

**COMMON STATUTES FOR  
AGRICULTURAL  
UNIVERSITIES OF GUJARAT**

**STATUTES No.  
S.001 To S.114**

- I. Authorities**
- II. Officers**
- III. Committees**
- IV. Conferment of Degrees, etc.,**
- V. TA to Non-Official Members**
- VI. Affiliation of Colleges**
- VII. Other Provisions**

**COMMON STATUTES FOR AGRICULTURAL  
UNIVERSITIES OF GUJARAT  
(STATUTES NO.01 TO 114)**

**INDEX**

---

<b>Statute No.</b>	<b>Subject</b>	<b>Page No.</b>
S.1.0	Short Title & Commencement	15
<b>I. - Authorities of the University</b>		
<b><u>1.0 - Additional Authorities</u></b>		
S.2.0	Additional authorities of the Universities	16
<b><u>2.0 - Board of Management</u></b>		
S.3.0	Nomination of member of the Board of Management by the Vice-Chancellor	16
S.4.0	Meetings and conduct of business of the Board of Management	16
S.4.1	Meetings of the Board	16
S.4.2	Notice	17
S.4.3	Requisitioned Meeting	17
S.4.4	Circular Meeting	17
S.4.5	Agenda	17
S.4.6	Attendance	18
S.4.7	Who to preside	18
S.4.8	Quorum	18
S.4.9	Casting vote	19
S.4.10	Minutes of the meeting of the Board of Management	19
<b><u>3.0 - Academic Council</u></b>		
S.5.0	Nomination on Academic Council	20
S.6.0	Co-option of the members by the Academic Council	20
S.7.0	Powers and duties of the Academic Council	21
S.8.0	Meetings and conduct of business of Academic Council	22
S.8.1	Meetings	22
S.8.2	Notice of meetings	22

---

## COMMON STATUTES FOR AGRICULTURAL UNIVERSITIES OF GUJARAT, 2011

<b>Statute No.</b>	<b>Subject</b>	<b>Page No.</b>
S.8.3	Agenda	22
S.8.4	Who to preside	23
S.8.5	Quorum	23
S.8.6	Casting Vote	23
S.8.7	Minutes of the Meeting	23
<b><u>4.0 - Faculties</u></b>		
S.9.0	Faculties	24
S.10.0	Constitution of the Faculty	25
S.11.0	Nomination of Professors, Associate Professors and their equivalents in the faculty	26
S.12.0	Powers and duties of the faculties	26
S.13.0	Meetings and conduct of business of the Faculties	27
S.13.1	Meetings	27
S.13.2	Requisitioned Meeting	28
S.13.3	Notice of meetings	28
S.13.4	Agenda	28
S.13.5	Who to preside	29
S.13.6	Quorum	29
S.13.7	Casting Vote	29
S.13.8	Minutes of the Meeting	29
S.14.0	Departments under faculties	30
<b><u>5.0 - Head of Departments</u></b>		
S.15.0	Head of Departments / Units / Research and Extention Education Stations	39
S.16.0	Powers and duties of the Head of Department / Head of Unit / Head of Research and Extension Education Station :	39
<b><u>6.0 - The Board of Studies</u></b>		
S.17.0	Board of Studies	41
S.18.0	Joint Board of Studies	42
S.19.0	Constitution of the Board of Studies other than Board of the Post Graduate Studies	42
S.20.0	Co-option to the Board of Studies	42

## COMMON STATUTES FOR AGRICULTURAL UNIVERSITIES OF GUJARAT, 2011

<b>Statute No.</b>	<b>Subject</b>	<b>Page No.</b>
S.21.0	Functions of the Board of Studies	43
S.22.0	Duties of the Board of Studies	43
S.23.0	Meetings and conduct of business of the Board of Studies	44
S.23.1	Meetings	44
S.23.2	Notice of meetings	44
S.23.3	Agenda	44
S.23.4	Who to preside	45
S.23.5	Quorum	45
S.23.6	Casting Vote	45
S.23.7	Minutes of the Meeting	46
<b><u>7.0 - The Board of Post Graduate Studies</u></b>		
S.24.0	Constitution of the Board of Studies for Post Graduate Faculty	46
S.25.0	Duties of the Board of Post Graduate Studies	47
S.26.0	Meetings and conduct of business of the Board of Post Graduate Studies	48
S.26.1	Meetings	48
S.26.2	Notice of meetings	48
S.26.3	Agenda	48
S.26.4	Who to preside	49
S.26.5	Quorum	49
S.26.6	Casting Vote	49
S.26.7	Minutes of the Meeting	50
<b><u>8.0 - Research Council</u></b>		
S.27.0	Constitution of the Research Council	50
S.28.0	Tenure of members	50
S.29.0	Functions and duties of the Research Council	51
S.30.0	Meetings and conduct of business of the Research Council	52
S.30.1	Meetings	52
S.30.2	Notice of meetings	52
S.30.3	Agenda	53
S.30.4	Who to preside	53

## COMMON STATUTES FOR AGRICULTURAL UNIVERSITIES OF GUJARAT, 2011

<b>Statute No.</b>	<b>Subject</b>	<b>Page No.</b>
S.30.5	Quorum	54
S.30.6	Casting Vote	54
S.30.7	Minutes of the Meeting	54
<b><u>9.0 - Extension Education Council</u></b>		
S.31.0	Constitution of the Extension Education Council	54
S.32.0	Tenure of members	55
S.33.0	Powers and duties of Extension Education Council	55
S.34.0	Meetings and conduct of business of the Extension Education Council	57
S.34.1	Meetings	57
S.34.2	Notice of meetings	57
S.34.3	Agenda	57
S.34.4	Who to preside	58
S.34.5	Quorum	58
S.34.6	Casting Vote	59
S.34.7	Minutes of the Meeting	59
<b>II. - Officers of the University</b>		
S.35.0	Additional officer of the Universities	60
<b><u>1.0 - Vice-Chancellor</u></b>		
S.36.1	Constitution of the Search Committee	60
S.36.2	Members of the Search Committee	60
S.36.3	Member nominated by the Board of Management & Academic Council	61
S.36.4	Member nominated by the Vice-Chancellors of the Universities	61
S.36.5	Member to be nominated by the Indian Council of Agricultural Research (ICAR)	61
S.36.6	Member to be nominated by the Chancellor	61
S.36.7	Chairperson of the Search Committee	62
S.36.8	Meeting of the Search Committee	62
S.37.0	Appointment of the Vice-Chancellor	64
S.38.0	Emoluments and Perks	65
S.39.0	Provident Fund	68

---

---

**COMMON STATUTES FOR AGRICULTURAL UNIVERSITIES OF GUJARAT, 2011**

---

---

<b>Statute No.</b>	<b>Subject</b>	<b>Page No.</b>
--------------------	----------------	-----------------

---

**2.0 - Manner of appointment of the University Officers**

<b>S.40.0</b>	Manner of appointment of the University Officers	69
---------------	--------------------------------------------------	----

**3.0 - Director of Research and Dean of Post Graduate Studies**

<b>S.41.1</b>	Pay Band, Academic Grade Pay & Perks	70
<b>S.41.2</b>	Age	70
<b>S.41.3</b>	Mode of Recruitment	70
<b>S.41.4</b>	Qualifications	70
<b>S.41.5</b>	Computer Examination	71
<b>S.41.6</b>	Selection Committee	71
<b>S.41.7</b>	Tenure	72
<b>S.41.8</b>	Duties & Functions	72

**4.0 - Director of Extension Education**

<b>S.42.1</b>	Pay Band, Academic Grade Pay & Perks	75
<b>S.42.2</b>	Age	75
<b>S.42.3</b>	Mode of Recruitment	75
<b>S.42.4</b>	Qualifications	75
<b>S.42.5</b>	Computer Examination	76
<b>S.42.6</b>	Selection Committee	76
<b>S.42.7</b>	Tenure	77
<b>S.42.8</b>	Duties & Functions	77

**5.0 - Registrar**

<b>S.43.1</b>	Pay Band, Grade Pay & Perks	80
<b>S.43.2</b>	Age	80
<b>S.43.3</b>	Mode of Recruitment	80
<b>S.43.4</b>	Qualifications	80
<b>S.43.5</b>	Computer Examination	81
<b>S.43.6</b>	Selection Committee	81
<b>S.43.7</b>	Tenure	81
<b>S.43.8</b>	Duties & Functions	82

## COMMON STATUTES FOR AGRICULTURAL UNIVERSITIES OF GUJARAT, 2011

<b>Statute No.</b>	<b>Subject</b>	<b>Page No.</b>
<b><u>6.0 - Dean of Faculty</u></b>		
S.44.1	Appointment of Dean of Faculty	85
S.44.2	Duties & Functions	85
<b><u>7.0 - Accounts Officer</u></b>		
S.45.1	Pay Band, Grade Pay & Perks	87
S.45.2	Age	87
S.45.3	Mode of Recruitment	88
S.45.4	Computer Examination	88
S.45.5	Selection Committee	89
S.45.6	Tenure	89
S.45.7	Duties & Functions	90
<b><u>8.0 - Librarian</u></b>		
S.46.1	Pay Band, Academic Grade Pay & Perks	94
S.46.2	Age	94
S.46.3	Mode of Recruitment	94
S.46.4	Qualifications	94
S.46.5	Computer Examination	95
S.46.6	Selection Committee	95
S.46.7	Tenure	95
S.46.8	Duties & Functions	96
<b><u>9.0 - Director of Students Welfare</u></b>		
S.47.1	Pay Band, Grade Pay & Perks	97
S.47.2	Age	97
S.47.3	Mode of Recruitment	98
S.47.4	Qualifications	98
S.47.5	Computer Examination	98
S.47.6	Selection Committee	99
S.47.7	Tenure	99
S.47.8	Duties & Functions	99

## COMMON STATUTES FOR AGRICULTURAL UNIVERSITIES OF GUJARAT, 2011

<b>Statute No.</b>	<b>Subject</b>	<b>Page No.</b>
--------------------	----------------	-----------------

### **III. - Committees of the Universities**

#### **1.0 - Planning and Development Committee**

<b>S.48.0</b>	Constitution	102
<b>S.49.0</b>	Functions of the Committee	102
<b>S.50.0</b>	Meetings and conduct of business of the Planning and Development Committee	103
<b>S.50.1</b>	Meetings	103
<b>S.50.2</b>	Who to preside	103
<b>S.50.3</b>	Quorum	103
<b>S.50.4</b>	Adjourned Meeting	104
<b>S.50.5</b>	Voting	104
<b>S.50.6</b>	Minutes of the Meeting	104
<b>S.50.7</b>	Action Taken Report	104
<b>S.51.0</b>	Other Provision	104

#### **2.0 - Finance Committee**

<b>S.52.0</b>	Constitution	104
<b>S.53.0</b>	Powers and Functions of the Finance Committee	105
<b>S.54.0</b>	Meetings and conduct of business of the Finance Committee	106
<b>S.54.1</b>	Meetings	106
<b>S.54.2</b>	Who to preside	106
<b>S.54.3</b>	Quorum	106
<b>S.54.4</b>	Voting	106
<b>S.54.5</b>	Minutes of the Meeting	106
<b>S.54.6</b>	Action Taken Report	106

#### **3.0 - Joint Consultative Committee for the Non-Teaching Employees of the University**

<b>S.55.0</b>	Constitution	107
<b>S.56.0</b>	Functions of the Committee	107
<b>S.57.0</b>	Meetings and conduct of business of the Joint Consultative Committee for the Non-Teaching Employees	108
<b>S.57.1</b>	Meetings	108



## COMMON STATUTES FOR AGRICULTURAL UNIVERSITIES OF GUJARAT, 2011

<b>Statute No.</b>	<b>Subject</b>	<b>Page No.</b>
S.57.2	Who to preside	108
S.57.3	Quorum	108
S.57.4	Adjourned Meeting	109
S.57.5	Voting	109
S.57.6	Minutes of the Meeting	109
S.57.7	Action Taken Report	109
S.58.0	Deliberations and Recommendations of the Committee	109
<b><u>4.0 - Staff Joint Consultative Committee for the Non-Teaching employees of the Affiliated Colleges and Recognised Institutions</u></b>		
S.59.0	Constitution	109
S.60.0	Functions of the Committee	110
S.61.0	Meetings and conduct of business of the Staff Joint Consultative Committee for the Non-Teaching employees of the Affiliated Colleges and Recognised Institutions	111
S.61.1	Meetings	111
S.61.2	Who to preside	111
S.61.3	Quorum	112
S.61.4	Adjourned Meeting	112
S.61.5	Voting	112
S.61.6	Minutes of the Meeting	112
S.61.7	Action Taken Report	112
S.62.0	Deliberations and Recommendations of the Committee	112
<b><u>5.0 - Library Committee</u></b>		
S.63.0	Constitution	112
S.64.0	Functions of the Committee	113
S.65.0	Meetings and conduct of business of the Library Committee	114
S.65.1	Meetings	114
S.65.2	Who to preside	114
S.65.3	Quorum	114
S.65.4	Adjourned Meeting	115
S.65.5	Voting	115
S.65.6	Minutes of the Meeting	115

## COMMON STATUTES FOR AGRICULTURAL UNIVERSITIES OF GUJARAT, 2011

<b>Statute No.</b>	<b>Subject</b>	<b>Page No.</b>
S.65.7	Action Taken Report	115
<b><u>6.0 - Construction Committee</u></b>		
S.66.0	Constitution	115
S.67.0	Functions of the Committee	116
S.68.0	Meetings and conduct of business of the Construction Committee	116
S.68.1	Meetings	116
S.68.2	Who to preside	117
S.68.3	Quorum	117
S.68.4	Adjourned Meeting	117
S.68.5	Minutes of the Meeting	117
S.68.6	Action Taken Report	117
<b><u>7.0 - Purchase Committee</u></b>		
S.69.0	Constitution	117
S.70.0	Functions of the Committee	118
S.71.0	Meetings and conduct of business of the Purchase Committee	118
S.71.1	Meetings	118
S.71.2	Who to preside	119
S.71.3	Quorum	119
S.71.4	Adjourned Meeting	119
S.71.5	Minutes of the Meeting	119
S.71.6	Action Taken Report	119
<b><u>8.0 - Appointment of a committee for promoting Health and General Welfare of the Students</u></b>		
S.72.0	Constitution	119
S.73.0	Functions of the Committee	120
S.74.0	Meetings and conduct of business of the Appointment of a committee for promoting Health and General Welfare of the Students	120
S.74.1	Meetings	120
S.74.2	Who to preside	120
S.74.3	Quorum	120
S.74.4	Adjourned Meeting	121

## COMMON STATUTES FOR AGRICULTURAL UNIVERSITIES OF GUJARAT, 2011

<b>Statute No.</b>	<b>Subject</b>	<b>Page No.</b>
S.74.5	Minutes of the Meeting	121
S.74.6	Action Taken Report	121
<b><u>9.0 - Appointment of a committee for promoting welfare of the employees of the University</u></b>		
S.75.0	Constitution	121
S.76.0	Functions of the Committee	122
S.77.0	Meetings and conduct of business of the Appointment of a committee for promoting welfare of the employees	122
S.77.1	Meetings	122
S.77.2	Who to preside	122
S.77.3	Quorum	122
S.77.4	Adjourned Meeting	122
S.77.5	Minutes of the Meeting	123
S.77.6	Action Taken Report	123
<b><u>10.0 - Examiners' Committee</u></b>		
S.78.0	Constitution	123
S.79.0	Functioning of the Committee	123
S.80.0	Meetings and conduct of business of the Examiners' Committee	124
S.80.1	Meetings	124
S.80.2	Who to preside	124
S.80.3	Quorum	124
S.80.4	Minutes of the Meeting	124
S.80.5	Action Taken Report	124
<b><u>11.0 - College Development Committee for Affiliated Colleges</u></b>		
S.81.0	Constitution	124
S.82.0	Tenure of members	125
S.83.0	Functions of the Committee	126
S.84.0	Meetings and conduct of business of the College Development Committee	126
S.84.1	Meetings	126
S.84.2	Who to preside	126
S.84.3	Quorum	127

## COMMON STATUTES FOR AGRICULTURAL UNIVERSITIES OF GUJARAT, 2011

<b>Statute No.</b>	<b>Subject</b>	<b>Page No.</b>
<b>S.84.4</b>	Adjourned Meeting	127
<b>S.84.5</b>	Minutes of the Meeting	127
<b>S.84.6</b>	Action Taken Report	127
<b><u>12.0 - Security Committee</u></b>		
<b>S.85.0</b>	Constitution	127
<b>S.86.0</b>	Functions of the Committee	128
<b>S.87.0</b>	Meetings and conduct of business of the Security Committee	128
<b>S.87.1</b>	Meetings	128
<b>S.87.2</b>	Who to preside	128
<b>S.87.3</b>	Quorum	128
<b>S.87.4</b>	Adjourned Meeting	128
<b>S.87.5</b>	Minutes of the Meeting	128
<b>S.87.6</b>	Action Taken Report	129
<b><u>13.0 - Gender Committees</u></b>		
<b>S.88.0</b>	Constitution, Functions, Proceedings, etc., of the Gender Committees	129
<b>S.88.1</b>	General	129
<b>S.88.2</b>	Definitions	129
<b>S.88.3</b>	Constitution of University Level Committee	133
<b>S.88.4</b>	Constitution of College Level Committee	133
<b>S.88.5</b>	Jurisdiction	133
<b>S.88.6</b>	Limitations	134
<b>S.88.7</b>	Manner in which complaints shall be made	134
<b>S.88.8</b>	Quorum	134
<b>S.88.9</b>	Procedure	134
<b>S.88.10</b>	Findings and Punishment	134
<b>S.88.11</b>	Opportunity to the accused	136
<b>S.88.12</b>	Appeal	136
<b>S.88.13</b>	Enforcement of orders	136
<b>S.88.14</b>	Annual Report	136

<b>Statute No.</b>	<b>Subject</b>	<b>Page No.</b>
<b>IV. - Conferment of Degrees, Other Academic Distinctions and Convocation</b>		
<b>S.89.0</b>	Degrees and Post Graduate Diplomas	137
<b>S.89.1</b>	Eligibility for Degree or Post Graduate Diploma	137
<b>S.89.2</b>	Examinations	137
<b>S.89.3</b>	The Hon'ble Chancellor to confer the Degrees	137
<b>S.89.4</b>	Conferment of Degrees	138
<b>S.89.5</b>	Degrees to be conferred	138
<b>S.89.6</b>	Fees for award of Degree and Post Graduate Diploma	140
<b>S.89.7</b>	Honorary Degrees / Doctorate	140
<b>S.89.8</b>	Honorary Degree/Doctorate and Title to be conferred	141
<b>S.90.0</b>	Convocation	142
<b>S.90.1</b>	Convocation	142
<b>S.90.2</b>	Date of Convocation	142
<b>S.90.3</b>	Chief Guest at Convocation	142
<b>S.90.4</b>	The Dais plan	143
<b>S.90.5</b>	The Language of Convocation	143
<b>S.90.6</b>	Academic Costume	143
<b>S.90.7</b>	Precedence for Convocation	143
<b>S.91.0</b>	Award of Medals/Prizes	144
<b>S.92.0</b>	Withdrawal of Degrees, Honorary Degrees, Diplomas, Certificates, Titles etc.,	144
<b>S.93.0</b>	Award of Honorary Professorship and establishment of Chair	145
<b>S.94.0</b>	Professor Emeritus	146

---

Statute No.	Subject	Page No.
-------------	---------	----------

---

**V. - Travelling Allowance and Daily Allowance Rules for the non-official members of the Board of Management and Other Committees (Statute No. S.95.0)**

S.95.0	Rule-1	Short Title	147
	Rule-2	Applicability	147
	Rule-3	Journey by Air	147
	Rule-4	Journey by Rail	147
	Rule-5	Journey by Road	148
	Rule-6	Local journeys at Headquarters and in camp while on tour	148
	Rule-7	Rates of Daily Allowance	149
	Rule-8	Conveyance Charges to the Local Members	150

**VI. - Affiliation of Colleges**

S.96.1	Application for affiliation of a college - General	151
S.96.2	Norms and Standards for Affiliation of Under Graduate Colleges	152
S.96.3	Requirements for a College seeking affiliation	152
S.96.4	Documents to accompany the application for affiliation	154
S.96.5	Bond to be executed by the Registered Society / Trust	156
S.97.0	Preliminary Scrutiny, Inspection and grant of temporary affiliation	159
S.98.0	Medium of Instruction	160
S.99.1	Local Inquiry Committee	160
S.99.2	Requirements to be satisfied during inspection	160
S.99.3	Report of the Local Inquiry Committee	162
S.100.1	Decision of the Board of Management on the application	162
S.100.2	Grant of Temporary Affiliation without Local Inquiry	163
S.100.3	Eligibility Criteria for Permanent Affiliation	164
S.100.4	Procedure for granting Permanent Affiliation	164
S.100.5	Concurrence to be obtained for permanent affiliation from the State Government	165

## COMMON STATUTES FOR AGRICULTURAL UNIVERSITIES OF GUJARAT, 2011

<b>Statute No.</b>	<b>Subject</b>	<b>Page No.</b>
S.101.1	Application Fees for affiliation of Colleges	166
S.101.2	Late Fees and Penalty Fees	166
S.102.0	Eligibility to apply for addition to programmes of instruction of study	167
S.103.1	Closure of a College - discontinuation of subjects / classes / division etc.	168
S.103.2	Discontinuation of faculty by the affiliated college	171
S.103.3	Change of location of an affiliated college	171
S.103.4	Change in management of an affiliated College	172
S.104.0	Withdrawal of affiliation	174

### VII. Other Provisions

S.105.0	Subjects in which the Courses shall be imparted by the University and Affiliated Colleges.	175
S.106.0	Powers to enter into, vary, carryout and cancel the contracts	177
S.107.0	Registration and Maintenance of register of Registered Students	177
S.108.0	Acceptance and Management of Bequest and Donation etc.	177
S.109.0	Award of fellowships, scholarships, prizes and medals	179
S.110.0	Medium of instruction and examination	181
S.111.0	Form, Custody Use and Register of use of the common seal of the University	181
S.112.0	Preparation and submission of Annual Report	181
S.112.1	Dates of submission of the Annual Report	181
S.112.2	Contents and details of Annual Report	181
S.113.0	Accounts / Budget / Financial Estimates	183
S.113.1	Financial Estimates	183
S.113.2	Closure of Annual Accounts	183
S.113.3	Form of Annual Accounts	183
S.114.0	Repeal and Savings	184

## COMMON STATUTES FOR AGRICULTURAL UNIVERSITIES OF GUJARAT

In exercise of the powers conferred under Section-20 (1) (xxxii) of the Gujarat Agricultural Universities Act, 2004 (Gujarat No. 5 of 2004), the Boards of Management of the Universities hereby make the following Statutes, namely, **Statute-S.1.0 to S.114.0.**

**S.1.0 Short Title & Commencement :**

**S.1.1** These Statutes may be called the “**Common Statutes for Agricultural Universities of Gujarat, 2011**”.

**S.1.2** They shall come into force on and from the date of the assent given by the Chancellor of the University. @

**S.1.3** Unless the context otherwise requires, the words and expressions used in these Statutes shall be interpreted to have the same meanings as they have in the Act or in the Statutes.

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@ *These Statutes were approved by the State Council of Agricultural Universities on 2-9-2011 vide Item No. 8.3 of the 8th meeting of the Council..*

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## **I. - Authorities of the University**

### **1.0 - Additional Authorities**

**[Section-17 (5)]**

#### **S.2.0 Additional authorities of the Universities :**

In addition to the authorities mentioned in Section-17 (1) to Section-17 (4) of the Act, the following bodies shall be additional authorities of the Universities under sub-section-(5) of the said Section-17 :-

- (1) Research Council
- (2) Extension Education Council

### **2.0 - Board of Management**

#### **S.3.0 Nomination of member of the Board of Management by the Vice-Chancellor : [Section-18 (1) (viii)]**

In addition to the members constituting the Board of Management under Section-18 (1) (i) to (vii) of the Act, the Vice-Chancellor shall nominate one member from amongst the Deans to the Board of Management by rotation to be decided by him. For the purpose of nominating such member, a list of Deans of various faculties shall be prepared by the University according to the length of service as a Dean.

#### **S.4.0 Meetings and conduct of business of the Board of Management [Section-19]**

##### **S.4.1 Meetings of the Board**

- (1) The meetings of the Board shall be arranged through the Registrar.
- (2) The meeting of the Board of Management shall be held atleast once in two months, the date and place will be decided by the Vice-Chancellor.

- (3) The annual meeting shall be held in the third quarter of the succeeding financial year at which the annual report, the annual accounts, the audit report alongwith the remarks of the University and annual financial estimates shall be presented.
- (4) The Board may also meet at such other times as may be determined.

**Provided** that atleast half of the meetings of the Board in a year may be held at the research station or any constituent units of the University as may be determined by the Vice-Chancellor in consultation with the Board.

#### **S.4.2 Notice**

A notice calling the meeting of the Board of Management shall be of not less than twenty-one days. However the Vice-Chancellor may call a special meeting of the Board at a shorter notice of not less than three days.

#### **S.4.3 Requisitioned Meeting**

On request from not less than one third of the members of the Board, the Vice-Chancellor shall call a requisition meeting within a week from the date of receipt of such requisition.

#### **S.4.4 Circular Meeting**

When the Vice-Chancellor is of the opinion that a particular matter requires urgent sanction of the Board of Management, he may obtain the concurrence of the Board's members to the same by Circular Resolution.

#### **S.4.5 Agenda**

- (1) The Registrar shall frame the agenda of a meeting of the Board of Management with the approval of the Vice-Chancellor.

- (2) The agenda of the meeting other than the special meeting shall be sent to all members of Board alongwith the copies of relevant papers whenever necessary atleast seven days before the day of such meeting.
- (3) If the Chairman of the Board is of the opinion that any matter, not already included in the agenda, is of an urgent nature and / or requires immediate attention because of any event which has occurred after circulation of the agenda; he may include the same in the agenda even during the course of the meeting.
- (4) The Chairman of the Board shall be competent to decide the order in which the item on the agenda may be taken up and his decision in this regard shall be final.

**S.4.6 Attendance**

Each member, before he takes his seat shall mark his attendance alongwith his signature in a prescribed register.

**S.4.7 Who to preside :**

The Vice-Chancellor shall preside over the meetings. In case when the Vice-Chancellor is unable to attend any meeting of the Board, the Board for conducting the business of that particular meeting, may elect its own Chairman from amongst the members present at the meeting.

**S.4.8 Quorum :**

- (1) One-third of the total strength of the members of the Board shall constitute a quorum at a meeting for the transaction of its business.
- (2) If there is no quorum at the commencement of the meeting, the Chairman shall at the expiration of a half an hour take notice whether there are 1/3 (one third) of total number of members are present, and if there are not, the meeting shall forthwith be

adjourned to such a date and time as may be fixed by the Chairman. The Registrar under the signature of the Chairman shall record such adjournment. In the case of a meeting adjourned for want of a quorum, no quorum will be required again, for the said meeting.

**S.4.9 Casting vote**

All propositions before the board shall be decided by a majority of votes of the members present and if necessary by ballot. However, the Chairman shall have a second or casting vote in all cases of equality of votes.

