



ज्ञानगंगा धरोधरी

YASHWANTRAO CHAVAN
MAHARASHTRA
OPEN UNIVERSITY

NASHIK 422 005

GAZETTE

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In this part of the Gazette the following matter is published for general information : *Amendments* made by the Maharashtra State Legislature to the YCMOU University Act, 1989 (Maharashtra Act No. xx of 1989) from time to time ; *Statutes* made by the University in accordance with the provision of Section 22 of the Act; *Ordinances* made by the University in accordance with the provisions of section 23 of the Act; and *Regulations* framed in accordance with the provisions of Section 24 of the Act and the matters connected therewith and incidental thereto.

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Part I

(A) SECOND SCHEDULE OF THE ACT

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(See section 22)

1. The Vice-Chancellor

1. The Vice-Chancellor shall be a whole time salaried officer of the University.

2. The Vice-Chancellor shall be appointed by the Chancellor from out of a panel of not less than three persons recommended (the names being arranged in the alphabetical order) by a committee constituted under clause (3):

Provided that, if the Chancellor does not approve of any of the persons so recommended, he may reconstitute the committee if he deems fit and call for fresh recommendations.

3. The committee referred to in clause (2) shall consist of three members of whom two members not connected with the University shall be nominated by the Board of Management and one by the Chancellor and the person nominated by the Chancellor shall be the convener of the Committee:

Provided that, no person who is an employee of the University or a member of any authority of the University shall be nominated to be a member of the Committee.

4. The Vice-Chancellor shall hold office for a term of five years from the date on which he enters upon his office or until he attains the age of sixty-five years, whichever is earlier, and he shall not be eligible for re-appointment:

Provided that, the Chancellor may require any Vice-Chancellor after his term has expired, to continue in office for such period not exceeding a total period of one year as may be specified by him.

5. The emoluments and other conditions of service of the Vice-Chancellor shall be as follows: -

(a) There shall be paid to the Vice-Chancellor a salary of Rs. 7,600 per month and he would be entitled to the free use of the University car and without payment of rent to the use of furnished residence throughout his term of office and no charge shall fall on the Vice-Chancellor personally in respect of the maintenance of such residence.

(b) In addition to the salary specified in sub-clause (a) the Vice-Chancellor shall be entitled to such other allowances as are admissible to the University employees from time to time.

(c) The Vice-Chancellor shall be entitled to such terminal benefits and allowances as may be fixed by the State Government:

Provided that, where an employee of the University or a College or of any other University or any institution maintained by or affiliated to such other University is appointed as the Vice-Chancellor, he may be allowed to continue to contribute to any provident fund of which he is a member and the University shall contribute to the account of such person in that provident fund, but under this provision the pay for the purpose of subscription to the provident fund shall be the pay drawn by him as Vice-Chancellor:

Provided further that, where such employee had been a member of any pension scheme, the University shall make the necessary contribution to such scheme.

(d) The Vice-Chancellor shall be entitled to traveling allowances at such rates as may be approved by the Chancellor from time to time.

(e) The Vice-Chancellor shall be entitled to leave on full pay for one-eleventh of the period spent by him on active service.

(f) In addition to the leave referred to in sub-clause (e), the Vice-Chancellor shall be entitled to half pay leave at the rate of twenty days per year of every completed year of service and the half pay leave may be availed of as commuted leave on full pay on medical grounds.

(g) If the office of the Vice-Chancellor becomes vacant due to death, resignation or otherwise or if he is unable to perform his duties due to ill-health or any other cause, the Chancellor may appoint any suitable person including the Director to act as Vice-Chancellor until the new Vice-Chancellor assumes his office or until the existing Vice-Chancellor attends to the duties of his office, as the case may be.

2. Powers and Functions of the Vice-Chancellor

1. The Vice-Chancellor shall be ex-officio Chairman of the Board of Management, the Academic Council, the Planning Board and the Finance Committee.

2. The Vice-Chancellor shall be entitled to be present at, and address, any meeting of any other authority or other body of the University, but shall not be entitled to vote thereat unless he is a member of such authority or body.

3. It shall be the duty of the Vice-Chancellor to see that the provisions of this Act, the Statutes, Ordinances and Regulations are duly observed and he shall have all the powers necessary to ensure such observance.

4. The Vice-Chancellor shall exercise control over the affairs of the University and shall, subject to the provisions of sub-section (4) of section 10, give effect to the decisions of all the authorities of the University.

5. The Vice-Chancellor shall have all the powers necessary for the proper maintenance of discipline in the University and he may delegate any such powers to such persons or persons as he may deem fit.

6. The Vice-Chancellor shall be empowered to grant leave to any officer of the University and make necessary arrangements for the discharge of the functions of such officer during his absence.

7. The Vice-Chancellor shall grant leave of absence to any employee of the University in accordance with the rules and if he so desires, delegate such powers to another officer of the University.

8. The Vice-Chancellor shall have the power to convene or cause to be convened, the meetings of the Board of Management, the Academic Council, the Planning Board and the Finance Committee.

9. The Vice-Chancellor shall have the following further powers, namely:

(a) to appoint such professors, readers, lecturers and

other teacher as may be necessary, with the prior approval of the Board of Management;

(b) to appoint course writers, script writers, counsellors, programmers, artists and such other persons as may be considered necessary for the efficient functioning of the University;

(c) to make short term appointments for a period not exceeding six months at a time, but which may further be extended for a period not exceeding one year in the aggregate, of such persons as may be considered necessary for the functioning of the University;

(d) to arrange for the establishment and maintenance of regional and study centres at different places as may be required from time to time and delegate to any employee such powers as are necessary for their efficient functioning.

3. The Directors

1. Every Director shall be appointed by the Board of Management on the recommendations of -

(a) the Vice-Chancellor, if the candidate to be appointed is already a teacher of the University; and

(b) a selection committee constituted for the purpose, in case the candidate to be appointed is from outside the University.

2. Every Director shall be a whole-time salaried officer of the University.

3. The emoluments and other conditions of service of the Director shall be prescribed by the Statutes:

Provided that, a Director shall retire on attaining the age of sixty years.

4. A Director shall exercise such powers and perform such functions as may be prescribed by the Ordinances.

4. The Registrars

1. Every Registrar shall be appointed by the Board of Management on the recommendations of a selection committee constituted for the purpose and he shall be whole-time salaried officer of the University.

2. The emoluments and other conditions of service of a Registrar shall be such as may be determined by the Board of Management with the approval of the Chancellor:

Provided that, a Registrar shall retire on attaining the age of fifty-eight years.

3. A Registrar designated by the Board of Management shall have powers to take disciplinary action against such of the employees, excluding teachers and other members as the Board of Management may, by order, specify.

4. An appeal shall lie to any officer so designated by the Board of Management against any order made by the Registrar in pursuance of clause (3).

5. In case where an enquiry discloses that a punishment beyond the powers of a Registrar is called for, the Registrar shall, consequent to the enquiry, make a report to the Vice-Chancellor along with his recommendations for such action as the Vice-Chancellor may deem fit;

Provided that, an appeal shall lie to the Board of Management against an order of the Vice-Chancellor imposing any penalty.

6. Such of the Registrars as is designated by the Board of Management shall be -

(a) the Secretary to the Board of Management,

(b) the Member-Secretary of the Academic Council,

(c) the Member-Secretary of the Planning Board.

7. 1 A Registrar so designated shall -

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

(b) issue notices and convene meetings of the Board of Management, the Academic Council and the Planning Board and of the committees appointed by those authorities;

(c) keep the minutes of the meetings of the Board of Management, the Academic Council and the Planning Board and of the committees appointed by those authorities;

(d) conduct the official proceedings and correspondence of the Board of Management, the Academic Council and the Planning Board;

(e) supply to the Chancellor, a copy of the agenda of the meetings of the authorities of the University as soon as they are issued and the minutes of such meetings;

(f) represent the University in suits or proceedings by or against the University, sign powers of attorney, verify pleadings and depose his representative for the purpose;

(g) prepare the annual report of the University;

(h) perform such other functions as may be specified in these Statutes, Ordinances or Regulations or as may be required from time to time by the Board of Management or the Vice-Chancellor.

7.2 When the office of the Registrar is vacant or when the Registrar is by reason of ill-health, absent or due to any other cause unable to perform his functions as Registrar, his functions shall be performed by such person as the Vice-Chancellor may appoint for the purpose.

5. The Finance Officer

1. The Finance Officer shall be appointed by the State Government by a notification published in the Official Gazette. His appointment shall be for such period and on such terms and conditions as the State Government may determine. He shall be a whole-time salaried officer and shall work under the control of the Vice-Chancellor.

2. When the office of the Finance Officer is vacant or when the Finance Officer is by reason of ill-health absent or due to any other cause unable to perform his functions as Finance Officer, his functions shall be performed by such person as the Vice-Chancellor may appoint for the purpose.

3. The Finance Officer shall -

(a) exercise general supervision of the funds of the University and advise it as regards its financial policies;

(b) perform such other financial functions as may be assigned to him by the Board of Management or as may be

prescribed by the Statutes or the Ordinances :

Provided that, the Finance Officer shall not incur any expenditure or make any investment exceeding one lakh of rupees without the previous approval of the Board of Management.

4. Subject to the control of the Vice-Chancellor and the Board of Management, the Finance Officer shall -

(a) hold and manage the properties and investment of the University, including trust and immovable properties for fulfilling any of the objects of the University;

(b) ensure that the limits fixed by the Finance Committee for recurring and non-recurring expenditure for a year are not exceeded and the money is expended or spent for the purpose for which it was granted or allotted;

(c) be responsible for the preparation of the annual budget estimates and the annual accounts of the University and for their presentation to the Board of Management after they have been considered by the Finance Committee;

(d) keep a constant watch on the cash and bank balances and investment;

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

(f) ensure that the registers of properties of the University are maintained properly and that stock checking is conducted of equipments and other materials in the offices of the University, including regional centres, study centres and other institutions maintained by the University;

(g) bring to the notice of the Vice-Chancellor any unauthorised expenditure or other financial irregularities and suggest appropriate action against persons at fault;

(h) call from any office of the University, including regional centres, study centres and other institutions, maintained by the University, any information or reports that he may consider necessary for the performance of his functions.

5. Any receipt given by the Finance Officer or by the person or persons duly authorised in this behalf by the Board of Management shall be a sufficient discharge for payment of moneys to the University.

6. Constitution of the Board of Management

1. The Board of Management shall be the principal executive authority of the University and shall consist of the Chairman and the following members, namely :

(a) The Vice-Chancellor, ex officio Chairman;

(b) Secretary to Government of Maharashtra (Higher Education) or his representative not below the rank of Deputy Secretary;

(c) Secretary to Government of Maharashtra (Industries) or his nominee not below the rank of Deputy Secretary;

(d) Secretary to Government of Maharashtra (Agriculture) or his nominee not below the rank of Deputy Secretary;

(e) The Director of Higher Education, or his representative not below the rank of the Joint Director;

(f) The Director of Technical Education, or his representative not below the rank of the Joint Director;

(g) Director of Vocational Education and Training or his representative not below the rank of the Joint Director;

(h) Two Vice-Chancellors to be appointed by the Chancellor one of whom shall be from amongst the Vice-Chancellors of the Non-Agricultural University and the second shall be from the Agricultural University;

(i) One Director to be appointed by the Vice-Chancellor by rotation, according to the seniority;

(j) Two members of the Maharashtra Legislative Assembly, to be nominated by the Maharashtra Legislative Assembly;

(k) One member of the Maharashtra Legislative Council, to be nominated by the Maharashtra Legislative Council;

(l) Five persons nominated by the Chancellor, who may include distinguished persons from the field of (i) Education, (ii) Research, (iii) Industry, (iv) Management and Commerce, and (v) Agriculture and Agro-Industries;

(m) One nominee of the Vice-Chancellor of the Indira Gandhi National Open University, New Delhi

2. The quorum to constitute a meeting of the Board of Management shall be six.

3. The term of office of the members, other than the ex officio members shall be three years.

4. No person shall be a member or continue to be such member of the Board for more than two terms.

5. A person who is a member by virtue of his office shall cease to be such member on his ceasing to hold that office.

7. Powers and Functions of the Board of Management

1. The Board of Management shall have the power of management and administration of the revenue and property of the University and the conduct of all administrative affairs of the University not otherwise provided for.

2. Subject to the provisions of this Act, and the Ordinances, the Board of Management shall have the following powers, namely :

(a) to create teaching and other academic posts and to define the functions and conditions of service of professors, readers, lecturers and other teachers and other academic staff employed by the University;

(b) to prescribe qualifications for teachers and other academic staff;

(c) to approve the appointment of such professors, readers, lecturers and other teachers and academic staff as may be necessary on the recommendations of the selection committee constituted for the purpose;

(d) to approve appointments to temporary vacancies of any academic staff;

(e) to specify the manner of appointment to temporary vacancies of academic staff;

(f) to provide for the appointment of visiting professors, emeritus professors fellows, artists and writers and determine the terms and conditions of such appointments;

(g) to manage and regulated the finances, accounts, investments, property of the University and all other affairs of the University and to appoint such agents as may be considered fit;

(h) to invest any money belonging to the University; including any unapplied income, in such stocks, funds, shares or securities as it thinks fit or in the purchase of immovable property in the State with like power of varying such investment from time to time;

Provided that, no action under this clause shall be taken without consulting the Finance Committee;

(i) to create administrative, ministerial and other necessary posts after taking into account the recommendations of the Finance Committee and to specify the manner of appointment thereto;

(j) to regulate and enforce discipline amongst the employees in accordance with the Statutes;

(k) to transfer or accept transfers of any immovable or movable property on behalf of the University;

Provided that, no immovable property shall be transferred without the prior approval of the State Government;

(l) to entertain, adjudicate upon, or redress the grievances of the employees and the students of the University who may, for any reason, feel aggrieved;

(m) to fix the remuneration payable to course writers, counsellors, examiners and invigilators, and travelling and other allowances payable after consulting the Finance Committee;

(n) to select the common seal for the University and to provide for the use of such seal;

(o) to delegate any of its powers to the Vice-Chancellor, Registrars, the Finance Officer or any other officer employee or authority of the University or to a committee appointed by it;

(p) to institute fellowships, scholarships, studentships; and

(q) to exercise such other powers and perform such other functions as may be conferred or imposed on it by this Act or the Statutes.

(3) The Board of Management shall exercise all the powers of the University not otherwise provided for by this Act, the Statutes, the Ordinances and the Regulations for the fulfilment of the objects of the University.

8. Powers and Duties of the Academic Council

Subject to this Act, the Statutes, the Ordinances and the Regulations, the Academic Council shall, in addition to all other powers vested in it by this Act, shall have the following powers, namely :

(a) to exercise general supervision over the academic policies of the University and to give directions regarding methods of instruction, evaluation or research or improvement in academic standards;

(b) to consider matters of general academic interest either on its own initiative or on a reference from the Planning Board or the Board of Management and to take appropriate action thereon;

(c) to frame such regulations and rules consistent with the Statutes and the Ordinances regarding the academic functioning of the University, including discipline, admissions, award of fellowships and studentships and other academic requirements; and

(d) to exercise such other powers and perform such other duties as may be conferred or imposed on it by or under this Act, the Statutes and the Ordinances.

9. The Planning Board

1. The Planning Board shall consist of not more than ten members. The quorum to constitute a meeting of the Planning Board shall be four.

2. All the members of the Planning Board, other than the Vice-Chancellor, shall hold office for a term of three years from the date of their becoming such member. No person shall be a member or continue to be such member for more than two terms.

3. It shall be the responsibility of the Planning Board of design and formulate appropriate programmes and activities of the University, and it shall, in addition, have the right to advise the Board of Management and the Academic Council on any matter which it may deem necessary for the fulfillment of the objects of the University;

Provided that, in case there is any difference of opinion between the Planning Board and the Academic Council on any matter, it shall be referred to the Board of Management whose decision shall be final.

4. The Planning Board may constitute such committees as may be necessary for planning and monitoring the Programmes of the University.

5. The Planning Board shall meet at such intervals as it shall deem expedient, but it shall meet at least twice in year.

10. The Finance Committee

1. The Finance Committee shall consist of not more than seven members.

2. All the members of the Finance Committee, other than the Vice-Chancellor shall hold office for a term of three years from the date of becoming members.

3. Four members of the Finance Committee shall form a quorum for a meeting of the Committee.

4. The Finance Committee shall meet at least thrice in a year to examine the accounts and scrutinise the expenditure.

5. All proposal shall relating to revision of grade, upgradation of the scales and those items which are not included in the budget, shall be examined by the Finance Committee before they are considered by the Board of Management.

6. The annual accounts and the financial estimates of the University prepared by the Finance Officer shall be laid before the Finance Committee for consideration and comments, and thereafter submitted to the Board of Management within the overall ceiling fixed by the Committee.

7. The Finance Committee shall fix the limits for the total recurring and non-recurring expenditure for the year, based on income and resources of the University and no expenditure shall be incurred by the University in excess of the limits so fixed.

11. Selection Committees for Teachers

1. There shall be selection committees for making recommendations to the Board of Management for appointments to the posts of professors, readers, lecturers and other academic staff and head of institutions maintained by the University.

2. Each of the selection committees for appointment to the post of professors, readers, lecturers and the academic staff shall consist of the Chairman and the following members, namely :

- (a) the Vice-Chancellor, ex officio Chairman;
- (b) the Director nominated by the Vice-Chancellor;
- (c) a person nominated by the Chancellor; and
- (d) three experts not connected with the University, to be nominated by the Board of Management in such manner as may be specified in the Ordinances;
- (e) a person nominated by the Vice-Chancellor to represent the interest of Scheduled Castes and Scheduled Tribes.

3. The quorum for a meeting of a selection committee shall be four, which will include at least two experts.

4. The procedure to be followed by a selection committee in making recommendations shall be such as may be laid down in the Ordinances.

5. If the Board of Management is unable to accept the recommendations made by a selection committee, it shall record its reasons for such non-acceptance and submit the case to the Chancellor for final orders.

12. Special Mode of Appointment by Invitation

1. Notwithstanding anything contained in these Statutes, the Board of Management may invite a person of high academic distinction and professional attainments to accept the post of a professor or a reader or equivalent academic post in the University on such terms and conditions as it may deem fit, and appoint such person to such post.

2. The Board of Management may appoint a teacher or

any other academic staff working in any other university or organisation for teaching or for undertakings project or any work on such terms and conditions as may be determined by the Board in accordance with the manner specified by the Statutes.

13. Special Mode of Appointment on Tenure

The Board of Management may appoint a person selected in accordance with the procedure laid down in the Statutes 11 and 12 for a fixed tenure, on such terms and conditions as it may deem fit.

14. Selection Committee for Officers and Employees other than Teachers

1. The selection committee for appointment to the posts of officers shall consist of the Chairman and the following members, namely :

- (i) The Vice-Chancellor, ex officio Chairman;
- (ii) Two nominees nominated by the Board of Management not connected with the University;
- (iii) One nominee of the Chancellor;
- (iv) The Director who is member of the Board of Management;
- (v) The Director of Higher Education;
- (vi) One nominee of the Vice-Chancellor to represent the interest of Scheduled Castes and Scheduled Tribes.

The Registrar shall as a Secretary of the selection committee. The quorum for the selection committee shall be four.

2. The selection committee for appointment to the posts of employees other than officers shall consist of the Chairman and the following members, namely :

- i. The Director nominated by the Vice-Chancellor - Chairman;
- ii. One teacher nominated by the Board of Management;
- iii. The Registrar.

3. The procedure to be followed by the selection committee in making recommendations shall be such as may be laid down in the Ordinances.

4. The Vice-Chancellor shall be competent to fill in the temporary vacancy of the teacher or an employee for a period not exceeding six months in the aggregate without following the above procedure.

15. Recognised Teachers

1. The qualification for recognition of persons working in other universities, institutions or organisations as teachers shall be such as may be prescribed by the Ordinances.

2. The manner of recognising teachers, the period of recognition and withdrawal of recognition shall be such as may be prescribed by the Ordinances.

16. Committees

1. Any authority of the University may appoint as many standing or special committees as it may deem fit, and may appoint to such committees, persons who are not members of such authority.

2. Any committee appointed under clause (1) may deal with any subject delegated to it subject to the subsequent confirmation by the authority appointing it.

17. Terms and Conditions of Service and Code of Conduct of the Teachers and other Academic Staff of the University

1. All the teachers and other academic staff of the University shall, in the absence of any contract to the contrary, be governed by the terms and conditions of service and code of conduct as are specified in the Statutes and the Ordinances.

2. Every teacher and member of the academic staff of the University shall be appointed on a written contract, the form of which shall be specified by the Board of Management, with the approval of the Chancellor.

3. A copy of every contract referred to in clause (2) shall be deposited with the Registrar.

18. Terms and Conditions of Service and Code of Conduct of other Employees of the University

All the employees of the University, other than the teachers and other academic staff of the University shall, in the absence of any contract to the contrary, be governed by the terms and conditions of service and code of conduct as may be specified in the Statutes and the Ordinances.

19. Removal of Employees of the University

1. Where there is an allegation of misconduct against a teacher, a member of the academic staff or other officer or employee of the University, the Vice-Chancellor, in the case of the teacher or member of the academic staff, and the authority or officer competent to appoint (hereinafter referred to a "appointing authority") in the case of other employee, may, by order in writing, start against such teacher, member of the academic staff or other employee

departmental enquiry and shall forthwith report to the Board of Management the circumstances in which the order was made.

2. Notwithstanding anything contained in the terms of the contract of appointment, or of any other terms and conditions of service of the employees, the Board of Management in respect of teachers and other academic staff, and the appointing authority in respect of other employees, shall have the power to remove a teacher or a member of the academic staff or, as the case may be, other employee on grounds of misconduct.

3. No teacher, member of the academic staff or other employee shall be removed under clause (2), unless he has been given a reasonable opportunity of showing cause against the action proposed to be taken in regard to him.

4. The removal of teacher, member of the academic staff or other employee shall take effect from the date on which the order of removal is made :

Provided that, where the teacher, member of the academic staff or other employee is under suspension at the time of his removal such removal shall take effect from the date specified in the order.

5. Notwithstanding anything contained in the foregoing provisions of this Statute a teacher, member of the academic staff or other employee may resign,

(a) if he is a permanent employee, only after giving three months' notice in writing to the Board of Management or the appointing authority as the case may be, or by paying three months' salary in lieu thereof;

(b) if he is not a permanent employee, only after giving one months' notice in writing to the Board of Management or the appointing authority, as the case may be, or by paying one months' salary in lieu thereof :

Provided that, such resignation shall take effect only on the date of resignation accepted by the Board of Management, or by the appointing authority, as the case may be.

20. Maintenance of Discipline Amongst Students of the University

1. The powers regarding discipline and disciplinary action in regard to the students of the University shall vest with the Vice-Chancellor. the Vice-Chancellor may delegate all or any of his powers, as he may deem fit.

2. Without prejudice to the generality of his powers relating to the maintenance of discipline and taking such action as he may deem appropriate for the maintenance of discipline the Vice-Chancellor, may in, the exercise of his power, by order, direct that any student or students be expelled or rusticated for a specified period and not admitted to a course or courses of study in the University or a recognised institution for a period specified in the order, or be punished with a fine for an amount to be specified in the order, or debar him from taking an examination or examinations conducted by the University or a recognised institution for one or more years or that the result of the student or students concerned in the examination or examination in which he or she has appeared be cancelled.

3. The head of recognised institution shall have the authority to exercise all such disciplinary powers over the students in their respective institutions as may be necessary for proper conduct of such institution.

21. Procedure for Recovery of Damage or Loss Caused to the University

1. If at any time, the Board of Management finds, on a reference received by it either from the Chancellor or otherwise that a damage or loss has been caused to the University by any act on the part of any authority (other than the Board of Management), or officer (other than the Chancellor or Vice-Chancellor) or other employee of the University which is not in conformity with the provisions of the Act, the Statutes, Ordinances or Regulations, or which is not in the interest of the University, by willful neglect or default on his or his part, the Board of Management shall hold a preliminary enquiry to determine whether there is a prima facie case for appointing an Enquiry Officer or a Committee of Enquiry into the matter and fixing the responsibility for the damage or loss caused. Where the preliminary enquiry is held on a reference received from the Chancellor, the Board of Management shall submit a report of such enquiry to the Chancellor within the limit fixed by the Chancellor.

2. If the Board of Management is satisfied itself that there is a prima facie case so to do, or when a direction to that effect is received from the Chancellor, the Board of Management shall appointing a Committee of Enquiry consisting of one or more persons for the purpose of making enquiries with definite terms of reference such as:-

- (i) to investigate into the complaint,
- (ii) to assess the damage or loss caused,
- (iii) to determine the authority, the member of the authority or the officer or employee responsible therefor, and

(iv) to recommend what amount should be recovered from the authority, member officer or employee concerned. The Committee shall regulate its own procedure.

3. After making the necessary enquiries, the Committee shall submit its report to the Board of Management, within such time or extended time as specified by the Board of Management from time to time. Where a Committee is appointed on the direction from the Chancellor, a copy of report of the Committee shall be submitted by the Board of Management to the Chancellor.

4. On receipt of the report of the Committee, the Board of Management shall consider the report. If it considers that any action is required to be taken against any authority, member or officer or other employee, the Board of

Management shall inform the authority, member or officer or other employee concerned the charges against it or him and the amount proposed to be recovered from it or him. The Board of Management shall give a reasonable opportunity to the authority, member or officer or other employee concerned of making a representation in respect of these charges and the amount proposed to be recovered from it or him.

5. After giving such opportunity, the Board of Management shall decide what action should be taken and against whom, and in such decision shall certify the amount due and to be recovered, from the authority, member or officer or other employee concerned. When any action is proposed to be taken in any case in which the enquiry is made by the Committee, a reference from the Chancellor, previous approval from the Chancellor shall be obtained.

6. Any amount certified by the Board of Management to be due from any authority, member or officer or other employee shall be paid by such authority, member or officer or other employee, as the case may be, to the University, within sixty days from the date of receipt by it or him of the decision of the Board of Management. On its or his failure to pay the amount accordingly, it shall be recovered by the University either from the remuneration payable to a defaulter or by instituting necessary legal proceedings against the defaulter in a Court of Law.

7. (a) Where the Board of Management or any of its members or the Vice-Chancellor is alleged to have caused such damage or loss to the University, the Chancellor may, on a complaint received or otherwise, appoint a Committee of Enquiry consisting of one or more persons for the purpose of making an inquiry into the matter and for submitting a report to him, within such time or extended time as maybe specified by him.

(b) On receipt of the report of the Committee, the Chancellor may after informing the Board of Management or any member thereof, or the Vice-Chancellor, as the case may be, the charges against it or him the after giving a reasonable opportunity to it or him of making a representation in respect of those charges, decide what action should be taken and against whom, and in such decision shall specify the amount due and to be recovered from the Board of Management, or any member thereof or the Vice-Chancellor, as the case may be.

(c) Any amount certified by the Chancellor to be due from the Board of Management or any member thereof or the Vice-Chancellor, as the case may be, shall be paid by it or him to the University, within sixty days from the date of receipt by it or him of the decision of the Chancellor. On its or his failure to pay the amount accordingly, it shall be recovered by the University either from the remuneration payable to the defaulter or by instituting necessary legal proceedings against the defaulter in a Court of Law.

Part I

(B) VOLUME I (Reprint)

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23	2	2 of 1991	STATUTE prescribing the Constitution of the Selection Committee for the Appointments to the Posts of Employees other than Teachers in the Professional and Technical category	14/2/91	19

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(I) Statutes

<i>Sr. No.</i>	<i>Statute No.</i>	<i>Old Statute</i>	<i>Title</i>	<i>Date of Approval</i>	<i>Page No.</i>
22	1	1 of 1991	STATUTE prescribing the Constitution of the Finance Committee	14/2/91	19
23	2	2 of 1991	STATUTE prescribing the Constitution of the Selection Committee for the Appointments to the Posts of Employees other than Teachers in the Professional and Technical category	14/2/91	19

STATUTE No. 1 *

(1 of 1991)

(See Section 19 of the Act)

STATUTE prescribing the Constitution of the Finance Committee

WHEREAS it is expedient to prescribe the Constitution of the Finance Committee, the Board of Management, in accordance with the powers conferred on it by sub-section 2 of Section 22 of the Act, is hereby pleased to make the following Statute :

1. This Statute may be called "the constitution of the Finance Committee Statute 1991."

2. This Statute shall come into force from 14th February 1991.

3. The Finance Committee shall consist of the following:

- i. The Vice-Chancellor-Ex-officio Chairman;
- ii. One person nominated by the State Govt.;
- iii. Two members nominated by the Board of Management from amongst themselves.;
- iv. Two members nominated by the Board of Management who shall be experts either in Industry or in autonomous institution or in University or in Government;
- v. The Finance Officer (Member Secretary).

4. The Statute enacted by the University vide item No. A-100/90/71 of the meeting of the Board of Management held on 20.08.1990 and as amended vide A-100/90/101 of the Board of Management meeting held on 02.12.90 is hereby repealed.

Hon. Chancellor has assented to this statute on 14/2/1991 (By his letter No. CS/YCMOU/STT/43/91/CI/445)

it by sub-section 2 of Section 22 of the Act, is hereby pleased to make the following Statute :

1. This Statute may be called "the Constitution of the Selection Committee for the Appointments of Employees other than teachers in the professional and technical category Statute 1991."

2. This Statute shall come into force from 14th February 1991.

3. The Selection Committee for the appointments to the posts of employees other than teachers in the professional and technical category shall consist of the following members :

- i. The Vice-Chancellor-Ex-officio Chairman or official nominee;
- ii. Director/Head/etc. of the division/centre concerned, nominated by the Vice-Chancellor;
- iii. Three experts not connected with the University to be nominated by the Board of Management in such a manner as may be specified in the Ordinance;
- iv. Registrar (Secretary).

The quorum for the meeting of this Selection Committee shall be four, which will include at least two experts.

4. The Statute enacted by the University vide item No. A-100/90/78 of the meeting of the Board of Management held on 20.08.1990 and as amended by its decision vide item No. A-100/90/101 in its meeting held on 02.12.90 is hereby repealed.

Hon. Chancellor has assented to this statute on 14/2/1991 (By his letter No. CS/YCMOU/STT/43/91/CI/445)

STATUTE No. 2 *

(2 of 1991)

(See sub-section d of Section 21)

STATUTE prescribing the Constitution of the Selection Committee for the Appointments to the Posts of Employees other than Teachers in the Professional and Technical categories

WHEREAS it is expedient to prescribe the constitution of the Selection Committee for the appointments of employees in the professional and technical category, the Board of Management, in accordance with the powers conferred on

(B) VOLUME I (Reprint)

(2) Ordinances

Sr. No.	Ordinance No.	Old Ordinance	Title	Date of Approval	Page No.
24	1	1 of 1991	ORDINANCE to provide for Protocol for Selection of Officers and Employees other than Teachers	22/6/91	25
25	2	2 of 1991	ORDINANCE to provide for the Selection Committee for Teachers	22/6/91	26
26	3	3 of 1991	ORDINANCE to provide for the Rules and Regulations of the YCMOU	22/6/91	23 to 24
27	4	4 of 1992	ORDINANCE to provide for Payment of T.A., D.A. and other Allowances	11/7/92	25 to 26
28	5	5 of 1992	ORDINANCE to provide for Work and Election of the University	11/7/92	28 to 29
29	6	6 of 1992	ORDINANCE to provide for travel and other expenses to be borne by the students	11/7/92	27 to 28
30	7	7 of 1992	ORDINANCE to provide for the Rules of Election for Propaganda and N/A and other staff	11/7/92	30
31	8	8 of 1992	ORDINANCE to provide for the Fees for the Academic Programme	11/7/92	33 to 34
32	9	9 of 1992	ORDINANCE to provide for the Rules for Examinations	11/7/92	29

ORDINANCE No. 1 *

(1 of 1991)

*(See sub -para 3 of para 14 of the first statutes incorporated in the Second Schedule of the Act)***ORDINANCE to provide for Procedure for Selection of Officers and Employees other than Teachers**

WHEREAS it is expedient to provide the procedure to be followed by the Selection Committee in making recommendation for appointment to the posts of officers and employees in the University. The Board of Management, in accordance with the powers conferred on it by sub-section 2 of Section 23 of the Act is hereby pleased to make the following Ordinance :

1. This Ordinance may be called "the Procedure for Selection of Officers and Employees other than Teachers Ordinance 1991."

2. This Ordinance shall come into force from 22nd June 1991.

3. All the appointments, which are required to be made by selection shall be advertised widely in at least one prominent Marathi newspaper belonging to the four regions of Maharashtra namely Konkan, Western Maharashtra, Nagpur and Marathawada, out of which one shall be from Nashik. Reasonable period of not less than two weeks from the date of publication of the advertisement shall be given to candidates for submission of applications to the posts. Simultaneously the vacancies shall also be notified to the Employment Exchange and the District Social Welfare Officer, Nashik and to the other organisation notified by the Tribal Development Department.

4. The Selection Committee shall be as provided in the Statutes.

5. Before the meeting of the Selection Committee, written test, technical skill test (and other tests that will assess handwriting and language competencies etc.) of the candidates, whether necessary may be taken for judging suitability of the candidates for interview.

6. The date of the meeting of the Selection Committee shall be fixed after giving reasonable notice to each member of the Selection Committee and to the candidates.

7. The Selection Committee shall interview the candidates and adjudge the merits of each candidates in accordance with the qualifications and experience advertised and recommend to the appointing authority the names arranged in order of merit of the persons for appointment to the general posts and reserved posts, if any.

8. The Ordinance enacted by the University vide item No. A-100/89/39 of the Board of Management meeting held on 22.12.1989, is hereby repealed.

This Ordinance was passed by BoM on 22/6/1991 (By the Resolution No. A-100/91/43(A))

ORDINANCE No. 2 *

(2 of 1991)

*(See sub-para 4 of para 11 the first statutes incorporated in the Second Schedule of the Act)***ORDINANCE to provide for the Selection Committee for Teachers**

WHEREAS it is expedient to provide for a Selection Committee for the appointment of persons as Teachers. The Board of Management, in accordance with the powers conferred on it by sub section 2 of Section 23 of the Act is hereby pleased to make the following ordinance :

1. This Ordinance may be called "the Selection Committee for Teachers Ordinance 1991."

2. This Ordinance shall come into force from 22nd June 1991.

3. The date of the meeting of every Selection Committee shall be so fixed as to allow a notice thereof being given at least fifteen days in advance to each member and to the candidates. The particulars of each candidate shall be sent to each member of the Selection Committee at least seven days before the date of the meeting.

4. The Selection Committee shall interview, adjudge the merits of each candidate and report to the Board of Management the names arranged in order to merit of the person or persons, if any, whom, it recommends for appointment to the general posts and the reserved posts, if any.

5. In case of a post of a Professor, Selection Committee may, in preference to the candidates who have applied and appeared before it, recommend for appointment the names of any other persons who may not have applied or appeared before it and who are duly qualified.

6. The Academic Council shall prepare a panel of not less than six names of persons, who are not members of the authorities of the Universities or full-time employees of the University, and who have special knowledge and expertise of the subject or the field for which the academic or professional is to be selected.

7. The Ordinance enacted by the University vide item No. A-100/89/39 of the Board of Management meeting held on 22.12.1989, is hereby repealed.

This Ordinance was passed by BoM on 22/6/1991 (By the Resolution No. A-100/91/43(B))

ORDINANCE No. 3 *

(3 of 1991)

ORDINANCE to Publish a Periodical in the form of a Gazette of the YCMOU

WHEREAS, it is expedient to publish a periodical in the form of a Gazette of the Yashwantrao Chavan Maharashtra

Open University, the Board of Management is hereby pleased to make the following Ordinance:

1. This Ordinance may be called "Yashwantrao Chavan Maharashtra Open University Gazette Ordinance 1991."

2. This Ordinance shall come into force from 22nd June 1991.

3. In this Ordinance unless the context otherwise requires:-

(a) "Act" means the Yashwantrao Chavan Maharashtra Open University Act 1989 (Maharashtra Act No. xx of 1989)

(b) "Column" means a column in the statement registered in Gazette Register;

(c) "Gazette" means publication of the Yashwantrao Chavan Maharashtra Open University in the form of periodical, styled as "Yashwantrao Chavan Maharashtra Open University Gazette"

(d) "Gazette Register" means a register maintained separately for each part in the office of the Registrar containing the statement of page numbers allotted to the documents to be published / published in the said part of the Gazette

(e) "Registrar" means the Registrar appointed by the Board of Management and includes the person authorized by him to carry out the purposes of this Ordinance

(f) "Index" means an index included in the Ordinance

(g) "Statement" means a statement given in Appendix "A" and which shall form part of the Gazette Register

(h) "University" means the Yashwantrao Chavan Maharashtra Open University

4. Gazette may be registered as periodical with the Registrar of Newspapers and shall be published ordinarily on Thursday or as and when necessary.

5. Gazette shall be divided into parts and the subject matter to be included in each part shall be as prescribed in the Schedule.

6. The Gazette may be published in the printed form.

7. Page size of each page of each part of the Gazette shall be 210 mm. x 297 mm wherein size of a composed matter shall be 40 cms x 60 cms

8. Pages of each part shall be consecutively numbered from 1st January to 31st December of each calendar year. Page number shall be in the following manner:

YCMOU - Gazette - 1991 - Part ONE - 001

9. Page numbering shall always be at the centre top of each page above a thin black line, provided that on the title page of each part page numbering shall be at the bottom centre below a thin black line.

10. Title and the matter on the first page of each issue of each part shall be as far as possible in the following manner:

First Line : YCMOU - Gazette

Second Line: Official publication of Yashwantrao Chavan Maharashtra Open University

Next Line : Day _____ and Date _____

(Seal of the Yashwantrao Chavan Maharashtra Open University, may be displayed at convenient place)

Part : _____

11. After every quarter of the year index pages of the Gazette of each part may be circulated giving contents of

the matter published therein during that quarter.

The index pages shall be separately numbered in separate style from the main body.

12. The Registrar shall cause a statement for Gazette Register in his office. There shall be a separate Gazette Register for each part.

13. No matter shall be published in the Gazette without the approval of the Registrar. Whenever any matter is to be published in the Gazette, Registrar shall cause to fill in entries in column numbers 1 to 3 and shall also signify his approval in column No. 4 of the Gazette Register.

14. Annual Subscriptions of the gazette or of each part may be as prescribed by the Board of Management.

SCHEDULE

(See para 2)

Part	Part Number	Matter to be published
1	Part-ONE	1. Amendments made by the Government / State Legislature to the Y.C.M.O. University Act, 1989 (Maharashtra Act No. xx of 1989) from time to time. 2. Statutes made by the University in accordance with the provision of Section 13 of the Act. Ordinances made by the University in accordance with the provisions in section 23 of the Act, Regulations framed in accordance with the provisions of Section 24 of the Act and the matters connected therewith and incidental thereto.
2	Part-TWO	Notifications and Circulars issued in study / Regional Centre and any matter which is to be notified in any form for the information of the general public by the University

APPENDIX "A"

(See para 3 (9))

YASHWANTRAO CHAVAN MAHARASHTRA OPEN UNIVERSITY GAZETTE

Part :

Statement of page numbers allotted to the different documents published in this part of the Gazette

Sr. No.	Name of the document to be published in this part of the Gazette	Total pages in the document	Approval of the Registrar for Publication	Published in the Gazette	
				Dated	on page/s
1	2	3	4	5	6

This Ordinance was passed by BoM on 22/6/1991 (By the Resolution No. A-100/91/44)

ORDINANCE No. 4 *

(1 of 1992)

(See sub-section 1(m) of Section 23 of the Act)

ORDINANCE to provide for Payment of T.A., D.A. and other Allowances

WHEREAS it is expedient to provide for payment of T.A., D.A. and other allowances to members of YCMOU staff, visiting staff, experts, consultants, officers etc., the Board of Management, in accordance with the powers conferred on it by sub-section 2 of Section 23 of the Act is hereby pleased to make the following ordinance :

1. This Ordinance may be called "payment of T.A., D.A. and other allowances Ordinance 1992."

2. This Ordinance shall come into force from 11th January 1992.

3. Since the basic nature of the YCMOU will be coordinating where the existing expertise available with various organisations in the State and the country will have to be harnessed, workshops, meetings, seminars and similar such activities will be a major feature of the YCMOU's work. Persons attending such sessions will belong to the following categories :

(a) Members of the various statutory bodies like the Board of Management, Planning Board, Finance Committee Academic Council and other bodies as will be instituted from time to time;

(b) Members of the academic, professional, technical committees, experts' panels, teams of writers, curriculum developers, consultants, audio-visual programmemakers in various capacities such as participants, experts, scriptwriters, narrators, presenters, etc. instructional technologists and other such expert personnel and officers;

(c) Full-time academic, technical, professional and administrative staff of the YCMOU.

4. The following proposal is based on the guidelines provided by the Govt. of Maharashtra, Finance Department Resolution No. RPS-1288/568/SER dated 3rd October, 1988 (Copy attached) The first guidelines refer to the gradation of the staff according to the salary scales

Grade	Pay (Revised Scales)
First Grade(A)	Rs. 3000 and above
Second Grade(B)	Rs. 1400 to Rs. 2999
Third Grade(C)	Below Rs. 1400

Members of the statutory bodies (1-a above) and visiting experts etc. (1-b above) will be treated as First Grade(A) for purposes of T/A/DA/Meeting/Sitting allowance payment.

5. ENTITLEMENT TO DIFFERENT MODES / CLASS OF TRAVEL

(a) Vice-Chancellor is entitled to travel by air.

(b) Directors, drawing pay of Rs. 4100 and above, shall be held eligible to travel by air while on tour and transfer subject to orders of economy measures in force and those that may be issued in the future.

(c) Other First Grade (A) members of the YCMOU staff can travel by air if permitted by the Vice Chancellor.

(d) Members of the YCMOU staff, belonging to the Second Grade (B) can travel by air if specifically permitted by the Vice-Chancellor as a special case.

(e) Honorary members, visiting experts, consultants (1-b above) will be treated as First Grade (A) personnel and can travel by air if permitted by the Vice-Chancellor or they are permitted to travel by air according to the rules of the organisation employing them.

6. RAILWAY TRAVEL

Grades Entitlement

First (A) AC-I Class, AC Sleeper, I Class, AC Chair

Second (B) AC Sleeper, AC Chair, I Class

Third (C) II Class Sleeper

Note: Members of the YCMOU staff and others traveling by a class higher than II Class must produce tickets/ticket numbers, failing which they will be paid only the II Class fare.

7.**7.1 TRAVEL BY ROAD (Public Conveyance)**

Grade Entitlement

First (A) & Second (B) AC luxury, Superfast, Deluxe buses/coaches, Asiad, Ordinary

Third (C) Asiad, Ordinary buses/coaches

7.2 Road Kilometrage (Own / Hired Vehicle)

Grade	Motor Car/ Jeep	M.cycle/ Scooter	Moped	Other
First (A)	Rs.2.50 / 1.50 per km	0.85 per km	0.40 per km	0.20 per km
Second (B)	Rs.2.50 / 1.50 per km	0.85 per km	0.40 per km	0.20 per km
Third (C)	————	0.85 per km	0.40 per km	0.20 per km

Note : The officers in the pay ranges against which the rates of road kilometrage have been specified shall be held eligible to maintain that type of conveyance.

8. In the case of the members of the Maharashtra Legislature and of the Parliament the payment of Traveling Allowance (including daily allowance and incidental charges on Rail and Steamer journeys) for journeys undertaken by them shall be made in accordance with the law relating to allowances of members of Maharashtra State Legislature or, as the case may be, of the Parliament, as if the journeys business connected with their duties as members of the State Legislature or, as the case may be, of the parliament.

Provided that, if a member travels by Air, A.C. First Class or by motor car/private vehicles/jeep, payment of the traveling allowance shall be regulated by provisions of the paras 5 to 7 above.

9. LOCAL CONVEYANCE: (For University assigned work & Local Members)

(a) Persons not employed by the YCMOU shall be entitled ordinarily to Rs. 10 to 15 per journey within the city of Nashik.

(b) Persons not employed by the YCMOU shall be entitled ordinarily to Rs. 15 to 20 per journey within the city of Pune.

(c) Persons not employed by the YCMOU shall be entitled ordinarily to Rs. 25 to 50 per journey within the city of Bombay.

(d) In other cities / towns in Maharashtra persons not employed by the YCMOU shall be entitled to Rs. 15 to 20 per journey as approved by the Vice-Chancellor.

