28 periods of 45 (40+5) minutes each or 18 hours (the Demonstrator with a Post-graduate Degree may be assigned lectures or tutorials not exceeding 6 periods)
(ii)	Tutors	21 periods of 45 (40+5) minutes each or 15-45 hours, of which lectures shall not exceed 8.
(iii)	Lecturers & Professors:	21 periods of 45 (40+5) minutes each or 15- 45 hours, of which lectures shall not exceed 15.
(iv)	Lecturers & Professors who are recognized Post-graduate teachers and are actually doing Post-graduate teachers and are actually doing Postgraduate lecturing work	18 periods of 45 (40+5) minutes each or 13-5 hours of which lectures shall not exceed 13.
(v)	Lecturers & Professors who are recognized as guides for Post-graduate degree.	14 periods of 45 (40+5) minutes each of 10-5 hours, of which lectures shall not exceed 10.

Note: Work-load shown against (iv) and (v) is meant for those Post-graduate teachers who are actually giving Post graduate instructions or guidance.

For part-time teachers in various categories, the maximum periods shall not exceed ten including tutorials and in the case of part-time tutors, lecture periods shall not exceed four.

Note: Daily attendance during the full working hours of the college will be compulsory for every full - time teacher on all working days. Daily attendance during the full working hours of the college will be compulsory for every full time-teacher on all working days and they can be given any other work pertaining to teaching annual and terminal examination of college and students activities.

(b) (Regarding minimum staff required for each year of course and minimum work load per week for full time teachers of the various categories).

RECOGNITION OF INSTITUTIONS

(Under Section 29 of the Act)

O.107:

All applications for recognition, extension of recognition or continuation of recognition of an Institution, shall be sent to the Registrar in the form prescribed by the Syndicate so as to reach him before the 31 of October of the year preceding the year from which recognition is intended to take effect.

Every application for recognition shall be accompanied with non-refundable fees Rs.1,00,000/-.(95,000/-Application fees + 5,000/- Scrutiny fees) No request for postponement of consideration of the application for recognition, renewal of recognition or extension of recognition, as the case may be, shall be entertained.

EXAMINATIONS

Amendment By Syndicate : 11-07-2020

O.108: -:DELETED:-

AWARD OF SCHOLARSHIPS, PRIZES AND MEDALS

O.109:

(A) Only theory marks of the concerned examination should be considered for the purpose of the award of scholarships, medals, prizes, ranks or merit certificates in all courses of the University

- (B) No student shall be eligible for any of the scholarships, medals, prizes, ranks or merit certificates to be awarded to student successful at any of the University examinations, who has a deficiency of marks in any of the head of the examination condoned under the rules laid down in that behalf.

APPOINTMENT OF EXAMINERS

O.110

- (A) The Principal shall submit the panel of recognized eligible teachers as per prescribed norms by CCIM / concerned competent authority (subject / department wise) for the examiner-ship in the prescribed format to academic section of the University, every year latest by 30th November.
- (B) (i) No person other than regular or retired teacher or researcher with minimum 3 years teaching or research experience in the concerned subject shall be considered eligible for examinership. This provision shall be applicable as per the guidelines / notifications / resolutions, of C.C.I.M. / concerned competent authority as and when issued and amended from time to time
- (ii) This ordinance shall also be applicable to all Diploma and Graduation level courses of this University.

O.111

The Registrar shall send a complete list of names of internal as well as external examiners in each subject to the Board of studies concerned which will prepare the panel and recommend to the Examination Control Board the names of the persons to be appointed as examiners in the various subjects. Provided that no teacher shall ordinarily be appointed in the same subject for more than four consecutive examinations.

EXEMPTIONS

Amendment By Syndicate : 11-07-2020

O.112: -:DELETED:-

O.113:

When a student who has earned exemption in one or more subjects at an examination appears next for that examination, he must once and for all

make his election whether he will avail himself of the exemption or appear for the whole examination. If he elects to appear for the whole examination, then thereafter he cannot claim the benefit of the old examination. But on his appearing for the whole examination, he may again earn exemption in one or more subjects and such fresh exemption earned will again be subject to the above provision. If he elects to avail himself of the exemption then he must appear in all the remaining subjects at the same time. It is open to him to earn further exemption in one or more of the remaining subjects in which he so appears.

O.114:

If a candidate is allowed to join the next higher class, because he has obtained exemption from all subjects but one in which he has failed, he will not be permitted to appear for the higher examination unless (i) he has previously passed in the single remaining subjects of the lower examination, or (ii) he appears in that subject simultaneously with his appearance at the higher examination. In the later case, however, he will, in no circumstances, be considered to have passed the higher examination, or in any part of it unless he passes in the aforesaid single subject (with the percentage if any, required for the total) at the same time or within two years of his obtaining the marks necessary to pass in the higher examination, or any part of it in which separate passing or exemption is permitted by the regulations.

When a candidate owing to his failure to pass in the single remaining subject of the lower examination within two years, from the date on which he passes in the remaining subject in the lower examination is not considered to have passed the higher examination or any part of it, he will forfeit all benefits accruing from the marks obtained by him in the higher examination; but the terms kept by him for such higher examination will be available to him for any further appearance at that examination.

NOTE :- This Ordinance will be applicable to the students of the old course of B. S.A. M. wherein the yearly examination is provided.

O.114-A: (Ex-Students)

This Ordinance is applicable only to those students who have failed in the subjects in which there are no practical examinations.

- (1) A student who has satisfied all the requirements of the prescribed course of studies at his college, including the necessary minimum attendance and is certified by the Principal as eligible for admission to

an examination shall be called an ex-student for that examination, if after certification;

- (i) he has not appeared and failed in that examination, and
- (ii) has not joined a college for the same course.

- (2) An ex-student shall be entitled, without being required to keep fresh terms, to have his application for admission to the examination on a subsequent occasion sent only through the college by whose Principal he was certified under clause (1) above, if he has not joined another college (for the same or a different courses).

Provided that in case the college by which the student was certified under clause (1) above, ceases to be affiliated to the University for the course of studies leading to that examination, the student shall be entitled to send his application directly to the University.

- (3) A student who has forfeited his status as an ex-student for a particular examination by joining a college for a course of studies leading to that examination may have his application sent only by the Principal of that college, if he is satisfied with the candidate's conduct and progress even-though the candidate may not have kept the terms as defined in Ordinance.
- (4) An ex-student who joins a college for a course of studies leading to an examination other than the one to which he is eligible for admission as an ex-student shall submit his application for admission through the college which he so joins whether he wishes to appear for the examination for which he has kept his attendance at that college, or for the examination at which he is entitled to appear as an ex-student, in the later case, the Principal shall certify his attendance on the strength of the transference Certificate of the college at which he kept his attendance in the first instance and shall also certify as to the candidate's conduct.
- (5) Notwithstanding clauses (3) and (4) above, ex-student or a particular examination may be required by a special notification to keep fresh terms, if in the opinion of the University authorities; the course of studies leading to that examination have been materially altered.

