



Dharmsinh Desai University Regulations

-: Notification:-

Dharmsinh Desai University, Nadiad - 387001, India, is established as per Dharmsinh Desai university act 2005 and notified on 11th April 2005. Under section 32 of Dharmsinh Desai university act 2005 the Board of governors in its meeting held on 29th March 2013, resolved to approve the draft regulations. This Regulations will come in to force with effect from 29th March 2013.

(Prof. M. R Bhavsar)

In charge Registrar

No. DDU/regulations/ 11 /2013

Date: 29/03/2013



To,

- 1) All the Members of Board of Governors
- 2) Campus Director
- 3) All Deans/Principals
- 4) Coordinator IQAC
- 5) Research and Development Cell
- 6) Controller of Examination
- 7) Account Section



Dharmsinh Desai University

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DHARAMSINH DESAI UNIVERSITY NADIAD, GUJARAT, INDIA

The Regulations Framed Under Section 32 OF Dharamsinh Desai University Act 2005

Definitions:

Act means Dharamsinh Desai University Act 2005,

DDU means Dharamsinh Desai University, Nadiad, Gujarat, India

Institute means: Institutes established by the DDU including Faculty

Head of the Institute means Deans and other heads of Institutes etc,

Employees means: officers (Other than Vice Chancellor) including teachers and the other employees

The Regulation 1: summoning and holding meetings of the authorities and committees, councils, boards etc., of the University (Under Section 32(2)(I) of the DDU Act;)

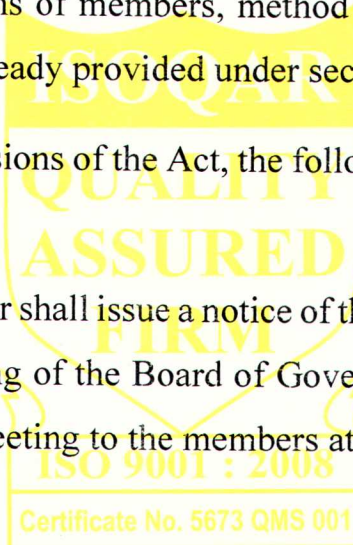
Subject to the provisions of the DDU Act, the following procedure is to be followed for summoning and holding meetings, quorum and the conduct of business of the meeting:

1. The Board of Governors

The provisions regarding nomination of members, manner of appointment of members, the re-nominations of members, method of submitting the resignations by the members, etc, are already provided under section 10 to 13 of the Act.

In addition to the said provisions of the Act, the following regulations in this regard shall also be followed: -

- a. Notice: - The Registrar shall issue a notice of the meeting 14 clear days before the date of the meeting of the Board of Governors. The Registrar shall also send agenda of the meeting to the members at least 7 clear days prior to the



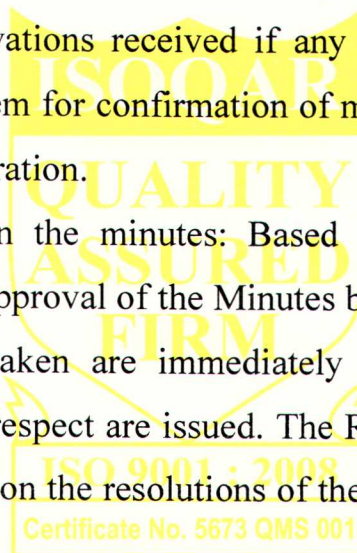
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26/05/2013
Prof. M. R. Bhavsar
I/C Registrar
Dharamsinh Desai University
Nadiad - 387001 (India)

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date of the meeting. In case of any emergency, the item which is not included in the agenda may be taken up for consideration with the approval of the Chairman.

- b. Provided that, in case of emergency meeting, notice of such meeting shall be 48 hours.
- c. Preside-over: As provided under the Act, the President will chair the meetings of the Board of Governors. However, in absence of President or if he is unable to attend the meeting, the Vice-Chancellor and in absence of both, one of the members of the of the Board of Governors, as to be decided in the meeting will preside over.
- d. Minutes: Only the decisions of the meeting of the Board of Governors shall be recorded in the form of resolution and shall not contain the deliberation and the discussion. As far as possible, the resolution shall be passed unanimously. However, a decent specially requested, if any, by the member shall be recorded and shall be incorporated in the minutes below the resolution. The minutes of the meetings shall be circulated after the approval of the chairman to the members ordinarily within 14 working days. The members will send their observations on the draft minutes, if any. Normally, such observations will be sent within 7 days of the date of circulation of the minutes. The observations received if any will be circulated in the next meeting when the item for confirmation of minutes of the previous meeting is taken into consideration.
- e. The action taken on the minutes: Based on the resolution passed, the Registrar, after the approval of the Minutes by the Chair person, will ensure that the decisions taken are immediately implemented and appropriate notifications in this respect are issued. The Registrar will also ensure that a note on action taken on the resolutions of the previous meeting is submitted in its next meeting.



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- f. Quorum: - Not less than one third of the members shall constitute a quorum. In absence of quorum, the meeting shall be ADJOURNED and in case of adjourned meeting, no quorum shall be required
- g. All questions shall be decided by the majority of votes of the members present. However, the Chairman, in case of equality of votes will have a 2nd or casting vote.
- h. The Board will meet at least twice in a year and at other times when convened by the Vice Chancellor with the approval of the President.

2, Academic Council:

- a. Meetings: The Academic Council shall meet ordinarily twice in a year and at other times when convened by the Chairman.
- b. Notice: The Registrar shall issue a notice of the meeting 10 clear days before the date of the meeting of the Academic Council. The Registrar shall also send agenda of the meeting to the members of Academic Council at least 5 clear days prior to the date of the meeting. In case of any emergency, the item which is not included in the agenda may be taken up for consideration with the approval of the Chairman. Provided that, in case of emergency, notice of such meeting shall be 48 hours.
- c. Preside-over: - Normally, the meetings of the Academic Council shall be presided over by the Vice Chancellor as provided under the Act. If the Vice Chancellor is unable to attend the meeting, then, the Academic Council may decide any member from those present in the meeting to preside over the meeting.
- d. Minutes: Only the decisions of the meeting of the Academic Council shall be recorded in the form of resolution and shall not contain the deliberation and the discussion. As far as possible, the resolution shall be passed unanimously. However, if the decent is specially requested for, by the member, the same will be recorded and shall be incorporated in the minutes below the

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[Signature]



resolution. The minutes of the meetings shall be circulated after the approval of the chairman to the members ordinarily within 10 working days. The members of the Academic Council will have their observations on the draft minutes if any, normally within 7 days of the date of circulation of the minutes. The observations received, if any, will be circulated to the next meeting of Academic Council when the item of confirmation of the minutes of previous meeting is discussed.