(e) YCMOU staff attending official meetings/workshops/assignments etc. in cities other than Nashik shall be eligible for local conveyance or travel as follows :

Grade	Entitlement
First (A) (Directors)	Actuals on hired car or taxi or Auto-rikshaw
First (A)	Actuals on taxi or Auto-rikshaw
Second (B)	Actuals on Taxi or Auto-rikshaw
Third (C)	Actuals on Auto-rikshaw or city bus/Coach

10. DAILY ALLOWANCE

Grade	Pay Range	Rate of Daily Allowance			Hotels (Scheduled Tariff)		
		@	\$		@	\$	
		Ord.	Spl.	Spl. Rate	Ord.	Spl.	Spl. Rate
First	(A) 5100 & above	50	60	as per IGNOU	100	125	as per IGNOU
	3000-5099	45	55	IGNOU	75	90	IGNOU
Second	(B) 2800-2999	45	55	IGNOU	75	90	IGNOU
	1900-2799	30	40	IGNOU	50	70	IGNOU
	1400-1899	25	30	IGNOU	40	50	IGNOU
Third	(C) Below 1400	20	25	IGNOU	30	40	IGNOU

Notes

(a) @ represents cities of Bombay, Pune, Nagpur, Aurangabad, Nashik & Amaravati.

(b) \$ represents New Delhi and other state capital cities.

(c) Visiting honorary members of statutory bodies (1-a above) and other visiting experts etc. (1-b above) shall be eligible for the highest rate of D.A. mentioned for the First Grade (A) above.

(d) D.A. claims for hotel use must be supported by the proper bills. Hotel allowance will be permitted only where the actual expenditure incurred on lodging/boarding is more than the amount of Daily Allowance ordinarily admissible.

(e) D.A. during journey / halting will be calculated as follows :

- 24 hours journey / halting will be admissible for one day's D.A.
- 12 hours' or more of journey / halting time will be treated as a full day for D.A., purposes
- Less than 12 hours' journey / halting time will be treated as equal to 50% of the admissible D.A.

(f) Apart from the provisions mentioned above, no incidental journey expenses will be admissible.

(g) Members of the statutory bodies (1-a above) and experts etc. (1-b above) will be eligible for local conveyance by suitable means during the journey for a specific official purposes. This will include local conveyance at the beginning and end of the said journey.

(h) Vice-Chancellor may sanction actual expenditure on lodging / boarding etc. as a special case when deemed necessary.

(i) The daily allowance for Delhi be given as per the Central Govt. Rules.

11. In case the University makes lodging arrangements for members of the statutory bodies, visiting experts, writer, academic etc., the person will then be paid a D. A. at the flat rate of Rs. 50 per day only, to meet the boarding charges.

Attendance for the entire duration of a meeting discussion, seminar, workshop, consultation etc. on a particular day is sufficient for the calculation of a fully day's D.A. plus any sitting Allowance applicable. In such circumstances, a person is eligible to receive journey D.A. until the time he arrives at the place of meeting, discussion, seminar, workshop, consultation and the time he spends in returning to his work place / residence plus full day's D.A.

12. MEETING / SITTING ALLOWANCE

Category	Entitlement
12.1 Expert teacher, experts, consultants, technologists managers and other specialists associated with the course development process in an honorary capacity or members of statutory bodies the YCMOU	12.1 Rs. 100 per day or session provided the session lasts a minimum of 4 hours of work and provided that the person concerned is not in paid any other honorarium, fee etc. for the particular of task, apart from any local conveyance applicable and / or T.A. and D.A. for outstation persons.
12.2 Other professors, readers, lecturers experts, consultants, technologists, managers, executives and other specialists associated with the course development process is an honorary capacity or members of statutory bodies of the YCMOU	12.2 Rs. 50 to 100 per day or session provided the session lasts a minimum of 4 hours of work and provided that the person concerned is not paid any other honorarium, fee etc. for the particular task, apart from any local conveyance applicable and / or T.A. and D.A. outstation persons.

This Ordinance was passed by BoM on 11/11/1992 (By the Resolution No. A-100/92/05)

ORDINANCE No. 5 *

(2 of 1992)

(See sub-section 1(m) of Section 23 of the Act)

ORDINANCE to provide for Motto and Emblem of the University

WHEREAS it is expedient to provide for the Motto and Emblem of the University, the Board of Management, in accordance with the powers conferred on it by sub-section

2 of Section 23 of the Act is hereby pleased to make the following ordinance :

1. This Ordinance may be called "Motto and Emblem of the University Ordinance 1992."

2. This Ordinance shall come into force from 11th January 1992.

3. The Motto of the university will be - "Dnyanganga Gharoghari" In Marathi : "ज्ञानगंगा घरोघरी".

4. The verbal description of the emblem and the drawing as approved is attached in Schedule.

4.1 It has been decided to have monocolour for the emblem.

4.2 This monocolour can be black with white background or white with black background.

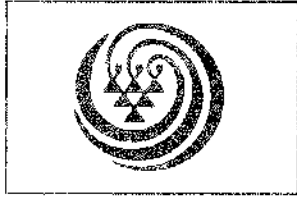
4.3 If any colour other than black needed to be used then it should be maroon (In Marathi - गेरवा).

This Ordinance was passed by BoM on 11/1/1992 (By the Resolution No. A-100/92/05)

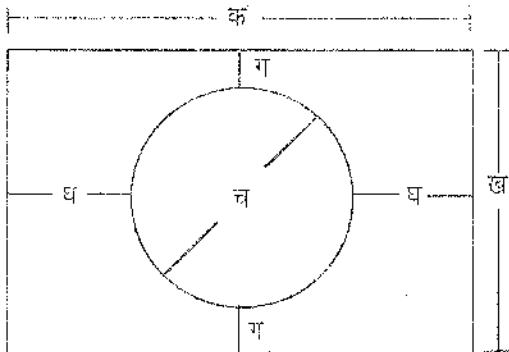
Schedule for the Ordinance No. 2 of 1992

विद्यापीठाचा ध्वज व बोधचिह्न

ध्वज व बोधचिह्न यांचे रंग व प्रमाण यांविषयी सूचना



- ★ यशवंतराव चव्हाण महाराष्ट्र मुक्त विद्यापीठ ध्वजाचा आकार वरील आकृतीप्रमाणे राहिल.
- ★ ध्वजाचा रंग गेरवा असेल आणि मधील बोधचिह्न पांढरे असेल.
- ★ बोधचिह्न इतरत्र वापरताना पांढऱ्या पार्श्वभूमीवर सर्वसाधारणपणे काळ्या किंवा गेरवा रंगात आणि काळ्या किंवा इतर रंगाच्या पार्श्वभूमीवर पांढऱ्या रंगात असू शकेल.



चित्राचा खुलासा

क = २४

ग = ३.५

ख = १६

घ = ७.५

क = ३
ख = २

च = ९



ज्ञानगंगा घरोघरी

हे चित्र विद्यापीठाने आपले बोधचिह्न म्हणून स्वीकारले आहे. विद्यापीठाने चित्रकारांसाठी पाच हजार रुपये पारितोषिकाची खुली बोधचिह्न स्पर्धा जाहीर केली होती. महाराष्ट्राच्या सर्व भागांतील सुमारे सहाशे चित्रकारांनी या स्पर्धेत भाग घेतला. सर्वश्री यशवंत चौधरी, हरिभाऊ हणमंते, र. कृ. जोशी आणि नीलकंठ खानविलकर या तज्ज्ञांच्या समितीने सर्व चित्रे न्याहाळून ठाणे येथील चित्रकार श्री. शांताराम राऊत यांचे वरील चित्र सर्वोत्कृष्ट ठरविले आणि त्याची पारितोषिकासाठी आणि बोधचिह्न म्हणून स्वीकारण्यासाठी विद्यापीठाला शिफारस केली. ही शिफारस विद्यापीठाने स्वीकारली आणि श्री. राऊत यांना रु. ५००० चे पारितोषिक दिले व वरील चित्र हे आपले बोधचिह्न म्हणून स्वीकारले.

चित्राचा अन्वयार्थ

ह्या चित्राच्या मध्यभागी असलेले चिह्न हे मोराच्या आकृतीदून उल्कांत झाले आहे. भोर म्हणजे ज्ञानाची देवता सरस्वती हीच वाहन. त्यामुळे हे चिह्न सरस्वतीचे प्रतीक आहे. त्यादून बाहेर निघणारे वर्तुळाकृती प्रवाह हे मुक्त आणि गतिमान प्रसार दर्शवितात. अशा प्रकारे ज्ञानाचा दूरवर प्रसार करण्याचे ('ज्ञानगंगा घरोघरी' नेण्याचे) मुक्त विद्यापीठाचे अंगीकृत कार्य या बोधचिह्नत प्रतिबिंबित झाले आहे.

ORDINANCE No. 6 *

(3 of 1992)

(See sub-section 1(m) of Section 23 of the Act)

ORDINANCE to provide for miscellaneous expenses to be incurred by the Study Centres

WHEREAS it is expedient to provide for the details of man power to be employed and miscellaneous expenses to be incurred for the conducting of the study centres of the university, the Board of Management in accordance with the powers conferred on it by sub-section 2 of Section 23 of the Act is hereby pleased to make the following ordinance :

1. This Ordinance may be called "Manpower and the miscellaneous expenses for the Study Centres Ordinance 1992."

2. This Ordinance shall come into force from 11th January 1992.

3. All study centres shall be divided into three groups for the purposes of this Ordinance :

(A) Study Centres having the strength of students upto 400.

(B) Study Centres having the strength of students above 400 and upto 1000.

(C) The Study Centres having the strength of students above 1000.

4. Each Officer or an Employee mentioned in column No. 2 of the Schedule should receive the remuneration indicated in column No. 4 for the conduct of per preparatory programme and column No. 5 for per term of a degree programme respectively. Number of employees / officers allowed to be appointed is shown in column No. 3 of the said schedule.

This Ordinance was passed by BoM on 11/11/1992 (By the Resolution No. A-100/92/05)

Schedule for the Ordinance No. 3 of 1992

Sr. No.	Designation	No. of Persons	Remuneration	
			Preparatory Programme	Degree Programme
1	2	3	4	5
Group (A)				
1.	Head	1	600	1000
2.	Coordinator	1	1200	2500
3.	Clerk	1	500	800
4.	Peon	1	300	500
5.	Sweeper	1	250	400
6.	Counsellor		60	100
7.	Misc. Expenses		700	1000
Group (B)				
1.	Head	1	600	1000
2.	Coordinator	1	1200	2500
3.	Clerk	2	500	800
4.	Peon	2	300	500
5.	Sweeper	2	250	400
6.	Counsellor		60	100
7.	Misc. Expenses		1000	1500
Group (C)				
1.	Head	1	600	1500
2.	Coordinator	1	1200	3000
3.	Dy. Coordinator	1	800	2000
4.	Clerk	3	500	800
5.	Peon	3	300	500
6.	Sweeper	2	250	400
7.	Counsellor		60	100
8.	Misc. Expenses		1500	2000

ORDINANCE No. 7 *

(4 of 1992)

(See sub-section 1(d) of Section 23 of the Act)

ORDINANCE to provide for the Norms of Evaluation for Preparatory and F.Y. B.A./B.Com. Examination

WHEREAS it is expedient to provide for the norms of evaluation at preparatory and F.Y. B.A. / B.Com Examinations, the Board of Management, in accordance with the powers conferred on it by sub-section 2 of Section 23 of the Act is hereby pleased to make the following ordinance :

1. This Ordinance may be called "Norms for evaluation Ordinance 1992."

2. This Ordinance shall come into force from 11th January 1992.

3. The norms for the Evaluation at preparatory and F.Y.B.A. / B.Com. Examinations will be as follows :

3.1 For every course the minimum marks required to pass the internal and end examination taken together are 40.

3.2 It is necessary to pass separately for internal and end examination for each course. The minimum marks of passing for internal examination are 8 out of 20 and that of end examination 32 out of 80.

3.3 The grades of the internal and the end examination should be shown separately in the transcript and their combined grade should also be shown in the transcript.

3.4 The average grade of all the courses will be the grade at preparatory and F.Y. B.A. / B.Com Examination.

3.5 The concession to be given for the failure students to pass the Examination and to allow them for the next admission should be decided by the Vice-Chancellor, taking into consideration, the results at that stage.

This Ordinance was passed by BoM on 11/11/1992 (By the Resolution No. A-100/92/05)

ORDINANCE No. 8 *

(5 of 1992)

(See sub-section 1(a) of Section 23 of the Act)

ORDINANCE to provide for the Fees for the Academic Programmes

WHEREAS it is expedient to provide for charging the fees for the different programmes of YCMOU, the Board of Management, in accordance with the powers conferred on it by sub-section 2 of Section 23 of the Act is hereby pleased to make the following ordinance :

1. This Ordinance may be called "Fees for the programmes Ordinance 1992."

2. This Ordinance shall come into force from 11th January 1992.

3. The fees of the programmes 'Diploma in Applied Electronics' shall be as follows :

3.1 The tuition fees should be between Rs. 1500 to 2000

4. The fees to be charged for First Year, Second Year and Third Year B.A. / B.Com, shall be as follows :-

4.1 Registration/Admission fees

1st Year	Registration fees	Rs. 50/-
2nd Year	Admission fees	Rs.20/-
3rd Year	Admission fees	Rs.20/-

4.2 Identity Card fees Only for 1st Year Rs.10/-

4.3 Tuition Fees

For every Credit Point	Rs. 25/-
For a Course of 4 Credit Points	Rs.100/-
For a Course of 6 Credit Points	Rs.150/-
For a Course of 8 Credit Points	Rs.200/-

This Ordinance was passed by BoM on 11/11/1992 (By the Resolution No. A-100/92/05)

ORDINANCE No. 9 *

(6 of 1992)

(See sub-section 1(m) of Section 23 of the Act)

ORDINANCE to provide for Fees for Examinations

WHEREAS it is expedient to provide for the fees to be prescribed for the examinations to be conducted in 1989-90, the Board of Management, in accordance with the powers conferred on it by subsection 2 of Section 23 of the Act is hereby pleased to make the following Ordinance :

1. This Ordinance may be called "Fees for the Examination Ordinance 1992."

2. This Ordinance shall come into force from 11th January 1992.

3. The examination fees should be Rs. 20/- per course.

This Ordinance was passed by BoM on 11/11/1992 (By the Resolution No. A-100/92/05)

(B) VOLUME I (Reprint)

(3) Regulations

<i>Sr. No.</i>	<i>Regulation No.</i>	<i>Old Regulation</i>	<i>Title</i>	<i>Date of Approval</i>	<i>Page No.</i>
33	1	1 of 1991	REGULATION to provide for Numbering, Citation and Tiding of Regulations and Draft Regulations	22/6/91	33 to 35
		2 of 1993	REGULATION to provide for Amending the Regulation No. 1 of 1991 (Amendment No. 1)	11/12/93	36
34	2	1 of 1992	REGULATION to provide for the Numbering of Agenda and Minutes pages of the meetings of Authorities of the University	11/1/92	36
35	3	2 of 1992	REGULATION to provide for the Circulation of Enclosures for meetings of the Board of Management	11/1/92	37

REGULATION No. 1 *
(1 of 1991)

**REGULATION to provide for
Numbering, Citation and Titling of
Regulations and Draft Regulations**

WHEREAS it is expedient to provide for Numbering, Citation and Titling of regulations and Draft Regulations, the Board of Management is hereby pleased to approve the following regulation :

1. This Regulation may be called "Numbering, Citation and Titling of Regulations and Draft Regulations, Regulation 1991."

2. This Regulation shall come into force from 22nd June 1991.

3. In this Regulation, unless the context otherwise requires:

(a) "Act" means Yashwantrao Chavan Maharashtra Open University Act 1989 (Maharashtra Act No. XX of 1989);

(b) "Regulation" means regulation made in accordance with the provision of Section 24 of the Act, and includes amending regulation and repealing regulation, if any;

(c) "Draft Regulation" means draft of regulation prepared for circulation and/or circulated for consideration of the competent authority;

(d) "Regulation Register" means a register maintained in the office of the Registrar, containing a statement showing the progress of the passage of the draft regulation;

(e) "Statement" means a statement given in Appendix "A" and which shall form part of the Regulation register;

(f) "Column" means a column of the statement as given in the Regulation register;

(g) "Regulation Book" means a book (if any, prepared or may be prepared) having all regulations printed therein;

(h) "Main Regulation" means regulation which is proposed to be amended or amended by the provisions of another regulation;

(i) "Amending Regulation" means regulation containing proposals for amending the provisions of another regulation;

(j) "Form of Regulation" means form No.1 or form No. 2 as the case may be, appended to this regulation;

(k) "Registrar" means the Registrar appointed under Section 12 of the Act and includes the person authorised by him to carry out the purposes of this regulation;

(l) "Continuous Numbering" means numbering which will begin with 1 and consecutively numbered during the given period;

4. Whenever any draft regulation is introduced for the

consideration of any authority it may be introduced, as far as practicable, in an appropriate form, that is either in form No. 1 or 2 as the case may be.

5. Title to be in para 1 of the Draft : Suitable title of such regulation shall necessarily be mentioned in para 1 of the draft regulation.

6. Citation and Numbering of Draft Regulations

6.1 Whenever any draft regulation is received by the Registrar for circulation amongst the members of the authority, he shall cause to fill in the entries in column no. 1 to 5 of the Regulation Register. Entries in other columns may be filled in at an appropriate time.

6.2 Draft regulation number assigned to each draft regulation shall be as mentioned in column No.1 and may be in order of its receipt in the registrar's office. If the number of drafts received is more than one on the same day, Registrar shall decide which draft shall be assigned which number.

6.3 Draft Regulation numbers assigned to all drafts regulations in column No.1 shall be continuous during the calendar year and in all further proceedings each draft regulation shall be cited by its number given in column No.2 (and also followed its title, if convenient) in the following manner :

Draft Regulation No.1 of 1991

"Regulation to provide for Numbering, Citation and Titling of Regulations and Draft Regulation."

7. Citation and Numbering of Regulations

7.1 Whenever any Draft Regulation is approved by the Board of Management it shall be cited as a Regulation thereafter.

7.2 The Registrar shall allot Regulation number to each Regulation and shall mention that number in column No."A". All Regulations shall be given continuous numbering during the calendar year, and may be cited in the following manner:

"Regulation No.1 of 1991" (followed by the Title)

7.3 Regulation number assigned to each Regulation shall be in order of its approval by the Board of Management irrespective of its draft Regulation number. If more than one Regulations are approved by the Board of Management, on the same day earlier numbered draft shall be given earlier Regulation number.

8. Preparing Regulation Book

8.1 Registrar shall prepare, "YCMO University Regulation Book" as early as possible, and in any case not later than one month from the date of the commencement of this Regulation.

8.2 All Regulations may be printed in the Regulation Book in order of their serial numbers.

8.3 Regulation Book may consist of one volume or more but pages of all the volumes shall be given continuous page numbering, as if it is one volume.

8.4 Whenever Regulation Book is prepared, "Chronological Table" may be printed in the beginning of

* As per BoM's resolution No. A-100/93/105,11/12/93

the book. Contents of such table may be as given in Table "A" appended to this Regulation.

9. Keeping Regulation Book up-to-date

9.1 All Regulations made after the printing of Regulation Book, may be printed in their chronological order, in the page size of the Regulation book. All such supplementary pages may be given further continuous page numbering as if they are a part of the Regulation book.

9.2 This process of adding supplementary pages to the Regulation book shall be continued until all the copies of the Regulation book are exhausted.

9.3 Whenever it appears to the Registrar that copies of Regulation book are nearing out of stock, he shall cause to make the Regulation book up-to-date by incorporating the relevant provisions of all amending Regulations in the main Regulations, thereupon such amending Regulations need not be printed in the up-to-date edition of the Regulation book. However, at an appropriate place, it may be mentioned that -

Regulation No.3 of 1990 (Followed by the title of the Regulation) not printed because of its incorporation in the main regulation, Regulation No.2 of the 1990."

This may be followed by the following information "As approved by the Board of Management in its meeting dated _____ vide item No. _____ and printed on pages _____ of Part One of the YCMO University Gazette dated _____."

9.4 In such up-to-date edition of the Regulation book whenever, it is so prepared, it may be mentioned in the beginning of each of the Main Regulation, if that be the case that

"As amended by Regulation No. _____ of 19 ____."

"As amended by Regulation No. _____ of 19 ____."

9.5 If any Regulation is repealed by any further Regulation, repealed Regulation need not be printed in the Regulation book, whenever the book is made up-to-date. However, at an appropriate place it may be mentioned that-

"Regulation No. _____ of 19 ____ (Followed by the title of the Regulation) not printed, since repealed by Regulation No. _____ of 19 ____."

Repealed Regulation No. _____ of 19 ____ was approved by the Board of Management in its meeting dated _____ vide item No. _____ and was published on pages _____ of Part-One of YCMO University Gazette dated _____.

The repealing Regulation No. _____ of 19 ____ was approved by the Board of Management in its meeting dated _____ vide item No. _____ and was published on pages _____ of Part-One of YCMO University Gazette dated _____.

10. Copies of Regulation Book : making available to Public :

10.1 Copies of Regulation Book including Supplementary pages thereof may be made available to the public and the Registrar may fix the appropriate price of the same.

Provided that the Registrar may make copies of several Regulations available separately and separate price may be fixed by him for such separately available Regulation.

TABLE A

See para 8(4)

CHRONOLOGICAL TABLE

TO

YASHWANTRAO CHAVAN MAHARASHTRA

OPEN UNIVERSITY

REGULATION BOOK - EDITION 1988

Regulation No.	Year	Short Title or Subject	How repealed or amended by further Regulations	Date of coming into force	Page
1	2	3	4	5	6

(See paras 3 (j) & 4)

FORM OF REGULATION

FORM NO. 1

Draft Regulation No. _____ of 19 ____ Regulation to provide _____

WHEREAS it is expedient to provide _____ the Board of Management is hereby pleased to approve the following Regulations :

1. This Regulation may be called _____ Regulation 19 ____.

2. This Regulation shall come into force from _____.

*i. the date which the Board of Management may by resolution prescribe

*ii. the date of its approval by the Board of Management

iii. the date of its publication in the YCMO University Gazette.

3. In this Regulation, unless the context otherwise requires:

i. " _____ " means

ii.

iii.

iv.

4. (Here give the paras to cover the subject matter of the Regulation)

+5. Regulation No. _____ of 19 ____ is hereby repealed.

Provided that, such repeal shall not -

i. affect the previous operation of the Regulation so repealed, or anything duly done or suffered there under;

ii. affect any right, privilege obligation or liability acquired, accrued or incurred under the Regulation so repealed;

iii. any penalty, forfeiture or punishment incurred in respect of any offense committed against the Regulation so repealed; or

iv. affect any investigation, legal proceedings or remedy in respect of any such right, privilege, obligation, liability, penalty, forfeiture or punishment as aforesaid.

+This is necessary only when an earlier Regulation on the subject is sought to be repealed by this Regulation.

* (i) or (ii) or (iii) as may be required.

See paras 3 (j) & 4

FORM OF REGULATION

FORM NO. 2

Draft Regulation No. _____ of 19____
Regulation (further to amend the Regulation_____)

WHEREAS it is expedient (further*) to amend Regulation No. _____ of 19____ i.e. (here enter the Title / Name of the Main Regulation) for the purposes hereinafter appearing, the Board of Management is hereby pleased to approve the following Regulation :

1. This Regulation may be called (here enter the Title/ Name of the Main Regulation) (Amendment)

Regulation, 19____.

2. This Regulation shall come into force from_____.

i. or "

ii. or _____ as mentioned in Form No. 1

iii. _____

3. In para _____ of the _____ Regulation herein after referred to as the Main regulation) :

(a) in sub-para (1) the Words " _____ " or the words, brackets, letter and figures " _____ " shall be deleted;

(b) in sub-para (2) for the words " _____ " the words " _____ " shall be substituted;

(c) after sub-para (3) the following sub-para shall be inserted, namely :

"(3 - A) _____"

(d) for sub-para (4) the following sub-para shall be substituted, namely :

"(4) _____"

(e) to sub-para (5) the following words shall be added, namely :

" _____ "

(f) the following proviso be added sub-para 3 of para 4, i.e. -

"Provided that _____"

4. In the Main Regulation, para _____ shall be deleted.

5. For para _____ of the main Regulation, the following para shall be substituted, namely:

" _____ "

6. After para _____ of the Main Regulation, the following para shall be inserted, namely :

" _____ "

7. To para _____ of the Main Regulation, the following words / proviso shall be added, namely :

" _____ "

8. Para _____ of the Main Regulation shall be renumbered as sub-para (1) of that para and to the said para so renumbered, the following sub-para shall be added :

" _____ "

* To be omitted if the regulation being amended for the first time _____.

See para 3 (E)

STATEMENT SHOWING THE PROGRESS OF A PASSAGE OF THE REGULATION

Draft Regulation No.	Year	Name of the Regulation	Date of Numbering the Regulation
1	2	3	4

Introduced in which Authority	Considered by the said Authority		
	Meeting dtd.	Item No.	Result Passed/Rejected
5	6	7	8

Considered By the Board of Management			Regulation No. as given in Column No. "A"	Remark
Meeting dated	Item No.	Result approved not approved		
9	10	11	12	13

FINAL POSITION OF REGULATIONS VIS-A-VIS DRAFT REGULATIONS

Regulation No.in Serial Order	Year	Relevant Draft Regulation No.	Year
A	B	C	D

The Regulation was passed by BoM on 22/06/91 (By the Resolution No. A-100/91/45).

REGULATION No. 1 *
(2 of 1993)

(See Regulation No. 1 of 1991)

**REGULATION to provide for
Amending the Regulation No. 1 of 1991**

WHEREAS it is expedient to amend the Regulation No. 1 of 1991 in respect of providing for numbering, citation and titling of Regulations and Draft Regulations, the Board of Management is hereby pleased to approve the following Regulation :

1. This Regulation may be called "the numbering, citation and titling of Regulations and Draft Regulations (Amendment) Regulation 1993."

2. This Regulation shall come into force from 11th December 1993.

3. In para (1) to (10) of the Regulation No. 1 of 1991 (Hereinafter referred to as the main Regulation)

(a) In sub-para(2) of the para (7) of the main Regulation, the words, "during the calendar year" shall be deleted

(b) In sub-para (2) of the Para (7) of the main Regulation, as well, the words and figures, written as "of 1991" shall be deleted.

The Regulation was amended by the BoM on 11/12/1993 (By the Resolution No. : A-100/93/105).

REGULATION No. 2 *
(1 of 1992)

**REGULATION to provide for the
Numbering of Agenda and Minutes
pages of the meetings of Authorities of
the University**

WHEREAS it is expedient to provide a scheme for proper numbering of pages containing the agenda and minutes of the meeting of the authorities of the University, the Board of Management is hereby pleased to approve the following Regulation :

1. This Regulation may be called "Numbering of Agenda and Minutes pages of the University Regulation 1992."

2. This Regulation shall come into force from 11th January 1992.

3. In this Regulation, unless the context otherwise requires:

(a) "Authorities of the University" means Authority/ Authorities as mentioned in section 15 of the Yashwantrao

Chavan Maharashtra Open University Act, 1989 (Maharashtra XX of 1989);

(b) "Agenda Pages" means pages containing the Agenda of the meeting and shall include meeting notices and notices of postponement and cancellation of meetings of the authorities of the University;

(c) "Minutes Pages" means pages containing the minutes of the meetings of the authorities of the University;

(d) "Continuous Page Numbering" means a page numbering which will begin with page No.1 at the beginning of the given period;

(e) "Given Period" means a period mentioned in column No.3 of the Schedule in respect of the Authority mentioned in the column No.2 of the Schedule;

(f) "Act" means Yashwantrao Chavan Maharashtra Open University Act, 1989 (Maharashtra Act No.XX of 1989);

4. All agenda pages of the meetings of a authority mentioned in column No.2 of the Schedule shall be given continuous page numbering during the given period mentioned in column No.3 of the schedule;

5. All pages containing the minutes of a authority mentioned in column No.2 of the Schedule shall be given continuous page numbering during the given period mentioned in column No.3;

6. Every item placed for the consideration of the meeting of a Authority mentioned in column No.2 of a schedule shall be given continuous numbering during the period mentioned in column No.3 of the schedule and shall have a suitable heading.

SCHEDULE

Sr. No.	Name of the Authority	Given Period	Remark
1	2	3	4
1.	The Board of Management	Calendar Year	
2.	The Academic Council	Calendar Year	
3.	The Planning Board	Calendar Year	
4.	The Finance Committee	Three years period of term of office as mentioned in sub-para 2 of para 1 of Statute 10 of the Act	
5.	Such other authority designated by the Statutes as the authority of the University	Such period as may be prescribed by that authority by resolution	

The Regulation was passed by BoM on 11/01/92 (By the Resolution No. A-100/92/05)

REGULATION No. 3 *
(2 of 1992)

**REGULATION to provide for the
Circulation of Enclosures for Meetings
of the Board of Management**

WHEREAS it is expedient to provide for the circulation of enclosures to different items placed on the Agenda of the Meetings of Board of Management, the Board of Management is hereby pleased to approve the following Regulations :

1. This Regulation may be called "Circulation of enclosures for meetings of the Board of Management Regulation 1992."

2. This Regulation shall come into force from 11th January 1992.

3. All the enclosures, to different items on the Agenda of the Meetings, of the Board of Management shall be circulated in the form of a paper book.

4. Each paper book shall consist of such enclosures as may be included in it by the Registrar and the pages in each paper book shall be continuously numbered.

5. Each book of enclosures shall have a paper book number, and the year mentioned on the cover page of the paper book.

6. These paper books shall be serially numbered during the Calendar Year.

7. Cover page of each paper book shall contain the information as mentioned in Appendix "A".

8. "Content Page" shall be inserted after cover page of the paper book and shall contain information as mentioned in Appendix "B".

9. Content page and cover page may contain such other information as the Registrar may think fit.

10. Content page of each paper book shall also be circulated in Agenda pages.

11. Each item on the Agenda, having enclosures shall have a underlined remark referring to the Book No. and Page No. concerned.

12. These regulations shall regulate after necessary adaptation circulation of enclosures to different items placed on the agenda of the other authorities of the University.

APPENDIX 'A'

**YASHWANTRAO CHAVAN MAHARASHTRA
OPEN UNIVERSITY**

Book of Enclosures

Meetings of the Board of Management

Dated

Book No. of 19.....

APPENDIX 'B'

**YASHWANTRAO CHAVAN MAHARASHTRA
OPEN UNIVERSITY**

Book of Enclosures Contents

Book No. of 19.....

Meetings of the Board of Management, Dated.....

Order of Pages Included in this Book : 1 to

<i>Item No. on the Agenda</i>	<i>Heading of the Item</i>	<i>Page numbers in Remarks this Paper Book.</i>

Dated.....

Registrar

Yashwantrao Chavan Maharashtra
Open University

The Regulation was passed by BoM on 11/01/1992 (By the Resolution No. A-100/92/05)

Part I

(C) VOLUME II

Index
Part I
(C) VOLUME II

(1) Statutes

<i>Sr. No.</i>	<i>Statute No.</i>	<i>Old Statute</i>	<i>Title</i>	<i>Date of Approval</i>	<i>Page No.</i>
36	3	1 of 1992	STATUTE to provide for the Constitution of the Planning Board of the University	23/7/92	47
37	4	2 of 1992	STATUTE to provide for Conferment of Honorary Degrees of the University	28/7/92	47
38	5	3 of 1992	STATUTE to Amend the Statute No. 4 to provide for Conferment of Honorary Degrees of the University (Amendment No. 1)	9/3/95	47 to 48
39	6	4 of 1992	STATUTE to provide for the Establishment of Academic Council of the University	27/8/92	48
40	7	5 of 1992	STATUTE to provide for the Establishment of the Schools of Studies and School Council of the University	16/10/92	48 to 49
41	8	6 of 1992	STATUTE to provide for Terms & Conditions of Service & Code of Conduct of the Teachers and other Academic Staff of the University	20/11/92	49 to 50
42	9	7 of 1992	STATUTE providing Details in Respect of the Annual Report of the University and matters connected therewith and incidental thereto	21/12/92	50 to 51
43	10	8 of 1992	STATUTE to provide for Numbering, Citation and Titling of Statutes and Draft Statutes	21/12/92	51 to 54
44	11	2 of 1993	STATUTE to provide for Amending the statute No. 7 of 1992 (Amendment No. 1)	16/2/94	54
			STATUTE prescribing the manner for making the Ordinances	21/12/92	54 to 57
			STATUTE to provide for Amending the Statute No. 8 of 1992 (Amendment No. 1)	18/2/94	57
			STATUTE to provide for Appointment of Persons on Fixed-Tenure Contract Basis in the University	10/10/94	58 to 59

(2) Ordinances

<i>Sr. No.</i>	<i>Ordinance No.</i>	<i>Old Ordinance</i>	<i>Title</i>	<i>Date of Approval</i>	<i>Page No.</i>
45	10	7 of 1992	ORDINANCE to provide for Convocations for the Purpose of Conferring Degrees/Diplomas/Certificates of the University	19/6/92	63
46	11	8 of 1992	ORDINANCE to provide for Career Advancement of Teachers (Lecturers) of the University	19/6/92	63 to 64
		5 of 1993	ORDINANCE to provide for Amendment to the Ordinance No. 8 of 1992 of the University (Amendment No.1)	31/7/93	65
		8 of 1992	ORDINANCE to provide for further Amendment to the Ordinance No. 8 of 1992 of the University (Amendment No. 2)	26/3/94	65 to 68

Sr. No.	Ordinance No.	Old Ordinance	Title	Date of Approval	Page No.
47	12	1 of 1993	ORDINANCE to provide for M.Phil. Programme Rules of the University	20/3/93	68 to 71
		12 of 1994	ORDINANCE to Amend the Ordinance No. 12 to provide for M.Phil. Programme Rules of the University (Amendment No. 1)	26/11/94	71 to 72
48	13	2 of 1993	ORDINANCE to provide for Ph.D. (Doctor of Philosophy) Degree Programme Rules of the University	20/3/93	72 to 74
		13 of 1994	ORDINANCE to Amend the Ordinance No. 13 to provide for Ph.D. (Doctor of Philosophy) degree programme Rules of the University (Amendment No.1)	26/11/94	74 to 75
49	14	3 of 1993	ORDINANCE to provide for the Establishment of Buildings and Works Committee for the University	12/6/93	75 to 79
50	15	4 of 1993	ORDINANCE to provide for the Eligibility of Admission of Students to Different Programmes of Study (In what follows the term programme means programme of study and consists of one or more courses, suitably combined)	31/7/93	79 to 81
51	16	6 of 1993	ORDINANCE to provide for M.Ed. Programme Rules of the University. (Ordinance is in Marathi)	11/12/93	81 to 82
52	17	7 of 1993	ORDINANCE to provide for Procedure of Selection of the Pro-Vice-Chancellors and the Executive Directors	11/12/93	82 to 83
53	18	8 of 1993	ORDINANCE Prescribing the Scope of work of and the Procedure to be followed by the Departmental Promotion Committees	11/12/93	83 to 85
54	19	9 of 1993	ORDINANCE to provide for Fixing the rates of Remuneration for Staff of Study Centres for Examiners and for the Related Components for Diploma in Applied Electronics Programme	11/12/93	85
55	20	10 of 1993	ORDINANCE to provide for Post Graduate Programme Rates of the University	11/12/93	85 to 88
56	21	--	ORDINANCE to provide for Fixing the Rates of Remuneration to the Staff Appointed for Internal Assessment	26/3/94	88
57	22	--	ORDINANCE to provide for Fixing the Rates of Remuneration to the Staff Appointed for End Examination	26/3/94	89
58	23	--	ORDINANCE to provide for Fixing the Rates of Remuneration for Paper Setting (Class test & End Exam.) and for Central Assessment Programme and Answer Paper and Question Paper Service Charges	26/3/94	89 to 90
59	24	---	ORDINANCE to provide for Fixing the Rates of Examination Fees of the University	26/3/94	90 to 91
60	25	---	ORDINANCE to prescribe a procedure for Recording of the Annual Reports of the Academic Staff and the Annual Confidential Reports of the Administrative, Technical and Professional Staff of the University	3/9/94	91 to 99
61	26	--	ORDINANCE to provide for Honorarium and Miscellaneous Expenses to be incurred by the Study Centres established for M.B.A. Programme of the University	3/9/94	100 to 101

<i>Sr. No.</i>	<i>Ordinance No.</i>	<i>Old Ordinance</i>	<i>Title</i>	<i>Date of Approval</i>	<i>Page No.</i>
62	27	---	ORDINANCE to provide for Honorarium and Miscellaneous Expenses to be incurred by the Study Centres established for Preparatory / P.Y. / S.Y. / T.Y.B.A. / B.Com. degree Programmes of the University	3/9/94	101 to 102
63	28	---	ORDINANCE to provide for Rules for Condonation of deficiency of a Candidate in B.A. / B.Com. Programme of the University	26/11/94	102
64	29	---	ORDINANCE to provide for Rules for Condonation of deficiency of a Candidate in B.Ed. Programme of the University	26/11/94	102 to 103
65	30	---	ORDINANCE to provide for Condonation of deficiency of a Candidate in Diploma in Applied Electronics Programme of the University	26/11/94	103 to 104
66	31	---	ORDINANCE to provide for Evaluation Pattern for Diploma in General Electronics Programme in the University	6/1/95	104
67	32	---	ORDINANCE to provide for Condonation in Continuous Assessment for Diploma in Horticulture Programme	6/1/95	104
68	33	---	ORDINANCE Governing Leave Rules of Non-teaching Employees of the University	11/7/95	104 to 115

(3) Regulations

<i>Sr No.</i>	<i>Regulation No.</i>	<i>Old Regulation</i>	<i>Title</i>	<i>Date of Approval</i>	<i>Page No.</i>
69	4	1 of 1993	REGULATION to provide for the Annual Holidays for the University	13/2/93	119
70	5	5 of 1994	REGULATION to provide for a procedure to evaluate the Annual Confidential Reports of the Administrative, Technical and Professional Staff of the University	3/9/94	119 to 120

(4) Rules

<i>Sr. No.</i>	<i>Rule No.</i>	<i>Old Rule</i>	<i>Title</i>	<i>Date of Approval</i>	<i>Page No.</i>
71	1	1 of 1993	RULES Regarding Institution of Prizes, Acceptance of Endowments	11/12/93	123
72	2	2 of 1993	RULES procedure and criteria for awarding the prizes	11/12/93	123 to 124

(C) VOLUME II

(1) Statutes

Sr. No.	Statute No.	Old Statute	Title	Date of Approval	Page No.
36	3	1 of 1992	STATUTE to provide for the Constitution of the Planning Board of the University	23/7/92	47
37	4	2 of 1992	STATUTE to provide for Conferment of Honorary Degrees of the University	28/7/92	47
38	5	3 of 1992	STATUTE to Amend the Statute No. 4 to provide for Conferment of Honorary Degrees of the University (Amendment No. 1)	9/3/95	47 to 48
39	6	4 of 1992	STATUTE to provide for the Establishment of Academic Council of the University	27/8/92	48
40	7	5 of 1992	STATUTE to provide for the Establishment of the Schools of Studies and School Council of the University	16/10/92	48 to 49
41	8	6 of 1992	STATUTE to provide for Terms & Conditions of Service & Code of Conduct of the Teachers and other Academic Staff of the University	20/11/92	49 to 50
42	9	7 of 1992	STATUTE providing Details in Respect of the Annual Report of the University and matters connected therewith and incidental thereto	21/12/92	50 to 51
42	10	8 of 1992	STATUTE to provide for Numbering, Citation and Tiding of Statutes and Draft Statutes	21/12/92	51 to 54
42	10	8 of 1992	STATUTE to provide for Amending the statute No. 7 of 1992 (Amendment No. 1)	16/2/94	54
42	10	8 of 1992	STATUTE prescribing the manner for making the Ordinances	21/12/92	54 to 57
42	10	8 of 1992	STATUTE to provide for Amending the Statute No. 8 of 1992 (Amendment No. 1)	18/2/94	57
44	11	2 of 1993	STATUTE to provide for Appointment of Persons on Fixed-Tenure Contract Basis in the University	10/10/94	58 to 59

STATUTE No. 3 *
(1 of 1992)

(See sub-section (2) of Section 18 of the Act)

**STATUTE to provide for the Constitution
of the Planning Board of the University**

WHEREAS it is expedient to provide for the constitution of the Planning Board of the University, the Board of Management in accordance with the powers conferred on it by sub-section 2 of Section 22 of the Act is hereby pleased to make the following Statute :

1. This Statute may be called "the constitution of the Planning Board of the University Statute 1992."

2. This Statute shall come into force from 23rd July 1992.

3. The Planning Board shall consist of the following:

i. Vice-Chancellor, Chairman;

ii. One member nominated from Directors of Yashwantrao Chavan Maharashtra Open University by the Vice-Chancellor;

iii. Two members nominated by the Vice-Chancellor out of which one shall be from the Academic Staff of Yashwantrao Chavan Maharashtra Open University and another shall be a person connected with the conduct of YCMOU study Centre.

iv. Three members nominated by the Board of Management out of which two shall be the distinguished persons from the field of i) Education ii) Research iii) Technical and Vocational Education, iv) Agriculture v) Industries vi) Management vii) Commerce viii) Science and Technology ix) Distance Education and one shall be from amongst the members of the Board of Management;

v. Two members nominated by the Hon. Chancellor out of which one shall be from amongst the members of the State Planning Board.

vi. One of the Registrars as designated by the Board of Management shall be member secretary of Planning Board as stated in clause C of sub clause six of para 4.

4. The term of office, its powers and functions shall be as prescribed in the Statute 9 of the Second Schedule of the Act.

Hon. Chancellor has assented to this statute on 23/7/1992 (By his letter No. CSIYCMOU/STT/43/92/CIPN-30)

STATUTE No. 4 *
(2 of 1992)

(See sub-section (8) of Section 21 of the Act)

**STATUTE to provide for Conferment of
Honorary Degrees of the University**

WHEREAS it is expedient to provide for the conferment of Honorary degrees of the University, the Board of Management in accordance with the powers conferred on it by sub-section 2 of Section 22 of the Act is hereby pleased to make

the following Statute :

1. This statute may be called "the conferment of Honorary degrees statute 1992."

2. This statute shall come into force from 27th July 1992.

3. The proposal for the conferment of Honorary degrees shall be made in writing under the signature of a proposer, who shall be a member of the Board of Management or of a Academic Council, addressed to the Vice-Chancellor and communicated in confidence.

4. On receipt of the proposal, the Vice-Chancellor on being satisfied that the proposal is fit for consideration by the Board of Management shall call a special meeting of the Board of Management to consider the proposal.

5. At such, a special meeting convened for the purpose of considering the said proposal, the Vice-Chancellor shall call upon the members to indicate their opinion on the proposal by a secret ballot. No speeches or comments shall be permitted on the proposal at such a meeting.

6. The Vice-Chancellor shall cause to make a scrutiny of the ballot paper and if the number of members favouring proposal is more than half of the total membership of the Board of Management and 2/3 of the members present and voting, he shall declare that the proposal is approved by the Board of Management and shall be recorded accordingly in the minutes. In case of such approval no division or dissent will be recorded in the minutes.

7. Every proposal for conferment of Honorary degree shall be separately made and considered in respect of a proposed recipient.

8. Once the proposal is duly approved in accordance with the provisions mentioned in para 5 and 6 above, it will then be submitted to the Chancellor for his approval. Upon such approval the Honorary degree shall be conferred on the recipient mentioned in the said proposal.

Hon. Chancellor has assented to this statute on 28/7/1992 (By his letter No. CSIYCMOU/STT/43/92/CIPN-44)

STATUTE No. 4 * (Amendment No. 1)

**STATUTE to Amend the Statute No. 4 to
provide for Conferment of Honorary
Degrees of the University**

WHEREAS it is expedient to amend the Statute No. 4 Statute to provide for Conferment of Honorary Degrees of the university for the purpose hereinafter appearing; the Board of Management in accordance with the powers conferred on it by Sub-section 2 of Section 22 of the Act is hereby pleased to make the following Statute :

1. This Statute may be called "Statute to provide for conferment of Honorary Degrees of the University. (Amendment) Statute 1994."

2. This Statute shall come into force from 9th March 1995.

3. In the main Statute, para 4 shall be deleted and instead of that the following para shall be added.

On receipt of the proposal, the Vice-Chancellor shall call a

special meeting of the Board of Management to consider the proposal. Provided that the Board of Management shall not entertain or consider any proposal in that behalf without the Vice-Chancellor having obtained the prior approval of the Chancellor.

