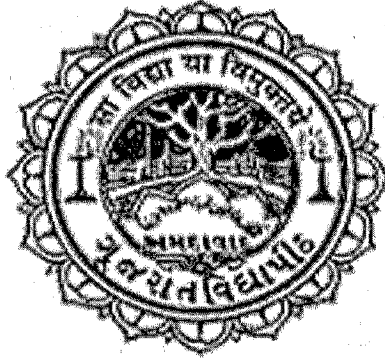


Gujarat Vidyapith (Deemed to be University)



Establishment and Administration Rules, 2023

(with amendments)

(As approved by the Board of Management in its meeting held on 29th November, 2023)

GUJARAT VIDYAPITH (DEEMED TO BE UNIVERSITY)

Establishment and Administration Rules, 2023

Ahmedabad.

Dated, the 30th November, 2023

Notification

In exercise of the powers conferred by the University Grants Commission (Institutions Deemed to be Universities) Regulations, 2019, read with Regulation 10.07 of the said Regulations, in supersession of the Gujarat Vidyapith Service Rules, 2005, as amended from time to time, except as respects things done or omitted to be done before such supersession, the Board of Management of Gujarat Vidyapith (Deemed to be University) hereby makes the following rules for regulating of administration in the Gujarat Vidyapith (Deemed to be University).

1. Short title and commencement:

- (i) These rules shall be called Gujarat Vidyapith (Deemed to be University) Establishment and Administration Rules, 2023.
- (ii) These rules will come into force on the date of their notification.

2. Definitions:

In these Rules, unless the context otherwise requires:

- (a) 'Act' means the University Grants Commission Act, 1956, as amended from time to time [Act 3 of 1956].
- (b) 'Appointing Authority' in relation to any post in the Gujarat Vidyapith (Deemed to be University) means the Authority competent to make appointment to that post under the UGC Regulations on Minimum Qualifications for Appointment of Teachers and Other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education, 2018 and Non-Teaching Staff Recruitment Rules, 2023 of the Gujarat Vidyapith (Deemed to be University) as amended from time to time.

The Appointing Authority for various posts in the Gujarat Vidyapith (Deemed to be University), shall be as under:

	Appointing Authority	Posts
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A.	Board of Management	Permanent appointments to all Group 'A' posts.
B.	Vice-Chancellor	(i) Permanent appointments to all Group 'B' posts. (ii) Temporary appointments to all Group 'A'/Group 'B' posts.
C.	Registrar	(i) Permanent appointments to all Group 'C' posts. (ii) Temporary appointments to all Group 'C' posts.

- (c) 'Board of Management' means a Board of Management of the Gujarat Vidyapith (Deemed to be University) as constituted under Regulation 10.0 of the UGC (Institutions Deemed to be Universities) Regulations, 2019.
- (d) 'Cadre' means the strength of a service or a part of a service sanctioned as a separate unit.
- (e) 'Competent Authority' means any person or organization that has the legally delegated or invested authority, capacity, or power to perform a designated function. Similarly, once an authority is delegated to perform a certain act, only the competent authority is entitled to take accounts therefrom and no one else.
- (f) 'Duty' - Duty includes service as a probationer provided that such service is followed by confirmation; and joining time.
- (g) 'Employee' means any person duly appointed by the Gujarat Vidyapith (Deemed to be University) on Teaching and Non- Teaching Cadre of UGC approved post.
- (h) 'Gujarat Vidyapith Trust' means the public trust registered as Gujarat Vidyapith under the Bombay Public Trusts Act, 1950.
- (i) 'Gujarat Vidyapith (Deemed to be University)' means Gujarat Vidyapith, Ahmedabad, which is an institution for Higher Education, declared as a Deemed to be University under section 3 of the University Grants Commission Act, 1956.
- (j) 'Government' means the Central Government, unless the context so specifies.
- (k) 'Month' means a calendar month. In calculating a period expressed in terms of months and days, complete calendar month, irrespective of the number of days in each, should first be calculated and the odd number of days calculated.

subsequently.

- (l) 'Officiate' an employee officiates in a post when he/she performs the duties of a post on which another person holds a lien. An employee may also officiate in a vacant post on which no other employee holds a lien.
- (m) 'Recruitment Rules' means UGC Regulations on Minimum Qualifications for Appointment of Teachers and Other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education, 2018 and Non-Teaching Staff Recruitment Rules, 2013 of the Gujarat Vidyapith (Deemed to be University) as amended from time to time.
- (n) 'Regulations' means the various UGC Regulations as amended from time to time.
- (o) 'Rules' means the Central Civil Services (Classification, Control and Appeal) Rules, 1965, Central Civil Services (Conduct) Rules, 1964, Central Civil Services (Leave) Rules, 1972, Fundamental and Supplementary Rules (FR and SR), Central Civil Services (Pension) Rules, 1972, Central Services (Medical Attendance) Rules, 1944, etc. as amended from time to time.
- (p) 'UGC' means the University Grants Commission, established under the UGC Act, 1956.

All other words and expressions, used herein, but not defined in these Rules, unless the context otherwise requires, shall have the same meaning as they have been assigned in the rules/regulations, framed by the UGC/Government of India as amended from time to time.

3. Extent of Application:

Instructions issued by the Govt. of India/UGC regarding service matters, etc. of the Central Government/University employees from time to time shall be incorporated in these Rules.


These Rules shall apply to the all employees of the Gujarat Vidyapith (Deemed to be University).

4. Service matter:

As per UGC/Government of India Rules as amended from time to time.

5. Retirement benefit and pension:

As per UGC/CCS Pension Rules, 2021 as amended from time to time.


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Gujarat Vidyapith
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6. Conduct:

The conduct of the employees of Gujarat Vidyapith (Deemed to be University) should be as per the UGC/Central Civil Service (Conduct) Rules, 1964 as amended from time to time.

Conduct Authority not below the rank of Appointing Authority.

7. Discipline:

The employees of Gujarat Vidyapith (Deemed to be University) shall be covered under the UGC/Central Civil Service (Classification, Control and Appeal) Rules, 1965 as amended from time to time.

Disciplinary Authority not below the rank of Appointing Authority.

8. Leave

The employees of Gujarat Vidyapith (Deemed to be University) shall be covered under the following rules for the leaves.

a. Teaching employee:

As per UGC Regulations on Minimum Qualifications for Appointment of Teachers and Other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education, 2018 as amended from time to time.

b. Non-Teaching employee:

As per Central Civil Services (Leave) Rules, 1972 as amended from time to time

9. Pay and allowance:


As per University Grants Commission and Government of India Rules.

10. Work Flow Chart:

Board of Management			
Vice Chancellor			
Dean/ HoD	Registrar		Finance Officer
Faculties/ Departments	Branches	Cells	Account Branch


11. Functions of Various Branches

The head of each branch shall be decided by the Vice Chancellor.