**S.4.10 Minutes of the meeting of the Board of Management :**

- (1) The proceedings of the Board shall be recorded by the Registrar and shall be circulated amongst its members within ten days after the date of the meeting with the approval of the Vice-Chancellor or the presiding officer, as the case may be.
- (2) If no exception as to the correctness of the proceedings is taken by any member who was present at the meeting, within seven days of the receipt of the proceedings, they shall be deemed as correct. If exception is taken within the time aforesaid by means of a letter addressed to the Registrar, particularly specifying the points which require correction in the proceedings, the attention of the Chairman shall be drawn in the matter before he signs the minutes, and he shall make such alterations as he may find it to be necessary. The minutes so recorded and approved by the Chairman shall be brought forward at the next meeting of the Board for confirmation of correctness by such members who were present when the business was transacted to which the minutes refer.

- (3) The minutes presented in the next meeting shall accompany the 'Action Taken Report' as approved by the Vice-Chancellor.

### **3.0 - Academic Council**

#### **S.5.0 Nomination on Academic Council : [Section-21 (1)]**

In addition to the nomination of the members on the Academic Council under Section-21 (1) (i) to Section-21 (1) (iv) of the Act, the Vice-Chancellor shall nominate six members for a period of three years, under clause (v) of sub-section (1) of the said Section-21 from amongst the Heads of Department and the Research Scientists of the University. On the expiry of their term, the Vice-Chancellor shall nominate six members other than the outgoing members in their place from amongst the Heads of Departments so as to give similar representation.

#### **S.6.0 Co-option of the members by the Academic Council : [Section-21 (2)]**

**S.6.1** As soon as the Academic Council is constituted under sub-section (1) of Section 21 of the Act, it may co-opt as its additional members, ten persons representing different disciplines of Agriculture or Allied Sciences irrespective of whether they are connected with the University as its members, teachers or otherwise for such period not exceeding three years.

**S.6.2** The procedure for co-option of the above members shall be as under:-

- (1) The Registrar shall invite recommendations from the Deans and Heads of the Departments for members to be co-opted to the Academic Council and on the basis of the said recommendations a panel shall be prepared.
- (2) The Academic Council shall nominate not more than ten persons from the panel prepared by the Registrar as per the provision made in sub-section (2) of Section-21 of the Act.

**S.7.0 Powers and duties of the Academic Council [Section-22]**

In addition to the powers and duties mentioned in Section-22 of the Act, the Academic Council shall perform the following duties :-

- (1) to make recommendations to the Board regarding -
  - (i) conduct of convocation for the conferment of degrees;
  - (ii) conferment of Honorary degree of Doctorate and other academic distinctions;
  - (iii) modifications in the regulations involving expenditure from the University Fund :

**Provided** the modifications are made in conformity with the rules and regulations of the Government that are already in force and that may be issued from time to time in this regard;
  - (iv) fixation, payment and receipt of fees and penalty for non-payment on time by the students of the University;
- (2) to constitute Committees for the institution of endowments, scholarships, fellowships, studentships, medals, prizes, grant-in-aid, etc, and to formulate regulations for such awards from time to time;
- (3) to refer to the Faculty / Board of Studies any academic matter as it may deem fit for discussion; and
- (4) to approve the establishment of a new Department, abolition / sub-division or otherwise reconstitution of existing Department or Departments based on the recommendation of the Board of Studies of the concerned faculty.

**S.8.0 Meetings and conduct of business of the Academic Council :**

**S.8.1 Meetings**

The Academic Council shall meet atleast once in a quarter by giving fifteen days notice. In addition, the Vice-Chancellor may call special meeting of the Academic Council at any time.

**S.8.2 Notice of meetings**

A notice of fifteen clear days of the ordinary meeting shall be given to the members of the Council. The Chairman of the Council shall be competent to call a special meeting of the Council at a shorter notice of not less than three clear days.

**Note : “Clear”** days means excluding the day of issue of notice and day of meeting.

**S.8.3 Agenda**

- (1) The agenda of the meeting shall be framed by the Secretary of the Academic Council with the approval of the Chairman. The same shall be sent to all the members of the Academic Council alongwith the copies of relevant papers, wherever necessary atleast five clear days before the date of any meeting except when the meeting is a special and emergent meeting in which case the agenda shall be sent atleast two clear days before the date of such meeting.
- (2) Any member of the Academic Council may suggest to the Secretary, items or motions for the agenda of an ordinary meeting of the Academic Council two clear days before the date of an ordinary meeting.
- (3) Any motion or amendments proposed to be moved by any member shall be included in the agenda with all relevant papers concerning the same. It shall be the duty of the Chairman of the Academic Council to scrutinise the motion or amendment when

received and admit the same to the agenda, if it pertains to the scope of the Academic Council, and another member duly seconds it.

**S.8.4 Who to preside :**

The Vice-Chancellor shall preside over the meetings. In case when the Vice-Chancellor is unable to attend any meeting of the Academic Council, the Council for conducting the business of that particular meeting, may elect its own Chairman from amongst the ex-officio members present at the meeting.

**S.8.5 Quorum**

- (1) One third of the total number of members of Academic Council, on the day of the meeting, shall constitute the quorum of the meeting. If the required quorum is not forthcoming for any of the aforesaid meeting, the Chairman shall adjourn the meeting.
- (2) The Chairman shall be competent to conduct such an adjourned meeting after half an hour from the time of adjournment and the business of the meeting shall be conducted without any concern about the quorum.

**S.8.6 Casting Vote**

When there is equal voting for and against any motion, amendment, point of order, or any matter, which calls for voting, the Chairman of the Academic Council shall have the privilege of a casting vote.

**S.8.7 Minutes of the Meeting**

- (1) The Secretary of the Academic Council shall record the Minutes of the meeting and send a copy of the same to the members within ten days from the date of meeting.
- (2) The minutes presented in the next meeting shall accompany the 'Action Taken Report' as approved by the Vice-Chancellor.



**4.0 - Faculties**

**[Section-23]**

**S.9.0 Faculties :**

**S.9.1** The following shall be the faculties of the University :-

- (1) Faculty of Agriculture
- (2) Faculty of Veterinary Science and Animal Husbandry
- (3) Faculty of Dairy Science
- (4) Faculty of Dairy and Food Technology
- (5) Faculty of Agricultural Engineering & Technology
- (6) Faculty of Fisheries Science
- (7) Faculty of Home Science & Nutrition
- (8) Faculty of Horticulture
- (9) Faculty of Horticulture & Forestry
- (10) Faculty of Food Processing Technology and Bio-energy
- (11) Faculty of Agricultural Information Technology
- (12) Faculty of Basic Sciences and Humanities
- (13) Faculty of Agri-business Management
- (14) Faculty of Postgraduate studies
- (15) Any other faculty which may be added or modified henceforth by the Board of Management.

**S.9.2** The University may have all or any faculties, as it deems necessary in the interest of development of Agriculture or Allied Sciences/industries in that area.

**S.9.3** The Vice-Chancellor shall be competent to decide the scope, addition and extension of any of the above faculty or subject and to include or delete such branches of that faculty or subject to the recommendation of the Academic Council and approval of the Board of Management.

**S.10.0 Constitution of the Faculty**

Each Faculty shall comprise of the following:

- (1) Dean of the Faculty - Ex-officio Chairman
- (2) Principals
- (3) Heads of the Departments in the Faculty
- (4) Director of Research and Dean PG Studies
- (5) Director of Extension Education
- (6) Principals of affiliated colleges and recognised institutions in the related faculty
- (7) One Professor and its equivalent from each department other than Head of Department in the faculty.
- (8) Four Associate Professors and its equivalent from the faculty selected by the Vice-Chancellor on the basis of experience and merit on rotation.
- (9) Four Assistant Professors and its equivalent from the faculty selected by the Vice-Chancellor on the basis of experience and merit on rotation.
- (10) Assistant Registrar (Academic) - Ex-officio Secretary.

**Provided** that where a Chairperson of the Board of Studies or a Head of Department of subject or a teacher, by virtue of the provisions of sub-section (2) of Section-23 of the Act, becomes a member of more than one Faculty, he shall, within one month from the date on which he becomes a member of more than one Faculty, intimate in writing to the Registrar, who shall obtain the concurrence of the Vice-Chancellor for his continuation as such.

**S.11.0 Nomination of Professors, Associate Professors and their equivalentents in the faculty :**

**S.11.1** A separate list of the following shall be prepared and revised according to the length of their service for the purpose of nomination in the faculty:-

- (1) Professors from each department other than Head of Department
- (2) Associate Professors from the faculties
- (3) Assistant Professors from the faculties
- (4) Associate Research Scientists from the faculties
- (5) Assistant Research Scientists from the faculties
- (6) Associate Extension Educationist from the faculties
- (7) Assistant Extension Educationist from the faculties

**S.11.2** The above list shall be revised according to the length of their service. For nomination on the faculty by rotation on the Academic Council, the order in that list shall be followed, provided the person so nominated is not already included in the Academic Council as a Dean or Head of Department under Section 21 (1) (iii) or (iv) of the Act.

**Note :** The rotation shall be such as may be decided by the Vice-Chancellor.

**S.12.0 Powers and duties of the faculties**

**S.12.1** Each faculty shall be responsible to develop close co-operation, collaboration and co-ordination amongst University offices and Departments regarding faculty improvement programmes concerning education, research and extension education of the concerned faculty.

**S.12.2** The Dean of the concerned faculty shall be responsible for the improvement programmes.

- S.12.3** The Faculties may consider and make recommendations to the Academic Council on all academic matters.
- S.12.4** Barring the policy matters, the Dean of each Faculty shall take action on the resolutions adopted by the Faculty, but under intimation to the Vice- Chancellor.
- S.12.5** To consider and report on any matter referred to it by the Academic Council.
- S.12.6** To refer any matter to the Board of Studies comprised within the Faculty for consideration and report.
- S.12.7** To consider any report or recommendation referred to it by the Board of Studies.
- S.12.8** To appoint a committee of the Faculty for any purpose lying within its functions.
- S.12.9** To hold meetings of the Faculty or a committee thereof for the discussion on any matter of common interest.
- S.12.10** To make any recommendation to the Board of Management and the Academic Council.
- S.12.11** To initiate proposals for conferring Honorary Degrees.
- S.12.12** To initiate any proposal in respect of any administrative or technical matter concerning teaching, research, and extension education.
- S.12.13** It shall exercise such other powers and such duties as may be prescribed from time to time.

**S.13.0 Meetings and conduct of business of the Faculties :**

**S.13.1 Meetings**

The meeting of the Faculty shall be convened through the Registrar by the Dean, or in his absence by the seniormost member amongst the members of the Faculty. It shall meet atleast twice in a year.

**S.13.2 Requisitioned Meeting**

A meeting of a Faculty shall also be convened through the Registrar by the Dean, or in his absence by the seniormost member amongst those members of the Faculty on the requisition of not less than one-fourth of the total number of members or three members whichever is more, constituting that Faculty.

**S.13.3 Notice of meetings**

A notice of ten clear days of the ordinary meeting shall be given to the members of the Faculties. The Chairman of the Faculties shall be competent to call a special meeting of the Faculties at a shorter notice of not less than three clear days.

**Note :** “Clear” days means excluding the day of issue of notice and day of meeting.

**S.13.4 Agenda**

- (1) The agenda of the meeting shall be framed by the Secretary of the Faculty with the approval of the Chairman. The same shall be sent to all the members of the Faculty alongwith the copies of relevant papers, wherever necessary atleast five clear days before the date of any meeting except when the meeting is a special and emergent meeting in which case the agenda shall be sent atleast two clear days before the date of such meeting.
- (2) Any member of the Faculty may suggest the Secretary on items or motions for the agenda of an ordinary meeting of the Faculties two clear days before the date of an ordinary meeting.
- (3) Any motion or amendments proposed to be moved by any member shall be included in the agenda with all relevant papers concerning the same. It shall be the duty of the Chairman of the

Faculty to scrutinise the motion or amendment when received and admit the same to the agenda, if it pertains to the scope of the Faculty concerned, and another member duly seconds it.

**S.13.5 Who to preside**

The Dean shall preside over the meetings. In case when the Dean is unable to attend any meeting of the Faculty, the Faculty for conducting the business of that particular meeting, may elect its own Chairman from amongst the members present at the meeting.

**S.13.6 Quorum**

- (1) One third of the total number of members of Faculty on the day of the meeting, shall constitute the quorum of the meeting. If the required quorum is not forthcoming for any of the aforesaid meeting, the Chairman shall adjourn the meeting.
- (2) The Chairman shall be competent to conduct such an adjourned meeting after half an hour from the time of adjournment and the business of the meeting shall be conducted without any concern about the quorum.

**S.13.7 Casting Vote**

When there is equal voting for and against any motion, amendment, point of order, or any matter, which calls for voting, the Chairman of the Faculty shall have the privilege of a casting vote.

**S.13.8 Minutes of the Meeting**

- (1) The Secretary of the Faculty shall record the Minutes of the meeting and send a copy of the same to the members within ten days from the date of meeting.
- (2) The minutes presented in the next meeting shall accompany the 'Action Taken Report' as approved by the Chairman.

**S.14.0 Departments under faculties :**

The following shall be the departments under various faculties :-

**(1) Faculty of Agriculture**

- (i) Agronomy
- (ii) Agricultural Chemistry and Soil Science
- (iii) Agricultural Microbiology
- (iv) Agricultural Meteorology
- (v) Plant Bio-chemistry
- (vi) Horticulture & Forestry
- (vii) Seed Science & Technology
- (viii) Genetics and Plant Breeding
- (ix) Crop Physiology & Ecology
- (x) Biotechnology and Genetic Engineering
- (xi) Agricultural Entomology & Zoology
- (xii) Plant Pathology
- (xiii) Nematology
- (xiv) Virology
- (xv) Agricultural Economics
- (xvi) Agricultural Extension Education
- (xvii) Agricultural Statistics and Bio-mathematics
- (xviii) Agricultural Engineering
- (xi) Weed Management
- (xx) Applied Remote Sensing
- (xxi) Environment and Earth Science
- (xxii) Animal Husbandry
- (xxiii) Organic Farming

(xxiv) Basic Science & Humanities

**(2) Faculty of Veterinary Science and Animal Husbandry**

- (i) Veterinary Anatomy & Histology
- (ii) Veterinary Physiology
- (iii) Veterinary Biochemistry
- (iv) Veterinary Pharmacology & Toxicology
- (v) Veterinary Pathology
- (vi) Veterinary Parasitology
- (vii) Veterinary Microbiology
- (viii) Livestock Production & Management
- (ix) Livestock Product Technology
- (x) Animal Nutrition
- (xi) Animal Reproduction, Gynecology and obstetrics
- (xii) Animal Breeding & Genetics
- (xiii) Veterinary Surgery and Radiology
- (xiv) Veterinary Public Health
- (xv) Clinical Veterinary Medicine, Ethics and Jurisprudence
- (xvi) Veterinary Epidemiology & Preventive Veterinary Medicine
- (xvii) Veterinary and Animal Husbandry Extension
- (xviii) Teaching Veterinary Clinical Service Complex

**(3) Faculty of Dairy Science**

- (i) Dairy Chemistry & Human Nutrition
- (ii) Dairy Microbiology
- (iii) Dairy Engineering
- (iv) Dairy Technology



- (v) Dairy Business Management
- (vi) Dairy Processing and Operations
- (4) Faculty of Dairy and Food Technology**
  - (i) Dairy and Food Engineering
  - (ii) Dairy and Food Microbiology
  - (iii) Dairy Technology
  - (iv) Food Technology
  - (v) Dairy and Food Chemistry
  - (vi) Dairy and Food Business Management
  - (vii) Dairy/Food Processing and Plant operations.
- (5) Faculty of Agricultural Engineering & Technology**
  - (i) Farm Machinery and Power
  - (ii) Soil and Water Engineering
  - (iii) Agricultural Process Engineering
  - (iv) Renewable Energy & Environmental Engineering
  - (v) Agricultural Engineering Extension Education
- (6) Faculty of Fisheries Science**
  - (i) Fish Resource Management
  - (ii) Aquaculture
  - (iii) Fish Harvesting and Processing Technology
  - (iv) Fisheries Hydrology
  - (v) Basic Sciences & Humanities
- (7) Faculty of Home Science & Nutrition**
  - (i) Food Science and Nutrition
  - (ii) Family Resources Management
  - (iii) Human Development

- (iv) Textile and Apparel Design
- (v) Extension and Communication Management

**(8) Faculty of Horticulture & Forestry**

**(A) Horticulture**

- (i) Fruit Science
- (ii) Vegetable Science
- (iii) Post Harvest Technology
- (iv) Floriculture & Landscape Architecture
- (v) Plantation Crops, Medicinal and Aromatic Plants
- (vi) Plant Protection
- (vii) Natural Resource Management
- (viii) Basic Sciences & Humanities

**(B) Forestry**

- (i) Silviculture and Agro Forestry
- (ii) Forest Biology and Tree Improvement
- (iii) Forest Products and Utilisation
- (iv) Natural Resource Management
- (v) Medicinal and Aromatic Plant
- (vi) Basic Science and Humanities

**(9) Faculty of Food Processing Technology and Bio-energy**

- (i) Post Harvest Engineering & Technology
- (ii) Food Science & Nutrition
- (iii) Food Engineering
- (iv) Agricultural Crops Processing
- (v) Horticultural Crops Processing
- (vi) Livestock & Aqua cultural Produce Processing

(vii) Food Processing Business Management

(viii) Bio Energy

**(10) Faculty of Agricultural Information Technology**

(i) Agroinformatics

(ii) Fundamental Computer Hardware and Software

(iii) Object oriented Programming

(iv) Agriculture Software and Programming

(v) Data Communication and Networks

(vi) Agricultural Information Sources

(vii) Agriculture Data Base Management System

(viii) Network Application

**(11) Faculty of Basic Sciences and Humanities**

(i) Biotechnology

(ii) Biochemistry

(iii) Microbiology

**(12) Faculty of Postgraduate studies**

**A - Agriculture**

(i) Agronomy

(ii) Soil Science and Agricultural Chemistry

(iii) Agricultural Physics

(iv) Microbiology

(v) Agricultural Meteorology

(vi) Genetics and Plant Breeding

(vii) Crop Physiology

(viii) Agri Entomology

(ix) Plant Pathology

- (x) Soil and Water Management
- (xi) Agricultural Extension
- (xii) Agricultural Economics
- (xiii) Agricultural Statistics
- (xiv) Biochemistry
- (xv) Horticulture
- (xvi) Fruit Science
- (xvii) Vegetable Science
- (xviii) Nematology
- (xix) Molecular Biology and Biotechnology
- (xx) Seed Science and Technology
- (xxi) Environment and Pollution Control
- (xxii) Natural Resource Management and Biodiversity Conservation
- (xxiii) Bio-informatics
- (xxiv) Plant Biotechnology
- (xxv) Computer application

**B - Veterinary Science and Animal Husbandry**

- (i) Veterinary Anatomy & Histology
- (ii) Veterinary Physiology
- (iii) Veterinary Biochemistry
- (iv) Veterinary Pharmacology & Toxicology
- (v) Veterinary Pathology
- (vi) Veterinary Parasitology
- (vii) Veterinary Microbiology
- (viii) Livestock Production & Management
- (ix) Livestock Products Technology

- (x) Animal Nutrition
- (xi) Animal Reproduction, Gynecology and Obstetrics
- (xii) Animal Breeding
- (xiii) Veterinary Surgery and Radiology
- (xiv) Veterinary Public Health
- (xv) Veterinary Clinical Medicine, Ethics and Jurisprudence
- (xvi) Veterinary Epidemiology and Preventive Medicine
- (xvii) Veterinary and Animal Husbandry Extension
- (xviii) Poultry Science
- (xix) Animal Biotechnology

**C - Dairy Science**

- (i) Dairy Chemistry
- (ii) Dairy Microbiology
- (iii) Dairy Engineering
- (iv) Dairy Technology
- (v) Food Technology

**D - Agricultural Engineering & Technology**

- (i) Farm Machinery and Power engineering
- (ii) Soil and Water Engineering
- (iii) Processing and Food Engineering

**E - Fisheries Science**

- (i) Aquaculture
- (ii) Aquatic environment management
- (iii) Aquatic animal health
- (iv) Business management
- (v) Fish biotechnology

- (vi) Fish genetics and breeding
- (vii) Fish nutrition and feed technology
- (viii) Fish physiology and biochemistry
- (ix) Fish processing technology
- (x) Fish economics
- (xi) Fisheries engineering and technology
- (xii) Fisheries extension
- (xiii) Fisheries resource management

**F - Home Science & Nutrition**

- (i) Food and Nutrition
- (ii) Family Resources Management
- (iii) Human Development and family studies
- (iv) Textile and Apparel Designing
- (v) Home Science, Extension and Communication Management

**G - Horticulture**

- (i) Fruit Science
- (ii) Vegetable Science
- (iii) Floriculture & Landscape Architecture
- (iv) Post Harvest and Processing Technology
- (v) Plantation, Spices, Medicinal and Aromatic crops.

**H - Forestry**

- (i) Wood Science and Technology
- (ii) Medicinal & Aromatic Plants
- (iii) Plantation Technology
- (iv) Watershed Management
- (v) Eco Tourism

- (vi) Agro-forestry
- (vii) Forest Genetic Resources
- (viii) Forest Biotechnology
- (ix) Environment Management
- (x) Forest Business Management
- (xi) Silviculture
- (xii) Natural Resources Management

**I - Food Processing Technology and Bioenergy**

- (i) Post Harvest Engineering & Technology
- (ii) Food Science & Nutrition
- (iii) Food Engineering
- (iv) Agriculture Crops Processing
- (v) Horticulture Crops Processing
- (vi) Livestock & Aqua cultural Produce Processing
- (vii) Food Processing Business Management
- (viii) Bio Energy

**J - Agriculture Information Technology**

- (i) Post-Graduate Diploma in Agricultural Information Technology

**K - Agri-business Management**

- (i) Agri-business Economics and Finance
- (ii) Business Management & Finance
- (iii) Agril Business Marketing Management
- (iv) Production Management
- (v) Human Resources Development and Personnel Development
- (vi) Communication and Information Technology

- (vii) Project Management
- (viii) Agri.Economics and Business Policy
- (ix) Finance & Accounting
- (x) Agri-business Operation and Information Technology

**Note :** The University may add or modify the departments from time to time.

### **5.0 - Heads of Departments**

#### **[Section-2 (9)]**

#### **S.15.0 Head of Departments / Units / Research and Extention Education Stations :**

**S.15.1** The Head of Departments / Units / Research and Extention Education Stations / Centres shall be a person of the rank of Professor or Associate Professor or Assistant Professor or its equivalent to be appointed by the Vice-Chancellor. Where there are more than one Professor or Associate Professor or Assistant Professor, the Vice-Chancellor shall appoint the Head of the Department.

**S.15.2** An appointment made under sub-clause (1) shall be for a period of three years.

**S.15.3** The post of a Head of the Department shall be honorary.

#### **S.16.0 Powers and duties of the Head of Department / Head of Unit / Head of Research and Extension Education Station :**

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

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



- (2) He shall be responsible for the organisation and conduct of teaching, research and extension education of his Department and for that purpose shall pass such orders as may be necessary in consultation with the concerned Principal, Dean and the concerned Director.
- (3) He shall tender necessary advice to the Principal, the Dean and Director concerned on all matters pertaining to his field in respect of teaching, research and extension.
- (4) He shall submit the budgetary needs of his Department to the concerned Dean and the Director in time.
- (5) He shall be responsible for distribution and expenditure of the budget;
- (6) He shall provide for protection against theft, fire and other damages;
- (7) He shall recommend the work load of each member of the staff with respect to teaching, research and extension education to the Principal, Dean and the Directors concerned as per the guidelines issued by the ICAR / Government of Gujarat and the revisions made therein periodically.
- (8) He shall be responsible for all University properties and facilities assigned to his Department.
- (9) He shall recommend the proposals for making improvement in the working of his Department to the Dean.
- (10) He shall supervise and guide the work of academic staff members of his Department.
- (11) He shall exercise such other powers and perform such other duties as may be conferred on or assigned to him by the Statutes and Regulations or by the concerned Dean or by the Vice-Chancellor.

**6.0 - The Board of Studies**

**[Section-24]**

**S.17.0 Board of Studies :**

The following shall be the Boards of Studies :-

- (a) Board of Studies of the Faculty of Agriculture.
- (b) Board of Studies of the Faculty of Veterinary Science and Animal Husbandry
- (c) Board of Studies of the Faculty of Dairy Science
- (d) Board of Studies of the Faculty of Agricultural Engineering and Technology
- (e) Board of Studies of the Faculty of Horticulture and Social Forestry
- (f) Board of Studies of the Faculty of Fisheries
- (g) Board of Studies of the Faculty of Home Science
- (h) Board of Studies of the Faculty of Post Graduate Studies
- (i) Board of Studies of the Faculty of Food Processing technology and Bio-energy
- (j) Board of Studies of the Faculty of Agri-business Management
- (k) Board of Studies of the Faculty of Agricultural Environment and controls
- (l) Board of Studies of the Faculty of Agricultural Information Technology
- (m) Board of Studies of the Faculty of Basic Sciences and Humanities
- (n) Board of Studies of the Faculty of Agricultural Information and Communication Technology

**S.18.0 Joint Board of Studies :**

**S.18.1** Any two or more Board of Studies may, on the directives given by the Board of Management, Academic Council or the Vice-Chancellor shall, meet and act in concurrence and render a joint report upon any matter which lies within their province jointly. At the joint meeting Vice-Chancellor or a Dean nominated by the Vice-Chancellor for the said joint meeting, shall act as a Chairman, in their absence the joint meeting shall elect its own Chairman from amongst the Chairmen of the individual Boards meeting jointly.

**S.18.2** The quorum of a joint meeting of the Boards must include a full quorum of each Board represented. No member present shall be counted more than once to form the quorum.

**S.19.0 Constitution of the Board of Studies other than Board of the Post Graduate Studies**

The Board of Studies of each faculty except the faculty of Post Graduate Studies shall comprise of the following members :-

- (a) The Dean of the Faculty - Chairman
- (b) The Head of the Department and Professors teaching subjects assigned to that faculty
- (c) The Director of Extension Education or his representative
- (d) The Director of Research and Dean Post-graduate studies or his representative
- (e) Five Co-opted members
- (f) The Assistant Registrar (Academic) as Secretary

**S.20.0 Co-option to the Board of Studies :**

To assist the Board of Studies in performing its duties, it may co-opt the services of an individual in the state, not exceeding five in number, of which atleast one shall be a post graduate student.

**S.21.0 Functions of the Board of Studies :**

Each Board of Studies shall perform the following functions :-

- (1) to propose the establishment of such departments as deemed best and the scope of work to be done by the department and various other departments and submit the plans thereof to the Academic Council through the Faculty.
- (2) to develop department course outlines to meet the degree and diploma requirements of the University.
- (3) to perform such other functions as may be assigned by the Vice-Chancellor or the Dean.