4. In the main Statute para No. 8 shall be deleted and instead of that the following para be added.

Every proposal passed by Board of Management to confer as Honorary Degree shall be submitted in the Chancellor for his approval and then upon such approval the Honorary Degree shall be conferred on the recipient mentioned in the said proposal.

[Chancellor has given the assent to delete this para (No. 4) and para No. 8 of the main Statute by his letter No. CS/YCMOU/CSCM/24/95/(2057)/816 dated 9th March 1995]

Hon. Chancellor has assented to this Amendment as per his letter No. CS/YCMOU/CSCM/24/95/(2057)/816 dated 9/3/1995

STATUTE No. 5 * (3 of 1992)

(See Statute 8 (a) of the Act)

STATUTE to provide for the Establishment of Academic Council of the University

WHEREAS it is expedient to provide for the Establishment of Academic Council of the University, the Board of Management, in accordance with the powers conferred on it by subsection 2 of Section 22 of the Act is hereby pleased to make the following Statute :

1. This Statute may be called "the Establishment of Academic Council of the University statute 1992."

2. This Statute shall come into force from 27th August 1992.

3. The Academic Council shall consist of the following members, namely:

- i. Vice-Chancellor;
- ii. Executive Directors (not more than three). Nominated by Board of Management;
- iii. Directors of the Schools of studies (not more than seven) Nominated by Board of Management;
- iv. Not more than 4 teachers other than Directors of the Schools of Studies to be nominated by the Board of Management on the recommendations of the Vice-Chancellor;
- v. Librarian / Professor - Incharge of Library;
- vi. Not more than 3 Directors of the Centres / Divisions other than Heads of the Schools of studies to be nominated by the Board of Management on the recommendations of the Vice-Chancellor;
- vii. The Registrar designated by the Board of Management, shall be the member secretary of the Academic Council; and
- viii. Not less than 10 persons who are not employees of the University co-opted / Nominated by the Academic Council / Board of Management for their special knowledge from the fields of industries, trade and commerce, academic and professional organisations, communication

field, agriculture and agro-industries, services etc.

4. Provided that the total membership of the Academic Council shall not exceed 30.

5. The members of the Academic Council, other than ex-officio members, shall hold office for a term of three years from the date of their appointment or co-option, as the case may be.

6. 10 members of the Academic Council shall form the quorum for a meeting.

Hon. Chancellor has assented to this statute on 27/8/1992 (By his letter No. CS/YCMOU/STT/92/CI/1431)

STATUTE No. 6 * (4 of 1992)

(See sub-section 5 of Section 15 of the Act)

STATUTE to provide for the Establishment of the Schools of Studies and School Council of the University

WHEREAS it is expedient to provide for the Establishment of the Schools of Studies and School Council of the University, Board of Management, in accordance with the powers conferred on it by sub-section 2 of Section 22 of the Act is hereby pleased to make the following Statute :

1. This Statute may be called "the Establishment of the Schools of Studies and School Council of the University Statute 1992."

2. This Statute shall come into force from 16th October 1992.

3. The University shall have the following Schools of studies, namely:

- i. School of Humanities and Social Sciences;
- ii. School of Commerce and Management;
- iii. School of Education;
- iv. School of Science & Technology;
- v. School of Agriculture;
- vi. School of Computer Science;
- vii. School of Continuing Education.

4. Every School of Studies, hereinafter called "School", shall have a Council, which shall comprise of the following:

- (a) Executive Director nominated by the Vice-Chancellor, Chairman;
- (b) Director of the School, Vice-Chairman.
- (c) All Professors of the disciplines assigned to the Schools of Studies, as may be determined by the Academic Council, from time to time.
- (d) At least four Readers / Lecturers assigned to the School, nominated by the Vice-Chancellor;
- (e) Not more than four Professors / Readers / Lecturers from disciplines not assigned to the School, nominated by the Vice-Chancellor;
- (f) Not more than five persons, who are not the employees of the University, co-opted by the Council for their specialised knowledge in any discipline assigned to the School or in any allied branch of knowledge;
- (g) One person from Statute No. 3 (viii) nominated by the Academic Council.

* As per Chancellors Letter No. CS/YCMOU/STT/43/94/(1685)/497,16/2/94

5. All members of the Council, other than the ex-officio members, shall hold office for a term of three years. The term of members will commence from such date as may be notified.

6. The School Council shall have the powers to perform the following functions:

i. To organise development and research work in the School;

ii. To approve the course structure of the academic programmes of the School, in accordance with the directions of the Academic Council, in pursuance of Statute 8 (a) (powers of Academic Council) on the recommendations of the Programme Advisory Committee(s) constituted by it;

iii. To approve the syllabus in accordance with the course structure on the advice of Programme Advisory Committee(s) nominated by the Director of the School;

iv. To recommend to the Vice-Chancellor names of course writers; examiners and moderators for different courses on the proposal of the Executive Director of the Division and Director of the School prepared in the consultation with the Professors of the disciplines assigned to the School;

v. To formulate proposals for orientation programmes for course writers in collaboration with other Schools;

vi. To formulate proposals for orientation programmes/summer Schools for tutors and counselors;

vii. To prepare general instructions for counseling to students for different programmes;

viii. To review methodologies adopted for preparation of educational materials for the courses in the disciplines assigned to the School, to evaluate the educational material, and to make suitable recommendations to Academic Council;

ix. To review, from time to time, the programmes / courses already in use with the assistance of outside experts, if necessary, and to make such changes in the courses, as may be required;

x. To review the facilities of the Study Centres and arrangements for Laboratory / field work periodically, as may be determined by the School;

xi. To perform all other functions, which may be prescribed by the Act, the Statutes, the Ordinances and to consider all such matters, as may be referred to it by the Board of Management, the Academic Council, the Planning Board or the Vice-Chancellor; and

xii. To delegate to the Executive Director and / or the Director of the School or to any other member of the Council or to a Committee such general or specific powers, as may be decided upon by the School, from time to time.

7. The Council shall meet, as and when necessary, but shall meet at least twice a year. One-third of the total membership of the Council shall form a quorum for a meeting of the School.

Hon. Chancellor has assented to this statute on 16/10/1992 (By his letter No. CS/YCMOU/STI/43/92/CI/1226)/1793 on the following condition.)

(The expenditure on this account should be met by the University from its own funds which may include the initially the Block - Grant as well.)

STATUTE No. 7 * (5 of 1992)

(See sub-section (d) of Section 21 of the Act)

(Framed under Statute 17 of Second Schedule of the Act)

STATUTE to provide for Terms & Conditions of Service & Code of Conduct of the Teachers and Other Academic Staff of the University

WHEREAS it is expedient to provide for the Terms and Conditions of service and code of conduct of the teachers and other academic staff of the University, the Board of Management in accordance with the powers conferred on it by sub-section 2 of Section 22 of the Act is hereby pleased to make the following Statute :

1. This Statute may be called "the Terms and Conditions of service and code of conduct of the teachers and other academic staff of the University Statute 1992."

2. This Statute shall come into force from 20th November 1992.

3. All the teachers and other academic staff of the University shall in the absence of any contract to the contrary, be governed by the terms and conditions of service and code of conduct as are specified in the Statutes and the Ordinances of the University, adopted from time to time.

4. Every teacher and member of other academic staff of the University shall be appointed on a written contract, the form of which shall be specified in the Statutes.

5. A copy of every contract referred to in clause (2) shall be deposited with the Registrar.

6. Teacher to be a whole time employee - No whole time salaried teacher of the University shall, without the permission of the Board of Management, engage directly or indirectly in any trade or business whatever or any private tuition or other work to which any emoluments or honorarium is attached.

Provided that nothing contained in the Statute shall apply to the work undertaken in connection with the examination of Universities or learned bodies or Public Service Commissions or to any literary work or publication or radio / television talk or extension lectures or with the permission of the Vice-Chancellor to any other academic work.

7. Nature of duties — Every teacher shall take part in the activities of the University and perform such duties as may be required by, and in accordance with the Act, Statutes and Ordinances framed thereunder and in particular his duties shall be:

(a) Development of courses / programmes and instructional materials, content editing and scrutiny, instructional technology and language editing from the point of view of requirements of distance education and coordination / liaison of the work of outside experts associated;

(b) Delivery Implementation and Maintenance of courses / programmes and work related to bringing out revised versions and editions of courses;

(c) Preparation and production of audio/video programmes, laboratory/home kits, experiments etc.

delivery of services to students, participation in teaching and evaluation of student performance, programme evaluation and participation and carrying out subject/system based developments etc.;

(d) A teacher in the University shall fully and enthusiastically participate in the corporate life of the University;

(e) Every teacher shall be required to submit a personal appraisal report at the end of each year in the manner prescribed in the Ordinances.

8. Probation—First appointment of any Teacher shall be appointed on probation ordinarily for a period of 24 months.

Provided that the Board of Management may, for reasons to be recorded, extend the period of probation.

Provided also that a Lecturer appointed on probation would be confirmed only after he / she has satisfactorily completed a proper short-term orientation programme as may be determined by the University and that his Annual or Special performance appraisal reports during the period of probation are satisfactory.

9. Confirmation

(a) It shall be the duty of the Registrar to place before the Board of Management the case of confirmation of a teacher on probation not later than ninety days before the end of period of probation.

(b) The Board of Management may then either confirm the teacher or decide not to confirm or extend the period of probation. In case the Board of Management decides not to confirm the teacher whether before the period of his probation or before the end of the extended period of probation, as the case may be, he shall be informed in writing to the effect not later than thirty days before the expiration of the period.

10. Increment—Every teacher shall draw increment in the scale of pay unless it is withheld or postponed by a resolution of the Board of Management on a reference by the Vice-Chancellor and after the teacher has been given sufficient opportunity to make his written representation.

11. Age of retirement—Save as otherwise provided in Act, Statutes and Ordinances, all teachers of the University shall retire on completing the age of 60 years.

12. Variation in terms and conditions of service - Every teacher of the University shall be bound by the Statutes, Ordinances for the time being in force in the University.

13. Resignation - A confirmed teacher may, at any time, terminate his engagement by giving three months notice in writing.

Provided that the Board of Management may waive the requirement of notice at its discretion.

14. Members of the teaching staff - The members of the teaching staff shall be designated as:

- (1) Professor
- (2) Reader
- (3) Lecturer - Selection Grade
- (4) Lecturer (Senior Scale)
- (5) Lecturer

15. Scale of pay - The scale of pay for these posts specified in column (i) of the teachers below shall be those specified against each in column (ii).

Post (i)	Scale of Pay (ii)
Professor	4500-150-5700-200-7300
Reader	3700-125-4950-150-5700
Lecturer (Selection Grade)	3700-125-4950-150-5700
Lecturer (Senior Scale)	3000-100-3500-125-5000
Lecturer	2200-75-2800-100-4000

The teachers shall be entitled to such allowances as the University may decide from time to time.

16. Career advancement - The manner and the terms under which a Lecturer may be placed in the Lecturer's Senior Scale and Lecturer's Selection Grade and as Reader will be prescribed through Ordinances.

17. Performance appraisal - Every teacher shall submit his performance appraisal report annually in a manner & the form prescribed, the report will be assessed and reviewed by the authorities and appropriate action will be taken so as to promote quality, efficiency as prescribed by the ordinance.

Hon. Chancellor has assented to this statute on 20/11/1992 (By his letter No. CSIYCMOU/ST/143/92/CI2137)

STATUTE No. 8 *

(6 of 1992)

(See Section 28 of the Act)

STATUTE providing Details in Respect of the Annual Report of the University and matters connected therewith and incidental thereto

WHEREAS it is expedient to prescribe details in respect of the preparation of the Annual Report of the University, the Board of Management in accordance with the powers conferred on it by sub-section 2 of Section 22 of the Act is hereby pleased to make the following Statute:

This Statute may be called "the Annual Report Statute 1992."

This Statute shall come into force from 21st December 1992.

1. The Board of Management shall appoint a Annual Report Committee consisting of 3 members of the Board of Management, one of whom shall be appointed as Chairman. The membership of the committee shall be co-terminous the board.

2. The committee appointed as per para (i) above shall supervise the work of preparing the annual report subject to the directions laid down by the Board of Management.

3. The period of the reporting year shall be from 1st January to 31st of December of each calendar year, provided that, the first report shall include the additional period of 6 months prior to the calendar year 1990. (i.e. the total period of the 1st report shall be 1st July 1989 to 31st December 1990.)

4. Annual report committee shall prepare the draft of the said report ordinarily in the month of February / March. The said report shall be placed for consideration and approval of the Board of Management ordinarily in the month of April / May. The annual report approved by the Board of Management shall be submitted to the Chancellor on or before 1st July of the following calendar year.

Hon. Chancellor has assented to this statute on 21/12/1992 (By his letter No. CS/YCMOU/STT/43/92/C/C13137/2371)

STATUTE No. 9 *

(7 of 1992)

(See sub-section (j) of Section 21 of the Act)

STATUTE to provide for Numbering, Citation and Titling of Statutes and Draft Statutes

WHEREAS it is expedient to provide for Numbering, Citation and Titling of Statutes and Draft Statutes, the Board of Management in accordance with the powers conferred on it by sub-section 2 of Section 22 of the Act is hereby pleased to make the following Statute :

1. This Statute may be called "the Numbering, Citation and Titling of Statutes and Draft Statutes Statute 1992."

2. This Statute shall come into force from 21st December 1992.

3. DEFINITIONS

In this Statute and in all other Statutes unless context otherwise requires :

(1) "Act" means Yashwantrao Chavan Maharashtra Open University Act 1989. (Maharashtra Act XX of 1989);

(2) "Amending Statute" means a Statute containing proposal(s) for amending the provisions of another Statute;

(3) "Column" means a Column of the Statement as given in the Statute Register;

(4) "Continuous numbering" means numbering which will begin with 1 and consecutively numbered thereafter;

(5) "Clause" means a clause of the paragraph or sub-paragraph referred to in the Statutes;

(6) "Draft Statute" means a draft of a Statute prepared for circulation and / or circulated for the consideration of the competent authority;

(7) "First Statute" means - Statute made in accordance with the provision of sub-section 1 of section 22 of the act

and as included in the second schedule of the act;

(8) "Form of Statute" means Form No. 1 or Form No. 2 as the case may be, appended to this Statute;

(9) "Main Statute" means a Statute which is proposed to be amended or amended by the provisions of another statute;

(10) "Registrar" means the Registrar appointed under Section 12 of the Act and includes the person authorised by him to carry out the purposes of this Statute;

(11) "Statute" means a Statute made in accordance with the provisions of Section 22 of the Act, and includes provisions of Section 22 of the Act, and includes amending Statutes and repealing Statutes, if any;

(12) "Statute Register" means a register maintained in the office of the Registrar, containing a statement showing the progress of the passage of the Draft Statute;

(13) "Statement" means a Statement given in Appendix "A" and which shall form part of Statute Register;

(14) "Statute Book" means a book (Prepared or may be prepared) having all Statutes printed, therein;

(15) "Section" means the Section of the Act referred to by its number in any Statutes;

(16) "Sub-section" means a Sub-section of the Section referred to in a Statute;

(17) "Schedule" means a schedule to the Statute in which the word schedule occurs.

4. FORM OF A STATUTE

Whenever any draft Statute is introduced for the consideration of any authority it may be introduced, as far as practicable, in an appropriate form, i.e. either form No. 1 or 2 as the case may be.

5. TITLE TO BE IN PARA 1 OF THE DRAFT

Suitable title of such statute shall necessarily be mentioned in para 1 of the draft statute followed by the year.

6. CITATION AND NUMBERING OF DRAFT STATUTE

(1) Whenever any draft statute is received / prepared by the Registrar for circulation amongst the members of the authority, he shall cause to fill in the entries in column No. 1 to 5 of the Statute Register. Entries in other columns may be filled in at an appropriate time.

(2) Draft Statute number assigned to each draft Statute shall be as mentioned in column No. 1 and may be in order of its receipt in the Registrar's Office. If more than one drafts are received on the same day, Registrar shall decide which draft shall be assigned to which number.

(3) Draft Statute numbers assigned to all draft statutes in column No. 1 shall be continuous during the calendar year and in all further proceedings each draft statute shall be cited by its number given in column No. 1 and year in column No. 2 (and also followed by its title, if convenient) in the following manner :

Draft Statute No. 1 of 1990.

"Statute to provide for numbering, citation and titling of Statutes and Draft Statutes".

7. CITATION AND NUMBERING OF STATUTES

(1) Whenever any Draft Statute is assented to by the Chancellor it shall be cited as Statute thereafter.

(2) The Registrar shall allot Statute number to each statute and shall mention that number in column No. "A". All Statutes shall be given continuous numbering during the Calendar Year and may be cited in the following manner :

"Statute No.1 of 1990." (Followed by the title)

(3) Statute Number assigned to each Statute shall be in order of Chancellor's assent accorded to it, irrespective of its draft Statute number. If more than one, Statutes are assented to by the Chancellor on the same day, earlier numbered draft shall be given statute Number.

(4) The last statute in a year shall be numbered and the 'Last' be added after the number of last statute of each year.

8. PREPARING A STATUTE BOOK

(1) Registrar shall prepare "Yashwantrao Chavan Maharashtra Open University Statute book" as early as possible, and in any case not later than one year from the date of the commencement of this Statute.

(2) All Statutes may be printed in the statute book in order of their serial numbers.

(3) Statute Book may consist of one volume or more, but pages of all the volumes shall be given continuous page numbering, as if it is a one volume.

(4) Whenever Statute book is prepared, "Chronological table" may be printed in the beginning of the book. Contents of such table may be as given in Table "A" appended to this Statute.

9. KEEPING STATUTE BOOK UP-TO-DATE

(1) All Statutes made after the printing of the Statute Book may be printed in their chronological order, in the page size of a Statute Book. All such supplementary pages may be given further continuous page numbering as if they are a part of the Statute Book.

(2) This process of adding supplementary pages to the Statute Book shall be continued until all the copies of the Statute book are exhausted.

(3) Whenever it appear to the Registrar that copies of Statute Book are nearing out of Stock, he shall cause to make the Statute Book up to date by incorporating the relevant provisions of all amending statutes in the main statutes, ~~thereupon~~ such as amending statutes need not be printed in the up to date edition of the Statute Book. However, at an appropriate place, it may be mentioned that-

"Statute No.3 of 1990 not printed because of it is incorporated in the main statute i.e. Statute No. 24 of 1990"

(4) In such up-to-date edition of Statute Book, when-ever it is so prepared it may be mentioned in the beginning of each of the Main Statute, if that be the case, that -

"As amended by Statute No. _____ of 19 _____"

"As amended by Statute No. _____ of 19 _____"

(5) If any Statute is repealed by any further Statute, repealed Statute need not be printed in the Statute Book,

Whenever the book is made up-to-date. However, at an appropriate place, it may be mentioned that -

"Statute No. _____ not printed, since repealed by Statute No. _____ of 19 _____."

10. COPIES OF STATUTE BOOK : MAKING AVAILABLE TO PUBLIC

Copies of Statute book including the supplementary pages thereof may be made available to the public and the Registrar may fix the appropriate price for the same. Provided that the Registrar may make copies of several statutes available separately and separate price may be fixed by him for such separately available statutes.

11. Each draft statute shall be accompanied by a "statement of objects and reasons" giving brief outline of reasons for introducing the draft Statute and the objects that are intended to be achieved.

12. Provided that in respect of every amending statute shall be accompanied by such statement as prescribe by the Registrar.

Hon. Chancellor has assented to this statute on 21/12/1992 (By his letter No. CS/YCMOU/STT/43/92/CIC/13137/2371)

FORM OF A STATUTE

(See Para 3.8 and 4)

FORM NO. 1

DRAFT STATUTE NO. _____ OF 19 _____.

STATUTE to Provide for _____.

WHEREAS it is expedient to provide _____.

The Board of Management is hereby pleased to make the following Statute :

1. This Statute may be called _____
_____ Statute 19 _____.

2. This Statute shall come into force from

★ (i) the date of Chancellor's Assent to it

★ (ii) the date of its publication in the YCMOU Gazette

★ (iii) the date as may be prescribed by the Board of Management

3. In this Statute unless the context otherwise requires-

(i) " _____ " means

(ii) _____

(iii) _____

(iv) _____

4. (Here give the paras to cover the subject matter of the Statute)

+ The Statute No. _____ of 19 _____ is hereby repealed.

Provided that such repeal shall not

(i) affect the previous operation of the Statute so repealed or anything duly done or suffered thereunder ;

(ii) affect any right, privilege, obligation or liability acquired, accrued or incurred under the Statute so repealed;

(iii) affect any penalty, for feature or punishment incurred in respect of any offense committed against the Statute so repealed; or

(iv) affect any investigation, legal proceedings or remedy in respect of any such right, privilege, obligation, liability, penalty, forfeiture or punishment as aforesaid;

* (i), (ii) or (iii) as may be required.

+ This is necessary only when an earlier Statute on the subject is sought to be repealed by this Statute.

(Statement of objects and Reasons)

FORM OF STATUTE

(See Para 3.8 & 4)

FORM NO. 2

DRAFT STATUTE NO. _____ of 19 _____

A Statute (further*) to amend the _____ Statute _____ %

WHEREAS it is expedient (further*) to amend Statute No. _____ of 19 _____ short title (Here enter the title/ Name of the Main Statute) for the purpose hereinafter appearing; the Board of Management is hereby pleased to make the following Statute :-

1. This Statute may be called (here enter the title/ name of the Main Statute) (Amendment) Statute 19 _____

2. This Statute shall come into force from

(i) _____)

(ii) _____ or _____) as mentioned in Form No. 1

(iii) _____)

3. In para _____ of the _____ Statute (hereinafter referred to as the Main Statute) :-

(a) in sub para (1) the words " _____ " or the words, brackets, letter and figures " _____ " shall be deleted.

(b) in sub para (2) for the word " _____ " the words " _____ " shall be substituted

(c) after sub para (3) the following sub para shall be inserted namely :-

"(3A) _____"

(d) for sub para (4) the following sub-para shall be substituted, namely :-

"(4) _____"

(e) to sub para (5) the following words shall be added namely :-

" _____ "

(f) the following proviso be added to sub para 3 of para 4 namely,

"Provided that _____"

4. In the Main Statute, para _____ shall be deleted

5. For para _____ of the Main Statute the following para shall be substituted namely :-

6. After para _____ of the Main Statute the

following para shall be inserted namely :-

7. To para _____ of the Main Statute the following words / proviso shall be added namely :

8. Para _____ of the Main Statute shall be renumbered as sub-para (1) of that para and to the said para so renumbered, the following sub-para shall be added.

* To be omitted if the Statute is being amended for the 1st time.

% Here enter the title or the name of the Statute.

(Statement of Objects and Reasons)

STATEMENT SHOWING THE PROCESS OF A PASSAGE OF THE STATUTE

Draft Statute No.	Year	Title of the Statute or subject	Date of Numbering the draft
1	2	3	4

Consideration by Board of Management			Submitted to the Chancellor on
Meeting dated	Item No.	Result Passed / Rejected	
5	6	7	8

Assented to the Chancellor		Statute No.	Statute made by the Hon. Chancellor in accordance with the power confirmed on him by Sub-section 5 and 6 of Section 22, communicated by	Remarks
Letter No.	Dated			
9	10	11	Letter No. 12 Date 13	14

Final position of Statutes		Vis-a-Vis-Draft Statute	
Statute No. in serial Order	Year	Relevant Draft Statute No.	Year
A	B	C	D

TABLE 'A'

See para 8(4)

CHRONOLOGICAL TABLE

TO

YASHWANTRAO CHAVAN MAHARASHTRA
OPEN UNIVERSITY

STATUTES BOOK - EDITION 19 ____.

Statute No.	Year	Short Title or subject	How repealed amended by further Statute	Date of coming into force	Page
1	2	3	4	5	6

STATUTE No. 9 * (Amendment No. 1)
(7 of 1992)STATUTE to provide for Amending the
Statute No. 7 of 1992

WHEREAS it is expedient to amend the Statute No 7 of 1992 in respect of providing for numbering, citation and titling of statutes and draft statutes, the Board of Management in accordance with the powers conferred on it by sub-section 2 of section 22 of the Act is hereby pleased to make the following Statute:

1. This Statute may be called "statute to provide for numbering, citation and titling of statutes and draft statutes (Amendment) Statute 1993."

2. This Statute shall come into force from 16th February 1994.

3. In para (1) to (12) of the Statute No. 7 of 1992.
(Hereinafter referred to as the main statute).

(a) In sub para(2) of the para (7) of the main statute the words 'during the calendar year' shall be deleted

(b) In sub para (2) of the Para (7) of the main statute, as well, the words and figures, written as 'of 1990' shall be deleted.

(c) In the main statute subpara(4) of the para(7) (the last statute in the year shall be numbered and the last be added after the number of last statute of each year) shall be deleted.

Hon. Chancellor has assented to this Amendment to Statute No. 9 on 16/2/1994 (By his letter No. CS/YCMOU/STT/43/94/(1685)/497)

STATUTE No. 10 *
(8 of 1992)

(See sub-section (J) of Section 21 of the Act)

STATUTE prescribing the manner for
making the Ordinances

WHEREAS it is necessary to prescribe the manner for making ordinances, the Board of Management in accordance with the powers conferred on it by sub-section 2 of Section 22 of the Act is hereby pleased to make the following Statute:

1. This Statute may be called " the Statute prescribing the manner of making the Ordinances and Draft Ordinance Statute 1992."

2. This Statute shall come into force from 21st December 1992.

3. DEFINITIONS :-

In this Statute unless context otherwise requires :

(1) "Act" means Yashwantrao Chavan Maharashtra Open University Act 1989. (Maharashtra Act XX of 1989);

(2) "Ordinance" means an Ordinance made in accordance with the provisions of Section 2 of section 23 of the Act and includes amending Ordinances and repealing Ordinances, if any;

(3) "Draft ordinance" means a draft of a ordinance prepared for circulation and/or circulated for the consideration of the competent authority;

(4) "Ordinance Register" means a register maintained in the office of the Registrar, containing a statement showing the progress of the passage of the Draft Ordinance;

(5) "Statement" means a Statement given in Appendix "A" and which shall form part of Ordinance Register;

(6) "Column" means a Column of the Statement as given in the ordinance Register;

(7) "Ordinance Book" means a book (Prepared or may be prepared) having all Ordinances printed, therein;

(8) "Main Ordinance" means an Ordinance which is proposed to be amended or amended by the provisions of another Ordinance;

(9) "Amending Ordinance" means an Ordinance containing proposals for amending the provisions of another ordinance;

(10) "Form of Ordinance" means Form No.1 or Form No.2 as the case may be, appended to this statute;

(11) "Registrar" means the Registrar appointed under Section 12 or 40 of the Act and includes the person authorised by him to carry out the purposes of this Ordinance.

(12) "Continuous numbering" means numbering which will begin with 1 and consecutively numbered during the given period;

4. FORM OF AN ORDINANCE

Whenever any draft ordinance is introduced for the consideration of any authority it may be introduced, as far as practicable, in an appropriate form, i.e. either form No.1 or 2 as the case may be.

5. TITLE TO BE IN PARA 1 OF THE DRAFT

Suitable title of such Ordinance shall necessarily be mentioned in para 1 of the draft Ordinance.

6. CITATION AND NUMBERING OF DRAFT ORDINANCE

(1) Whenever any draft ordinance is received by the Registrar for circulation amongst the members of the authority he shall cause to fill in the entries in column No. 1 to 5 of the ordinance Register. Entries in other columns may be filled in at an appropriate time.

(2) Draft ordinance number assigned to each draft ordinance shall be as mentioned in column No.1 and may be in order of its receipt in the Registrar's Office. If more than one drafts are received on the same day, Registrar shall decide which draft shall be assigned which number.

(3) Draft Ordinance numbers assigned to all draft ordinances in column No.1 shall be continuous during the calendar year and in all further proceedings. Each draft ordinance shall be cited by its number given in column No.1 and year in column No. 2 (and also followed by its title, if convenient) in the following manner :- Draft Ordinance No.1 of 1990 "Ordinance to provide for Numbering, Citation and Titling of Ordinances and Draft Ordinances"

7. CITATION AND NUMBERING OF ORDINANCE

(1) Whenever any Draft Ordinance is approved / accepted by the Board of Management it shall be cited as Ordinance thereafter.

(2) The Registrar shall allot Ordinance number to each Ordinance and shall mention that number in column No. "A". All Ordinances shall be given continuous numbering during the Calendar Year and may be cited in the following manner:-

"Ordinance No.1 of 1990." (Followed by the title)

(3) Ordinance Number assigned to each Ordinance shall be in order of its acceptance by the Board of Management, irrespective of its draft ordinance number. If more than one Ordinances are approved by the Board of Management on the same day, earlier numbered draft shall be given earlier ordinance number.

8. PREPARING AN ORDINANCE BOOK

(1) Registrar shall prepare "Yashwantrao Chavan

Maharashtra Open University Ordinance Book" as early as possible, and in any case not later than one year from the date of the commencement of this ordinance.

(2) Ordinance Book may consist of one volume or more, but pages of all the volumes shall be given continuous page numbering, as if it is a one volume.

(3) Whenever Ordinance book is prepared, "Chronological table" may be printed in the beginning of the book. Contents of such table may be as given in Table "A" appended to this Statute.

9. KEEPING ORDINANCE BOOK UP-TO-DATE

(1) All new Ordinances may be printed in their chronological order, in the page size of an Ordinance Book. All such supplementary pages may be given further continuous page numbering as if they are a part of the Ordinance Book, and these pages shall be deemed to be a part of the Ordinance Book.

(2) This process of adding supplementary pages to the Ordinance Book shall be continued until all the copies of the Ordinance Book are exhausted.

(3) Whenever it appear to the Registrar that copies of Ordinance Book are nearing out of Stock, he shall cause to make the Ordinance Book up-to-date by incorporating the relevant provisions of all amending Ordinances in the main Ordinances, thereupon such an amending ordinances need not be reprinted in the up-to-date edition of the Ordinance Book. However, at an appropriate place, it may be mentioned that -

"Ordinance No.3 of 1990 not printed because of it is incorporated in the main Ordinance i.e. original Ordinance No. 14 of 1990"

(4) In such up-to-date edition of Ordinance Book, whenever it is so prepared it may be mentioned in the beginning of each of the Main Ordinance, if that be the case, that -

"As amended by Ordinance No. _____ of 19 _____"

"As amended by Ordinance No. _____ of 19 _____"

(5) If any Ordinance is repealed by any further Ordinance, repealed Ordinance need not be printed in the Ordinance Book, Whenever the book is made up-to-date, However, at an appropriate place, it may be mentioned that -

"Ordinance No. _____ of 19 _____ not printed, since repealed by Ordinance No. _____ of 19 _____."

10. COPIES OF ORDINANCE BOOK MAKING AVAILABLE TO PUBLIC

Copies of Ordinance book including the supplementary pages thereof may be made available to the public and the Registrar may fix the appropriate price for the same. Provided that the Registrar may make copies of several Ordinances available separately and separate price may be fixed by him for such separately available Ordinances.

11. Each draft ordinance shall be accompanied by a "statement of objects and reasons" giving brief outline of reasons for introducing the draft Ordinance and the objects that are intended to be achieved.

Hon. Chancellor has assented to this statute on 21/12/1992 (B) his letter No. CSIYCMOU/ST/143/92/CIC/13137/2371)

TABLE 'A'

See Para. 9 (3)

CHRONOLOGICAL TABLE

TO

**YASHWANTRAO CHAVAN MAHARASHTRA
OPEN UNIVERSITY
ORDINANCES BOOK : EDITION 19____**

Ordinance No.	Year	Short Title or Subject	How repealed amended by further Ordinances	Date of coming into force	Page
1	2	3	4	5	6

See para 3.10 & 4

FORM OF AN ORDINANCE**FORM NO. 1**

DRAFT ORDINANCE NO. _____ of 19____.

An Ordinance to Provide for _____.

WHEREAS it is expedient to provide _____.

The Board of Management is hereby pleased to make the following Ordinance :

1. Title

This Ordinance may be called _____ Ordinance 19____.

2. Commencement

This ordinance shall come into force from:

* (i) the date of which the Board of Management may by resolution prescribe,

* (ii) the date of its approval by the Board of Management

* (iii) from the date of its publication in the YCMOU Gazette

3. Definition

In this Ordinance unless the context otherwise requires-

(i) " _____ " means

(ii)

(iii)

(iv)

4. (Here give the paras to cover the subject matter of the Ordinance)

+5. The Ordinance No. _____ of 19____ is hereby repealed.

Provided that such repeal shall not

(i) affect the previous operation of the Ordinance so repealed or anything duly done or suffered thereunder ;

(ii) affect any right, privilege, obligation or liability

acquired, accrued or incurred under the Ordinance so repealed;

(iii) affect any penalty, for failure or punishment incurred in respect of any offense committed against the Ordinance so repealed; or

(iv) affect any investigation, legal proceedings or remedy in respect of any such right, privilege, obligation, liability, penalty, forfeiture or punishment as aforesaid;

* (i), (ii) or (iii) as may be required.

+ This is necessary only when an earlier Ordinance on the subject is sought to be repealed by this Ordinance.

(Statement of objects and Reasons)

See paras 3.12 & 4

FORM OF AN ORDINANCE**FORM NO. 2**

DRAFT ORDINANCE NO. _____ of 19____.

A Ordinance (further*) to amend the _____ Ordinance

Whereas it is expedient (further*) to amend Ordinance No. _____ of 19____ short title (Here enter the title / name of the Main Ordinance) for the purpose hereinafter appearing; the Board of Management is hereby pleased to make the following Ordinance :-

1. Title :-

This Ordinance may be called (here enter the title/ name of the Main Ordinance) (Amendment) Ordinance 19____.

2. Commencement Date

This Ordinance shall come into force from

(i) _____ }

(ii) _____ or _____ as mentioned in Form No.1

(iii) _____ }

3. In para _____ of the _____ Ordinance (hereinafter referred to as the Main Ordinance) :-

(a) in sub para (1) the words " _____ " or the words, brackets, letter and figures " _____ " shall be deleted.

(b) in sub para (2) for the word " _____ " the words " _____ " shall be substituted

(c) after sub-para (3) the following sub para shall be inserted namely :-

"(3A) _____"

(d) for sub para (4) the following sub-para shall be substituted, namely :-

"(4) _____"

(e) to sub para (5) the following words shall be added namely :

" _____ "

(f) the following proviso be added to sub para 3 of para 4 namely, "Provided that _____"

4. In the Main Ordinance, para _____ shall be deleted

5. For para _____ of the Main Ordinance the following para shall be substituted namely :

6. After para _____ of the Main Ordinance the following para shall be inserted namely :

7. To para _____ of the Main Ordinance the

following words / proviso shall be added namely :

8. Para _____ of the Main Ordinance shall be renumbered as sub-para (1) of that para and to the said para so renumbered, the following sub-para shall be added.

(Statement of Objects and Reasons)

* To be omitted if the Ordinance is being amended for the 1st time.

**STATEMENT SHOWING THE PROCESS OF A
PASSAGE OF THE ORDINANCE**

Draft Ordinance No.	Year	Name of the Ordinance	Date of Numbering the Draft	Introduced in Board of Management or Academic Council
1	2	3	4	5

Consideration by Academic Council			Consideration by Board of Management		
Meeting dated	Item No.	Result Passed/ Rejected	Meeting dated	Item No.	Result Passed/ Rejected
6	7	8	9	10	11

Ordinance No. as given in Column No. "A"	Submitted to the Chancellor		Communication from the Chancellor if any	Remarks
	Letter No.	Dated		
12	13	14	15	16

Final position of Ordinances Vis-a-Vis-Draft Ordinances			
Ordinance No. in Serial Order	Year	Relevant Draft Ordinance No.	Year
A	B	C	D

**STATUTE No. 10 * (Amendment No. 1)
(8 of 1992)**

**STATUTE to provide for Amending the
Statute No. 8 of 1992**

WHEREAS it is expedient to amend the Statute No. 8 of 1992 in respect of providing the manner for making the ordinances statute, the Board of Management in accordance with the powers conferred on it by sub-section 2 of Section 22 of the Act is hereby pleased to make the following Statute:

1. This statute may be called "statute prescribing the manner for making the ordinances (Amendment) Statute 1993."

2. This statute shall come into force from 17th February 1994.

3. In para (1) to (11) of the Statute No 8 of 1992 (Hereinafter referred to as the main statute)

a) In sub para(2) of the para (7) of the main statute, the words, 'during the calendar year' shall be deleted

b) In sub para(2) of the Para (7) of the main statute, as well, the words and figures, written as 'of 1990' shall be deleted.

Hon. Chancellor has assented to this Amendment to Statute No. 10 on 16/2/1994 (By his letter No. CS/YCMOU/STT/43/94/ (1685)/497)

STATUTE No. 11 *

(2 of 1993)

(See sub-section (d) of Section 21 of the Act)

**STATUTE to provide for Appointment of
Persons on Fixed - Tenure Contract
Basis in the University**

WHEREAS it is expedient to provide for Appointment of Persons on Fixed - Tenure Contract Basis in the University, the Board of Management in accordance with the powers conferred on it by subsection 2 of section 22 of the Act is hereby pleased to make the following Statute:

1. This statute may be called "the Appointment of Persons on Fixed - Tenure Contract Basis in the University 1993."

2. This statute shall come into force from the date of the Chancellor's assent to it.

3. Appointment on Fixed-Tenure Contract Basis :

The appointments on Fixed-Tenure Contract Basis can be made in all the categories of staff; namely Academic, Professional & Technical and Administrative.

4. Tenure of Appointments :

The tenure of Appointments on contract basis shall be decided by the Vice-Chancellor in each case.

5. Terms & Conditions of the Fixed-Tenure Services:

5.1 The following persons shall be eligible for appointment on fixed-tenure contract basis.

5.1.1 Persons who have retired on superannuation from employment in universities, educational institutions, state /central Govt. departments or private organisations of repute.

5.1.2 Persons who are in the employment of the organisation mentioned in 5.1.1.

5.1.3 Other persons who have neither superannuated from their regular posts nor are presently employed anywhere i.e. persons who are unemployed or self-employed.

5.2 The University may consider appointment of persons of the categories mentioned in 5.1 above on deputation basis also provided their parent organisations agree to the normal terms and conditions of deputation as relevant to the employees of the Govt. of Maharashtra.

5.3 Appointment on fixed-tenure contract basis will be made only of persons who are fully qualified for such appointments. The relevant qualifications will be those prescribed by the University for similar core posts already existing in the University or as may be prescribed by the Board of Management for specific assignments. Persons who do not have comparable qualifications with the existing staff will not be appointed unless expediency requires their services for a specific job and for a specified period; and such appointments will be made only with the prior approval of the Board of Management.

5.4 The period of contract shall, at a time, be of not less than six months and not more than two years, extendible upto one more year with the prior approval of the Board of Management.

5.5 Every person appointed on Fixed-tenure contract basis shall perform such duties and functions or attend to such assignments as may be prescribed by the Vice-Chancellor from time to time.

5.6 The person appointed on fixed tenure contract basis shall sign an agreement with the University in the prescribed proforma, and shall be bound by the terms & conditions mentioned therein.

5.7 Persons appointed on fixed-tenure contract basis shall be paid a total consolidated salary to be fixed by the Board of Management in each case. He / she shall not be eligible to claim any other allowances. However such total consolidated fixed salary shall not exceed the sum of pay and allowances admissible to a permanent employee holding an analogous post and drawing a basic pay at the maximum of his scale of pay.

5.8 No person appointed on fixed-tenure contract basis for a period of less than one year shall be admitted to the Contributory Provident Fund. Persons appointed for a period of one year or more can however be admitted to the Contributory Provident Fund from the date of their joining, subject to the condition that if the person ceases to be in the employment of the University after a period less than one year, he / she will not be eligible to claim the employer's contribution.

5.9 No pension or other retirement benefits including Gratuity on death would be admissible to the persons on fixed-tenure contract basis.

5.10 No person who has completed 65 years of age shall be appointed or remain in service on fixed-tenure contract basis.

5.11 The contract appointment can be terminated by either party without assigning any reason by giving one month's notice in writing, or by payment of an amount equal to one month's consolidated salary drawn by him / her in lieu of the notice.

6. Selection Committee for Appointment of Persons on Fixed-Tenure Contract Basis

6.1 There shall be a Selection Committee for making recommendations to the Board of Management for appointment of persons on fixed tenure contract basis.

6.2 The Selection Committee shall consist of a Chairman and members as mentioned below.

(a) Vice-Chancellor, Ex-officio Chairman

(b) A Director to be nominated by the Vice-Chancellor.

(c) A member of the Board of Management to be nominated by the Chairman of the Board of Management.

(d) Three experts not connected with the University to be nominated by the Vice-Chancellor in case of selection of persons of the rank equivalent to Reader and above.

OR

Two experts not connected with the University to be

* As per Chancellors Letter No. CS/YCMOU/ST/43/94/(1685)/497.16/2/94

appointment by the Vice-Chancellor in case of selection of the person.

10. The Director of Higher Education, Bureau of Higher Education, will be the first chairman of the board and above the position of the selection committee for the post of Registrar and on the staff of four which will include the Chairman and two experts and the chairman of board of the committee for other posts shall be three, which will include the chairman and one expert.

11. The procedure to be followed for selection of the person for meeting academic matters shall be as follows: (a) and (b) and (c).

The following are provided as the details of the above and are not to be taken as the only details of the above.

FORM OF ACADEMIC APPOINTMENT APPOINTMENT OF FIXED TERM CONTRACTS

Memorandum of Appointment of _____
_____ day of _____ One
Thousand Nine Hundred and _____
_____ / _____ / _____

_____ (hereinafter the employee) of the _____
_____ (hereinafter the University) has been appointed to the post of _____
_____ and under the provisions of the _____
_____ Act, 1947, of the Government of _____.

1. That the University hereby appoints Mr / Mrs / Miss
_____ a member of its staff on a fixed-term contract basis for a period of _____ years from the date of his / her appointment to the post of _____ and the said
_____ hereby accepts the appointment and undertakes to take part in such activities as may be assigned to him / her by the Vice-Chancellor of the University and as may be required by and in accordance with the Act, 1947, of the Government of _____ for the time being in force of the University.

2. The designation of the employee will be _____

3. The period of fixed-term contract appointment of the employee shall be _____ months / years. The University may extend the fixed-term contract for any further period subject however to the proviso that the total period of the fixed term contract will not exceed three years.

4. The employee shall be paid a consolidated salary of Rs. _____ per month and he / she shall not be eligible to claim any other allowances admissible to other regular employees of the University (like Dearness Allowances, HRA, CCA, etc.) as part of their monthly salary.

5. The employee shall not be eligible for any joining time or transfer TA or any other TA for joining the contract appointment. Similarly he/she shall not be eligible for any transfer traveling or other allowances or reimbursement of expenditure on packing, transportation of luggage, etc. on

completion of the contract appointment.

6. The employee shall, however, be eligible for TA and CA for journey on duty performed during the period of his contract appointment. The rate of TA / CA admissible to him shall be as decided by the Board of Management of the University.

7. The employee shall not be eligible for Leave Travel Concession or reimbursement.

8. The employee shall be eligible for casual leave as admissible to the regular employees of the University. However, in the first year of his / her appointment, casual leave shall be restricted to one day for each completed month.

9. The employee shall be eligible for Sickness Leave of 30 days per annum or equivalent half days per month.

10. The employee shall be eligible for construction of vacation or leave at the end of the contract period.

11. The employee shall be eligible for Half pay leave / gratuity leave on completion of his / her contract as provided in the University of the University.

12. The employee shall not be eligible for any Extra Ordinary Leave during the first year of the service. However Extra Ordinary Leave upto 30 days can be granted on his / her or completion of one year of service to the University. He / She can avail Extra Ordinary Leave in addition to the normal leave to which he / she is entitled.

13. The employee shall be entitled to the Contributory Provident Fund. The employee appointed for a period of one year or more can however be admitted to the CPF from the date of his / her joining, subject to the condition that he / she is not on leave from the employment of the University for a period less than one year. He / She will not be eligible to claim the employer's contribution. For the purposes of the CPF his consolidated fixed salary will be taken into consideration.

14. The employee shall not be eligible for any pension or other retirement benefits including gratuity on death.

15. The Contract Appointment can be terminated by either party without assigning any reason, by giving one month's notice in writing, or by payment of an amount equal to one month's consolidated salary drawn by him / her in lieu of the notice.