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[1] Academic Branch


- (1) Meetings of the Statutory authorities, Committees and various Cells excluding Finance Committee as per the UGC Regulations and Rules of the GoI as amended from time to time.
- (2) Creation of Centres, New courses, course approval, curriculum framework, Certificate courses, UG, PG, and Research courses, Equivalency of courses.
- (3) Implementation of National Education Policy 2020 (NEP 2020), National Credit Framework and its subsequent amendments.
- (4) Five-year action plan and Administrative Calendar of the University.
- (5) List of subject experts.
- (6) Fellowship, scholarship, Academic Awards, Honorary degree if any.
- (7) AG Audit and other such audit of branch, Academic Calendar, Annual Report.
- (8) Work of Central Government Agencies like AISHE, AIU, UGC, NCTE, AICTE etc.
- (9) Correspondence with UGC for matter pertaining to the Branch.
- (10) Any other such schemes.
- (11) MP/MLA Grant and CSR grant.
- (12) MOU related to Study/academics.
- (13) NIRF, SIRF, and any such other ranking.
- (14) Reservation in Admission and Education fair.
- (15) Strategic Plan.
- (16) Role and Responsibility for Ph.D. programme as per Sr. No. 18.
- (17) UGC Minor and Major research projects, UGC JRF Schemes, and such other schemes. Grants from the central government.
- (18) List of Rules, Regulations, Notifications, Letters of UGC or Central government agencies pertaining to the branch and the duo process of implementation of latest one.
- (19) RTI and Legal work pertaining to the branch and AG Audit and other such audit of branch,


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Gujarat Vidyapith
AHMEDABAD-380009.

(20) Any other task assigned by the Registrar and the Vice Chancellor.

[2] Examination Branch


- (1) Students' eligibility, examination forms, and hall tickets through ERP.
- (2) Arrangement of Examination Centers.
- (3) Examination Schedule of Certificates/Diploma/UG/PG/Research course.
- (4) Dealing with Examiner's/Examination Committee, Paper setters, Examiners, Moderators, Vigilance Squad, Discipline Committee, Assessment Coordinator, Exam Center Coordinator.
- (5) Procurement of Examination Stationery and material.
- (6) Hiring of services for various examination work like digital assessment, online examination with proctoring or without proctoring, open book examination, etc.
- (7) National Academic Depository (NAD).
- (8) Academic Bank of Credits (ABC).
- (9) Providing services to NTA or such other organization.
- (10) Question Bank preparation and collection of past question papers.
- (11) Distribution of Examination Stationery, materials, and Question papers.
- (12) Collection of answer sheets and scanning work.
- (13) Digital assessment.
- (14) Result processing and declaration.
- (15) Mark sheets, Gold Medal awardee list, Rank and Degree certificates.
- (16) Verification, revaluation, and reassessment work.
- (17) Statistical data of examination process.
- (18) Office Records of students' marks and grades.
- (19) Issuance of Transcript, Rank certificates, and duplicate Mark sheet.
- (20) ERP module updating.
- (21) AG Audit and other such audit of branch.


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Gujarat Vidyapith
AHMEDABAD-380009.

- (22) Admission prospectus including eligibility criteria, rules, seats, and fee structure as per the UGC Regulations and Rules of the GoI as amended from time to time.
- (23) Role and Responsibility for Ph.D. programme as per Sr.No.18.
- (24) Admission, Registration and Enrolment of students of Certificate courses, UG, PG, and Research Courses.
- (25) Eligibility, Transfer, Migration, and Code of Conduct of students.
- (26) Roll of Graduates.
- (27) Celebration of University Foundation Day.
- (28) Convocation, Special Convocation.
- (29) List of Rules, Regulations, Notifications, Letters of UGC or Central government agencies pertaining to the branch and the duo process of implementation of latest one.
- (30) RTI and Legal work pertaining to the branch.
- (31) Any other task assigned by the Registrar and the Vice Chancellor.

[3] Estate Branch

- (1) Proposal of new items, reconstruction, and maintenance for civil, electrical works.
- (2) Land documents, Campus Master plan, Approved building plan, BU and other necessary permissions, approval, NOC, certificates as per concerned authority.
- (3) Construction, repairing and renovation at Gujarat Vidyapith campuses, hostels, residential quarters, and any other buildings.
- (4) Civil, Electrical and Water related work, Solid waste management, Sanitisation, Pest control and AMC of related items.
- (5) Hiring, empanelling, Maintenance Contract, Rate Contract, monitoring and management of services for Security, Canteen, Mess, Housekeeping, Transportation, electrical and electronics items, Gardening, Landscaping and Campus development.
- (6) Necessary permission and Protocol from the respective authorities for university functions and activities.
- (7) Disaster management and Emergency services like Medical, Fire and Police related work.


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Gujarat Vidyapith
AHMEDABAD-380009.

- (8) All purchase/procurement and arrangement including GEM, Telephones and mobile service procurement facilitation.
- (9) All related works pertaining to maintenance of Campus.
- (9) Dead stock Register, Procurement and maintenance of vehicles of Gujarat Vidyapith.
- (10) AG Audit and other such audit of branch.
- (11) Energy audit, Green audit and such other audit.
- (12) Lease/rent of Gujarat Vidyapith facilities, Allotment of quarters, Electricity bills, Rent and property taxes to the government and such other bills.
- (13) Meetings of the various Committees pertaining to Estate Branch viz Construction Committee, Quarter Allotment Committee and Purchase Committee. The member secretary of these committees will be the Branch Head of the Estate Branch.
- (14) List of Rules, Regulations, Notifications, Letters of UGC or Central government agencies pertaining to the branch and the duo process of implementation of latest one.
- (15) RTI and Legal work pertaining to the branch.
- (16) Any other task assigned by the Registrar and the Vice Chancellor.

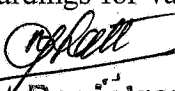
[4] Establishment Branch

- (1) Organizational Structure and planning.
- (2) Proposal of new items / current items for human resources in budget to UGC and/or Central Government.
- (3) Correspondence with UGC and/or Central Government for service matters and human resource.
- (4) Recruitment and Appointment on various posts like permanent, contractual, ad-hoc, visiting, eminent, etc.
- (5) Promotion, Financial upgradation, Confirmation, CAS of permanent employees.
- (6) Hiring of Manpower Agency services and related work.
- (7) Manpower related work.
- (9) Service/Pay related matters/LTC/Allowances of employees, service book.
- (10) AG Audit and other such audit of branch.

- (11) Code of conduct of employees.
- (12) Performance appraisal of teaching and non-teaching employees.
- (13) Salary and leave of all employees, retirement and pension related benefits.
- (14) Roster and Reservation in HR.
- (15) NPS, GPF, CPF, EPF etc.
- (16) Advisory to the staff, staff training and welfare, insurance etc.
- (17) List of Rules, Regulations, Notifications, Letters of UGC or Central government agencies pertaining to the branch and the due process of implementation of latest one.
- (18) RTI and Legal work pertaining to the branch.
- (19) Any other task assigned by the Registrar and the Vice Chancellor.