**S.22.0 Duties of the Board of Studies :**

The duties of the Board of Studies shall be as under :-

- (1) to consider and make recommendations to the Faculty on all the matters pertaining to academics.
- (2) to propose to the Faculty, the courses of study for the various programmes of instructions offered in respective faculty of the University;
- (3) to propose to the Faculty, the curricula of the Department and advise in regard to all questions related to the syllabi for various under graduate courses and all other functions, referred to it by the Faculty;
- (4) to recommend to Faculty, the establishment of new Department, abolition / sub-division / or otherwise re-constitution of existing Department or Departments.
- (5) to recommend text books and reference books, courses of studies relating to the subjects under the Board of Studies.
- (6) to give a shape to the development of the subject or group of subjects on the Board of Studies.

- (7) to report on all matters referred to it by the Faculty, Academic Council or the Board of Management.

**S.23.0 Meetings and conduct of business of the Board of Studies :**

**S.23.1 Meetings :**

Meetings of the Board of Studies shall be held regularly as and when necessary. However the same shall meet atleast once in a year, but sufficiently in advance of the meeting of the concerned Faculty in order that the Faculty can consider the recommendations of the Board of Studies. The Dean may convene special meeting of the Board of Studies at any time, if required.

**Note :** The Chairman of the Board of Studies shall be competent to call for additional meeting of the Board of Studies whenever necessity arises, subject to prior approval of the concerned Dean.

**S.23.2 Notice of meetings**

A notice of seven clear days of the ordinary meeting shall be given to the members of the Board of Studies. The Chairman of the Board of Studies shall be competent to call a special meeting of the Board of Studies on a shorter notice of not less than three clear days.

**Note :** “Clear” days means excluding the day of issue of notice and day of meeting.

**S.23.3 Agenda**

- (1) The agenda of the meeting shall be framed by the Secretary of the Board of Studies with the approval of the Chairman. The same shall be sent to all the members of the Board of Studies alongwith the copies of relevant papers, wherever necessary atleast five clear days before the date of any meeting except when the meeting is a special and emergent meeting in which case the agenda shall be sent atleast two clear days before the date of such meeting.

- (2) Any member of the Board of Studies may suggest to the Secretary, items or motions for the agenda of an ordinary meeting of the Board of Studies two clear days before the date of an ordinary meeting.
- (3) Any motion or amendments proposed to be moved by any member shall be included in the agenda with all relevant papers concerning the same. It shall be the duty of the Chairman of the Board of Studies to scrutinise the motion or amendment when received and admit the same to the agenda, if it pertains to the scope of the Board of Studies concerned, and another member duly seconds it.

**S.23.4 Who to preside :**

The Dean shall preside over the meetings. In case when the Dean is unable to attend any meeting of the Board of Studies, for conducting the business of that particular meeting, may elect its own Chairman from amongst the members present at the meeting.

**S.23.5 Quorum**

- (1) One third of the total number of members of Board of Studies on the day of the meeting, shall constitute the quorum of the meeting. If the required quorum is not forthcoming for any of the aforesaid meeting, the Chairman shall adjourn the meeting.
- (2) The Chairman shall be competent to conduct such an adjourned meeting after half an hour from the time of adjournment and the business of the meeting shall be conducted without any concern about the quorum.

**S.23.6 Casting Vote**

When there is equal voting for and against any motion, amendment, point of order, or any matter, which calls for voting, the Chairman of the Board of Studies shall have the privilege of a casting vote.

**S.23.7 Minutes of the Meeting**

- (1) The Secretary of the Board of Studies shall record the Minutes of the meeting and send a copy of the same to the members within ten days from the date of meeting.
- (2) The minutes presented in the next meeting shall accompany the 'Action Taken Report' as approved by the Chairman.

**7.0 - The Board of Post Graduate Studies**

**[Section-24]**

**S.24.0 Constitution of the Board of Studies for Post Graduate Faculty :**

**S.24.1** The Board of Studies of the Post Graduate Faculty shall include:

- (1) The Director of Research and Dean of Post Graduate Studies - Chairman.
- (2) The Registrar
- (3) All Deans / Principal
- (4) The Director of Extension Education
- (5) The Associate Director of Research
- (6) Three Research Scientists and three Post Graduate teachers of the University to be nominated by the Director of Research and Dean of Faculty of Post Graduate Studies with the approval of the Vice-Chancellor.
- (7) The Assistant Registrar (Academic) - Secretary.

**S.24.2** The nominated members shall hold the office for a term of three years and shall be eligible for being chosen to that office for a further term of three years.

**S.25.0 Duties of the Board of Post Graduate Studies**

The duties of the Board of Post Graduate Studies shall be as under :-

- (1) to consider and make recommendations to the Academic Council on all the matters pertaining to Post Graduate Studies.
- (2) to propose to the Academic Council, the courses of study for the various programmes of instructions offered at Post Graduate Studies in the University;
- (3) to propose to the Academic Council, the curricula of the University and advise in regard to all questions related to the syllabi for various Post Graduate subject and all other functions, referred to it by the Academic Council;
- (4) to recommend to Academic Council the establishment of a new Department, abolition / sub-division / re-constitution of existing Department or Departments;
- (5) to meet atleast once in a year, but sufficiently in advance of the meeting of the Academic Council in order that the Academic Council can consider the recommendations of the Board.  
**Note :** The Chairman of the Board shall be competent to call for additional meeting of the Board whenever necessity arises, subject to prior approval of the Vice-Chancellor.
- (6) to recommend research areas, text books and reference books, courses of studies relating to the subjects under the Board.
- (7) to give a shape to the development of the subject or group of subjects on the Board.
- (8) to report on all matters referred to it by the Vice-Chancellor, Academic Council or the Board of Management.



**S.26.0 Meetings and conduct of business of the Board of Post Graduate Studies :**

**S.26.1 Meetings :**

Meetings of the Board of Post Graduate Studies shall be held regularly as and when necessary. However the same shall be held atleast once in a year. The Director of Research and Dean P.G. may convene special meeting of the Board of Post Graduate Studies at any time if required.

**S.26.2 Notice of meetings**

A notice of seven clear days of the ordinary meeting shall be given to the members of the Board of Post Graduate Studies. The Chairman of the Board of Post Graduate Studies shall be competent to call a special meeting of the Board of Post Graduate Studies on a shorter notice of not less than three clear days.

**Note : “Clear”** days means excluding the day of issue of notice and day of meeting.

**S.26.3 Agenda**

- (1) The agenda of the meeting shall be framed by the Secretary of the Board of Post Graduate Studies with the approval of the Chairman. The same shall be sent to all the members of the Board of Post Graduate Studies alongwith the copies of relevant papers, wherever necessary atleast five clear days before the date of any meeting except when the meeting is a special and emergent meeting in which case the agenda shall be sent atleast two clear days before the date of such meeting.
- (2) Any member of the Board of Post Graduate Studies may suggest to the Secretary, items or motions for the agenda of an ordinary meeting of the Board of Post Graduate Studies two clear days before the date of an ordinary meeting.

- (3) Any motion or amendments proposed to be moved by any member shall be included in the agenda with all relevant papers concerning the same. It shall be the duty of the Chairman of the Board of Post Graduate Studies to scrutinise the motion or amendment when received and admit the same to the agenda, if it pertains to the scope of the Board of Post Graduate Studies concerned, and another member duly seconds it.

**S.26.4 Who to preside :**

The Director of Research and Dean of Post Graduate Studies shall preside over the meetings. In case when the Director is unable to attend any meeting of the Board of Studies, the Board for conducting the business of that particular meeting, may elect its own Chairman from amongst the members present at the meeting.

**S.26.5 Quorum**

- (1) One third of the total number of members of Board of Post Graduate Studies on the day of the meeting, shall constitute the quorum of the meeting. If the required quorum is not forthcoming for any of the aforesaid meeting, the Chairman shall adjourn the meeting.
- (2) The Chairman shall be competent to conduct such an adjourned meeting after half an hour from the time of adjournment and the business of the meeting shall be conducted without any concern about the quorum.

**S.26.6 Casting Vote**

When there is equal voting for and against any motion, amendment, point of order, or any matter, which calls for voting, the Chairman of the Board of Post Graduate Studies shall have the privilege of a casting vote.

**S.26.7 Minutes of the Meeting**

- (1) The Secretary of the Board of Post Graduate Studies shall record the minutes of the meeting and send a copy of the same to the members within ten days from the date of meeting.
- (2) The minutes presented in the next meeting shall accompany the 'Action Taken Report' as approved by the Chairman.

**8.0 - Research Council**

**[Section-26]**

**S.27.0 Constitution of the Research Council :**

The Research Council shall consist of the following members:

1. The Vice-chancellor – Chairman
2. The Deans of the Faculties
3. The Director of Extension Education
4. The Conveners of the Agresco sub-committees
5. Two Eminent Scientists outside the University nominated by the Vice-Chancellor in consultation with Director of Research
6. Five Professors or there equivalent from the University nominated by the Vice-Chancellor in consultation with Director of Research
7. One progressive farmer to be nominated by the Vice-Chancellor in consultation with Director of Research
8. The Directors of Agriculture/Horticulture/Animal husbandry
9. The Associate Director of Research
10. The Director of Research & Dean, P.G. Studies– Member Secretary

**S.28.0 Tenure of members**

The term of office of the nominated members shall be three years and may be extended by another term of three years by the Vice-Chancellor in consultation with the Director of Research.

**S.29.0 Functions and duties of the Research Council**

The function and duties of the Research Council shall be as under:-

- (1) To monitor and determine the research priorities of the University area.
- (2) To be responsible for Agriculture and Allied Sciences Research in the University.
- (3) To advise the Board of Management on policy matters of research.
- (4) To plan, execute and manage the research activities in the University efficiently.
- (5) To organise and co-ordinate research programmes on Agriculture and Allied Sciences in the University.
- (6) To review critically on going research prograqmme and make suggestions to Board of Management to continue or to abandon or to modify the on-going scheme.
- (7) To approve Research Projects and consider Intellectual Property Rights (IPR) issues submitted by the Research Scientists/ Institutions/ Departments.
- (8) Public private partnership mode in research.
- (9) To make recommendations in respect of the following :-
  - (i) transfer of research recommendations to the Scientists / Farming Community and Industry through the Extension Agencies.
  - (ii) allocation of funds to Research Schemes and Projects.
  - (iii) the terms and conditions for acceptance of the Research Projects/Consultancy Projects and funds thereof.
  - (iv) formulation of research programmes and projects undertaken or to be undertaken by the various Agricultural University units in the State in the field of Agriculture.
  - (v) physical and fixed facilities required for implementing research projects.

- (vi) integration of research with extension education and teachings in University and participation of research workers in teaching and extension education for their work.
  - (vii) orienting research to meet farmers needs.
  - (viii) to give advice and accept the reports of on going / completed research schemes by the scientists concerned.
- (10) To perform such other duties and functions as may be referred to from time to time by the Board of Management and the other authorities of the University as well as the Council of State Agricultural Universities.

**S.30.0 Meetings and conduct of business of the Research Council :**

**S.30.1 Meetings :**

Meetings of the Research Council shall be held regularly as and when necessary. However the same shall be held atleast once in a year. The Chairman may convene special meeting of the Research Council at any time, if required.

**S.30.2 Notice of meetings**

A notice of fifteen clear days of the ordinary meeting shall be given to the members of the Research Council. The Chairman of the Research Council shall be competent to call a special meeting of the Research Council on a shorter notice of not less than three clear days.

**Note : “Clear”** days means excluding the day of issue of notice and day of meeting.

**S.30.3 Agenda**

- (1) The agenda of the meeting shall be framed by the Member Secretary of the Research Council with the approval of the Chairman. The same shall be sent to all the members of the Research Council alongwith the copies of relevant papers, wherever necessary atleast five clear days before the date of any meeting except when the meeting is a special and emergent meeting in which case the agenda shall be sent atleast two clear days before the date of such meeting.
- (2) Any member of the Research Council may suggest to the Member Secretary, items or motions for the agenda of an ordinary meeting of the Research Council two clear days before the date of an ordinary meeting.
- (3) Any motion or amendments proposed to be moved by any member shall be included in the agenda with all relevant papers concerning the same. It shall be the duty of the Chairman of the Research Council to scrutinise the motion or amendment when received and admit the same to the agenda, if it pertains to the scope of the Research Council concerned, and another member duly seconds it.

**S.30.4 Who to preside :**

The Vice-Chancellor shall preside over the meetings. In case when the Vice-Chancellor is unable to attend any meeting, the Council, for conducting the business of that particular meeting, may elect its own Chairman from amongst the members present at the meeting.

**S.30.5 Quorum**

- (1) One third of the total number of members of Research Council on the day of the meeting, shall constitute the quorum of the meeting. If the required quorum is not forthcoming for any of the aforesaid meeting, the Chairman shall adjourn the meeting.
- (2) The Chairman shall be competent to conduct such an adjourned meeting after half an hour from the time of adjournment and the business of the meeting shall be conducted without any concern about the quorum.

**S.30.6 Casting Vote**

When there is equal voting for and against any motion, amendment, point of order, or any matter, which calls for voting, the Chairman of the Research Council shall have the privilege of a casting vote.

**S.30.7 Minutes of the Meeting**

- (1) The Member Secretary of the Research Council shall record the minutes of the meeting and send a copy of the same to the members within ten days from the date of meeting.
- (2) The minutes presented in the next meeting shall accompany the 'Action Taken Report' as approved by the Chairman.

**9.0 - Extension Education Council**

**[Section-27]**

**S.31.0 Constitution of the Extension Education Council**

The Extension Education Council shall consist of the following members :-

1. The Vice-chancellor – Chairman
2. The Director of Research and Dean PG
3. Deans of the Faculties

4. Five Extension Education specialists to be nominated by the Vice- Chancellor in consultation with Director of Extension Education from amongst the following :-
  - i. Professor of Extension Education
  - ii. Agricultural Extension Educationist, Polytechnic
  - iii. Training Organiser, Krushi Vigyan Kendra
  - iv. Other Extension Specialists/ Farm Manager
5. Three eminent Extension Education specialists concerned with farmers' training, from outside the University to be co-opted by the Organisation.
6. The Directors of Agriculture / Horticulture / Animal Husbandry
7. Two progressive farmers to be nominated by the Vice-Chancellor in consultation with Director of Extension Education
8. The Associate Director of Extension Education
9. The Director of Extension Education– Member Secretary

**S.32.0 Tenure of members**

The term of office of the nominated members shall be three years and may be extended by another term of three years by the Vice-Chancellor in consultation with the Director of Extension Education.

**S.33.0 Functions and duties of Extension Education Council**

In addition to the functions laid down under sub-section (3) of Section-27 of the Act, the functions and duties of the Extension Education Council shall be as under :-

- (1) To formulate extension education policies and annual extension education programmes of the University
- (2) To make recommendations for preparation of extension educational material and aids
- (3) To review critically on going Extension Education programme and make suggestions to Board of Management to continue or to abandon or to modify the on-going scheme.



- (4) To impart training to college students in Extension Education.
- (5) To prepare materials for cultivators.
- (6) To formulate short term courses for non-students rural people and field extension programme for the people of cultivators.
- (7) To arrange training programmes for Agricultural Production and Marketing.
- (8) To formulate programmes for cultivators, their families and rural youth.
- (9) To make recommendations in respect of -
  - (a) co-ordination of extension education programmes and projects of the University with the Other Agricultural University.
  - (b) co-ordination and co-operation of extension educational activities of various agencies.
  - (c) development of farmers' education, training and advisory services for identification and resolution of field problems and transfer of information.
  - (d) methodology of extension education activities of the University area.
  - (e) integration of extension education with teaching and research in the University and participation of extension workers teachers in the field of research programmes and education for their work.
- (10) To perform such other duties and functions as may be referred to from time to time by the Board of Management and the other authorities of the University and Council of State Agricultural Universities.

**S.34.0 Meetings and conduct of business of the Extension Education Council :**

**S.34.1 Meetings :**

Meetings of the Extension Education Council of the University shall be convened with exclusive session for each faculty by the Vice-Chancellor atleast once in a year. The Chairman may convene special meeting of the Organisation at any time if required.

**S.34.2 Notice of meetings**

A notice of fifteen clear days of the ordinary meeting shall be given to the members of the Extension Education Council. The Chairman of the Extension Education Council shall be competent to call a special meeting of the Extension Education Council on a shorter notice of not less than three clear days.

**Note : “Clear”** days means excluding the day of issue of notice and day of meeting.

**S.34.3 Agenda**

(1) The agenda of the meeting shall be framed by the Member Secretary of the Extension Education Council with the approval of the Chairman. The same shall be sent to all the members of the Extension Education Council alongwith the copies of relevant papers, wherever necessary atleast five clear days before the date of any meeting except when the meeting is a special and emergent meeting in which case the agenda shall be sent atleast two clear days before the date of such meeting.

- (2) Any member of the Extension Education Council may suggest to the Secretary, items or motions for the agenda of an ordinary meeting of the Extension Education Council two clear days before the date of an ordinary meeting.
- (3) Any motion or amendments proposed to be moved by any member shall be included in the agenda with all relevant papers concerning the same. It shall be the duty of the Chairman of the Extension Education Council to scrutinise the motion or amendment when received and admit the same to the agenda, if it pertains to the scope of the Extension Education Council concerned, and another member duly seconds it.

**S.34.4 Who to preside :**

The Vice-Chancellor shall preside over the meetings. In case when the Vice-Chancellor is unable to attend any meeting, the Organisation, for conducting the business of that particular meeting, may elect its own Chairman from amongst the members present at the meeting.

**S.34.5 Quorum**

- (1) One third of the total number of members of Extension Education Council on the day of the meeting, shall constitute the quorum of the meeting. If the required quorum is not forthcoming for any of the aforesaid meeting, the Chairman shall adjourn the meeting.
- (2) The Chairman shall be competent to conduct such an adjourned meeting after half an hour from the time of adjournment and the business of the meeting shall be conducted without any concern about the quorum.

**S.34.6 Casting Vote**

When there is equal voting for and against any motion, amendment, point of order, or any matter, which calls for voting, the Chairman of the Extension Education Council shall have the privilege of a casting vote.

**S.34.7 Minutes of the Meeting**

- (1) The Member Secretary of the Extension Education Council shall record the minutes of the meeting and send a copy of the same to the members within ten days from the date of meeting.
- (2) The minutes presented in the next meeting shall accompany the 'Action Taken Report' as approved by the Chairman.

## II. - Officers of the University

### S.35.0 Additional officer of the Universities : (Section-8 (ix))

In addition to the Officers of the University declared under Section-8 of the Act, the Director of Students Welfare shall be the officer of the Universities under sub-section (ix) of the said Section.

### 1.0 - Vice-Chancellor

#### [Section-10]

### S.36.1 Constitution of the Search Committee :

The constitution and working of the Search Committee for recommending a panel of names of persons to the Chancellor for appointment as Vice-Chancellor under Section-10 (2) (a) of the Act, shall be as prescribed in this Statute.

### S.36.2 Members of the Search Committee :

The Search Committee shall consist of the following four members :-

- (i) one member to be nominated by the Chancellor;
- (ii) one member (not being a person connected with the University or with any affiliated college, recognised institution or approved institution) nominated by the Board of Management and Academic Council jointly;
- (iii) one member nominated by the Vice-Chancellors of all Agricultural Universities established by Law in the State of Gujarat.
- (iv) one member to be nominated by the Indian Council of Agricultural Research (ICAR).

**Note-1 :** The person whose name is suggested as the member of Search Committee shall be distinguished academician not below the rank of Vice-Chancellor or Ex-Vice-Chancellor.

**Note-2 :** A person nominated on the Search Committee shall not be eligible to accept honorary degree or any appointment on the post, honorary or otherwise, or nomination of any of the bodies of the University for the next six years.

**Note-3 :** The members of Search Committee shall be persons of eminence in the sphere of higher education and shall not be connected in any manner with the university concerned or its colleges.

**S.36.3 Member nominated by the Board of Management & Academic Council :**

At least six months before the date of expiry of the term of the Vice-Chancellor, the Registrar shall call a joint meeting of the Board of Management and the Academic Council of the University for the purpose of nominating a member on the Search Committee. If more than one names are proposed then ballot shall be taken by the distributive system.

**S.36.4 Member nominated by the Vice-Chancellors of the Universities :**

The Registrar shall, within 15 (fifteen) days from the date of the joint meeting referred to in sub-statute-S.36.3 convene a meeting of the Vice-Chancellors of the State Agricultural Universities established by law in the Gujarat State for nominating a person on the said Search Committee. The Vice-Chancellors shall elect the Chairman of this meeting.

**S.36.5 Member to be nominated by the Indian Council of Agricultural Research (ICAR) :**

The Registrar shall within 15 (fifteen) days from the date of the meeting referred to in sub-statute-S.36.4 request the Director General, Indian Council of Agricultural Research (ICAR) to nominate one member on the Search Committee as required under sub-clause (iii) of clause (a) of sub-section (2) of Section-10 of the Act.

**S.36.6 Member to be nominated by the Chancellor :**

The Registrar shall, within 10 (ten) days from the date of the receipt of the nomination from the Indian Council of Agricultural Research (ICAR) as referred to in sub-statute-S.36.5 above communicate to the Chancellor the names of persons nominated under sub-statutes-S.36.3

to S.36.5 and request him to nominate a fourth member on the Search Committee and communicate the appointment of the Search Committee to its members and the University.

**S.36.7 Chairperson of the Search Committee :**

The Chancellor shall appoint one of the four members of the committee as its Chairperson.

**S.36.8 Meeting of the Search Committee :**

- (1) Within 30 (thirty) days after the appointment of the Committee by the Chancellor as mentioned in sub-statute-S.36.6 & S.36.7, the Registrar shall convene a meeting of the Search Committee at the place and time fixed in consultation with the Chairman of the Search Committee.
- (2) The Search Committee so appointed shall, select three persons whom it considers fit for being appointed as Vice-Chancellor and shall recommend to the Chancellor the names of the persons so selected.
- (3) While recommending the names of the persons to be appointed as Vice-Chancellor, the following guidelines issued by the University Grants Commission and endorsed by the Indian Council of Agricultural Research shall be followed :-
  - (i) Persons of the highest level of competence, integrity, morals and institutional commitment are to be appointed as Vice-Chancellor. The Vice-Chancellor to be appointed should be a distinguished academician, with a minimum of ten years of experience as Professor and above in University system or ten years of experience in an equivalent or higher position in a reputed research and / or academic administrative organisation in the field of Agriculture or Allied Sciences.

**COMMON STATUTES FOR AGRICULTURAL UNIVERSITIES OF GUJARAT, 2011**

(ii) While preparing the panel, the search committee must give proper weightage to academic excellence (atleast first class at all levels, exposure to the higher education system in the country and abroad and adequate experience (of atleast five years) in academic and administrative governance at University level.

(4) The particulars of the persons recommended for appointment to the post of the Vice-Chancellor shall be forwarded to the Chancellor alongwith the following particulars :-

- (1) Full Name
- (2) Date of Birth
- (3) Age as on date of recommendation
- (4) Academic Qualifications

Degree	University/Board	Class	Year of Passing
(1)	(2)	(3)	(4)

(5) Experience

No.	Posts Held	Name of the Institute / University	Designation	From...To	Total No. of Years
(1)	(2)	(3)	(4)	(5)	(6)

(i) Professor and equivalent or higher position

(ii) University Officer (VC, Registrar, Dean, Director etc.,) / Deputy Director General (ICAR) / Director (ICAR Institute)



- (6) Details of Awards if any
    - (6.1) Academic
    - (6.2) Research
    - (6.3) Administrative
  - (7) Contribution to administration, education and research in Agriculture or Allied Sciences
  - (8) Knowledge of Gujarati language
  - (9) Remarks
- (5) The Registrar shall record the proceedings of the meeting and shall submit to the Chancellor with the approval of the Chairman of the Search Committee the names of the persons recommended by the Search Committee alongwith the particulars.

**S.37.0 Appointment of the Vice-Chancellor :**

**S.37.1** The Chancellor shall appoint the Vice-Chancellor atleast one month before the date of the expiry of the term of the existing Vice-Chancellor.

**S.37.2** The Vice-Chancellor shall hold office for a term of five years from the date he enters upon his office and shall not be eligible for reappointment to that office after the expiry of the term of his office:

**Provided** that -

- (a) no person appointed as the Vice-Chancellor shall continue to hold the office as such after he attains the age of sixty-five years;
- (b) The Vice-Chancellor may, by writing under his hand addressed to the Chancellor, resign his office.

**S.37.3** If any employee of the Government or of the University established by Law in Gujarat is appointed as Vice-Chancellor of this University, he

shall be allowed to keep a lien on the post he was working prior to his appointment as Vice-Chancellor during the period of his tenure or till he retires whichever is earlier.

**S.38.0 Emoluments and Perks :**

The emoluments to be paid to the Vice-Chancellor, and the terms and conditions including the perquisites subject to which he shall hold office shall be as laid down here-in-after. The same shall not be varied to his disadvantage during the currency of the term of the holder of that office.

**(1) Pay and Dearness Allowance**

The Vice-Chancellor shall receive pay as prescribed by the ICAR and approved by State Government and as amended by Government from time to time.

**(2) Travelling Allowance :**

(a) The Vice Chancellor and members of the family dependent on him shall be entitled to travelling expenses and expenses of transportation of personal effect for the journey undertaken at the time of joining his duties from the place of his regular residence at the time of appointment and back to the place of his regular residence on completion of the tenure as Vice-Chancellor.

(b) The Vice-Chancellor shall be entitled to receive daily allowance, travelling allowance and / or road mileage allowance for travelling on duty for the University work outside his Head Quarters at the highest rate admissible in accordance with the provisions of Gujarat Civil Services (Travelling Allowance) Rules, 2002.

- (c) Whenever the Vice-Chancellor shall be required to attend any work sponsored by Institution other than the State Government, Central Government, Indian Council of Agricultural Research, not in connection with the University's own work, travelling allowance and daily allowance shall be paid by the sponsoring bodies.

**(3) Leave :**

- (a) The Vice-Chancellor shall be entitled to 30 days leave on full pay for each completed year of service. He may avail himself of this leave whenever he finds it necessary to do so during his tenure and when he avails himself of such leave, he shall make a report thereof to the Hon'ble Chancellor who may make arrangements for carrying out of his duties during his absence.

**Provided** that he will cease to earn such leave when the leave due to him amounts to 150 days.

**Provided** further that the Vice-Chancellor may be paid cash equivalent of leave salary in respect of the period of earned leave at his credit, subject to a maximum of 150 days at the time of the end of his tenure.

- (b) In addition to the leave referred to in sub-clause (a), the Vice-Chancellor shall be entitled in case of illness or on account of private affairs to leave without pay for a period not exceeding three months during the period of his tenure, provided that any such leave without pay may

be subsequently converted into leave on full pay to the extent to which such leave may have become due under sub-clause (a) above.

- (c) The Vice-Chancellor shall be entitled to Casual Leave and restricted holidays as may be prescribed by the Government from time to time in a calendar year for its employees. Balance of such leave shall cease at the end of the year.