This Ordinance is applicable only to B. Pharm (Ayurved) and B.S.A.M. old Course.

CONDUCT OF EXAMINATION

O.115:

- (A) Students after paying the prescribed fees and necessary certificates within stipulated time through the Principal / Director / Head of the

Institutions to the Registrar, shall be eligible for concerned examinations, which may be held at such times, in such places and commencing on such dates as the Vice-Chancellor may decide from time to time and as specified below :-

(i) A student desiring to appear at other examination centre other than own will be allowed only on reasons submitted by concerned student, duly justified by the Principal / Director / Head of the Institutions being found satisfactory and approved by the Registrar.

(ii) The examination forms shall be accepted in due course till the date mentioned in the letter of examination branch is being issued at the time of every examination. After such date student can submit their examination forms within seven days with the late fee of Rs. 200/- per day.

In special case after above period if any examination forms to be submit to the university, such form to be forwarded to the university with the recommendation of the respective principal along with authentic documents with the penalty of Rs. 4000/- over and above the late fee of Rs. 200/- per day as prescribed above, and such forms can only be accepted after the approval of the Vice Chancellor. No such form shall be accepted in any case before seven days of commencement the examination.

(iii) If the day fixed below for the commencement of an examination happens to be a holiday or happens to be in a series of holidays, the particular examination will commence on the first working day following the holiday or series of holidays or from such other date as the Vice-Chancellor may direct.

Examination	How many times held in a year	Date of Commencement	Last Date of receiving application	Examination fees Rs.
1	2	3	4	5
FIRST YEAR				
1Ayurvedacharya (B.A.M.S.)	Twice	As notified by the University Exam Section	As notified by the University Exam Section	2000/-
SECOND YEAR				
1Ayurvedacharya (B.A.M.S.)	"	"	"	2000/-
THIRD YEAR				

1Ayurvedacharya (B.A.M.S.)	"	"	"	2000/-
FOURTH YEAR				
1Ayurvedacharya (B.A.M.S.)	"	"	"	2000/-

These provisions of the Ordinance shall also applicable for all the courses as mentioning in Statute – 156 as the case may be.

(B) All Examinations of the University shall be conducted by the coding – decoding system. The Vice-Chancellor shall be the competent authority to evolve out the necessary procedure for the system.

O.115-A:

All Examinations of the University shall be conducted by the Dummy System except The multiple choice question (M.C.Q.) and the Vice-Chancellor shall be the competent authority to evolve out the necessary procedure for the system.

O.116:

Notwithstanding anything contained in the above Ordinance, a blind candidate appearing at any of the examination of this University will be exempted from payment of examination fees on production of a Certificate regarding his blindness from the Principal of an affiliated college or a member of the Senate for the time being or Gazetted Officer.

Provided that in case of a blind candidate appearing at an examination shall be required to pay only a fee of Rs.10/- as the Registration fee and shall be exempted from the payment of any examination fee.

O.117:

Examination fees once paid shall not be refunded except in the circumstances, where the student dies prior to the examination.

O.118:

When there is more than one centre for a written examination, question paper shall be given to candidates on the same day and at the same time in every centre.

O.119:

Unless otherwise specifically provided for, all examinations except practical and viva-voce shall be conducted by means of printed or written papers.

O.120:

No question calling for a declaration of a religious belief on the part of a candidate shall be put at any University examination and no answer or translation given by any candidate shall be objected to on the ground of its giving expression to any particular form of religious belief.

O.121:

(A) On receipt of a report or on detection of a case regarding the misconduct of any student at any University Examination, the "Examination Disciplinary Action Committee" shall have the power to punish the student, after following the procedure as laid down herein. Any one or more of the following punishments may be given by the committee to the student after the charge of misconduct at an examination is proven against him / her:

Sr. No.	Unfair Means Acts	Punishment
1)	Writing questions or answers or anything on any material other than answer book inside the examination hall.	Cancelling the result of respective subject
2)	Possession of material which is/are relevant to the subject of the-examination in examination hall such as: (a) Papers, books or notes; or (b) Written notes on any part of the clothes worn by the student or on any part of his / her body, or table or desk, or (c) Foot-rule and or instruments like set-squares, protectors, slide rules, etc. with notes written on them.	Disqualification from appearing in University examinations for One to two years
3)	Copying is found or established from answer-book or it is otherwise established that the student has: (a) copied or taken help from any papers, books, note, answer-book or any other source in any manner during the examination or at any time thereafter; or (b) allowed another student to copy from his / her answer-book; or (c) received help from or given help to another student ; or (d) exchanged his / her answer-book or a part thereof with another student.	Disqualification from appearing in University examinations for One to two years
4)	On passing or attempting to pass on the question paper (or part thereof) outside	Disqualification from appearing in University

	the examination hall.	examinations for One to two years
5)	Destruction of incriminating material by swallowing, running away with it or causing its disappearance or by any other means.	Disqualification from appearing in University examinations for One to two years
6)	Smuggling in or out of an answer-book or replacing or getting it replaced after attempting answers (during or after the examination with or without the help or connivance of any person).	Disqualification from appearing in University examinations for One to three years
7)	Non delivery of answer-book to the supervisor or destroying the answer book.	Disqualification from appearing in University examinations for One to two years
8)	Serious misconduct in the examination hall or misbehaviour with staff or using force or rowdysm with the staff appointed on exam duty inside or outside the examination hall.	Disqualification from appearing in University examinations for 2(two) to 3(three) years
9)	Disobedience, change of seat, misbehaviour in or around examination hall or writing another student's seat number on the answer-book.	Disqualification from appearing in University examinations for One to three years
10)	Approaching examiner for raising marks or for writing the answer on blank pages.	Disqualification from appearing in University examinations for One to three years
11)	Impersonation – impersonator (who writes for another student) if is a student of this University as well as impersonated student.	Disqualification from appearing in University examinations for One to three years
12)	When answer-book contains (a) abusive or obscene or threatening language, (b) appeal to the examiner and (c) Distinctive mark to disclose the identity.	Cancelling the result of respective subject
13)	Admission to the examination on any kind of false representation in the application form.	Admission to the examination on any kind of false representation in the application form.
14)	If the student is found talking or doing	Disqualification from

	any other malpractice in the video footage and / or keeping mobile phone/s or any other electronic gadgets in examination hall	appearing in University examinations for One Year
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(B) Provided that during the pendency of an inquiry into the alleged misconduct of a student in an examination, the result of the student shall be kept in reserve and even if such result has been declared by mistake or otherwise, the University may cancel the result even after the declaration and keep the same in reserve, and in that case University may ask the student concerned to surrender the mark sheet furnished to him / her, if any.