- e. Quorum: - Not less than one third the members of the Academic Council shall constitute the quorum for a meeting of the Academic Council. All questions shall be decided by the majority of votes of the members present. The Chairman in case of equality of votes shall have a 2nd or casting vote. When a meeting is adjourned for want of the quorum then the adjourned meeting shall be called after an interval as to be decided by the Chairman and in such adjourned meeting, no quorum shall be required.

3. The procedure for meeting of the Committee, Council and other bodies other than the Board of Governors, Academic Council.

- a. Meetings: The meeting of such committee, council, board, etc. shall meet as and when required and as decided by the Chairman of the respective committee, council or board. However, the committees and Boards constituted under the Regulations as authorities of the University under section 8 (d) of the Act shall meet at least twice in a year.
- b. Notice:- The member secretary shall issue a notice of the meeting at least 10 clear days before the date of the meeting and send the agenda at least 5 days prior to the date of the meeting. Provided however, in case of emergency, the period of notice of the meeting shall be waived by the Chairman.
- c. Term:- The term of the office of the non-official member shall be for 3 years. The decision in the meeting of such board, committee, council shall be by majority of votes and the Chairman shall have 2nd or casting vote in case of

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equality. In absence of the regular Chairman the members present in the meeting shall decide one of the members to preside over the meeting.

- d. Quorum: One third of the members of the committee, council or the board etc. shall constitute the quorum for the transaction of the business. In case of a meeting adjourned for want of the quorum, the Chairman shall call adjourned meeting and the quorum shall not be required.
- e. Minutes: The decision of the board, committee, council etc. shall be recorded in the form of resolution only and shall not contain deliberation and discussion. However, on any issue a decision specially requested for, by the member shall be recorded. The minutes of the meeting shall be circulated to the members within 7 working days from the date of the meeting by the member secretary.

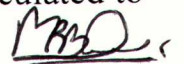
4, Supplementary provision for all authorities and committee council:

a Unless and otherwise specifically provided under the DDU Act, the term of the nominated members shall be three years. Such members may resign by writing under his signature to the Registrar and the Nominating authority shall take decision on the resignation.

b. If the member other than ex-officio remains absent without prior permission of the Chairman for 3 consecutive ordinary meetings will automatically be ceased to be the member and a communication in this respect shall be issued to member concerned. In his place other member will be appointed from the same category from where the member has resigned. Such nominated member will continue as member only for a remaining period of original member in whose place he or she has been nominated.

c. In any emergency, where the action is required to be taken on urgent basis and where the approval of the concerned authority, committee, council, etc. is required, then the proposed decision in form of resolutions may be circulated to

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all members of the concerned authority or committee, council or board and on the signatures of the majority members, the said resolution shall be implemented forthwith.

Regulation 2: President (Under section 32(2) (ii) of the DDU Act;

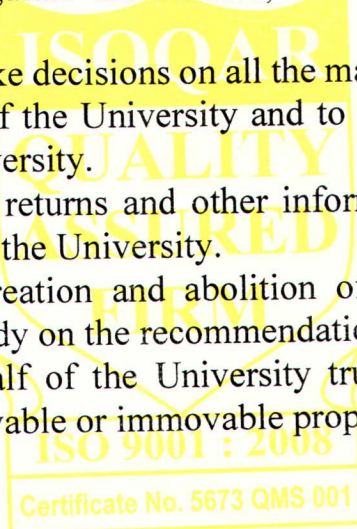
The President of the University in addition to the powers given under the DDU Act 2005, shall also preside over the convocation of the University when present'

Regulation: 3 The Board of Governor: (Under Section 32(2)(iii) of the DDU Act

The constitution, powers and functions of the Board of Governors are already provided under sections 10 to 13 of the DDU Act, the Board of Governor, however, subject to the provisions of the said Act, shall also control and administer the properties of the University, the University Fund and to keep and maintain proper accounts of the same.

Without prejudice to the above provision, the Board shall also perform following functions and exercise powers:

1. to administer the funds placed at the disposal of the University for academic and administrative purposes.
2. to manage and regulate the finance, accounts and investments of the University.
3. to deliberate and take decisions on all the matters pertaining to the growth and development of the University and to fulfill the objects, vision and mission of the University.
4. to call for reports, returns and other information from the officers and other authorities of the University.
5. To approve the creation and abolition of faculties, Departments and Programmes of study on the recommendations of the Academic Council.
6. To accept on behalf of the University trusts, bequests, donations and transfer of any movable or immovable property of the University.



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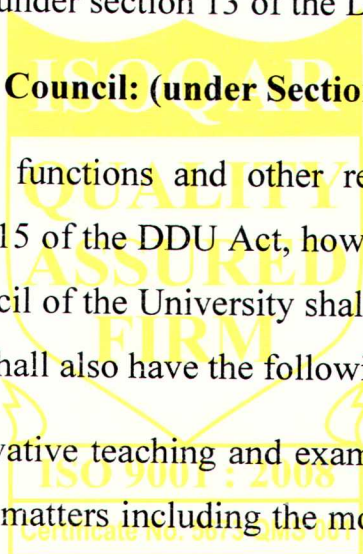
7. To institute and confer Degrees, diploma, certificates honorary degrees or any other academic distinctions in the manner as prescribed.
8. To withdraw or cancel any degree, diploma or certificate conferred to any person in the manner as prescribed,
9. To make arrangements for continuing, distant or on-line education programmes.
10. To acquire, hold, lease or sell any of the properties of the University and approve to enter into a deal in this respect.
11. To approve collaboration and co-operation with other recognized Universities, Research Institutions, Industries, Government and Non - Government organizations within or outside Country to fulfill the objects of the University objectives.
12. to take all such other actions or to exercise powers of the University as provided under Section 6 of the DDU Act and as may be required to comply with the objects, of the University as provided under section 4 of the DDU Act,

The other provisions such as the term of nominated members, number of meetings, requirement of quorum and procedure for submitting the resignation by nominated members are already provided under section 13 of the DDU Act.