[5] Publication and Public Relations Branch


- (1) Publication
 - [i] Designing, printing and publication work of Gujarat Vidyapith which include but not limited to producing designs for various magazines, books, research reports; Gujarat Vidyapith diary (કેસડાઈરી), Gujarat Vidyapith pocket diary, calendars, admission booklets, annual reports, curriculum, event reports, stationery like letterheads, visiting cards, notepads, and publicity & branding material for the Gujarat Vidyapith including social media posts, posters, brochures, booklets, announcements, advertisements, coffee table books, event branding materials etc.
 - [ii] Maintain Gujarat Vidyapith's Publication related processes like procuring ISBN/ ISSN for the books, magazines and journals.
 - [iii] Creation and maintenance of digital / physical archive of Gujarat Vidyapith's various events and activities of the Gujarat Vidyapith.
 - [iv] Designing of frequent advertisements for various administrative and academic requirements,
 - [v] Designing / procurement of Gujarat Vidyapith stall, teblo, ad campaign, hoardings for various Gujarat Vidyapith programme and branding.


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AHMEDABAD-380009.

- [vi] Coordination with designers, content providing departments, and printing agencies like printing press, photocopy shops, framing agencies etc.
- [vii] Stock Record, sell and distribution of Gujarat Vidyapith (price and non price) Publications.
- [viii] Hiring / empanelling / agreement agencies for event management, photos, videos, digital content, films, documentary, printing, live streaming, social media, branding, etc.
- [ix] Procurement and subscription of various equipment, tools, software, communication platforms related to PR and Publication branch.
- [x] All matters relating to public domain on behalf of Gujarat Vidyapith regarding publication matters.
- [xii] Meetings of the Publication Committee. The member secretary of this committee will be the Branch Head of the Publication and Public Relations Branch.

(2) Public Relation

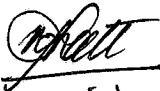
- [i] Developing communication strategies and processes for the brand building and image makeover exercise of the Gujarat Vidyapith.
- [ii] Media management, communicating with journalists and space marketing personnel.
- [iii] Organizing press conferences and media interactions, press notes and advertising material.
- [iv] Provide creative inputs from the communication perspective for different events and activities of the Gujarat Vidyapith to ensure brand positioning in the academia.
- [v] Conceptualization, planning and reporting of different events and activities of the Gujarat Vidyapith.
- [vi] Content Creation for different modes of mass communication including but not limited to Print, Television and Digital media platforms and Social Media for various events and activities of the Gujarat Vidyapith.


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1 Gujarat Vidyapith
AHMEDABAD-380009.

- [vii] Creation of social media posts for different platforms like Facebook, Instagram, Twitter, and YouTube with the approval of competent authority.
 - [viii] Making a content calendar for regular social media postings.
 - [ix] Developing Social Media campaigns and events to increase engagement of the education fraternity with Gujarat Vidyapith on social media platforms.
 - [x] Executing Social Media Live broadcast of Gujarat Vidyapith's various events on appropriate platforms.
 - [xi] Data analysis of social media platforms for enhancing the engagement of the stakeholders of Education fraternity and impactful social media communication.
 - [xii] Social Media campaigns to increase engagement of the education fraternity with Gujarat Vidyapith on social media platforms.
 - [xiii] Creation of database of media personnel, media house and digital archive of Gujarat Vidyapith's various events and activities of the Gujarat Vidyapith.
- (3) List of Rules, Regulations, Notifications, Letters of UGC or Central government agencies pertaining to the branch and the duo process of implementation of latest one.
 - (4) RTI and Legal work pertaining to the branch and AG Audit and other such audit of branch,
 - (5) Any other task assigned by the Registrar and the Vice Chancellor.

[6] Account Branch


- (1) Finance Committee.
- (2) Preparation of Annual Budget estimation and expenditure.
- (3) Statutory / Internal / AG Office and any such other Audit.
- (4) Hiring of services of Statutory Auditor, Internal Auditor, Financial Advisor etc.
- (5) Audit of bills, Online Payments, Receipts and Pre approval Audit.


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Gujarat Vidyapith
AHMEDABAD-380009.

- (6) Correspondence, information and data submission with State Government and Central Government for the various grants and expenditure.
- (7) Income tax Returns, Form No. 16, TDS, GST, 24Q, 26Q and other taxes if any.
- (7) Petty cash, PAN, GST, NPS, GPF, CPF, EPF etc. works.
- (8) Maintenance of Fixed Deposits, Security Deposits, EMD, Grants Registers.
- (9) GEM procurement facilitation.
- (10) Accounting.
- (11) Salary and Pension, Children Education Allowance, Medical Reimbursement, LTC, etc.
- (12) Maintaining various registers for audit purpose (Bill, Pay bill, LTC Registers etc.)
- (13) Dealing with all other branches for their various payments and bills.
- (14) List of Rules, Regulations, Notifications, Letters of UGC or Central government agencies pertaining to the branch and the due process of implementation of latest one.
- (15) RTI and Legal work pertaining to the branch and AG Audit and other such audit of branch,
- (16) Any other task assigned by the Registrar and the Vice Chancellor.

[7] Student Sports, Cultural and Welfare Branch


- (1) Student support, various competitions, awareness programme, community outreach programme, blood donation camp etc.
- (2) Organizations of camps for adventure, NCC, NSS and sports activities.
- (3) Procurement of sports equipment, sports accessories and dresses for participants.
- (4) Celebration of various days and Gujarat Vidyapith sports day.
- (5) Youth festival and cultural activities at various level.
- (6) Maintain Dead stock of sports equipment.
- (7) Activities related to Alumni and Student Council.


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Gujarat Vidyapith
AHMEDABAD-380009.

- (8) Student welfare and information about various schemes and scholarships.
- (9) Student Induction Programme.
- (10) Activities for the weaker and needy section students.
- (11) MOU with other organizations to use their sports facilities.
- (12) Reports with photos, videos and financial statements of various events.
- (13) List of Rules, Regulations, Notifications, Letters of UGC or Central government agencies pertaining to the branch and the duo process of implementation of latest one.
- (14) RTI and Legal work pertaining to the branch and AG Audit and other such audit of branch,
- (15) Any other task assigned by the Registrar and the Vice Chancellor.

[8] IT Branch

- (1) Digital campus with CCTV, access points, networking, bio metric, boom gate, digital display, digital signage, MOOC platform, firewall and gateway.
- (2) Enterprise Resource Planning (ERP).
- (3) Development and maintenance of Gujarat Vidyapith's website.
- (4) IT policy.
- (5) Administration of Gujarat Vidyapith domain email.
- (6) Message service like SMS.
- (7) Procurement of hardware and software instruments.
- (8) Maintenance of Computer Laboratories.
- (9) Annual maintenance contract for IT hardware.
- (10) Troubleshooting of IT hardware and software problems.
- (11) Internet Connection.
- (12) Dead stock of IT hardware and Register of software.
- (13) List of Rules, Regulations, Notifications, Letters of State government or Central government agencies pertaining to the branch and the duo process of implementation of latest one.


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Gujarat Vidyapith
AHMEDABAD-380009.

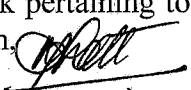
- (14) RTI and Legal work pertaining to the branch and AG Audit and other such audit of branch,
- (15) Any other task assigned by the Registrar and the Vice Chancellor.