**(4) Perquisites**

- (a) The Vice-Chancellor shall, in addition, be entitled to free furnished residential accommodation. The University will maintain the grounds of the Vice-Chancellor's lodging.
- (b) The University shall pay the telephone / cell phone bills including STD charges and electricity bills of the official residence of the Vice-Chancellor.
- (c) The Vice-Chancellor will be provided with a car alongwith driver and the same shall be maintained by the University. The Vice-Chancellor shall be eligible to use the car for his private journey on payment of ₹ 1,000 (rupees one thousand) per month.

**(5) Expenditure on Medical Treatment**

- (a) The Vice-Chancellor and the members of his family shall be entitled to free treatment at the Health Centers of the University.

- (b) The Vice-Chancellor and the members of his family shall be entitled to reimburse the cost of treatment, cost of medicines, cost of special ward, and medical attendance taken by himself or by members of his family from university Health Centre or Hospital / Dispensary recognised by the Government for its employees for reimbursement of medical costs.

**Note :** For the purpose of above provision, 'Family' means wife / husband, parents and children actually dependent on the Vice-Chancellor while under treatment.

**(6) Sumptuary Allowance**

The Vice-Chancellor shall be given actual sumptuary expenditure within the limit as admissible as prescribed in chapter-4-Section-I regarding the powers for contingencies expenditure under clause-36(26) in the Financial Powers, (Delegation Rules,1998) as amended from time to time.

**S.39.0 Provident Fund :**

**S.39.1** If the incumbent of the post of Vice-Chancellor is having lien on any post in the Government or in any other State University established by Law by the State Government, he shall be governed by the Provident Fund Rules applicable to the State Government employees or to the said University employees.

**S.39.2** The Vice-Chancellor who was not an employee of the University before his appointment as such, shall not be entitled to the benefits of the University Provident Fund.

**2.0 - Manner of appointment of the University Officers**

**[Section-28 (iii)]**

**S.40.0 Manner of appointment of the University Officers**

**S.40.1** The procedure to be adopted for the appointment of various officers other than the Chancellor, the Vice-Chancellor and Dean (excluding the Dean of Post-Graduate Studies), as laid down in this Chapter shall be as under :-

- (1) the appointments shall be made by the Vice-Chancellor strictly on merits as recommended by the respective Selection Committee with the prior approval of the Board of Management.
- (2) all posts shall be advertised, the applications received shall be scrutinised by the Secretary of the respective Selection Committee, if necessary with the assistance of the concerned experts and placed before the Selection Committee.
- (3) the Selection Committee shall interview the candidates and after interviewing the candidates, it shall recommend not more than three names of selected candidates for the post, in order of merits.
- (4) if the Selection Committee fails to recommend any acceptable person for the post, the Board of Management shall be informed of the same for further action.

**S.40.2** If the Board of Management does not approve the recommendation of the Selection Committee, further course of action to be taken shall be decided by the Board of Management.

**3.0 - Director of Research and Dean of Post Graduate Studies**

**[Section-12 & 28 (iii)]**

**S.41.1 Pay Band, Academic Grade Pay & Perks :**

- (1) The post of Director of Research and the Dean of Post Graduate Studies shall be in the Pay Band and Academic Grade Pay as may be prescribed by the ICAR and approved by the Government from time to time.
- (2) The perks like sumptuary allowance, telephone / cell phone, vehicle from office to residence, newspapers, etc., shall be admissible as equivalent to the perks received by the officers of the State Government working in corresponding pay band and grade pay.

**S.41.2 Age :**

A candidate shall not be more than 50 years of age.

Upper age limit may be relaxed upto 5 years in favour of a candidate who is already an employee in Agricultural University of Gujarat.

**S.41.3 Mode of Recruitment :**

The posts shall be filled in by direct recruitment through advertisement.

**S.41.4 Qualifications :**

**Essential :**

- (1) First Class Bachelor's degree in Agriculture or Allied Sciences.
- (2) A Master's Degree in Agriculture or Allied Sciences with atleast 60% of marks or its equivalent grade. A relaxation in percentage of marks at the master degree level shall be admissible to the SC / ST candidates as per orders issued by the State Government from time to time.

- (3) A Ph.D in Agriculture or Allied Sciences or equivalent qualification.
- (4) Atleast 15 years' experience in teaching and or research and or extension education work in Agriculture or Allied Sciences of which not less then FIVE years shall be as Professor or its equivalent.

**Preferable :**

- (1) Experience of not less then five years in managing an important research institute or experimental station or research laboratory or teaching institute.
- (2) Significant accomplishment in the field of research as evidenced by publication of papers of academic excellence in scientific journals.

**S.41.5 Computer Examination :**

The candidate appointed shall during his probation period be required to pass the qualifying examination for Computer Knowledge in accordance with the Gujarat Civil Services Computer Competency Training and Examination Rules, 2006 as amended from time to time.

**S.41.6 Selection Committee :**

- (1) No person shall be appointed on the post of Director of Research and Dean of Post Graduate Studies except on recommendation of a Selection Committee constituted for the purpose and consisting of following :-
  - (1) The Vice-Chancellor - Chairman
  - (2) One member nominated by the Board of Management
  - (3) Three experts nominated by the Vice-Chancellor from the panel approved by the Board of Management.
  - (4) One representative from Government of Gujarat.



- (2) Three members, of which two must be experts nominated by the Vice-Chancellor, shall constitute a quorum.
- (3) The Registrar of the University shall Act as a Secretary of the Committee.

**S.41.7 Tenure**

The appointment of the Director of Research and Dean of Post Graduate Studies shall ordinarily be on probation for a period of one year. On the expiry of the said period, the appointment shall be continued subject to his satisfactory performance, of which the Vice-Chancellor shall be the sole judge. However, the appointment can be terminated at any time during the period of probation by either party by giving not less than one month's notice in writing to the other or by mutual agreement.

**S.41.8 Duties & Functions :**

The duties and the functions of the Director of Research and Dean Post Graduate Studies shall be as under :

- (1) Be responsible for the due observance of the Statutes and Regulations.
- (2) Be responsible for the conduct of Post Graduate teaching as well as research activities and preparing the academic programme as regard to the academic calendar, courses offered and curricula of the students as per the existing policies of the University and for that purpose shall pass such orders as may be necessary in consultation with Deans of Faculties and concurrence of the Vice-Chancellor.
- (3) Be responsible for initiation, organisation, co-ordination and conduct of research programmes inclusive of post-graduate research in the University, in consultation with the Deans, other Directors and the Heads of the Department concerned.

- (4) Exercise broad administrative control over funds allotted for research, research staff and all properties, facilities, physical verification of properties and materials assigned by the University for the pursuit of research programmes.
- (5) Prepare the budget estimates for all activities connected with research, research institutions, programmes, publications etc., in consultation with the Deans, Heads of Department and Research Scientists.
- (6) Act as a liaison officer for research activities of the University under the guidance of the Vice-Chancellor for dealing with all aid-granting agencies, such as the Indian Council of Agricultural Research, Department of Science and Technology and other Central and State Governments or private, national, international, autonomous institutions or trusts or Co-operative institutions and any other cooperating institutions and agencies.
- (7) Formulate research policies and programmes of the University in consultation with the concerned Boards of Studies, Faculties, Academic Council and the Research and Extension Council and after obtaining the approval of the Vice-Chancellor, present the same to the Board of Management for its perusal.
- (8) Ensure timely publication of research bulletins, circulars, articles in Scientific Journals and popular magazines, issue press releases summarising practical research findings on important problems.
- (9) Prepare the development plans of research of the University in consultation with the concerned officers of the University under the guidance of the Vice-Chancellor.

- (10) Supervise and ensure efficient working of the Research Stations of the University.
- (11) Sign Memorandum of Understanding in connection with the Research Projects to be undertaken in the University as approved by the Board of Management.
- (12) Be responsible for annual physical verification of stocks and stores of Research Stations / Schemes under his control.
- (13) Make arrangements with the approval of the Vice-Chancellor for holding Conferences, Symposia, Seminars and such other meetings or lectures as may be deemed essential and / or desirable for.
- (14) Prepare annual programmes of (a) research and (b) production of breeder and foundation seeds as may be directed by the State Government and the Council of State Agricultural Universities. He shall place such programmes before the University authorities for their approval and onward submission to the state Government through the Vice-Chancellor.
- (15) Exercise such other powers and perform such other duties as may be required in order to further the objectives of the University or as per the directions of the State Government or the Council of State Agricultural Universities, as may be conferred or imposed on him by the Statutes, Regulations or by the Vice-Chancellor from time to time.

**4.0 - Director of Extension Education**

**[Section-14 & 28 (iii)]**

**S.42.1 Pay Band, Academic Grade Pay & Perks :**

- (1) The post of Director of Extension Education shall be in the Pay Band and Academic Grade Pay as may be prescribed by the ICAR and approved by the Government from time to time.
- (2) The perks like sumptuary allowance, telephone / cell phone, vehicle from office to residence, newspapers, etc., shall be admissible as equivalent perks received by the officers of the State Government working in corresponding pay band and grade pay.

**S.42.2 Age :**

A candidate shall not be more than 50 years of age.

Upper age limit may be relaxed upto 5 years in favour of a candidate who is already an employee in Agricultural University of Gujarat.

**S.42.3 Mode of Recruitment :**

The post shall be filled in by direct recruitment through advertisement.

**S.42.4 Qualifications :**

**Essential :**

- (1) A First Class Bachelor's degree in Agriculture or Allied Sciences
- (2) A Master's Degree in the concerned faculty with atleast 60% of marks or its equivalent grade. A relaxation in percentage of marks at the master degree level shall be admissible to the SC / ST candidates as per orders issued by the State Government from time to time.

- (3) A Ph.D. degree in Agriculture or Allied Sciences.
- (4) Atleast 15 years experience in teaching and / or research and / or extension work of which not less than 5 years as Professor or its equivalent post.

**Preferable :**

- (1) Experience of not less than five years in managing an important research and / or Extension institute of experimental station of research laboratory of teaching institute.
- (2) Significant accomplishment in the field of Extension Education. Good knowledge of the educational system prevalent in the world and familiarity with the modern concepts of organisation and co-ordination of teaching, research and extension activities.

**S.42.5 Computer Examination :**

The candidate appointed shall during his probation period be required to pass the qualifying examination for Computer Knowledge in accordance with the Gujarat Civil Services Computer Competency Training and Examination Rules, 2006 as amended from time to time.

**S.42.6 Selection Committee :**

- (1) No persons shall be appointed on the post of Director of Extension Education except on recommendation of a Selection Committee constituted for the purpose and consisting of following :-
  - (1) The Vice-Chancellor - Chairman
  - (2) One member nominated by the Board of Management
  - (3) Three experts nominated by the Vice-Chancellor from the panel approved by the Board of Management.
  - (4) One representative from Government of Gujarat.

- (2) Three members, of which two must be experts nominated by the Vice-Chancellor, shall constitute a quorum.
- (3) The Registrar of the University shall Act as a Secretary of the Committee.

**S.42.7 Tenure**

The appointment of the Director of Extension Education shall ordinarily be on probation for a period of one year. On the expiry of the said period, the appointment shall be continued subject to his satisfactory work, of which the Vice-Chancellor shall be the sole judge. However, the appointment can be terminated at any time during the period of probation by either party by giving not less than one month's notice in writing to the other or by mutual agreement.

**S.42.8 Duties & Functions :**

The duties and the functions of the Director of Extension Education shall be as under :-

- (1) Be responsible for initiation, organisation, coordination and conduct of extension education programmes in consultation with Deans, other Directors and the Heads of the Department of concerned subject with concurrence of the Vice-Chancellor.
- (2) Exercise broad administrative control over extension education staff, funds allotted for extension education; all properties, facilities and materials assigned by the University for the pursuit of extension education programmes.
- (3) Supervise and exercise control over the extension education activities of all categories of academic staff members.

- (4) Be responsible for ensuring close co-operation and co-ordination of the extension education activities of the University among its constituent colleges, affiliated colleges, research centers and recognised institutions, on one hand and among the concerned Departments of the State Government and Institutions on the other.
- (5) Formulate budget estimates for extension education programmes and activities for all the concerned departments of the University in consultation with the Deans and the Heads of Departments.
- (6) Guide and supervise the working of the Information and Publicity Section dealing with publicity, publications, audio-visual aids, radio and electronic media etc., for the successful implementation of the extension education programmes and other activities.
- (7) Organise extension education units at each of the constituent and affiliated colleges for undertaking and conducting extension education programmes and shall supervise their working.
- (8) Initiate and organise, in consultation with concerned officers of the State Government, Director of Research, Deans and Heads of other institutions; seminars, training classes, camps etc, of farmers and farm women.
- (9) Act a liaison officer for extension education activities of the University under the guidance of the Vice-Chancellor for dealing with all aid-granting agencies, such as the Indian Council of Agricultural Research, Department of Science and Technology

and other Central and State Governments and autonomous institutions or trusts or Co-operative institutions and any other cooperating institutions and agencies.

- (10) Initiate, plan and organise extension training programmes for professional extension workers including those serving under the constituent and affiliated colleges, research centers, other recognised institutions, Central and State Governments and autonomous institutions.
- (11) Issue certificate under his signature of various extension training programmes conducted by the university.
- (12) Sign Memorandum of Understanding in connection with the Extension Projects to be undertaken in the University as approved by the Board of Management.
- (13) Be responsible for annual verification of stocks and stores of the schemes / centers under his control.
- (14) Make arrangements, with the approval of the Vice-Chancellor, for holding conferences, symposia, seminars and such other meetings and lectures as may be deemed essential and / or desirable.
- (15) Exercise such other powers and perform such other duties as may be required in order to further the objectives of the University or as per the directions of the State Government or the Council of State Agricultural Universities, as may be conferred or imposed on him by the Statutes, Regulations or by the Vice-Chancellor from time to time.



**5.0 - Registrar**

**[Section-15 & 28 (iii)]**

**S.43.1 Pay Band, Grade Pay & Perks :**

- (1) The post of Registrar shall be in the Pay Band, and Grade pay as approved by Government from time to time.
- (2) The perks like sumptuary allowance, telephone / cell phone, vehicle from office to residence, newspapers, etc., shall be admissible as equivalent perks received by the officers of the State Government working in corresponding pay band and grade pay.

**S.43.2 Age :**

A candidate shall not be more than 50 years of age.

Upper age limit may be relaxed upto 5 years in favour of a candidate who is already an employee in Agricultural University of Gujarat.

**S.43.3 Mode of Recruitment :**

The posts shall be filled in by direct recruitment through advertisement.

**S.43.4 Qualifications :**

- (1) A Master degree with atleast 55% of the marks OR its equivalent grade of B in the U.G.C. 7.0 point scale.
- (2) A Ph.D. in Agricultural sciences or equivalent qualifications
- (3) Atleast 15 years of experience as a Assistant Professor in the AGP of Rs. 7,000 and above OR with 8 years of service in AGP of Rs. 8,000 and above including as Associate Professor alongwith experience in educational and/ or administrative.

**OR**

Comparable experience in research/ establishment and / or other institutions of higher education.

**OR**

15 years of administrative experience, of which 8 years as shall be as Deputy Registrar.

**OR**

an officer holding equivalent post not below the rank of Joint Director of Agriculture OR Gujarat Administrative Service (Senior Scale) cadre.

**S.43.5 Computer Examination :**

The candidate appointed shall during his probation period be required to pass the qualifying examination for Computer Knowledge in accordance with the Gujarat Civil Services Computer Competency Training and Examination Rules, 2006 as amended from time to time.

**S.43.6 Selection Committee :**

- (1) No persons shall be appointed on the post of Registrar except on recommendation of a Selection Committee constituted for the purpose and consisting of following :-
  - (1) The Vice-Chancellor - Chairman
  - (2) One member nominated by the Board of Management
  - (3) Three experts nominated by the Vice-Chancellor from the panel approved by the Board of Management.
  - (4) One representative from Government of Gujarat.
- (2) Three members, of which two must be experts nominated by the Vice-Chancellor, shall constitute a quorum.

**S.43.7 Tenure**

The appointment of the Registrar shall ordinarily be on probation for a period of one year. On the expiry of the said period, the appointment shall be continued subject to his satisfactory work, of which the Board of Management shall be the sole judge. However, the appointment can be terminated at any time during the period of probation by either party by giving not less than one month's notice in writing to the other or by mutual agreement.

**S.43.8 Duties & Functions :**

In addition to the powers and duties specified in Section 15 of the Act, the duties and functions of the Registrar shall be as under :-

- (1) Be the Chief Custodian of all the records, common seal and such other properties of the University as the Board of Management shall commit to his charge from time to time.
- (2) Act as Secretary to the Board of Management, Academic Council and such other committees as may be specified and to attend all meetings of the Board of Management and Academic Council and to depute any of his assistants to the Committees constituted under the Statute and write minutes thereof.
- (3) Conduct the official correspondence of the Board of Management and Academic Council and all Selection Committees and examination of the students as well as correspondence of administrative and personnel matters of the employees of the University.
- (4) Deal with the legal matters of the university.
- (5) Issue notices convening meetings of the Faculties, Boards of Studies and other Committees.
- (6) Make arrangements for admission of students and for enrollment to the University.
- (7) Maintain records of all degrees, diplomas conferred by the University, issue mark-sheets, transcripts and provisional and other certificates, except degree certificates of the students, under his signature.
- (8) Maintain permanent records of all courses, curricula and other relevant information.

- (9) Maintain permanent records of the academic performance of students of the University including the courses taken, grades obtained, degrees awarded, prizes or other distinctions earned and any other item pertinent to the academic performance of students and make the same available to the students and academic staff on request as specified by regulations.
- (10) Sign, after obtaining the necessary approval of the competent authority; all contracts and Deeds in connection with the administrative and service matters of the University, all bonds, agreements, lease deeds or any other legal documents entered into with the Central Government, State Government or any other duly constituted body, written statement or any such similar documents while filing or defending any civil, criminal, labour or industrial proceedings.
- (11) Assist and advise the Vice-Chancellor in all administrative matters of the University.
- (12) Ensure up-to-date revenue record of all lands of the University, its upkeep, care and maintenance by the various departments of the University.
- (13) Act as Principal Liaison Officer of the University, for all matters with the Council of State Agricultural Universities, the State Government and Central Government, the Indian Council of Agricultural Research, the University Grants Commission, other Universities and other bodies.
- (14) Initiate proposal for holding the Convocation with the prior approval of Vice-Chancellor and other competent authorities and to take further arrangements thereof.

- (15) Ensure strict enforcement of the various Service Rules laid down by Statute for the employees of the University.
- (16) Maintain or cause to be maintained service records of all categories of staff.
- (17) Carry out annual physical verification of stocks and stores in Vice-Chancellor's office.
- (18) Arrange for the security of the main campus of the University and its sub-centres.
- (19) Arrange for the conduct of all examinations of all courses and to ensure timely declaration of results.
- (20) Ensure uniform standards of teaching and evaluation in all constituent and affiliated colleges / Institutions / Polytechnics / Agricultural schools / Agricultural Training Institutes and recognised institutions of the University.
- (21) Exercise general administrative control over affiliated colleges / institutions, academic staff members, students and funds allotted for education and all physical properties, facilities and materials assigned by the University for the pursuit of educational programmes.
- (22) Be responsible for the due observance of the provisions of Statutes, Rules and Regulations of the University by different faculties of the University.
- (23) To be responsible for reporting to Government about any decision or action taken by any authority of the University, which is in contravention of the provisions of the Act, Statutes, Rules and Regulations.
- (24) Exercise such other powers and perform such other duties as may be required in order to further the objectives of the University or as per the directions of the State Government or the Council of State Agricultural Universities, as may be conferred or imposed on him by the Statutes, Regulations or by the Vice-Chancellor from time to time.

**6.0 - Dean of Faculty**

**[Section-13]**

**S.44.1 Appointment of Dean of Faculty**

- (1) There shall be a Dean for each Faculty of the University constituted under the Statutes. The Vice-Chancellor shall choose any Principal of the college in the Faculty and appoint him as the Dean of the concerned Faculty. In the absence of constituent college in the Faculty, the Vice-Chancellor shall choose any Professor / Research Scientist of the Faculty and appoint him as the Dean.
- (2) The appointment of the Dean shall be honorary and he shall hold the office for a term of three years and shall be eligible for being chosen to that office for a further term of three years.
- (3) He shall be the Chairman of the Faculty.

**S.44.2 Duties & Functions :**

The duties and functions of the Dean of the Faculty shall be as under :-

- (1) As a Dean of Faculty, he shall be the chief academic officer of the faculty, responsible for the due observance of the Statutes and Regulations and shall be Ex-officio Chairman of the faculty. He shall be responsible for the organisation and conduct of teaching, research and extension education activities of the departments included in the Faculty, preparing the academic programme as regard to the academic calendar, courses offered, curricula, educational tour programme of the students as per the existing policies of the University and for that purpose shall pass such orders as may be necessary in consultation with other university officers and the Vice-Chancellor.

- (2) Formulate and present policies pertaining to his faculty to the Academic Council for its consideration.
- (3) Supervise the registration and progress of the students in the colleges of the Faculty.
- (4) Be responsible to the Vice-Chancellor for proper use of buildings and land assigned to the Colleges, Polytechnics / Schools / Agricultural Training Institutes and equipments thereof.
- (5) Prepare the budgets of the faculty in consultation with the University officers and Heads of the Departments.
- (6) Organise examinations in consultation with the Registrar.
- (7) Sign Memorandum of Understanding in connection with the Educational and training Projects to be undertaken in the faculty as approved by the Board of Management.
- (8) Have the administrative control over the teaching load of the members of the Faculty in consultation with the Principal of the College and Heads of Departments.
- (9) Be responsible for the proper scrutiny of research work of Heads of Departments, Professors, Associate Professors, Assistant Professors, Senior Research Assistants and Junior Research Assistants through the concerned Principals and Heads of Departments and approve the same. He shall evaluate and supervise the work done by them, from time to time, and keep the concerned Directors and the Vice - Chancellor informed about it.
- (10) Be responsible for proper utilisation of laboratory equipments, teaching aids, lands at the disposal of his Faculty and upkeep of the same through the Principal, Heads of Departments and other academic staff members concerned and keep the University authorities informed about the same from time to time.

- (11) Make arrangements for ensuring impartial assessment of the students in different examinations by prescribing external evaluations and appointing examiners in accordance with the regulations made in this behalf.
- (12) Make arrangements with the approval of the Vice-Chancellor for holding Conferences, Symposia, Seminars and such other meetings or lectures as may be deemed essential and / or desirable.
- (13) Exercise such other powers and perform such other duties as may be required in order to further the objectives of the University or as per the directions of the State Government, the Council of State Agricultural Universities, as may be conferred or imposed on him by the Statutes, Regulations or by the Vice-Chancellor from time to time.

**7.0 - Accounts Officer**

**[Section-16 & 28 (iii)]**

**S.45.1 Pay Band, Grade Pay & Perks :**

The post of Accounts Officer shall be in the Pay Band and Grade Pay as may be sanctioned by the State Government.

**S.45.2 Age :**

A candidate to be appointed by direct recruitment shall not be more than 45 years of age. Upper age limit may be relaxed upto 5 years in favour of a candidate who is already working in Agricultural University of Gujarat.



**S.45.3 Mode of Recruitment :**

The post shall be filled in either by -

- (a) (i) by deputation from amongst the persons who is working on the cadre of Gujarat Account service class-I and holding the post not below the rank of Deputy Director account in the State Government -
- (ii) The period of Deputation would normally be for 02 years which can be extended to up to 05 years.

**OR**

- (a) by direct recruitment for which the candidate -
  - (i) Should possess minimum qualification of Master of Business Administration (Finance) / Chartered Accountant.
  - (ii) Should have relevant post qualification experience of at least 05 years as in charge of Accounts department of State Government / Central Government and Government Undertaking Board / Corporation / company registered by the law/ Local bodies
  - (iii) Possess adequate knowledge of Gujarati and Hindi

**S.45.4 Computer Examination :**

The candidate appointed shall during his probation period be required to pass the qualifying examination for Computer Knowledge in accordance with the Gujarat Civil Services Computer Competency Training and Examination Rules, 2006 as amended from time to time.

**S.45.5 Selection Committee :**

- (1) No person shall be appointed on the post of Accounts Officer except on recommendation of a Selection Committee constituted for the purpose and consisting of following:-
  - (1) The Vice-Chancellor - Chairman
  - (2) One member nominated by the Board of Management
  - (3) Three experts nominated by the Vice-Chancellor from the panel approved by the Board.
  - (4) One representative from Government of Gujarat.
- (2) Three members, of which two must be experts nominated by the Vice-Chancellor, shall constitute a quorum.
- (3) The Registrar of the University shall Act as a Secretary of the Committee.

**S.45.6 Tenure**

The appointment of the Accounts Officer by direct recruitment, shall ordinarily be on probation for a period of one year. On the expiry of the said period, the appointment shall be continued subject to his satisfactory work, of which the Board of Management shall be the sole judge. However, the appointment can be terminated at any time during the period of probation by either party by giving not less than one month's notice in writing to the other or by mutual agreement.

**S.45.7 Duties & Functions :**

The duties and functions of the Accounts Officer shall be as under :-

- (1) Ensure that the University fund is established.
- (2) Ensure that all receipts by the University including its authorities, executives and other officers and academic and ministerial staff members working under it are promptly deposited into the University Fund and properly accounted.
- (3) Ensure that the University Fund is maintained and that a detailed and proper account of all credits into and withdrawals from the said Fund is kept.
- (4) Take action to create special fund and maintain a detailed and proper account thereof after obtaining the approval of the Vice-Chancellor and with the sanction of the State Government
- (5) Ensure that the University Fund is deposited in the Bank with the approval of Vice-Chancellor, in accordance with the provision of the sub-section 3 of the Section-46 of the Act.
- (6) Prepare the annual financial estimates of receipts and expenditure of the University in the manner prescribed by the State Government, in consultation with the concerned officers of the University and the Vice-Chancellor for consideration by 15th October preceding the financial year for which the estimates are prepared
- (7) Submit to the Council of State Agricultural Universities and the Board of Management annual financial estimates of receipts and expenditure of the University in time, preceding the financial year for which the estimates are prepared and ensure that the grants are received in time from the Government of India, State Government and other agencies.

- (8) Ensure that the annual financial estimates of receipts and expenditure of the University as finally approved by the Board of Management are forwarded to the State Government or any authority as the case may be, latest by 15th November preceding the financial year or as per the schedule informed by those authorities for which the estimates are prepared.
- (9) Prepare the revised estimates of receipts and expenditure of the University in consultation with the concerned officers of the University and the Vice-Chancellor and forward to the State Government, latest by 15th November of the financial year or as per the schedule decided by those authorities, for which the estimates are prepared.
- (10) Prepare the annual accounts of the University under the guidance of the Vice-Chancellor and direction of the Board of Management and in accordance with the provisions of subsection (1) of Section 48 of the Act, and submit the same to the authorities for consideration by 15th June following the financial year in question.
- (11) Ensure submission of the annual accounts of the University to the Board of Management by 15th July and to further ensure the submission of the same with the comments, if any, of the Board of Management to the State Government, by 31st August or as per schedule decided by those authorities following the financial year in question, in accordance with provision contained in subsection (4) of Section 48 of the Act.
- (12) Render necessary assistance to the auditor appointed by the State Government for the audit of accounts of the University.