Regulation 4 : The Academic Council: (under Section 32(2)(iii) of the DDU Act:

The constitution, powers and functions and other related provisions are already provided under section 14 and 15 of the DDU Act, however, subject to the provisions of the Act, the Academic Council of the University shall, in addition to the provisions of section 15 of the DDU Act shall also have the following powers and functions:

- i. To approve the innovative teaching and examination scheme, syllabus and all Academic related matters including the modification, addition, deletion,



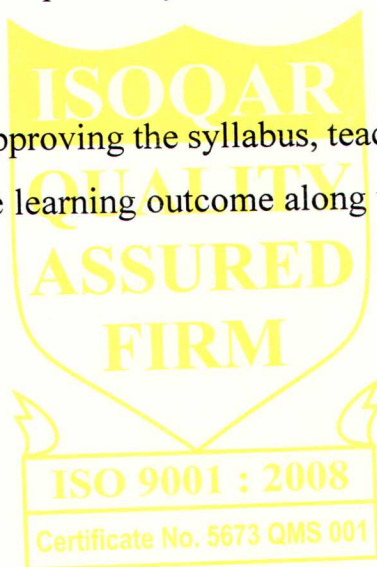
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etc. in it, on its own initiatives or on the recommendations of the Board of Studies;

- ii. To consider the matter of general Academic interest either on its own initiative or on reference from the concerned Academic Department, Institution of the University and the Board of Governors and to take appropriate actions thereon;
- iii. To prescribe syllabus, curricula and methodology of teaching including electronic, online and distance learning and provide for flexibility in the delivery system of education, either on its own initiative or on the recommendations of the Board of Studies, Departments, etc.;
- iv. To advise on all academic matters and feasibility of new academic Programmes, etc. to the Board of Governors;
- v. To foster and promote research and innovation in different disciplines of the University;
- vi. To recommend to the Board of Governors such Regulations as are consistent with the provisions of the Act; regarding the academic functioning of the University including discipline of students;
- vii. To exercise such other powers and perform such other duties as may be conferred or assigned upon it by the other Regulations or by the Board of Governors.

Provided however that while approving the syllabus, teaching scheme, etc. the council will ensure that the programme learning outcome along with course learning outcome are taken care of.



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Regulation 5: Finance Committee –(under Section 32 (2) (iii) of the DDU Act.)

The constitution, powers, and functions of the Finance Committee are already provided under sections 16 and 17 of the DDU Act, and accordingly the same will be constituted and shall perform functions and exercise powers.

Regulation 6: Creation of other authorities of the University- (Under section 8(d) and Section 32(2) (iii) of DDU Act;)

In addition to the authorities of the University as described under section 9 of the said Act, the following other authorities are also constituted under this Regulation in exercise of powers provided under sub-section (d) of section 9 of the Act.

- 1) Board of studies,
- 2) Planning and Development Board
- 3) Committee for equivalence of examination
- 4) Examination committee for declaration of result
- 5) The committee for appointment of paper setters and examiners
- 6) The examination reforms committee
- 7) Library committee
- 8) The Board of research
- 9) The Internal Quality Assurance Cell

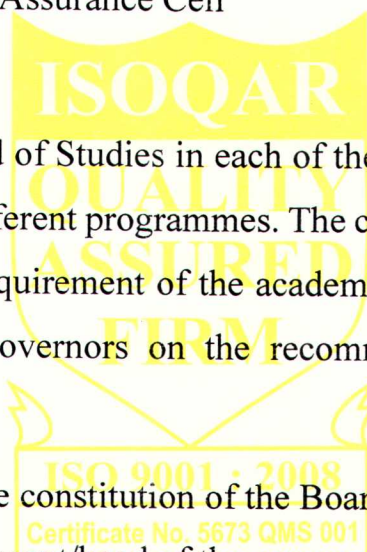
1) Board of studies

There shall be Board of Studies in each of the subject or a group of courses or subjects under different programmes. The creation of the Board of Studies depends upon the requirement of the academic programme will be decided by the Board of Governors on the recommendations of the Academic Council.

A. Constitution: - The constitution of the Board of Studies will be as under:-

- i. Head of Department/head of the course-- Chairman

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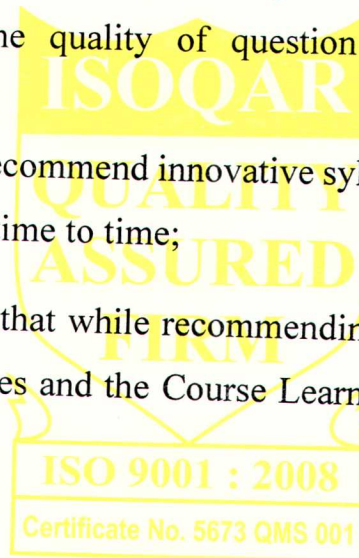


- ii. All Professor and if the post of Professors is not there, then all Associate Professors of the concerned Subject or a course;
- iii. Subject to the provision as provided under (ii) above, not more than two Associate Professors or equivalent and two Assistant Professors or equivalent from each course/subject to be nominated by the Vice Chancellor by rotation.
- iv. Not more than 3 outside experts in the concerned field to be nominated by the Vice Chancellor including those belonging to the concerned profession or industries;

B. Powers and functions of the Board of Studies:- The powers and functions of the Board of Studies are as under:-

- i. To recommend courses of studies, teaching and examination scheme in their respective subject or subjects including amendments from time to time to the Academic Council.
- ii. Prepare panel of paper setter and examiner for the semester end examinations,
- iii. To advise on all matters relating to their respective course/subject or courses/subjects referred to them by the Academic Council.
- iv. To recommend books and reading material for the subject concerned.
- v. To Review the quality of question papers of the semester end examination.
- vi. To bring and recommend innovative syllabus, practices and methods of teaching from time to time;

Provided, however, that while recommending the syllabus of a course or a subject, the objectives and the Course Learning Outcome (CLO) shall also be incorporated.



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Whenever need arises, the Joint meeting of the Board of Studies can be arranged by the Dean/Head of the concerned faculty Institutions for a particular issue or issues of the Faculty.