O.121-A:

For the purpose of Ordinance 121, the constitution of the “Examination Disciplinary Action Committee” is as under:

- (A) The committee shall be constituted of three members of the syndicate appointed by the syndicate. Syndicate will appoint one of the three members as the Chairman of the Committee.
- (B) Two members shall form quorum of the committee.

The duties and the functions of the committee shall be as under:

It will be the duty and function of the Committee to inquire into the charges, regarding misconduct in accordance with the procedure mentioned hereunder and to give a decision at the end of the enquiry in which the charges against the candidates may be held proved or not proved and suitable punishment awarded where a charge is held proved;

- (i) On receipt of a report against a candidate regarding his alleged misconduct at an examination, the Registrar shall determine prima-facie on the material available, the charge, which can be made against the candidate, and if so, he will send a letter under his signature containing a charge or charges based on the substance of the allegation against the candidate through the Principal of concerned affiliated college and inform him for representation by a written statement or an oral statement before the committee at the hearing of the case on a day, time and place to be communicated to him.
- (ii) On the appointed day, the committee will hold the hearing of the case and after appreciating the evidence, material available and the circumstances of the case, it shall come to a decision as to whether the charge against the candidate is held proved or not proved and in case where it holds the charge as proved, it shall decide the

punishment to be awarded to the candidate or where the charge is held as not proved, it shall decide that the candidate be acquitted of the charge.

- (iii) The Committee, at the end of the enquiry shall decide and pass a written order.
- (iv) The Registrar shall communicate to the candidate through the Principal the result of the enquiry as soon as possible after the decision is taken by the Committee and in the mark sheet of such student, result declared as per O.121 should be mentioned.

O.121-B:

The Committee, after giving adequate opportunity to defend, may decide to rusticate from the University, a student, enrolled in an affiliated college or registered by the University as a Post-graduate student if at the end of the enquiry he is found guilty of the misconduct of generally interfering with the discipline of an examination or frequently agitating violently against the University or college examinations or appearing, exciting or provoking the students either not to appear at an examination or desert an examination in progress or frequently disturbing and dislocating the University or college administration in the name of representing the student problems.

O.121-C:

The Committee shall have the power to exclude any candidate from a University examination, on being satisfied that he is suffering from infectious or contagious diseases. Whenever any candidate is thus excluded, the fee paid by him for admission to the examination shall be refunded.

With reference to Ordinance-121-A, B and C, the Vice-Chancellor will be the appellate authority and his decision shall be final.

O.121-D:

There shall be a Committee to be known as "Examination Defaults Inquiry Committee" and the constitution, duties and functions of the Committee shall be as under:

- (i) The Committee shall be consist of:
 - (a) The Vice-Chancellor Chairman
 - (b) One member nominated by the Syndicate from Senate Member
 - (c) Two members nominated by the Syndicate amongst its members Member
 - (d) The Registrar Member Secretary
- (ii) Three members shall form a quorum of the Committee.

- (iii) The term of the nominated members shall be co-terminus with the Syndicate.
- (iv) Any casual vacancy of a nominated member caused by death, resignation or on account of ceasing to be a member of the Syndicate, shall be filled in by the Syndicate, by making fresh nomination.
- (v) The duty and the function of the Committee shall be to inquire into all cases of errors, mistakes, negligence, improper conduct, and malpractices of any kind reported or suspected to have taken place at any level in conduct of an examination by a paper-setter, an examiner, a moderator, supervisor, an officer or an employee of a College and to recommend to the Syndicate appropriate action required to be taken including the panel or deterrent nature of action which may be proposed to be taken against the persons involved. The Committee may, for the purpose of inquiry and investigation, call any person or persons and record statements, call for explanations, give oral hearings or call for any records.

O.121-E:

If at any college which is fixed as Centre for any University Examination it is found that the conduct of the examination is not done properly or malpractices are going on at the Centre or the observer for that centre reports adversely the University shall be at liberty to cancel that examination centre. In the event of such cancellation, the candidates entitled to appear at the centre at a subsequent examination shall have to appear at the centre as prescribed by the Vice- Chancellor.

O.121-F:

If a candidate or a group of candidates while appearing for an examination quits, the examination, for any reason whatsoever, it shall mean that they are doing so at their own risk and responsibility and the University will not be under any obligation to arrange for a re-examination of any such candidates.

O.122:

The Syndicate shall have the power to exclude any candidate from a University examination, on being satisfied that he is suffering from an infections or contagious disease. Whenever any candidate is thus excluded, the fee paid by him for admission to the examination shall be refunded to him.

O.123:

As soon as practicable, after the conclusion of an examination, the Vice Chancellor shall declare the result of successful candidates as per their roll numbers.

O.124:

The required minimum number of marks for passing an examination shall be 50% (fifty percent) in each subject in theory and practical separately for courses of Graduation level and 40% (forty percent) for Diploma level courses or decided by the C.C.I.M. / concerned competent authority from time to time.

O.124-A

The required minimum number of marks for passing an examination shall be 50% in each subject (whether a distinct head or a sub-head)

O.124-B: ---Deleted---

Amendment By Syndicate : 11-07-2020

O.125: -:DELETED:-

O- 125-A:

While a student failing in any university examination except appearing for entrance exam and P.G. courses, will be entitled to get the benefit of grace marks for passing in any subject head. However such grace marks will remain within the limits of maximum grace marks with respect to aggregate total marks of the subject head as shown bellow:

Head of Passing Marks	Grace Marks Up to
001 to 100	3
101 to 200	5
201 to 250	6
251 to 300	7
301 to 350	8
351 to 400	9
401 and above	10

Provided further that the aggregate total of such gracing marks given in different head of passing shall not exceed 1% (one percent) of the aggregate total marks in the examination of that year of the Course.

Provided further that the benefit of gracing of marks under this Ordinance shall be applicable only if the student passes the subject examination.

Where an examinee is failing in only one head of passing having passed in all other heads of passing without using grace marks under this Ordinance his/her deficiency of marks in such head of passing may be condoned by

awarding up to 5 % (five percent) of the maximum marks of that head of passing, subject to the following conditions :

- (i) These grace marks should not exceed 10 (ten).
- (i) Provided further that the benefit of gracing of marks under this provision shall be applicable only if the student passes the entire examination.

A student, who gets grace marks under this Ordinance shall be eligible for passing/class if any, but he / she will not be entitled for the scholarship, medals, prizes, ranks or merit certificate in the same way as other successful students.

A student who gets grace marks in the professional year, any subject under this ordinance, will not be allowed to apply for re-assessment / re-practical for that Course's particular examination.