- (13) Get the audited accounts and audit report printed and present the same to the State Government with the approval of the Board of Management and take suitable action expeditiously on the audit report and report the action taken to the Board of Management as required by sub-section (5) of Section 48 of the Act.
- (14) Ensure that no expenditure, which is not authorised in the budget, is incurred by any authority, officer of the University without obtaining prior sanction of the competent authority.
- (15) Ensure that expenditure authorised in the budget is incurred by the concerned authority, officer of the University with due economy and prudence after following the prescribed procedure and after obtaining the sanction of the competent authority.
- (16) Ensure that all accounts of the University including those of the constituent colleges, research centers and institutions of the university are properly kept, adjusted and periodically internally audited.
- (17) Ensure that all income and fees etc., due to the University are collected promptly in time and accounted for and that the salaries and other amounts due to the University employees and others are paid promptly.
- (18) Act as financial adviser to the Vice-Chancellor regarding all financial matters of the University and keep the Vice-Chancellor informed from time to time about the financial position of the University.
- (19) Implement the pension rules applicable to the employees and ensure the timely disbursement of the pension and other terminal benefits to the pensioners.

- (20) Ensure that all expenditure incurred by all the offices / institutions / departments / research stations / colleges etc. under the jurisdiction of the University are timely audited by internal audit and then by Examiner, Local Fund Audit of the state Government and accordingly audit reports are prepared for each financial year and to get the audit paras complied within time limit and to submit Action Taken Report with reference to all the audit paras in the meetings of Board of Management from time to time.
- (21) Prepare the financial plans for development of the University in consultation with the concerned officers of the University and under the guidance of the Vice-Chancellor.
- (22) Ensure that the grants are received in time from the Government of India, State Government and other aid-granting agencies.
- (23) Maintain the inventory of the dead stock articles of the University and ensure annual verification thereof through the concerned officers.
- (24) Detect and decide the defalcation cases on suo-moto or on information received and to take further action.
- (25) To be responsible for reporting to Government about any decision or action taken by any authority of the University in respect of financial implications of the University which is in contravention of the provisions of the Act, Statutes, Rules and Regulations.
- (26) Exercise such other powers and perform such other duties as may be required in order to further the objectives of the University or as per the directions of the State Government or the Council of State Agricultural Universities, as may be conferred or imposed on him by the Statutes, Regulations or by the Vice-Chancellor from time to time.

**8.0 - Librarian**

[Section-16 & 28 (iii)]

**S.46.1 Pay Band, Academic Grade Pay & Perks :**

The post of Librarian shall be in the Pay Band and Academic Grade Pay as may be prescribed by the Government from time to time.

**S.46.2 Age :**

A candidate shall not be more than 50 years of age.

Upper age limit may be relaxed upto 5 years in favour of a candidate who is already an employee in any Agricultural University of Gujarat.

**S.46.3 Mode of Recruitment :**

The posts shall be filled in by Direct Recruitment through advertisement.

**S.46.4 Qualifications :**

**Essential :**

- (1) A second Class bachelor's Degree in any branch of learning following by a Master's Degree in Library Science / Information Science / Documentation with atleast 55% marks or its equivalent and consistently good academic record. A relaxation in percentage of marks at the master degree level shall be admissible to the SC / ST candidates as per orders issued by the State Government from time to time.
- (2) Experience of atleast 13 years as a Deputy Librarian in a University Library or of eighteen years as a college Librarian.

- (3) Evidence of innovative library service and organisation as published work.

**Desirable:**

M.Phil / Ph.D. degree in Library Science / Information Science / Documentation / archives and Manuscript-keeping.

**S.46.5 Computer Examination :**

The candidate appointed shall during his probation period be required to pass the qualifying examination for Computer Knowledge in accordance with the Gujarat Civil Services Computer Competency Training and Examination Rules, 2006 as amended from time to time.

**S.46.6 Selection Committee :**

- (1) No persons shall be appointed on the post of Librarian except on recommendation of a Selection Committee constituted for the purpose and consisting of following :-
- (1) The Vice-Chancellor - Chairman
  - (2) One member nominated by the Board of Management
  - (3) Three experts nominated by the Vice-Chancellor from the panel approved by the Board of Management.
  - (4) One representative from Government of Gujarat.
- (2) Three members of which two must be experts nominated by the Vice-Chancellor, shall constitute a quorum.
- (3) The Registrar of the University shall Act as a Secretary of the Committee.

**S.46.7 Tenure**

The appointment of the Librarian shall ordinarily be on probation for a period of one year. On the expiry of the said period, the appointment shall be continued subject to his satisfactory work, of which the Board



of Management shall be the sole judge. However, the appointment can be terminated at any time during the period of probation, by either party by giving not less than one month's notice in writing to the other or by mutual agreement.

**S.46.8 Duties & Functions :**

The duties and functions of the Librarian shall be as under :-

- (1) Have overall control and supervision of the University Libraries.
- (2) Prepare the library budget for the University Libraries.
- (3) Be responsible for receiving and accessioning of all library materials.
- (4) Initiate the purchase of all requisitioned library materials recommended by the Library Committee.
- (5) Be responsible for timely renewal of subscriptions to journals.
- (6) Prepare a Library News Letter at periodical intervals which will carry a list of all materials received since the last preceding news letter and other timely library news of interest to students and staff.
- (7) Initiate, participate and co-operate in programmes designed to stimulate and encourage the use of the library by students and staff.
- (8) Arrange the library hours in consultation with the Deans / Directors / Library Committee in such a manner so as to ensure maximum use of library by both students and staff.
- (9) Arrange for procurement of books and journals for departments and research stations.

- (10) Be responsible for annual physical verification of books / periodicals / stocks and stores of the Library.
- (11) Be responsible for keeping the accounts of all funds provided for the purposes of the Library subject to the rules and directions by the Board of Management. The committee after verification of accounts forward the same to the Registrar, for submission to the Board of Management every year.
- (12) Prepare, verify, check and certify all bills in respect of books purchased for the library before they are forwarded to the Accounts Officer of the University for payment.
- (13) Exercise such other powers and perform such other duties as may be required in order to further the objectives of the University or as per the directions of the State Government or the Council of the State Agricultural Universities, as may be conferred or imposed on him by the Statutes, Regulations or by the Vice-Chancellor from time to time.

**9.0 - Director of Students Welfare**

**[Section-8 (ix)]**

**S.47.1 Pay Band, Grade Pay & Perks :**

The post of Director of Students Welfare shall be in the Pay Band and Grade Pay as may be prescribed by the ICAR and approved by the Government from time to time.

**S.47.2 Age :**

A candidate shall not be more than 50 years of age.

Upper age limit may be relaxed upto 5 years in favour of a candidate who is already employee / teacher in Agricultural Universities of Gujarat.

**S.47.3 Mode of Recruitment :**

The post shall be filled in by Direct Recruitment through advertisement.

**S.47.4 Qualifications :**

**Essential :**

- (1) A first class bachelor's degree of a recognised university
- (2) Master's degree with atleast 55% of marks or its equivalent grade and consistently good academic record in Arts / Science / Commerce / Social Welfare / Agriculture Science. A relaxation of 5% of marks at the master degree level shall be admissible to the SC / ST candidates.
- (3) A Ph.D. Degree or any other equivalent doctorate degree.
- (4) Atleast five years experience in organisation of student welfare activities including management of hostels, sports and placement of student.

**Desirable:**

- (1) Serving as Associate Professor or Professor.
- (2) Evidence of leadership and capacity in organising and teaching students activities.

**S.47.5 Computer Examination :**

The candidate appointed shall during his probation period, be required to pass the qualifying examination for Computer Knowledge in accordance with the Gujarat Civil Services Computer Competency Training and Examination Rules, 2006 as amended from time to time.

**S.47.6 Selection Committee :**

- (1) No persons shall be appointed on the post of Director of Students Welfare except on recommendation of a Selection Committee constituted for the purpose and consisting of following :-
  - (1) The Vice-Chancellor - Chairman
  - (2) One member nominated by the Board of Management
  - (3) Three experts nominated by the Vice-Chancellor from the panel approved by the Board.
  - (4) One representative from Government of Gujarat.
- (2) Three members of which two must be experts nominated by the Vice-Chancellor, shall constitute a quorum.
- (3) The Registrar of the University shall Act as a Secretary of the Committee.

**S.47.7 Tenure**

The appointment of the Director of Students Welfare shall ordinarily be on probation for a period of one year. On the expiry of the said period, the appointment shall be continued subject to his satisfactory work, of which the Board of Management shall be the sole judge. However, the appointment can be terminated at any time during the period of probation by either party by giving not less than one month's notice in writing to the other or by mutual agreement.

**S.47.8 Duties & Functions :**

The duties and functions of the Director of Students Welfare shall be as under :-

- (1) To make arrangements and supervise of the housing and messing of students, in close coordination with the Deans of the respective colleges / institutions;
- (2) To arrange programmes of students' counseling.

- (3) To arrange for the placement and employment of students in accordance with the approved scheme.
- (4) To initiate, plan and organise students' extra - curricular activities such as sports, cultural, adventure and other recreational activities and to look after the general welfare of the students.
- (5) To assist in the placement of the graduates of the University
- (6) To organise and maintain contact with the Alumni Association of the University
- (7) To establish liaison between students and teachers in consultation with Deans, Directors of Colleges.
- (8) To ensure health and hygiene of the students and control medicinal and health services and other welfare activities of health centre of the University.
- (9) To arrange for trainings to the students to improve their overall personality and communication skills for various competitive examinations.
- (10) To maintain discipline, law and order of the students in the constituent colleges / institutions, through the respective Principal / Deans and for the discharge of the duty may award suitable punishment to the students on the recommendations of the concerned Deans in accordance with the rules and regulations made in this behalf for acts of misdemeanor except that before he expels or rusticates a student, he shall get the prior approval of the Vice-Chancellor.
- (11) To make arrangement for award of Gold Medals and Prizes etc. to the students in consultation with the Registrar of the University.

- (12) To arrange educational tours and finalise the tour programmes of the students as per the existing policies of the University in consultation with the respective Deans.
- (13) To maintain Play-grounds / Sports facilities of Colleges / Institutions through Physical Instructor in coordination with the Principals;
- (14) To organise co-operative consumers' societies, canteens and cooperative societies for the welfare of students and the University employees in consultation with concerned officers.
- (15) To exercise such other powers and perform such other duties as may be required in order to further the objectives of the University or as per the directions of the State Government or the Council of State Agricultural Universities, as may be conferred or imposed on him by the Statutes, Regulations or by the Vice-Chancellor from time to time.

### III. - Committees of the Universities

#### 1.0 - Planning and Development Committee

[Section-20 (4)]

#### **S.48.0 Constitution :**

(1) There shall be a Planning and Development Committee consisting of the following members constituted under Section-20 (4) of the Act :-

- (1) The Vice-Chancellor - Chairman
- (2) All Officers of the University
- (3) Five non-official members of high educational qualification nominated by the Board of Management
- (4) The Planning Officer - Secretary

**Note :** Non-official Members nominated on the committee by the Board of Management shall hold office for a period of three years from the date of nomination or the period of membership whichever is earlier.

(2) The Committee may co-opt such number of persons who are not members of the Board of Management as its members as it thinks fit.

#### **S.49.0 Functions of the Committee :**

The functions of the Planning and Development Committee shall be as under :-

- (1) Prepare a master plan for the development of the University.
- (2) Scrutinise the proposals of the University submitted to it by the officers of the University.

- (3) Discuss, formulate and recommend the out line of the programme of the University including Plan and Non-Plan outlay in the areas of Teaching, Research and Extension Education and submit the same to the appropriate authority.
- (4) Make recommendations to the Board of Management on all matters relating to the Development and Planning of the University.
- (5) Give the guidelines for the Perspective and Annual Plan of the University in accordance with the State / National Plan.
- (6) Review the progress of different schemes once in a year and recommend modifications / deletions, etc. to be carried out.
- (7) Undertake quinquennial updating of the Master Plan.

**S.50.0 Meetings and conduct of business of the Planning and Development Committee :**

**S.50.1 Meetings :**

The Committee shall meet atleast twice in a year and recommend to the Finance Committee and the Board of Management the annual plan of the University for approval and implementation.

**S.50.2 Who to preside :**

The Vice-Chancellor shall preside over the meetings. In case when the Vice-Chancellor is unable to attend any meeting of the Committee, the Committee for conducting the business of that particular meeting, may elect its own Chairman from amongst the members present at the meeting.

**S.50.3 Quorum :**

One-third of the members shall constitute a quorum for a meeting of the Planning and Development Committee. If the required quorum is not forthcoming for any of the aforesaid meeting, the Chairman shall adjourn the meeting.



**S.50.4 Adjourned Meeting :**

The Chairman shall be competent to conduct such an adjourned meeting after half an hour from the time of adjournment and the business of the meeting shall be conducted without any concern about the quorum.

**S.50.5 Voting :**

All proposals shall be decided by a majority of votes of the members present.

**S.50.6 Minutes of the Meeting**

The Secretary of the Committee shall record the minutes of the meeting and send a copy of the same to the members within ten days from the date of meeting.

**S.50.7 Action Taken Report**

The minutes presented in the next meeting shall accompany the 'Action Taken Report' as approved by the Chairman.

**S.51.0 Other Provision**

The Secretary of the Committee shall maintain a library containing Statistics, Reviews, Bulletins, Monographs, Reports of Agriculture or Allied Sciences, Veterinary and Animal Sciences etc., with special reference to Education, Research and Extension as well as plans of the past and plans of the future.

**2.0 - Finance Committee**

**[Section-20 (4)]**

**S.52.0 Constitution :**

There shall be a Finance Committee consisting of the following members constituted under Section-20 (4) of the Act :-

- (1) The Vice-Chancellor - Chairman
- (2) The Secretary to Finance Department of the State Government or an officer not below the rank of Deputy Secretary of that Department nominated by Finance Department.
- (3) The Secretary to Agriculture Department of the State Government or an officer not below the rank of Deputy Secretary of that Department dealing with Agri.Uni. nominated by the secretary
- (4) One person to be selected by the Board of Management from amongst its non-official members.
- (5) One Director/Dean from among the Board of Management to be nominated by Vice-Chancellor.
- (6) The Registrar - Ex-officio Member
- (7) The Accounts Officer – Member Secretary

**Note :** Non-official Members nominated on the committee by the Board of Management shall hold office for a period of one year from the date of nominations or the period of membership whichever is earlier.

**S.53.0 Powers and Functions of the Finance Committee :**

The powers and functions of the Finance Committee shall be as under:-

- (1) Examine the annual accounts of the University and advise the Board thereon;
- (2) Examine the annual budget estimates;
- (3) Make recommendations to the University on all proposals involving expenditure for which no provision has been made in the budget or which involves expenditure in excess of the amount provided in the budget;
- (4) Review the position of financial resources, of the University from time to time;
- (5) Advise the Board of Management on all financial matters;

- (6) Make recommendation to the Board of Management on all matters relating to finances of the University;
- (7) Recommend economy in administrative expenses;
- (8) Perform such other functions relating to accounts and audit of the revenue and expenditure of the University as may be assigned to it by the Board of Management; and
- (9) Advise the Board of Management in financial matters whenever such advice is sought by the Board of Management.

**S.54.0 Meetings and conduct of business of the Finance Committee :**

**S.54.1 Meetings :**

The Finance Committee shall meet atleast twice in a year to examine the accounts and to scrutinise the proposals for expenditure.

**S.54.2 Who to preside :**

The Vice-Chancellor shall preside at all meetings of the Finance Committee.

**S.54.3 Quorum :**

Three members shall constitute a quorum for a meeting of the Finance Committee.

**S.54.4 Voting :**

All proposals shall be decided by a majority of votes of the members present.

**S.54.5 Minutes of the Meeting**

The Secretary of the Committee shall record the minutes of the meeting and send a copy of the same to the members within ten days from the date of meeting.

**S.54.6 Action Taken Report**

The minutes presented in the next meeting shall accompany the 'Action Taken Report' as approved by the Chairman.

**3.0 - Joint Consultative Committee for  
the Non-Teaching Employees of the University**

[Section-20 (4)]

**S.55.0 Constitution :**

There shall be a Joint Consultative Committee for the Non-Teaching employees of the University consisting of the following members constituted under Section-20 (4) of the Act :-

- (1) The Vice-Chancellor - Chairman
- (2) Two members of the Board of Management nominated by it from amongst its members.
- (3) One member of the Board of Management to be nominated by the Vice-Chancellor.
- (4) Three representatives of the non-teaching staff of the University to be nominated by themselves.
- (5) The Registrar - Secretary

**Note-1 :** The Term of office of the members referred to in clause (2) above shall be co-terminus with the term of office of the Board of Management and of those referred to in clause (3) and (4) above shall be three calendar years or they ceases to hold their position.

**Note-2 :** The Registrar shall be the convener of meetings of the committee and shall act as the Secretary thereof.

**S.56.0 Functions of the Committee :**

The functions of the Joint Consultative Committee for the Non-Teaching employees of the University shall be as under :-

- (1) To promote harmonious relations and secure the greatest measure of co-operation between the university and its non-teaching employees in matters of common concern with a view to

further increasing the efficiency of services and promoting the well-being of the employees.

- (2) To consider and make recommendations on any matter pertaining to the welfare of the employees referred to it by either any member of the committee or by any authorities of the University or by any recognised organisation of the non-teaching employees of the University.
- (3) To recommend activities and programmes to improve efficiency of the non-teaching employees of the University.
- (4) The scope of the committee shall include all matters relating to conditions of service and work, welfare of the employees and improvement of efficiency and standard of work, provided that individual cases shall not be considered by the committee.

**Provided** that nothing contained in this statute shall be deemed to prevent any employee of the university from making any individual Representation to the University in respect of a matter concerning him as an employee.

**S.57.0 Meetings and conduct of business of the Joint Consultative Committee for the Non-Teaching Employees :**

**S.57.1 Meetings :**

The Committee shall meet when convened by the Registrar but it shall meet atleast once in a year.

**S.57.2 Who to preside :**

The Vice-Chancellor shall preside over the meetings. In case when the Vice-Chancellor is unable to attend any meeting of the Committee, the Committee for conducting the business of that particular meeting, may elect its own Chairman from amongst the members present at the meeting.

**S.57.3 Quorum :**

Five members of the Committee shall form a quorum for a meeting thereof.

**S.57.4 Adjourned Meeting :**

The Chairman shall be competent to conduct such an adjourned meeting after half an hour from the time of adjournment and the business of the meeting shall be conducted without any concern about the quorum.

**S.57.5 Voting :**

All proposals shall be decided by a majority of votes of the members present.

**S.57.6 Minutes of the Meeting**

The Secretary of the Committee shall record the minutes of the meeting and send a copy of the same to the members within ten days from the date of meeting.

**S.57.7 Action Taken Report**

The minutes presented in the next meeting shall accompany the 'Action Taken Report' as approved by the Chairman.

**S.58.0 Deliberations and Recommendations of the Committee :**

The substance of the deliberations of a meeting of the committee as well as the resolution, if any passed thereat shall be laid before the Board of Management for consideration at its next or subsequent meeting.

**4.0 - Staff Joint Consultative Committee for the Non-Teaching employees of the Affiliated Colleges and Recognised Institution**

[Section-20 (4)]

**S.59.0 Constitution :**

There shall be a Staff Joint Consultative Committee for the Non-Teaching employees of the Affiliated Colleges and Recognised Institution consisting of the following members constituted under Section-20 (4) of the Act :-

- (1) The Vice-Chancellor - Chairman
- (2) Two members of the Board of Management nominated by it from amongst its members.
- (3) One member of the Board of Management to be nominated by the Vice-Chancellor.
- (4) Three representatives of the non-teaching staff of the Affiliated Colleges and Recognised Institutions nominated by themselves.
- (5) One college Principal of one of the colleges nominated by the Vice-Chancellor.
- (6) One member from the management of the Affiliated Colleges nominated by the Board of Management.
- (7) The Registrar - Secretary

**Note :** The Term of office of the members referred to in clause (2) above shall be co-terminus with the term of office of the Board of Management and of those referred to in clause (3) and (4) above shall be three calendar years or they cease to hold their position.

**S.60.0 Functions of the Committee :**

The functions of the Staff Joint Consultative Committee for the Non-Teaching employees of the Affiliated Colleges and Recognised Institution shall be as under :-

- (1) Promote harmonious relations and secure the greatest measures of co-operation between the affiliated colleges and recognised institutions and its non-teaching employees in the matters of common concern with a view to further increase the efficiency of services and promoting the well-being of the employees.

**Note :** The scope of the committee shall include all matters relating to conditions of service and work, welfare of the

employees and improvement of efficiency and standard of work, provided that individual cases shall not be considered by the committee.

- (2) Consider and make recommendations on any matter pertaining to the welfare of the employees referred to it by either any member of the committee or by any authority of the University or by any recognised organisation of the non-teaching employees of the affiliated colleges and recognised institutions.
- (3) Recommend measures and activities to promote the welfare of the non-teaching employees of the affiliated colleges and recognised institutions.
- (4) Recommend activities and programmes to improve the efficiency of non-teaching employees of affiliated colleges and recognised institutions.

**Provided** that nothing contained in this statute shall be deemed to prevent any employee of the affiliated colleges and recognised institutions from making any individual representation to the University in respect of a matter concerning him as an employee.

**S.61.0 Meetings and conduct of business of the Staff Joint Consultative Committee for the Non-Teaching employees of the Affiliated Colleges and Recognised Institution :**

**S.61.1 Meetings :**

The Committee shall meet when convened by the Registrar but it shall meet atleast once in a year.

**S.61.2 Who to preside :**

The Vice-Chancellor shall preside over the meetings. In case when the Vice-Chancellor is unable to attend any meeting of the Committee, the Committee for conducting the business of that particular meeting, may elect its own Chairman from amongst the members present at the meeting.



**S.61.3 Quorum :**

Five members of the Committee shall form a quorum for a meeting thereof.

**S.61.4 Adjourned Meeting :**

The Chairman shall be competent to conduct such an adjourned meeting after half an hour from the time of adjournment and the business of the meeting shall be conducted without any concern about the quorum.

**S.61.5 Voting :**

All proposals shall be decided by a majority of votes of the members present.

**S.61.6 Minutes of the Meeting**

The Secretary of the Committee shall record the minutes of the meeting and send a copy of the same to the members within ten days from the date of meeting.

**S.61.7 Action Taken Report**

The minutes presented in the next meeting shall accompany the 'Action Taken Report' as approved by the Chairman.

**S.62.0 Deliberations and Recommendations of the Committee :**

The substance of the deliberations of a meeting of the committee as well as the resolution, if any passed thereat shall be laid before the Board of Management for consideration at its next or subsequent meeting.

**5.0 - Library Committee**

**[Section-20 (4)]**

**S.63.0 Constitution :**

There shall be a Library Committee of the University consisting of the following members constituted under Section-20 (4) of the Act :-

- (1) The Vice-Chancellor - Chairman
- (2) The Director of Research and Dean of Post Graduate Studies
- (3) The Director of Extension Education
- (4) The Deans of Faculties
- (5) Five Heads of the University Departments of different faculties nominated by the Vice-Chancellor
- (6) The Registrar
- (7) The Accounts Officer of the University
- (8) The Director of Students' Welfare
- (9) One P.G. Student from each faculty, nominated by the Vice-Chancellor
- (10) The University Librarian - Secretary

**S.64.0 Functions of the Committee :**

Subject to general control of the Board of Management, the functions of the Library Committee of the University shall be as under :-

- (1) Manage the library and advise the Board of Management on any matter connected with the Library referred to it by the Board of Management.
- (2) Make recommendations to the Board of Management regarding the following :-
  - (a) administration of the funds set apart for the Library;
  - (b) requirement of the staff of the Library;
  - (c) writing off the unserviceable books or loss of book;
  - (d) computerisation and automation of Library;
  - (e) up-skilling of existing library staff in the field of automation, computerisation and networking of libraries;

- (f) creation and augmentation of data bases to support academic and research work;
  - (g) establishment of information centers to support modern information services;
  - (h) establishment of information and co-operative communication network for linking libraries and academicians to share limited resources at national level;
  - (i) any other matter connected to the library.
- (3) The committee shall report to the Board of Management for information, the purchase of books and the disposal of the books.
- Note :** For the purpose of this clause, books shall include manuscripts, periodicals, CDs, Cassettes etc.
- (4) The Library Committee shall make rules governing the use of the Library. These rules and or amendments there to shall be submitted to the Board of Management for approval and shall be the operative only after the approval of the Board.

**S.65.0 Meetings and conduct of business of the Library Committee :**

**S.65.1 Meetings :**

The Committee shall meet when convened by the Librarian but it shall meet atleast twice in a year.

**S.65.2 Who to preside :**

The Vice-Chancellor shall preside over the meetings. In case when the Vice-Chancellor is unable to attend any meeting of the Committee, the Committee for conducting the business of that particular meeting, may elect its own Chairman from amongst the members present at the meeting.

**S.65.3 Quorum :**

Six members of the Committee shall form a quorum for a meeting thereof.

**S.65.4 Adjourned Meeting :**

The Chairman shall be competent to conduct such an adjourned meeting after half an hour from the time of adjournment and the business of the meeting shall be conducted without any concern about the quorum.

**S.65.5 Voting :**

All proposals shall be decided by a majority of votes of the members present.

**S.65.6 Minutes of the Meeting**

The Secretary of the Committee shall record the minutes of the meeting and send a copy of the same to the members within ten days from the date of meeting.

**S.65.7 Action Taken Report**

The minutes presented in the next meeting shall accompany the 'Action Taken Report' as approved by the Chairman.

**6.0 - Construction Committee**

**[Section-20 (4)]**

**S.66.0 Constitution :**

There shall be a Construction Committee of the University consisting of the following members constituted under Section-20 (4) of the Act:-

- (1) The Vice-Chancellor - Chairman
- (2) The Director of Research and Dean of Post Graduate Studies
- (3) The Director of Extension Education
- (4) The Account Officer of the University
- (5) The Registrar
- (6) One expert and renowned architects to be nominated from Government Department or recognised University or from outside as member to be nominated by the Council of State Agricultural Universities for a period of two years.

(7) Superintendent Engineer, Roads & Building of the District or his representative not below the rank of Executive Engineer.

(8) The Executive Engineer of the University - Member Secretary

**S.67.0 Functions of the Committee :**

The Construction Committee shall approve the architectural design, estimates for building and construction work and exercise the following powers :-

(1) Approve Draft Tender Papers (DTP) of all works estimated to cost more than ₹ 5 Lac.

(2) Power to accept tender for works (including road works) estimated to cost more than ₹ 5 Lac.

(3) To prepare a master plan for the construction works of the University.

(4) To prepare annual plan for the construction works of the University.

(5) To review the implementation of master plan and annual plan from time to time.

(6) The Committee shall recommend to the Board of Management any repairs, alterations or additions to the existing buildings, which it may deem necessary or urgent and shall advise the Board of Management in all matters relating to the University buildings and campus development.

(7) Any other functions entrusted by the Board of Management.

**S.68.0 Meetings and conduct of business of the Construction Committee :**

**S.68.1 Meetings :**

The Committee shall meet when convened by the Vice-Chancellor but it shall meet atleast twice in a year.