16. On termination of this agreement for whatever cause or reason, The employee shall deliver up to the University all books, apparatus, records and such other articles belonging to the University as may be due from him / her.

In witness hereof both the parties have appended hereunder their signatures in full.

Signature of the Registrar
for and on behalf of the
University

Signature of the
Employee

Witnesses

Witnesses

1.

1.

2.

2.

(C) VOLUME II

(2) Ordinances

Sr. No.	Ordinance No.	Old Ordinance	Title	Date of Approval	Page No.
45	10	7 of 1992	ORDINANCE to provide for Convocations for the Purpose of Conferring Degrees/Diplomas/Certificates of the University	19/6/92	63
46	11	8 of 1992	ORDINANCE to provide for Career Advancement of Teachers (Lecturers) of the University	19/6/92	63 to 64
		5 of 1993	ORDINANCE to provide for Amendment to the Ordinance No. 8 of 1992 of the University (Amendment No.1)	31/7/93	65
		8 of 1992	ORDINANCE to provide for further Amendment to the Ordinance No. 8 of 1992 of the University (Amendment No. 2)	26/3/94	65 to 68
47	12	1 of 1993	ORDINANCE to provide for M.Phil. Programme Rules of the University	20/3/93	68 to 71
		12 of 1994	ORDINANCE to Amend the Ordinance No. 12 to provide for M.Phil. Programme Rules of the University (Amendment No. 1)	26/11/94	71 to 72
48	13	2 of 1993	ORDINANCE to provide for Ph.D. (Doctor of Philosophy) Degree Programme Rules of the University	20/3/93	72 to 74
		13 of 1994	ORDINANCE to Amend the Ordinance No. 13 to provide for Ph.D. (Doctor of Philosophy) degree programme Rules of the University (Amendment No.1)	26/11/94	74 to 75
49	14	3 of 1993	ORDINANCE to provide for the Establishment of Buildings and Works Committee for the University	12/6/93	75 to 79
50	15	4 of 1993	ORDINANCE to provide for the Eligibility of Admission of Students to Different Programmes of Study (In what follows the term programme means programme of study and consists of one or more courses, suitably combined)	31/7/93	79 to 81
51	16	6 of 1993	ORDINANCE to provide for M.Ed. Programme Rules of the University. (Ordinance is in Marathi)	11/12/93	81 to 82
52	17	7 of 1993	ORDINANCE to provide for Procedure of Selection of the Pro-Vice-Chancellors and the Executive Directors	11/12/93	82 to 83
53	18	8 of 1993	ORDINANCE Prescribing the Scope of work of and the Procedure to be followed by the Departmental Promotion Committees	11/12/93	83 to 85
54	19	9 of 1993	ORDINANCE to provide for Fixing the rates of Remuneration for Staff of Study Centres for Examiners and for the Related Components for Diploma in Applied Electronics Programme	11/12/93	85
55	20	10 of 1993	ORDINANCE to provide for Post Graduate Programme Rules of the University	11/12/93	85 to 88
56	21	--	ORDINANCE to provide for Fixing the Rates of Remuneration to the Staff Appointed for Internal Assessment	26/3/94	88
57	22	--	ORDINANCE to provide for Fixing the Rates of Remuneration to the Staff Appointed for End Examination	26/3/94	89
58	23	--	ORDINANCE to provide for Fixing the Rates of Remuneration for Paper Setting (Class test & End Exam.) and for Central Assessment Programme and Answer Paper and Question Paper Service Charges	26/3/94	89 to 90

<i>Sr. No.</i>	<i>Ordinance No.</i>	<i>Old Ordinance</i>	<i>Title</i>	<i>Date of Approval</i>	<i>Page No.</i>
59	24	---	ORDINANCE to provide for Fixing the Times of Examination Days of the University	26/7/94	90 to 91
60	25	---	ORDINANCE to prescribe a procedure for Recording of the Annual Reports of the Academic Staff and the Annual Confidential Reports of the Administrative, Technical and Professorial Staff of the University	3/9/94	91 to 99
61	26	---	ORDINANCE to provide for Honorarium and Miscellaneous Expenses to be incurred by the Study Centres established for M.H.A. Programme of the University	3/9/94	100 to 101
62	27	---	ORDINANCE to provide for Honorarium and Miscellaneous Expenses to be incurred by the Study Centres established for Preparatory / P.Y. / S.Y. / T.Y. B.A. / B.Com. degree Programmes of the University	3/9/94	101 to 102
63	28	---	ORDINANCE to provide for Rules for Condonation of deficiency of a Candidate in B.A. / B.Com. Programme of the University	26/11/94	102
64	29	---	ORDINANCE to provide for Rules for Condonation of deficiency of a Candidate in B.Ed. Programme of the University	26/11/94	102 to 103
65	30	---	ORDINANCE to provide for Condonation of deficiency of a Candidate in Diploma in Applied Electronics Programme of the University	26/11/94	103 to 104
66	31	---	ORDINANCE to provide for Evaluation Pattern for Diploma in General Electronics Programme in the University	5/1/95	104
67	32	---	ORDINANCE to provide for Condonation in Continuous Assessment for Diploma in Horticulture Programme	6/1/95	104
68	33	---	ORDINANCE Governing Leave Rules of Non-teaching Employees of the University	11/7/95	104 to 115

ORDINANCE No. 10 *
(7 of 1992)

(See sub-section (1) (b) of section 23 of the Act)

**ORDINANCE to provide for
Convocations for the purpose of
Conferring Degrees / Diplomas /
Certificates of the University**

WHEREAS it is expedient to provide for convocations for the purpose of conferring Degrees / Diplomas / Certificates of the University. The Board of Management, in accordance with the powers conferred on it by sub-section 2 of the Section 23 of the Act is hereby pleased to make the following ordinance :

1. This Ordinance may be called "Convocation Ordinance 1992."

2. This ordinance shall come into force from 19th June 1992.

3. Convocations for the purpose of conferring Degrees / Diplomas / Certificates shall ordinarily be held once a year at Nashik or at such Regional Centre(s) and on such date(s), as may be decided by the Vice-Chancellor.

Provided that special convocations for conferring Honorary Degrees shall be held only at Nashik.

4. The Vice-Chancellor shall preside over all the convocations and shall confer Degrees / Diplomas / Certificates. Provided that in case the Hon. Chancellor is attending the Convocation he shall presides over the said Convocation.

5. The Vice-Chancellor may invite distinguished persons to deliver convocation address.

6. The Vice-Chancellor shall or may address the said convocation and in such convocation he shall give among other things the broad outlines of the progress of the University.

7. The Degrees and Diplomas shall be signed by the Vice-Chancellor. The Certificates for short-term courses shall be signed by the Vice-Chancellor or concerned Director.

8. The students who have passed their examinations in the year for which the convocation is held shall be eligible to be admitted to the convocation :

(i) Provided that in case the convocation is not held in a particular year for any reason, the Vice-Chancellor shall be competent to authorise admission of successful students in that year to the respective Degrees / Diplomas, in absentia and issue the Degrees / Diplomas / Certificates on payment of prescribed fees;

(ii) Provided that in the case of Certificates for short-term courses, it shall be issued continuously immediately after the completion of the course, in which case the report of the award of such Certificates shall be made at the convocation.

9. Such students as are unable to present themselves in person at the Convocation shall, at their request, and on

payment of the prescribed fees, be admitted to the Degrees / Diplomas / Certificates in absentia by the Vice-Chancellor, and their Degrees / Diplomas shall be issued by the Registrar, or a person designated by the Vice-Chancellor for the purpose.

10. The fees for admission to the Degree / Diploma courses shall be Rs. 25/- and for the Certificate course Rs. 15/-.

11. The procedures to be followed at the convocation shall be prescribed by regulations.

This Ordinance was passed by B.M. on 19/6/1992 (By the Resolution No. A-109/92/40)

ORDINANCE No. 11 *
(8 of 1992)

(See Statute 17 of the second schedule of the Act)

**ORDINANCE to provide for Career
Advancement of Teachers (Lecturers) of
the University**

WHEREAS it is expedient to provide for the career advancement of teachers of the University, the Board of Management, in accordance with the powers conferred on it by sub-section 2 of Section 23 of the Act is hereby pleased to make the following Ordinance:

1. This Ordinance may be called "the career advancement of teachers Ordinance 1992."

2. This Ordinance shall come into force from 19th June 1992.

3. PLACEMENT OF LECTURERS IN THE SENIOR SCALE

3.1 Every lecturer in the University working in the Scale of Pay of Rs. 2200-4000 will be eligible for placement in the Senior Scale of Rs. 3000-5000 if he / she has :

(a) Completed 8 years of service (5 years in the case of Ph.D. degree holders and 7 years in the case of M.Phil. or equivalent degree holders);

(b) Participated in two refresher courses / summer institutes each of approximately 4 weeks' duration, organised or recognised by the university or engaged in two or more other appropriate continuing education programmes of comparable quality and duration, recognised by the University; and

(c) Consistently satisfactory performance appraisal reports.

3.2 Placement of Lecturer in the Senior Scale will be made on the recommendations of a Committee consisting of the following :

(i) The Vice-Chancellor;

(ii) The Director of the Division;

(iii) Three Professors / Readers in the concerned / related discipline of whom one shall be from the University, nominated by the Vice-Chancellor.

Four members of the Committee shall constitute the quorum for a meeting.

4. PLACEMENT IN THE SELECTION GRADE

4.1 Every Lecturer in the Senior Scale will be eligible for placement in the Selection Grade of Rs. 3700/5700 if he/she has:

(a) Completed 8 years of service in the Senior Scale or 16 years of combined service as Lecturer / Lecturer in the Senior Scale (13 years in the case of Ph.D. Degree holders and 15 years in the case of M.Phil degree holders);

(b) Made significant contributions in the areas of design of courses, development of materials either in print or in the form of audio/video cassettes, or in any aspect of the distance education system, as evidenced by performance appraisal reports, quality of publications, if any, etc.;

(c) Participated, after placement in the senior scale, in two refresher courses / summer institutes each of approximately 4 weeks' duration organised or recognised by the University, or engaged in two or more other appropriate continuing education programmes of comparable quality and duration, recognised by the University; and

(d) consistently good performance appraisal reports.

4.2 Placement in the Selection Grade will be made on the recommendation of the Selection Committee constituted under para 11 of first statute of the University incorporated in second schedule of the Act.

4.3 An Lecturer in the Selection Grade can offer himself/herself for a fresh assessment for promotion to the post of Reader as and when he / she fulfills the conditions prescribed for such promotion.

5. PROMOTION TO THE POST OF READER

5.1 Every Lecturer in the Senior Scale will be eligible for promotion to the post of Reader in the Scale of pay of Rs. 3700-5700 if he / she has :

(a) Completed 8 years of service in the Senior Scale or 16 years of combined service as Lecturer / Lecturer in the Senior Scale (13 years in the case of Ph.D. degree holders and 15 years in the case of M.Phil. degree holders);

(b) Obtained a Ph.D. degree or has to his / her credit equivalent published work;

(c) Made some mark in the areas of scholarship and research in his / her discipline, or in the development of the distance education system, as evidenced by performance appraisal reports, opinions of referees on them, quality of publications, contribution to education innovation, design of new courses and curriculum, etc;

(d) Participated after placement in the senior scale, in two refresher courses / summer institutes each of approximately 4 weeks' duration, organised or recognised by the University, or engaged in two or more other appropriate continuing education programmes of comparable quality and duration, recognised by the University; and

(e) Consistently good performance appraisal reports.

5.2 Promotion to the post of Reader will be made on the recommendation of the Selection Committee constituted under para 11 of first Statute of the University incorporated in the second schedule of the Act. The purpose of making recommendation for appointment to the post of Reader.

6. GENERAL

6.1 For the purpose of determining the length of qualifying service for placement / promotion mention in the preceding clauses, the service of a person, before appointment as a Lecturer in the University, either as Lecturer or in an equivalent grade/scale of pay in other universities/colleges, national laboratories, R&D organisations, Research Scientists' Scheme of the UGC, Professional/Industrial Organisations and Institutions in public as well as private nature etc. will be counted as qualifying service.

Provided that such service in one or more university / college / institution / organisation is continuous and is immediately preceding the commencement of service in the University.

6.2 The benefit of past service mentioned in sub-clause (1) above will be available only if -

(a) The qualifications for the post previously held were not lower than the qualifications prescribed by the UGC for the post of Lecturer;

(b) The Lecturer concerned possessed the minimum qualification prescribed by UGC for appointment as Lecturer;

(c) The appointment was made in accordance with the prescribed selection procedure as laid down by the University/State Government;

(d) The appointment was not ad-hoc or in a leave vacancy of less than one year duration.

6.3 No Lecturer in the Senior Scale will be eligible for placement in the Senior Scale / Selection Grade or for promotion to the post of Reader unless he has been confirmed in the services of the University.

6.4 The requirement of participation refresher courses / summer institutes or other continuing education programmes may be relaxed where arrangement for such courses / programmes have not been made.

6.5 The appraisal of performance of a Lecturer in the Senior Scale will be based on annual self- assessment reports submitted by him/her on the prescribed proforma duly verified by the competent authority.

6.6 The assessment of the performance of teachers shall be made in terms of the worknorms prescribed or the work assigned to the person by the University.

6.7 In the case of teachers who have already become eligible for placement / promotion and whose appraisal reports are not available a consolidated report on their work verified by the Director of the Division of School concerned will be placed before the Screening/Selection Committee for consideration.

This Ordinance was passed by BoM on 19/6/1992 (By the Resolution No. A-100/92/40)

ORDINANCE No. 11 * (Amendment No. 1)
(5 of 1993)

(See sub-section 1 (a) of the Section 23 of the Act)

the Ordinance No. 8 of 1992. Therefore, the Ordinance No. 8 of 1992 is deleted.

This Ordinance was passed by BoM on 31/7/1993 (By the Resolution No. A-100/93/66)

**ORDINANCE to provide for
Amendment to the Ordinance No. 8 of
1992 of the University**

WHEREAS it is expedient to amend Ordinance No. 8 of 1992 in respect of career advancement of teachers (Lecturers) of the University, the Board of Management in accordance with the powers conferred on it by sub-section 2 of Section 23 of the Act is hereby pleased to make the following ordinance :

1. This Ordinance may be called "Career advancement of teachers (Amendment) Ordinance."

2. This ordinance shall come into force from 31st July 1993.

3. In para 3.2 in addition to three points given, the (iv) point is to be added as follows :

(iv) Director, Higher Education or his representative not below the rank of Dy. Director

The amended Ordinance will be as follows : It supercedes

(Continued in column 2)

ORDINANCE No. 11 *
(8 of 1992)

Amendment (Further Amendment No. 2)

**ORDINANCE to provide for further
Amendment to the Ordinance No. 8 of
1992 of the University**

WHEREAS it is expedient to amend (further) Ordinance No. 8 of 1992 in respect of Career Advancement of teachers (Lecturers) of the University, The Board of Management in accordance with the powers conferred on it by sub-section 2 of section 23 of the Act is hereby pleased to make the following Ordinance :

1. This Ordinance may be called "Career Advancement of Teachers (Further Amendment) Ordinance 1994."

2. The Amended Ordinance is further amended as follows:

Ordinance as amended by the Government (Education Department)

Sr. No.	Point No.	Amended Ordinance Clause	Further Amended Ordinance Clause
1.	2.	This Ordinance shall come into force from 19th June 1992.	This Ordinance shall come into force from the date of Chancellor's assent to it.
2.	3.1	Every Lecturer in the University working in the Scale of pay of Rs. 2200 - 4000 will be eligible for placement in the Senior Scale of Rs. 3000 - 5000 if he / she has :	Every Lecturer in the University working in the Scale of pay of Rs. 2200 - 4000 will be eligible for placement in the Senior Scale of Rs. 3000 - 5000 only if he / she has:
3.	3.1 (a)	Completed 8 years of service (5 years in the case of Ph.D. degree holders and 7 years in the case of M.Phil or equivalent degree holders) :	Completed 8 years of service (5 years after obtaining Ph.D. in the case of Ph.D. degree holders or 7 years after obtaining M.Phil. in the case of M.Phil. or equivalent degree holders) :
4.	3.1 (b)	Participated in two refresher courses / summer institutes each of approximated 4 weeks' duration, organised or recongnised by the university or engaged in two or more other appropriate continuing education programmes of corparable quality and duration, recongnised by the University; and	Participated in two refresher courses / summer instituted each of approximately 4 weeks' duration, organised or recongnised by the university or engaged in two or more than appropriated continuing education programmes of comparable quality and duration, recongnised by the University; and
5.	3.1 (c)	Consistently satisfactory performance appraisal reports.	Consistently very good record of performance appraisal reports for preceeding five years.
6.	4.1	Every Lecturer in the Senior Scale will be eligible for placement in the Section Grade of Rs. 3700 - 5700 if he / she has :	Every Lecturer in the Senior Scale will be eligible for placement in the Selection Grade of Rs. 3700 - 5700 only if he / she has :

* As per Chancellors Letter No. CS/YCMOU/STT/43/94/C/527/1889,18/2/94

- | | | |
|-------------|--|--|
| 7. 4.1 (b) | Completed 8 years of service in the Senior Scale or 16 years of combined service as a holder of post in the Senior Scale (13 years in the case of Ph.D. Degree holders and 15 years in the case of M.Phil. degree holders); | Completed 8 years of service in the Senior Scale or 16 years of combined service as a holder of post in the Senior Scale (13 years in the case of Ph.D. Degree holders and 15 years in the case of M.Phil. degree holders) after obtaining the requisite degree respectively. |
| 8. 4.1 (c) | Consistently good performance appraisal reports. | Consistently very good marks of performance appraisal for preceding five years. |
| 9. 4.1 (c) | NIL. | Placement in the Selection grade shall not be a matter of right based on the seniority or years of experience. It is purely a Selection matter. |
| 10. 5.1 | Every Lecturer in the Senior Scale will be eligible for promotion to the post of Reader in the Senior Scale of Rs. 3700-5700 if he/she has: | Every Lecturer in the Selection grade will be eligible for promotion to the post of Reader in the Senior Scale of Rs. 3700-5700 if he/she has: |
| 11. 5.1 (c) | Completed 8 years of service in the Senior Scale or 16 years of combined service as a holder of post in the Senior Scale (13 years in the case of Ph.D. degree holders and 15 years in the case of M.Phil. degree holders); | Completed 8 years of service in the Senior Scale or 16 years of combined service as a holder of post in the Senior Scale (13 years in the case of Ph.D. degree holders and 15 years in the case of M.Phil. degree holders), after obtaining the said degree respectively. |
| 12. 5.1 (c) | Made some mark in the areas of scholarship, research in his/her discipline or in the development of the distance education system, as evidenced by performance appraisal reports, opinions of referees on them, quality of publications, contribution to education in education innovation, design of new courses and curriculum, etc. | Made some mark in the areas of scholarship, research in his/her discipline, or in the development of the distance education system, as evidenced by performance appraisal reports. Opinions of referees on them, quality of publications, contribution to education innovation, design of new courses and curriculum, etc. |
| 13. 5.1 (c) | Consistently good performance appraisal reports. | Consistently very good marks of performance appraisal for preceding five years. |
| 14. 5.2 | Promotion to the post of Reader will be made on the recommendation of the Selection Committee constituted under para 11 of first schedule of the University incorporated in the second schedule of the Act. The purpose of final recommendation for appointment to the post of Reader. | Promotion to the post of Reader will be made on the recommendation of the Selection Committee constituted under para 11 of first Schedule of the University incorporated in the second schedule of the Act. |
| 15. 6.1 | For the purpose of determining the length of qualifying service for placement/promotion mention in the preceding clauses, the service of a person before appointment as a Lecturer in the University, either as Lecturer or in an equivalent grade/scale of pay in other universities/colleges, national laboratories, R & D organisations, Research Scientists' Scheme of the UGC, Professional/Industrial Organisations and Institutions in public as well as private nature etc. will be counted as qualifying service. | For the purpose of determining the length of qualifying service for placement/promotion mention in the preceding clauses, the service of a person before appointment as a Lecturer in the University, either as Lecturer or in an equivalent grade/scale of pay in other universities/colleges, national laboratories, research scientists, scheme of UGC will be counted as qualifying service. |
| 16. 6.3 | No Lecturer in the Senior Scale will be eligible for placement in the Senior Scale/Selection Grade or for promotion to the post of Reader unless he has been confirmed in the services of the University. | No Lecturer in the Senior Scale will be eligible for placement in the Selection grade or for promotion to the post of Reader unless he has been confirmed in the service of the University. |
| 17. 6.4 | The requirement of participation refresher courses/summer institutes or other continuing education programmes may be relaxed where arrangement for such courses/programmes have not been made. | The requirement of participation refresher courses/summer institutes or other continuing education programmes shall not be relaxed on the ground of arrangement for such courses/programmes was not available or the particular lecturer could not attend such courses for whatever reasons. |

ORDINANCE No. 11 *

(After Amendment No. 2)

*(See Statute 17 of the second schedule of the Act)***ORDINANCE to provide for Career Advancement of Teachers (Lecturers) of the University**

WHEREAS it is expedient to provide for the career advancement of teachers of the University, the Board of Management, in accordance with the powers conferred on it by sub-section 2 of Section 23 of the Act is hereby pleased to make the following Ordinance.

1. This Ordinance may be called "the career advancement of teachers Ordinance 1992."

2. This Ordinance shall come into force from the date of Chancellor's assent to it.

3. Placement of Lecturers in the Senior Scale.

3.1 Every Lecturer in the University working in the Scale of Pay of Rs.2200 - 4000 will be eligible for placement in the Senior Scale of Rs. 3000 - 5000 only if he / she has :

(a) Completed 8 years of service (5 years after obtaining Ph. D. in the case of Ph.D. degree holders or 7 years after obtaining M.Phil. in the case of M.Phil. or equivalent degree holders);

(b) Participated in two refresher courses / summer institutes each of approximately 4 weeks' duration, organised or recognised by the university or engaged in two or more than appropriate continuing education programmes of comparable quality and duration, recognised by the University; and

(c) Consistently very good record of performance appraisal reports for preceding five years.

3.2 Placement of Lecturer in the Senior Scale will be made on the recommendations of a Committee consisting of the following :

(i) The Vice-Chancellor;

(ii) The Director of the Division;

(iii) Three Professors / Readers in the concerned / related discipline of whom one shall be from the University, nominated by the Vice-Chancellor.

(iv) Director, Higher Education or his representative not below the rank of Dy. Director.

Four members of the Committee shall constitute the quorum for a meeting.

4. Placement in the Selection Grade.

4.1 Every Lecturer in the Senior Scale will be eligible for placement in the Selection Grade of Rs. 3700 - 5700 only if he/ she has :

(a) Completed 8 years of service in the Senior Scale or 16 years of combined service as Lecturer/Lecturer in the Senior Scale (13 years in the case of Ph.D. Degree holders and 15 years, in the case of M.Phil. degree holders), after obtaining the requisite degrees respectively.

(b) Made significant contributions in the areas of design of courses, development of materials either in print or in the form of audio/video cassettes, or in any aspect of the distance education system, as evidenced by performance appraisal reports, quality of publications, if any, etc;

(c) Participated, after placement in the senior scale, in two refresher courses / summer institutes each of approximately 4 weeks' duration organised or recognised by the University, or engaged in two or more other appropriate continuing education programmes of comparable quality and duration, recognised by the University; and

(d) consistently very good record of performance appraisal for preceding five years.

(e) Placement in the Selection Grade shall not be a matter of right based on the seniority or years of experience. This is purely a selection post.

4.2 Placement in the Selection Grade will be made on the recommendation of the Selection Committee constituted under para 11 of first statute of the University incorporated in second schedule of the Act.

4.3 A Lecturer in the Selection Grade can offer himself/herself for a fresh assessment for promotion to the post of Reader as and when he / she fulfills the conditions prescribed for such promotion.

5. Promotion to the post of Reader

5.1 Every Lecturer in the Selection Grade will be eligible for promotion to the post of Reader in the Scale of pay of Rs. 3700-5700 if he / she has :

(a) Completed 8 years of service in the Senior Scale or 16 years of combined service as Lecturer / Lecturer in the Senior Scale (13 years in the case of Ph.D. degree holders and 15 years in the case of M.Phil. degree holders); after obtaining the said degrees respectively.

(b) Obtained a Ph.D. degree or has to his/her credit equivalent published work;

(c) Made some mark in the areas of scholarship and research in his / her discipline, or in the development of the distance education system, as evidenced by performance appraisal reports;

Opinions of referees on them, quality of publications, contribution to education innovation, design of new courses and curricula, etc;

(d) Participated after placement in the senior scale, in two refresher courses / summer institutes each of approximately 4 weeks' duration, organised or recognised by the University, or engaged in two or more other appropriate continuing education programmes of comparable quality and duration, recognised by the University; and

(e) Consistently very good record of performance appraisal for preceding five years.

5.2 Promotion to the post of Reader will be made on the recommendation of the Selection Committee constituted under para 11 of first Statute of the university incorporated in the second schedule of the Act.

6. General

6.1 For the purpose of determining the length of qualifying service for placement / promotion mention in the

* As per Chancellors Letter No. CS/YCMOU/STT/43/94/C/527/1889,18/2/94

preceding clauses, the service of a person, before appointment as a Lecturer in the University, either as Lecturer or in an equivalent grade /scale of pay in other universities / colleges, national laboratories, Research Scientists' Scheme of the UGC, will be counted as qualifying service.

Provided that such service in one or more university /college /institution/organisation is continuous and is immediately preceding the commencement of service in the University.

6.2 The benefit of past service mentioned in sub clause (1) above will be available only if

(a) The qualifications for the post previously held were not lower than the qualifications prescribed by the UGC for the post of Lecturer;

(b) The Lecturer concerned possessed the minimum qualification prescribed by UGC for appointment as Lecturer;

(c) The appointment was made in accordance with the prescribed selection procedure as laid down by the University /State Government;

(d) The appointment was not ad-hoc or in a leave vacancy of less than one year duration.

6.3 No Lecturer in the Senior Scale will be eligible for placement in the Selection Grade or for promotion to the post of Reader unless he has been confirmed in the service of the University.

6.4 The requirement of participation refresher courses/ summer institutes or other continuing education programmes shall not be relaxed on the ground of arrangement for such courses / programmes was not available or the particular Lecturer could not attend such courses for whatever reasons.

6.5 The appraisal of performance of a Lecturer in the Senior Scale will be based on annual self- assessment reports submitted by him /her on the prescribed proforma duly verified by the competent authority.

6.6 The assessment of the performance of teachers shall be made in terms of the work norms prescribed or the work assigned to the person by the University.

6.7 In the case of teachers who have already become eligible for placement /promotion and whose appraisal reports are not available a consolidated report on their work verified by the Director of the Division of School concerned will be placed before the Screening / Selection Committee for consideration.

The Ordinance was further amended by BoM on 26/3/1994 (By the Resolution No. A-160/94/10)

ORDINANCE No. 12 *

(1 of 1993)

(See sub-section 1(a) of the Section 23 of the Act)

ORDINANCE to provide for M.Phil. Programme Rules of the University

WHEREAS it is expedient to provide for the M.Phil.

Programme Rules of the University, the Board of Management, in accordance with the powers conferred on it by sub-section 2 of Section 23 of the Act is hereby pleased to make the following Ordinance.

1. This Ordinance may be called "M.Phil. Programme Rules Ordinance 1993."

2. This Ordinance shall come into force from 20th March 1993.

3. Course Rules

1. Eligibility

A candidate fulfilling the following requirements shall be eligible for the admission to the Master of Philosophy Programme.

1.1 A Master's degree in any subject with at least second class of any recognised university or a deemed university or any other examination recognised by the university as equivalent thereto.

OR

1.2 A Bachelor's degree in any subject with at least second class and one year's post (intermediate) degree course like B.Ed, B.Lib, B.J. or P.G. diploma of one year's duration of a recognised university or a deemed university or any other examination recognised by the university as equivalent thereto and ten years teaching or administrative or professional experience.

OR

1.3 A Bachelor's degree in any subject plus a special Post-selection training programme after the selection by UPSC/MPSC or similar bodies and five years' experience.

OR

1.4 Have substantial achievement in related field. This category may include teachers, writers, poets, independent researchers, journalists, media persons, social workers etc. who may not have qualification mentioned in 1.1 or 1.2. or 1.3. Each such case shall be considered by the University on merit.

2. Admission

2.1 Every person desirous of pursuing the M.Phil Programme shall submit an application in prescribed form within the specified time to the University. The application shall be accompanied by the approved fee for registration and the late fee in case the application is submitted after the due date. Applications submitted later than fifteen days will not be accepted.

2.2 For the purpose of selection of candidates for the M.Phil. Programme, there shall be a standing committee which will be called 'Admission Committee'.

2.3 The constitution of the Admission Committee shall be as follows :

- (1) The Vice-Chancellor (YCMOU) - Chairman;
- (2) Director, Student Services Division or his representative not below Reader's rank;
- (3) Director, Academic Services Division;
- (4) Director, Academic Division;
- (5) Two recognised Guides of M.Phil. / Ph.D.

Programme from YCMOU to be nominated by the Vice-Chancellor;

- (6) Coordinator, M.A. / M.Com. / M.Sc. Programme;
- (7) Coordinator, M.Phil. Programme;
- (8) Coordinator, Ph.D. Programme.

2.4 The Admission Committee shall scrutinise all the applications for the M.Phil. Programme and sort out issues related to eligibility, equivalence, contribution of a person to the related field etc.

2.5 The quota of each eligibility category shall be according to the guidelines recommended by the University authorities time to time as per the situational demand.

2.6 Within each category, admission will be given on the basis of merit as decided by the committee from time to time. The merit list will be prepared according to the procedure determined by the Research Committee and approved by the Academic Council.

2.7 The reservation for the backward classes shall be as per the rules of the Government of Maharashtra.

3. Duration

3.1 The minimum duration of the M.Phil. Programme shall be of eighteen months (3 terms): one year (2 terms) for the theory course and six months for the submission of the dissertation after the examination of the theory courses.

3.2 The registration of a candidate for the M.Phil. Programme may be extended by three additional terms with prior permission of the University. The registration of the candidate shall automatically stand cancelled after three years from the initial registration and the candidate shall have to reregister his / her name for the course. Only one opportunity for the reregistration will be allowed.

3.3 The candidate, upon successful completion of the theory courses, may be allowed to submit his / her thesis directly for the Ph.D. degree with the prior permission of the Research Council. He or she can submit the thesis after completion of two years of his / her registration. However, the candidate has to pay an additional fee of Rs 2000 for the Ph.D. Programme.

4. Fees

4.1 The fee structure of the M.Phil. Programme shall be as follows :

a. Prospectus and Admission Form	50.00
b. Registration	100.00
c. Tuition/Seminars	1600.00
	(Rs.400.00 for each course - 4 courses)
d. Examination Fee	500.00
	(Rs. 125.00 for each course - 4 courses)
e. Research guidance	500.00
f. Dissertation Evaluation	500.00
Total	Rs.3250.00

4.2 The registration fee is to be paid at the time of submission of the application.

4.3 The remaining fees can be paid in three installments as follows :

Installment 1 : Rs. 1100.00 (Immediately after admission)

Installment 2 : Rs. 1000.00 (At the end of the first term)

Installment 3 : Rs. 1000.00 (At the end of the second term)

5. Attendance

The students enrolled for the M.Phil. Programme shall be required to attend and participate in three seminars in the compulsory courses offered by him / her. The presentation in all the seminars is compulsory.

6. Evaluation

6.1 The evaluation will consist of two components -

- i. Continuous assessment, and
- ii. End examination.

6.2 As a part of continuous assessment, the candidate shall seek guidance for his / her research work regularly to the satisfaction of the guide. He / She shall also submit progress report of the work every six months through his/her guide. Failure to submit such progress report consecutively two times, shall automatically cancel his / her registration.

6.3 The candidates shall have to complete two short assignments per optional course. The assignments will be from the course material provided to the candidates.

6.4 The candidate shall have to complete one in-depth assignment per compulsory course, to be presented in the course seminars, in the form of term paper.

6.5 The course seminars will be organised quarterly. The candidates prepared for the presentations in seminars shall do so with prior intimation to the University. The performance of the candidate shall be evaluated by the internal as well as external referees/experts present at the time of the seminar.

6.6 The weightages allocated for the different components of evaluation for each course shall be as follows:

- a. Short assignments / Exercises
from the course material
and Seminar Presentations 40%
- b. End Examination 60%

7. End Examination

7.1 The end examination shall be conducted once in a year.

7.2 The end examinations of the M.Phil. theory courses will be of 400 marks. Each theory paper will be of 100 marks and the students will be required to answer three essay type questions and four full note questions. There shall be adequate provision for optional questions in each paper.

7.3 All theory papers will be in English. However, the papers may be answered in Marathi or English.

7.4 Each paper will be evaluated by two examiners: one internal and one external. The answer books shall be first sent to external examiners, and then to the internal examiners. The examiners shall submit the marks and grades on separate sheets supplied to them and shall not enter them on the answer books.

7.5 For the purpose of conversion of the marks into

grade and grade points, the following tables and procedure shall be made applicable.

Grade	Equivalent numerical scores	Grade Points	Grade Range
O	75 % and Above	5	4.5 and above
A	60 % to 74 %	4	3.5 to 4.49
B	50 % to 59 %	3	2.5 to 3.49
C	40 % to 49 %	2	1.5 to 2.49
D	Less than 40 %	0	Less than 1.5

7.6 The procedure for evaluation of dissertation would be as follows :

The Research Council on the suggestion of specially appointed sub committee will recommend a panel of 3 external referees to the Vice-Chancellor.

The Vice-Chancellor will select one name from the panel as an external referee. The specially appointed sub-committee will consist of the following :

1. Director Academic Services Division,
2. Guide of the candidate,
3. One local subject expert to be nominated by the Research Committee.

The appointment of the referees will be done only after the receipt of the dissertation. With the prior consent from the external referees, the dissertation will be sent to the referees. The report of the referees should reach the University office normally within one month along with the grade, grade points and marks.

There will be no separate viva voce. The presentation in the last seminar by the candidate after the receipt of the favourable reports, will be treated as viva voce. At the time of such presentation the local experts, the members of the Research Council, the guide, and the members of the YCMOU shall be invited.

8. The Standard of Passing

8.1 Each examiner/ referee shall give marks out of 100 in the case of theory paper and out of 150 in the case of dissertation

8.2 If there is a difference of more than 20 % marks (20 marks in the case of theory paper and 30 marks in the case of the dissertation) the concerned paper or the dissertation shall be referred to a third examiner appointed by the Vice-Chancellor from the panel already prepared.

In such cases the average of the marks given by all the three examiners will be taken both in the case of theory paper and dissertation. However in the case of dissertation the average marks will be doubled.

8.3 The marks (out of 100) of continuous assessment of each theory course will be first converted into the corresponding grades and grade points, so also the average marks given by the two examiners. The composite grade points will be calculated as per the weightages given to continuous assessment and end examination.

Example :

Composite Grade Points

= (.4 x Internal grade points) + (.6 x External grade Points)

e.g. Continuous Assessment - 75

End Examination - 67

C.G.P. = (.4 x 5) + (.6 x 4)

= (2) + (2.4)

= 4.4

8.4 The marks given to the dissertation by the internal and external examiner will be added together and converted into the equivalent grade and grade points.

8.5 The average marks (out of 100) of all the examiners present at the viva voce will be calculated and converted into the equivalent grade and grade points up to two decimal points.

8.6 The composite grade points for each paper or dissertation will be calculated up to two places of decimals.

8.7 A candidate should get at least C grade in every paper, dissertation and viva voce separately and on the aggregate he should get B grade for being eligible for award of the M. Phil. degree.

8.8 At the time of consolidation, the composite grade points of each paper, dissertation and the viva voce will be converted into Cumulative Grade Point Average (C.G.P.A.) as shown below. For giving the final grade the C.G.P.A. should be rounded off to the next digit if fraction is one half or more.

Example

	Course 1	Course 2	Course 3	Course 4	Dissertation	Viva voce
Composite Grade Points	4	4	4	3	—	—
Grade Points	—	—	—	—	3	4

$$\begin{aligned} & 4 + 4 + 4 + 3 + 9* + 4 \\ \text{C.G.P.A.} &= \frac{\quad}{8} \\ &= \frac{28}{8} \\ &= 3.5 \text{ — Grade A} \end{aligned}$$

* Triple weightage is given to the dissertation as it carries 300 marks.

8.9 The candidates who secure CGPA in the grade range from 3.00 to 3.49 (but not 3.00) shall be declared to have passed with B+ grade.

8.10 The candidates who have secured a lower grade than the minimum passing grade of C in any paper / dissertation be informed about the same and they will be allowed to appear for that paper or papers again. The candidates availing of these concessions must get through the examination within six years. Such of the candidates will be permitted to carry on with their work for dissertation in the meantime and their result of the whole examination will be declared according to the standard of passing. The candidate shall not have the opportunity to reappear for the continuous assessment.

9. Qualifications for the teachers (Guides), examiners and referees for the M.Phil. Programme.

9.1 The qualifications for teachers, guides, examiners, paper setters and referees shall be as follows :

- (a) Ph.D. in the particular subject,
- (b) Teaching experience of five years at P.G. level or research experience in the related field,
- (c) In the case of the research work based on product development, an expert having outstanding contribution to the related field may be appointed as an external referee or co-guide.

9.2 Applications for guideship, examinership and paper settership shall be invited from experts in the prescribed forms along with their biodata and they will be recognised as guide/examiner/paper setter for the M.Phil. Programme. The Research Council shall function as the "Recognition Committee" and prepare such panels.

10. Typing and submission of the dissertation

10.1 The rules for typing and binding of the dissertation will be the same as those applicable to the Ph.D. Programme and stipulated in the manual published by the YCMOU separately.

10.2 The M.Phil. candidate shall have to submit three copies of the dissertation.

11. Content of the course**M.Phil. (Distance Education)****Theory Courses**

- 1. Research Methods (Compulsory) 100 marks
- 2. Growth and Philosophy of Distance Education (Compulsory) 100 marks
- 3. Any two from the following (optionals) 200 marks
 - (a) Instructional system Design
 - (b) Assessment and Evaluation
 - (c) Communication Modes in Education
- Dissertation in Distance Education 300 marks
- Viva voce 100 marks

M.Phil. (Educational Communication)**Theory Courses**

- 1. Research Methods (Compulsory) 100 marks
- 2. Communication Modes in Education (Compulsory) 100 marks
- 3. Any two from the following (optionals) 200 marks
 - (a) Instructional system Design
 - (b) Assessment and Evaluation
 - (c) Growth and Philosophy of Distance Education
- Dissertation in Educational Communication 300 marks
- Viva voce 100 marks

M.Phil. (Subject Communication)**Theory Courses**

- 1. Research Methods (Compulsory) 100 marks
- 2. Instructional System Designs (Compulsory) 100 marks
- 3. Any two from the following (optionals) 200 marks
 - (a) Growth and philosophy of distance education

(b) Assessment and Evaluation**(c) Communication Modes in Education**

Dissertation in Subject Communication 300 marks
Viva voce 100 marks

12. The format of the M.Phil. result sheet be as follows :

	Paper I	Paper II	Paper III	Paper IV	Dissertation	Viva voce
Continuous Evaluation Grade						
End Examination Grade						
Composite Grade/ Grade						

Average Grade for Continuous Evaluation

Description -----

Average Grade for End Examination

Description -----

Cumulative Grade Point Average

Description -----

This Ordinance was passed by BoM on 20/3/1993 (By the Resolution No. A-100/93/02)

**ORDINANCE No. 12 * (Amendment No. 1)
(12 of 1994)**

**ORDINANCE to Amend the Ordinance
No. 12 to provide for M.Phil. Programme
Rules of the University**

WHEREAS it is expedient to Amend Ordinance No. 12, Ordinance to provide for M.Phil. Programme Rules of the University. For the purpose hereinafter appearing, the Board of Management is hereby pleased to make the following Ordinance.

1. This Ordinance may be called "Ordinance to provide for M.Phil. Programme Rules of the University. (Amendment) Ordinance 1994."

2. This Ordinance shall come into force from the date of its approval by the Board of Management.

3. The following sub-para be added after para No. 9.2 as para No. 9.3 in the main Ordinance as -

9.3 The recognised guides / examiners of the M.Phil programme may function either as external examiners / referees or internal examiners / referees.

4. The following sub-para be added after para No. 10.2 as para No. 10.3 in the main Ordinance as -

10.3 The M. Phil thesis shall be published only with the permission of the University and such publication shall state on the title page itself that it was a thesis approved for the award of the M.Phil. degree of the YCMOU. The University shall also have the right on the product submitted by the M.Phil Student. The student shall be allowed to use the product for commercial or any other purpose only with the prior written permission from the University.

This Ordinance was passed by BoM on 26/11/1994 (By the Resolution No. A-100/94/93)

ORDINANCE No. 13 *

(2 of 1993)

(See sub-section 1 (a) of the section 23 of the Act)

ORDINANCE to provide for Ph.D. (Doctor of Philosophy) Degree Programme Rules of the University

WHEREAS it is expedient to provide for the Ph.D. (Doctor of Philosophy) Degree Programme rules of the University. The Board of Management in accordance with the powers conferred on it by sub section 2 of section 23 of the Act is hereby pleased to make the following Ordinance.

1. This Ordinance may be called Ph.D. Degree Programme rules Ordinance.

2. This Ordinance shall come into force from 20th March 1993.

3. Course Rules

1. Eligibility

(A) A Candidate who wishes to get admitted to the degree of Doctor of Philosophy Programme must have :

1.1 An M.Phil. Degree in any discipline of any University or deemed University, recognised by the University Grants Commission.

OR

1.2 A master's degree with second class or equivalent grade plus 5 year's experience at a college, a university, a research organisation or a government / professional organisation.

OR

1.3 A bachelor's degree plus selection by UPSC/MPSC and 10 years' relevant experience.

(B) Persons without the qualifications as mentioned in

(A) but with substantial work achievement in a related field may be admitted to this programme after each individual case is considered and recommended by the Research Committee and approved by the Research and Development Council of this University on merit. Such a category may include, teachers, educational administrators, writers, poets, independent researchers, journalists, persons working in media like video producers or film makers, social workers, etc.

2. Admission

2.1 Every person desirous of doing research work for the Ph.D. Degree shall submit an application for registration in the prescribed form at any time of the year to the university.

2.2 The application shall be accompanied, among other things, by -

(a) Approved fee for registration.

(b) A certificate from the guide giving his consent.

2.3 A candidate can have more than one, but not more than three research guides. One will be main guide and others will be co-guides.

2.4 The University shall maintain a list of approved research guides whom it considers competent to supervise research. Such information shall be made available to a candidate on request. The list of research guides may be revised from time to time.

2.5 Each candidate shall finalise the topic of his / her thesis and prepare an outline under the guidance of his / her research guide / guides under whom he / she proposes to carry his / her research work. He / she shall submit his / her application through his / her research guide who shall state on the application form that the topic of the thesis and the proposed outline of research has his / her approval and that he / she is willing to guide the research work of the candidate.

2.6 If a candidate is unable to get a research guide then the University will arrange to provide him / her a suitable research guide.

2.7 Every application for registration will be placed before the Research Committee to be constituted by Research and Development Council of this University. The committee shall consider the application and report to the Research and Development Council whether in its opinion the application should be accepted or rejected or be accepted with specified modifications. The Research Council shall then decide whether the application should be accepted, rejected or accepted with specified modifications and its decision shall be final.

3. Duration

3.1 No candidate shall submit his / her thesis for evaluation until he / she completes two years of study from the date on which the candidate's application is approved by the Research and Council (eighteen months in the case of candidates who have obtained M.Phil. degree.), provided that the Research and Development Council may, in exceptional cases, and on the recommendations of the Research Committee, reduce the period to not less than one year.

3.2 Every candidate shall submit his / her thesis within a period of five years from the date on which his / her

application is approved by the Research Council. The registration of the candidates failing to submit their thesis within the prescribed period shall stand cancelled.

3.3 The candidate who has failed to submit his / her thesis within a specific period of five years from the date of registration in the University and whose registration is cancelled may re-register.

In case the topic of the thesis at the time of re-registration is the same as before he / she can submit his / her thesis even before the completion of the minimum period of two years but in no case after the maximum period of 5 years.

4. Guidance, Seminars and Publications

4.1 The maximum number of students who may carry out their research work at a time under one research guide shall not exceed total of EIGHT including students of the M.Phil. degree programme.