Provision of grace marks in following condition :

When the total marks required for passing examination exceeds the permissible limit of 1% (one percent) of aggregate marks, and when student is failing in more than one subject, he / she will not be in a position to pass in all the subjects, in which he / she has failed with availment of grace marks within the limit of permissible grace marks. In such condition the permissible grace marks will be allotted in the ascending order of requirement as shown bellow :-

The subject head requiring lowest marks to pass its examination will be first allotted the required grace marks within permissible limit.

The procedure will continue in the ascending order where the subject requiring highest mark, for passing will be last in the order, hence will not get any benefit of grace marks in such situation.

Where equal number of marks are required to pass in more than one subject, Grace marks will be allotted to the subject having highest head of passing and then, if required, in the serial order of the subject sequence in the mark list of examination.

O.126: -Deleted-

O.127: -Deleted-

O.127-A:

If a candidate fails in either of the sub-heads of a subject which has written and practical examination he shall have to re-appear for that subject in both the sub-heads.

O.128:

No candidate shall be eligible for any of the scholarships, medals, prizes, ranks or merit certificates to be awarded to candidate successful at any of the University examinations, who has a deficiency of marks in any of the head of the examination condoned under the rules laid down in that behalf. Only theory marks of the concerned examination should be considered for the purpose of the award of scholarships, medals, prizes, ranks or merit certificates in all courses of the University

O.129:

Failure to pass an examination will not disqualify the candidate from presenting himself on a subsequent occasion on a new application being forwarded and a fresh fee paid.

O.130: -Deleted-

O.131:

In any case where it is found that the result of an examination has been affected by error, mal-practice, fraud, improper conduct or other matter of whatsoever nature it shall be competent for the Syndicate to amend such result in such manner as shall be in accordance with true position and to make such declaration as the Syndicate shall in its discretion consider necessary in that behalf, provided that, but subject to Ordinance No.132, no result shall be amended after the expiration of six months from the date of publication of the result by the University.

Notwithstanding anything contained above, the result of no candidate, at any University examination, shall be altered to his detriment after three months from the declaration of the result except when his case falls under Ordinance No.132.

O.132:

In any case where the result of an examination has been ascertained and published and it is found that such result has been affected by any mal-practice, fraud or any other improper conduct whereby an examinee has been benefited and that such examinee has, in the opinion of the Syndicate, been partly or privy to, or connived at such mal-practice, fraud or improper conduct, the Syndicate shall have power at any time, notwithstanding the issue of a certificate or the award of a prize or scholarship to amend the result of such examinee and to make such declaration as the Syndicate shall consider necessary in that behalf.

O.133:

A statement in printed form, showing the marks obtained by a student in each head of passing will be supplied to him / her on payment of a fee of **Rs. 100/- or as prescribed by University from time to time** per examination. Marks obtained by a student in individual papers will also be supplied on payment of a fee of **Rs. 100/- or as prescribed by University from time to time** per examination, provided, an application is made within six months after the date of the declaration of the results. Marks obtained by a student in individual question or in sections of paper will not be supplied.

O.134:

Information as to whether a student's answers in any head or heads of a University Examination have been examined and marks will be supplied to the student on his/her forwarding through the head of his/her Institution, within two weeks of the declaration of the said examination results, an application accompanied by a fee of Rs. 200/- per answer sheet as prescribed by the University from time to time. The fee is only for verifying whether a student's answers in any particular answer sheet have been examined and not for the re-examination of answers. The rule that marks obtained by students in individual questions or in sections of a paper cannot, in any circumstances, be supplied, holds good also in the case of application for the verifications of marks.

If, as results of the verification made under this clause it is discovered that there has been either an omission to examine or mark any answer or answers mistake in the totalling of the marks, the fee for verifications shall be refunded to the applicant, provided that by such an omission or mistake in totalling the result of the student is materially changed.

O.134-A:

In the examination if a fresh student fails in only one subject either in theory or practical or theory and practical and passes in all other subject, on receipt of the mark sheet he may apply within two weeks, through the Principal of the college of which he is a student, for the re-assessment or re-practical or re-assessment of answer book and re-practical of the subject in which he has failed. For re-assessment or re-practical or re-assessment and re-practical the student concerned shall have to pay non-refundable fees of Rs. 500/- per answer sheet for re-assessment and Rs. 500/- for re-practical along with the application.

The Vice-Chancellor shall appoint the examiner / examiners for re-assessment or re-practical or re-assessment and re-practical of such applicant.

O.134-B:

---Deleted---

O.134-C:

Candidate declared successful under O.134-A should not be eligible for any of the scholarships, medals, prizes, ranks or merit certificates.

O.134-D:

- (1) Sanskrit Examination of first professional for B.A.M.S. (English Medium) students will be conducted in two parts.
- (2) As part-1 they will appear for paper-1 alongwith other subjects with regular examination of first B.A.M.S. (at the end of 3rd term) those student securing 50 or more marks in paper-1 will be declared pass in that paper and will be exempted from appearing in the examination for this paper. However students securing less than 50 marks will have to reappear for this paper alongwith paper-II in next examination.
- (3) As part-II they will appear for paper-II in next term (at the end of 4th term of the admission) and they have to secure minimum 50% marks in each paper to pass.
- (4) Students can appear in Second Professional Examination only after clearing all the subjects of First Professional including I & II parts of Sanskrit.

O.135:

A copy of certificate testifying to a candidate's having passed an examination held by the University will be issued on payment of fee of Rs. 100/-.

O.135-A:

A copy of certificate testifying to a candidate's having obtained a particular number (from first to five numbers only) according to merits in any examination held by the University, will be issued on payment of fee Rs. 100/- only.

O.136:

The fee of any certificate not provided for in any of the Ordinances is Rs. 200/-.

O.136-A:

Fee for issue of any Duplicate Certificate or Mark-sheet shall be at Rs. 1000 Per document or as decided by University authority.

O.137:

Whenever a member of the Senate or any other authority or committee of the University other than (i) the Vice-Chancellor, or (ii) a delegate appointed by the University, or (iii) an employee of the University, or (iv) a student delegate, if any, has to travel to attend a meeting or meetings

called by the Registrar or for transaction of any business connected with the University, he will be paid in accordance with the following rules:-