**S.68.2 Who to preside :**

The Vice-Chancellor shall preside over the meetings. In case when the Vice-Chancellor is unable to attend any meeting of the Committee, the Committee for conducting the business of that particular meeting, may elect its own Chairman from amongst the members present at the meeting.

**S.68.3 Quorum :**

One-third members of the Committee shall form a quorum for a meeting thereof.

**S.68.4 Adjourned Meeting :**

The Chairman shall be competent to conduct such an adjourned meeting after half an hour from the time of adjournment and the business of the meeting shall be conducted without any concern about the quorum.

**S.68.5 Minutes of the Meeting**

The Secretary of the Committee shall record the minutes of the meeting and send a copy of the same to the members within ten days from the date of meeting.

**S.68.6 Action Taken Report**

The minutes presented in the next meeting shall accompany the 'Action Taken Report' as approved by the Chairman.

**7.0 - Purchase Committee**

**[Section-20 (4)]**

**S.69.0 Constitution :**

There shall be a Purchase Committee of the University consisting of the following members constituted under Section-20 (4) of the Act :-

- (1) The Vice-Chancellor – Chairman
- (2) Two non-official members appointed by the Board of Management among themselves for a period of three years or till his/her expiry of nomination in the Board of Management which is earlier.

- (3) An officer not below the rank of deputy secretary of finance and agriculture & co-operation department nominated by concerned secretary.
- (4) The Director of Research and Dean of Post Graduate Studies.
- (5) Head of the concerned Department of the University.
- (6) The Registrar
- (7) The Accounts Officer of the University
- (8) The Executive Engineer of the University -Member Secretary

**S.70.0 Functions of the Committee :**

Subject to general control of the Board of Management, the functions of the Purchase Committee of the University shall be as under :-

- (1) Recommend the purchase procedure and advise the Board of Management for disposal of the obsolete, unserviceable, surplus and unused items to be disposed.
- (2) Provide overall guidance, co-ordination and supervision for the purchase procedure in the university.
- (3) Enter into a rate contract for office utility or laboratory or farm instruments, glasswares, chemicals, plasticwares etc.
- (4) Facilitate the write off proposals of unserviceable articles for the approval of competent authority.
- (5) Scrutinise the tender advertisement for news paper of different units and submit for purchase.

**S.71.0 Meetings and conduct of business of the Purchase Committee :**

**S.71.1 Meetings :**

The Committee shall meet when convened by the Vice-Chancellor but it shall meet atleast twice in a year.

**S.71.2 Who to preside :**

The Vice-Chancellor shall preside over the meetings. In case when the Vice-Chancellor is unable to attend any meeting of the Committee, the Committee for conducting the business of that particular meeting, may elect its own Chairman from amongst the members present at the meeting.

**S.71.3 Quorum :**

Five members of the Committee shall form a quorum for a meeting thereof. No quorum shall be necessary for a meeting which has been adjourned for want of quorum.

**S.71.4 Adjourned Meeting :**

The Chairman shall be competent to conduct such an adjourned meeting after half an hour from the time of adjournment and the business of the meeting shall be conducted without any concern about the quorum.

**S.71.5 Minutes of the Meeting**

The Secretary of the Committee shall record the minutes of the meeting and send a copy of the same to the members within ten days from the date of meeting.

**S.71.6 Action Taken Report**

The minutes presented in the next meeting shall accompany the 'Action Taken Report' as approved by the Chairman.

**8.0 - Appointment of a committee for promoting**

**Health and General Welfare of the Students**

**[Section-20 (4)]**

**S.72.0 Constitution :**

There shall be a Committee for promoting Health and General Welfare of the Students consisting of the following members constituted under Section-20 (4) of the Act :-



- (1) The Registrar - Chairman
- (2) The Principals of the Colleges.
- (3) The Medical Officer of the University
- (4) The Chief Rector / Rector / Warden of all the hostels of the University.
- (5) The Director of Students' Welfare - Secretary

**S.73.0 Functions of the Committee :**

The functions of the Committee for promoting Health and General Welfare of the Students of the University shall be as follows :-

- (1) Furnish to the Vice-Chancellor its recommendations among others on the following issues, namely:-
  - (i) residence, conduct and discipline of the students of the University.
  - (ii) arrangements for promoting the health and general welfare of the students.

**S.74.0 Meetings and conduct of business of the Appointment of a committee for promoting Health and General Welfare of the Students :**

**S.74.1 Meetings :**

The committee may hold its meetings once in a period of three months.

**S.74.2 Who to preside :**

The Registrar shall preside over the meetings. In case when the Registrar is unable to attend any meeting of the Committee, the Committee for conducting the business of that particular meeting, may elect its own Chairman from amongst the members present at the meeting.

**S.74.3 Quorum :**

Five members of the Committee shall form a quorum for a meeting thereof. No quorum shall be necessary for a meeting which has been adjourned for want of quorum.

**S.74.4 Adjourned Meeting :**

The Chairman shall be competent to conduct such an adjourned meeting after half an hour from the time of adjournment and the business of the meeting shall be conducted without any concern about the quorum.

**S.74.5 Minutes of the Meeting**

The Secretary of the Committee shall record the minutes of the meeting and send a copy of the same to the members within ten days from the date of meeting.

**S.74.6 Action Taken Report**

The minutes presented in the next meeting shall accompany the 'Action Taken Report' as approved by the Chairman.

**9.0 - Appointment of a committee for promoting  
welfare of the employees of the University**

**[Section-20 (4)]**

**S.75.0 Constitution :**

There shall be a Committee for promoting welfare of the employees of the University consisting of the following members constituted under Section-20 (4) of the Act :-

- (1) Vice-Chancellor - Chairman
- (2) The Director of Research and Dean of Post Graduate Studies
- (3) One Dean nominated by the Vice-Chancellor
- (4) One Member nominated by the Board of Management
- (5) One Head of Department nominated by the Vice-Chancellor
- (6) One Professor / Associate Professor nominated by the Vice-Chancellor
- (7) One Senior Research Assistant / Junior Research Assistant nominated by the Vice-Chancellor

- (8) Three Representatives nominated by the Teaching employees
- (9) Two representatives nominated by the Non-Teaching employees
- (10) The Accounts Officer of the University
- (11) The Registrar - Secretary

**Note :** The members of the committee at Sr. No. (3) to (9) shall hold office for a period of one year from the date of nominations or the period of membership whichever is earlier.

**S.76.0 Functions of the Committee :**

The Committee shall recommend measures for the general welfare of the University employees, the scope and the extent of the same being decided by the Vice-Chancellor from time to time.

**S.77.0 Meetings and conduct of business of the Appointment of a committee for promoting welfare of the employees :**

**S.77.1 Meetings :**

The committee may hold its meetings once in a period of six months.

**S.77.2 Who to preside :**

The Vice-Chancellor shall preside over the meetings. In case when the Vice-Chancellor is unable to attend any meeting of the Committee, the Committee for conducting the business of that particular meeting, may elect its own Chairman from amongst the members present at the meeting.

**S.77.3 Quorum :**

Five members of the Committee shall form a quorum for a meeting thereof. No quorum shall be necessary for a meeting which has been adjourned for want of quorum.

**S.77.4 Adjourned Meeting :**

The Chairman shall be competent to conduct such an adjourned meeting after half an hour from the time of adjournment and the business of the meeting shall be conducted without any concern about the quorum.

**S.77.5 Minutes of the Meeting**

The Secretary of the Committee shall record the minutes of the meeting and send a copy of the same to the members within ten days from the date of meeting.

**S.77.6 Action Taken Report**

The minutes presented in the next meeting shall accompany the 'Action Taken Report' as approved by the Chairman.

**10.0 - Examiners' Committee**

**[Section-42]**

**S.78.0 Constitution :**

An Examiners' Committee for each faculty consisting of the following members shall be constituted every year as provided under Section-42 of the Act :-

- (1) The Dean of the concerned faculty - Chairman
- (2) The Chairman of the Board of Studies
- (3) Two members of the Board of Studies nominated by the Vice-Chancellor for the year.
- (4) The Assistant Registrar (Academic) - Secretary

**S.79.0 Functioning of the Committee :**

- (1) The Assistant Registrar (Academic) shall invite applications for Examinership in the prescribed form obtained from the University office, within the date which will be notified from time to time.
- (2) The Assistant Registrar (Academic) shall prepare a list of names received for Examinership in each subject to the concerned Examiners' Committee for the faculty.

- (3) A meeting of the committee shall be convened by the Dean of the Faculty for recommending the names of University Examiners. The list of the Examiners shall be placed before the Registrar.

**S.80.0 Meetings and conduct of business of the Examiners' Committee :**

**S.80.1 Meetings :**

The committee shall be convened by the Assistant Registrar (Academic) well on time before the dates of examination.

**S.80.2 Who to preside :**

The Dean of concerned faculty shall preside over the meeting.

**S.80.3 Quorum :**

Not less than two members shall constitute a quorum.

**S.80.4 Minutes of the Meeting**

The Secretary of the Committee shall record the minutes of the meeting and send a copy of the same to the members within ten days from the date of meeting.

**S.80.5 Action Taken Report**

The minutes presented in the next meeting shall accompany the 'Action Taken Report' as approved by the Chairman.

**11.0 - College Development Committee for the Affiliated Colleges**

**[Section-44]**

**S.81.0 Constitution :**

There shall be a College Development Committee constituted for the Affiliated Colleges under Section-44 of the Act. The committee shall comprise of the following members :-

- (1) The Vice-Chancellor - Chairman
- (2) The Director of Research and Dean Post Graduate Studies
- (3) One Dean from the Deans of the various faculties to be nominated by the Vice-Chancellor by rotation.
- (4) One member of the Board of Management from amongst the members themselves, nominated by the Board of Management.
- (5) One member of the Academic Council to be nominated by the Vice-Chancellor.
- (6) One principal of an affiliated College to be nominated by the Vice-Chancellor from the Board of Management.
- (7) One teacher from the University Department to be nominated by the Vice-Chancellor from the Board of Management.
- (8) One representative of the Management of affiliated Colleges to be nominated by the Board of Management.
- (9) One teacher of the affiliated Colleges to be nominated by the Vice-Chancellor.
- (10) One representative of students to be nominated by the Vice-Chancellor.
- (11) Such other members as may be nominated by the Vice-Chancellor subject to the condition that the total number of the member of the committee shall not exceed 15.
- (12) The Registrar - Secretary

**S.82.0 Tenure of members :**

The term of the office of the nominated members of the Committee shall be three years. Provided that a member who is nominated on the Committee shall cease to be a member of the Committee as and when he ceases to hold the office by virtue of which he was nominated. In view of casual vacancy, the vacancy shall be filled in through nomination by the Vice-Chancellor for the unexpired portion of the term.

**S.83.0 Functions of the Committee**

The functions of the College Development Committee shall be as follows :-

- (1) Ensure proper planning and integrated development of affiliated colleges and provide necessary help and guidance to the Colleges in their development.
- (2) Recommend steps to be taken to facilitate the link between the University, Indian Council of Agricultural Research (ICAR), State Government and the affiliated colleges.
- (3) Act as deliberative body.
- (4) Make suggestions to the University on issues pertaining to the development of affiliated Colleges.
- (5) Suggest strategies to take advantage and benefits of various schemes of the regulatory bodies and the State Government.
- (6) Suggest measures for improvement of standards of instruction and examination in affiliated colleges.

**S.84.0 Meetings and conduct of business of the College Development Committee for the Affiliated Colleges :**

**S.84.1 Meetings :**

The College Development Committee for the Affiliated Colleges shall meet at regular intervals at least twice in an academic year, on a date to be fixed by the Vice-Chancellor.

**S.84.2 Who to preside :**

The Vice-Chancellor shall preside over the meetings. In case when the Vice-Chancellor is unable to attend any meeting of the Committee, the Committee for conducting the business of that particular meeting, may elect its own Chairman from amongst the members present at the meeting.

**S.84.3 Quorum :**

One-third of the total number of the Committee shall constitute a quorum for the meeting and all questions shall be decided by a majority of votes of the members present.

**S.84.4 Adjourned Meeting :**

The Chairman shall be competent to conduct such an adjourned meeting after half an hour from the time of adjournment and the business of the meeting shall be conducted without any concern about the quorum.

**S.84.5 Minutes of the Meeting**

The Secretary of the Committee shall record the minutes of the meeting and send a copy of the same to the members within ten days from the date of meeting.

**S.84.6 Action Taken Report**

The minutes presented in the next meeting shall accompany the 'Action Taken Report' as approved by the Chairman.

**12.0 - Security Committee**

**[Section-20 (4)]**

**S.85.0 Constitution :**

There shall be a Security Committee of the University consisting of the following members constituted under Section-20 (4) of the Act :-

- (1) The Director of Research and Dean of Post Graduate Studies – Chairman
- (2) The Director of Extension Education
- (3) The Account Officer of the University
- (4) Five members nominated by the Vice-Chancellor from the Principals/ Research Scientists for a period of three years
- (5) The Executive Engineer of the University
- (6) The Assistant Registrar (Administration) – Member Secretary



**S.86.0 Functions of the Committee :**

The functions of the Security Committee of the University shall be as under :-

- (1) to recommend the fixing of the Security Agency at University main campus and sub-centres
- (2) to monitor the services of the security through the committee
- (3) to recover the charges from the Security Agency for the losses caused to the University property.

**S.87.0 Meetings and conduct of business of the Security Committee :**

**S.87.1 Meetings :**

The Security Committee shall meet at regular intervals at least twice in a year, on a date to be fixed by the Vice-Chancellor.

**S.87.2 Who to preside :**

The Director of Research and Dean of Post Graduate Studies shall preside over the meetings. In case when he is unable to attend any meeting of the Committee, the Committee for conducting the business of that particular meeting, may elect its own Chairman from amongst the members present at the meeting.

**S.87.3 Quorum :**

One-third of the total number of the Committee shall constitute a quorum for the meeting and all questions shall be decided by a majority of votes of the members present.

**S.87.4 Adjourned Meeting :**

The Chairman shall be competent to conduct such an adjourned meeting after half an hour from the time of adjournment and the business of the meeting shall be conducted without any concern about the quorum.

**S.87.5 Minutes of the Meeting**

The Secretary of the Committee shall record the minutes of the meeting and send a copy of the same to the members within ten days from the date of meeting.

**S.87.6 Action Taken Report**

The minutes presented in the next meeting shall accompany the ‘Action Taken Report’ as approved by the Chairman.

**13.0 - Gender Committee**

**[Section-20 (4)]**

**S.88.0 Constitution, Functions, Proceedings, etc., of the Gender Committee**

**S.88.1 General**

There shall be a University level and a college level committee working under the supervision and administration of the Vice-Chancellor to check the menace of sexual harassment & violence against women.

**S.88.2 Definitions :**

In this Statute, unless the context otherwise require :-

- (1) **“Campus”** includes all places of work and residence in the University or any college affiliated to or maintained by the University. It includes all places of instruction, administration, research and farms, as well as hostel, health centers, sports grounds, staff quarters and public places (including shopping centers, eating places, parks, streets and lanes) on the University campus or the campus of any college affiliated to or maintained by the University.
- (2) **“College”** means constituent or affiliated college of the University.
- (3) **“Committee”** means the committee to check the menace of sexual harassment & violence against women constituted under this statute.

- (4) **"Head of Units"** means Head of the Units declared as such by the University from time to time.
- (5) **"Member of the University"** includes all those included in categories (6) to (9) and (11) of this sub-statute.
- (6) **"Non-Teaching staff"** includes any person on the staff of the University or any college maintained or affiliated to it, who is not included in teaching staff appointed on honorary, or on special duty or deputation and shall also include employees employed on a causal or contract basis.
- (7) **"Officer"** means an Officer of the University referred to in Section-8 (iii) to (ix) of the Act.
- (8) **"Resident"** includes any person who is a temporary or permanent resident of any of the accommodations or premises allotted to an employee by the University or by any of its affiliated /maintained colleges.
- (9) **"Student"** includes regular students as well as ex-students of University/College.
- (10) **"Sexual Harassment"** includes unwelcome sexually determined behaviour (whether directly or by implication) such as :-
- (a) physical contact and advances,
  - (b) a demand or request for sexual favours,
  - (c) sexually-coloured remarks,
  - (d) showing pornography,
  - (e) any other unwelcome physical verbal or non-verbal conduct of sexual nature.

**Note:** Where any of these acts is committed in circumstances where under the victim of such conduct has a reasonable apprehension that in relation to the victim's employment of work whether she is drawing salary, or honorarium or voluntary, such conduct can be humiliating and may constitute a health and safety problem. It is discriminatory for instance when the woman has reasonable grounds to believe that her objection would disadvantage her in connection with her employment or work including recruiting or promotion or when it creates a hostile work environment. Adverse consequences might be visited if the victim does not consent to the conduct in question or raises any objection thereto.

**Explanation : "Sexual Harassment"** shall include, but will not be confined to the following :-

- (a) When submission to unwelcome sexual advances, requests for sexual favours, and verbal or physical conduct of a sexual nature are made, either implicitly or explicitly, a ground for any decision relating to employment, academic performance, extracurricular activities, or entitlement to service opportunities at the University/Colleges.
- (b) When unwelcome sexual advances, and verbal, non-verbal and/or physical conduct such as loaded comments, remarks or jokes, letters, phone calls or e-mail, gestures, exhibition of pornography, lurid stares, physical contact, stalking, sounds or display of a derogatory nature have the purpose and/or effect of interfering with an individual's performance or of creating and intimidating, hostile, or offensive environment.

- (c) When a person uses, with a sexual purpose, the body or any part of it or any object as an extension of the body in relation to another person without the latter's consent or against the person's will, such conduct will amount to sexual assault.
- (d) When deprecatory comments, conduct or any such behaviour is based on the gender identity/sexual orientation of the person and/or when the classroom or other public forum of the University/College is used to denigrate/discriminate against a person or create a hostile environment on the basis of a person's gender identity/sexual orientation.
- (11) **“Teaching staff”** includes any person on the staff of the University or any college maintained or affiliated to it, who is included in teaching staff, but appointed on honorary basis, or on special duty or deputation and shall also include employees employed on a causal or contract basis.
- (12) **"University"** means any of the following Universities constituted under Section-3 of the Act :-
- (1) The Anand Agricultural University
  - (2) The Junagadh Agricultural University
  - (3) The Navsari Agricultural University
  - (4) The Sardar Krushinagar Dantiwada Agricultural University

**Note :** Words & expressions used but not defined in these rules shall have the meaning assigned to them in the Act or in other statutes governing the service conditions of the University employees.

**S.88.3 Constitution of University Level Committee :**

The University Level Committee comprising the following members shall be constituted by the Vice-Chancellor :-

- (1) A woman appointed by the Vice-Chancellor from the Teachers of the University - Chairperson
- (2) Two teachers of the University of whom one shall be woman
- (3) The topper student of the concerned faculty
- (4) The female representative of Non-Teaching Association of the University
- (5) Head of Unit to which the case relates. In case involving the non-teaching employees, the Registrar or his nominee shall be the member.
- (6) The female nominee from amongst the NGOs working for women empowerment, to be appointed by the Vice-Chancellor
- (7) Secretary, to be appointed by the Vice-Chancellor

**S.88.4 Constitution of College Level Committee :**

The College Level Committee comprising the following members shall be constituted by the Vice-Chancellor :-

- (1) The Principal - Chairperson
- (2) One woman Teacher of the College
- (3) One female student who is the topper of the concerned faculty
- (4) The Chairperson can co-opt a non-teaching female employee, if the complaint concerns with non-teaching section.

**S.88.5 Jurisdiction**

The above committees shall have the jurisdiction to entertain the complaints of sexual harassment of the University / College Campus or in the offices of the Head of Units / Head of Offices.

**S.88.6 Limitations**

The complaints may be entertained by the committee within a period of ten days from the day of alleged event of Sexual Harassment.

**S.88.7 Manner in which complaints shall be made**

The complaint may be made by any member against any other member in writing before the committee. The complaint shall contain the facts and specific allegations supported by evidence. If the complaint is made at college level, a copy of the complaint shall be submitted to the Chairperson of the University Level Committee.

**S.88.8 Quorum :**

At least half of the number of members of Committee shall form a quorum for holding a meeting of Committee.

**S.88.9 Procedure**

After receiving the complaint, the meeting of the committee shall be convened by the chairperson at the earliest at University/college level. The complaint shall be placed before the committee. After considering the complaint, the committee shall follow the procedure as considered just and appropriate to meet the ends of justice. The burden of proving the allegation shall lie on the complainant(s). No decision shall be taken by the committee against any one without giving the opportunity of hearing. In case of the colleges, if the matter is not resolved at the College Level Committee, the complaint may be referred to the University Level Committee.

**S.88.10 Findings and Punishment**

The committee shall decide the complaints at the earliest and recommend the punishment / action to the Vice-Chancellor for approval / decision / consideration. The punishment / action should be commensurate with the nature or gravity of incidents.

**(A) In case of university/college employees: disciplinary action may be in the form of:**

- (i) Warning
- (ii) Written apology
- (iii) Bond of good behaviour
- (iv) Adverse remarks in the Confidential Report
- (v) Debarring from supervisory duties
- (vi) Denial of membership of statutory bodies
- (vii) Denial of re-employment
- (viii) Stoppage of increments/promotion
- (ix) Reverting, demotion
- (x) Suspension
- (xi) Dismissal
- (xii) Any other punishment as may be warranted by the case.

**(B) In case of students: disciplinary action may be in the form of:**

- (i) Warning
- (ii) Written apology
- (iii) Bond of good behaviour
- (iv) Debarring entry into a hostel
- (v) Suspension for a specified period of time
- (vi) Withholding results
- (vii) Debarring from examination/s
- (viii) Debarring from holding posts
- (ix) Expulsion
- (x) Denial of admission



(xi) Declaring the harasser as “persona non gratia” for a stipulated period of time,

(xii) Any other punishment as may be warranted by the case.

**(C) Third Party Harassment**

Where sexual harassment occurs as a result of an act or omission by any third party or outsider, the University / College will take all steps necessary and reasonably to assist the affected person in terms of support and preventive action.

**S.88.11 Opportunity to the accused**

The Vice-chancellor may give opportunity to the concerned persons / members and decide the matter accordingly.

**S.88.12 Appeal**

Any person/member, dissatisfied / aggrieved by the decision of the Vice-Chancellor may make an appeal to the Board of Management within 30 days from the date of notification or communication of decision to him. The decision of the Board of Management shall be final.

**S.88.13 Enforcement of orders**

The Registrar shall be responsible for the enforcement of orders / decisions of the University Level Committee and the Principal of the concerned college shall be responsible for the enforcement of orders / decisions of the College Level Committee.

**S.88.14 Annual Report**

The University / College Level Committees must make an annual report of the complaints and action taken by them to the Board of Management.

## **IV. - Conferment of Degrees, Other Academic**

### **Distinctions and Convocation**

**[Section - 20 (1) (xxvi) & 28 (i) and (ii)]**

**S.89.0 Degrees and Post Graduate Diplomas :**

**S.89.1 Eligibility for Degree or Post Graduate Diploma :**

Every person who passes a degree or a post graduate diploma examination of the University shall be eligible for receiving respective Degree or Diploma in person or in *absentia* at his option.

**S.89.2 Examinations :**

The University shall confer upon Degrees and Award Post Graduate Diplomas to the person who -

- (1) has pursued approved courses of study at the University or an affiliated college, or a recognised institution or an approved institution after the enactment of the Agricultural Universities Act, 2004 (Gujarat Act No. 5 of 2004) unless exempted therefrom, in the manner prescribed by the Statutes, Regulations and Rules and have passed the examinations or tests prescribed by the University, **or**
- (2) has carried on research under conditions prescribed by the Statutes, Regulations or Rules.

**S.89.3 The Hon'ble Chancellor to confer the Degrees:**

The Hon'ble Chancellor shall on the recommendation of the Board of Management confer upon the persons who have fulfilled the requirements of the Act, Statutes and Regulations for the time being in force, degrees, post graduate degrees either in a person at a convocation or in *absentia*, at their option.

**S.89.4 Conferment of Degrees:**

- (1) Subject to the recommendation by the Board of Management the degrees and diplomas which shall bear the signature of the Vice-Chancellor shall be conferred at the convocation by the Hon'ble Chancellor or Vice-Chancellor as the case may be presiding over the convocation or after convocation in *absentia* as the case may be.
- (2) Subject to the proposal to confer an honorary degree being confirmed by the Hon'ble Chancellor under Sub-section (3) of Section 9, and the approval of the Board of Management under Sub clause (xxvi) of clause (1) of Section 20 of Act-2004, the Hon'ble Chancellor or Vice-Chancellor as the case may be presiding over the Convocation shall confer the honorary degree/ title which shall bear the signature of the Vice-Chancellor.

**S.89.5 Degrees to be conferred**

At the Convocation, the Dean of the respective Faculty nominated by the Vice-Chancellor in this behalf shall present to the Hon'ble Chancellor or the Vice-Chancellor, as the case may be at the Convocation, the persons who have sought admission and have been recommended for conferment of the respective degrees and diplomas and in the order mentioned below :-

**(A) Honorary Degree**

**(B) Post Graduate Degrees :**

1	M. Sc. (Agri.)	Master of Science (Agriculture)
2	M. Sc. (Horti.)	Master of Science (Horticulture)
3	M. Sc.(Forestry)	Master of Science (Forestry)
4	M.V. Sc.	Master of Veterinary Science
5	M. Sc. (Dairying) Dairy Chem. & Dairy Micro	Master of Science (Dairying) in Dairy Chem. & Dairy Micro
6	M. Tech. (Dairy Tech./ Dairy (Dairy Tech./ Dairy Engg./ Food Processing)	Master of Technology in (Dairy Engg./ Food Processing Tech./Food Bio-Tech.) Tech./Food Bio-Tech.)
7	M. Tech (Agril. Engg.)	Master of Technology (Agricultural Engineering)

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**COMMON STATUTES FOR AGRICULTURAL UNIVERSITIES OF GUJARAT, 2011**

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8	M. F. Sc.	Master of Fisheries Science
9	M. Sc.(Hons.) Home Science	Master of Science (Hons.) Home Science
10	M. Sc.(Bio-tech.)	Master of Science (Bio-tech.)
11	M. Sc.	Master of Science
12	M.B.A. (ABM) (Agri-business Management)	Master of Business Administration (Agri-business Management)
13	P.G. Diploma (Agril. I.T.)	Post Graduate Diploma in Agril. I.T.
14	P.G. Diploma in Dairy & Food Quality Assurance	Post Graduate Diploma in Dairy & Food Quality Assurance
15	P.G. Diploma (Seed Prod. Tech.)	Post Graduate Diploma (Seed Production Technology)
16	P.G. Diploma (Seed Sc. &Tech.)	Post Graduate Diploma in Seed Science and Technology
17	P.G. Diploma (Floriculture & Landscaping)	Post Graduate Diploma in Floriculture and Landscaping
18	P.G. Diploma (Plant Prot.)	Post Graduate Diploma in Plant Protection
19	Ph.D.	Doctor of Philosophy (Agriculture/ Veterinary Science/ Dairy Science/ Agril.Engg./Fisheries Sci./ Home Sci./ Horticulture/ Forestry/ Food Processing Technology and Bio-energy)

**(C) Bachelor's Degrees**

(1)	B.Sc. (Hons.) Agri.	Bachelor of Science (Agriculture/Honours)
(2)	B.V.Sc. & A.H.	Bachelor of Veterinary Science and Animal Husbandry
(3)	B.Tech. (D.T.)	Bachelor of Technology (Dairy Technology)
(4)	B.Tech. (Agril. Engg.)	Bachelor of Technology (Agricultural Engineering)
(5)	B.F.Sc.	Bachelor of Fisheries Science
(6)	B.Sc. (Hons.) Horti.	Bachelor of Science (Horticulture/Honours)
(7)	B.Sc. (Hons.) Forestry	Bachelor of Science (Forestry/Honours)
(8)	B.Sc. (Hons.) Home Science & Nutrition	Bachelor of Science (Home Science & Nutritiion / Honous)
(9)	B.Tech. (F.P.T.)	Bachelor of Technology (Food Processing tech.)
(10)	B.Tech. (Dairy &.F.T.)	Bachelor of Technology (Dairy and Food Technology)

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(11) B.Tech. (Agri.I.T.)	Bachelor of Technology (Agri.I.T.)
(12) B.Tech. (RE & EE)	Bachelor of Technology (Renewable Energy and Environmental Engineering)
(13) B.Sc.(Microbiology)	Bachelor of Science (Microbiology)
(14) B.Sc.(Bio-Chemistry)	Bachelor of Science (Bio-Chemistry)
(15) B.Sc.(Bio-Technology)	Bachelor of Science (Bio-Technology)
(16) B.Sc.(Food Quality Assurance)	Bachelor of Science (Food Quality Assurance)
(17) B.Sc.(Hons.) Nutrition and Dietetics	Bachelor of Science (Nutrition and Dietetics / Honours)

As and when new faculties/disciplines are established, degrees of Bachelor/Master, Doctorate of Philosophy may be awarded in these faculties/ disciplines

**S.89.6 Fees for award of Degree and Post Graduate Diploma:**

Every person who has fulfilled the requirements of the Act, Statues and Regulations shall be eligible, on payment of fees and incidental charges prescribed by the University from time to time, to be admitted to receive the respective Degree / Post Graduate Diploma / Post Graduate Degree / Doctorate of Philosophy in person or in *absentia* at his option.