4.2 The candidate shall meet and discuss with research guide the plans and progress of his / her research work as directed by the research guide.

4.3 A course of Studies may be prescribed by the research guide as a requirement for or for support of the research programme of the candidate.

4.4 Every student shall submit through his / her Research Guide to the Research and Development Council a six-monthly report on his / her work.

4.5 Every candidate who has registered for Ph.D. degree programme will have to attend at least three research seminars and make three presentations in the seminars. (First presentation: presenting the proposal for approval; Second presentation: reporting significant achievement; Third presentation: pre-dissertation submission.)

4.6 Before the submission of his/her thesis every student will have to write at least two research papers on topics related to his / her research. These will have to be either published in standard research journals or accepted by such journals for publication, or approved as worthy of publication by experts specially appointed for the purpose by this University. A list of standard journals will be prepared by the Research and Development Council. (the list of the standard journals is to be approved by the Research and Development Council of the University)

4.7 After the completion of the research work and three months before the intended date of submission of the thesis the candidate will be required to make his/her third presentation of his / her work before the Research Committee including the research guide at the research seminar. The committee will advise about the prima-facie desirability or otherwise of submission of the thesis and make suggestions for further work or modifications. The presentation shall be open to all those who are interested.

5. Submission of Thesis

5.1 After the third seminar and publications/acceptance of at least two research papers in standard journals, the candidate shall supply four printed / typewritten / photocopied soft bound copies of the thesis and four copies of the summary / synopsis of the thesis separately in accordance with the manual published separately by this University.

5.2 The thesis shall comply with the following conditions:

i. It must be a piece of research work characterised either

by a discovery of facts or by a fresh approach towards the interpretation of facts. Innovative design, or work with sufficient originality or research towards application of known principles can also comprise the thesis. In either case, it should evidence the candidate's capacity for methodical work, critical examination and sound judgment. The thesis will indicate how far it embodies the results of his / her own efforts and in what respects the investigation appear to advance knowledge in the subject.

ii. It shall be satisfactory from the point of view of language and presentation of subject matter.

iii. The thesis shall be accompanied by a declaration from the candidate that the thesis embodies his own work and certificate from the research guide stating:

(a) that the thesis embodies the work of the candidate himself / herself.

(b) that the candidate worked under him for the period required under rule No.3.2

(c) that in the opinion of the research guide the thesis fulfils the requirements of the Ordinance relating to the Ph.D. Degree of YCMOU. In the case where work done jointly with other person / persons (others than the research guide) is included in the thesis, the other person's / persons' contribution should be clearly brought out.

The candidate shall also remit with the thesis the approved fees for examination of thesis along with other dues, if any.

6. Evaluation

6.1 After the receipt of the thesis along with the certificate and the approved fee by the office, the Research Committee including the research guide will submit a panel of at least 6 names for appointment as examiners. The Vice-Chancellor shall select four examiners out of this list. However the thesis will be sent to two examiners only.

6.2 (a) In case the two external examiners disapprove the thesis, it shall be rejected.

(b) If one of the examiners approves the thesis, and the other recommends revision, the candidate shall be called upon to submit the thesis after revision in the light of the examiner's observations.

(c) If one external examiner approves the thesis and another rejects then the thesis will be sent to third examiner for evaluation. If the third examiner accepts the thesis the candidate will be called for viva-voce test. If the third external examiner rejects or suggests major modifications then the thesis will be treated as rejected and candidate shall have to re-register his / her name for Ph.D. programme.

(d) If the examiners recommend that the candidate be asked to revise/improve his/her thesis he/she will have to pay a fresh fee at the time of resubmitting his / her thesis. The resubmitted thesis shall be examined as far as possible by the old set of examiners.

(e) The examiners may seek clarification on the subject matter of the thesis from the student through the research guide.

The vice-chancellor shall be competent to recall the thesis from an examiner who fails to send the report within four months of the date of dispatch of the thesis and appoint another examiner.

(f) The examiners shall recommend in the prescribed proforma acceptance or rejection or revision of the thesis

and also give their detailed comments. The examiners shall state that they recommend the award of the Degree, as

i. it is a piece of research work characterised either by the discovery of facts or by a fresh approach towards interpretation of facts or / and it is a piece of innovative design work, with sufficient originality or / and research towards application of known principles;

ii. it is satisfactory in point of language and presentation of subject matter; and

iii. the thesis evidences the candidate's capacity for critical examination and sound judgment.

(g) The examiners will also be requested to give a list of questions to be put to the candidate at the time of viva-voce examination.

(h) In case both the external examiners approve the thesis, the candidate shall be called upon to appear for a viva-voce test. Viva-voce test will be open to all interested persons and shall be conducted by

i. one external examiner selected by the Vice-Chancellor and (ii) the Research guide.

i. Open defence for Ph.D. Degree Examination : As a part of the examination procedure, the candidate is required to submit along with his/her Ph.D. thesis additional copies of abstract his/her thesis. The copies of the abstract will be sent to the University Departments and also to experts in the subject. This will enable people to know the areas in which the YCM Open University is undertaking research and give them idea about the contributions. The departments to which the abstract is sent are invited to give their comments and also send queries which may be put to the candidates.

The candidate is expected to defend his/her thesis in public. He/she generally presents his/her findings for about 45 minutes after which the examiners invite questions from the audience. These questions are meant to seek additional information and also initiate fruitful discussions on ideas and concepts put forth in the thesis. The comments and queries received from the various experts are also made available to the examiners so that they can be introduced in the discussions.

The panels of examiners will evaluate the candidate on his/her performance in the open defence and if the performance is found poor on the whole the Ph.D. degree may not be awarded to the candidate.

If the panel of examiners come to the conclusion that the candidate is involved in fudging, it may recommend university authorities that candidate be not awarded Ph.D. degree.

7. Declaration of Result

The reports of the examiners of the thesis and the viva-voce examination, will be put before the Vice-Chancellor for approval. After the approval, the candidate will be given two soft bound copies of the thesis to make them hard bound. The hard bound copies will be kept in the University library. Formal notification of the result will be made, only after this formality is completed.

8. Publication of thesis

The thesis shall be published only with the permission of the University and such publication shall state on the title

page itself that it was a thesis approved for the award of the Ph.D. Degree of YCM Open University.

9. Constitution of committees

The Research Committee will be constituted by the Research and Development Council as follows :

1. Vice-Chancellor (Chairman)
2. Head, Research and Development
3. Two professors of YCMOU
4. One recognised guide from YCMOU other than professor by rotation.
5. Research guides (concerned candidates)
6. One local expert (not connected with YCM Open University)
7. One outside expert.

This Ordinance was passed by BoM on 20/3/1993 (By the Resolution No. A-100/93/31(B-100/93/03))

ORDINANCE No. 13 * (Amendment No. 1) (13 of 1994)

ORDINANCE to Amend the Ordinance No. 13 to provide for Ph.D. (Doctor of Philosophy) degree programme Rules of the University

WHEREAS it is expedient to Amend Ordinance No. 13. Ordinance to provide for Ph.D. (Doctor of Philosophy) Degree Programme Rules of the University. For the purpose hereinafter appearing, the Board of Management is hereby pleased to make the following Ordinance :

1. This Ordinance may be called "Ordinance to provide for Ph.D. (Doctor of Philosophy) Degree Programme Rules of the University. (Amendment) 1994."

2. This Ordinance shall come into force from the date of its approval by the Board of Management.

3. In sub-para 1 of para No. 6 of the main Ordinance after the first sentence (After the receipt of the thesis, along with the Certificate and the approved fee by the Office, the Research Committee including the Research guide will submit a panel of names for appointment as examiners), the following words be inserted.

"The examiners may be selected even from the list of the recognised guides of the University. The Research & Development Council will approve the panel of referees from which."

The remaining words of the para shall be remained as they are.

4. After the para No. 8 of the main Ordinance the following sentences be added.

"The University shall also have the right on the product

submitted the Ph.D. student. The student shall be allowed to use the product for commercial or any other purpose with the prior written permission from the University.

This Ordinance was passed by BoM on 26/11/1994 (By the Resolution No. A-100/94/94)

ORDINANCE No. 14 *

(3 of 1993)

(See-Sub section 1(m) of Section 23 of Maharashtra Act No.XX of 1989)

ORDINANCE to provide for the Establishment of Buildings and Works Committee for the University

WHEREAS it is expedient to establish the Buildings and Works Committee for the University, the Board of Management, in accordance with the powers conferred on it by Sub-section 2 of Section 23 of the Maharashtra Act No.XX of 1989 is hereby pleased to make the following Ordinance :

1. This Ordinance may be called "the Buildings and Works Committee Ordinance."

The abbreviation BW Committee shall be used to denote the Buildings and Works Committee.

2. This Ordinance shall come into force from 12th June 1993.

3. Constitution of Buildings and Works Committee:

3.1 There shall be a Buildings and Works Committee consisting of -

i. The Vice Chancellor of University - Ex-officio Chairman.

ii. The Registrar of University - As a member.

iii. Two members from the Board of Management of the Yashwantrao Chavan Maharashtra Open University to be nominated by the Board of Management.

iv. Chief Engineer of Nashik Region of State Govt. Public Works Department - As a member.

v. Superintending Engineer of Nashik Circle of State Government Public Works Department - As a member.

vi. Two eminent Engineers from private sector or practicing Engineers / Consultants preferably local persons to be nominated by the Vice-Chancellor - As members.

vii. The Executive Engineer of Yashwantrao Chavan Maharashtra Open University, Nashik - as the Secretary.

3.2 The Committee shall have the right to invite expert(s) for consultation on some special matters. Such expert will be present for the item concerned and will not have voting right.

4. Rules for Tenure of Membership

The term of the office of the member other than ex-officio members shall be three years. If any vacancy occurs in the

office of a member of the Committee at Sr. No.(iii), (vi) of 2 above, it shall be filled by the Board of Management and Vice Chancellor as the case may be. The term of such a nominated member will be for the unexpired portion of the term of the original member in whose place the new member has been nominated.

5. Procedure for Meetings

5.1 The committee shall meet as often as necessary under the direction of Vice-Chancellor and upon issuance of notice by the Secretary of the committee to that effect.

5.2 In the absence of the Vice-Chancellor, the Committee shall be chaired by the member elected by the Committee to chair the meeting. In no case the Secretary of the Committee shall chair the meeting.

5.3 The quorum to constitute the meeting of committee shall be 3 with the presence of at least two experts from categories (iv), (v) and (vi) of 2 above.

5.4 If the Committee's meeting on a particular date cannot be held for want of quorum, the Chairman shall adjourn the meeting to a future date, which will not be earlier than seven days of the date on which the meeting is being adjourned and the Secretary of the committee will send notice in writing of the adjourned meeting to all members. The adjourned meeting held on the next appointed day will transact the same agenda as was fixed for the earlier meeting and will be deemed to be validly held even in the absence of the quorum.

5.5 The date of the meeting of the Committee shall be so fixed as to allow notice thereof being given at least 7 days before to each member and along with notice, forwarded to each member the agenda and agenda notes (if possible) of the meeting.

5.6 For an adjourned meeting it shall not be necessary to again send the agenda to the members.

5.7 In case of requirement of convening emergency meeting of the committee, it shall be convened by the Vice-Chancellor with a shorter notice-period.

5.8 The agenda of each meeting will be subject to the approval of Vice-Chancellor.

5.9 The minutes of each meeting of the Committee duly signed by the Chairman and Secretary will be prepared and circulated immediately and will be confirmed at its following meeting. However, action on the minutes will not await the confirmation of the minutes.

5.10 All the decisions / recommendations of the Committee shall be submitted to the Board of Management of the University for final approval and ratification.

6. Classification of Works

6.1 The University's works will be classified as below. The works are primarily divided into two classes viz. "Original Works" and "Repairs & Maintenance".

6.2 Original Works: Original works consist of the following:

(a) Construction of Entirely new works, buildings, structures, water supply, drainage, electrification, roads, site development etc.

(b) Construction of additional wing, extensions to existing buildings, works structures.

(c) Demolition of dilapidated, damaged and risky construction and doing new construction at the place.

(d) Demolition of non-required part / full of structure and doing new construction at the same place.

"Original Works" are further classified as "Major Works" and "Minor Works" as detailed below.

6.2.1 Major Works- are original works costing (on the basis of actual market rates) more than Rs.5.00 lakhs or as decided by the Board of Management from time to time.

6.2.2 Minor Works- are original works costing (on the basis of actual market rates) less than Rs.5.00 lakhs.

6.3 Maintenance and Repairs Works : shall consist of the following.

(a) Routine maintenance and repairs works of buildings, structures, works etc.

(b) Internal changes, external changes to the existing building, works and structures.

(c) Works that cannot be covered under original works.

6.4 "Maintenance Works" are further classified as "Annual Repairs" and "Special Repairs"

6.4.1 Annual Repairs: This shall consist of the followings-

(a) Periodical repairs which are carried out as a matter of routine or rotation and usually involve the same quantity from time to time.

(b) Repairs which are not carried out as a matter of regulation but which are convenient to carry out as far as may be necessary at the time of periodical repairs.

(c) Occasional or petty repairs which may have to be carried out between the time of periodical repairs.

6.4.2 Special Works: This shall consist of renewal of floors, roofs, repairs / reconstruction of damaged part of buildings / structures, Special repairs and replacement which are necessary to be undertaken at long intervals.

7. General Rules and Agency for execution of Works

7.1 Maintenance and Repairs Works: The University Engineer will be responsible for preparation of plans and estimates for these works as also for their execution and supervision under the guidance of the Buildings and Works Committee.

7.1.1 The works shall be executed only after obtaining prior administrative approval and technical sanction, financial sanction of all the concerned and competent authorities.

7.1.2 University's Engineering department / Consultants shall be responsible for preparation of drawings, estimates, specifications, tender documents etc. and for execution and supervision of these works.

7.1.3 Where necessary and if the size of job requires necessary Consultants / Architects shall be appointed to look after all the aspects of the work.

7.1.4 All these works shall be carried out under guidance of Building and Works Committee.

7.1.5 Programme for repairs shall be placed before the Buildings and Works Committee and funds provided in the annual budget estimates.

7.2 General Rules for execution of Major and Minor works-

No Major and Minor works shall be commenced or any liability incurred in connection with it, until the approval / sanctions referred below are obtained.

7.2.1 Administrative Approval: A formal acceptance to the proposal has been obtained from the Buildings and Works Committee and Board of Management of the University. An application for the administrative approval should be accompanied by a preliminary project report, approximate estimates, information regarding the fund or source from which the expenditure will be met and such other information as may be necessary to indicate roughly what the proposals are.

7.2.2 Technical Sanction: A formal technical sanction has been accorded by the competent authority. The proposal for Technical Sanction shall include properly detailed designs, estimates, drawings, specifications etc. Technical Sanction should imply that the proposals are structurally sound, in line with the requirements of Standard Engineering Practices and estimates, designs etc. are based on adequate, correct data and are accurately calculated.

7.2.3 Financial Sanction: Sanction to incur expenditure has been obtained from the concerned competent authority.

7.2.4 Provision for Overhead Charges: Funds to cover works- charged establishment during the year have been provided by the competent authority.

7.3 Minor Works

7.3.1 These works shall be executed by the University. The University Engineer shall get prepared under the directions of the Building and Works Committee the plans and estimates for such works either through their own staff or where necessary with the help of a Consulting Engineer / Architect / Structural Engineer chosen from the panel of Architects / Structural Engineers which has been approved by the Chancellor.

7.3.2 The selection of the Contractor for a particular job shall be made by the Buildings and Works Committee.

7.3.3 The University Engineer shall be responsible for the execution and supervision of these works under the guidance of the Building and Works Committee.

7.4 Major Works

7.4.1 Preparation of Block Estimates:

The block estimates of all original works shall be prepared by the University Engineer to assess their rough cost with a view to determine the Organisation for execution of these works. The Building and Works Committee will recommend the estimated cost of a work.

7.4.2 Major Works to be executed by the University:

(a) All major works estimated to cost upto and including Rs. 40 lakhs shall be executed by the University.

(b) The University Engineer shall get prepared, under the directions of the Buildings and Works Committee, plans and estimates of such works through their staff or whenever necessary with the help of Consulting Engineer / Architect / Structural Engineer chosen from the panel prepared by the Buildings and Works Committee and approved by the

Chancellor provided that the final selection of the Consulting Architect / Structural Engineer shall be made by the Buildings and Works Committee.

(d) These works will be executed by the University under its direct supervision or through the Project Management Consultants, Consulting Engineer, Architect and RCC Consultants, appointed by the University. The approval to the details plans and estimates by the Buildings and Works Committee, submission of the detail plans to the concerned Govt. agency for its approval and obtaining of the commencement certificate, occupation certificate and completion certificate shall be carried out by the Project Management Consultants, Consulting Engineer, Architects as per the procedures of the University and concerned Govt. Agency under the overall supervision of the University Engineer.

(e) The University shall also execute works of estimated cost exceeding Rs. 40 lakhs if the nature of such work is not complicated and the concerned structure is upto ground + 3 floors and / or the work involves multiple repetitive units such as staff quarters etc. For this purpose, however, prior approval of the Chancellor shall be obtained.

(f) The University shall have an appropriate technical organisation to execute the works to be undertaken by the University. The composition of such technical organisation shall be determined by the University with advice of the Buildings and Works Committee.

(g) The University may avail of the services of the Quality Control Organisation of the PW Department to inspect the University works on payment of stipulated charges to check the quality of structural safety of the works under construction.

(h) In case of works of special nature requiring particular expertise, Pre-qualification of contractors shall be made by the Buildings and Works Committee.

(i) In case the PWD refuses to undertake any work proposed to be entrusted to it, such works shall also be executed by the University with the help of such specialised authorities / Departments / Individuals in consultation with the PWD and Buildings and Works Committee.

7.4.3 Major Works to be executed by the Public Works Deptt. :

(a) All major works estimated to cost over Rs. 40 lakhs except as stated under 6.3.2 (iv) shall be entrusted by the University for execution to the Public Works Department of the Maharashtra State Government, on agency basis on the terms to be or as may have been decided by the State Government.

(b) Even if the estimated cost of a work is less than Rs. 40 lakhs but in the opinion of the Buildings and Works Committee it is of a complicated nature requiring special expertise, such works may be entrusted for execution to the PWD by the University.

(c) The plans and block estimates for these works shall be prepared by the Chief Architect to Government of Maharashtra and Engineers of PW Deptt. as priority works and shall be placed before the Buildings and Works Committee for its approval.

(d) After approval of these plans and block estimates by the University, the Chief Architect to Govt. of Maharashtra and Engineers of PWD shall prepare detailed plans and estimates and place the same before the Buildings

and Works Committee for its final approval before submission of the same to the concerned Govt. agency. The PWD authorities shall obtain from the concerned Govt. agency the commencement certificate as per the procedure adopted for Government buildings.

(e) The Public Works Dept. shall follow the procedure laid down by the Govt. for execution of its works.

(f) It will be the responsibility of the Public Works Dept. to comply with all rules of concerned Govt. agency and to obtain the occupation and completion certificates from the concerned Govt. agency as per the procedures followed in case of Government Buildings.

(g) The Buildings and Works Committee may inspect the works being executed by the PWD and make suitable suggestions if need be and the PWD authorities shall take due cognizance of such suggestions. In the event of PWD not accepting any suggestions made by the Buildings and Works Committee, the reasons for not doing so shall be intimated in writing to the University.

7.4.4 Notwithstanding what is stated in 6.4.2 (b) and 6.4.3 (c) and (d), the Buildings and Works Committee may recommend appointment of a Consulting Engineer, Project Management Consultant, Architect, a Structural Engineer outside the panel prepared in accordance with clause 7. iv or in lieu of the Chief Architect to the Govt. of Maharashtra and the Superintending Engineer, Design Circle respectively as the case may be, with the prior sanction of the Chancellor.

7.4.5 In case Chief Architect to Govt. of Maharashtra or PWD, Govt. of Maharashtra are unable to carry out University works, the Buildings and Works Committee of University shall decide suitable procedure and agency for execution of the works.

8. Functions and Responsibilities of the Buildings and Works Committee:

The Committee will perform the functions and shoulder the responsibilities as follows.

8.1 The Committee, under the direction and overall supervision of Board of Management, shall be responsible for the execution of all types of works, including works to be executed through the agency of PWD. The Committee will be competent to accord administrative approval and financial sanction, to maintenance works subject to the availability of funds in the budget.

8.2 The Committee shall recommend and obtain the Board of Management's administrative approval and expenditure sanction in respect of all the works other than maintenance works to be undertaken by the University or to be entrusted to the PWD.

8.3 The Committee shall recommend to the Board of Management through the Finance Committee established as per Second Schedule, Point (10) of YCMOU Act No. XX of 1989, a "Programme of Works" to be executed in the ensuing year. This programme will separately specify (a) Maintenance Works (b) Works to be executed by the University and (c) Works other than those to be executed by the University. On the basis of the Committee's recommendations in this regard and subject to their final approval by the Board of Management a lumpsum provision will be made in the annual budget of the ensuing years for maintenance works. In respect of works to be executed by the University and the works other than those to be executed by the

University, however, specific provision will be made for each work in budget.

8.4 The Committee shall prepare a panel of Consulting Engineers/Architects/Project Management Consultants/RCC Consultants of proven experience and merit for the University works. Such panel will be subject to approval of the Board of Management and the Chancellor, who may make such modifications therein as deemed fit.

8.5 On getting administrative approval of the Board of Management for the concerned works, it shall cause to be prepared from the University Engineer or the selected agency for a project, the estimates to be based on the schedule of rates of the P.W. Deptt. authorities in whose area where the work is located.

8.6 (i) maintain a separate list of contractors on the basis of their technical experience and financial capability for execution of concerned works.

8.7 It shall be responsible for causing technical scrutiny to be carried out as may be considered necessary by it.

8.8 It shall be responsible, after careful scrutiny, for the acceptance of tenders received for concerned works and in cases where it proposes to award a work to a contractor whose tender is not the lowest, it will record its reasons in writing for its decision.

8.9 The University Engineer shall present to the Buildings and Works Committee in the first meeting of the financial year a concise report on the last financial year's performance.

The report shall include information on -

- (i) Property Register of the University;
- (ii) Register of works (Original & Maintenance);
- (iii) Records of Tenders and Bills;
- (iv) Court cases, disputes etc.;
- (v) Enquiries;
- (vi) Records of completed works;
- (vii) Financial allocation and expenditures;
- (viii) Performance of agencies employed;
- (ix) List of approved consultants;
- (x) Any other item of importance

which shall be scrutinised by the Committee and suggestions, improvements and instructions issued to keep this up-to-date.

8.10 It may associate the consulting Engineers/Architects/Experts when appointed with its deliberation for the concerned works as it considers necessary.

8.11 The Committee shall give expert guidance/opinions/recommendations etc. with due regard to the University's interest in the matters relating to the construction activities of University, which are put before the Committee and the Engineering Deptt. of University, the appointed Consultants shall work under the overall guidance of the Buildings and Works Committee.

8.12 The Committee shall verify and suggest suitable recommendations / modifications etc. for according technical sanction by the competent authority.

8.13 Tenders upto 10 % excess/less over the estimated

cost may be accepted by the Buildings and Works Committee. Tenders crossing this limit of acceptance by Buildings and Works Committee shall be sent to the Board of Management for acceptance alongwith recommendations of Buildings and Works Committee.

8.14 The above stated limit of acceptance of tender above/ below the estimated cost may be modified by the Board of Management, on the recommendations of the Buildings & Works Committee.

8.15 The Committee shall make recommendations to the Board of Management for selection of Consulting Engineer, Architects, Project Management Consultants, Contractors etc.

8.16 The Committee shall recommend for finalising the Selection Procedure, terms and conditions of professional services contract agreements of appointed / selected agencies for the execution of works.

9. Powers of the Buildings and Works Committee :

9.1 The Committee shall have the power to accord necessary administrative approval and financial sanction for maintenance works subject to availability of funds in the budget for such works. The administrative approval and financial sanction for minor works and major works shall be accorded by the Board of Management after such proposals are recommended by the Buildings and Works Committee.

9.2 It shall have the power to settle rates not covered by tender and settle claims and disputes with contractors in respect of maintenance works and works to be undertaken by the University. As regards the works undertaken by the P.W.D., the Executive Engineer or the Superintending Engineer shall have the power to settle rates not covered by tender under powers delegated to him in P.W.D. As regards the claims and disputes with the contractors in respect of such works, the Chief Engineer of P.W.D. will have full powers to settle claims upto Rs. 1 lakh whether or not sanctioning such claims involves excess over the approved cost beyond permissible limit of 10 %. The claims and disputes with amount of claims more than Rs. 1.00 lakh will be examined by the Chief Engineer, P.W.D. and if he is convinced that prima-facie the Contractor's claim is not frivolous and that there is some substance in the claim of the contractor as would merit a detailed examination, the Chief Engineer will place such claim for decision before the Buildings and Works Committee which will have the full powers to settle such claims. However, if sanctioning such claims involves an excess beyond 10 % over and above the approved estimated cost of the project excluding 10 % amount applicable for escalation in rates approval of Board of Management to such excess shall be obtained.

9.3 The Chairman of the Committee will, in respect of Maintenance works and works to be undertaken by the University have the powers to sanction the payment of monthly running account bills of a works, subject to such a bill having been examined by the Architects, where appointed and certified as 'fit for payment' by the University Engineer.

9.4 The Chairman of the Committee will in respect of the Maintenance works and other works to be undertaken by the University have the power to sanction payment of final bills if the overall deviation in the bills is within the sanctioned estimates or if it does not exceed or recede by 10 %

of the sanction. In case the amount of the final bills exceeds or recedes by 10 % of the sanction, the Chairman of the Committee shall have the powers to release 90 % part payment of the balance payment due against the tender items. The balance 10 % of the payment so deducted against the tender items along with the excesses and extras shall be released only after the approval of the Buildings and Works Committee.

9.5 The Committee has the powers to extend the Contract period on recommendations of the University Engineer in case of maintenance works and works executed directly by University and the Architects, Consulting Engineers, Project Management Consultants, in case of the works to be undertaken by the University. Pending the sanction of extension of Contract period by the Buildings and Works Committee, the Vice Chancellor shall have the powers to release 90 % part payment of the balance due against the tender items and the balance 10 % so deducted against the tender items shall be released after the approval of the Buildings and Works Committee.

9.6 In case of emergency, the Chairman of the Committee may exercise the powers of the Committee subject to the rectification by the Committee for which such cases shall be reported by the Chairman at the next meeting of the Committee.

9.7 In case of the works executed by the University under his supervision, the Committee shall have the powers to settle and recommend to the Board of Management the escalation of rates over and above the tender rates as per norms adopted by PWD, Maharashtra State and the Board of Management may thereupon modify the estimates earlier approved by them.

Note: The University Engineer shall mean the University Engineer so assigned by the Vice-Chancellor for the specific work.

This Ordinance was passed by BoM on 12/6/1993 (By the Resolution No. A-100/93/42)

ORDINANCE No. 15 * (4 of 1993)

(See sub-section 1(a) of Section 23 of the Act)

ORDINANCE to provide for the Eligibility of Admission of Students to Different Programmes of Study (In what follows the term programme means programme of study and consists of one or more courses, suitably combined)

WHEREAS it is expedient to provide for the eligibility for admission of students to the various programmes of study the Board of Management in accordance with the powers conferred on it by sub section 2 of Section 23 of the Act is hereby pleased to make the following Ordinance.

1. This Ordinance shall be called **Eligibility For Admission to Various Educational Programmes of the University Ordinance.**

2. This Ordinance shall come into force from 31st July 1993.

3. The eligibility for admission of students to the various programmes of study shall be as follows :

3.1 Preparatory Programme

Any one having completed 18 years of bivaage on the date of commencement of the registration shall be eligible for being enrolled as a student for Preparatory Programme. He shall produce a certificate in support of his date of birth. No minimum educational qualifications are required for admission to this programme. The students who do not qualify for admission to first year of B.A. / B.Com. programme described under 3.2 shall first complete Preparatory Programme.

3.2 First Year B.A. / B.Com

Any one having completed any of the following courses / examination shall be eligible for being enrolled as a student for First Year B.A. / B.Com. Programme.

(i) A student who has duly enrolled and successfully completed the Preparatory Programme of YCMOU. Successful completion means (1) appearance at the end examination of the programme and (2) completion and submission of the work book prescribed for the programme.

OR

(ii) A student who has passed 12th (High Secondary School Certificate) Examination of Board of Secondary and Higher Secondary Education of Maharashtra State or any other state.

OR

(iii) A student who has passed Old 11th i.e. S.S.C. before 1975.

OR

(iv) A student who has passed Pre-Degree or Pre-University course of any statutory university in the State of Maharashtra or outside the State which has been granted equivalence by the universities in the Maharashtra.

OR

(v) A student who has passed D. Ed. Examination.

OR

(vi) A student who has completed 2 to 3 year Government recognised Certificate or Diploma Course after passing 10th (S.S.C.) examination (for example D.M.E., D. Pharm. etc.).

OR

(vii) A student who has passed the 12th (H.S.C.) Examination of minimum competency course of two years after 10th (S.S.C.) examination or H.S.C. of Open School (National or State)

3.3 Second Year B.A. / B.Com.

3.3.1 A student who has duly enrolled in the first year of B.A. / B.Com. programme in the previous academic year shall be held eligible for the admission to second year B.A. / B.Com. provided he has secured minimum of "C" grade in at least 8 credit point courses of F.Y.B.A. / B.Com., provided

* As per Chancellors Letter No. CS/YCMOU/ST/43/94/C/527/1889, 18/2/94

however that the student shall be allowed to appear for a maximum of 48 credit point course examination at one attempt.

3.4 Third Year B.A. / B.Com.

3.4.1 A student who has enrolled in second year of B.A. /B.Com. programme in previous academic year shall be eligible for admission to T.Y.B.A. /B.Com., provided he secures a minimum of 'C' grade in each of the three / four of the remaining courses of the first and second year having atleast 24 credit points

3.5 Bachelor of Education

A student who has a bachelor's degree in Arts / Commerce / Science of any statutory university and one who is a full time teacher in a Primary / Secondary / Higher Secondary or Jr. College recognised by Government shall be held eligible for admission. The student shall obtain a prior permission of the head of the institution where he is working. The Head shall ensure that he shall continue to be a teacher even after completion of the programme.

3.6 Diploma in English

A student who has passed Secondary School Certificate Examination of any statutory Board or any examination equivalent thereto and has completed 18 years of age shall be held eligible for this programme.

3.7 Certificate and Diploma in Agriculture :

3.7.1 A student who has completed 18 years of age and can read and write is eligible for certificate programmes in agriculture.

However a student who is 16 years or above 16 years of age but below 18 years is also eligible for this admission, provided parent / guardian has given an undertaking in prescribed proforma

3.7.2 One who is above 18 years of age having passed S.S.C. Examination is eligible for admission to Foundation Courses and Diploma Programme in Agriculture.

However, a student who is 16 years or above 16 years of age but below 18 years having passed S.S.C Examination is also eligible for this admission, provided parent / guardian has given an undertaking in prescribed proforma.

3.8 In-service Teachers Training Programme

A teacher serving in government recognised secondary school shall be held eligible for admission, provided that he has completed 12 years service at the time of taking admission to this programme. His application for admission has to be forwarded through the head of the institution where he is working.

3.9 Certificate Programmes in Computer

A student who has passed Secondary School Certificate Examination with English or / and is familiar with typewriting shall be held eligible for these programmes..

3.10 Diploma in Applied Electronics

(i) A student studying in final year of B.Sc. of any statutory university offering Physics or Electronics is eligible for this programme. He can complete both the courses at the same time.

OR

(ii) The Science students who have studied Physics or Electronics for atleast two years after HSC.

OR

(iii) The Science graduate / H.S.C. Science with Physics and Mathematics after passing entrance test conducted by the university (YCMOU) shall be held eligible.

3.11 Post Graduate Programme (M.A., M.Com., M.Sc.)

A candidate fulfilling the following requirements shall be eligible for the admission to the Post Graduate Programme. (M.A., M.Com., M.Sc.)

1.1 A Master's degree in any subject with at least second class of any recognised university or a deemed university or any other examination recognised by the university as equivalent thereto.

OR

1.2 A Bachelor's degree or 3 years Diploma after 12th Std. in any subject with at least second class and one year's post (intermediate) degree course, like B.Ed, B.Lib, B.J. or P.G. diploma of one year's duration of a recognized university or a deemed university or any other examination recognized by the university as equivalent thereto and five years teaching or administrative or professional experience.

OR

1.3 A Bachelor's degree in any subject plus a special Post- selection training programme after the selection by UPSC/MPSC or similar bodies and five years' experience.

OR

1.4 Any woman with a Bachelor degree in any subject or 3 years Diploma after 12th Std. with five years house hold experience.

3.12 M.Phil. Programme

A candidate fulfilling the following requirements shall be eligible for the admission to the Master of Philosophy Programme.

1.1 A Master's degree in any subject with at least second class of any recognised university or a deemed university or any other examination recognised by the university as equivalent thereto.

OR

1.2 A Bachelor's degree in any subject with at least second class and one year's post (intermediate) degree course like B.Ed, B.Lib, B.J. or P.G. diploma of one year's duration of a recognized university or a deemed university or any other examination recognized by the university as equivalent thereto and ten years teaching or administrative or professional experience.

OR

1.3 A Bachelor's degree in any subject plus a special Post- selection training programme after the selection by UPSC/MPSC or similar bodies and five years' experience.

OR

1.4 Have substantial achievement in related field. This category may include teachers, writers, poets, independent researchers, journalists, media persons, social workers etc. who may not have qualification mentioned in 1.1 or 1.2. or 1.3. Each such case shall be considered by the university on merit.

3.13 Ph.D. Programme

(A) A Candidate who wishes to get admitted to the degree of Doctor of Philosophy Programme must have :

1.2 An M.Phil. Degree in any discipline of any University or deemed University, recognized by the University Grants Commission.

OR

1.2 A master's degree with second class or equivalent grade plus 5 year's experience at a college, a university, a research organisation or a government / professional organisation.

OR

1.3 A bachelor's degree plus selection by UPSC/MPSC and 10 years' relevant experience.

(B) Persons without the qualifications as mentioned in (A) but with substantial work achievement in a related field may be admitted to this programme after each individual case is considered and recommended by the Research Committee and approved by the Research and Development Council of this University on merit. Such a category may include, teachers, educational administrators, writers, poets, independent researchers, journalists, persons working in media like video producers or film makers, social workers, etc.

3.14 General

No student shall be allowed to register for two degree programmes of this University at the same time. He may however register for one degree and one diploma or certificate programme, two diplomas or two certificate programmes at the same time.

This Ordinance was passed by BoM on 31/7/1993 (By the Resolution No. A-100/93/65)

अध्यादेश क्र. १६

ORDINANCE No. 16 *

(६ वर्ष १९९३)

(विद्यापीठ कार्यावलीतील विभाग २३ मधील उपविभाग १ (अ) प्रमाणानुसार)

विद्यापीठाने नव्याने तयार केलेल्या शिक्षणशास्त्र निष्णात (एम्.एड.)

शिक्षणक्रमासाठी अध्यादेश करणे आवश्यक असल्याने विद्यापीठ

व्यवस्थापन मंडळ अधिनियम क्रमांक ३-१९९३ (त्यांना विद्यापीठ

कार्यावली विभाग २३ उपविभाग २) अन्वये प्राप्त झालेल्या

अधिकारात खालील अध्यादेश संमत करित आहे.

१. या अध्यादेशाला 'शिक्षणशास्त्र निष्णात (एम्.एड.) शिक्षणक्रम, अध्यादेश १९९३' असे संबोधण्यात येईल.

२. हा अध्यादेश दिनांक ११ डिसेंबर १९९३ पासून लागू करण्यात येईल.

३. शिक्षणशास्त्र निष्णात (एम्.एड.) शिक्षणक्रम अधिनियम

१. प्रवेश पात्रता

खाली दिलेल्या प्रवेश अटी पूर्ण करणाऱ्या सर्व व्यक्ती या विद्यापीठाच्या

शिक्षणशास्त्र निष्णात (एम्.एड.) शिक्षणक्रमासाठी प्रवेश मिळण्यास पात्र आहेत.

१.१ कोणत्याही विषयातील मान्यताप्राप्त विद्यापीठाची पदव्युत्तर अथवा पदवी परीक्षा अधिक शिक्षणशास्त्रातील पदवी परीक्षा (बी.एड.) किंवा द्वितीय श्रेणीत उत्तीर्ण

किंवा

१.२ कोणत्याही मान्यताप्राप्त विद्यापीठाची बी.ए., बी.एड. अथवा बी.ए./बी.एस्सी. (शिक्षणशास्त्र) (एकत्रित अभ्यासक्रम) किंवा द्वितीय श्रेणीत उत्तीर्ण

किंवा

विद्यापीठाची पदव्युत्तर परीक्षा किंवा द्वितीय श्रेणीत उत्तीर्ण अधिक शिक्षणशास्त्र पदविका (अधिक शिक्षणशास्त्र पदविका ही अट शिथिलक्षम)

२. प्रवेश

२.१ ज्या व्यक्तींना या विद्यापीठाच्या एम्.एड. शिक्षणक्रमासाठी प्रवेश घ्यावयाचा असेल त्यांनी विहित नमुन्यात प्रवेश अर्ज ठरावीक मुदतीच्या आत सादर करणे आवश्यक आहे.

२.२ विद्यापीठाने नियुक्त केलेली प्रवेश समिती आलेल्या सर्व प्रवेश अर्जांची छाननी करून आवश्यक पात्रता पूर्ण करणाऱ्या सर्व विद्यार्थ्यांना केंद्रवार उपलब्ध जागेच्या संख्येनुसार गुणवत्तेनुसार प्रवेश यादी तयार करेल व या यादीनुसार प्रवेश निश्चिती केली जाईल.

२.३ महाराष्ट्र शासनाच्या नियमानुसार मागासवर्गीय-वेदवारंसाठी राखीव जागांची निश्चिती केली जाईल.

३. शिक्षणक्रम कालमर्यादा

३.१ एम्.एड. शिक्षणक्रमाची किमान कालमर्यादा अठरा महिन्यांची आहे. सैद्धांतिक अभ्यासक्रमांसाठी बारा महिने व सैद्धांतिक अभ्यासक्रमांची लेखी अंतिम परीक्षा झाल्यावर शोधनिबंध/प्रकल्प अहवाल सादर करण्यासाठी सहा महिने.

३.२ एम्.एड. शिक्षणक्रमाची नोंदणी प्रत्येकी सहा महिने याप्रमाणे आणखी तीन वेळा विद्यापीठाची पूर्वपरवानगी घेऊन मुदतवाढ मिळू शकेल. तीन वर्षांनंतर नोंदणी आपोआप रद्द होईल. त्यानंतर पुन्हा नवीन पुनर्नोंदणी करावी लागेल. अशा प्रकारची पुनर्नोंदणी फक्त एकदाच करता येईल.

४. शिक्षणशुल्क

एम्.एड. शिक्षणक्रमाचे शुल्क खालीलप्रमाणे राहील.

(अ) माहितीपत्रक व प्रवेश अर्ज	रु. ५०.००
(ब) नोंदणी शुल्क	रु. १००.००
(क) शिक्षण./परिचर्या शुल्क	रु. १,५००.००
(ड) परीक्षा शुल्क	रु. ५००.००
(इ) संशोधन मार्गदर्शन	रु. ५००.००
(ई) संशोधन मूल्यमापन	रु. ५००.००
	रु. ३१५०.००

५. उपस्थिती

एम्.एड. शिक्षणक्रमासाठी प्रवेश घेतलेल्या सर्व विद्यार्थ्यांना एकूण तीन

परिसंवाद / चर्चासत्र / मार्गदर्शनसत्र यांना स्वखर्चाने उपस्थित राहावे लागेल व आपण तयार केलेले अभ्यास-निबंध सादर करावे लागतील. संशोधनासाठी मार्गदर्शन सुविधा पण याच कालावधीत उपलब्ध होतील. होणाऱ्या चर्चेत सक्रिय भाग घ्यावा लागेल व लघुस्वाध्याय / दीर्घनिबंध वार्षिक परीक्षा होण्यापूर्वी पूर्ण करावे लागतील.

६. शिक्षणक्रमाची संरचना

- (अ) अभ्यास विषय ६ अधिक शोधनिबंध
(ब) किमान कालावधी १८ महिने
(क) एकूण श्रेयांक ६४
(ड) एकूण अध्ययन तास १९२०

६.१ अभ्यासक्रमाचे विभाग

विभाग १ : गाभाभूत अभ्यासक्रम (अनिवार्य)

विभाग २ : विशेष अभ्यासक्रम (वैकल्पिक)

विभाग ३ : शोधनिबंध (अनिवार्य)

६.२ विभाग १ : गाभाभूत अभ्यासक्रम (अनिवार्य)

क्रमांक	शीर्षक	श्रेयांक	अध्ययन तास
१.	शिक्षणाचे तात्त्विक, सामाजिक व सांस्कृतिक यथार्थ-दर्शन (Philosophical & Socio-cultural Perspectives of Education)	८	२४०
२.	शिक्षणाचे मानसशास्त्रीय यथार्थ-दर्शन (Psychological Perspectives of Education)	८	२४०
३.	संशोधन पद्धती (Research Methods)	८	२४०
४.	मूल्यनिर्धारण व मूल्यमापन (Assessment & Evaluation)	८	२४०

विभाग २ : विशेष अभ्यासक्रम (वैकल्पिक)

(खालील अ, ब अथवा क यांपैकी कोणताही एक)

- (अ) अनुदेशन तंत्रविज्ञान
(ब) शैक्षणिक प्रशासन व नियोजन
(क) प्रौढ व निरंतर शिक्षण

२ (अ) अनुदेशन तंत्रविज्ञान (Instructional Technology)

क्रमांक	शीर्षक	श्रेयांक	अध्ययन तास
५.	शिक्षणातील संज्ञापन प्रकार (Communication Modes in Education)	८	२४०
६.	अनुदेशन प्रणाली अभिकल्प (Instructional Systems Design)	८	२४०

२ (ब) शैक्षणिक प्रशासन व नियोजन (Educational Administration and Planning)

क्रमांक	शीर्षक	श्रेयांक	अध्ययन तास
५.	शैक्षणिक व्यवस्थापन व प्रशासन (Educational Management and Administration)	८	२४०
६.	शैक्षणिक नियोजन (Educational Planning)	८	२४०

२ (क) प्रौढ व निरंतर शिक्षण (Adult & Continuing Education)

क्रमांक	शीर्षक	श्रेयांक	अध्ययन तास
५.	प्रौढ व निरंतर शिक्षण (Adult & Continuing Education)	८	२४०
६.	अनौपचारिक शिक्षण (Nonformal Education)	८	२४०

विभाग ३ : शोधनिबंध (अनिवार्य)

शोधनिबंध प्रकल्पासाठी विषय निवडताना तो विषय विशेष अभ्यासक्रमातील शैक्षणिकविषयांशी संबंधित असावा.

श्रेयांक अध्ययन तास

कृतिसंशोधन / शोधनिबंध (प्रकल्प) १६ ४८०

६.३ शिक्षणशास्त्र विष्णात (एम्.एड्.) शिक्षणक्रम पाठ्यक्रम

This Ordinance was passed by BoM on 11.12.1993 (By the Resolution No. A-100/93/96)

ORDINANCE No. 17 *

(7 of 1993)

ORDINANCE to provide for Procedure of Selection of the Pro-Vice-Chancellors and the Executive Directors

WHEREAS it has become expedient to lay down the procedure for selection of persons for appointment to the posts of Pro-Vice-Chancellors and Executive Directors in this University, the Board of Management in accordance with the powers conferred on it by sub section (2) of section 23, of the Act is hereby pleased to make the following Ordinance:

1. This Ordinance may be called the Ordinance prescribing the procedure for selection of Pro-Vice-Chancellors and Executive Directors in this University.

2. This Ordinance shall come into force from 11th December 1993.

3. The selection of persons for appointment to the posts of Pro-Vice-Chancellors/Executive Directors shall be made on the basis of the recommendations of a Search Committee.

4. (a) For the appointment of a Pro-Vice-Chancellor or an Executive Director, the University will appoint a Search Committee comprising the following :

- | | |
|--|----------|
| i. Vice-Chancellor | Chairman |
| ii. One Member of the Board of Management to be nominated by the Board | Member |
| iii. One eminent educationist, to be nominated by the Board of Management on the recommendation of the Vice-Chancellor | Member |

(b) The Vice-Chancellor shall suggest a panel of three eminent educationists to the Board of Management for consideration of appointment on the Search Committee mentioned above.