(9) Hostel and Health Management Branch

- (1) Allotment of Students accommodation, etc.
- (2) Arrangement of Kitchen Management.
- (3) Coordination, Monitoring and supporting various activities related to Students.
- (4) Organising various awareness programme related to Health and Hygiene.
- (5) Coordination with Health Centre.
- (6) Organising various Motivational and Career oriented programmes with the Coordination of various agencies.
- (7) Management of Store, Purchase, Maintain Accounts, Dead Stock, etc. related to Branch.
- (8) Student welfare and information about various schemes and scholarships, etc.
- (9) Administrative work related to Branch.
- (10) Management and Maintenance of Hostel.
- (11) PHYSICAL HEALTH

1. Heath check-up students: we do health check-up of all the students who join Gujarat Vidyapith. we do primary blood investigation of them. According to their reports we provide treatment and counselling to the students regarding Anemia, Sickle cell Anemia and Thalassemia. so, on an average we do health check-up of about 1000 students every year.
2. Heath awareness lectures for staff and student.
 - a) Personal Hygiene and Physical Activity Awareness
 - b) Health day celebration for Disease awareness: E.g. cancer day, world Tobacco day
 - c) Menstrual hygiene awareness in adolescent girls.
3. Identification of student doing Tobacco addiction and doing De addiction counselling for students
4. Blood Donation camp with help of Blood bank of civil hospital and Red cross society

5. Awareness lecture for students to prevent various viral infection like seasonal influenza due to changing season
 6. Malaria- Dengue awareness activity and training to student to prevent vector born disease
 - a) identification of larva in water
 - b) various measure to prevent mosquito like space spray, fogging
 7. Awareness about Anemia, Sickle cell Anemia and Thalassemia
 - a) treatment of Anemia with iron therapy and diet
 - b) sickle cell Anemia and Thalassemia counselling
 8. Various general health check-up camp for village people in Different village with help of NSS Programe.
 9. School Health general check-up program for village school child with help of NSS
 10. AYUSH (AYURVEDIC AND HOMEOPATHIC) check-up and treatment camp with help of Government Ayush Department
 11. EYE check-up camp with help of civil hospital.
 12. HIV awareness program for students
 13. Dental check-up camp
 14. MENTAL HEALTH
 1. Mental health awareness program for various disease like depression stress anxiety with help of psychiatric department of government hospital.
 2. Awareness program to remove exam related stress and phobia
 3. Yoga and Meditation to improve mental health
 4. Personal counselling on mental health related issue
 5. University Grants Commission Guidelines for Promotion of Physical Fitness, Sports, Students' Health, Welfare, Psychological and Emotional Well Being at Higher Educational Institutions of India.
- (12) List of Rules, Regulations, Notifications, Letters of UGC or Central government agencies pertaining to the branch and the duo process of implementation of latest one.
- (13) RTI and Legal work pertaining to the branch and AG Audit and other such audit of branch.


I/c. Registrar
Gujarat Vidyapith
AHMEDABAD-380009.


(14) Any other task assigned by the Registrar and the Vice Chancellor.

(15) Hostel Management Committee:

Sr. No.	Composition of Committee	
1	Chairman	Vice Chancellor or Vice-chancellor's nominee
2	Member Secretary	Branch Head
3	Member	Branch Head Estate Branch
4	Member	External Expert (Maximum-02)
5	Member	Registrar
6	Member	Two representatives from UG Programmes and Two representative from PG Programmes
7	Member	One Warden from each Hostel
8	Member	All Deans
9	Members	Invited by the Chair

[10] Library Branch

- (1) Various Committees as per the UGC Regulations and Rules of the GoI as amended from time to time.
- (2) Library budget and finances.
- (3) Procurement of Library resources such as, procurement of books, e-resources, etc.
- (4) Management of subscriptions of journals, magazines, newspapers, etc.
- (5) Management of library subscribers and other user services.
- (6) Development of books and other resources collection.
- (8) Stacking and display area management.
- (9) Stock verification and procedure to withdraw books.
- (10) ICT services, like, digital library, UGC-Infonet services, Cyber library, IFLIBNET services, etc.
- (11) Maintenance of various registers pertaining to library.
- (12) Preservation and maintenance of archives, special collections and other archival materials.
- (13) Correspondence with UGC for matter pertaining to the Branch.
- (14) Administrative, Accounting and Other works related to Branch.


I/c. Registrar
Gujarat Vidyapith
AHMEDABAD-380009.

- (15) List of Rules, Regulations, Notifications, Letters of UGC or Central government agencies pertaining to the branch and the duo process of implementation of latest one.
- (16) RTI and Legal work pertaining to the branch and AG Audit and other such audit of branch.3
- (17) Any other task assigned by the Registrar and the Vice Chancellor.
- (18) Library Committee

Sr. No.	Composition of Committee	
1	Chairman	Vice Chancellor or Vice-chancellor's nominee
2	Member Secretary	Branch Head
3	Member	All Deans
4	Members	External Expert- Maximum-02
5	Member	Registrar
6	Member	Invited by the Chairman

12. Head of the Department


- (1) There shall be a Head of the Department for each of the Departments in the Institution Deemed to be University who shall be appointed by the Vice-Chancellor from amongst the Professors of the Department.

Provided that if there is no Professor in the Department or there is only one Professor in the Department whose term as Head of the Department is ending, the Vice-Chancellor may appoint an Associate Professor as Head of the Department.

- (2) The term of the Head of the Department shall normally be 3 years and he/she shall be eligible for reappointment for one more term, but not for two consecutive terms.
- (3) The powers and functions of the Head of the Department shall be prescribed by Rules of the Institution Deemed to be University.

13. The Dean

- (1) Dean shall be appointed by the Vice Chancellor amongst Head of Department.
- (2) The department dealing with allied subjects could be grouped into faculties, and every faculty may be headed by a Dean.
- (3) The term of the Dean shall be 3 years and he/she shall be eligible for reappointment.


I/c. Registrar
Gujarat Vidyapith
AHMEDABAD-380009.

- (4) The Dean shall assist the Vice-Chancellor in managing the academic and other affairs of the University, colleges, centres etc. of the University and shall exercise powers and perform functions as entrusted to them by the Vice-Chancellor.
- (5) Subject to the provisions of the UGC Regulations, the Dean shall function under the overall control of the Vice-Chancellor and assist the Vice-Chancellor in maintaining academic standards and coordinating the teaching and research in the Faculty.
- (6) The Dean shall-
 - (a) preside over the meetings of the Faculty;
 - (b) have the right to be present and participate in the deliberations of any meeting of Faculty Committee or any Board of Studies under the Faculty;
 - (c) present the candidates of the concerned Faculty for the conferment of Degrees in the Convocation;
 - (d) be responsible for planning and development of the courses and research activities of the Faculty;
- (7) The Dean shall have the following powers to:
 - (a) recommend to the Academic Council, in consultation with the Faculty, the constitution, structure and academic and administrative responsibilities of the faculty;
 - (b) recommend to the Registrar, deputation of teachers to approved conferences, seminars, workshop, etc;
 - (c) recommend to the Registrar, the Research proposals submitted by the teachers of the concerned Faculty to external funding agencies like UGC, CSIR, etc;
 - (d) plan and organise seminars, refresher courses and workshops pertaining to the subjects under the Faculty.
 - (e) permit Research Scholars to attend summer schools, symposia, conferences, without any financial commitment on the part of the University and to treat their absence as an active period of research.
- (8) Dean shall exercise such other powers and perform such other academic and the administrative duties as may be suggested by the Vice-Chancellor.
- (9) A casual vacancy in the office of the Dean occurring for any reason may be filled by the Vice-Chancellor.