- 1 If a person signs a declaration to the effect that he has travelled by first class by rail, he will be paid a single first class fare, each way. However, any person voluntarily claims second class rail fare, he may be paid single second fare each way.
- 2 If a person signs a declaration that he travelled by second class each way, he will be paid a single second class railway fare each way.
- 3 if a person travels by steamer, he shall be paid the actual fare each way.
- 4 If a person travels by Air, he will be paid the actual fare each way, provided the Vice-Chancellor's sanction is obtained.
- 4-A He/She will be paid Rs. 30/- (Rupees thirty only) as incidental charges per single journey.
- 5 If a person travels by a public-bus, ordinary, express or luxury he will be paid the actual fare each way.
- 6 If a person travels by any other mode not covered under these rules, he will be paid public-bus fare or the actual fare not exceeding first class railway fare.
- 7 When a person has travelled different portions of rail journey in different classes or has performed different parts of the journey by rail, steamer etc. fare will be calculated of each part in accordance with the provisions contained in Nos. 1, 2, 3, 4, 5 and 6 above.
- 8 If a person travels by his own car with a prior permission of the Vice-Chancellor he will be paid Rs. 4/- for petrol car and Rs. 2/- for diesel car per k.m. person has to produce car Registration No. etc.
- 8-A If a journey is performed as a co-passenger by a car owned, borrowed or hired by another member no fare will be admissible for such journey.
- 9 If the railway station is at a distance, exceeding 8 k.m. from the registered address of a member, he will be paid for the journey from his registered address to the railway station and back in the manner prescribed in rules 5 and 8 above.
- 10 Whenever the same person has to attend a meeting or meetings on consecutive days, travelling allowance for only one journey (both ways) shall be payable.
- 11 When concessional fares are available, actual cost of travelling will be paid at the concessional rates, if the claimant has availed himself of the concession.
- 12 In all cases travelling allowance is to be calculated by the shortest possible route.

- 13 Whenever a person has claimed travelling allowance for any part of journey, from any public authority, this part shall be excluded from the total distance.
- 14 In all cases travelling allowance is to be calculated from the registered address of the person to the actual place of duty.
- 15 Declaration of the members under the aforesaid rules 1 to 14 shall be final and conclusive.
- 16 Full daily allowance should be granted for each completed calendar day of absence reckoned from mid-night to mid-night. For absence from Head-Quarter for less than 24 hours, the daily allowance should be admissible at the following rates.
 1. If the absence from Head-Quarter does not exceed 6 hours. 30%
 2. If the absence from Head-Quarter exceed 6 hours but does not exceed 12 hours. 50%
 3. If the absence from Head-Quarter exceed 12 hours. 100%

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

O.138:

In addition to the travelling allowance, members will be entitled to receive a halting allowance (Daily allowance) as per Government of Gujarat rate in force from time to time for each day of attending one or more meetings or for each day spent by them on University work within the State of Gujarat. Halting allowance may be given for a day on which there is no meeting provided, there is a meeting on the day before and on the day after both of which, the member or other person travelling on University work attends.

In case where members have to undertake journey at place classified as A & B-1 cities in Government Resolution No.PP-1083-1009 2-M, dated 14-4-83 on University work, they will be paid daily allowance at the rate mentioned in Ordinance No.144-(3) for the persons mentioned under the heading pay range of Rs. 1,000/- & above.

O.139:

When a special committee is appointed by the Senate or Syndicate and that committee is required to tour outside the jurisdiction of the State of Gujarat and it is required to study and submit the detailed report to any of the authorities of the University, the members of such committee will be entitled to receive a halting allowance as per Govt. of Gujarat rate in force

from time to time for each day spent on University work outside the State of Gujarat.

O.140:

Member or an expert member except ex-officio members residing at the place of meeting will be paid meeting fee for attending meeting Rs. 250/- & conveyance allowance of Rs. 150/- per day for a meeting or meetings attended by them.

O.141:

- A) Every student joining this University for his / her first degree or diploma course (exceeding 1 year duration), as the case may be, at a college affiliated to this University shall have to complete, during the first three years, to the satisfaction of the Principal of the college either
- (i) a course of N.C.C. training prescribed in this behalf by the N.C.C. Authorities or
 - (ii) a course of Physical Education prescribed by the Syndicate from time to time
 - (iii) N.S.S. activities as prescribed by the concerned competent authority
- (B) For the purpose of admission to an examination, it will be necessary for a student to obtain inter-alia, a certificate from the Principal of his/her having attended, during the course of terms entitling him to admission to that examination not less than 75% (seventy five percent) of the total number of N.C.C. parades / N.S.S. activities and the annual training camp or 75% (seventy five percent) of the total number of Physical Education periods, as the case may be, in each year, provided that it shall be competent for the Principal of a college to condone a student's deficiency in attendance at N.C.C. parades / N.S.S. activities or Physical Education periods, as the case may be, to a further extent of 15% (fifteen percent) parades / N.S.S. activities or Physical Education periods on grounds of health or participation in Inter-Collegiate, Inter Zonal or Inter-University tournaments.

Provided further that those who volunteer to join the National Cadet Corps shall be governed by the provisions of the National Cadet Corps Act and the rules framed under that act for all purposes including the attendance at parades as well as camps and other activities, if any.

(C) Notwithstanding anything contained above, a student shall be exempted by the Principal of his college from undergoing both the N.C.C. training / N.S.S. activities and Physical Education if

(i) He / she joins the National Service Corps / N.S.S. activities or National Sports Organization as and when it is introduced in his / her college and fulfils to the satisfaction of his / her Principal all its requirements that may be prescribed by the University from time to time; or

(ii) He / she is exempted by the Principal of his / her college from undergoing both the N.C.C. training / N.S.S. activities and Physical Education on production of a medical certificate from a Resident Medical Officer of the college or any Government Medical Officer.

O.142: - Deleted-

O.143: - Deleted –

O.144:

The rules regarding travelling allowance and daily allowance for the staff of the University except the Chancellor shall be as under

(A) TRAVELLING ALLOWANCE:

- (i) Travel entitlement for journey by either rail or road and pay ranges shall be as per the G.R. issued by the Government of Gujarat from time to time:-
- (ii) University employees will be entitled to reimbursement of reservation charges paid for securing seat / berth in respect of journey by rail or other public conveyance in addition to the fare.

(B) PATTERN OF DAILY ALLOWANCE:

Pattern of daily allowance shall be as under:-

- (i) Full daily allowance should be granted for each completed calendar day of absence record from mid night to mid night.
- (ii) For absence from head quarters for less than 24 hours the daily allowance should be admissible at the following rates, depending on the pay range and the class of the city:
 - (a) If the absence from the head quarter exceeds 6 hours -30%.

- (b) If the absence from head quarter exceeds 6 hours but does not exceed 12 hours-50%.
- (c) If the absence from head quarter exceeds 12 hours-full.
- (iii) Daily allowance for days of departure and arrival at the head quarters should also be regulated accordingly.

(C) RATE OF DAILY ALLOWANCE:

The rates of daily allowance are as under:

- (i) When the University employee does not stay in a hotel or makes his / her own arrangement or when the University employee stays in a hotel or other establishment providing Boarding and/or Lodging at scheduled tariffs, the allowance shall be paid as per the G.R. issued by the Government of Gujarat from time to time
- (ii) In the case of officers who are allotted University vehicles and also those officers who are entitled to draw road mileage for journey performed by their owned/hired/borrowed car will be entitled by daily allowance at 50% more than the normal rates for halts upto 10 days, if they travel by public conveyance i. e. by public bus or by railways.