(c) The Search Committee will consider bio-data / curriculum vitae received by the University either from the existing staff members or from others for the posts of Pro-Vice-Chancellor/Executive Director. The Search Committee may on its own invite bio- data / curriculum vitae from other persons considered suitable for the posts of Pro-Vice-Chancellor / Executive Director.

(d) The Search Committee will carefully evaluate the bio-data / curriculum vitae received by the University or invited by the Search Committee itself and recommend a panel of three names per post in the order of priority, for consideration of the Board of Management.

(e) The Board of Management may select one or more of the persons as the case may be from the panel recommended by the Search Committee. The Search Committee while making its recommendations will take into consideration not only the qualifications and experience but also the age of the candidate concerned. The minimum age for the post of Pro-Vice- Chancellor / Executive Director shall be 50 years and the maximum age shall be 65 years.

5. The other terms and conditions of the appointment of the Pro-Vice-Chancellors / Executive Directors shall be as provided for in the statute relating to the Group-A Employees Recruitment & Promotion Rules, 1993 or as decided by the Board of Management from time to time.

This Ordinance was passed by BoM on 11/12/1993 (By the Resolution No. A-100/93/101)

ORDINANCE No. 18 *
(8 of 1993)

**ORDINANCE Prescribing the Scope of
Work of and the Procedure to be
followed by the Departmental Promotion
Committees**

WHEREAS it has become expedient to lay down the scope

of work of and the procedure to be followed by the Departmental Promotion Committees of this University, the Board of Management in accordance with the powers conferred on it by subsection (2) of Section 23 of the Act is hereby pleased to make the following Ordinance :

1. This Ordinance may be called "the Ordinance prescribing the scope of work of and the procedure to be followed by the Departmental Promotion Committees."

2. This Ordinance shall come into force from 11th December 1993.

3. (a) The Recruitment and Promotion Rules for various posts in the University prescribe that a fixed proportion of certain posts will be filled in by promotion.

(b) The composition of the Departmental Promotion Committees for the 'B', 'C', 'D' category posts is given in the relevant Recruitment & Promotion Rules.

(c) The composition of the D.P.C. for grants 'A' posts will be as given here under.

- | | |
|---|------------------|
| (1) Vice-Chancellor | Chairman |
| (2) An Executive Director to be nominated by the Vice-Chancellor | Member |
| (3) The Director / Head / Manager of the Centre / Division / School concerned | Member |
| (4) A representative of SC/ST or OBC to be nominated by the Vice-Chancellor | Member |
| (5) Registrar | Member secretary |

The quorum of the DPC shall be three including the Chairman

(d) The DPCs so constituted shall consider and recommend to the Board of Management for approval the following cases:

i. Promotion of University Employees to higher posts in accordance with the relevant Recruitment & Promotion Rules.

ii. Confirmation of employees in their respective grades/ posts.

iii. Assessment of the work and conduct of probationers for the purpose of determining their suitability for retention in service or their discharge from it or extending the prescribed period of their probation ; and

iv. Considering cases of employees for crossing the Efficiency Bar.

4. Meetings of the DPC should be convened at regular intervals to draw panels which could be utilised for making promotion against the vacancies occurring during the course of a year. For this purpose the financial year should be the relevant year. As far as possible meetings of the DPC may be held in the first quarter of the year and the panels should be drawn in relation to the number of posts that are likely to be available for being filled in by promotion in the relevant year.

* As per Chancellors Letter No. CS/YCMOU/STT/43/94/C/527/1889,18/2/94

5. It will be the responsibility of the Registrar of the University to ensure that the duly finalised seniority lists of the employees of the cadres concerned along with their annual confidential reports / annual appraisal reports are made available to the DPC concerned for its consideration.

6. The DPC may prescribe a proforma in which information of the employee concerned is to be compiled and put up for its consideration by the Registrar. It will be the responsibility of the Registrar to ensure that the prescribed proforma is completed in all respects and submitted to the DPC well in time.

7. No meeting of the DPC should be called unless and until up-to-date ACRs or SARs are available in respect of all the employees in 'the zone of consideration'.

8. (a) The DPC shall for the purpose of determining the 'the zone of consideration' i.e., number of employees to be considered from out of those eligible for promotion in the feeder grade(s), restrict the field of choice as under with reference to the number of regular vacancies proposed to be filled in the year.

No. of Vacancies	No. of Employees to be considered
1	5
2	8
3	10
4 or more	three times the number of vacancies

(b) Where, however, the number of eligible employees in the feeder grade(s) is less than the number to be considered for promotion, all the eligible employees shall be considered.

9. The DPC will ensure that all the reserved vacancies as per the Recruitment & Promotion Rules, as amended from time to time shall be filled in only by the candidates to the reserved categories concerned. Where adequate number of reserved candidates are not available within the normal zone of consideration as stated in 8 (a) above, the zone of consideration may be extended to five times the number of vacancies and the reserved candidates (and not any other) coming within the extended zone should also be considered against the vacancies reserved for them.

10. Each DPC should decide its own method and procedure for objective assessment of the suitability of the candidates. The panel of promotion/confirmation may be drawn up on the basis of assessment of the record of work and conduct of the employees concerned as revealed in their ACRs/SARs or in any other documents that the University may make available to the DPC.

11. No personal interview should be held with the candidates being considered for promotion unless it has been specifically provided for in the Recruitment & Promotion Rules, or specifically requested for by the Board of Management in the case of Group 'A' Officers and by the Vice-Chancellor in the case of Group B, C, and D employees.

12. (a) The DPC will draw the panel of employees falling within the zone of consideration for being promoted in the relevant year. This panel will be drawn on the basis of the candidates' assessment done by the DPC. The panel will clearly indicate the order of merit for the purpose of

promotion, the employee appearing first in the panel to be promoted against the first available vacancy and so forth and so on.

(b) Candidates who are assessed by the DPC to be below the grade of "Good" should not be included in the panel for promotion.

13. In the case of confirmation the DPC should not determine the relative merit of employees but it should assess the employees into 'Fit' or 'Not Yet Fit' for confirmation on the basis of their performance by the DPC. This assessment may be done on the basis of the ACR/AAR of the employees concerned.

14. In the case of probation also the DPC should not determine the relative grading of employees but only decide whether they should be declared to have completed the probation satisfactorily. If the performance of any probationer is not satisfactory the DPC may advise whether the period of probation should be extended or whether the employee concerned should be discharged from service.

15. The DPC need not hold a formal meeting, unless otherwise warranted by special circumstance, for considering crossing of the Efficiency Bars but may consider such cases by circulation of papers. The DPC may consider such cases on the basis of the up-to-date records of performance, performance in written tests and/or skill tests if any prescribed by the University. The DPC need only to recommend whether the employee concerned is 'fit' or 'not yet fit' to cross the Efficiency Bar. Review of the cases of employees held up at the Efficiency Bar stage for one reason or the other should also be done by the Departmental Promotion Committee.

16. The panels recommended by the DPC shall be legally valid and can be operated upon for a period of one year from the date of the meeting of the DPC. The BoM in the case of Group 'A' officers and the Vice-Chancellor in other cases may extend the validity period of the panel by a further period of six months.

17. The DPC is a recommendatory body and its recommendations are subject to approval by the appointing authority i.e., the Board of Management in respect of the Group 'A' officers and the Vice-Chancellor in respect of the B, C, D staff. If for any valid reasons to be recorded in writing, the appointing authority disagrees with the recommendations of the DPC the matter will be placed before the next higher authority i.e., the Board of Management in respect of the B, C and D staff and the Chancellor in respect of the Group-A officers. The decision of such higher authority shall be final.

18. Once the recommendations of the DPC are accepted by the appointing authority, the same shall be final and binding on the University. The Registrar of the University shall be responsible for initiating timely action for implementation of the recommendations of the DPC as soon as the same are approved by the appointing authority or the next higher authority as the case may be.

19. Promotion of whatever duration shall be made in the order of merit accorded to the employees in the panel recommended by the DPC. The promotion of employees included in the panel shall be regular from the date of actual promotion i.e., the date of actual taking over the charge

of the post to which the employee concerned is promoted. If, however, promotions have already taken place on an ad-hoc basis, the regularisation of the employees concerned will be from the date of the meeting of the DPC concerned.

20. Review of the Departmental Promotion Committee:

To rectify certain unintentional mistakes, etc., it may be necessary to convene a review DPC under certain circumstances, for example,

(a) when eligible persons were omitted to be considered, or

(b) ineligible persons were considered by mistake, or

(c) where the seniority of a person is revised with retrospective effect to differ with the seniority lists placed before the earlier DPC, or

(d) where some procedural irregularity is committed by a DPC, or

(e) when adverse remarks in the A.C.Rs were toned down or expunged after the DPC had considered the case of the official concerned.

Whenever such a review DPC meets, it should consider only those persons who were eligible as on the date of meeting of original DPC, that is persons who became eligible on a subsequent date should not be considered by the review DPC. Such cases will, of course, come up for consideration by the regular DPC. Further the review DPC should restrict its scrutiny to the A.C.Rs/A.A.Rs for the period relevant to the first DPC. The A.C.Rs/A.A.Rs written for subsequent periods should not be considered. However, if any adverse remarks relating to the relevant period were toned down or expunged, the modified A.C.Rs/A.A.Rs should be considered as if the original adverse remarks did not exist at all.

This Ordinance was passed by BoM on 11/12/1993 (By the Resolution No. A-100/93/102)

ORDINANCE No. 19 * (9 of 1993)

(See Section 23 (1)(g) of the Act)

ORDINANCE to provide for Fixing the rates of Remuneration for Staff of Study Centres for Examiners and for the Related Components for Diploma in Applied Electronics Programme

WHEREAS it is expedient to provide for fixing the rates of remuneration for staff of study centres for examiners and for the related components for Diploma in Applied Electronics Programme, the Board of Management in accordance with the powers conferred on it by sub-section 2 of Section 23 of the Act is hereby pleased to make the following Ordinance:

1. This ordinance may be called "fixing the rates of remuneration for staff of study centres for examiners and for the related components for Diploma in Applied Electronics Programme Ordinance 1993."

2. This ordinance shall come into force from 11th December 1993.

3. The revised expenditure incurred for Diploma in Applied Electronics programme will be as follows:

Rates of Remuneration (Diploma in Applied Electronics)

Sr.No.	Post	Remuneration (Rs.)
1.	Head of Centre (Maximum Rs.3000 for all programmes in a centre)	1200 (Per Programme)
2.	Programme Coordinator	3000 (Per Programme)
3.	Counsellor	100 (Per Session)
4.	Laboratory Instructor	50 (Per Session)
5.	Laboratory Assistant	1200 (Per Programme)
6.	Laboratory Assistant	900 (Per Programme)
7.	Industry Supervisor	200 (Per Student)
8.	Industrial Training /Project Coordinator (Teacher from college)	50 (Per Student)
9.	Examiner for Practical	6* (Per student per course)
10.	Examiner for project Viva	20* (Per student)
11.	Examiner for Theory paper	2.5 (Per Paper)
12.	Laboratory fee	125 (Per Programme)

(* To be given to colleges against laboratory expenses)

This Ordinance was passed by BoM on 11/12/1993 (By the Resolution No. A-100/93/103)

ORDINANCE No. 20 * (10 of 1993)

*Post Graduate Programme
(M.A., M.Com., M.Sc.)*

Programme Rules

(See Section No-23 (1) (a) of the Act)

ORDINANCE to provide for Post Graduate Programme Rules of the University

WHEREAS it is expedient to provide for the Post Graduate Programme Rules of the University, the Board of Management, in accordance with the powers conferred on

it by sub-section 2 of Section 23 of the Act is hereby pleased to make the following Ordinance :

1. This Ordinance may be called "Post Graduate Programme Rules Ordinance." (M.A., M.Com., M.Sc.)

2. This Ordinance shall come into force from 11th December 1993.

3. Course Rules

1. Eligibility

A candidate fulfilling the following requirements shall be eligible for the admission to the Post Graduate Programme. (M.A., M.Com., M.Sc.)

1.1 A master's degree in any subject with an at least second class of any recognised University or a deemed University or any other examination recognised by the University as equivalent thereto.

OR

1.2 A Bachelor's degree or 3 years Diploma after 12th Std. in any subject with atleast second class and one year's post (intermediate) degree course, like B.Ed., B.Lib, B.J. OR P.G. diploma of one year's duration of any recognised University or a deemed University or any other examination recognised by the University as equivalent thereto and five years teaching or administrative or professional experience.

OR

1.3 A Bachelor's degree in any subject plus a special Post selection training programme after the selection by UPSC/MPSC or similar bodies and five years experience.

OR

1.4 Any woman with a Bachelor degree in any subject or 3 years Diploma after 12th Std. with five years continuous record of activities related to education and communication.

2. Admission

2.1 Every person desirous of pursuing the Post Graduate Programme shall submit an application in prescribed form within the specified time to the University. The application shall be accompanied by the approved fee for the registration and the late fee in case the application is submitted after the due date. Such applications submitted later than fifteen days will not be accepted.

2.2 The admission committee for M.Phil. shall function as the admission Committee for Post Graduate Programme and the decision of the committee shall be final in this regard.

3. Duration

3.1 The minimum duration of the Post Graduate Programme for the theory and submission of the Project/Product Report shall be of twelve months (2 terms).

3.2 The registration of the candidate for the Post Graduate Programme may be extended by four additional terms (two years) with prior permission of the University.

3.3 The registration of the candidate shall automatically stand canceled after three years from the initial registration and the candidate shall have to reregister his/her name for the programme. Only one opportunity for the registration will be allowed.

4. Fees

4.1 The fee structure of the Post Graduate Programme

shall be as follows :

(a) Prospectus and Admission Form	50.00
(b) Registration	100.00
(c) Tuition / Seminars	1200.00
(d) Examination Fee / course (Rs. 125 for each course 3 courses)	375.00
(e) Project / Product Guidance	400.00
(f) Evaluation of Project / Product	200.00
Total	Rs. 2325.00

4.2 The registration fee is to be paid at the time of submission of the application. If the candidate is not given the admission by the University, total registration fee paid by the candidate will be refunded.

5. Attendance for Workshops

Attendance and participation in the two work-shops is compulsory for the student enrolled for the Post Graduate Programme. Failing to do so, the student would be required to attend the same during the following year, consequently extending the project/product work by one year. In the first workshop the subject and the format of the project/product report will be finalised and in the second workshop the research report will be finalised by the appointed experts.

6. Evaluation

6.1 The evaluation will consist of four components :

- Continuous assessment;
- End examination;
- Project / Product assessment;
- Comprehensive Viva Voce;

6.1.1 Continuous assessment

The candidates shall have to complete two short assignments for each course. The total assignments will be six (two per course). The marks obtained for the assignments in each course will be converted into grades as per point No. 6.1.2 (c).

6.1.2 End Examination

(a) The end examination shall be conducted once in a year. All theory papers will be in English. However, the papers may be answered in Marathi or English.

(b) The end examination of each theory paper will be of 100 marks and the student will be required to answer supply-type questions. The marks obtained by the student will be converted into the grades as per 6.1.2 (c)

(c) For the purpose of conversion of the marks into grade and grade points, the following table shall be made applicable.

Marks	Grade (%)	Description	Grade Points	Grade Range
75 & above	O	Outstanding	5	4.50 and above
60 - 74	A	Very Good	4	3.50 to 4.49
50 - 59	B	Good	3	2.50 to 3.49
40 - 49	C	Fair	2	2.00 to 2.49
less than 40	D	Unsatisfactory	0	Less than 2.0

6.1.3. Weightage

The grade awarded to continuous assessment and the end examination for each course shall be combined in the ratio of 2:3 and shall be treated as the final grade for the course.

6.1.4 Evaluation of Project / Product

The Evaluation for Project/Product will have two components. The Project/Product report submitted by the student will be evaluated by two Examiners (one Internal and one External). Each Examiner will give a score out of hundred marks. The total score thus obtained will be out of 200. The marks thus obtained will be converted into grades.

6.1.5 Comprehensive Viva Voce

A separate panel consisting of internal and external examiners appointed by the University will evaluate the student in a comprehensive viva voce based on theory, assignments and project / product. Average score out of hundred of all the examiners will be treated as the marks obtained by the candidate in the comprehensive viva voce and will be converted into grade.

6.1.6 Calculation of the Cumulative Grade Point Average (C.G.P.A) :

A cumulative grade point average for the programme will be computed by combining the average grades obtained for the course work and the grade for Project/Product work and comprehensive viva voce. Each theory course will be given a weightage of one whereas the Project/Product will be given a weightage of 2 for computing the CGPA.

The numerical procedure for the computation of the CGPA will be as follows :

$$CGPA = \frac{GrPt C_1 + GrPt C_2 + GrPt C_3 + 2(GrPt PJ/PD) + GrPt CVV}{6}$$

GrPt : GradePoint

C₁ : Course₁ C₂ : Course₂ C₃ : Course₃

CVV : Comprehensive viva voce

GrPt PJ/PD : GradePoint Project / Product

The CGPA thus obtained shall be converted into the final grade by using the grade range given in 6.1.2 (c). Both the CGPA and the final grade shall be reported for the final certification.

6.1.7 The Example :

A example of marks obtained and conversion into grade range and grade point is given below.

(1) Continuous Assessment and End Examination

Subject	Assignments		Total Marks	End Exam. Marks	Grade Point	Grade Point	Conversion into Grade Point	Grade Obtain
	(1)	(2)						
Compulsary	40/50	30/50	70/100	60/100	4	4	.4 × 4 + .6 × 4 = 4 (GrPt C ₁)	A
Optional	35/50	45/50	80/100	40/100	5	2	.4 × 5 + .6 × 2 = 3.2 (GrPt C ₂)	B
Optional	20/50	30/50	50/100	80/100	3	5	.4 × 3 + .6 × 5 = 4.2 (GrPt C ₃)	A

Average = 11.4/3 = 3.8

Grade allotted to student for the Continuous assessment and End Examination is A.

(2) Project / Product Assessment

Internal Examiner	External Examiner	Total marks	Average marks	Grade point
60/100	46/100	106/200	53/100	3

Grade allotted to student for the Project / Product Assessment is B.

(3) Comprehensive Viva Voce

Internal Examiner	Internal Examiner	External Examiner	Total marks	Average marks	Grade point
60/100	65/100	70/100	195/300	65/100	4

Grade allotted to student for the Comprehensive viva voce is A.

Calculation of the Cumulative Grade Point Average (C.G.P.A)

$$CGPA = \frac{GrPt C_1 + GrPt C_2 + GrPt C_3 + 2(GrPt PJ/PD) + GrPt CVV}{6}$$

$$= \frac{4 + 3.2 + 4.2 + 2 \times 3 + 4}{6} = 3.56$$

GrPt : GradePoint

C₁ : Course₁ C₂ : Course₂ C₃ : Course₃

CVV : Comprehensive viva voce

GrPt PJ/PD : GradePoint Project/Product

The student will thus obtain grade A in this Programme.

6.3. The Standard of Passing

6.3.1 A candidate should get at least an average grade of C in every course, a minimum grade of B for the Project / Product. and a minimum grade of B for the Comprehensive viva voce. On the aggregate, he should get a C.G.P.A. of at least 2.50 (Grade B) for being eligible for the award of the Post Graduate degree.

6.3.2 The candidates who have secured a lower grade than the minimum passing grade of C in any course and/or a minimum of B in the project / product and also in

comprehensive viva voce will be required to reappear for the end examination of the concerned course and / or to resubmit his Project / Product. Such candidates will be allowed a maximum of three years for successful completion of the programme.

There will be no opportunity for reappearance for the continuous assessment component.

During this period of three years the candidate may undertake course work and / or Project / Product work simultaneously or independently.

7. Qualification for the teachers (Experts) and examiners for the Post Graduate Programme.

7.1 The qualification for teachers, guides, examiners and paper setters shall be as follows.

- M.Phil. / Ph.D. in the particular subject;
- Teaching experience of five years;
- In the case of the research work based on product development, an expert having outstanding contribution to the related field may be appointed as an external examiner or co-guide.

7.2 Applications for subject experts, examinership and paper settership shall be invited from renowned persons in the prescribed forms along with their biodata and they will be recognised as guide / examiner / paper setter for the Post Graduate Programme. The Research Council shall function as the "Recognition Committee"

8. The degrees Awarded

Depending upon the Areas / Courses offer by the student and Project / Product work the degrees awarded will be as follows :

- M.Sc.— Subject Communication. (Name of the subject)
- M.Com.—Subject Communication. (Name of the subject)
- M.A.— Subject Communication. (Name of the subject)
- M.Sc.—Educational Communication.
- M.Com.—Educational Communication.
- M.A.—Educational Communication.
- M.Sc.— Subject Communication.
- M.Com.—Subject Communication.
- M.A.— Subject Communication.

This Ordinance was passed by BoM on 11/12/1993 (By the Resolution No. A-100/93/104)

ORDINANCE No. 21

(See (d) of sub-section (1) of Section 23 of the Act.)

ORDINANCE to provide for Fixing the Rates of Remuneration to the Staff Appointed for Internal Assessment

WHEREAS it is expedient to provide for fixing the rates of remuneration to the Staff appointed for internal assessment of the University, the Board of Management, in accordance

with the powers conferred on it by sub section 2 of Section 23 of the Act is hereby pleased to make the following Ordinance:

1. This Ordinance may be called "fixing the rates of remuneration to the Staff appointed for Internal Assessment of the University Ordinance 1994."

2. This Ordinance shall come into force from 26th March 1994.

3. The rates of remuneration to the Staff appointed for internal assessment of the University should be as follows :

A) Rates of remuneration to the staff appointed for Internal Assessment

Sr.No.	Post	Remuneration Rates	Remarks
01.	<u>Supervisors</u> :		
	Sr. Supervisor :	At the rate of Rs. 10/- for a Session of one hour	
	Jr. Supervisor :	At the rate of Rs. 7.50 for a session of one hour	
02.	<u>Clerical</u> :		
	Assistant to Sr. Supervisor :	At the rate of Rs. 7.50 for a Session of one hour	
03.	<u>Auxillary / Supporting Staff:</u>		
	Peon/Bellman/ Waterman :	At the rate of Rs. 7.50 for a Session of one hour.	

(B) Schedule of Staff for Class Tests

01. Co-ordinator of the Centre or his nominee will act as Sr. Supervisor.

02. One Jr. Supervisor for a block of 30 to 10 students may be appointed.

03. An Assistant to Sr. Supervisor may be appointed for every 300 students or part thereof.

04. One Peon-Cum-Bellman-Cum-Waterman may be appointed for every 100 students or part thereof.

No additional Staff more than that mentioned above will be permitted. Factotum charges of Rs.0.50 per enrolled student will be paid for the entire work of internal assessment.

(C) Rates of Remuneration for the Internal Assessment:

1. Assessment of Supply & Objective type answer books of class Test of hour (40 to 60 marks): Rs.0.75 per answer book.

2. Assessment of answer books of Home Assignments of 10 marks or more : Rs.0.25 per answer book.

3. Assessment of Work book/Practical book etc. of preparatory & other programmes at the rate of Rs. 0.50 per Work book /Practical book of 50 marks.

This Ordinance was passed by BoM on 26/03/1994 (By the Resolution No. A-100/94/14)

ORDINANCE No. 22

(See (b) of sub-section (1) of Section 23 of the Act.)

ORDINANCE to provide for Fixing the Rates of Remuneration to the Staff Appointed for End Examination

WHEREAS it is expedient to provide for fixing the rates of remuneration to the Staff appointed for End Examination of the University, the Board of Management, in accordance with the powers conferred on it by subsection 2 of Section 23 of the Act is hereby pleased to make the following Ordinance.

1. This Ordinance may be called "fixing the rates of remuneration to the Staff appointed for End Examination of the University Ordinance 1994."

2. This Ordinance shall come into force from 26th March 1994.

3. The rates of remuneration to the Staff appointed for End Examination of the University should be as follows.

(A) Rates of remuneration to the staff appointed for End Examination

Sr. No.	Post	Remuneration Rates		Remarks
		For less than 3 hrs. Rs.	For 3 hours or more Rs.	
01. <u>Supervisors:</u>				
	Sr. Supervisor	30	40	For every session
	Jr. Supervisor	20	30	For every session
02. <u>Clerical:</u>				
	Assistant to Sr. Supervisor	20	30	For every session
03. <u>Auxiliary / Supporting Staff:</u>				
	Peon / Bellman / Waterman	10	12	For every session
	Watchman		12	For every day
	Sweeper / Helper / Scavenger		12	For every day

(B) Schedule of Staff which can be appointed for University examination.

01. Two Senior Supervisors one external and one internal be appointed. Study Centre Co-ordinator will act as internal Senior Supervisor. If he is unable then he shall nominate senior teacher to work as Senior Supervisor with the consultation of the Centre In-Charge or the Principal.

02. One Junior Supervisor for one block of 30 students. One relieving Junior Supervisor if the number of blocks exceeds 8.

03. One Assistant to the Senior Supervisors of the status of Head Clerk / Senior Clerk. Additional assistant may be appointed if the number of students appearing is more than 500.

04. One peon for the office of the Senior Supervisor who will also work as bellman.

05. One block peon for every four blocks.

06. One Waterman for every two blocks.

07. One Watchman for twelve hours.

08. One sweeper / Scavenger / Helper for sweeping and cleaning W.C. etc.

No additional staff more than that mentioned above will be paid for unless prior approval of 'Director, Student Services Division' is obtained for such additional appointments with full justification.

(C) Remuneration to Principal etc. :

01. The Principal / Head of the Institution or his nominee who will look after smooth conduct of examination will be paid a total of Rs. 50/- for one day examination and Rs. 100/- for entire examination where examination is for more than one day. If more than one examinations are being conducted simultaneously he will be paid a maximum of Rs. 100/- only.

02. Factorium charges of Rs. 2/- per student will be paid to the centre for total number of students appearing for whole or part of the examinations. For preparatory examination which is a one day and one session examination the centres will be paid factorium charges at the rate of Rs.00.50 (fifty paise) per student. Minimum factorium charges payable to the centre for preparatory examination will be Rs. 50/- and for other examinations of more than one day duration will be Rs.100/-.

03. External Sr. Supervisor who carries question papers from the University Head Quarters or Regional Centre to the examination centre will be paid Rs. 100/- as a confidential allowance. He will bring back the answer books from the examination centre to the Regional Centre / University Head Quarters.

04. Internal Sr. Supervisor will be paid a remuneration of Rs. 12/- for an entire work of pre and post examination activity at the centre.

05. Assistant to Senior Supervisor will be paid a remuneration of Rs.50/- for an entire work of pre and post examination activity at the centre.

This Ordinance was passed by BoM on 26/03/1994 (By the Resolution No. A-100/94/12)

ORDINANCE No. 23

(See (d) of sub-section (1) of Section 23 of the Act.)

ORDINANCE to provide for Fixing the Rates of Remuneration for Paper Setting (Class Tests & End Exam.), and for Central Assessment Programme and Answer Paper and Question Paper Service Charges

WHEREAS it is expedient to provide for fixing the rates of remuneration for paper setting (Class Tests & End Exam.), and for Central Assessment Programme & Answer Paper

and Question Paper Service Charges of the University, the Board of Management, in accordance with the powers conferred on it by sub section 1 of Section 23 of the Act is hereby pleased to make the following Ordinance :

1. This Ordinance may be called "fixing the rates of remuneration for paper setting (Class Tests & End Exam.), and for Central Assessment Programme & Answer Paper and Question Paper Service Charges of the University Ordinance 1994."

2. This Ordinance shall come into force from 26th March 1994.

3. The rates of remuneration for paper setting (Class Tests & End Exam.), of the University should be as follows:

Remuneration for paper setting

[Class Test(CT) and End Exam.(EE)]

	No. of paper-setters	No. of sets	Rates for Remuneration per paper-setter	
			Class Test	End Examination
			40-50 mks (1 hour)	100 mks.150 mks. (2 hours)(3 hours)
With Question Bank	2	2	Rs.50/- only 1 set	Rs.125/-Rs.150/-
	3	3		Rs.150/-Rs.200/-
Without Question Bank	3	2	Rs.75/- only 1 set	Rs.150/-Rs.175/-
	4	3		Rs.175/-Rs.225/-

4. The rates of remuneration for Central Assessment Programme of the University should be as follows :

(A) Rates of Remuneration for Central Assessment Programme

01. Director	Rs.125.00 per day
02. Asstt. Director	Rs. 75.00 per day
03. Officer / Cashier	Rs. 60.00 per day
04. Assistant	Rs. 42.00 per day
05. Jr. Assistant	Rs. 28.00 per day
06. Watchman	Rs. 12.00 per day

(B) 01. Assistant Director may be appointed when the number of answer books exceeds six thousand. Additional Assistant Director may be appointed if the number of answer books exceeds 12000. Thus for every six thousand answer books there will be one Assistant Director.

02. For appointment of Assistants : For a total of 500 answer books one assistant be appointed for 8 days.

03. Only one Junior Assistant may be appointed for whole CAP Programme.

5. The rates of remuneration for Answer and Question paper Service Charges should be as follows :

Answer Paper and Question Paper Service Charges

01. (A) Masking Rs. 00.10 per answer book with supplement
(B) Unmasking Rs. 00.10 per answer book with supplement
02. Overtime Charges :
(A) Assistant Rs. 05.00 per hour
(B) Jr. Assistant Rs. 03.00 per hour
03. I. Assessment of Supply Type Answer Books :
(A) For upto 2 hours Answer Book Rs. 01.50 per answer book
(B) For upto 3 hours Answer Book Rs. 02.50 per answer book
- II. Assessment of Objective type Answer Sheets :
(A) For answer sheet of 100 marks Rs. 01.00 per answer sheet for a pair of assesec
(B) For answer sheet of 60 marks Rs. 00.80 per answer sheet for a pair of assesec
(C) For answer sheet of 30 marks Rs. 00.50 per answer sheet for a pair of assesec
04. Moderation (For more than 500 answer Books Only)
(A) For upto 2 hrs answer books Rs. 01.50 per answer book
(B) For upto 3 hrs. answer books Rs. 02.50 per answer book
(C) Siting Allowance Rs. 100.00 For entire work.
05. Central Assessment Contingency Expenditure Maximum of Rs. 100.00 per day

This Ordinance was passed by BoM on 26/03/1994 (By the Resolution No. A-100/94/16)

ORDINANCE No. 24

(See (d) of sub-section (1) of Section 23 of the Act.)

ORDINANCE to provide for Fixing the Rates of Examination Fees of the University

WHEREAS it is expedient to provide for fixing the rates of Examination fees of the University, the Board of Management, in accordance with the powers conferred on it by sub-section (2) of Section 23 of the Act is hereby pleased to make the following Ordinance.

1. This Ordinance may be called "fixing the rates of Examination fees of the University Ordinance 1994."

2. This Ordinance shall come into force from 26th March 1994.

3. The rates of Examination fees for various programmes of the University should be as follows :

Rates of Examination Fees

Sr. No.	Name of the Programme	Internal Assesment Fees		End Exam. Fee				Marks Memo Exst. & Prop.	Total Rs.	
				Practical		Theory			Exst. Prop.	
		Exst.	Prop.	Exst.	Prop.	Exst.	Prop.			
01.	Preparatory (Revised)	--	10	--	--	25	30	--	25	40
02.	F.Y.B.A./B.Com. (Rs. 25 per course)	--	35	--	--	80	100	15	95	150
03.	S.Y.B.A./B.Com. (Rs. 25 per course)	--	45	--	--	80	100	15	95	160
04.	T.Y.B.A./B.Com. (Rs. 25 per course)	--	60	--	--	100	125	15	140	200
05.	B.Ed.	--	--	--	--	--	--	15	500	515
06.	Certificate in Word Processing (Computer Basics/dbase etc.)	--	--	--	50	100	100	--	100	150
07.	Diploma in Applied Electronics	--	--	--	--	300	300	15	315	315
08.	Certificate in Agri.	--	--	--	--	--	--	--	--	--
09.	Diploma in English	--	--	--	--	--	--	--	150	150
10.	M.A./M.Com./M.Sc.								125 per course	
11.	Passing Certificate								--	15
12.	Duplicate Mark Memo for all examination								--	20
13.	Duplicate Degree Certificate									250
14.	Duplicate Diploma Certificate									200

This Ordinance was passed by BoM on 26/03/1994 (By the Resolution No. A-100/94/17)

ORDINANCE No. 25

(Under Statute No. 7 (5 of 1992))

ORDINANCE to prescribe a Procedure for Recording of the Annual Reports of the Academic Staff and the Annual Confidential Reports of the Administrative, Technical and Professional Staff of the University

WHEREAS it is expedient to provide for a procedure for recording the Annual Appraisal Reports (AARs) of the Academic Staff and the Annual Confidential Reports (ACRs) of the Administrative, Technical and Professional Staff of the University, the Board of Management in accordance with the powers conferred on it by sub-section 2 of Section 23 of the Act is hereby pleased to make the following Ordinance :

1. This Ordinance may be called "the Procedure for Recording of the Annual Appraisal Reports and the Annual Confidential Reports Ordinance, 1994."

2. This Ordinance shall come into force from the date of its approval by the Board of Management.

3. In this Ordinance the term Annual Appraisal Reports

would relate to the performance appraisal of the Academic staff of this University while the term Annual Confidential Report would relate to the performance appraisal of the non-academic staff i.e. the administrative, technical and professional staff of the University. There will be separate formats for recording the Annual Appraisal Reports and the Annual Confidential Reports.

4. It will be the duty of the Registrar of the University to supply to every member of the staff concerned, a blank copy of the AAR or the ACR, as the case may be, between 15th and 31st March of the year for which the ACR is to be recorded.

5. The AARs and the ACRs will be recorded for each financial year beginning from 1st April and ending on 31st March of the next calendar year.

6. The format of the AAR and ACR will have three parts. In the first part information will be recorded by the staff member concerned himself. He will take every care to provide the relevant information as full and complete as possible. If necessary additional information under any item or column can be given by attaching additional sheets of information.

7. The employee will return the AAR or the ACR form as the case may be, duly completed with the information to be recorded by him, to the Registrar by 15th of April of that year.

8. The Registrar will immediately arrange to forward

these AARs and ACRs to the Reporting Officers concerned for recording their observations in Part II of the ACR/AAR. It will be the responsibility of every Reporting Officer to record his observations in respect of all the members of staff for whom he is the Reporting Officer, before 30th April of that year and directly pass on these AARs/ACRs to the Reviewing Officers concerned.

9. The Reviewing Officers should carefully assess the work carried out by the employee and as recorded in Part-I of the AAR or the ACR, and also examine the observations made by the Reporting Officer on the work and conduct of the staff member concerned. He will then record his own observations in regard to the work and conduct of the staff member concerned and return the AARs/ACRs to the Registrar before 15th May of that year.

10. It shall be the responsibility of the Registrar to keep a complete record of the AARs/ACRs and their movements, and to ensure their safe custody. The VC may, if he so deems fit, assign this or any part of this responsibility to any other employee of the University.

(a) No AARs/ACRs shall be reported upon unless the official concern has worked under the Reporting Officer for a period of at least three months in the year.

11. No AARs/ACRs shall be reported unless the official concern has worked under the Reporting Officer for a period of at least three months in a year. (not continuous)

12. It shall be the responsibility of every employee to fill in the correct and true information in the AARs/ACRs. It shall be the responsibility of the Reporting Officer/Reviewing Officer to record his observations on the work and conduct of the employee without any bias, prejudice, or caste, community or religious considerations.

13. If any employee fails to compile the necessary information in his AAR/ACR and return it to the Registrar in time, the Registrar shall provide another copy to the AAR/ACR sans the information to be compiled by the employee to the Reporting Officer for recording his observations. The Registrar shall, however, clearly mention in the AAR/ACR form the fact that the employee failed to return the format to him in time.

14. The table below indicates the Reporting and the Reviewing Officers in respect of the employees of the University.

(I) ACADEMIC STAFF

Sr. No.	Staff Member Reported Upon	Reporting Officer	Reviewing Officer
1.	Executive Director	PVC/VC	VC
2.	Directors of School	Exec. Director/ PVC	VC
3.	Professors, Readers, Lecturers and Research Associates	Director of School concerned	Exec. Director/ PVC
4.	Librarian	Exec. Dir./PVC	VC

(II) ADMINISTRATIVE STAFF

Sr. No.	Staff Member Reported Upon	Reporting Officer	Reviewing Officer
1.	Registrar/F.O	PVC/VC	VC
2.	Dy. Registrars	Registrar/ Director/Ex. Dir	ED/PVC/VC
3.	Asst. Registrars	Registrar/Director/Ex. Dir	ED/PVC/VC
3.	Group-B Staff	AR/DR/Dy. Dir/	Registrar/Director/ Executive Director
4.	Group-C Staff	A.R./S.O. E.D./R.D.	Dy. Regr./Registrar/
5.	Group-D Staff	Sec. Officer Asst. Registrar	Dy. Regr./Registrar/ E.D./R.D.
6.	Personal Staff attached to the Senior Officers (Secretaries, A.R. PAs, Clerical Staff, Drivers, Attendants etc.)	Officer to whom attached	

(III) TECHNICAL AND PROFESSIONAL STAFF

Sr. No.	Staff Member Reported Upon	Reporting Officer	Reviewing Officer
1.	Executive Engineer	Registrar/Ex. Dir/ PVC	VC
2.	Overseer	Exec. Engineer	Registrar/Exec. Dir/PVC
3.	Manager, PPC	Exec. Director	PVC/VC
4.	Print Prod. Officer	Manager, PPC	Exec. Director
5.	Manager, A/V Centre	Exec. Director	PVC/VC
6.	Manager, Comp. Centre	Registrar/Ex. Dir.	Exec. Dir/PVC/ VC
7.	System Engineer (Hardware Systems Analyst, Video Engr., Audio Engr., and Programmer	Manager Computer Centre/ AVC	Exec. Dir/PVC
8.	Copy Editor	Manager, PPC	Exec. Dir/PVC
9.	Technical Asst., Cameraman, Prod. Asst., and Graphic Artist	Manager PPC/ AVC	Exec. Dir/PVC
10.	Floor Manager	Manager PPC/AVC	Exec. Dir/PVC
11.	Proof Reader	Manager PPC/AVC	Exec. Dir/PVC
12.	Technician	Manager PPC/AVC/ Ex. Engineer	Registrar Exec. Dir/ Registrar
13.	Carpenters etc.	Manager PPC/AVC Ex. Registrar	

Note : The Vice-Chancellor may, if need be, designate or make changes in the reporting and/or reviewing officers in respect of any categories of staff and his decision will be final.

15. The formats to be used for the AAR in respect of the academic staff is given vide Schedule I to this Ordinance. Similarly, the formats to be used for the administrative staff and the technical and professional staff are given vide schedules II and III of this Ordinance.

Statement of Object and Reasons :

To provide for a proper procedure for recording and reviewing of the annual performance of the academic, administrative, technical and professional staff of this University which is a subject matter to be prescribed under Statute No. 7(5 of 1992)

The Object of this Ordinance is to regulate this matter.

This Ordinance was passed by BOM on 03/09/1994 (By the Resolution No. A-100/94/62)

YASHWANTRAO CHAVAN MAHARASHTRA OPEN UNIVERSITY, NASHIK

*Performance Appraisal Report - Academic Staff
for the year ending 31st March 199 _____*

Part I

(A) PERSONAL INFORMATION

1. Name :
2. Post held at present :
3. Positions held prior to joining the YCMOU
 - 1.
 - 2.
 - 3.

(B) SUMMARY OF MAJOR RESPONSIBILITIES UNDERTAKEN DURING THE PERIOD COVERED : (Please put a tick here and give details at achievement later.)

- (1) Programme coordination.
- (2) Course coordination.
- (3) Curriculum development.
- (4) Writing of instructional texts.
- (5) Editing of instructional texts.
- (6) Language editing.
- (7) Writing question bank items.
- (8) Setting question papers.
- (9) Moderation and Evaluation work.
- (10) Guidance and counseling.
- (11) Resource person work at YCMOU workshops.
- (12) Contribution of papers of YCMOU seminars / workshops.
- (13) Writing of Academic prints.
- (14) Writing of Academic scripts.
- (15) Writing of production scripts.
- (16) Development of instructional kits.
- (17) Development of training material.

(18) Project / Research Guidance.

(19) Administrative works.

(20) Other responsibilities.

(C) ACHIEVEMENTS IN RELATION TO THE RESPONSIBILITIES UNDERTAKEN (To be given in the proforma)

Please use the form attached for fill in full details of your achievements in relation to the responsibilities given to you (Reference B - 1 to 17 above)

As you can see the form has four major heads :

1. Nature of Responsibility : Here, please fill in the description of the responsibility given to you in accordance with B - 1 to 20 above. For instance if No. 4 (writing of instructional texts) was the responsibility given to you. You should state it. If you were given responsibility for the writing of more than one text then repeat it as often as necessary.

2. Details : Here you give details. For instance to continue the example given above you were given Responsibility No. 4 in details you should mention the title (s) of the text / course.

3. Product / Session : If you choose "Product" then you must mention the product of your effort. For instance it would be a book a unit a script, etc. The choice "Sessions" is given for certain activities in which you made certain inputs. For instance if No. 11 was the responsibility given to you, then you will have to maintain the number of occasions you participated in.

4. Output / Input : This is the quantification of the product. It could be one book or three units (of A-4 print size) or 25 pages, etc. The input are the hours you put in (e.g. for No. 11)

D. OTHER INDIVIDUAL ACHIEVEMENTS

1. Participation in outside seminars, workshops, selection committees, etc. if any :

(Give : Date, subject, venue) use a separate sheet of paper if necessary.

2. New qualifications obtained if any :

(Give qualification, granting institution)

3. New skills, learnt if any :

(Give : name of skill place where learnt)

4. Other achievements : (Give clear details in brief. This can include your publications, research papers published, etc.)

5. Honours conferred on you during the year.

6. Studies and research carried out :

(a) Within the University

(b) Outside the University

(E) PARTICIPATION OTHER SCHOOLS/CENTRE OR OTHER DIVISION ACTIVITIES

(F) SELF APPRAISAL OF THE WORK

(Indicate your appraisal of the work completed. Level and quality (in terms of 6 point grades) of the achievement and suggestions for the improvement)

(Signature of the Teacher)

ACHIEVEMENTS IN RELATION TO RESPONSIBILITIES GIVEN

Division _____ School / Centre _____
Name _____

**YASHWANTRAO CHAVAN MAHARASHTRA
OPEN UNIVERSITY, NASHIK 422 005**

ACADEMIC STAFF PERFORMANCE

Sr. No.	Nature of Responsibility Details	Product/Sessions	Output/Input

PERFORMANCE APPRAISAL REPORT

PERSONAL INFORMATION

(To be filled in by the person concerned)

A. General Information

- Name _____
- Address _____
(Residential) _____
- Designation _____
- Division _____ School/Centre _____
- Date of Birth _____
- Married\Unmarried\Widower _____

B. Academic Qualification

B.1 Area of Specialization :

B.2 Details of Qualification :

Exam. Passed	Board/ University	Subject	Year	Division/ Grade
High School H.S.C./Pre-degree Bachelor's Degree/s Master's Degree/s Research Degree/s Others (Diploma Certificate, etc.)				

C. Research Experience (attach separate sheet of required)

C.1 Research and Training

Research Stage	Title of Work/ Theses	University where the work was carried out
1. M.Phil. or Equivalent 2. Ph.D. 3. Publication 4. Research guidance (give names of the students guided successfully) 5. Training		

C.2 Research Project Carried out

(During last 5-7 years. Write chronologically back from the present)

Title of the Project	Name of the funding agency	Duration	Your role and contribution

C. 3 Seminars, Conferences, Symposia, Workshops, etc. attended (During last 5-7 years, write chronologically back from the present)

Name of the Seminar/Conference Symposia/Workshop, etc.	Name of the Sponsoring agency	Place & Date

D. Experience :

D. 1 Teaching Experience

D.1.1 Teaching During Last Five Years :

Courses taught	Name of University/College/ Institution	Duration
i. Under Graduate (B.A./B.Sc./B.Com., etc.) ii. Post Graduate (M.A./M.Sc./M.Com., etc.) iii. M.Phil. iv. Ph.D. Guidance v. Any other		

D.1.2 Total Teaching Experience _____ years

(a) Under graduate level _____ Years

(b) Post graduate level _____ years

(c) Any other _____ years

D.1.3 Innovations / Contributions in Training

(a) Design of Curriculum

(b) Teaching Methods

(c) Laboratory Experiments

(d) Evaluation methods

(e) Preparation of resource, material including books, reading materials, laboratory manuals, etc.