I/c. Registrar
Gujarat Vidyapith
AHMEDABAD-380009.

14. Head of Branch

- (1) The Head of Branch shall be the officers at the level of Assistant Registrar and above or faculty of Gujarat Vidyapith (Deemed to be University).
- (2) The Head of Branch shall assist the Registrar in the management of university activities.
- (3) The head of branch has to prepare and submit the rules with annexures if any, to govern the activities of branch to the Academic Council and Board of Management for the approval.
- (4) He/She shall look after the day-to-day work of the branch as per the provisions of UGC Regulations / Rules of the GoI from the higher authorities from time to time.
- (5) He/She shall be responsible to store in a cloud drive and branch hard disk the following data pertaining to the branch:
 - (1) the scanned data of each files,
 - (2) photos - videos,
 - (3) reports
 - (4) any other important data / communication
- (6) He/She shall be responsible for planning and scheduling of the entire work of the branch well in advance and shall take the periodical reviews of its execution.
- (7) He/She shall assign/reassign specific jobs to his subordinates, and shall also decide the time dimension in respect of each of the jobs so assigned where the norms are not laid down.
- (8) He/She shall ensure and maintain proper coordination and follow up with other Department/ faculties/ Unit/ Branch and shall be totally accountable for follow up actions on the decisions given by the University authorities.
- (9) He/She shall be responsible for the smooth and efficient running/working of the branch and timely disposal of legal matters, cases, letters, bills, reports, returns, etc. and decide and maintain proper filing procedure.
- (10) He/She shall ensure that the cases/letters requiring immediate and urgent disposal are dealt with immediately.
- (11) He/She shall dispose of cases of importance where relevant and regulations are clearly applicable and forward otherwise the same to higher officers, with clear and specific provisions. He shall also prepare items for consideration of authorities/ bodies of the University if it is concerned.
- (12) He/She shall keep exhaustive and self-contained notes of important papers,

pass down and keep track of their movements till final disposal and also consider the proceedings of the work.

- (13) He/She shall exercise constant vigilance of speedy and qualitative disposal of work, safety of the record, regular and orderly behaviours of the staff.
- (14) He/She shall be responsible for correspondence with Government, UGC, other universities/institutions on relevant matters in coordination with the Registrar and the Vice-Chancellor.
- (15) He/She shall be acquainted with the UGC Regulations/ Rules of the GoI and Gujarat Vidyapith (Deemed to be University) and work accordingly in coordination with the Registrar and the Vice Chancellor.
- (16) He/She is responsible for the note submission from the branch which shall be as per the provision of Regulations/ Rules of the university and resolutions of government.
- (17) He/She shall be responsible for the agenda, minutes of meeting, action taken report, as per the direction of authorities/committees of the university.
- (18) He/She shall work as PIO of their branch or as defined.
- (19) It shall be the duty of the Head of the Branch to maintain cordial public relations and to attend the queries of the members of the Public and supply the information through the Registrar to Government, Vice Chancellor, and other Authorities/ Statutory Bodies as per the requirements.
- (20) All the digital official communication shall be done by the branch email id.

15. Registrar Office

- (1) Appeal of RTI and assistance to Appellate Authority
- (2) Conduct meeting of Board of Management, etc.

16. Facility for Academic and Administration Personnel

This section shall be applicable to Branch Heads and Deans.

- (1) The Branch Heads will be entitled to get the laptop/ Desktop PC and printer at office.
- (2) The Branch Heads will be entitled to have necessary software with prior approval of the Vice-Chancellor.
- (3) He/She will be entitled to reimburse the amount paid for monthly bill of mobile number with unlimited talk time and sufficient data pack. The

amount shall be decided by the Vice Chancellor.

- (4) He/She will be entitled to get the external hard drive for data storage.
- (5) If any person is having more than one designation, then he/she will be eligible for maximum one of above facilities.

17. Statutory Committees:

The following statutory committees shall function as per the guidelines of the UGC Regulations (Deemed to be University) 2019 as amended from time to time.

1. Board of Management
2. Academic Council
3. Planning and Monitoring Board
4. Finance Committee
5. Board of Studies

18. Cells and Committees:

The following cells and committees shall function as per the extant Regulations/Guidelines and GoI Rules as amended from time to time.

1. Internal Quality Assurance Cell (IQAC)
2. Anti-Ragging Cell
3. Anti-discrimination Cell
4. Gender Sensitization Cell
5. Grievance Redressal Cell
6. Internal Complaints Committee for prevention of Sexual Harassment
7. Barrier Free access to persons with disabilities to all its facilities
8. SC/ST Cell
9. OBC Cell
10. EwS Cell
11. PwBD Cell
12. Vigilance Cell
13. Equal Opportunity Cell
14. Research and Development Cell
15. Other Committees as required for fulfilment of university objectives and functions.
 - a) Purchase Committee
 - b) Hostel Committee
 - c) Library Committee

19. Academic Calendar


I/o. Registrar
Gujarat Vidyapith
AHMEDABAD-380009.

- (1) University shall publish an Academic Calendar every year, which shall be followed by all Branches and Departments for their Academic Programmes.
- (2) The examination branch shall prepare a draft of Academic Calendar/s for all certificates, UG, PG and research courses of the University in the month of April - May every year in consultation with the Deans of the faculty and Head of the Departments. This draft shall be put before the Academic Council and Board of Management for the approval.
- (3) The Academic Calendar shall be circulated to all centres/departments and shall be displayed on the University website. All the activities shall be strictly adhered to the academic calendar.
- (4) Academic calendar shall be published before 15th June.
- (5) The academic year may be considered as July to June of next year.
- (6) The Academic Calendar of the University may include the following:
 - [a] There shall be at least 180 working days in a year for UG / PG courses excluding admission and examination or notification by respective council/ UGC / university.
 - [b] University centres/departments shall follow at least forty hours working schedule per week in case of teaching.
 - [c] The dates for the important academic events scheduled during the academic session shall be specified in the Academic Calendar. In particular, the dates for the following events shall be specified: Orientation / Induction programmes, Commencement of Classes and End of semesters, University Foundation Day, Youth Festival, Sports Events, Internal Examinations, University Examinations, Seminars, and workshops.
- (7) If any change or update in the Academic Calendar is required due to any event, the agenda shall be submitted to the Academic Council for the approval.
- (8) Other terms and conditions apply as per UGC Regulations as amended from time to time.