**S.89.7 Honorary Degrees / Doctorate:**

The University may confer a Honorary Degree or Title on any person having achieved outstanding merits. The procedure to be followed for the same shall be as under :-

- (1) The Registrar shall invite recommendations for conferment of Honorary Degree or Title from the Deans of Faculties by convening the special meeting of the Faculty. After careful consideration of the achievements in research, academic, extraordinary merits and social status of the person to be recommended for Honorary Degree, the faculty shall send the recommendation to the Academic Council.

- (2) The Academic Council on receiving the recommendations from the faculties shall either approve the name and make recommendation to the Board of Management for the conferment of Honorary Degree or the Title or reject the names and call for new names.
- (3) If, on receiving the recommendations of the Academic Council, not less than two-third of the total members of the Board of Management, recommends that an Honorary Degree/Doctorate, or other Title be conferred on any person, on the ground that he/she is, in their opinion by reason of eminent position and attainments, a fit and proper person to receive such degree, or other academic distinction send the proposal to Hon'ble Chancellor for confirmation.
- (4) Hon'ble Chancellor may confirm or reject the proposal for conferment of the Honorary Degree or the Title. If the same is confirmed by Chancellor, the Board of Management shall sanction conferral of the Honorary Degree or the Title so recommended on such a person without requiring him to undergo any examination.

**S.89.8 Honorary Degree/Doctorate and Title to be conferred:**

- (1) At such Convocation or a special Convocation, the Vice-Chancellor or the Registrar shall present to the Hon'ble Chancellor or the Vice-Chancellor, as the case may be, the person or the persons on whom the Honorary Degree/Doctorate or the title has to be conferred.
- (2) The procedure for conferment of Honorary Degree/Doctorate or title on persons shall be the same as that prescribed for conferment of the degrees.

**S.90.0 Convocation :**

**S.90.1 Convocation :**

A convocation for conferring Degree / Post Graduate Diploma / Post Graduate Degree / Doctrate of Philosophy and Honorary Degrees shall be held ordinarily once in a year on such graduation day. However, the Board of Management may decide to hold a special convocation, if recommended by the Academic Council.

**S.90.2 Date of Convocation:**

- (1) Keeping in view the notice period prescribed for the meeting of the Academic Council and Board of Management, two clear weeks time for processing the proposal in the office of H. E. the Governor of Gujarat and the days required for the publication of advertisement in the newspapers; the Registrar shall in consultation with Vice Chancellor propose to the Hon'ble Chancellor three alternate dates for holding the Convocation.
- (2) The Registrar shall then convey the dates to H.E. the Governor of Gujarat as Hon'ble Chancellor and obtain his consent.
- (3) After receipt of the consent from H.E. the Governor of Gujarat as Hon'ble Chancellor; the Registrar shall notify the date of Convocation in the newspapers atleast 40 days prior to the date of Convocation.

**S.90.3 Chief Guest at Convocation :**

- (1) An academician of eminence known for life-time contribution in various spheres of education, research and contemporary thoughts having unbiased vision and ability to ignite the minds of young recipients of the degrees shall be invited by the University on recommendation of the Board of Management as the Chief Guest for delivering the Convocation Address with the consent of H.E. the Chancellor.

- (2) The Registrar shall send the bio-data and brief note covering the lifetime contribution in various spheres of education and research alongwith other details of the Chief Guest to be invited to deliver the Convocation address to the Hon'ble Chancellor for obtaining his consent.

**S.90.4 The Dais plan**

The Hon'ble Chancellor, the Chief Guest, the Chairman of the Council & Minister of Agriculture, the Vice Chancellor and the Registrar of the University shall be invited on the dais.

**Provided** that there shall not be more than five dignitaries on the dais. However, if Hon'ble Minister of Agriculture is not able to attend the Convocation, Minister of State (Agri.) or Secretary in charge of Agriculture Department, Government of Gujarat shall be invited on the dais as a special case.

**S.90.5 The Language of Convocation:**

The proceedings of Convocation for the purpose of conferment of degrees, diplomas and other academic distinctions and the titles shall be in English and Gujarati or as may be determined by the Vice-Chancellor.

**S.90.6 Academic Costume:**

The persons who formed the academic procession and the graduates of the University who are to be awarded degrees shall wear academic costumes as shall be determined by the Board of Management by a regulation made in this behalf in consultation with the Academic Council.

**S.90.7 Precedence for Convocation**

The procession will be led by the Assistant Registrar with mace in following order :-



- (1) the Chancellor,
- (2) the Chief Guest,
- (3) the Chairman of the Council & Minister of Agriculture,
- (4) the Vice-Chancellor,
- (5) the Registrar,
- (6) the Ex-Vice-Chancellors of the University,
- (7) the Members of the Board of Management,
- (8) the Directors and Deans of all the Faculties
- (9) the Principals of the affiliated colleges,
- (10) the Heads of the recognised institutions,
- (11) the Heads of Departments of the faculties,
- (12) the Research Scientists and Extension Educationists of the various centers,
- (13) other members of the Academic Council, taken together as per seniority and precedence.

**S.91.0 Award of Medals/Prizes:**

Medals and Prizes, the award of which is instituted by the University shall be presented at the Convocation to the awardees, if they choose to remain present, immediately after the conferment of the degrees. In other cases, the same will be delivered to them through the Dean/Principal of the concerned college.

**S.92.0 Withdrawal of Degrees, Honorary Degrees, Diplomas, Certificates, Titles etc.,:**

**S.92.1** The Board of Management may on the recommendations of the Academic Council, by a resolution passed by a majority of the total membership of the Council not less than two-third of the members of the Board of Management present and voting, recommend to the

Hon'ble Chancellor to withdraw a degree, honorary degree, diploma, certificate and title conferred by the University and the Hon'ble Chancellor may order the withdrawal of the same.

**S.92.2** Before withdrawing a degree, honorary degree, diploma, certificate and title, it shall be incumbent upon the Academic Council to notify the person concerned of the action contemplated and to give him an opportunity to tender either in person or by a written statement within 21 (twenty one) clear days from the date of issue of such notice, such defence as he may wish to put up. If the Academic Council after taking into consideration the defence so set up, decides to recommend to the Board of Management that action be taken against him, a copy of such recommendation shall be forwarded to him with an intimation of the date of the meeting of the Board of Management at which his case will come up for consideration and he shall be informed that if he has any further statement to make in writing, he should submit the same to the Academic Council six weeks before the date of the meeting. The statement, if any, so received, shall be submitted to the Board of Management with recommendation of the Academic Council and the relevant details of the case.

**S.93.0 Award of Honorary Professorship and establishment of Chair:**

**S.93.1** The Board of Management may, on the recommendation of the Academic Council, confer a Chair or Honorary Professorship on distinguished retired men of science. The person recommended for the Chair must have made outstanding contribution in his field.

**S.93.2** The persons concerned shall enjoy the honour so conferred for a period of five years. However, the Board of Management may, on the recommendation of the Vice-Chancellor, extend the term for another period up to three years.

- S.93.3** No honorary professor by virtue of his position shall be entrusted with any administrative duties and shall hold any office or ex-officio position in the University.
- S.93.4** The Honorary Professor shall be free to carry on research in the University campus or at any research station of the University as may be approved. While conferring the Chair, he shall be provided with such facilities for research as are normally provided to professor/ research scientist in the University.
- S.93.5** The Chair shall be conferred for a specific field or subject and the honorary professor shall bear designation according to the field of or subject for which chair is created.
- S.93.6** The Honorary Professor may accept and guide research work of students admitted for the Ph.D. degree in the University for such subject and in such manner as may be approved by the Academic Council in this behalf.
- S.93.7** The Honorary Professor may hold seminars and give lectures as may be approved by the Dean of the faculty concerned.
- S.93.8** The Honorary Professor may be paid such honorarium as may be approved by the Board of Management.

**S.94.0 Professor Emeritus**

The University may appoint Professor Emeritus with the approval of the Board of Management as per the guidelines and norms issued in this regard by the Indian Council of Agricultural Research (ICAR) from time to time.

**V. - Travelling Allowance and Daily Allowance Rules  
for the non-official members of the Board of  
Management and Other Committees**

[Section - 18 (4) read with Section-20 (1) (xxxiii)]

(Statute No. S.95.0)

**Rule-1 Short Title :**

These Rules may be called the “**Travelling Allowance and Daily Allowance for the non-official members of the Board of Management and other Committees of the State Agricultural Universities**” 2011.

**Rule-2 Applicability :**

2.1 These rules shall be applicable to the members of the Board of Management and Committees of the University and delegates appointed by the University who have to travel to attend a meeting or meetings called for the transaction of any business connected with the University.

2.2 These rules **shall not apply to -**

- (i) the Vice Chancellor,
- (ii) official members of the Board of Management,
- (iii) officers of the Universities, and
- (iii) an employee of the Universities including a teacher.

**Rule-3 Journey by Air :**

Member can perform the journey by Air, as per existing TA & DA rules of Government of Gujarat and Government of India for the Non-official members of Board of Management and other committees.

**Rule-4 Journey by Rail :**

Member shall be entitled to travel in II AC 2 Tier Sleeper Class or any other lower class by Rail and claim the actual fare paid.

**Rule-5 Journey by Road :**

5.1 The member shall be entitled to the road mileage at the following rates for the journey performed between the places not connected by Rail :-

<b>Conveyance by which journey is performed</b>	<b>Rate of Road Mileage</b>
(i) By full taxi/auto Rickshaw	₹ 5 per K.M.
(ii) By own Car/Jeep	₹ 5 per K.M.
(iii) By Rickshaw	₹ 2 per K.M. man driven rickshaw (Three wheeler) Minimum ₹ 10 per K.M.
(iv) By Scooter/Motor Cycle	₹ 1.20 per K.M.(Two wheeler)

**Note :** The above rates shall stand revised as and when the Government revises the same.

5.2 The member shall be entitled to the road mileage at the above rates limited to the fare of the class entitled by Railway when the journey is performed by Road between the places connected by Rail.

5.3 Where the Taxi/Auto Rickshaw and other modes of journey are shared by more than one member or where a member takes a single seat in Taxi/Auto Rickshaw etc., the mileage allowance admissible shall be the actual share of hire charges limited to fifty percent of the rates shown in rule-5.1.

5.4 The Vice-Chancellor may sanction the mileage at higher rate in respect of the journey performed by hired taxi provided the member has actually paid the amount and produced a receipt for the same, as per existing TA & DA rules of Government of Gujarat and Government of India for the Non-official members of Board of Management and other committees.

**Rule-6 Local journeys at Headquarters and in camp while on tour :**

A member undertaking the following journeys while proceeding / arriving on / from tour and at the place of camp inside or outside the state while on duty shall be entitled to claim road mileage at the rates laid down in Rule-5.1 :-

- (i) Journey from Residence or duty point at Head Quarters to Railway Station/Bus Stand/Airport and back on the day of departure for tour and on the day of arrival from tour.
- (ii) Journey from Railway Station/Bus Stand/Airport/place of duty to residence / duty point at the place of arrival and similarly on the day of departure from the place of camp.
- (iii) Journey from the place of his stay to the place of duty, once for going and then coming back to the place of stay, every day, at the place of camp.

*Note : No road mileage will be admissible for other journeys at the place of camp.*

**Rule-7 Rates of Daily Allowance :**

7.1 The rates of daily allowance shall be as follows :-

- (1) **When a member stays in Government / Public Sector Guest House or makes his own arrangements**

X Class of Cities ₹ 230

Y Class of Cities ₹ 185

Z Class of Cities ₹ 120

- (2) **When a member stays in a hotel or other establishment providing boarding and/or lodging at scheduled rates**

X Class of Cities ₹ 505

Y Class of Cities ₹ 405

Z Class of Cities ₹ 225

- (3) **X Class of Cities :** Mumbai, Delhi, Kolkata, Chennai

**Y Class of Cities :** Ahmedabad, Bengaluru, Pune,  
Lucknow, Hyderabad, Nagpur,  
Kanpur, Jaipur, Surat, Vadodara,  
Rajkot, Jamnagar, Bhavnagar

**Z Class of Cities :** All Other Places in Gujarat

**Note :** The above rates shall stand revised as and when the Government revises the same.

**7.2** Daily allowance for the entire journey starting from place of residence to place of meeting and return to from place of meeting to place of residence shall be regulated as follows :-

- (1) Full daily allowance shall be granted for each completed calendar day of absence from place of residence reckoned from midnight to midnight.
- (2) For absence from place of residence for less than twenty four hours, the daily allowance shall be admissible, at the following percentage of the prescribed rates :-
  - (i) If the absence from place of residence does not exceed six hours 30%
  - (ii) If the absence from place of residence exceed six hours but does not exceed twelve hours 50%
  - (iii) If the absence from place of residence exceeds twelve hours 100%
- (3) For days of departure and arrival at the place of meeting as well as when the period of absence from place of residence falls on more than one calendar day, they shall be reckoned as separate days and daily allowance shall be calculated for each day separately as per above sub-clause (2).

**Rule-8 Conveyance Charges to the Local Members :**

The conveyance charges admissible to the local members shall be paid as per prevailing rates prescribed by Government in this regards.

## VI. - Affiliation of Colleges

[Sections - 6 (16), 6 (17), 6 (18), 20 (1) (xv) and 31 to 37]

### S.96.1 Application for affiliation of a college - General :

- (1) Subject to the provisions contained in Section-31 of the Act, a college desiring to obtain affiliation to the Under Graduate College for imparting education in Agriculture or Allied Sciences, shall apply to the Registrar in the form prescribed by the Board of Management so as to reach on or before the 31<sup>st</sup> March of the year preceding the year from which affiliation is intended to take effect. The application shall be sent to the Registrar of the University alongwith the prescribed fees in the form of Demand Draft drawn in favour of the University Fund Account. **Provided** that on the recommendation of the Vice-Chancellor, the Board of Management may if it is satisfied that there are special reasons to do so after recording the reasons, entertain a letter of application sent to the Registrar after 31<sup>st</sup> March with late fees as well as penalty fees as mentioned in Statutes-S.101.1 & S.101.2. In no case, a request for further postponement of any date of application beyond 31<sup>st</sup> August of the previous year shall be entertained.
- (2) The application to start a new college and to get it affiliated to the University can be submitted by Central / State Government institutions and Registered Society / Trust.
- (3) If the applicant is a Society or a Trust, it should have been registered before the date of submission of the application for the affiliation under one of the following :-
  - (1) Societies Registration Act, 1860
  - (2) Bombay Public Trust Act, 1950
  - (3) Under the Law of any other State



- (4) The application shall contain an assurance that after the college is affiliated, any transference of management and all changes in the teaching staff and all other changes which result in any of the aforesaid requirement not being fulfilled or continued to be fulfilled shall be forthwith reported to the University.
- (5) An application made under sub-section (1) of Section-31 may be withdrawn at any time before an order is made under sub-section (6) thereof.

**S.96.2 Norms and Standards for Affiliation of Under Graduate Colleges**

The norms and standards for affiliation of Under Graduate Colleges shall be as may be laid down by the Government from time to time.

**S.96.3 Requirements for a College seeking affiliation :**

The proposed College seeking affiliation to the University shall satisfy the following requirements :-

[Sr. No. (1) to (6) is applicable to the College not run by the State / Central Government.]

- (1) It shall be managed by a duly constituted and registered Society or Trust.
- (2) It shall satisfy the University that adequate financial provision is available for running the college as laid down by the Government. In particular, it shall produce evidence of creating and maintaining a Corpus Fund permanently in the name of the college by way of irrevocable Government Securities per programme or FDRs for like amounts jointly held by the college and the University for a minimum lock in period of three years. The interest accrued out of it may be utilised by the college with the prior permission of the University for strengthening its infrastructure facilities.

- (3) It shall also provide an undertaking to the University that it has adequate recurring income from its own resources for its continued and efficient functioning.
- (4) The fees shall be recovered from the students as laid down by the University from time to time.
- (5) For recruitment of the principal and members of the teaching staff of the college, there will be a selection committee of the college which shall include -
  - (1) in case of recruitment of the principal, a representative of the University nominated by the Vice-Chancellor; and
  - (2) in case of recruitment of a member of the teaching staff of the college, a representative of the University nominated by the Vice-Chancellor and the Head of the Department, if any, concerned with the subject to be taught by such member :  
**Provided** that this sub-clause shall not apply to a Government college, a college maintained by Government or a college established and administered by minority based on religion or language.
- (6) The college shall comply with the Statutes and Regulations providing for conditions of service including pay and allowances of the teaching and other academic and non-academic staff of an affiliated college, not being a Government college or a college maintained by the Government.
- (7) The qualifications of the teaching staff and the conditions governing their tenure of office are such as to make due provision for the education in Agriculture or Allied Sciences to be imparted by the college and for conducting and guiding

research in agriculture and programmes of extension education to be undertaken by the college and as per norms laid down by the ICAR / Government of Gujarat from time to time.

- (8) The building/s in which the college is/are to be located is/are suitable and that a provision has been or shall be made, in conformity with the norms.
- (9) It shall provide hostels with lodging facility as per norms.
- (10) Due provision is made or shall be made for a library. The library will have atleast one copy of reference books recommended by the ICAR and multiple copies for issue to the students.
- (11) Where affiliation is sought in any branch of experimental science, arrangements have been or shall be made for imparting instruction in that branch of science at a properly equipped laboratory as per norms laid down for the purpose.
- (12) Due provision shall be made for the residence of the principal, other members of the teaching staff as well as non-teaching staff in the campus or near the college or the place provided for the residence of students.
- (13) The college must have a sports ground.
- (14) Such other conditions as may be specified by the University in accordance with the provision of the Act or by the ICAR/UGC.

**S.96.4 Documents to accompany the application for affiliation :**

The application for affiliation shall be submitted alongwith the certified copies of the following documents:-

- (1) Registration of the Society / Trust along with details of Constitution and Memorandum of Association, names and addresses of all members of the Executive Authorities of the Society / Trust.

- (2) Letter from the competent authority designated by the Government for classification of land and its location as Metropolitan or other areas,
- (3) Land Use Certificate from the competent authority designated by the Government;
- (4) Registered land / Government leased land documents in the name of the applicant;
- (5) Appropriate order from the Government permitting the Society / Trust to start the college with details of the programmes intended to be offered
- (6) Building Plan of the proposed college prepared by a registered Architect and approved by the competent authority designated by the Government;
- (7) Registered documents by the registered Society / Trust earmarking land and buildings for the proposed college;
- (8) Details of the latest fund position along with photocopies of relevant bank accounts, including the evidence of the Corpus Fund earmarked for the purpose as may be specified by the Government.
- (9) Detailed Project Report giving -
  - (a) background of the Society / Trust with reference to its experience in promoting, managing and operating educational institutions; details of its promoters including their background; its activities in the social, charitable and educational spheres since its inception and its Vision and Mission;
  - (b) development plan for the college with timeline, spelling out its growth plan over the first ten years period in

terms of phasing of academic programmes, increase in students' intake and introduction of post graduate, research programmes, and the time schedule for stage-wise development of the academic infrastructure, like recruitment of faculty, and other support facilities, including students' amenities, such as hostels, sports and recreational facilities

- (c) architectural master plan indicating the land use pattern including those for the future,
  - (d) policy with regard to faculty recruitment, retention and development;
  - (e) structure of academic and administrative governance;
  - (f) sources of financing of capital and operating expenditure, besides funds to be generated through students' fees; and
  - (g) resource projections and their utilisation schedule.
- (10) Details of the teaching staff appointed alongwith the qualifications, conditions of service and copies of the reports of the selection committees.

**S.96.5 Bond to be executed by the Registered Society / Trust :**

The Registered Society / Trust proposing the affiliation of a college shall execute a bond :-

- (1) to impart instruction only in the subjects and for the programmes in the faculties for which affiliation has been granted by the University and shall not seek retrospective affiliation. All such programmes shall follow the syllabi approved by the appropriate academic bodies of the University and other regulatory bodies like ICAR / UGC / AICTE, etc.,

- (2) to comply with all the provisions of the Act, the Statutes and the Rules and Regulations of the University framed in this regard.
- (3) to follow the ICAR/UGC (Affiliation of Colleges by Universities) Regulations, 2009 as published by the UGC in Gazette of India on 20-2-2010 as may be amended from time to time and to follow Rules, Regulations and Guidelines of the Statutory / other regulatory bodies issued from time to time,
- (4) to the effect that the number of teaching posts, the qualifications of teaching staff and their recruitment / promotion procedures as prescribed by the ICAR/UGC and conditions of service shall be in accordance with the Statutes / Regulations of the University / State Government / ICAR / UGC, and shall ensure imparting of adequate instruction to the students in the programmes of studies to be undertaken by the college and that the Student-Teacher Ratio in the college shall be as per the ICAR/UGC norms;
- (5) to the effect that the members of the teaching and non teaching staff shall be regularly and fully paid pay with applicable allowances as prescribed by the ICAR / UGC / State Government, as the case may be, from time to time,
- (6) to the effect that appointment of members of the teaching and the non-teaching staff shall be made only on considerations of merit based on qualifications and experience prescribed for them and not by demanding or accepting any donation or other consideration;
- (7) to the effect that the college shall obtain the eligibility approval of the appointed teaching staff from the University within three months of affiliation and shall report all changes in the teaching

staff and all other changes that may affect the fulfillment of the conditions for affiliation to the University within a fortnight of changes coming into effect and obtain approval of the University.

- (8) to the effect that all fees to be charged from the students shall be as per the fee structure laid down by the University.
- (9) to the effect that the college shall not collect any capitation fee or donation in any form amounting to corrupt practices from or on behalf of any of its students or their parents / guardians in addition to the prescribed fee and other charges as laid down by the University.
- (10) to the effect that no student shall be admitted to any programme of study by the college in anticipation of grant of affiliation or in excess of the number of seats sanctioned per programme of study by the University.
- (11) to the effect that the college shall not, without the prior permission of the University, suspend offering an already approved programme of study.
- (12) to the effect that the academic and welfare activities of the students belonging to the Scheduled Castes, Scheduled Tribes and other disadvantaged groups, including minorities, wherever applicable, shall be properly taken care of by the college.
- (13) to the effect that all registers and records, including audited statement of accounts, as required to be maintained under the Regulations / Orders of the ICAR / UGC / University / Government shall be maintained and made available to the University as and when required for inspection.

- (14) to the effect that the college shall furnish all such returns and other information as the ICAR / UGC / University / Government may require to enable it to monitor and judge the performance of the college with regard to maintenance of academic standards and shall take such action as the ICAR / UGC / University / Government may direct to maintain the same.
- (15) to the effect that it shall not lease the college building or premises or reduce the number or area of class-rooms, other rooms, library, laboratory, etc.
- (16) to the effect that it shall not utilise the college building / premises for any part thereof for any purpose other than the normal activity of the college without prior permission of the University.

**S.97.0 Preliminary Scrutiny, Inspection and grant of temporary affiliation :**

**S.97.1** On the receipt of the application, the Board of Management or the person/s appointed by the Board of Management shall make preliminary scrutiny of the same and if found satisfactory the Vice-Chancellor shall issue a letter of intent, within two weeks from the date of receipt of the application by the University, to cause and inspection through a local inquiry committee within a period of three months for physical verification of all requirements for the grant of temporary affiliation.

**S.97.2** The Board of Management shall make such further inquiry as may appear to it to be necessary.

**S.97.3** The Board of Management shall give due consideration to the request, if any, made by the applicant for reconsideration of any of the conditions conveyed to him.



**S.98.0 Medium of Instruction :**

Every affiliated college shall, in respect of the medium of education in Agriculture or Allied Sciences, research in agriculture and programmes of extension education and examination therein, comply with the provisions made in that behalf under Section-35 of the Act.

**S.99.1 Local Inquiry Committee :**

The affiliation shall be subject to an inspection by the Local Inquiry Committee consisting of the following :-

- (1) Dean who is the member of the College Development Committee - Chairman
- (2) an expert to be nominated by the Vice-Chancellor for each of the subject areas proposed,
- (3) a representative of the Director of Agriculture not below the rank of Deputy Director, and
- (4) the Executive Engineer of the University.

**S.99.2 Requirements to be satisfied during inspection :**

The proposed college seeking affiliation, at the time of inspection by the University, shall satisfy the following requirements :-

- (1) undisputed ownership and possession of land as per norms laid down by the Government.
- (2) administrative, academic and other buildings with sufficient accommodation to meet the immediate academic and other space requirements as specified by the University concerned for each of the higher education programme with adequate scope for future expansion in conformity with those prescribed by the ICAR / UGC / Statutory / Regulatory body concerned, taking care that all buildings constructed in the college are disabled friendly;

- (3) academic building sufficient to accommodate the faculties, lecture / seminar rooms, library and laboratories with a minimum of 15 sq.ft. per student in lecture / seminar rooms / library and 20 sq.ft. per student in each of the laboratories;
- (4) number of teaching and non-teaching staff as per University norms;
- (5) adequate civic facilities for essentials like water, electricity, ventilation, toilets, sewerage, etc. in conformity with the norms laid down by the State PWD;
- (6) a library with atleast 1000 books, or 100 books in different titles on each subject, whichever is more, of the proposed programmes to include both text books and reference books, besides two journals per subject, along with a book bank facility for students belonging to the Scheduled Castes, Scheduled Tribes and such other sections as may be specified by the ICAR / UGC from time to time,
- (7) Necessary laboratory equipments as prescribed by the University / Statutory / Regulatory body concerned, for each of the higher education programmes;
- (8) a multi-purpose complex / an auditorium and facilities for sports, canteen, health care, separate common rooms and separate hostels for boys and girls as per the local requirements as decided by the University;
- (9) appropriate furniture for lecture / seminar rooms, laboratories, library, faculty rooms, rooms for administrative staff including the Principal, multi-purpose complex / auditorium, common rooms and hostel rooms, and for other facilities;
- (10) a duly constituted managing body as specified by the University.