2) Planning and Development Committee

A. There shall be a Planning and Development Committee consisting of the following members: -

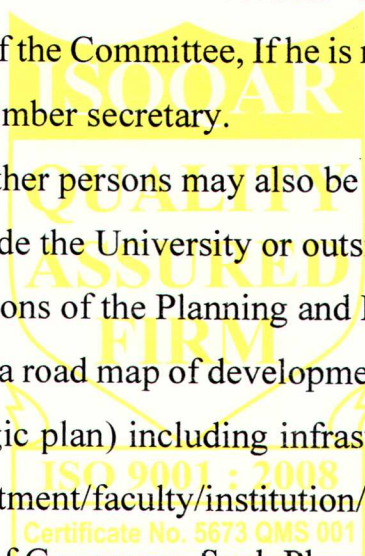
- i. The Vice Chancellor, Chairman
- ii. All Deans/heads of Institutions;
- iii. Two experts having experience in Institute building or in preparing perspective/ developmental plan, etc. preferably in the field of higher educational Institutions, to be nominated by the Vice Chancellor,
- iv. One member of the Academic Council to be nominated by the Vice Chancellor,
- v. The Registrar,
- vi. The Chief Finance or Accounts Officer who shall also be the Secretary of the Committee, If he is not there then the Registrar will work as member secretary.

B. In case of need, other persons may also be invited by the Vice Chancellor whether from inside the University or outside the University.

C. Powers and functions of the Planning and Development Committee:-

- i. To prepare a road map of development of the activities (perspective plan/strategic plan) including infrastructure required or strengthen in the department/faculty/institution/ University and recommend to the Board of Governors. Such Plan may be at least for next 5 years

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- ii. To examine and recommend to the Board of Governors, the proposal for commencing new academic programme under the University.
- iii. To monitor the implementation of the developmental/perspective/strategic plan approved by the Board of Governors.
- iv. To explore the possibility of raising of fund for the proposed developmental activities of the University.
- v. To exercise all other powers and perform functions as are assigned by the Board of Governors or by the Vice Chancellor.

2) Committee for equivalence of examination

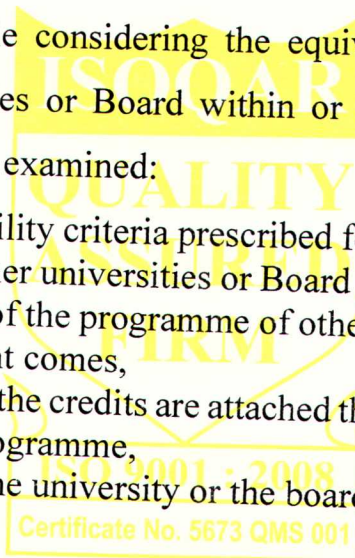
A. There shall be a committee to consider the equivalence of different examinations of other Universities/Board within or outside the Nation.

The constitution of the committee will be as follows:-

- i. The Vice Chancellor,
- ii. Dean/Director/Head of the Institution concerned,
- iii. One member nominated by the Academic Council,
- iv. One expert in the concerned area from within or outside the University.

B. Normally, while considering the equivalence of the examination of other universities or Board within or outside India, following basic norms are to be examined:

- i. the eligibility criteria prescribed for admission in the programme by the other universities or Board from where the student comes,
- ii. duration of the programme of other university/Board from where the student comes,
- iii. wherever the credits are attached the number of credits prescribed for the programme,
- iv. whether the university or the board is recognised one.



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- v. teaching and examination scheme and syllabus of the University/Board from where student comes;

C Other norms for considering equivalence of examination

- i. The degree or diploma or certificate of all recognised statutory Universities or deemed to be universities within India shall be considered as equivalence of corresponding degree of DD University for the purpose of admission to higher level in the University subject to the condition that the duration of the course, number of credits and the minimum eligibility criteria for admission to the respective programme for respective degree programmes is similar to that of the DD University.
- ii. The Academic Council on the recommendations of Equivalence Committee may prepare a general list of examinations which are to be considered equivalent to the corresponding examinations of DD University.
- iii. If any examination is not listed in the list of Equivalence of examinations approved by the Academic Council or is not covered under (ii) above in any individual case, then such case will be referred to the Equivalence Committee as referred to above and based on the advice of the Committee, the Provisional Eligibility Certificate may be issued. However, such case will be submitted to Academic Council for rectification.
- iv. Once such examination is rectified then the same shall be added in the list of the examinations considered as Equivalence.
- v. The committee shall have powers to ask whatever information and document it thinks necessary to arrive at a recommendation in the matter of equivalence of any examination of any other University or body.

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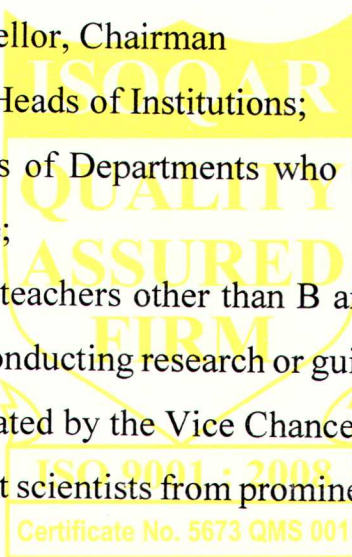
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- vi. Notwithstanding anything contained at the time of admission, if any candidate comes with the request of admission from other University or Board from within and outside India and the equivalence of the qualifying examination cleared is not listed in the list of equivalence of the examination approved by the Academic Council, then such case will be referred to the Dean/Director/Head of the Institute concerned who will take help of the person whom he deems fit and make recommendations to the Vice Chancellor for admitting the student on provisional basis if he is otherwise eligible for admission on merit. However, the admission will be provisional and the same is to be got approved by the Equivalence Committee and then by the Academic Council. This process is to be completed within 6 months from the date of provisional admission. It shall be made clear to the student that the admission is provisional and he is issued only provisional eligibility certificate.

3) The Board of Research:

1. There shall be a Board of research which shall consists of the following members: -
 - A. Vice Chancellor, Chairman
 - B. All Deans/ Heads of Institutions;
 - C. Three Heads of Departments who are Ph,D, and also recognised Ph,D, Guide;
 - D. Up to three teachers other than B and C above who are Ph.D and continued conducting research or guiding research in the University to be nominated by the Vice Chancellor.
 - E. Two eminent scientists from prominent research organizations Vice Chancellor.