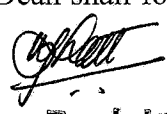
20. Role and Responsibility for Ph.D. programme

Para (1) – Schedule:

Sr. No.	Activity (Duration)	Role and Responsibility
1	Application for Research Supervisor, processing and Approval	Academic Branch
2	Seat determination under supervisor for number of students	Academic Branch (Every year in April)

Gujarat Vidyapith (DU), Establishment and Administration Rules, 2023 (with amendments)

3	Advertisement	Examination Branch
4	Entrance test and declaration of Result	Examination Branch
5	RDC for GD and PI and Declaration of Admission to PhD Course	Academic Branch. There shall be notification by the branch.
6	Fee Collection (Starting of New Term)	Account Branch
7	Issue of Provisional Registration Number after admission notification	Examination Branch
8	Induction Programme (During First week of Course Work)	Internal Quality Assessment Cell
9	Research Supervisor and Panel of RAC to be finalised (After Induction Programme within one week)	Academic Branch
10	Arrangement of Course Work classes for Newly Admitted Scholars	Relevant Faculty Dean
11	(1) A Certificate of completion of Course work with at-least eighty percent attendance of candidate (2) A submission of internal Marks	Relevant Faculty Dean shall submit to Examination Branch
12	Course Work Examination and Declaration of Result	Examination Branch
13	RAC for finalisation of Title and Research Proposal	Relevant Faculty Dean call RAC with the approval of the Vice-Chancellor and shall submit the report to Academic Branch
14	Eligibility, Migration and Final Registration Number and Certificate	Examination Branch
15	Maintenance of Attendance Records of Ph.D. students.	Relevant Faculty Dean
16	Submission of photocopy of published Research Papers and presented research papers in Seminar/Conference as per Regulation	Academic Branch
17	Request if any for Change of Title or Change in Supervisor by a candidate or by the recommendation of RAC according to the regulation.	Request Letter Forwarded by relevant faculty Dean to Academic Branch - Processed by Academic Branch – return it to relevant faculty
18	Submission of final (duly signed) RAC reports of each semester for all students and semester fee receipt	Academic Branch
19	Synopsis Submission along with required Fees	Academic Branch
20	(i) Submission of 3 copies of thesis (printed on both side of paper) with spiral bound/ loos bound (ii) CD of the thesis	Relevant Faculty Dean shall forward to Academic Branch


I/c. Registrar

Gujarat Vidyapith
AHMEDABAD-380009.

	(iii) Receipt of Evaluation Fees with all the required documents and certificates	
21	If any work is plagiarised then the Para (2) shall be considered for further decision and action	Academic Branch
22	List of subject experts for Evaluation of thesis by respective Guides	Relevant Faculty Dean shall forward to Academic Branch in sealed cover.
23	Selection of Referee/Experts	The Vice-Chancellor shall give consent on the file of Academic Branch
24	(i) To get the Consent from Referee (ii) To send the research reports for evaluation (iii) To receive the Evaluation Reports (iv) To submit them for the Approval (v) To forward them to the concerned research supervisor for arranging viva voce. (vi) Conducting the viva voce.	Academic Branch
25	Final Thesis in 3 copies hard bound and CD of the same (In two weeks after getting the reports of viva voce examination)	Submission of the same by Ph.D. candidate after the consent of research supervisor. Relevant faculty Dean shall forward it to Academic Branch
26	(i) Open Defence and Viva Voce (ii) Report of Viva Voce shall be forwarded to Academic Branch	Relevant faculty Dean
27	(i) Approval of Report (ii) Ph.D. Notification (iii) Any other certificate regarding Ph.D. course if any (iv) Uploading of thesis on INFLIBNET or any other digital platform as per recommendation	Academic Branch
28	The fulfilment of UGC regulation is to be certified by	The Dean

Para (2) – Promotion of Academic Integrity and Prevention of Plagiarism:

- [a] This regulation shall be applicable to students, faculty, researchers, staff and said committees under this regulation.
- [b] The concerned students, faculty, researchers and staff shall read and follow the UGC (Promotion of Academic Integrity and Prevention of Plagiarism in Higher Educational Institutions) Regulations, 2018 and subsequent amendments.

[c] Objectives:

- [i] To create awareness about the responsible conduct of research, thesis, dissertation, promotion of academic integrity, and prevention of misconduct including plagiarism in academic writing among students, faculty, researcher, and staff.
- [ii] To establish an institutional mechanism through education and training to facilitate responsible conduct of research, thesis, dissertation, promotion of academic integrity, and deterrence from plagiarism.
- [iii] To develop systems to detect plagiarism and to set up mechanisms to prevent plagiarism and punish a student, faculty, researcher, or staff committing the act of plagiarism.

[d] [i] There shall be Departmental Academic Integrity Panel (DAIP) as follows:

- A. Chairman : Head of the Department
- B. Member : Senior academician from outside the department, to be nominated by the Vice Chancellor
- C. Member : A person well versed with anti-plagiarism tools, to be nominated by the Vice Chancellor.

- [ii] The tenure of the nominated members shall be two years. The quorum for the meetings shall be 2 out of 3 members (including Chairman).
- [iii] The DAIP shall follow the principles of natural justice while deciding about the allegation of plagiarism against the student, faculty, researcher and staff.
- [iv] The DAIP shall have the power to assess the level of plagiarism and recommend penalty(ies) accordingly.
- [v] The DAIP after investigation shall submit its report with the recommendation on penalties to be imposed to the IAIP within a period of 45 days from the date of receipt of complaint / initiation of the proceedings.

[e] [i] There shall be Institutional Academic Integrity Panel (IAIP) as follows:

- A. Chairman : Dean.
- B. Member : Senior Academician other than Chairman, to be nominated by the Vice Chancellor.
- C. Member : One member nominated by the Vice Chancellor from outside the Gujarat Vidyapith (Deemed to be University).
- D. Member : A person well versed with anti-plagiarism tools, to be nominated by the Vice Chancellor.

[ii] The Chairman of DAIP and IAIP shall not be the same.

[iii] The tenure of the nominated members shall be three years



I/c/ Registrar

Gujarat Vidyapith
AHMEDABAD-380009.

- [iv] The quorum for the meetings shall be 3 out of 4 members (including Chairman).
- [v] The IAIP shall consider the recommendations of DAIP.
- [vi] The IAIP shall also investigate cases of plagiarism as per the provisions mentioned in these regulations.
- [vii] The IAIP shall follow the principles of natural justice while deciding about the allegation of plagiarism against the student, faculty, researcher and staff of Gujarat Vidyapith (Deemed to be University).
- [viii] The IAIP shall have the power to review the recommendations of DAIP including penalties with due justification.
- [ix] The IAIP shall send the report after investigation and the recommendation on penalties to be imposed to the Vice Chancellor within a period of 45 days from the date of receipt of recommendation of DAIP/ complaint / initiation of the proceedings.
- [x] The IAIP shall provide a copy of the report to the person(s) against whom inquiry report is submitted
- [f] Level of Plagiarism, Penalties and all other concerned matters shall be as per para (2b).