(f) Remedial Training/ Student counseling (Academic)

(g) Any other

D.2 Working / professional Experience

D.2.1 Details

Position	Institute	Nature of work	Duration	Remark

D.2.2 Total working/professional Experience _____ years

(a) As an office _____ years

(b) As a Head of the group _____ years

(c) Any other _____ years

E. Extension Work / Community Services

E.1 Give short Account of your contribution to :

(a) Community work such as values of national integration, Secularism, Democracy, Socialism, Humanism, Peace, Scientific Temper, Flood or Drought Relief, Small Family Norms, etc.

(b) National Literacy Mission

(c) Position held / leadership role played in organisations linked with extension work / W.S.S. / Adult Education / N.C.C. / or any other similar activity

E.2 Participation in Corporate Life

(Give short account of your participation in professional/Social bodies / organisation, etc. specify your role.)

(a) College / University / Institution

(b) Co-curricular Activities

(c) Enrichment of campus Life

(hostel, sports, games, cultural Activities)

(d) Students welfare and Discipline

(e) Membership / Participation in Bodies / Committees on Education and National Development

(f) Professional Organisation of Teachers

(g) Membership of Professional Bodies / Societies, etc.

(h) Editorship of Journals

(i) Any other information

K. Social / Family and Personal Background
(Give brief account)

(b) Capacity to get work _____
done by subordinates /
colleagues(c) Relations with colleges _____
& public

2. Intellectual factors :

(a) General Intelligence _____

(b) Technical Ability _____
(Where relevant)

(c) Special Aptitudes _____

3. Administrative ability _____
including judgment
initiative and drive

4. Integrity and Character _____

5. Assurance to continue _____
in the present post6. Potential an assurance _____
for promotion

7. General Assessment _____

I Certify that the information given in this form is correct.

Signature of Reporting Officer

(Signature of the Teacher)

Part II**G. Performance Evaluation by the Reporting Officer.**

Assess the performance of the staff member in each activity or group of activity by giving your evaluation in six point grade system. (Excellent, Very Good, Average, Satisfactory may improve. Satisfactory-needs improvement unsatisfactory)

(I) Evaluation of the work performed

Sr. No.	Responsibility carried out as per details given in staff performance sheet	Assessment of performance

(II) Assessment of General Ability and Character

1. Performance factors :

(a) Entrepreneurial Aptitude _____
and work skill**Part III***Assessment of the Reviewing Officer*

Date :

Signature & Designation

Schedule II प्रपत्र क्र. ६ (नियम १२ नुसार)

गोपनीय मूल्यांकन व स्वयंमूल्यांकन प्रतिवेदन

(अधिकारी व कक्षाधिकारी यांचेकरिता)

कर्मचारी क्रमांक _____ डिसेंबर १९९३ अखेर संपणारे वर्ष

नाव : श्री / श्रीमती / कुमारी _____

विभाग : _____ शाखा : _____

केंद्र : _____ कक्ष : _____

सध्याचे पद : _____

Part I

वैयक्तिक माहिती (संबंधित सेवकाने भरावयाची माहिती)

जन्मदिनांक : (सेवक नोंदवहीत नोंदवल्याप्रमाणे / शालांत परीक्षा प्रमाणपत्रानुसार शाळा सोडलेल्या दाखल्यानुसार)

राष्ट्रीयत्व : _____

अनुरूचित जातीचे / अनुसूचित जमातीचे /
भटक्या विमुक्त जाती / इतर मागास वर्गाचे _____

सध्याचा पत्ता _____

कायमचा पत्ता _____

(स्थानिक) _____

विद्यापीठ सेवेत प्रविष्ट झाल्याचा
दिनांक व त्यासमयी धारण केलेले पद _____

मध्यंतरीच्या काळात सेवेत प्रथम प्रविष्ट
काळापासून आतापावेतो धारण केलेली पदे

पद	पासून	पर्यंत
(१)	_____	_____
(२)	_____	_____
(३)	_____	_____

मातृभाषा _____

अवगत असलेल्या भाषा _____

शैक्षणिक पात्रता

पदवी	विद्यापीठ	वर्ष
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

सेवकाची राही

सर्वसाधारण समर्थता व चारित्र्य या संदर्भात गोपनीय

स्वयंमूल्यांकन प्रतिवेदन

(अधिकारी व कक्षाधिकारी यांचेकरिता)

- (१) नाव _____
- (२) विभाग / कार्यालय / पद _____
- (३) प्रतिवेदन कालावधी _____

- (४) उपभोगलेली रजा प्रासंगिक / अर्जित / अन्य _____
- (५) प्रतिवेदन कालावधीत प्राप्त केलेली जादा
शैक्षणिक पात्रता किंवा मिळवलेले प्रशिक्षण _____
- (६) बढती / बक्षीस / प्रशंसा असल्यास _____
- (७) सध्याच्या व तत्सम श्रेणीतील सेवेचा कालावधी _____
- (८) आपण ग्रहण करीत असलेल्या पदाच्या
कामाचा निकष, दर्जा व साधवण्याचे
लक्ष्य दर्शवणारा थोडक्यात गोष्टवारा _____
- (९) पर्यवेक्षीय समर्थता (काम करवून घेण्याची क्षमता) _____
- (१०) चरित्र / सहकारी / जनता यांचेशी संबंध _____
- (११) आपण सहकाऱ्यांना काही मार्गदर्शनपर
प्रशिक्षण दिलेत काय ? _____
- (१२) आपण आपल्या सहकाऱ्यावर काही कारवाई करण्याचे प्रसंग
आले का ? असल्यास अशा प्रकरणांची संख्या या _____
- (१३) आपण आपल्या विभागात सहकाराचे वातावरण निर्माण केले
आहे का ? असल्यास खालील कोणत्या पद्धतीने
(१) कल्याणकारी योजना _____
(२) आपण स्वतः झटून काम करून _____
(३) सांगणालून घेण्याची पद्धत _____
(४) अपक्षपाती आणि न्याय्य पद्धत _____
- (१४) आपण नेतृत्वाच्या समर्थतेबाबत आपला
क्रम कसा लावाल ? _____
- (१५) आपण नेतृत्वाची समर्थता संपादित करण्यासाठी
अगर वृद्धिंगत करण्यासाठी कोणते प्रयत्न केले ? _____
- (१६) संख्यात्मक व गुणात्मक कामासंबंधात विहित
निकष, दर्जा अथवा लक्ष्य याबाबत अथवा
गतवर्षी केलेल्या कामाशी तुलना _____
- (१७) आपल्या मताप्रमाणे प्रशंसनीय-काटकसरयुक्त
नवा पायंडा पाडणारे असे एखादे विशिष्ट
कार्य आपण केले असल्यास त्याचा तपशील _____
- (१८) आपल्या विभागासंबंधी सर्वसामान्य जनता,
शिक्षक / शिक्षकेतर सेवक यांचे काही मत
आपल्या अवलोकनात आले आहे काय ? _____
असल्यास कोणते ? _____
- (१९) सुधारणा करण्यास वाव आहे असे आपणास वाटते का ? _____
- (२०) आपल्या मतानुसार आपण संख्यात्मक व गुणात्मक
काम करू शकला नाही असे असल्यास त्याबाबतची
आपली कारणे व आपण करणार असाल ती कारवाई
याबद्दल थोडक्यात माहिती या. हल्लीचे काम
सुधारण्यासाठी आपण कोणती खबरदारी
वा उपाय करू इच्छिता. _____

Part III

(२१) आपणास काही विशेष उद्भवल्या असल्यास त्या नमूद करा. त्या तुमच्या आवाक्याबाहेरील होत्या का ? _____

प्रतिवेदन अधिकाऱ्याची सही व पद

(२२) आपणास आपल्या वरिष्ठांकडून मार्गदर्शन मिळाले का ? जर आपणास वरिष्ठांकडून अधिक मार्गदर्शन अथवा पुरेसे मार्गदर्शन लाभते तर आपण समाधानकारक काम करू शकला असता का ? _____

Assessment of the Reviewing Officer & his signature with designation

Schedule III

(२३) प्रतिवेदनीय काळात आपले कामाबद्दल आपण समाधानकारक करू शकला असता का ? _____

गोपनीय मूल्यांकन व स्वयंमूल्यांकन प्रतिवेदन

(शिक्षकेतर / तांत्रिकेतर / तांत्रिक सेवकांसाठी)

(२४) प्रतिवेदनीय काळात आपले कामाबद्दल आपण समाधानी आहात का ? _____

कर्मचारी क्रमांक _____ डिसेंबर १९९३ अखेर संपन्नारे वर्ष

नाव : श्री / श्रीमती / कुमारी _____

स्वाक्षरी

विभाग : _____ शाखा : _____

केंद्र : _____ कक्ष : _____

सध्याचे पद : _____

Part II

प्रतिवेदन अधिकाऱ्याचा अभिप्राय

(१) वरील विधाने बरोबर आहेत का ? _____
नसल्यास योग्य ती वस्तुस्थिती नमूद करा. _____

(२) आपणास वरील स्वयंमूल्यांकन प्रामाणिक आणि निःपक्षपाती व तर्कसंगतीवर आधारलेले आहे असे वाटते का ? _____
तसे वाटत नसल्यास आपण का सहमत नाही याबाबतची कारणे द्या. _____

(३) प्रतिवेदन काळातील कार्याचे मूल्यांकन कसे लावू शकाल ? _____

(१) फार चांगले _____

(२) चांगले _____

(३) बरे _____

(४) सरासरी दर्जाचे _____

(५) सरासरीपेक्षा खालच्या दर्जाचे _____

(४) आपल्या मतानुसार सदर अधिकाऱ्यांचे

(१) प्रगतीची शक्यता _____

(२) प्रगतीची इच्छा _____

(३) प्रगती करण्यासाठी पुरेसे समाधान करण्याचे सामर्थ्य आहे का ? _____

(५) इतर काही अभिप्राय _____

Part I

वैयक्तिक माहिती (संबंधित सेवकाने भरावयाची माहिती)

जन्मदिनांक : (सेवक नोंदवहीत नोंदवल्याप्रमाणे / शालांत परीक्षा प्रमाणपत्रानुसार शाला सोडलेल्या दिनांकानुसार)

राष्ट्रीयत्व : _____

अनुसूचित जातीचे / अनुसूचित जमातीचे /

भटक्या विमुक्त जाती / इतर मागासवर्गाचे _____

सध्याचा पत्ता _____

कायमचा पत्ता _____

(स्थानिक) _____

विद्यापीठ सेवेत प्रविष्ट झाल्याचा

दिनांक व त्यासमयी धारण केलेले पद _____

मध्यंतरीच्या काळात सेवेत प्रथम प्रविष्ट

काळापासून आतापावेतो धारण केलेली पदे

पद पासून पर्यंत

(१) _____

(२) _____

(३) _____

मातृभाषा _____

अवगत असलेल्या भाषा _____

दिनांक :

प्रतिवेदन अधिकाऱ्याची

सही व पद

शैक्षणिक पात्रता

पदवी	विद्यापीठ	वर्ष

संपत्कीची राही

Part II

सर्वसाधारण समर्थता व खरिब या संबंधातील गोंदनीय
मूल्यांकन प्रतिवेदन

नाव

प्रतिवेदनाचा कारणावली

प्रतिवेदन काळात धारण केलेले पद / पदे

शैक्षणिक विभाग / कार्यालय /

मूल्यांकनाचा आढावा

क्र.	नाम	कार	संगती बरी	सरासरी	सरासरीपेक्षा
क्र.		संगती	दजाची	दजाची	दजाची

(अ) सॉफ्टवेअर

- उद्योगप्रियता
- कार्यक्षमता
- उपक्रमशीलता
- निरनिराळेपण
- अचूकता
- कामातील निवडितपण
- कामातील व्यवस्थितपण व पद्धतशीरपण
- काम उरकण्याची तत्परता
- उपस्थितीमधील व्यवस्थितपण
- संरचनाशी वर्तणूक
- सल्लागारशी वर्तणूक
- अचूकशी वर्तणूक
- प्रवेष्टा
- काम करतून घेण्याची क्षमता

(ब) सर्वसाधारण निरीक्षण

- सर्वसाधारण मत व ग्रहणक्षमता
- नेतृत्वाचे गुण
- कामाबाबतची माहिती (भाषा शैक्षणिक विभाग या संदर्भातील)

४. तांत्रिक समर्थता (जेथे संबंधित असेल तेथे)

५. कामाव्यतिरिक्त इतर विशेष प्रशंसनीय गुण / कला

(क) शिफारशी

- प्रशासकीय समर्थता (निर्णय-शक्ती, उपक्रमशीलता कामातील उरक, तदारका व धडाडी)
- सध्याच्या पदावर बांधुन घेतलेल्या कामाची क्षमता
- पदोन्नतीसाठी योग्यता
- वर नमूद केल्या व्यतिरिक्त अन्य काही बाबी / पैलू नमूद करावयाचे असल्यास तसा स्पष्ट उल्लेख करावा.
- प्रतिवेदन अधिकाऱ्याची शिफारस / निरीक्षण

दिनांक :

प्रतिवेदन अधिकाऱ्याची राही
नाव व पदनाम

टिपणी : प्रविष्टे १, २ व ३ मधील राव बाबी सर्व श्रेणीतील वर्गांना लागू होतीलच असे नाही. जेथे एखादी बाब लागू होत नाही तेथे प्रतिवेदन अधिकाऱ्यांनी 'लागू नाही' असे म्हणावे. मूल्यांकन राव श्रेणीवर आधारलेले असेल. उदाहरणार्थ, (१) फार चांगला, (२) चांगला, (३) बरा, (४) सरासरी दर्जाचा (५) सरासरीपेक्षा खालच्या दर्जाचा। कृपया अंतिम मूल्यांकनासाठी संबंधित रकान्यात () अशी चूक करू नका.

Part III

पुनरावलोकन अधिकाऱ्याचा अहवालावरील अभिप्राय

- पुनरावलोकन अधिकाऱ्याच्या सेवेतील प्रतिवेदन झालातील काळखंड
- आपण प्रतिवेदन अधिकाऱ्यांशी सहमत असत कीच आपण त्यात काही बदल किंवा अधिक काही म्हणू इच्छिता का ?
- सेवकासाठी अभिप्रायाचे निरीक्षण आणि प्रतिवेदन अधिकाऱ्याकडून काही मागावाक्याचे झाल्यास स्पष्टीकरण
- सेवकाला कळवावयाचे अभिप्राय, त्रुटी व प्रतिवेदन अधिकाऱ्याकडून मागावाक्याचे झाल्यास स्पष्टीकरण

दिनांक :

राही
पुनरावलोकन अधिकाऱ्याची राही
नाव व पदनाम

ORDINANCE No. 26*(See Sub-section 1(a) of the section 23 of the Act)*

**ORDINANCE to provide for
Honorarium and Miscellaneous
Expenses to be incurred by the Study
Centres established for M.B.A.
Programme of the University**

WHEREAS it is expedient to provide for Honorarium and

Miscellaneous Expenses to be incurred by the Study Centres established for M.B.A. Programme of the University, the Board of Management in accordance with the powers conferred on it by sub-section 2 of sec. 23 of the Act is hereby pleased to make the following Ordinance :

1. This Ordinance may be called "Ordinance to provide for Honorarium and Miscellaneous Expenses to be incurred by the Study Centres established for M.B.A. Programme of the University."

2. This Ordinance shall come into force from the date of its approval by the Board of Management.

Rates of Study Centre Remuneration for M.B.A. Programme (From Aug. 94)

Category/ Designation	First Year		First & Second Year			First, Second & Third Year		
	Less than 60 (Rs. per Student)	for 60 Students & above (Rs.)	Less than 60 Students (Rs. per student)	for 61- 119 studs. (Rs.) 19500 + (Rs. per stud.)	for 120 studs & above (Rs.)	Less than 60 studs. (Rs. per stud.)	for 61-179 studs. & above (Rs.) 19500 + (Rs. per stud.)	for 180 studs. & above (Rs.)
I. Administration								
1. Centre Incharge (Principal/ Head of the institution)	85	5000	85	40	7500	85	40	10000
2. Co-ordinator	115	7000	115	50	10000	115	50	13000
3. Assistant (Clerk)	50	3000	50	35	5000	50	35	7000
4. Library Assit.	40	2500	40	25	4000	40	25	5500
5. Menial Assit.	35	2000	35	15	3000	35	15	4000
Total	325	19500	325	165	29500	325	165	39500
II. Counseling (Rs. 200 per 2 Hrs. Contact Session)	Rs. 14000		Rs. 14000 + 14000 = 28000			Rs. 14000 + 14000 + 6000 = 34000		
III. Internal Assessment Rs. 10 per student per course (Workbook + Home Assignment)	Rs. 4200		Rs. 4200 + 4200 = 8400			Rs. 4200 + 4200 + 1800 = 10200		
IV. Contingency (Rs. 75 per student)	Rs. 4500		Rs. 9000			Rs. 13500		
V. Project Guidance (Rs. 200 per student)						Rs. 12000 (Only for Third Year)		

Note :

- For First year, Second year and Third year M.B.A. classes, there shall be 10 counseling sessions of two hours each per theory course for 60 students in each class.
- Total honorarium per course for counseling will be Rs. 2000/- (10 sessions × 200/- Rs. for each session). If the number of students for First & Second year class are less than 60 the honorarium of counseling will be paid at the rate of Rs. 25/- per student per course (Subject to a maximum of Rs. 2000/- per course).
- If the number of students for optional courses at third year is less than 20, the honorarium will be paid at Rs. 100/- per student per course.

Expected Study Centre Expenditure for M.B.A. Programme . . . As per Proposed Rates (from Aug. 94)

Sr. No.	Category	F.Y. Rs.	F.Y.+S.Y. Rs.	F.Y.+S.Y.+T.Y. Rs.
1.	Administration	19500	29500	39500
2.	Counseling	14000	28000	34000
3.	Internal - Assessment	4200	8400	10800
4.	Contingency	4500	9000	13500
5.	Project - Guidance	12000		
	Total	42200	74900	109800
	Receipts	210000	420000	516000
	Percentage	20.10	17.83	21.28
	Average			
	Percentage		19.74	

This Ordinance was passed by BOM on 03/09/1994 (By the Resolution No. A-100/94/66)

ORDINANCE No. 27

(See Sub-section 1(a) of the section 23 of the Act)

ORDINANCE to provide for Honorarium and Miscellaneous Expenses to be incurred by the Study Centres established for Preparatory / F.Y. / S.Y. / T.Y. B.A. / B. Com. degree Programmes of the University

WHEREAS it is expedient to provide for Honorarium and Miscellaneous Expenses to be incurred by the Study Centres

established for Preparatory / F.Y. / S.Y. / T.Y. B.A. / B. Com. degree Programmes of the University, the Board of Management in accordance with the powers conferred on it by sub-section 2 of section 23 of the Act is hereby pleased to make the following Ordinance :

1. This Ordinance may be called "Ordinance to provide for Honorarium and Miscellaneous Expenses to be incurred by the Study Centres established for Preparatory / F.Y. / S.Y. / T.Y. B.A. / B. Com. degree Programme of the University."

2. This Ordinance shall come into force from the date of its approval by the Board of Management.

Rates of Centre Remuneration for Preparatory Programme (from June 94)

Designation & Categories	No. of Students		
	Less than 100	For 100	Above 100
I. Administration	(In Rs.) (per student)	(In Rs.) (per student)	(In Rs.) (per student)
1. Centre Incharge	4	400	1
2. Co-Ordinator	10	1000	4
3. Asstt. (Clerk)	9	900	3
4. Peon	5	500	1
Total	28	2800	10
II. Counseling	12	1200	12
(contact-sessions) (15 contact-sessions & 80 Rs. per contact-session)			
III. Contingency	5	500	5

Rates of Centres Remuneration (In Rs.) for F.Y./F.Y.+S.Y./F.Y.+S.Y.+T.Y. B.A./B.Com. Degree Programme (from June 94)

Designation & Categories	F.Y. B.A./B.Com.			F.Y.+S.Y. B.A./B.Com.					F.Y.+S.Y.+T.Y. B.A./B.Com.				
	Below 100 (per student)	For 100	Above 100 (per student)	Below 100 (per student)	For 100	101-200 (per student)	For 200	Above 200 (per student)	Below 100 (per student)	For 100	101-299 (per student)	For 300	Above 300 (per student)
I. Administrative Staff													
1. Centre Incharge	12=00	1200	3=00	12=00	1200	4=00	1600	3=00	12=00	1200	4=00	2000	3=00
2. Co-ordinator	30=00	3000	4=00	30=00	3000	3=00	4000	4=00	30=00	3000	3=00	5000	4=00
3. Asstt. (Clerk)	18=00	1800	5=00	18=00	1800	5=00	2200	5=00	18=00	1800	5=00	2500	5=00
4. Jr. Asstt. (Peon)	10=00	1000	3=00	10=00	1000	3=00	1200	3=00	10=00	1000	3=00	1500	3=00
Total	70=00	7000	18=00	70=00	7000	20=00	9000	15=00	70=00	7000	20=00	11000	15=00
II. Contact - sessions (Counselling)	36=00	3600	36=00	(For S.Y. & T.Y. Rs. 60 per Student per Course if the number is less than 20)									
III. Contingency	10=00	1000	10=00	10=00	1000	10=00	2000	10=00	10=00	1000	10=00	3000	10=00

Note : 6 contact session for 4 Credit Points course and 12 contact sessions for 8 Credit Points course. Rs. 100 is Honorative per contact session.

Centre Expenditure according to No. of Students

No. of Students	75	100	200	300	400	500
I) Administrative	2100	2800	3800	4800	5800	6800
II) Counseling	900	1200	2400	3600	4800	6000
III) Contingency	375	500	1000	1500	2000	2600
Total	3375	4500	7200	9900	12600	15400
Per Student Cost	45	45	36	33	31.50	29.60
Percentage	20%	20%	16%	14.65%	14%	13.15%

(Against receipt of Rs.225/- per session)

Statement of Object and Reasons

To provide for Honorarium and Miscellaneous Expenses to be incurred by the Study Centres established for Preparatory / P.Y. / S.Y. / T.Y. B.A. / B. Com. degree Programmes of the University is a subject matter to be prescribed by section No.23 (1) (a) of the Act.

The Object of the Ordinance is to regulate the said matter.

This Ordinance was passed by BoM on 03/09/1994 (By the Resolution No. A-100/94/67)

ORDINANCE No. 28

(See Sub-section (d) of Section 23 of the Act)

ORDINANCE to provide for Rules for Condonation of deficiency of a Candidate in B.A./B.Com. programme of the University

WHEREAS it is expedient to provide Rules for Condonation of deficiency of a candidate in B.A./B.com. programme of the University. The Board of management in accordance with the powers conferred on it by sub-section No. 2 of section 23 of the Act is hereby pleased to make the following Ordinance:

1. This Ordinance may be called "Ordinance to provide Rules for Condonation of deficiency of a Candidate in B.A./B.Com. programme of the University."

2. This Ordinance shall come into force from the date of its approval by the Board of Management.

3. Rules

1.1 The failure of a candidate to secure average grade 'C' in any one course shall be treated as condoned (at the stage of declaration of final result) provided -

(a) he/she has secured at least 'C' as average grade or higher in all the other courses.

and

(b) he / she has attained the CGPA value calculated for all the courses of the programme as equal to or more than 2.50.

and

(c) the marks secured in the external examination in that particular course are not less than the minimum marks required for 'C' grade by more than one Standard Error of Measurement (SEM)

Note : The SEM values estimated for all the courses carrying a maximum of 150 marks are 8.0 except in case of the two foundation courses : ENG 101 and MAR 102 for which the SEM values are to be taken as 6.0 for the purpose of applying this rule.

[Thus for the external examination of all courses theory except ENG 101 and MAR 102 the minimum marks to be obtained by a student in order to be eligible for condonation under rule 1 are 52 and those for ENG 101 and MAR 102 (carrying a maximum of 100 marks) are 34.]

1.2 The failure of a candidate to secure an average grade 'C' in only one course may be condoned if he or she has secured 'C' grade in the external examination and 'D' grade in the internal assessment provided he/she fulfils the conditions stated in (a) and (b) of the rule 1.1 (stated above)

Rule 2 The failure of a candidate to secure a minimum prescribed CGPA value of 2.50 shall be treated as condoned provided -

(a) he/she has secured at least 'C' as average grade in all the courses offered by him/her.

and

(b) the calculated CGPA value is less than the minimum requirement of 2.50 by a maximum of 1 SEM for the CGPA (or 0.127) rounded to 0.13. (Thus, the candidate's CGPA must be at least 2.37 in order to be considered for condonation under Rule 2)

Rule 3. In such a case where the CGPA value is 2.00 or more and the shortage of marks (as stated in Rule 1 above) in one course is more than the estimated one SEM value (but in any case not more than 1.5 SEM). Such failures may be condoned under the discretionary authority of the Vice-Chancellor, whose decision will be final.

Note: The condonation granted under any of the above mentioned rules will not in any way change the original CGPA values reported in the grade sheet but it will be mentioned as condoned under Rule No. so and so.

This Ordinance was passed by BoM on 26/11/1994 (By the Resolution No. A-100/94/90)

ORDINANCE No. 29

(See Sub-section (d) of Section 23 of the Act)

ORDINANCE to provide for Rules for Condonation of deficiency of a Candidate in B.Ed. Programme of the University

WHEREAS it is expedient to provide for Rules for Condonation of deficiency of a Candidate in B.Ed. Programme of the University. The Board of Management in accordance with the powers conferred on it by sub-section No. 2 of section 23 of the Act is hereby pleased to make the following Ordinance:

1. This Ordinance may be called "Ordinance to provide for Rules for condonation of deficiency of a Candidate in B.Ed. Programme of the University."

2. This Ordinance shall come into force from the date of its approval by the Board of Management.

3. Rules

1.1 The failure of a candidate to secure grade 'C' in any one theory course/group of practicals shall be treated as condoned (at the stage of declaration of final result) provided -

(a) he/she has secured at least 'C' grade or higher in all the other theory courses and groups of practicals,

and

(b) he/she has attained the CGPA value calculated as equal to or more than 2.50 for theory and also for the practicals part.

and

(c) the marks secured in the written (external) examination in that particular course are not less than the minimum mark required for 'C' grade by more than one Standard Error of Measurement (SEM).

Note : The values of one SEM estimated for the purpose of applying the condonation rules are as under :

i. A theory courses : 5 marks (1-5)

ii. A group of practicals : 7 marks

(Thus, for the written and examination of theory and for groups of practicals, the minimum marks to be secured by a student (in order to be eligible for condonation under Rule 1.1) are 34 and 33 respectively)

1.2 The failure of a candidate to secure a minimum prescribed CGPA value of 2.50 ('B' grade) for theory / practical part separately shall be treated as condoned provided -

(a) he/she has secured at least 'C' grade in each theory courses/practical group offered.

(b) the calculated CGPA value is less than the required value of 2.50 by a maximum of 1 SEM for the CGPA.

Note : The values of one SEM for CGPA estimated for the purpose of applying this condonation rule are as under :

i. Theory part : 0.20

ii. Practical part : 0.30

(Thus, the candidate's CGPA value must be at least 2.30 for theory part and 2.20 for the practical part, in order to be eligible for condonation under the Rule 2)

This Ordinance was passed by BoM on 26/11/1991 (By the Resolution No. A-100/94/91).

ORDINANCE No. 30

(See Sub-section (d) of Section 23 of the Act)

ORDINANCE to provide for Condonation of deficiency of a Candidate in Diploma in Applied Electronics Programme of the University

WHEREAS it is expedient to provide for Condonation of deficiency of a Candidate in Diploma in Applied Electronics Programme of the University. The Board of Management

in accordance with the powers conferred on it by sub-section No. 2 of section 23 of the Act is hereby pleased to make the following Ordinance :

1. This Ordinance may be called "Ordinance to provide for Condonation of deficiency of a candidate in Diploma in Applied Electronics Programme of the University."

2. This Ordinance shall come into force from the date of its approval by the Board of Management.

3. Rules

1.1 The failure of a candidate to secure average grade 'C' in any one course shall be treated as condoned (at the stage of declaration of final result) provided -

(a) he/she has secured at least 'C' as average grade or higher in all the other courses.

and

(b) he/she has attained the CGPA value calculated for all the courses of the programme as equal to or more than 2.50.

and

(c) the marks secured in the external examination in that particular course are not less than the minimum marks required for 'C' grade by more than one Standard Error of Measurement (SEM).

Note : The 1 SEM values estimated for the courses of the programme for the purpose of applying this rule are as under :

i. Theory course : 4.7 (rounded off to 5) marks

ii. practical course : 7 marks

(Thus, for the external examination of theory and practical courses, the minimum marks to be secured by a candidate in order to be eligible for condonation under Rule 1.1 are 34 and 33 respectively.)

1.2 The failure of a candidate to secure an average grade 'C' in any one course may be condoned, if he/she has secured 'C' grade in the external examination and 'D' grade in the internal assessment, provided - he/she fulfills the conditions stated in (a) and (b) of the rule 1.1 (stated above)

Rule 2: The failure of a candidate to secure a minimum prescribed CGPA value of 2.50 shall be treated as condoned provided -

(a) he/she has secured at least 'C' as Average grade in all the courses offered by him/her.

and

(b) the calculated CGPA value is less than the required value of 2.50 by a maximum of 1 SEM for the CGPA.

Note : The value of 1 SEM for CGPA is to be taken as 0.24 for Diploma in Applied Electronics programme.

(Thus, the candidate's CGPA must be at least 2.26 for being eligible for condonation under Rule 2)

Rule 3. In such a case where the CGPA value is 3.00 or more and the shortage of marks (as stated in Rule 1 above) in one course is more than the estimated one SEM value (but in any case not more than 1.5 SEM). Such failures may be condoned under the discretionary authority of the Vice-Chancellor, whose decision will be final.

Notes for Rule 1.1 to 3

(1) The condonation granted under any of the above mentioned rules will not in any way change the original

CGPA values reported in the grade sheet but it will be mentioned as condoned under Rule No. so and so

This Ordinance was passed by BoM on 26/11/1994 (By the Resolution No. A-100/94/92)

ORDINANCE No. 31

ORDINANCE to provide for Evaluation Pattern for Diploma in General Electronics Programme in the University

WHEREAS it is expedient to provide for Evaluation pattern for Diploma in General Electronics Programme in the University, the Board of Management in accordance with the power conferred on it by sub-section 2 of section 23 of the Act, is hereby pleased to make the following Ordinance:

1. This Ordinance may be called "the Ordinance to provide for Evaluation pattern for Diploma in General Electronics programme in the University, 1995."

2. This Ordinance shall come into force with effect from the date of its approval by the Board of Management.

3. The Question paper for the Final Examination (FE) in a theory course will have the marks allotted to the supply type and multiple choice question in equal proportion. (50:50)

4. For practical courses there will be only FE to be conducted by the University. There will not be any Internal Assessment (IA) for any practical course.

5. The components for the FE of a practical course are as under:

(a) Two experiments to be performed	70 mks.
(b) Viva voce related to the home experiments, etc.	20 mks.
(c) Record / Journal maintenance	10 mks.
Total marks	<u>100</u>

6. The project evaluation will be done through final assessment only, with no continuous evaluation by the project guide/counsellor. Completion Certificate for the project will be issued by the Project Guide.

This Ordinance was passed by BoM on 06/01/1995 (By the Resolution No. A-100/95/09)

ORDINANCE No. 32

(See Sub-section (d) of Section 23 of the Act)

ORDINANCE to provide for Condonation in Continuous Assessment for Diploma in Horticulture Programme

WHEREAS it is expedient to provide for Condonation in Continuous Assessment for Diploma in Horticulture Programme in the University, the Board of Management in

accordance with the power conferred on it by sub-section 2 of section 23 of the Act, is hereby pleased to make the following Ordinance:

1. This Ordinance may be called "the Ordinance to provide for Condonation in Continuous Assessment for Diploma in Horticulture Programme of the University, 1995."

2. This Ordinance shall come into force from the date of its approval by the Board of Management.

3. Rule AG - 95

Students obtaining marks between 47 and 49% marks inclusive (C grade) in the continuous Assessment component of the first year courses of Diploma in Horticulture, (Foundation Course in Agriculture) will be treated as having obtained 'B' grade (50% marks) in continuous Assessment.

The 'B' grade so awarded will carry an asterisk in the statement of marks with the explanation under Ordinance No. 32.

This Ordinance was passed by BoM on 06/01/1995 (By the Resolution No. A-100/95/09)

ORDINANCE No. 33

(See Statute No. 17 & 18 of IInd Schedule of the Act)

ORDINANCE governing Leave Rules of Non-teaching Employees of the University

WHEREAS it is expedient to govern leave of Non-teaching employees of the University, the Board of Management, in accordance with the powers conferred on it by sub-section No. 2 of Section 23 of the Act is hereby pleased to make the following Ordinance:

1. This Ordinance may be called "the Ordinance for Regulating Leave of Non-teaching Employees of the Yashwantrao Chavan Maharashtra Open University, 1995."

2. This Ordinance shall come into force from the date of its approval by the Board of Management.

3. Permanent Employees

The permanent employees of the Yashwantrao Chavan Maharashtra Open University will enjoy the following kinds of leave.

- (a) Leave treated as duty -
 - i. Casual Leave
 - ii. Special Casual Leave
 - iii. Compensatory Leave
 - iv. Duty Leave
- (b) Leave earned by duty -
 - i. Earned Leave
 - ii. Half Pay Leave
 - iii. Commuted Leave
- (c) Leave not Earned by duty -
 - i. Extra-ordinary Leave
 - ii. Special Leave
 - iii. Leave not Due
- (d) Leave not debited to Leave Account
 - Leave on grounds of health
 - i. Maternity Leave
 - ii. Special Disability Leave
 - iii. Quarantine Leave

4. The Board of Management may, in exceptional circumstances and on the merit of each case, grant any other kind of leave for reasons to be recorded subject to such terms and conditions as it may deem fit to impose to the permanent employees of the University.

LEAVE TREATED AS DUTY

5. Casual Leave

(a) The employee shall be entitled to twelve days' casual leave in a calendar year.

(b) Application for grant of casual leave (in Leave form I appended to these rules) shall be submitted to the competent authority at least one day in advance of the day from which casual leave is required. In exceptional circumstances where application of casual leave cannot be submitted in advance ex-post-facto sanction for casual leave shall be obtained by the employee concerned. If the competent authority is not satisfied with the exceptional circumstances, the casual leave availed of without prior and proper sanction may be liable to be treated as Leave Without Pay.

(c) Casual leave exceeding seven days at a time may not be sanctioned. Only in exceptional circumstances it may be sanctioned up to ten days.

(d) Casual Leave cannot be combined with any other kind of leave. The same may be prefixed or suffixed to holidays or Sundays. Any number of Sundays and/or public Holidays are permitted to be prefixed/or suffixed so also a holiday or a series of holidays are permitted to be interposed between the period of Casual leave.

(e) Casual leave for half a day can be granted.

(f) Account of Casual leave availed of by the employee shall be maintained in a prescribed form.

(g) Leave sanctioning authority may refuse casual leave if it is requested on flimsy grounds. In the first year of employment of the employee concerned the leave sanctioning authority shall have the power to grant casual leave in proportion to the period of the calendar year completed. The leave sanctioning authority may grant leave without pay of shorter duration if no casual leave is available to the account of the employee.

(h) Casual leave not availed of during a calendar year shall be added to the earned leave on one-to-one basis.

6. Special Casual Leave

The following kinds of Special Casual Leave which shall not be debited to the casual leave account may be granted.

(1) Special Casual Leave under the Family Planning Scheme, provided the employee does not have more than three living children.

Occasion	Special Casual Leave Admissible
i. Vasectomy operation	Not exceeding 3 working days.
ii. Tubectomy operation	Not exceeding 6 working days.
iii. Female employees undergoing non-puerperal sterilisation.	Not exceeding 14 days.
iv. Female employees undergoing I.U.C.D. insertion.	One day subject to production of Medical certificate.
v. Male employee whose wife undergoes a gynaec sterilisation (non-puerperal tubectomy)	Not exceeding 7 days subject to production of a medical certificate.

Explanation

Special Casual Leave for (i), (ii) and (iii) may be combined with leave of any other kind, provided the application is supported of by a medical certificate.

(2) Special Casual leave may be given on other occasion as mentioned below.

Occasion	Special Casual Leave Admissible
i. Anti-rabic treatment	Up to 3 weeks.
ii. Participation in national or international sports.	Up to 30 days.
iii. Mountaineering	Up to 30 days
iv. Free Blood Donation	One day (either on the same day or on the very next day of donation of blood but not on any other subsequent day)

Explanation

In computing the 10 days of special casual leave the days of actual journey, if any, to and from the place where such activity takes place will be excluded.

(3) Grant of special casual leave for participation in National or International sport shall be -

i. For participation in sporting events of National or International importance.

ii. When the employee is selected for such participation.

(a) In respect of International Sporting events by a National Sports Federation or an Association recognised by the All India Council or Board and approved by the Ministry of Education of the Government of India;

(b) In respect of National sporting events when the participation is held on an Inter-state, Inter-zonal or Inter-circle basis and the employee takes part in the event in a team as a duly nominated representative on behalf of the state, zone or circle and when he participates in his personal capacity.

(c) When an employee is selected or sponsored for attending a coaching or training camp or his services are utilised as umpire for such a sporting event.

(4) Special casual leave for mountaineering shall be admissible when the expedition is approved by the Indian Mountaineering Foundation.

(5) If an employee participates in National or international sporting event and also in mountaineering the total special casual leave shall not exceed 30 days in a calendar year.

(6) Special casual leave cannot be accumulated, nor can it be combined with any other kind of leave except normal casual leave. It may be granted in combination with holidays / Sundays.

7. Compensatory off

The employees if is asked in writing to work on Sundays or Holidays by the competent authority, shall be entitled to have compensatory off provided they ask for the same within three months after working on the holidays. Compensatory off can be accumulated upto 5 days and can be prefixed/suffixed to casual leave, special casual leave or holidays.

LEAVE EARNED BY DUTY**8. Earned Leave**

(a) The leave account of the employees shall be credited with earned leave in advance in two instalments of fifteen days each on the 1st day of January and July of every calendar year. Provided that in the first year of the calendar year in which he is appointed in the University, earned leave shall be credited to the leave account of the employee at the rate of $2\frac{1}{2}$ days for each completed calendar month.

(b) The leave to the credit of an employee at the close of the previous half year shall be carried forward to the next half year, subject to the condition that the total leave to his account at any time does not exceed 240 days.

(c) No employee may normally be granted more than 120 days' earned leave at a time.

(d) A non-teaching employee shall be allowed to surrender earned leave at his option to the extent of thirty days in a financial year, on availing of not less than thirty days' earned leave, subject to the following conditions, namely :

i. the surrender of earned leave shall not be allowed more than once in any financial year;

ii. the application for surrender of earned leave shall be made along with the application for grant of leave;

iii. the number of days of earned leave surrendered under these rules shall be reckoned as surrendered on the date of commencement of actual leave taken and deducted from the leave account of the employee on that date;

iv. the total of the earned leave actually availed of and the earned leave surrendered should not exceed the maximum leave admissible to the employee at any one time, namely 120 days;

v. on return from earned leave the employee should serve the university for a period of not less than that of the earned leave surrendered;

vi. in the case of an employee who is on the verge of retirement, the period of leave surrendered shall not exceed the period of duty between the date of expiry of earned leave actually availed of and the date of compulsory retirement;

vii. the surrender of earned leave shall not be allowed in the case of leave preparatory to retirement;

viii. the surrender of earned leave shall not be admissible to an employee who resigns while on leave;

ix. an employee who is permitted to surrender leave shall not ordinarily be permitted to rejoin duty before the expiry of the thirty days leave sanctioned to him.

x. in case of compulsory recall to duty the non-teaching employee shall be allowed to avail of the balance of his earned leave before expiry of the period of six months from the date on which he proceeded on earned leave or before he again proceeds on earned leave with surrender of earned leave, whichever is earlier. The leave sanctioning authority shall grant leave to such an employee during the prescribed period, if he applies for it. If, however, the employee concerned does not himself ask for the balance of the earned leave, the same shall lapse.

(f) The leave salary and allowances admissible for the leave surrendered shall be at the rate of leave salary and all allowances admissible at the commencement of earned leave. For this purpose, a month shall be reckoned as 30 days, irrespective of the month in which the leave is availed of.

(g) The employee who retires on superannuation or who dies while in service, shall be entitled to the benefit of cash equivalent of unutilised earned leave standing to his credit, on the date of such retirement or death, as the case may be.

9. Half Pay Leave

(a) The half pay leave account of every employee shall be credited with half pay leave in advance in two instalments of 10 days each on the 1st day of January and July of every calendar year. Provided that in the first half of the calendar year in which the employee is appointed, half pay leave shall be credited to the leave account at the rate of $5/3$ days for each completed calendar month.

(b) The leave under this rule may be granted on medical certificate or on private affairs.

(c) While calculating the credit of half pay leave fractions of a day shall be rounded off to the nearest day.

(d) Half pay leave can be accumulated without any limit.

(e) No employees shall be entitled to leave on half pay during the 1st year of his service.

10. Commuted Leave

Commuted leave not exceeding half the amount of half pay leave due may be granted on medical certificate to an employee subject to the following conditions:

(a) When commuted leave is granted twice the amount of such leave shall be debited against the half pay leave due. Commuted leave can be availed of for a period not exceeding ten days at a time, any number of times during the entire service.

(b) Half pay leave up to a maximum of 240 days may be allowed to be commuted during the entire service (with production of medical certificate). It means the employee can avail of 120 days earned leave on full salary including all the allowances.

(c) Where the services of an employee who has been granted commuted leave stand terminated for any reason the commuted leave shall be treated as half pay leave and the difference between the leave salary in respect of commuted leave and half pay leave shall be recovered.

Explanation - I

Commuted leave may be granted at the request of the employee even when earned leave is due to him.

(c) Commuted leave should be granted only for medical purpose.

LEAVE NOT EARNED BY DUTY**11. Extra Ordinary Leave**

(a) A permanent employee may be granted extra ordinary leave-

i. When no other leave is admissible; or
ii. When other leave is admissible but the employee applies in writing for the grant of extra ordinary leave.

(b) Unless the Competent Authority in view of the exceptional circumstances of the case otherwise determines, no employee who is not in permanent employment shall be granted extra ordinary leave on any one occasion in excess of the following limits :

(1) three months

(2) Six months, where the non-teaching employee has completed three years continuous service on the date of

expiry of leave of the kind due and admissible under these rules, including three months extra ordinary leave under clause (1) and (2) his request for such leave is supported by a medical Certificate.

(3) Twelve months, in the case of non-teaching employee who has completed five years' continuous service on the date of expiry of leave due and admissible under the ruled including extra ordinary leave under clause (1) and (2) if the extra ordinary leave is required on account of illness of the non-teaching employee as certificate by a medical authority.

(c) The extra ordinary leave shall not ordinarily be granted to an employee for more than a year at a time, provided that if the employee is suffering from Tuberculosis Leprosy, Cancer or such other disease, which may be specified by the Competant Authority and undergoing treatment in a recognised clinic or under a specialist extra ordinary leave upto 24 months may be granted by the Competent Authority.

(d) Extra ordinary leave shall not count for increment except in the following cases :

1. Leave taken on medical ground by production of a certificate from the competent medical authority.

2. Cases where the Vice-Chancellor is satisfied that the leave was taken due to causes beyond the control of the employee, such as inability to join or rejoin duty due to civil commotion or a natural calamities, provided the employee has no other kind of leave to his credit.

3. Leave taken for prosecuting higher studies.

4. Leave granted to accept a position where the experience gathered is relevant to the University.

(e) The extra ordinary leave shall be debited to the employee's account and it shall postpone his date of increment, postpone the date of confirmation if on probation, and affect such other privileges as may be dependent on the period of such leave.

(f) The extra ordinary leave may be availed of in combination with any other kind of leave with the approval of the Competent Authority.

(g) Extra ordinary leave shall be without pay.

(h) The authority empowered to grant extraordinary leave may convert retrospectively periods of absence without leave into extra ordinary leave.

Explanation

The power to convert retrospectively the period of absence without leave into extra ordinary leave is absolute, and the Leave Sanctioning Authority is empowered to lay down specific conditions for this purpose.

i. No employee shall be permitted to take up any other job while on extra ordinary leave.