NOTE:- The existing classification of 'A' and 'B' class cities is given below or as amended by Government of Gujarat from time to time :-

Sr.	CLASSIFICATION OF THE CITIES
1	A-1 Class cities : Mumbai, Kolkata, Chennai, Delhi.
2	A-Class Cities : Ahmedabad, Bangalore, Hyderabad, Kanpur, Pune other than expensive localities declared by the Government.
3	B-1 Class Cities : Bhopal, Coimbatore, Indore, Jaipur, Kochhi, Lucknow, Ludhiyana, Madurai, Nagpur, Patna, Surat, Vadodara, Varanasi, Vishakhapatnam and other than expensive localities declared by the Government.
4	Other localities: All other localities excluding above Sr. No.1 to 3.

(D) JOURNEY BY UNIVERSITY / VEHICLE :

Journey outside the head quarters by University car / vehicle anywhere in the Gujarat State shall be allowed under the prior permission of the Vice-Chancellor / officer of the University. Such employee shall be allowed to draw normal daily allowance admissible under clause 144(C).

(E) CONVEYANCE CHARGES AND LUGGAGE CHARGES

Rickshaw, Taxi, etc. fares with or without office records shall be allowed as under

- (i) At the time of departure from the head quarters the conveyance allowance shall be paid from the residence/office to the Railway Station / Bus Station etc. as the case may be and vice-versa at the time of arrival at the head quarters
- (ii) At the time of the arrival at the new station the conveyance allowance shall be paid from the Railway Station / Bus Station etc. to the residence / place of duty.
- (iii) During the halt at a place outside the head quarters the conveyance charges shall be allowed between the place of halt and place of duty to and fro.
- (iv) Luggage charges for the office records on the production of the receipts shall be allowed.

(F) JOURNEY BY AIR:

Journey by Air for the University work may be sanctioned as special case by the Vice-Chancellor to any person / employee other than those entitled for the same.

(G) ROAD MILEAGE :

- (i) Senate / Syndicate Members are entitled for full road mileage allowance for journey by own / borrowed / hired car which is applicable as per the Govt. rules as and when issued.
 - (ii) In special case, for experts, any other employee or committee members, the road mileage by own / borrowed / hired car will be applicable as per the Govt. rules as and when issued, if sanctioned by the Vice Chancellor.
 - (iii) Other employees, who are not entitled for full road mileage, if travel by their own / borrowed / hired car, between the places connected by rail shall be entitled to road mileage allowance limited to the fare of highest class of entitled by railway available on that particular route or whichever is less.
- (H)** When the above rules are silent, the rules regarding T. A., D. A. etc shall be applicable as per the existing Government rules.
- (I)** The amendments to the above rules made by the State Government shall apply mutantis mutandis to the University employee also from time to time.

O.145:

The Fees for the BAMS students of the affiliated colleges of this University shall be charged as per Government/University from time to time and recovered from them as under :

A		1 st Prof. Year for each term	2 nd , 3 rd & 4 th Prof. Year for each term
1	Admission Fee	Rs. 20/-	-
2	Tuition Fee	Rs.2000/-	Rs. 2000/-
3	Laboratory Fee	Rs. 100/-	Rs. 150/-
4	Hospital Fee	Rs. 25/-	Rs. 50/-
5	College Examination Fee	Rs. 25/-	Rs. 50/-
6	Library Fee	Rs. 25/-	Rs. 25/-
7	Enrolment Fee	Rs. 100/- (Only for 1 st Professional.)	-
8	Caution Money (i.e. college deposit)	Rs. 1000/- (only at the time of admission)	-

B	Other fees	1 st Prof. Year for each term	2 nd , 3 rd & 4 th Prof. Year for each term
1	Hostel admission Fee	Rs. 50/- (for internees also)	-
2	Hostel Fee	Rs. 600/- per term (for internees also)	Rs. 600/- per term (for internees also)
3	Identity Card	Rs. 10/- each year or as & when required.	-
4	Hostel Deposit	Rs. 50/-	-
5	Student Aid	Rs. 2/-	Rs. 2/-
6	Students Union Fee	Rs. 15/-	Rs. 15/-

O. 145:C

Every student has to pay Rs.100/- per term towards University Board of Sports Fees. Student has to pay total amount for the whole course at the time of admission.

O.146

The Syndicate shall appoint the Chartered Accountants for conducting the Audit of the University for each financial year on the terms and duration to be determined and approved by the Syndicate.

The Chartered Accountants so approved shall conduct and finalise cent percent Audit of all the vouchers of expenditure together with all receipts and propriety audit with reference to the expenditure and receipts. The Chartered Accountants shall finalise and prepare the annual account for each financial year, as desired by the University. They shall also assist with due guidance in the preparation and the finalisation of the Budget Estimates with reference to all receipts and expenditure, the capital budget estimates if any, for each financial year in the usual forms.

O.147

Formation and Recognition of Associations

(1) Subject to the provisions herein after appearing in this behalf, employees of the University whether permanent or on probation and who belong to any of the following cadres may, after forming themselves in a Association apply for recognition of the Association provided the number of the members of the Association at all times exceed and continue to exceed 50% of the total number of such employees in the respective cadre for the time being:-

- 1 Cadre of Class-IV employees including all class-IV posts comprised in the cadre.
- 2 Cadre of non teaching employees from the rank of clerk up to the rank of Head Clerk or any post comperable thereto comprised in the cadre.
- 3 Cadre of non teaching supervisory employees of the above rank of Head Clerk up to the rank of Deputy Registrar or any post comparable thereto comprised in the cadre.
- 4 Cadre of teachers in University college consisting of professor, readers, lecturers and such other persons imparting instructions in University college.
- 5 Cadre of teachers in the University departments as defind in Section 2 (18) consisting of professors, readers, lecturers, teachers and researcher fellows imparting instructions or conducting research in any University department, post-graduate or research institution or department maintained as such by the University.

Provided that the association shall be open for membership to every employee belonging to the respective cadre, that no

employee shall become, a member of any other Association and that there shall be not more than one association for the same cadre.