**S.99.3 Report of the Local Inquiry Committee :**

- (1) The report of the Local Inquiry Committee shall be submitted by the Chairperson to the Vice-Chancellor duly filled in and signed by all the members. The Vice-Chancellor shall place this report before the Academic Council and on recommendation of the Academic Council, the Board of Management shall decide to grant, or reject, temporary affiliation to the college, recording the reasons in writing for its decision within three months of inspection.

**Provided** that where the views of the Academic Council with regard to the affiliation of a college are not acceptable to the Board of Management, the Board shall refer the matter again to the Academic Council, with or without its comments, and the Academic Council shall communicate again to the Board its views with regard to the affiliation of the college.

- (2) The University may call upon any college so inspected to take, within a specified period, such action as may appear to it to be necessary in respect of any of the matters referred to in the subsection (2) of Section-31 of the Act.

**S.100.1 Decision of the Board of Management on the application :**

- (1) On the basis of the infrastructure and other facilities available at the college, the University shall decide the number of seats for each programme in the college.
- (2) The Board of Management of the University shall be the ultimate to decide granting, or not granting, affiliation.
- (3) Continuation of temporary affiliation of the programmes of study and the college itself shall be granted by the University on a year to year basis through inspection process prescribed in these Statutes.

- (4) If the University decides not to grant temporary affiliation to the college for reasons, recorded in writing, of its failure to meet the conditions / requirements for getting affiliation, the college may apply again as and when fulfils the conditions / requirements subsequently, but not earlier than six months from the date of rejection of its earlier application.

**S.100.2 Grant of Temporary Affiliation without Local Inquiry :**

- (1) If the Board of Management is satisfied that there are special reasons to grant the affiliation to a College and if there is not enough time to carry out the Local Inquiry as per Statute-S.99.1, the Board may in exceptional cases, after recording the reasons, allow the Registered Society / Trust to grant temporary affiliation to start the college for the first year of the programme in a readily available building, with the condition that all other academic and administrative requirements laid down by the Government and under the Statutes are satisfied and the college shall complete the buildings accordingly and other requirements cited in the detailed project report by the end of the second year and the college is moved completely to the proposed permanent building by the beginning of the third year, failing which the college shall not be granted renewal of temporary affiliation until the college moves to the permanent buildings.
- (2) It is further provided that, until and unless permanent affiliation is notified, the Institution concerned shall continue to apply for the extension of affiliation as may be required and the Statutes and University shall continue its process for affiliation for the specific period laid down under the Statutes.

- (3) Continuation of temporary affiliation of the programmes of study and the college itself shall be granted by the University on a year to year basis through inspection process prescribed in these Statutes.

**S.100.3 Eligibility Criteria for Permanent Affiliation:**

The following shall be the eligibility criteria for granting permanent affiliation :-

- (1) The college shall have completed atleast five years of satisfactory performance after getting temporary affiliation and attained the academic and administrative standards as prescribed by the University / UGC / Statutory / Regulatory Body concerned from time to time.
- (2) The college shall have completed construction of buildings and all infrastructure / facilities as stipulated in the Statutes. Under no circumstances, extension of time for movement to the permanent building shall be granted beyond five years.
- (3) All the teaching and non-teaching staff are appointed on permanent basis (on regular basis in case of a Government college) on the UGC / Government scales of pay.
- (4) The college shall have a duly constituted College Council as per the norms.
- (5) Every affiliated college shall furnish such reports, returns and other information as the Board, after consulting the Academic Council, may require to enable it to judge the efficiency of the college or the institution.

**S.100.4 Procedure for granting Permanent Affiliation:**

- (1) A college which wishes to get permanent affiliation shall apply to the University any time after completing five years of temporary affiliation in the proforma along with the prescribed fee in

the form of Demand Draft drawn in favour of the Registrar of the University

- (2) The procedure for according permanent affiliation shall be the same as for granting temporary affiliation given in the Statutes.
- (3) If the University decides not to recommend for granting permanent affiliation to the college for reasons, to be recorded in writing, of its failure to meet the conditions / requirements for getting such affiliation, the college may apply again as and when fulfills the conditions / requirements subsequently, but not earlier than six months from the date of rejection of its earlier application.

**S.100.5 Concurrence to be obtained for permanent affiliation from the State Government :**

- (1) The Registrar shall submit the application and all proceedings, if any, of the Academic Council and the Board relating thereto to the State Government which shall, after such inquiry as may appear to it to be necessary, grant or refuse the application or any part thereof.
- (2) Where the application or any part thereof is granted, the order of the State Government shall specify the programmes of the instructions in respect of which the college is affiliated and where the application or any part thereof is refused, the grounds of such refusal shall be recorded.
- (3) As soon as possible after the State Government makes its order, the Registrar shall submit to the Board of Management and the Academic Council a full report regarding the application, the action taken thereon and of all proceedings connected therewith.

**S.101.1 Application Fees for affiliation of Colleges :**

Every application for affiliation shall be accompanied with non-refundable fee as follow :-

Sr. No.	Application for	Fees in ₹
1.0	Form Fee	5,000
2.0	New College / Bifurcation of College / Amalgamation of College	25,000
3.0	Extension and renewal of Affiliation	10,000
4.0	Fee for additional subject	5,000
5.0	Renewal fees for subject	5,000
6.0	Permanent addition of new subject	25,000
7.0	Permanent affiliation	50,000
8.0	Visiting fee for the each visit of LIC Committee	25,000
9.0	Visiting fee for verifying the compliance of the quarries	25,000
10.0	Fee for changing the place of college	10,000
11.0	Fees for changing college trust / management	25,000
12.0	Fees or changing the name of the college	25,000

**Note :** The above amount of fees can be revised by the Board of Management from time to time.

**S.101.2 Late Fees and Penalty Fees :**

(1) The applicable rate of late fees and penalty fees shall be as under :-

- |     |                                                               |          |
|-----|---------------------------------------------------------------|----------|
| (1) | Application if received by 31st March of the preceding year   | ₹ 25000  |
| (2) | Late fees if received by 31st May of the preceding year       | ₹ 25000@ |
| (3) | Penalty Fees if received by 31st August of the preceding year | ₹ 50000@ |

@ In addition to the amount of application fee.

(2) The applicable rate for application fees and late fees for the late Application fee for Affiliation OR Bifurcation of any existing college into two colleges / unification of two colleges into one college OR Renewal of Affiliation OR Extension of Affiliation of Subject (per year) OR Permanent Affiliation Fee OR LIC Committee Visit Fee (Per Visit) OR Other Committee Fee (Per Visit) OR Changing Place of College OR Changing name of Trust of College OR Changing Name of College :-

- (1) Application if received by 15th July  
of the preceding year ₹ 25000
- (2) Late fees if received by 15th October  
of the preceding year ₹ 25000@
- @ In addition to the amount of application fee.

**Note :** The above amount of fees can be revised by the Board of Management from time to time.

**S.102.0 Eligibility to apply for addition to programmes of instruction of study :**

**S.102.1** Any proposal for adding new programmes shall be considered by the University only after ensuring equitable distribution of facilities for higher education, having due regard, in particular, to the needs of the un-served, underdeveloped, rural, hilly, tribal and backward areas within its jurisdiction.

**S.102.2** Any proposal for raising the existing under-graduate college to post-graduate studies level shall be considered by the University only after satisfactory completion of two years of the under-graduate programme and the proposed buildings, qualified faculty and other infrastructure facilities are fully created as per the Regulations.



**S.102.3** Each application for addition of a new programme or for upgrading the existing programme to post-graduate level shall be accompanied by the prescribed fee in the form of Demand drafts drawn in favour of the Registrar of the University.

**S.102.4** The procedure for according temporary affiliation to additional programmes of study or for upgrading the existing programmes in the college shall be the same as prescribed under the Statutes for temporary affiliation.

**S.103.1 Closure of a College - discontinuation of subjects / classes / division etc. :**

In the case of an intended (a) closure of a college, (b) discontinuance of teaching of all the subjects comprised in any of the faculties of a college, or (c) discontinuance of any of the classes or division thereof in any medium or media, it shall be incumbent for the management of the college to follow the following procedure :-

- (i) The management of an affiliated college shall not close the college, any of its faculties, or classes or division thereof without prior permission of the Board of Management. This intended (a) closer of the college, (b) faculty or (c) discontinuance of any of the classes or divisions thereof in any medium or media shall, if permitted be co-terminus with the closing of the academic year.
- (ii) If the management of an affiliated college desires to close the college, any of its faculties, or classes or divisions, it shall make an application in writing to the Registrar giving reasons for the same with non returnable fee of ₹ 25,000/-.

The Board of Management may refuse to consider such an application, unless it is made on or before the 31st of August

preceding the year from which the closer of the college, any of its faculties, or classes or divisions thereof as the case may be, is intended to make effect.

- (iii) On receipt of the application as stated above, the Board of Management shall (a) direct a local inquiry to be made by a competent person or persons authorised by the Board of Management in such manner as may be deemed necessary and relevant and (b) make such further inquiry as it may appear to be necessary and shall decide whether the application should be granted or refused either in whole or in part.
- (iv) Board of Management shall take the following aspects into consideration before arriving at a decision :-
  - (a) the educational need of the locality;
  - (b) interests of the students' community;
  - (c) policy of the University in regard to giving encouragement of education facilities in various faculties or media;
  - (d) Development of the faculty and interests of the members of the staff concerned;
  - (e) Bona-fide difficulties which the management is facing by the continuance of the college or classes or the faculty;
  - (f) Any other relevant matter. In granting the application either in whole or in part, the Board of Management may lay down such conditions to be fulfilled by the management of the college as the Board of Management deems fit.

- (v) On receipt of application under clause (1) of the statute in regard to closer or reduction in class, the Academic Council of the University shall, endeavor to encourage the management of any existing affiliated college or to take such action as may be considered necessary for keeping the college proposed to be closed down or classes proposed to be closed down in a state of continuous functioning or to encourage the formation of a new management for a like purpose.
- (vi) The decision of the Board of Management shall be final.
- (vii) No management of an affiliated college shall (a) effect the closing of a college, (b) discontinuance of teaching of all the subjects comprised in any of the faculties of a college, or (c) discontinuance of any of the classes or division thereof in any medium or media after the approval as envisaged above until and unless it was to the satisfaction of the University paid to the member of its staff which is retrenched, the compensation, provident fund and dues and other lawful dues either under the University Act or Statute, Rules or Resolution made there under.
- (viii) An application for (a) the closer of a college, (b) any of its faculties, or (c) discontinuance of any of the classes or divisions thereof in any medium or media may be withdrawn at any time with the permission of the Board of Management.
- (ix) Nothing in this Statute shall be deemed to take away any right of compensation or any other protection which is afforded by the Gujarat Agricultural Universities Act or any other Act, Statute, Rules or Resolution made there under to which the member of the staff is entitled.

**S.103.2 Discontinuation of faculty by the affiliated college :**

Notwithstanding anything contained in these Statutes, an affiliated college desiring to discontinue any faculty or a part thereof for which the affiliation is granted, it will be permitted to do so after a detailed application has been submitted not later than 31st July of the year preceding the year from which the process of closer is intended to commence with reasons and sanction of the University is obtained.

**S.103.3 Change of location of an affiliated college**

- (1) An affiliated college shall not change its location or name or give its building or a part of it on rental basis without prior permission of the University.
- (2) The Board of Management may accord permission to an affiliated college to change its location or name or to give its building or a part of it on rental basis subject to the following rules and procedure :-
  - (i) An application for permission to change its location/ name and an application for permission to give its building or a part of it on rental basis together with a fee of ₹ 10,000/- shall be submitted not later than 15th July of the year preceding the year from which the action of the college is included to take effect.
  - (ii) The application shall put forth elaborately the reasons for the purpose of application of the college.
  - (iii) The college shall submit the plan of the building together with an elaborate note detailing the physical facilities available in the building as per University norms in respect of the dimensions of the class-rooms including rooms for tutorials, teachers' rooms, library

including the reading rooms, girls' common rooms, Principal's room, water-room, toilet, etc.

- (iv) On receipt of the application, the Board of Management may appoint an Inquiry Committee to examine the proposal of the college and report with full justification.
- (v) The report of the Inquiry Committee will be placed before the Board of Management after considering the report may either grant the permission asked for such conditions as may deem necessary to lay down or refuse the permission asked for.

**S.103.4 Change in management of an affiliated College :**

- (1) The management of an affiliated college shall not hand over the college or its management to any other body without the prior permission of the University.
- (2) The Board of Management may accord permission to the management of an affiliated college to hand over the college or its management to any other Body such other Body being a Public Trust or Registered Society, subject to the following rules and procedure :-
  - (i) The application for the change of the management accompanied with a fee ₹ 25,000/- shall be submitted to the University not later than 15th July of the year preceding the year from which the change of management is intended to take effect.
  - (ii) The application shall be accompanied with the following documents:-
    - (a) A true copy of the relevant resolution of the outgoing Trust or Society, as the case may be,

- intending to hand over the college and/or its management to another Trust or Society as the case may be;
- (b) A true copy of the resolution intending to take over all the financial liabilities of the out-going management with regard to the teaching and non-teaching staff, the University, the State Government, the University Grants Commission or other statutory / regulatory bodies;
  - (c) A true copy of the resolution of the incoming Trust or Society, as the case may be, intending to take over the college and or its management;
  - (d) A true copy of the Memorandum and Articles of Association and balance sheet of the incoming management;
- (iii) On receipt of the application, the Board of Management may appoint an Inquiry Committee to examine the proposal and report regarding the financial liability and the competence of the incoming management to manage the college.
  - (iv) The report of the Inquiry Committee will be placed before the Board of Management and the Board of Management may, after considering the report, either accord its permission to the proposed change over the management on such conditions as it may deem necessary to lay down or refuse the permission asked for.

**S.104.0 Withdrawal of affiliation:**

**S.104.1** The affiliation granted can be withdrawn by the University under provisions of Section-36 of the Act. If the University decides to withdraw the affiliation of the college accordingly, or; the affiliation stands terminated by the order of the University, temporarily or permanently, under Section-36 of the Act; such decision shall not affect the interests of the students of the college who were on its rolls at the time of issue of the order till they pass out the normal duration of programmes to which they are registered at that time. The University / Government shall have the duty to alleviate the educational future of the affected students in an appropriate manner as per its decision.

**S.104.2** If an affiliated college ceases to function or is shifted to a different location or is transferred to a different Society, Trust, individual or a group of individuals without the prior approval of the University, the affiliation granted to the college shall lapse automatically on such ceaser, shifting or transfer, as the case may be, and it shall be treated as a new college for the purposes of future affiliation. The University / Government shall have the duty to alleviate the educational future of the affected students in an appropriate manner as per its decision.

## VII. - Other Provisions

### S.105.0 Subjects in which the Courses shall be imparted by the University and Affiliated Colleges. [Section-6 (6)]

The subjects in which the Courses shall be imparted by the University and Affiliated Colleges shall be as under :-

#### Diplomas

Diploma of Polytechnics

Diploma

#### A - Agriculture

A-1 Bachelor of Science (Honours) Agriculture	B.Sc. (Hons.) Agri.
A-2 Master of Science (Agriculture)	M. Sc. (Agri.)
A-3 Post Graduate Diploma	P.G. Diploma
A-4 Master of Science	M. Sc.
A-5 Doctor of Philosophy	Ph.D.

#### B - Horticulture

B-1 Bachelor of Science (Honours) Horticulture	B.Sc. (Hons.) Horti.
B-2 Post Graduate Diploma (Horticulture)	P.G. Diploma
B-3 Master of Science (Horticulture)	M. Sc. (Horti.)
B-4 Doctor of Philosophy	Ph.D.

#### C - Agricultural Engineering

C-1 Bachelor of Technology (Agricultural Engineering)	B.Tech. (Agril. Engg.)
C-2 Bachelor of Technology (Renewable Engineering & Environmental Engineering)	B.Tech. (R.E.&.E.E.)
C-3 Post Graduate Diploma	P.G. Diploma
C-4 Master of Technology (Agricultural Engineering)	M. Tech (Agril. Engg.)
C-5 Doctor of Philosophy	Ph.D.



**D - Veterinary Science and Animal Husbandary**

D-1	Bachelor of Veterinary Science and Animal Husbandary	B.V.Sc. & A.H.
D-2	Post Graduate Diploma	P.G. Diploma
D-3	Master of Veterinary Science	M.V. Sc.
D-4	Doctor of Philosophy	Ph.D.

**E - Forestry**

E-1	Bachelor of Science (Honours) Forestry	B.Sc. (Hons.) Forestry
E-2	Master of Science (Forestry)	M. Sc.(Forestry)
E-3	Doctor of Philosophy	Ph.D.

**F - Home Science & Nutrition**

F-1	Bachelor of Science (Hons.) Home Science & Nutrition	B.Sc. (Hons.) Home Science & Nutrition
F-2	Master of Science (Home Science)	M. Sc. (Home Science)
F-3	Doctor of Philosophy	Ph.D.

**G - Dairy and Food Technology**

G-1	Bachelor of Technology (Dairy Technology)	B.Tech. (D.T.)
G-2	Bachelor of Technology (Food Processing Tech.)	B.Tech. (F.P.T.)
G-3	Bachelor of Technology (Dairy and Food Technology)	B.Tech. (Dairy &F.T.)
G-4	Post Graduate Diploma in Dairy & Food Quality Assurance	P.G. Diploma in Dairy & Food Quality Assurance
G-5	Master of Science (Dairying)	M. Sc. (Dairying)
G-6	Master of Technology (Dairy Technology)	M. Tech. (Dairy Tech.)
G-7	Doctor of Philosophy	Ph.D.

**H - Fisheries**

H-1	Bachelor of Fisheries Science	B.F.Sc.
H-2	Master of Fisheries Science	M. F. Sc.
H-3	Doctor of Philosophy (Fisheries Sci.)	Ph.D.

**I - Others**

I-1	Bachelor of Technology (AGRI.I.T)	B.Tech. (Agri.I.T.)
I-2	Post Graduate Diploma in Agri. IT	P.G. Diploma (Agril. I.T.)
I-3	Master of Business Administration (Agri-business Management)	M.B.A. (ABM)

**S.106.0 Powers to enter into, vary, carryout and cancel the contracts  
[Section - 20 (1) (iv)]**

The Registrar, Director of Research and Dean of Post Graduate Studies and the Director of Extention Education shall exercise the powers to enter into, vary, carryout and cancel the contracts as per provision made in Chapter-II of the Statutes for respective posts.

**S.107.0 Registration and Maintenance of register of Registered Students  
under Section-28 (viii) of the Act :**

The register of the registered students shall be maintained for each faculty by the Registrar as per provisions made in the respective regulations.

**S.108.0 Acceptance and Management of Bequest and Donation etc. [Section  
- 28 (vii)]**

**S.108.1** All offers of Bequests and Donations, the management whereof is to be vested in the University, shall be accepted on the condition that the annual realisation therefrom shall be subject to a deduction of 20 percent of the amount realised and credited to the University fund at the commencement of every financial year.

**Provided** that the Board of Management may decide to waive off the 20 percent deduction in case of bequest, endowments, donations, gifts of movable or immovable property etc., received for improvement and development of activities relating to Teaching, Research and Extension Education Programmes of the University.

- S.108.2** The University shall not accept bequest and donation, the benefits whereof are sought to be restricted to any caste, creed, religion, community or region, or the sums which are less than ₹ 1,00,000 and ₹50,000 for instituting gold medal and cash prizes respectively and ₹ 1,00,000 in the case of scholarship.
- S.108.3** Subject to the provisions contained in sub-statute-S.106.2 above, the Board of Management shall decide the amount of donations from time to time.
- S.108.4** The investments of the amount of bequests, donations and endowments shall be made either in Government securities or in fixed deposits with the Nationalised Banks as may be decided by the Finance Committee.
- S.108.5** The management of the amounts received through bequests and donations meant for prizes, medals, shields, trophies etc. shall be as may be specified by under regulations to be approved by the Board of Management on the recommendations of the concerned authority of the University.
- S.108.6** The bequests and donations for the fellowships, other than those sponsored by the Central Government, State Government, and public sector undertakings and from the Co-operative Institutions; shall not be accepted, if the realisation of annual income therefrom is less than ₹ 6,000 and if the fellowships sponsored is for a period of less than 3 years. The management/investment of such bequests and donations shall be governed by regulations made on this behalf by the Board of

Management on the recommendations of the concerned authority of the University.

**S.108.7** The transfer of movable and immovable property under Section-20 (1) (xi) of the Act, to the University shall be accepted by the Board of Management subject to the following conditions :-

- (1) the authority of the donor and the title of the such property is legally enforceable and that the property is free from encumbrances and liabilities.
- (2) the current market value of such property, is sufficient to provide for a purpose, if any, for which the transfer is intended to be made.
- (3) the benefits attendant and incidental to such transfer shall not be restricted to any race, creed, religion, caste, community or region.

**Provided** that the condition regarding race, creed, religion, caste and community shall not be applicable in case of scheduled tribes or scheduled castes.

- (4) Such other condition as may be laid down by the Board of Management.

**S.109.0 Award of fellowships, scholarships, prizes and medals [Section-20 (1) (xxv)]**

**(1) General Conditions**

**S.109.1** No Students who is in receipts of any type of scholarship from any Government / Semi-Government agency will be eligible for a freeship / fellowship / scholarship under this Statute.

**S.109.2** No students who has been punished by the University for indulging in any malpractice in a University examination or for other misconduct shall be eligible to receive a freeship / fellowship / scholarship.

**S.109.3** A student who has not appeared and passed the internal examination and has not submitted his/her assignments shall not be eligible to receive a freeship / fellowship / scholarship.

**S.109.4** No candidate shall be eligible for any Fellowship, Prize, Medal or other award, who presents himself for the Examination to which the Award relates, more than one year after the expiry of the minimum period prescribed by the regulations governing that Examination. The computation of the period for the purpose of this regulation shall begin from the date of passing of the preceding lower examination which qualified the candidate to enter on the course for the higher examination.

### **(2) Fellowships**

**S.109.5** The rules and regulations for fellowships to Junior Research Fellow and Senior Research Fellow shall be as per guidelines issued by the ICAR / UGC from time to time.

### **(3) Freeships**

**S.109.6** The half-freeship or full freeship as the case may be granted to a post-graduate student whose total annual income including the income of his guardian does not exceed the limit laid down by the Government from time to time.

### **(4) Scholarships**

**S.109.7** The scholarship may be awarded on the basis of the academic performance of the students irrespective of his income. Only those students who have secured first class will be eligible for a scholarship.

**S.109.8** A scholarship will be awarded on the basis of marks obtained by the students in previous Semester and Semester-I student in his / her Bachelor's Degree Examination of the concerned faculty.

**S.109.9** The rate of scholarship shall be as may be laid down by the Government from time to time. The scholarship will be paid for the period from July to April on condition that the students fulfill the requirements of attendance as per Regulations.

**(5) Prizes and Medals**

**S.109.10** Prizes and Medals, the award of which are instituted by the University shall be presented at the Convocation to the awardees, if they choose to remain present, immediately after the conferment of the degrees. In other cases, the same will be delivered to them through the Dean/ Principal of the concerned college.

**S.110.0 Medium of instruction and examination : [Section-20 (1) (xxxi)]**

The medium of instruction for Education and Examination shall be English or Gujarati.

**S.111.0 Form, Custody Use and Register of use of the common seal of the University [Section - 20 (1) (v)]**

The Registrar shall be the custodian of the common seal of the University.

**S.112.0 Preparation and submission of Annual Report [Section-49]**

**S.112.1 Dates of submission of the Annual Report :**

The Annual Report of the University for each year ending 31st March shall be prepared under the direction of the Vice-Chancellor and submitted to the Board of Management on or before 31st October of the said year. The same alongwith the Annual Accounts shall be forwarded to Government before 31st January of the next year.

**S.112.2 Contents and details of Annual Report :**

- (1) Introduction
- (2) Management and Administration

- (3) Education
  - (3.1) Under Graduate Education
  - (3.2) Post Graduate Education
- (4) Research
  - (4.1) New crop varieties, Farm implements, Management technologies
  - (4.2) Agricultural Crops
  - (4.3) Horticultural Crops
  - (4.4) Forestry
  - (4.5) Centre for Plant Molecular Biology
  - (4.6) Planning and Monitoring
  - (4.7) Water Technology
  - (4.8) Agricultural Rural Development Studies
  - (4.9) Agri-business Development
  - (4.10) Veterinary Science and Animal Husbandry
  - (4.11) Dairy Science
  - (4.12) Engineering & Technology
  - (4.13) Fisheries Science
  - (4.14) Home Science
  - (4.15) Other faculties
- (5) Extension Education
- (6) Students' Welfare
- (7) University Library

**Appendices**

1. Civil works completed
2. Civil works on hand
3. Details of University schemes
4. List of Research papers Published
5. List of Thesis submitted
6. List of Seminars, Symposia, Conferences organised
7. List of University teachers who participated in Seminars, Symposia, Conferences and training programmes organised by the other Institutions
8. Names and details of the dignitaries visited

**S.113.0 Accounts / Budget / Financial Estimates [Section-48]**

**S.113.1 Financial Estimates :**

On receipt of the draft financial estimates recommended by the Finance Committee and Planning and Development Committee, the Board of Management shall consider to modify if necessary and forward the same to the Council of State Agricultural Universities under Section-25 (7) (d) of the Act before they are finally approved by the Board of Management.

**S.113.2 Closure of Annual Accounts :**

The Accounts of each Office, shall close annually on the last working day of the financial year i.e. 31st March and the balance of the cash-book, as on that day shall be communicated to the University.

**S.113.3 Form of Annual Accounts**

The form of Annual Accounts shall be as laid down by the Board of management as per directions of the Government issued in this regard from time to time.



**S.114.0 Repeal and Savings :**

Any Statutes corresponding to the Gujarat Agricultural Universities **Statutes-S.1.0 to S.114.0** in force immediately before the commencement of these Statutes are hereby repealed :

**Provided** that :

- (a) such repeal shall not affect the previous operation of the said Statutes or anything done or any action taken there under;
- (b) any order passed under the Statutes hereby repealed shall, so far as it is not inconsistent with these Statutes, be deemed to have been passed under these Statutes;
- (c) any proceedings under the said Statutes pending at the commencement of these Statutes shall be continued and disposed of, as far as may be, in accordance with the provisions of these Statutes.