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- F. One member of the Academic Council to be nominated by the Vice Chancellor,
 - G. Up to three members from the research and development wing of the Industries concerned
 - H. Director of research or in his absence the officer in-charge of coordinating the research activities in the university shall be the member secretary.
2. Subject to the provisions of the Act and the Regulations, the Board of Research shall exercise the following powers and perform following functions:-
- A. Generally to exercise the control and general regulation over the research policy and shall be responsible for the maintenance of the standard and implementation of the research activities including the Doctorate programme and policy keeping in mind the objects of the University.
 - B. To take all measures to create ambience, atmosphere and culture for quality, socially relevant, applied and interdisciplinary research.
 - C. Formulate the policy of Research (Road map) for the development of research in the University,
 - D. To promote seriousness and interest for quality research and the skill of innovation and create intellectual capital amongst teachers and students.
 - E. To ensure integrity, quality and ethics in research.
 - F. To integrate teaching and research through transformation and instructional research to identify the generation of intellectual capital and new knowledge.
 - G. To encourage creativity amongst the students and teachers through

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3. Board of Research shall meet at least twice in a calendar year. However, more meetings can be held with the permission of the Chair.
4. The other norms about summoning the meeting, etc. will be as provided under the regulation.

4) Different Examination committees and Library Committee:

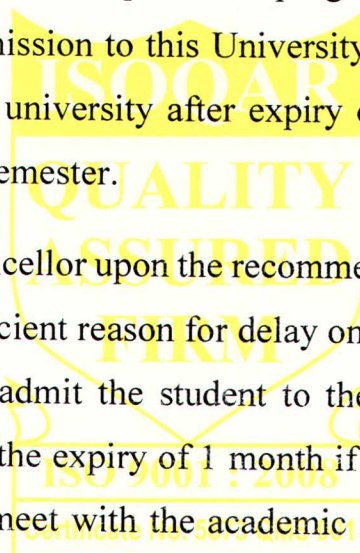
So far as the Examination committee for declaration of result, the Committee for appointment of paper setters and examiners, Examination reforms committee for considering of the cases of the unfair means used by the students in the examinations and the Library committee, the Vice Chancellor will approve the constitution and powers and functions of such committees.

Regulation: 7: The admission of students to the university and their enrolment etc. (Under section 6 (xxv) of the DDU Act.).

- (1) Every candidate seeking admission as a student of this University for different programmes/courses shall have to pass the qualifying examinations prescribed for the respective programmes/courses by the University including such other test of fitness if prescribed for a particular programme or course.
- (2) No student seeking admission to this University shall normally be admitted to any Programme of this university after expiry of one month from the date of commencement of the semester.

Provided that, if the Vice Chancellor upon the recommendation of the dean concerned, is satisfied that there was sufficient reason for delay on the part of the student seeking admission aforesaid, he may admit the student to the programme, notwithstanding anything contained even after the expiry of 1 month if he has a reason to believe that the student would be able to meet with the academic requirement prescribed for the semester.

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(3). The student who is admitted at the first time to any programme run by this University shall also apply after admission for the enrolment in the prescribed form with prescribed fee, to the University through Faculty/Institute concerned.

(4) No student from other University or a Board of Secondary or Higher Secondary of outside Gujarat or any examining body seeking admission to any programme of this University shall be admitted without eligibility certificate. Such student shall apply in the prescribed format to the Registrar of this University for a certificate of eligibility and shall submit the required documents including migration certificate or transfer certificate from the University or the Board or any examining body he intends to leave and shall at the same time pay fees prescribed from time to time.

Notwithstanding anything contained above, so far as it relates to the certificate programme or a short term programme, the same may not be required.

Provided however, that The Registrar may issue a provisional certificate of eligibility, if he is satisfied that the applicant is prima - facie eligible for admission to this University. Such certificate shall entitle a student for admission to this University on his own risk and on condition that he obtains a final certificate of eligibility before the closure of the first semester in which the student is provisionally admitted in a programme/courses of the University.

(5) The issuance of eligibility certificate does not give guarantee for admission to the respective programme/courses. The same will be on merits.

(6) If the Vice Chancellor is satisfied that the student admitted in a programme/course is not in a position to provide provisional eligibility certificate before admission for no fault of his own he may allow the student to attend the classes for the number of days which the Vice Chancellor determines and on production of the provisional eligibility certificate direct that the said eligibility certificate shall have retrospective effect from the date on which the student commenced to attend the programme concerned, so that

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the days on which such student kept attendance before the issuance of the certificate can be taken into account.

(7): If the Vice Chancellor is satisfied for the delay on the part of the student to apply for final eligibility certificate was not due to fault of his own, he may condone such delay and grant reasonable extension for which the Vice Chancellor will be the sole judge for the production of final eligibility certificate.

Forms of Provisional Eligibility Certificate and Final Eligibility Certificate are enclosed herewith as Annexure - A and B.

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Annexure-A Format

Dharamsinh Desai UNIVERSITY

No. _____

Fee Receipt No. _____

Date: _____

PROVISIONAL ELIGIBILITY CERTIFICATE

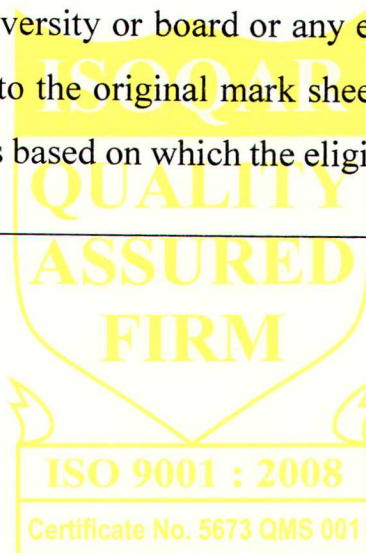
This is to certify that there is no objection if Mr. / Mrs. / Ms. _____ is provisionally admitted in _____ Faculty/Institute under this University for the Programme of _____ for the year _____ on his own risk and cost subject to condition that the student will submit the final eligibility certificate before the end of the first term / semester.

Date: _____

Registrar

Note:

1. The issuance of eligibility certificate does not guarantee admission.
2. If the student fails to submit final eligibility certificate before the end of the first term / semester, his provisional eligibility certificate becomes automatically cancelled and the fees of any kind if paid shall be forfeited.
3. For getting final eligibility certificate, the student shall submit original migration certificate from the University or board or any examining body from where he is migrated in addition to the original mark sheet and certificate of passing the qualifying examinations based on which the eligibility certificate is to be issued.