- (2) Any such association may apply to the University in the form prescribed in the schedule to this Ordinance for its recognition, specifying the following particulars therein, namely
 - (a) Name of the association
 - (b) Place and address of the head office of the association
 - (c) Number of members of the association
 - (d) Total numbers of such employees of the University
 - (e) Name and address of the Secretary or each of the Secretaries of the association
 - (f) Name and address of President of the association.
 - (g) Name and address of the Vice-President or each of the Vice-Presidents of the association
 - (h) List of members of the association containing their full names:
and
 - (i) Date of formation of the association
- (3) The President, Vice-President, Secretary, Treasurer and any other office-bearer of the association shall be persons elected only from amongst the members of the association. Any person who is not a salaried employee of the University shall not be a member, office-bearer or representative in any Category.
- (4) Two copies of rules of the association, signed by the Secretary thereof, shall be submitted alongwith the application for recognition.
- (5) Any change in the office-bearers of the association shall be communicated by the association in writing to the University within one month of the date on which such change occurs.
- (6) The rules of the association shall have to be got approved by the Syndicate of the University. Any amendment to the rules shall also have to be got approved by the Syndicate and such amendment shall be effective only after such approval
- (7) The University may arrange the despatch of communications by post or hand delivery to the address of the Secretary of the association or the office of the association mentioned in the application for recognition or to any other changed address, intimation in writing whereof has been given to the University sufficiently in advance.

- (8) On receipt of an application for recognition it shall be submitted to the Registrar for scrutiny and if it is found to be in order it shall be submitted to the Vice-Chancellor for his information and thereafter the particulars of the application together with the rules appended thereto shall be submitted to the Syndicate for its consideration. The Syndicate shall consider the rules of the association appended to the application and may approve or disapprove of them wholly or in part or may refer them back to the association with its suggestions in that behalf. After the rules of the association are duly approved, the Syndicate shall consider the application for recognition and may grant it or, subject to the provisions of clause (10), reject it or may grant it, subject to such conditions as it thinks fit. The association shall be deemed to have been recognized only after the application for recognition has been granted.
- (9) After recognition has been granted to an association by the Syndicate, the Syndicate may, for any reason deemed proper by it, cancel the recognition or may impose such conditions as it thinks fit, or may suspend the recognition for a definite period. For the purposes of this clause, any of the following reasons may be considered to be proper, namely
- (a) the number of members of the association has ceased to exceed fifty percent of the total number of such employees of the University;
 - (b) the association has not been able to hold its meeting even once during a year or there was no quorum in any annual meeting;
 - (c) the association has not appointed any one or more of its office bearers for a continuous period of three years;
 - (d) not less than twenty five percent of the members of the association have not paid their fees for the current year or the membership fee of not less than ten percent of the members of the association have remained unpaid;
 - (e) the association is not maintaining the minutes of its proceeding;
 - (f) the association is not maintaining proper accounts of income and expenditure or the accounts are defective on account of such alterations, errors or unfair practice, as the Syndicate considers to be material;
 - (g) the relations among the members are so strained or disharmonious as to show that the association cannot function smoothly;

- (h) the association appears to be engaged in any activity which is unlawful or contrary to its objects;
 - (i) it is found that the recognition has been obtained through any mistake, misrepresentation or fraud;
 - (j) any other reason which appears to the Syndicate to be proper.
- (10) The Syndicate, or a Committee thereof consisting of one or more of its members shall, before approval to rules is refused wholly or in part or recognition is refused to an association or recognition already granted is cancelled or suspended or any condition is imposed thereon, give to the association a reasonable opportunity of being heard through its representative. Where the matter is heard by a committee of the Syndicate, it shall submit its report to the Syndicate, which shall furnish the association concerned with a copy of such report and thereafter again hear the association through its representative before taking any action in the matter. The Syndicate shall state its reasons in brief for its action. The Syndicate may, for reasons which it deems proper reconsider the matter.
- (11) The accounts, minutes and books of the association may be inspected by the Vice-Chancellor, Registrar or any member of the Syndicate or any person specially appointed in that behalf under instructions of the Syndicate.
- (12) The annual list of members and a copy of the audited accounts of the association shall be sent to the office of the University at the first day of the month of November of the current year.
- (13) The University may not hear any association which has not been recognized in accordance with the provisions of this Ordinance.
- (14) No representation or deputation shall be received by the University from any association except one relating to a matter which is or raises questions which are of common interest to all or any class of employees of the University.
- (15) The fact of approval of rules of recognition of association shall not imply any admission by the University of any claim of employees to a right of strike or stoppage of work.

Gujarat Ayurved University, Jamnagar.
SCHEDULE TO ORDINANCE APPLICATION FOR RECOGNITION

To,
The Registrar,
Gujarat Ayurved University,
Jamnagar.

Sir,

In pursuance of Ordinance of the Ordinances of the Gujarat Ayurved University, we hereby request you to recognize the association of employees of the Gujarat Ayurved University who are eligible to be members of the Association under existing Ordinance particulars where of are specified herein below namely

- 1 Name of the association:-
- 2 Place and address of the head office of the association:-
- 3 Number of members of the association:-
- 4 Total number of the employees of the University:-
- 5 Name and address of the Secretary or each of the Secretaries of the association:-
- 6 Name and address of the President of the association:-
- 7 Name and address of the Vice President or each of the Vice Presidents of the association:-
- 8 List of members of the association containing their full names:-
- 9 Date of formation of the association:-
- 10 Copy of the resolution of the association authorising the signatories to sign the application for recognition:-

JAMNAGAR:

Date: Signature and particulars of three members authorized to sign the application.

	SIGNATURE	NAME IN FULL	DESIGNATION	ADDRESS
1.				
2.				
3.				

O.148: - Deleted -

O.149: - Deleted-

O.150: - Deleted -

O.151: - Deleted -

O.152: - Deleted-

O.153: - Deleted -

O.154: - Deleted -

O.155: - Deleted -

O.156: - Deleted -

O.157: - Deleted -

O.158:

There shall be a Departmental Promotion Committee consisting of the following members:

- | | | | |
|---|--|---|------------------|
| 1 | Vice-Chancellor | - | Chairman |
| 2 | Director, I.S.M.& H. Gandhinagar | - | Member |
| 3 | One Senate member-nominated by the Syndicate | - | Member |
| 4 | Head of Concerned Department / Institute | - | Member |
| 5 | Registrar | | Member/Secretary |

This committee shall recommend the incumbents eligible for departmental promotion on the basis of seniority cum-merit in the next higher post keeping in conformity with the rules framed for the purpose of granting promotion to the University staff members in the different categories of posts in the University teaching and non-teaching staff as well as nursing cadres, paramedical cadres etc. The committee shall also recommend the candidates from isolated cadres for giving selection grades.

The appointment of recommended candidates to the next higher post will be made after the recommendation of the Departmental Promotion Committee is accepted by the Syndicate.

The departmental promotion committee shall meet within two months after the recommendation of the concerned head of department / institute / college / who recommended the name of the employee with necessary details is received.

The quorum for a meeting of the committee shall be 3 (three).

The appointed / nominated members of the committee shall hold office for 3 (three) years.

In case of the appointed / nominated members' casual vacancy caused by death, resignation or the member ceasing to hold a particular office or to answer a particular designation, by virtue of which he became a member, shall be filled up by the Syndicate by nomination. A member so nominated shall hold office for the unexpired residue of the term of office of the original member whose place he / she occupies.