21. Administrative Calendar

- (1) University may publish an Administrative Calendar every year, which shall be followed by all University centres/departments and administrative branches for their functions.
- (2) The academic branch shall prepare a draft of Administrative Calendar for all branches of the University every year in consultation with all branches and Centres/departments.
- (3) The Administrative Calendar shall cover normally begins in July every year and ends in Jun of next year.
- (4) Each administrative branches and Centres/departments shall write their planning of events, meetings in the calendar to follow the objective and functions of Rules and Regulations.
- (5) The administrative calendar shall be put in the Academic Council and Board of Management for the information.
- (6) Each administrative branches and Centres shall implement the administrative calendar. The event denoted in the administrative calendar shall be completed within that quarter and if there is any difficulty then the matter shall be put in the knowledge of the Vice Chancellor.
- (7) There shall be quarters as follows:
 - [a] July to September;
 - [b] October to December;


I/c. Registrar
Gujarat Vidyapith
ANMEDABAD-380009.

[c] January to March;

[d] April to June;

22. Annual Report

- (1) The Annual Report shall be prepared by the Academic Branch;
- (2) The annual report shall cover the data from 1st July to 30th Jun.
- (3) The Annual Report shall contain at least the following chapters:
 - (a) The University with vision, mission and objectives;
 - (b) Organization Structure;
 - (c) Statutory Bodies meetings and decisions data;
 - (d) No. of meetings of various cells and committees;
 - (e) Academic Calendar;
 - (f) List of Faculties and Departments and their activity;
 - (g) Quantitative Data of University as per accreditation and ranking system;
 - (h) Qualitative Data of University as per accreditation and ranking system;
 - (i) Reports of Various Events;
 - (j) Innovative practices of University;
 - (k) Good Governance;
 - (l) Audit para and their answers;
 - (m) Strategic Plan;
- (4) The Annual Report shall be put in Academic Council and Board of Management for the approval.
- (5) The Annual Report shall be published on the Convocation Day.
- (6) The Annual Report shall be published to the Gujarat Vidyapith (Deemed to be University) website for the knowledge and information.



I/c. Registrar
Gujarat Vidyapith
AHMEDABAD-380009.

23. Annual Accounts

- (1) The Annual Accounts shall be prepared by the Accounts Branch;
- (2) The annual accounts report shall cover the data from 1st April to 31st March.
- (3) The Annual Accounts shall contain at least the following chapters:
 - (a) The University with vision, mission and objectives;
 - (b) Statutory Audit Report;
 - (c) Internal Audit Report;
 - (d) Balance Sheet;
 - (e) Income and Expenditure Account, which shall show the Expenditure of the year (Y-1), Income and Expenditure of the Year with revised budget (Y) and probable income and expenditure of the year (Y+1);
 - (f) Current item budget to be submitted to the UGC for the grant;
 - (g) New item budget to be submitted to the Government for the grant;
 - (h) Audit para and their answers;
- (4) The Annual Accounts shall be put in Finance Committee and Board of Management for the approval.

24. Dead-stock Register

- (1) There shall be a dead stock register which may have the following information and data entry:
 - [a] Sr. No.;
 - [b] Page No.;
 - [c] Date of Purchase;
 - [d] Name of Supplier;
 - [e] Mode of purchase, Invoice No. and Date;
 - [f] Particular of items;


I/c/ Registrar
Gujarat Vidyapith
AHMEDABAD-380009..

-
- [g] Quantity received;
- [h] Rate per unit;
- [i] Total amount;
- [j] Branch Head / HOD sign where it is placed;
- [k] Remarks;
- (2) At the end of every page, the Head of Estate Branch shall sign;
- (3) The dead-stock register shall be verified by the committee nominated by the Registrar at the end of every financial year.

25. Establishment and Maintenance of Physical Facilities

- (1) There shall be demand for establishment and maintenance of physical facilities like Buildings, Gardens, Water, Electricity, Hostel, Laboratory, Museum, Vehicles, Studio, IT equipment, Networking etc. from each concerned branch with justification to fulfilment of objectives of university.
- (2) Each such proposal shall be made by concerned Centres/departments/branch before the preparation of budget and shall be included in budget by Account Branch.
- (3) The demand shall be discussed in concerned committee (if any) and consented to forward it in Finance Committee.
- (4) After consent of Finance Committee, it shall be put in Academic Council/Board of Management (as the case may be) for the approval.
- (5) The proposal shall be forwarded to UGC for the requirement of grants.
- (6) The university fund may be utilise for the fulfilment of objectives of university in case of availability of less grant and need of the time.
- (7) There shall be Annual Maintenance Contract/Insurance to maintain/protect such facility and the process shall be done through BWC/Purchase Committee as the case may be.

26. Quarter Allotment

In addition of Central Government General Pool Residential Accommodation Rules, 2017 as amended from time to time the following Rules will also apply:

- (1) There may be university quarters for the residential purpose of the regular staff.

- (2) The employee who wants to avail of this facility shall apply when the vacancy is declared by the university.
- (3) The estate branch shall declare the availability of the quarters in March-April of the year.
- (4) The quarter shall be allotted on a priority basis as per their grade pay. The priority shall be decided by the estate branch. The HRA shall be deducted as per the norms.
- (5) The allotted quarter shall be vacated by the employee on the notice of the university within 30 days.
- (6) The rent, taxes, and other bills shall be payable by the occupants of the quarter timely.
- (7) The allotted quarter can be used for residential purpose for the occupant with his/her family only.
- (8) The allotted quarter cannot be used for any charitable, commercial / religious / social / political purpose.
- (9) Rules for Quarter allotment as per GoI Rules.

27. Registers to be maintained

- (1) There shall be registers to mark presence of members in the meeting for all statutory authorities / bodies / committees in concerned branch.
- (2) There shall be registers to maintain the minutes of meeting for all statutory authorities / bodies / committees in concerned branch.
- (3) All branches have to maintain the registers which are necessary as per the directions and statutory provisions of central government or UGC or university which are necessary for recognition, assessment and accreditation.
- (4) All Branches have to maintain the registers which are necessary for the audit purpose.
- (5) All types of registers shall be signed by the concern Head / Deans of the faculties and shall be reported to the Registrar at the end of every quarter.

28. Delegation of Power

- (a) **F1 Group** means Assistant Registrar and equivalent Branch Head.
- (b) **F2 Group** means Deputy Registrar and above Branch Head, Dean and Head of the Department.

1. The Administrative approval of the Vice - Chancellor on submission note with the need of item / matter and justification is always required for the expenses on purchase more than Rs. 25000.
2. The administrative approval of the Registrar as above is required for the

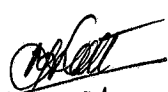
expenses on purchase more than Rs.7500 up to Rs. 25000 for administrative branches.

3. The Registrar is empowered to sanction the day to day as well as miscellaneous expenses of bill amount up to the amount of Rs. 25000.00

4. The total day to day as well as miscellaneous expenses on purchase shall be put in the knowledge of the Vice-Chancellor at the end of the month by Finance Officer.

(d) GEM must be given priority & items available on GEM should be purchased from GEM.

(e) Expense on purchase of same department for same item in Jan - Jun or Jul - Dec cannot be divided in parts.