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Annexure-B Format

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FINAL CERTIFICATE OF ELIGIBILITY

Certified

that

_____ having passed the _____ Examination of the
_____ University / Board / Institution, in the year
_____ after completing the prescribed is eligible for admission to the
_____ Class in this University.

Date:

Registrar

(8) If the student admitted in any programme wishes to cancel the admission and submit the application for a migration certificate then the same can be issued by the University on the certificate given by the concerned Dean/ Head of the Institute or programme that no dues are pending along with the details, if any, and no punitive action is taken and on payment of prescribed fees, the Registrar will issue a migration certificate in the format which is attached herewith as Annexure-C.



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Annexure-C

Dharamsinh Desai UNIVERSITY

MIGRATION CERTIFICATE

No. ____

Mr./ Ms. _____ (bearing
Roll No.: _____) who was studying in the Institute of
_____ under this University is hereby informed that this
University has No Objection to his/ her joining any other university/ institute.

Place: Ahmedabad

Date: _____

Registrar

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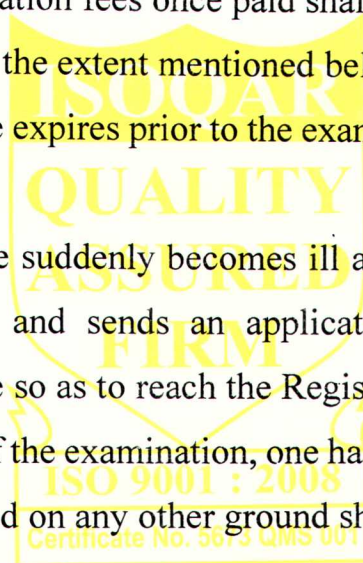


Regulation : 8 : Conduct of examination (under section 32(2)(ix) of DDU Act:

A. Normally the schedule of semester end examination should be declared one month before the date of commencement of the examination. The student is required to make payment of examination fees and the grade sheet fees to the university. However, it is not required to get the examination form filled in by the students for every semester end examination who have registered himself for the first time to appear in the respective semester end examination. . The Dean/ head of the institute will submit a list of such eligible students entitled to appear in the semester end examinations to the examination section of the university one month prior to the commencement of examination. However, the students who have to appear in a subject or subjects of the previous semester examinations due to different reasons or have got fail in a subject or subjects have to fill in the examination forms one month before the date of commencement of such examinations. The examination section will also ensure that along with the regular examinations at the end of the semester the arrangement of such students shall also be made.

B. Normally the examination fees once paid shall not be refunded except in the circumstances and to the extent mentioned below:

- Where a candidate expires prior to the examination, the entire fee shall be refunded.
- Where a candidate suddenly becomes ill and prevented for appearing in the examinations and sends an application for refund supported by medical certificate so as to reach the Registrar within three days after the commencement of the examination, one half of the fees shall be refunded.
- The refund claimed on any other ground shall be placed before the Viced Chancellor whose decision will be final.



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C. Wherever the external person is appointed as a paper setter or examiner or both or as a convener for any examination or to assess project work or to conduct viva which is a part of examination will be paid the appropriate remuneration to be decided by the Board of Governor from time to time.

D. When the Academic Council decides to incorporate major changes in the syllabus and teaching and examination scheme, the students who are repeaters will be permitted to appear in two more examinations in succeeding years according to old course. Non - appearance in the examination shall be considered as an attempt. However, such of the students who do not opt to appear in the examinations with old course or who do not pass such examinations with old course in two attempts shall appear subsequently at the examinations under new course and syllabus, subject to the conditions laid down by the Dean/Head of the Institute.

E. No student who has passed an examination of this or any recognised University shall be permitted to appear at the same examination of this University with the same courses or subjects.

F. Malpractices/unfair means used during the examinations:-

a. Before, during or after the examinations, both in continuous evaluation and the semester end examinations, if it is found that the student is or has been guilty of misconduct including misbehavior, committing acts of indiscipline, disobeying instructions of Examination officials, committing breach of any of the rules laid down for the proper conduct of the Examinations etc. OR copying or having attempted to copy or using or attempting to use other unfair means at the examination - shall be liable for punishment.

b. In case of involving in any of such misconduct during examination, the answer book or the sheet of the student concerned where he used to write

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be taken into custody with all the incriminating material/evidence caught from the students and then obtain written statement duly signed by the student, invigilator and the senior invigilator/supervisor or the officer in-charge for conducting the examination.

- c. After completing this process, the new answer book will be issued to the student and will be allowed to continue to write his answers for the remaining part of examination and after the examination of that subject or course is over, immediately the matter shall be reported to the Registrar with all relevant documents on the same day.
- d. The candidate reported as above will be allowed to appear in subsequent examinations of that session. However, in case the same candidate is again found guilty of indulging in misconduct or malpractice during any of the subsequent examinations of that session, the same procedure will be followed. However, if he is found guilty in both the events, the punitive action will be followed accordingly.
- e. The cases of any-personification, violence or intimidation involving outsiders in the examination shall immediately be reported to the Senior Supervisor or the Officer in Charge and action as per the concern law including filing a police complaint will be taken.
- f. Examiner, who detects or suspects case of copying while assessing answer book during conduct of examination under the components of continuous evaluation shall immediately report such case to the Registrar.
- g. The Registrar will make a full report about each case to the Examination Reforms Committee, dealing with the cases of the students using unfair means in the examinations.
- h. The Examination Reforms Committee appointed by the Vice Chancellor to deal with such cases will make appropriate recommendations. This Committee will determine its own procedure of inquiry in each case and

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after necessary investigation, inquiry and observing principles of natural justice will submit a detailed report to the Dean/ Head of the Institutions, along with recommended punishment. The concerned Dan/Head of the Institution will issue necessary written order of punishment. The order of punishment, which amounts to debarring the student for the period of more than one academic year will be issued with the approval of the Vice Chancellor.

- i. The punishment in each case would depend upon the circumstances of that case. The Examination Reforms Committee may follow general guidelines to be decided by the committee itself for specifying punishments for different types of unfair means and as far as possible, the Examination Reforms Committee should follow these guidelines. However, in peculiar cases, which cannot be covered under the guidelines can be dealt with judiciously but firmly and make appropriate punitive action to preserve the integrity of the system of Examinations.
- j. The Dean/head of the institute or the head of the program shall have power to exclude any student from the examination either it is a part of continuous evaluation or it is a part of semester end examination on being satisfied that he is suffering from an infectious or contagious disease. Whenever such student is excluded from appearing in examination, the fees paid by him shall be refunded.
- k. The Vice Chancellor may allow the student to appear in the examination provisionally under the following circumstances:
 - i). In case of any disciplinary action pending against the student
 - ii). When the student has fallen short of minimum requirement of attendance and he has requested to condone the absence to the competent authority at the end of the semester and the said request is under consideration.