O.159:

A delegation consisting of members of the Syndicate shall be allowed to visit foreign countries for propagation of Ayurved.

Members of the delegation will receive actual expenditure for travelling, lodging and boarding. Such members will ordinarily stay in a hotel in foreign countries in which State Government first class gazetted officers are normally entitled to stay,

O.159 - A:

Examination Control Board shall consist of the following members:-

- (i) The Vice-Chancellor, Ex-officio Chairman.
- (ii) The Director of Indian System of Medicine & Homoeopathy, Gujarat State. **Ex-officio**
- (iii) Two members of the Syndicate of which one shall be the Principal to be nominated by the Syndicate.
- (iv) One Professor or Reader from the affiliated colleges to be appointed by the Syndicate.
- (v) One Senate member to be appointed by the Syndicate-
- (vi) Recognized fulltime **One** Principal of affiliated Ayurved College **nominated by the Syndicate**
- (vii) **Registrar, Gujarat Ayurved University, Jamnagar. Ex-officio – Member Secretary**

O.159-B:

The members of the board shall hold office for two years. Any casual vacancy caused by death, resignation or the member ceasing to hold a particular office or to answer a particular designation, by virtue of which he has become a member, shall be filled up by the Syndicate by nomination. A member so nominated shall hold office for the unexpired residue of the term of office of the original member whose place he occupies

O.159-C:

The board shall have full powers for the proper conduct of all the examination and shall be competent to frame rules and regulations in this regard.

O.159-D:

The board shall meet as many times as necessary when convened by the Vice-Chancellor.

O.159-E:

Three members shall form the quorum and no quorum shall be necessary for an adjourned meeting.

O.159-F:

The Vice-Chancellor shall, if present, preside at the meeting and in his absence member elected by the meeting shall preside.

O.159-G:

All questions shall be decided by majority of votes of the members present. The Chairman shall have a vote and in case of an equality of votes, he shall have a second or casting vote.

O.159-H:

The board shall draw up the lists of examiners from amongst the persons included in the panels for the subjects. As regards external examiners, the board can go outside the panels.

- Note:** i) Internal examiner means as teacher in any affiliated colleges.
(ii) External examiner means a continuing teacher or ex-teacher of any Ayurvedic college or Institute.

O.159-I:

If any examiner is unable to accept that appointment, the Vice-Chancellor shall use his discretion to appoint another person to fill in the vacancy and shall report such appointments made by him to the Syndicate at next meeting.

O.159-J:

No member of Examination Control Board or Syndicate shall be recommended by the Examination Control Board for appointment as a paper setter and/or examiner but the Vice-Chancellor may, if he thinks fit, invite any such member as a paper setter and/or examiner. The remuneration to be paid to such a member shall be as per rules as admissible to other examiners.

O.160:

The Incentive Bonus Scheme for subscribers to the Provident Fund will be as follows:-

- (i) Any subscriber to the Provident Fund who has not withdrawn any amount from his Provident Fund a/cs. during the preceding five years commencing from 1-4-1975 will be entitled to a bonus at the rate of one percent on the entire balance at his credit on the last day of the

year viz. 31-3-1980. For payment of bonus during subsequent years, say, 1980-81 the five years' period to be taken into Account will be the period from 1-4-1976 to 31-3-1981 and so on.

- (ii) The balance on which this bonus is to be calculated is the balance on the last day of the last year of the five year period after crediting interest for the said last year.
- (iii) The term withdrawal means both refundable and non - refundable withdrawals. Withdrawals for financing insurance policies and festival advance taken from Provident Fund will not make subscribers ineligible for this benefit.
- (iv) The bonus so calculated will be rounded to the nearest whole rupee (fifty paise counting as the next higher rupee). This will be credited to the account of the subscriber in addition to the interest on the Provident Fund balances.
- (v) In the case of Contributory Provident Fund, the balance representing only subscriber's portion will be taken into account.
- (vi) The bonus will be admissible when a subscriber has been subscribing to the fund during the preceding 5 years except where the rules permit temporary suspension of subscription for a short period e. g. while on leave or suspension,
- (vii) The year for the purpose of calculating bonus will mean financial year. But if a subscriber joins the fund or quits service in the middle of a year, the year of joining the fund and the year of quitting service will be deemed to be full year.

O.161:

- (A) The committee for administration of endowments funds shall consist of
 - (i) Vice-Chancellor - Chairman
 - (ii) Director, I. P. G. T. & R. A. - Member
 - (iii) Principal, SGAM. - Member
 - (iv) Three members to be nominated by the Syndicate from the Senate. - Member
 - (v) Registrar- Member Secretary,
Gujarat Ayurved University, Jamnagar.
- (B) The Vice-Chancellor, or in his absence a member elected by the members shall preside over the meeting of the committee.
- (C) The members of the committee shall hold the office for three years and may be reappointed. The office of a nominated member of the committee for administration of endowment funds shall be vacated by death, resignation or by the member being absent save with the permission for four consecutive meetings. Any vacancy on the

committee in case of nominated members shall be filled up by the Syndicate.

- (D) The committee shall meet once in a year and at other times as convened by the chairman. 3 (three) members of the committee shall be the quorum for a meeting of the committee.
- (E) All questions shall be decided by majority of votes of the members present. The chairman shall have a vote and in the case of equality of votes, he shall have a second or casting vote.
- (F) The committee shall subject to the control of the Syndicate, administer the funds in accordance with the objects of each bequest, donation or endowment and advise the Syndicate on any matter connected with such fund or funds referred to it by the Syndicate, in particular and without prejudice to the generality of the foregoing power, the committee shall have power to make recommendations to the Syndicate regarding:
 - (i) To waive the condition of deduction of administration charges from the realisation of the fund.
 - (ii) To recommend the appropriation of the amount remaining unutilised from the annual realisation to the respective fund.
 - (ii) Other matters connected with the endowment funds.

O.162: - Deleted -

O. 163:

As per provision of statute 99 (1)(a) the Vice Chancellor shall be provided with a furnished residence suitable to his status free of rent and taxes by the University.

In spite of above provision it is necessary to have clarification about expenditure of residence. After due consideration, the following provision is made by this ordinance about expenditure of president of the Vice Chancellor.

1. The expenditure related residence, garden, furniture-fixtures, electric-electronics equipments, repairs and addition-alteration or purchase of parts and expenditure of bills of water, electricity, telephone, rent, taxes and other relevant expenditure shall be borne by the University.
2. The expenditure related window curtain, crockery-handloom, kitchen related material etc. for the residence which is purchase by the

University and the expenditure for replacement of them or new purchase shall be borne by the University,

3. The expenditure related materials of cleanliness of residence shall be borne by the University.

The expenditure related gas bill, lodging and the material of day to day personal use like soap, shampoo, oil etc. shall be borne by the Vice Chancellor.