LEAVE NOT EARNED BY DUTY

12. Special Leave

The Leave Sanctioning Authority may sanction special leave to :

1. Permanent class I employees, who have put in at least five years continuous service for attending conferences, seminars, etc. on behalf of the University or for working as a member on a committee appointed by the State Government

or by the Government of India or by any other University or Academic body.

2. Permanent employees who have put in at least three years continuous service for attending meetings of the recognised unions of the employees.

Provided that the special leave so sanctioned shall not be more than 10 days in a calendar year.

13. Leave Not Due

In respect of a permanent employee, if he has no earned leave or leave on half pay to his credit, the Leave Sanctioning Authority may grant him leave not due on the following conditions :

1. Leave not due shall be granted only when the Leave Sanctioning Authority is satisfied that there are reasonable prospects of the employee returning to duty on the expiry of the leave and has sufficient service to earn leave to compensate leave not due granted to him.

2. Leave not due may, at the discretion of the leave Sanctioning Authority, be granted, to a permanent employee for a period not exceeding 180 days during the entire service. The employee shall be entitled to not more than 90 days at a time except on medical ground.

3. Leave not due shall be debited against the half pay leave earned by him subsequently.

4. If the services of an employee to whom leave is granted stand terminated for any reason whatsoever, the leave not due shall be cancelled, and the leave salary recovered.

5. Where an employee resumes duty after availing of leave not due, but whose services stand terminated for any reasons whatsoever, the debit balance in his leave account is wiped out, he shall be liable to refund the leave salary to the extent of debit balance of leave.

Provided no leave salary shall be recovered if the termination is due to retirement on account of ill-health, incapacitating the employee for full service or in the event of his death or if the employee is compulsarily retired.

LEAVE ON GROUNDS OF HEALTH

14. Maternity Leave

(1) Maternity leave on full pay may be granted to a female employee with not more than 2 surviving children, for a period of 90 days from the date of its commencement. During such period she shall be paid leave salary equal to the pay drawn immediately before proceeding on leave.

(2) Leave under this rule shall be admissible in a case of miscarriage or abortion including abortion under the Medical Termination of pregnancy Act, 1971, subject to the following conditions, namely :

i. The leave does not exceed 6 weeks and,

ii. The application for the leave is supported by a Medical Certificate.

(3) A female employee may be allowed leave of the kind due, including commuted leave, if she so desires, in continuation of the maternity leave, up to the maximum of 60 days without production of a medical certificate.

(4) Moreover Maternity leave may be granted combined with earned leave, half pay leave, extra ordinary leave or any other leave but any leave applied for in continuation of Maternity leave may be granted if the request is supported

by a medical certificate, provided that the total absence from duty does not exceed 365 days including days without production of a medical Certificate.

(5) Any female employee not in permanent employment who has put in atleast one year of continuous service shall also, be eligible for maternity leave, subject to the condition that the leave salary admissible during the period of maternity shall be regulated as follows, namely :

(a) In the case of a female employee who has put in one year but less than two years of continuous service shall be entitled to half pay leave.

(Note - She will be entitled to half of the pay plus personal pay, if any, and the compensatory local allowance, Dearness allowance, HRA, due on the said, half of the pay + personal pay. She shall not be entitled to additional pay, officiating pay and special pay, if any.)

(b) In the case of a female employee who has put in two or more years of continuous service, the leave salary admissible shall be full pay.

(c) The application for maternity leave shall invariably be supported by medical certificate as to the probable date of confinement, and an undertaking to the effect that the employee shall report the date of confinement supported by a medical certificate. In case of class IV employee if insistence on a regular medical certificate is likely to cause hardship, the authority competent to grant leave may accept such other certificate as it may deem sufficient.

(6) Maternity Leave shall not be debited to the leave account.

15. Special Disability Leave

(a) Special Disability Leave for injury intentionally inflicted :-

i. Special disability Leave may be granted to an employee who is disabled by injury intentionally inflicted or caused in, or in consequence of the due performance of his official duties or in consequence of his official position.

ii. Such Leave shall not be granted unless the disability manifested itself within three months of the occurrence to which it is attributed and the person disabled acted with due promptitude in bringing it to notice.

Provided that the authority competent to grant leave, if it is satisfied as to the cause of the disability, may permit leave to be granted in cases where the disability manifested itself more after than three months after the occurrence of its cause.

iii. The period of leave granted shall be such as is certified by an Authorised Medical Attendant and shall in no case exceed 24 months.

iv. Special disability leave may be combined with leave of any other kind.

v. Special disability leave may be granted more than once if the disability is aggravated or manifests in similar circumstances at a later date but not more than 24 months of such leave shall be granted in consequence of any one disability.

vi. Special disability leave shall be counted as duty in calculating service for pension and shall not be debited against the leave account.

vii. Leave Salary during such leave shall -

(1) for the first 120 days of any period of such leave

including a period of such leave granted under sub-clause (v) above be equal to leave salary while on earned leave ; and

(2) for the remaining period of any such leave, be equal to leave salary during half pay leave.

Provided that a member of the Staff, may at his option, be allowed leave salary as in sub-clause (a) above for period not exceeding another 120 days, and in that event the period of such leave shall be debited to his half pay leave account.

(b) Special Disability Leave for Accidental Injury

viii. The provisions in part (A) of this Section shall apply also to an employee who is disabled by injury accidentally incurred in, or in consequence of, the due performance of his official duties or in consequence of his official position or by illness incurred in the performance of any particular duty which has the effect of increasing his liability to illness or injury beyond the ordinary risk attaching to the post which he holds.

ix. The grant of Special disability leave in such cases shall be subject to the further conditions.

(a) that the disability, if due to disease, must be certified by an Authorised Medical Attendant to be directly due to the performance of the particular duty ;

(b) that, if the employee has contracted such disability during service, it must be, in the opinion of the authority competent to sanction leave, exceptional in character ; and

(c) that the period of absence recommended by an authorised medical attendant may be covered in part by leave under the section and in part by any other kind of leave, and that the amount of special disability leave granted on leave salary equal to that admissible on earned leave shall not exceed 120 days.

16. Quarantine Leave

i. Quarantine leave is leave of absence from duty necessitated in consequence of the presence of an infectious disease in the family or household of an employee, or when he is put under quarantine by Indian Authorities upon his return from a foreign country.

ii. Quarantine leave may be granted on medical certificate for a period not exceeding 21 days. In exceptional cases this limit may be raised to thirty days. Any leave necessary for quarantine purposes in excess of this period shall be treated as ordinary leave. Quarantine leave may be combined with earned leave, half pay leave, or extra ordinary leave.

iii. An employee on quarantine leave is not treated as absent from duty and his pay is not affected.

17. Employees Appointed on Probation

An employee appointed as a probationer against a substantive vacancy and with definite terms of probation shall during the period of probation be granted leave which would be admissible to him if he held his post substantively otherwise than on probation. If for any reason it is proposed to terminate the services of a probationer, any leave granted to him should not extend beyond the date on which the probationary period expires or any earlier date on which his services are otherwise terminated by the orders of the Board of Management or by competent authority. On the other hand, an employee appointed 'on probation' to a post, not substantively vacant, to assess his suitability to the post, shall

until he is substantively confirmed, be treated as a temporary employee for purposes of grant of leave. If a person in the permanent service of the University is appointed on probation to a higher post, he shall not during probation, be deprived of the benefit of leave rules applicable to his permanent post.

18. Leave to Persons Re-employed after Retirement

1. In the case of a person re-employed after retirement, the provisions of these rules shall apply as if he had entered in the service of the University for the first time on the date of his re-employment.

2. Earned leave due and admissible may be granted to a re-employed pensioner prior to cessation of his duties.

19. Temporary Employees

Temporary employees shall be governed by leave rules and by the following conditions and expectations given below.

1. Earned Leave - A temporary employee shall be entitled to earned leave as a permanent employee.

2. Half Pay Leave - Half pay leave may be granted to a temporary employee if the authority competent to sanction leave has reason to believe that the employee will return to duty on the expiry of such leave.

3. Commuted Leave - Temporary employee shall be entitled to commute any portion of the half pay leave as a permanent employee.

4. Extra Ordinary Leave - In the case of a temporary employee the duration of the extra ordinary leave on any occasion shall not exceed the following limits:

(a) Three months at a time not exceeding a total period of one year in the entire service.

(b) When a temporary employee fails to resume duty on the expiry of his maximum period of extra ordinary leave granted to him or where the employee who is granted a lesser amount of leave remains absent from duty for any period be deemed to have resigned his appointment and shall accordingly cease to be in the University employee.

(c) Two spells of extra ordinary leave if intervened by any other kind of leave shall be treated as one continuous spell of extra ordinary leave.

5. Leave not due - Leave not due may be granted to temporary employees who are suffering from Tuberculosis, Leprosy, Cancer or mental illness, provided -

i. request for such leave is supported by a medical certificate.

ii. the official has put in a minimum of one year of service.

iii. the post from which the official proceeds on leave is likely to last till his return to duty.

iv. the leave is limited to a period of 360 days, during the entire service.

The other conditions as applicable to permanent employees would also apply.

20. Employees Appointed on Contract

Employees appointed on Contract will be granted leave in accordance with the terms of the contract.

21. Honorary and Ad-hoc Employees -

(1) Honorary employees of the University shall be entitled to leave on the same terms as are applicable to whole time temporary employees of the University.

(2) Employees whose appointment is treated as ad-hoc for purely technical reasons may be extended the benefits admissible to temporary employees under this Ordinance. In all other cases of ad-hoc appointments which are for brief periods the ad-hoc employees may be allowed earned leave at the rate of two and half days per month of completed service.

22. General Conditions

i. Leave : How earned

Leave is earned by duty only. The period spent in foreign service counts as duty if contribution towards leave salary is paid for such period.

ii. Right to leave

(a) The leave can not be claimed as a matter of right. Leave of any kind may be refused or revoked by the competent authority empowered to grant it without assigning any reason, if that authority considers such action to be in the interest of the university.

(b) No leave shall be granted to an employee whom a competent authority has decided to dismiss, remove or compulsarily retire from service nor shall any leave be granted to an employee when he is under suspension.

iii. Maximum period of absence from duty on leave

(i) No employee shall be granted leave of any kind for a continuous period exceeding five years.

(2) Where an employee does not resume duty after remaining on leave for a continuous period of five years or where an employee after the expiry of his leave remains absent from duty, otherwise on foreign service or on account of suspension for any period which together with the period of leave granted to him exceeds five years, he shall unless the Board of Management in view of the exceptional circumstances of the case otherwise determines, be removed from service after following the prescribed procedure.

iv. Application for leave

Leave should always be applied for in advance and the sanction of competent authority obtained before it is availed of except in cases of emergency and for satisfactory reasons.

v. Commencement and Termination of leave

(a) Leave begins from the day on which leave is such is actually availed of and ends on the working day preceding the day employee resumes his duty.

(b) Sundays and other recognised holidays (including restricted holidays) may be prefixed and/or suffixed to leave with the permission of the authority competent to sanction the leave.

vi. Rejoining of duty before the expiry of the leave

(a) An employee on leave may not return to duty before the expiry of the period of leave granted to him unless he is permitted to do so by the authority which sanctioned him the leave.

(b) Notwithstanding anything contained in (a) above, an employee on leave preparatory to retirement shall be precluded from withdrawing his request for permission to retire and from returning to duty save with the consent of the Board of Management.

vii. Leave on medical grounds to be supported by medical certificate

An employee who applies for leave on medical grounds shall support his application with a medical certificate from an authorised Medical Officer of the University or where no

such Medical Officer has been appointed from a registered medical practitioner. The authority competent to sanction leave may, however, requires the applicant to appear before a Medical Board.

Leave or extension of leave on medical certificate shall not be granted beyond the date on which an employee is pronounced by a medical officer or board to be permanently incapacitated for further service.

viii. Rejoining duty on return from leave on medical grounds
No employee who has been granted leave (other than casual leave) on medical certificate shall be allowed to return to duty without producing a medical certificate of fitness.

ix. Employment during leave

An employee on leave shall not, without the written permission of the University, engage directly or indirectly in any trade or business whatsoever or in any private tuition or other work to which any emoluments or honorarium is attached; but this prohibition shall not apply to work undertaken in connection with the examination of the University, Public Service Commission, Board of Education of similar bodies/institution or to any literary work or publication or radio or T.V. or extension lecturers or with the permission of the Vice-Chancellor to other academic work.

The leave salary of an employee who is permitted to take up any employment during leave shall be subject to such restriction as the Vice-Chancellor may impose.

x. Absence without leave or overstaying of leave

An employee who absents himself without leave or remains absent without leave after the expiry of the leave granted to him, shall be entitled to no leave allowance or salary for the period of such absence. Such period shall be debited against his leave account as leave without pay unless his leave is extended by the authority empowered to grant the leave. Willful absence from duty may be treated as misconduct.

xi. Leave preparatory to retirement

An employee may be permitted by the authority competent to grant leave, to take leave preparatory to retirement to the extent of earned leave not exceeding 240 days together with half pay leave due subject to the condition, that such leave extends up to and includes the date of retirement.

Note : The leave granted as the leave preparatory to retirement shall not include extra ordinary leave.

xii. Leave/Cash payment in lieu of leave beyond the date of retirement or quitting of service:

(1) No leave shall be granted to an employee beyond-

(a) The date of retirement, or

(b) The date of his final cessation of his duties, or

(c) The date on which he retires by giving notice to the Competent Authority or he is retired by University by giving him notice or pay and allowances in lieu of such notice in accordance with the terms and conditions of his service.

(d) The date of his resignation from service.

(2) (a) Where an employee retires on attaining the age prescribed for retirement under the terms and conditions governing his service the authority competent to grant leave shall suo-motto, issue an order granting cash equivalent to leave salary for earned leave, if any, at the credit of an employee on the date of his retirement subject to a maximum of 240 days.

(b) The cash equivalent under clause (a) shall be

calculated as follows and shall be payable in one lumpsum as a one time settlement. No house rent allowance or city compensatory allowance shall be payable.

$$\text{Cash equivalent} = \frac{\text{Pay admissible on the date of retirement + dearness allowance admissible on that date.}}{30} \times \text{No. of days of unutilised earned leave at credit on the date of retirement subject to a maximum of 240 days.}$$

(3) The authority competent to grant leave, may without assigning any reason whatsoever withhold whole or part of cash equivalent of earned leave in the case of an employee who retires from service on attending the age of retirement while under suspension or while disciplinary or criminal proceedings are pending against him, if in the view of such authority there is a possibility of some money becoming recoverable from him on conclusion of the proceedings against him. On conclusion of the proceedings, he will become eligible to the amount so withheld after adjustment of University dues, if any.

(4) (a) Where the service of an employee has been extended, in the interest of public service beyond the date of his retirement he may be granted

i. During the period of extension, any earned leave due in respect of the period of such extension the earned leave which was at his credit on the date of his retirement subject to a maximum of 120 days/240 days as the case may be.

ii. After expiry of the period of extension, cash equivalent in the manner provided of the earned leave at credit on the date of retirement, Earned leave during the period of extension, reduced by the earned leave availed of during such period, to a maximum of 240 days.

(b) The cash equivalent payable under sub-clause (ii) of (a) above shall be calculated in the manner indicated in clause xii (2) (b)

(5) An employee who retires or is retired from service in the manner mentioned in clause (xii) (3) may be granted, suo motto by the authority competent to grant leave, cash equivalent of the credit subject to a maximum of 240 days and also in respect of all the half pay leave at his credit provided. This period does not exceed the period between the date on which he so retires or is retired from service and the date on which he would have retired in the normal course after attaining the age prescribed for retirement under the terms and conditions governing his service. The cash equivalent shall be equal to the leave salary as admissible for earned leave and/or equal to the leave salary as admissible for half pay leave, dearness allowance admissible on that leave salary for the 1st 240 days at the rates in force on the date the employee so retires or is retired from service. The pension and pension equivalent or other retirement benefits and ad-hoc relief/graded relief on pension shall be deducted from the leave salary paid for the period of half pay leave, if any, for which the cash equivalent is payable. The amount so calculated shall be paid in one lumpsum as a one time settlement. No House Rent Allowance or city Compensatory Allowance shall be paid.

Provided that if leave salary for the half pay leave component falls short of pension and other pensionary benefits, cash equivalent of half pay leave shall not be granted.

(6) (a)

i. Where the services of an employee are terminated by notice or by payment of pay and allowances in lieu of notice, or otherwise in accordance with the terms and conditions of his appointment, he may be granted *suo motto* by the authority competent to grant leave cash equivalent in respect of earned leave at his credit on the date on which he ceases to be in service subject to a maximum of 240 days.

ii. If an employee resigns or quits service, he may be granted, *suo motto* by the authority competent to grant leave, cash equivalent in respect of earned leave at his credit on the date of Cessation of service to the extent of half of such leave at his credit, subject to a maximum of 120 days.

iii. An employee who is re-employed after retirement may, on termination of his re-employment be granted, *suo motto* by the authority competent to grant leave, cash equivalent in respect of earned leave at his credit on the date of termination of re-employment subject to a maximum of 240 days. (including the period for which encashment was allowed at the time of retirement)

(b) The cash equivalent payable under sub-clause (6) (a) above shall be calculated in the manner indicated in clause xii (2) (b) and for the purpose of computation of cash equivalent under sub-clause (xii)(6)(a)(iii) above, the pay on the date of the termination of reemployment shall be the pay fixed in the scale of post of reemployment before adjustment of pension and pension equivalent of other retirement benefits and the dearness allowance appropriate to that pay.

xiii. Leave at the credit of employee who dies in harness-

i. In case an employee dies in harness the cash equivalent of the leave salary that diseased employee would have got had he gone on earned leave, but for the death, due and admissible on the date immediately following the date of death subject to a maximum of leave salary for 240 days shall be paid to his family. Further such cash equivalent shall not be subject to reduction on account of pension equivalent of death cum retirement gratuity.

Note : In addition to the cash equivalent of leave salary admissible under this rule the family of the diseased employee shall also be entitled to payment of dearness allowance only as per orders issued in this behalf separately.

ii. Cash equivalent of leave salary in case of invalidation from service. An employee who is declared by the Medical Authority to be completely and permanently incapacitated for further service may be granted *suo motto* by the authority competent to grant leave, cash equivalent of leave salary in respect of leave due and admissible, on the date of his invalidation from service, provided that the period of leave for which he is granted cash equivalent does not extend beyond the date on which he would have retired in the normal course after attaining the age prescribed for retirement under the terms and conditions governing his service. The cash equivalent thus payable shall be equal to the leave salary as calculated under clause xii(5). An employee who is not permanent, or a quasi permanent employee shall not however be granted cash equivalent of leave salary in respect of half pay leave standing at his credit on the date of his invalidation from service.

Note : In the case of the employees governed by the contributory provident fund rules no deduction need be made out of cash equivalent of leave salary on account of university contribution to C.P.Fund.

xiv. Payment of cash equivalent of leave salary in the case of death etc. of an employee :

In the event of the death of an employee while in service or after retirement or after Cessation of duties but before actual receipt of its cash equivalent of leave salary under sub-clause (xii) and (xiii) about such amounts shall be payable-

(1) to the widow and if there are more widows than one to the eldest surviving widow, if the deceased was a male employee or to the husband if the deceased was female employee.

Note : The eldest surviving widow shall be determined with reference to the date of marriage and not with reference to their ages.

ii. failing a widow or husband as the case may be to the eldest surviving son; or an adopted son.

iii. failing (i) and (ii) above, to the eldest surviving unmarried daughter;

iv. failing (i) to (iii) above to the eldest surviving widowed daughter;

v. failing (i) to (iv) above, to the father;

vi. failing (i) to (v) above, to the mother;

vii. failing (i) to (vi) above, to the eldest surviving brother below the age of 18 years. and

viii. failing (i) to (vii) above, to the eldest surviving unmarried sister; and

ix. failing the above, the eldest surviving widowed sister.

xv. Leave Sanctioning Authority :

Subject to the overall control of the competent Authority, the Leave sanctioning Authorities be prescribed by the Ordinances for the purposes.

xvi. Conversion of one kind of leave to another

(a) At the request of the employee concerned, the University may convert retrospectively any kind of leave including extraordinary leave into a leave of different kind which was admissible to him at the time the leave was originally taken; but he cannot claim such conversion as a matter of right.

(b) if one kind of leave is converted into another, the amount of leave salary and the allowances admissible shall be recalculated and arrears of leave salary and allowances paid or the amount overdrawn recovered as the case may be.

xvii. Increment during leave

If increment of pay falls during any leave other than casual leave, special casual leave, duty leave, study leave the effect of increase of pay will be given from the date the employee resumes duty without prejudice to the normal date of his increment, except in those cases where the leave does not count for increment.

xviii. Leave year :

For the purpose of these Ordinances, unless otherwise specified the terms year shall mean calendar year running from the commencement of the calendar session to the end of the calendar session.

xix. Authorities empowered to sanction leave

21. The Vice-Chancellor is empowered to sanction leave and if he so desires to delegate such powers to other officers of the University.

xx. Leave Salary

22. (1) An employee granted casual leave or special

casual leave is not treated as absent from duty and his pay is not interrupted. During duty leave, study leave, an employee will draw pay under the provisions related to the leave mentioned in this Ordinance.

(2) An employee on earned leave is entitled to leave salary equivalent to the pay drawn immediately before proceeding on earned leave.

(3) An employee on commuted leave is entitled to leave salary equal to the amount admissible under sub-clause xix (2).

(4) An employee on half pay leave or leave not due is entitled to leave salary equal to half the amount specified in sub-clause xix(2).

(5) An employee on extra-ordinary leave shall not be entitled to any leave salary.

(6) An employee on special disability leave is entitled to leave salary as admissible under clause xiii.

(7) An employee on maternity leave or on quarantine leave is entitled to draw pay as at the time of proceeding on leave.

(8) Payment of Dearness, House rent and City Compensatory Allowances during leave shall be governed by the provisions of the rules regarding the payment of these allowances.

(9) An employee who is granted leave beyond the date of compulsory retirement / retirement or quitting of service as the case may be, as provided under clause xii (5) shall be entitled during such leave, leave salary as mentioned in the concerned clause.

(10) In the case of an employee who is granted leave earned by him during period of re-employment, the leave salary shall be based on the pay drawn by him exclusive of the pension and pension equivalent of other retirement benefits.

xxi. Making of rules under these ordinances
The Vice-Chancellor may make rules under these ordinances prescribing the procedure to be followed in -

- i. Making application for leave and for permission to return to duty before the expiry of the leave;
- ii. Granting leave and submission of medical certificates while proceeding or returning from leave.
- iii. The payment of leave salary
- iv. The maintenance of records of service; and
- v. The maintenance of leave accounts

xxii. Exceptions

These ordinances shall not be applicable to

(a) person in respect of whom special provisions have been made by or under the provisions of the Statutes of the University

(b) persons on deputation for a limited duration

(c) persons appointed on consolidated salary or daily wages

(d) work charged staff and

(e) persons paid from contingencies.

Amendments

25. Unless there is anything repugnant in the Yashwantrao Chavan Maharashtra Open University Act, 1989 any amendment to the CCS (Leave) Rules, 1972 shall be deemed to be the amendments of the relevant provisions of these

ordinances or any order or administrative instructions already issued/to be issued by the Central Government/State Government shall be deemed to be the orders or administrative instructions under these ordinances, with effect from the date of such amendments/orders are brought into force by the Central Government/State Government. The above provisions will not apply to study leave and sabbatical leave for the academic staff.

Relaxation

When the Board of Management is satisfied that the operation of any of these ordinances may cause undue hardship in any particular case, the Board of Management for reasons to be recorded, dispense with or relax the requirements of that clause, to such extent and subject to such exceptions and conditions as it may consider necessary for dealing with the case in a just and equitable manner.

See form No I - for Casual Leave application.

form No II - for Casual Leave Record

form No III - for Application for Earned/Commuted leave etc

form No IV - for Casual Leave Card

form No V - for Optional Holiday Record

form No VI - for Compensatory Leave Record

form No VII - for Tour Leave Record

APPLICATION FOR CASUAL LEAVE

FORM NO. 1

1. Name: _____
2. Designation : _____ Section/Control/Division _____
3. Period of Casual Leave applied for _____ days (from _____ to _____ with permission) to prefix/suffix Sundays and Holidays on _____
4. Reason : _____
- Date : _____

(Signature of Applicant)

REMARKS OF THE SECTION CONCERNED

Casual leave due _____ days.

Shri/smt/kum _____

may/may not be granted leave applied for by him/her for the reason that _____

Assistant Registrar/
Section Officer

Sanctioned / not sanctioned

(Signature of the L.S.A. *)

* Leave Sanctioning Authority.

CASUAL LEAVE RECORD**FORM NO. II**

Name of the Employee : _____

Sr. No.	Date on which availed	Signature of employee	Signature of L.S.A.
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			

Note : Two copies of this record will be maintained one with the employee and the other with the section concerned. The employee will attach this record form to the CL application. When sanctioned and signed by the LSA*, it will be returned to employee. The other copy will also be duly signed by the employee and the LSA* and returned to the section.

* Leave Sanctioning Authority.

FORM NO. III

क्र. यचममुवि/आस्था/रजा-मंजुरी/
कुलसचिव, य.च.म. मुक्त विद्यापीठ
यांचे कार्यालय,
दिनांक / / १९९५

वरील संदर्भान्वये व रजेचे १९३५ चे वेळोवेळी सुधारित नियम या अन्वये कुलसचिव, य.च. म. मुक्त विद्यापीठ, नाशिक येथे काम करणारे

श्री/श्रीमती _____ हुद्दा _____

यांनी खाली दर्शविल्याप्रमाणे रजा मंजुरीचे आदेश देत आहेत. सदरची रजा मंजूर तारखेपासून किंवा प्रत्यक्ष रजेवर गेल्याच्या तारखेपासून मंजूर करण्यात येत आहे.

१. अर्जित रजा पासून पर्यंत दिवस

२. परावर्तित पासून पर्यंत दिवस

३. अर्धपगारी पासून पर्यंत दिवस

४. दिनपगारी पासून पर्यंत दिवस

५. बाळंतपणाची पासून पर्यंत दिवस
स्वतःच्या आजारपणासाठी / खाजगी धरमुक्ती कारणासाठी.

त्या रजेरोबत दिनांक ची व ची
अनोदरची किंवा नेतरची सुट्टी पीडित घेण्यास परवानगी देण्यात येत आहे.

त्यांना विक्रेच रक (तर्जिज लीव्ह) एकूण दिवस वरील
कालवधीतील व सन आर्थिक वर्षासाठी मंजूर
करण्यात येत आहे.

प्रमाणित करण्यात येते की, श्री/श्रीमती _____

हुद्दा हे वरील नुसरीत रजेवर
नेले भरते तर त्यांची सेवा त्या पदावर राहिली जातो.

श्री/श्रीमती _____

हुद्दा _____ यांना रजा संपल्यावर _____

येथे हजर होण्याबाबत आदेश देण्यात येत आहे.

कुलसचिव,

य.च.म. मुक्त विद्यापीठ, नाशिक

प्रत : योग्य कार्यवाहीस्तव श्री/श्रीमती _____

यांचा आग्रह व निर्गमन अहवाल दोन प्रतीत
ह्या कार्यालयाकडे सादर करावा.

प्रत : वित्त अधिकारी यांना माहितीसाठी व योग्य त्या कार्यवाहीसाठी

प्रत : संबंधित विभागप्रमुख

प्रत : कार्यालयीन आदेश धारिका

प्रत : वैयक्तिक नस्ती

कुलसचिव,

य.च.म. मुक्त विद्यापीठ, नाशिक

[illegible]

FORM NO. VI



ज्ञानगंगा घरोघरी

यशवंतराव चव्हाण महाराष्ट्र मुक्त विद्यापीठ
भरपाई रजा पत्रक : वर्ष १९९९

नाव : _____ कर्मचारी क्रमांक : _____ पदनाम : _____ विभाग : _____

क्र.	सुट्टीच्या दिवशी केलेल्या कामाचा दिनांक	विभागप्रमुखाची सही	भरपाई/पर्यायी रजेचा दिनांक	कर्मचाऱ्याची स्वाक्षरी	सक्षम अधिकारी/विभागप्रमुख यांची मंजुरीदाखल स्वाक्षरी		आस्थापना विभाग नोंदणीसाठी	शेरा
					शाखा/केंद्र/कक्ष प्रमुख/कक्ष अधिकारी	विभाग प्रमुख		

टीप : भरपाई रजा काम केलेल्या दिवसापासून तीन महिन्यांच्या आत उपभोगावयाची आहे.

FORM NO. VII



ज्ञानगंगा घरोघरी

यशवंतराव चव्हाण महाराष्ट्र मुक्त विद्यापीठ
दौऱ्यानिमित्त रजा/कर्तव्य रजा नोंदणी-पत्रक : वर्ष १९९९

नाव : _____ कर्मचारी क्रमांक : _____ पदनाम : _____ विभाग : _____

क्र.	दौऱ्यावर/कर्तव्य रजेवर जाण्याचा कालावधी	कारण	दौऱ्यावर जाणाऱ्याची सही	मंजुरीदाखल विभागप्रमुखाची सही	आस्थापना विभाग नोंदणीसाठी	शेरा

(C) VOLUME II

(3) Regulations

<i>Sr. No.</i>	<i>Regulation No.</i>	<i>Old Regulation</i>	<i>Title</i>	<i>Date of Approval</i>	<i>Page No.</i>
69	4	1 of 1993	REGULATION to provide for the Annual Holidays for the University	13/2/93	119
70	5	5 of 1994	REGULATION to provide for a procedure to evaluate the Annual Confidential Reports of the Administrative, Technical and Professional Staff of the University	3/9/94	119 to 120

REGULATION No. 4 *
(1 of 1993)

(See Section 24 of the Act)

**REGULATION to provide for the
Annual Holidays for the University**

WHEREAS it is expedient to provide for the annual holidays of the University, the Board of Management is hereby pleased to approve the following Regulations :

1. This Regulation may be called the annual holidays for the University Regulation 1993.

2. This Regulation shall come into force from 13th February 1993.

3. Holidays :

3.1 The University will observe seven holidays on the following days.

26th January	: Republic Day
1st May	: Maharashtra Foundation Day
1st July	: University Foundation Day
15th August	: Independence Day
2nd October	: Mahatma Gandhi Jayanti
Two Days for Diwali: Laxmi Poojan & Pratipada	

3.2 The University will observe holidays on all Sundays and first & third Saturdays in the month.

3.3 An employee will be given 4 holidays leave in a year from January to December. They can avail of any holiday, as may be required, on any occasion.

3.4 The Hon. Vice-Chancellor is authorised to declare two holidays if found necessary due to Local circumstances, other than the above mentioned holidays.

The Regulation was passed by BoM on 13/02/1993 (By the Resolution No. A-100/93/104)

REGULATION No. 5 *
(5 of 1994)

**REGULATION to provide for a
procedure to evaluate the Annual
Confidential Reports of the
Administrative, Technical and
Professional Staff of the University**

WHEREAS it has become expedient to provide for regulation to evaluate the Annual Confidential Reports of the Administrative, Technical and Professional staff of this University, the Board of Management in exercise of the powers vested in it under Section 24 of the Act, is hereby pleased to approve the following regulation :

1. This regulation may be called "the Regulation Providing Procedure for Evaluation of the Annual Confidential Reports of the Administrative, Technical and Professional Staff of this University."

2. This Regulation shall come into force from the date of its approval by the BoM.

3. The system of writing of Annual Confidential Reports in respect of the administrative, technical and professional staff has already been introduced in this University. The Reporting, Reviewing and Accepting authorities in respect of the Annual Confidential Reports have also been designated. The following procedure shall be followed in assessment and evaluation of the performance of the staff members as reflected in their Annual Confidential Reports.

4. It shall be the responsibility of the Reporting Officer to ensure that all the Annual Confidential Reports are written on or before 15th April of the year following the financial year ending on the preceding 31st March. It shall be the responsibility of the Reviewing Officer to ensure that all the reports are reviewed before 30th of the same month of April. It shall be the responsibility of the Registrar to take all the necessary actions to ensure timely reporting and reviewing of the Annual Confidential Reports in respect of the every administrative, professional and technical staff of the University. This time-plan should be strictly adhered to so as to enable the Departmental Promotion Committees to hold their meetings before the end of the first quarter of every financial year for drawing up the promotion panels relevant for that period.

(a) So far as the Group B, C & D staff members are concerned, the Reporting Officer and the Reviewing Officer should jointly call the official report upon for a personal discussion on the favourable and unfavourable remarks made in the Annual Confidential Report for the relevant year. These personal discussions shall be held and completed in respect of all the staff members in the month of May of that year.

(b) The Reporting Officer and the Reviewing Officer should try to know the reasons for unsatisfactory performance of the official concerned as reflected in the relevant Annual Confidential Report, and if they are satisfied that the performance was lower than the expectation on account of some genuine problems, difficulties and limitations, they should provide suitable guidance and advice for him to improve upon his performance. Likewise the Reporting Officer and the Reviewing Officer shall ensure that the candidate deserves high assessment, if any.

(c) If the Reporting Officer and the Reviewing Officer are satisfied that the performance of the official reported upon was not upto the mark owing to circumstances beyond his control, and are convinced that he shall make a sincere effort to improve upon his performance in the immediate future, they may recommend to the V-C either to tone down or expunge the adverse remarks from the Annual Confidential Report.

(d) The Vice-Chancellor may in his discretion either

accept or reject the recommendation jointly made by the Reporting Officer and the Reviewing Officer, and the Vice-Chancellor's decision in this respect shall be final.

(c) If in the opinion of the Reporting Officer and the Reviewing Officer it was necessary to maintain the adverse remarks in the Annual Confidential Report, the same should be communicated to the official concerned without delay and he should be given a period of 21 days to represent against the adverse remarks if he wishes to do so.

(f) The Vice-Chancellor shall examine the representation of the official concerned and shall take a final decision as to whether the adverse remarks need to be revised, toned down or altogether expunged, and his decision shall be final.

6. (a) So far as Group A member of the University are concerned, the V-C shall appoint a Committee to study the entries in the Annual Confidential Reports of one or more members of one or more cadres.

(b) This Committee may be chaired by the Vice-Chancellor or the Executive Director to be nominated by the Vice-Chancellor and may have two additional members, of whom one shall be the Head of the Division concerned and the other shall be an expert in the relevant field to be nominated by the Vice-Chancellor.

(c) The Committee may invite the Group A official concerned for discussion in regard to the entries made in the Annual Confidential Report. The Committee shall try to understand the limitations, problems and difficulties, if any, in which the Group A official reported upon was required to work in the relevant year and if the Committee is satisfied that the adverse entries in the Annual Confidential Report need to be revised, toned down or altogether expunged, it shall make suitable recommendation to the Vice-Chancellor.

(d) The Vice-Chancellor shall examine the recommendation of the above Committee and take a decision in regard to the revision, toning down or expunction of the adverse

entries in the Annual Confidential Reports of Group A member and his decision shall be the final.

(e) If in the opinion of the Committee it is not necessary to revise, tone down or expunge any adverse entries in the Annual Confidential Report of the official concerned, such adverse entries shall be immediately communicated in writing to the official reported upon and he shall be given a time of 21 days to represent against such entries if he desires to do so.

(f) The representation made by the official reported upon shall be examined by the Vice-Chancellor whose decision in regard to the revision, toning down or expunction of the relevant adverse entries shall be final.

7. The Annual Confidential Reports to be put up for the consideration of any Departmental Promotion Committee shall be only those which have been evaluated and revised, wherever necessary, in accordance with the procedure laid down in this Regulation.

8. A separate dossier shall be maintained for the Annual Confidential Reports of each member. Revisions made in the Annual Confidential Reports in accordance with this Regulation shall be properly recorded in note-sheets which will be attached to the relevant dossier.

9. The Registrar shall be responsible for the safe custody of the Annual Confidential Report dossiers of all administrative, technical and professional staff.

Statement of Object and Reasons

To provide for proper procedure to evaluate the Annual Confidential Reports of the Administrative, Technical and Professional Staff of the University is the subject matter to be prescribed for the smooth conduct of the University which falls under section No. 24 of the Act.

The object of the Regulation is to regulate the said matter

The Regulation was passed by BoM on 31/9/94 (By the Resolution No. A-100/94/65)

(C) VOLUME II

(4) Rules

<i>Sr. No.</i>	<i>Rule No.</i>	<i>Old Rule</i>	<i>Title</i>	<i>Date of Approval</i>	<i>Page No.</i>
71	1	1 of 1993	RULES Regarding Institution of Prizes, Acceptance of Endowments	11/12/93	123
72	2	2 of 1993	RULES procedure and criteria for awarding the prizes	11/12/93	123 to 124

RULE No. 1

**RULES Regarding Institution of Prizes
Acceptance of Endowments**

1. Introduction : With a view to recognising and honouring the students securing the highest ranks among the successful candidates at various educational programmes, particularly the degree and diploma programme, the University hereby institutes the Prizes and Medals. These prizes and medals shall be awarded every year starting from the first convocation to be held in January-February 1994. The general rules and procedures for accepting the endowments and for selecting the candidates/students shall be as follows.

2. General Rules for Accepting the Endowments :

2.1 The University shall not accept any endowments that restricts the benefits of that endowment to any particular caste, creed or community. (Exception to this shall be the endowments for general weaker sections such as women and backward classes as a whole).

2.2 The minimum endowment to be accepted by the University for the institution of prizes shall be Rs. 6,000/- and the minimum prize to be awarded shall be of Rs. 500/-

2.3 All donations/endowments that are accepted shall be deposited in the Bank so as to receive maximum interest. The prize shall be awarded from the interest earned every year on the endowment.

2.4 All endowments and donations shall be accepted on the condition that once accepted the endowment shall not be refunded and the management of the said endowment shall vest with the University.

2.5 Annual interest realised on a particular endowment shall be subject to 10% deduction as the administrative charges by the University. Remaining amount shall be suitable divided for first and second prizes of that endowment. The 10% administrative charges deducted from the interest shall be utilised by the University for administration of these endowments. This amount shall be credited to General Fund every year.

2.6 Any unspent balance or surplus which may accumulate from the prize not being awarded during any year or the unspent balance accumulating for any other reason, shall be added to the corpus of the endowment.

2.7 The name of the candidate to whom the prize is awarded shall be published and intimated to the donor.

2.8 If an endowment is accepted to institute a prize/medal for a particular educational programme and if the University decides to modify, change or delete that programme, the University shall be competent to use that endowment to institute a prize for some other programme, with the permission of the Donor.

2.9 The University shall take a review of all endowments after every five years and may change the amount of the prize of those endowments the corpus fund of which has grown and other allied matters.

A small committee consisting of—

(1) Vice-Chancellor

(2) Ex. Director, Student Services Division

(3) Ex. Director, Academic Division

(4) Registrar and

(5) Finance Officer

may be formed for this purpose.

The Rules were passed by Academic Council by the Resolution No. B-100/93/29 and were approved by DoM on 11/12/1993 [By the Resolution No. A-100/93/94 (B-100/93/29)]

RULE No. 2

**RULES procedure and criteria for
awarding the prizes**

4.1 An 'Award' may be given to the students securing the first second and third ranks in—

(a) an educational programme (Degree/Diploma) as a whole,

(b) the aggregate of several courses from a specific discipline (e.g. English, Marathi, Psychology, etc.)

(c) a single course at the final year examination of the three-year degree level programme.

4.2 eligibility

4.2.1 To become eligible for such an award, in the particular programme as a whole, the award student must have secured at least 'A' grade as derived from the Cumulative Grade Point Average (CGPA) (CGPA value higher than 3.50) as the aggregate result of all the courses taken together in the respective educational programme.

4.2.2 For an award to be given in respect of a group of courses in a specific subject, the awardee must have necessarily secured average 'A' grade on the 5-point scale as derived from the Grade Point Average (GPA value 3.50 or higher) as the aggregate for the group of courses in that subject.

4.2.3 For an award to be given in respect of a single course of the particular programme, the awardee must have necessarily secured average 'O' grade in the total evaluation in that course.

4.2.4 The awardee student for a specific course/discipline must have cleared (i.e. passed in) All the remaining course/subject components of the concerned educational 'programme' before he becomes eligible for any such award intimated for that course/subject.

4.2.5 Only those candidates who have completed the programme within the maximum period allowed for them shall be eligible for 'award'.

4.3 Only candidates satisfying the minimum conditions of eligibility as stated in rules 4.2.1 - 4.2.5 will be taken into consideration for determining the second and third rank performance.

4.4 Ranking for the 'Award': Ranking for the award/s shall be done yearly after the April / May session Examination results, in accordance with the procedures detailed in the sections 4.5 and 4.6. (Typical of an 'open' university system, the student is given a minimum and a

maximum time period to complete the educational programme at the Degree / Diploma level. Appearance for improvement of performance is also permitted subsequent to his 'passing' a course. Therefore, several students, having completed different duration periods of learning, might be competing and become eligible for 'award' from amongst the lot appearing at a particular point of time. Considering this situation the fixation of the first rank for the 'award' may not be by simple comparison of marks secured in the examination conducted during the particular year. A 'proportionate' ranking procedure recommended for this purpose is given in section 4.5)

4.5 Ranking Procedure (for overall-programmes awards)

4.5.1 Initially, students becoming eligible for the 'award' at the first 'attempt' 1 (minimum period for completion as specified) shall be taken into account for short listing the potential awardees.

4.5.2 For a student who becomes 'eligible' at his 'second attempt' 0.03 shall be deducted from his better CGPA and then he will be included for comparison in the short-listed made as stated in section 5.1.

4.5.3 For a student becoming eligible at his 'third attempt' a deduction of 0.06 in his CGPA value shall be made effective from his best performance and then his name shall be added to the list made as per section 4.5.1.

1. A student who successfully, clears / passes all the courses of the particular programme within the minimum period prescribed for its completion, shall be deemed to have cleared the programme at his 'first attempt' - irrespective of his number of appearances for any one or more of the component courses within that period.

Every subsequent year thereafter shall be counted as his 'next attempt', regardless of whether or not he appears for the end examination of the concerned course/s during that period

4.5.4 For students becoming 'eligible' at the subsequent (4th, 5th, 6th) attempts, the effective deductions in the CGPA value may be fixed (say 0.15) for short-listing purposes.

4.5.5 The candidates (short-listed as above) performance in terms of their final CGPA values shall be used for fixation. The first-two topping the listed Rank order shall be given the first and second awards.

4.5.6 In case of a 'tie' between two candidates shortlisted as above (having exactly equal CGPA values up to second decimal place), the one who has secured more 'O' grades will be ranked as 'first'. In case of more than one having equal

number of 'O's, their 'A' Shall be compared and the one getting highest number of 'A' shall be ranked as 'first', and so on.

4.6 Ranking Procedure (for 'disciplinewise' award)

4.6.1 The procedure for short-listing the names of the 'eligible' rank holders shall be the same as detailed in section 5, except that here the award is declared on the basis of 'Grade-Point-Average' (GPA) values calculated upto the second decimal place for the group of courses in the particular discipline for comparison and short-listing of the competitors / awardees.

4.6.2 The deduction in the GPA values for the 'eligibility' at the second attempt may be 0.03 (or as decided by the university from time to time).

4.6.3 Similarly the CGPA value for eligibility at the third attempt may be 0.06 (or as decided by the university).

4.6.4 If an award has been instituted for a single course of the particular programme, percentage marks obtained in the end examination ONLY shall be considered for ranking purposes.

4.7 It is important to note that the marks or CGPA values thus arrived at are only for deciding awards and they shall not affect the mark / grades mentioned in the candidate's original marks transcript / grade card.

4.8 Student securing an award may be given a 'Special Certificate' to that effect.

4.9 The above stated rules are for the awards 'open' to the entire student group. For endowments and prizes specially instituted for certain subgroups of students of the basis of other socioeconomic considerations (e.g. Women, SC / ST / NT / OBC, etc.) special rules and bye-rules may be framed, which however should not be in contravention to the 'general' rules stated in sections 1 to 8.

4.10.1 The detailed ranking procedures stated in section 4.5 and 4.6 shall be given effect from the year 1994-95 onwards.

4.10.2 The ranking procedures for the first batch awards - appearing for the third year B. A. / B. Com. examinations to be held in October, 1993, shall be as a special case, decided without considering the number of 'attempts' made by a candidate for clearing the F. Y. and S. Y. courses.

The Rules were passed by Academic Council by the Resolution No. B-100/93/30 and were approved by BoM on 11/12/1993 [By the Resolution No. A-100/93/94 (B-100/93/30)]