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- b) Along with the declaration of the result, the student will also be given the grade sheet subject-wise and course-wise. The result shall also be uploaded on the website of the university to enable the parents to see such result.
- c) As soon as, the result is declared, a date will be fixed to show the answer books of the semester end examination to the student based on demand through application form in prescribed Performa in presence of responsible person of the faculty/Institute and if it is found that there is a mistake in totaling or the answer is unassessed or the marks given in the answer book are not carried forward to the front page of the answer book, then the concerned examiner will give the statement about the mistake occurred and the same will be submitted to the examination section duly signed by the Dean/ head of the institute or the department or the program. The examination section will again verify the mistake and will declare the result after correcting the mistake in its true position.
- d) If the student has failed to inspect the answer book on the scheduled date due to genuine reason and he wants to have re-checking of his marks in his answer book then he shall apply in the prescribed Performa with request to the Controller of examination with requisite fee and the examination section will verify the answer book in terms of totaling, unassessed answer or carry forwarding the marks on the front page. If the mistake is found then after getting the statement of the examiner concerned about the mistake done, the result will be amended in its true position. Provided that in both the above case, while amending the marks if there is no change in overall grade or result, then with the approval of the Registrar, such corrections may be done. But, if the overall grade or result is

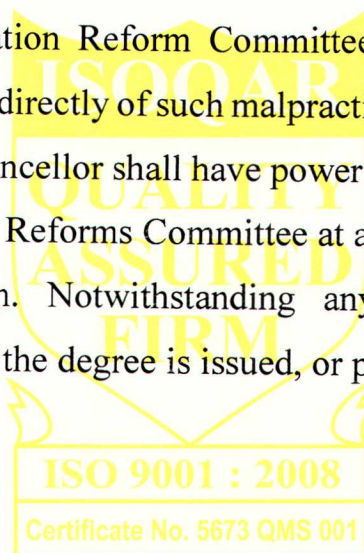
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changed, then before declaring the revised result, the approval of the Vice Chancellor shall be obtained.

- e) No student shall be eligible for any of the scholarships, medals or price to be awarded on the basis of the academic performance on merit if he has failed or is condoned in any of the course or subject of the programme.
- f) In any case where it is found that the result of the examination has been affected by an error, malpractice, fraud, improper conduct or other matter of whatsoever nature, the Vice Chancellor on recommendation of the Examination Result declaration Committee as duly constituted shall have power to amend such result in such manner as shall be in accordance with true position and to make such declarations as the examination committee shall consider necessary in that behalf provided that no such result shall be amended after the expiry of 6 months from the date of publication of such result.
- g) In any case where the result of an examination has been ascertained and published and it is found that such result has been affected by any malpractice, fraud or any other improper conduct whereby an examinee has benefited and that such examinee has in the opinion of the Examination Reform Committee that the student was a part directly or indirectly of such malpractice, fraud or improper conduct, the Vice Chancellor shall have power on the recommendation of the Examination Reforms Committee at any time to amend the result in true position. Notwithstanding anything contained above the certificate or the degree is issued, or price or



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scholarship are awarded, the same will be withdrawn by the Board of Governor.

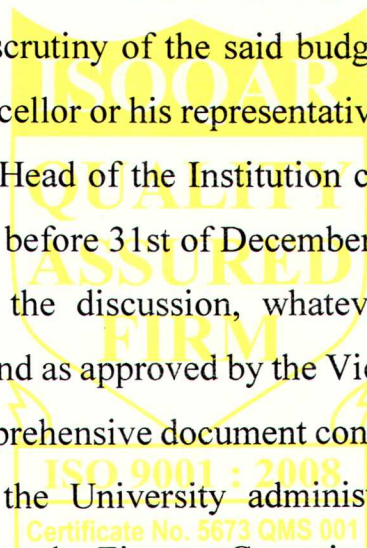
Regulation 9: Preparation of the Budget and maintenance of accounts:(under section 25 (2) and section 32(2)(xiv) of DDU Act:

In addition to the provisions provided under sections 24 and 25 of the DDU Act following financial procedure shall be observed:-

- (A) Every year before 4 months of the completion of the existing financial year, the University will initiate the process of preparing the budget estimate for the next financial year in the following manner:-
- Every Dean/Head of the concerned Institute/faculty, after consultation with the heads and the teachers shall send their budget estimates for the next financial year before 15th of November in the prescribed format circulated by the accounts section. The format will be as per Annexure-A.
 - As soon as, the budget estimates from the Dean/ Heads of the Institutes are received, the same will be scrutinized and complied by the accounts section of the University before 30th of November.
 - After the scrutiny of the said budget by the accounts section, the Vice Chancellor or his representative will discuss individually with the Dean/ Head of the Institution concerned. This process will be completed before 31st of December of every year.
 - Based on the discussion, whatever final budget estimates are prepared and as approved by the Vice Chancellor shall be compiled and a comprehensive document containing all the Faculty/Institutes including the University administration and the same will be submitted to the Finance Committee before 31st of January every

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- v. The budget estimate duly considered by the Finance Committee will be submitted to the Board of Governors before the 28th of February every year.
- vi. On approval of the budget estimate, the final allocation of the budget will be conveyed to the Faculty/Institute concerned well before 31st March so that they can plan out their strategy of implementation of different activities.
- vii. The budget estimate in the prescribed format will be prepared Faculty/ Institute-wise and within the Faculty/Institute department or programme wise;
- viii. The general administration of the University will be considered like a separate Institute.
- ix. Once the Institute-wise budget is considered, the overall summary of the Budget at a glance will be prepared which will give the complete picture of the budget estimate of the University at a glance including all the Institutes and the University.

(B) Monitoring of the expenditure against the budget provision.

At the interval of every 6 months, the monitoring or review of the budget will be done by a budget monitoring committee of the following members and depending on the observations of the committee, the concerned Faculty/ Institute will be conveyed appropriate instructions and guidance, if required.