Sr. No.	Nature of Expense	Sanction Authority with Remarks	Procedure for Procurement
1	Expenses up to Rs. 2000 on personal certificate.	F1 Group	By F1 Group (GFR Rule No. 154) / GEM
2	Expenses up to Rs. 7500 on personal certificate.	F2 Group	By F2 Group (GFR Rule No. 154) / GEM
3	Expenses up to Rs. 100000 on forming of local purchase committee and personal certificate of each member.	Registrar	GFR Rule No. 155
4	Expenses up to Rs. 250000 on personal certificate of each purchase committee member.	Vice Chancellor	GFR Rule No. 155
5	Expenses up to Rs. 250000 with three quotations from the open market.	Registrar	GFR Rule No. 161
6	Expenses up to Rs. 500000 with limited tender enquiry.	Vice Chancellor	GFR Rule No. 162
7	Expenses up to Rs. 2500000 GEM / E-tender / Invitation of tender by Newspaper as per Rules.	Vice Chancellor	GFR Rule No. 162
8	Legal charges as approved by BoM from time to time.	Vice Chancellor	
9	Audit charges as approved by BoM from time to time.	Vice Chancellor	
10	Regular Bills of Electricity / Gas /Mobile/ Govt. Tax / Subscription of Newspapers / Telephone Bills each up to Rs. 7500/-	Brach Head	
11	Books procurement up to Rs. 10000/-, beyond Rs.10000/- Book Purchase Committee.	Dean  I/o. Registrar	

Gujarat Vidyapith (DU), Establishment and Administration Rules, 2023 (with amendments)

12	Direct expense for repairing or maintenance or service from OEM or vendor of the item up to Rs. 100000/-	Vice Chancellor
13	Confidential work of exam/test in special case	Subject to approval of Vice Chancellor
14	Participation of students and faculties in State Government / Central Government organized or International Event up to Rs. 500000/-	Vice Chancellor
15	Disaster management which is having risk of life of student / staff of university up to Rs. 1000000 without inviting tender	Vice Chancellor subject to recommendation of the Purchase Committee and post facto approval of BoM.
16	An organization of event which is having significant dignitaries, the Vice Chancellor is empowered to make expenses up to Rs. 1000000/- then it shall be put in the knowledge of Finance Committee.	Vice Chancellor subject to recommendation of the Purchase Committee and post facto approval of BoM.
17	In any extra ordinary circumstances which shall be brought out in the approval note, the Vice Chancellor is empowered to make expenses up to any amount and then it shall be put in the knowledge of Finance Committee.	Vice Chancellor subject to recommendation of the Purchase Committee and post facto approval of BoM.

29. AUTHORITIES COMPETENT TO GRANT LEAVE

S. No.	Kind of Leave	Duration	Authority competent to grant leave
1	Casual Leave	Up to 4 days	Branch Head in case of Non-Teaching employee and Dean of the faculty in case of HoD and Teaching employee. Vice Chancellor in case of Registrar and Dean.
2	Casual Leave	More than 4 days	Registrar in case of Non-Teaching employee and Vice Chancellor in case of Registrar/ Dean/ HoD/ Teaching employee.
3	Earned Leave	Up to 6 days	Branch Head in case of Non-Teaching employee and Dean of the faculty in case of HoD and Teaching employee. Vice Chancellor in case of Registrar and Dean.
4	Earned Leave	More than 6 days	Registrar in case of Non-Teaching employee and Vice Chancellor in case of Registrar/ Dean/ HoD/ Teaching employee.
5	Half Pay Leave	Up to 6 days	Branch Head in case of Non-Teaching employee and Dean of the faculty in case of HoD and Teaching employee.


 33/c. Registrar
 Gujarat Vidyapith
 AHMEDABAD-380009.

			Vice Chancellor in case of Registrar and Dean.
6	Half Pay Leave	More than 6 days	Registrar in case of Non-Teaching employee and Vice Chancellor in case of Registrar/ Dean/ HoD/ Teaching employee.
7	Commutated Leave	Up to 6 days	Branch Head in case of Non-Teaching employee and Dean of the faculty in case of HoD and Teaching employee. Vice Chancellor in case of Registrar and Dean.
8	Commutated Leave	More than 6 days	Registrar in case of Non-Teaching employee and Vice Chancellor in case of Registrar/ Dean/ HoD/ Teaching employee.
9	Child Care Leave	Up to 10 days	Branch Head in case of Non-Teaching employee and Dean of the faculty in case of HoD and Teaching employee. Vice Chancellor in case of Registrar and Dean.
10	Child Care Leave	More than 10 days	Registrar in case of Non-Teaching employee and Vice Chancellor in case of Registrar/ Dean/ HoD/ Teaching employee.
11	Duty Leave	Up to 2 days	Branch Head in case of Non-Teaching employee and Dean of the faculty in case of HoD and Teaching employee. Vice Chancellor in case of Registrar and Dean.
12	Duty Leave	More than 2 days	Registrar in case of Non-Teaching employee and Vice Chancellor in case of Registrar/ Dean/ HoD/ Teaching employee.
13	Maternity Leave, Paternity Leave		Registrar in case of Non-Teaching employee and Vice Chancellor in case of Registrar/ Dean/ HoD/ Teaching employee.
14	Study Leave, Sabbatical Leave, Leave not Due, Extraordinary Leave. etc.		Board of Management

30. Removal of Difficulties

- (a) In case of any ambiguity in the service rules, the decision of the Board of Management shall be final.
- (b) The Board of Management may, from time to time, issue such general and specific directions as may be necessary to remove difficulties in the operation of any of the provisions of these Rules, within the provisions of the UGC/ Government of India rules and instructions.
- (c) All existing rules and orders in relation to the matters covered under these Rules, shall stand superseded, but any action already taken by or in pursuance of such existing rules and orders, shall be deemed to have been taken under these Rules.

31. Interpretation

In case of any ambiguity or lack of clarity with regard to any clause of the Rules, the matter may be referred to UGC for clarification.

32. Amendment of Rules

The Board of Management shall have the authority to amend, modify, change, withdraw, suspend and relax any or all of these Rules, within the provisions of Government of India/UGC instructions, under intimation to the University Grants Commission.

33. Residuary Matters

(a) In regard to the matters not specified or referred to in these rules, the corresponding provisions of the rules/regulations/instructions, issued by the UGC/Government of India, as amended from time to time, shall be followed.

(b) In case any contradiction in these Rules with any UGC Regulations/ guidelines/ Government of India norms, the provisions of UGC Regulations/ guidelines/ Government of India norms shall prevail and such provision in these Rules shall stand superseded.

34. Liability of officers to serve in India or/and abroad

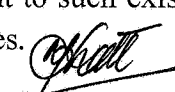
Employees appointed shall be liable to serve anywhere in India or abroad within the jurisdiction of the Gujarat Vidyapith (Deemed to be University).

35. Territorial Jurisdiction

In case of any dispute arising out of the recruitment process, the territorial jurisdiction for adjudication shall be the Honourable High Court of Gujarat.

36. Repeal

All the existing rules and orders in relation to the matters covered under these rules shall stand repealed but any action already taken pursuant to such existing rules and orders shall be deemed to have been taken under these rules.


I/c. Registrar
Gujarat Vidyapith
AHMEDABAD-380009.