(C) While going through this monitoring, the account section shall submit a statement under different heads about the budget provision made and the actual expenditure incurred till the date of review.

Constitution of the committee:-

The Vice -Chancellor or his representative.

The Registrar, Certificate No. 5673 QMS 001

The Accounting Officer,

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The Dean/ Head of the Institute concerned.

D. Maintenance of accounts:-

- i. All accounts will be maintained Faculty-wise/ Institute-wise and head-wise. Normally, the annual accounts will be maintained under the same heads and format in which the budget estimates are prepared to facilitate to have comparison of the expenditure incurred against the budget provisions under the individual head which will also provide scope to see performance level of the planning in terms of execution of the different activities in the concerned Faculty/ institute.

The annual accounts will be prepared in the following manner:-

- ii. As soon as the financial year is over, the preparation of the final accounts at the account section will be initiated and completed latest by 30th of April every year. After finalization of the accounts, the same will be audited first by the internal auditor and then by the statutory Chartered Accountant or a firm of Chartered Accountant appointed for the purpose. The annual accounts along with the balance-sheet and audit report will be submitted to the Finance Committee latest by 31st of May and the same then will be submitted to the Board of Governors immediately thereafter along with the Audit report and the recommendations of the Finance Committee.
- iii. The accounts of the University shall be audited not less than once per year by an statutory external Chartered Accountant or a firm of Chartered Accountant as defined in the Chartered Accountant Act, 1949 who shall be appointed by the Board of Governors.
- iv. The accounts of the University shall also be audited by internal auditor to ensure regular concurrent and pre-audit before payment of bills and books of all accounts including the physical verification of the cash.

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Regulation 10: General administration of academic programs under section 32(2) (v) of the DDU Act)

The academic rules and regulations for each program offered by the university are provided as an Annexure-I

Regulation 11: The commencement of new programmes of study (under section 32(2) (v) of the DDU Act)

Whenever the University wants to start the new programme/course leading to degree, diploma or certificate then the procedure to commence the new program/course of study shall be followed as under:

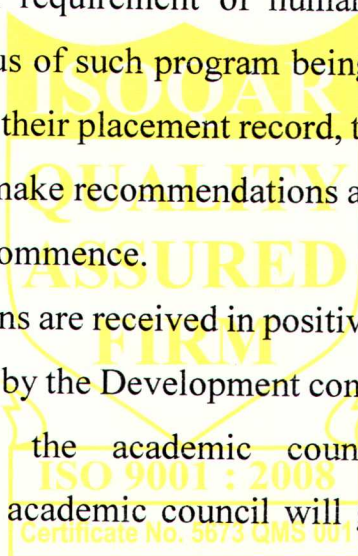
A. The detailed proposal along with the duration of the program, intake of students, admission criteria, financial implications year-wise including infrastructure, faculty and administrative staff required, teaching and examination scheme, syllabus, passing standard, the survey made about the human resources required in the concerned field and other details about the governance of academic delivery will be submitted by the department/institute concerned to the Registrar of the University. The Registrar will submit the proposal to Development committee to examine the proposal on all above aspects in general and particularly in terms of requirement of human resources in the society in concerned field, the status of such program being run under different institutes and universities in India, their placement record, the financial viability and other aspects related to it and make recommendations as to whether this new program is worth considering to commence.

B. Once the recommendations are received in positive to start the programme, from the above brain storming by the Development committee then the same proposal will be submitted to the academic council for consideration. The recommendations of the academic council will go to the Board of Governor.

Once the Board of Governors approves the proposal then the notification will

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be issued about the approval of the programme and the same will be placed on the website of the University. At least 2 months before the commencement of the new academic year, the process of admission will be initiated. In the process, the eligibility criteria for admission and the mode of admission shall also be included.

- C. It is advisable that before the above process is initiated, the brain storming exercise should also be done with eminent experts in the concerned field to establish proper academic justification to start the programme/course. Alternatively, such experts may be invited in the Development Committee.

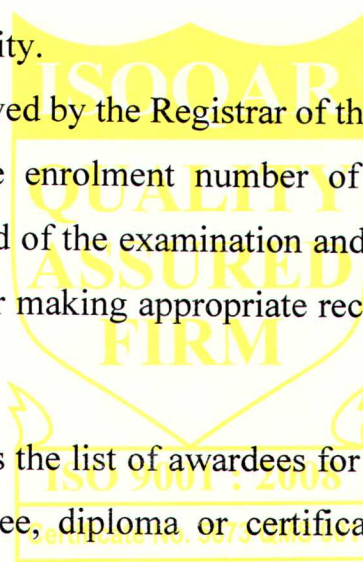
The Regulation 12: The procedure for award of degree, diploma, certificate, etc. (under section 32(2)(viii))

When the students complete the programme and become eligible for award of any degree, diploma or certificate then the procedure to be followed for awarding such degree, diploma shall be followed as under:-

- a) The faculty/head of the institution or the department will give certificate in the prescribed proforma that the students concerned as per the list attached have successfully completed their academic requirements for award of degree, diploma or certificate concerned and the same should be submitted to the Registrar of the University.
- b) Once such a list is received by the Registrar of the University, the Registrar will verify the list with the enrolment number of the students and such other verification of the record of the examination and the same will be submitted to the academic council for making appropriate recommendations to the Board of Governors.
- c) Once the Board approves the list of awardees for degree, diploma or certificate, the final list of such degree, diploma or certificate will be notified under the notification and the student concerned will be informed that they have become

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eligible for the award of such degree, diploma and the same will be conferred in the convocation to be held.

d) For awarding such degree and diploma, the convocation will be held by the University and the intimation for such convocation will be sent to the students concerned who are going to get the degree or diploma, at least thirty days before the date of convocation. Along with such intimation the students will also be given form where they will express their desire as to whether they want the degree/diploma in presentia or absentia.

c) Based on such intimation received the list of students who are going to get degree in presentia will be prepared. The procedure for convocation with regard to the award of degrees, diploma including the procession and also the sequence of events on dais, sitting arrangement for the convocation, sequence in the procession etc. will be decided by the Vice Chancellor from time to time.

d) There can be more than one convocation in a year depending upon the requirement but the annual convocation will be one. The others will be considered as supplementary convocation. where the Chief Guest may or may not be invited. The President will preside over the convocation or in his absence the Vice Chancellor will preside over the convocation.

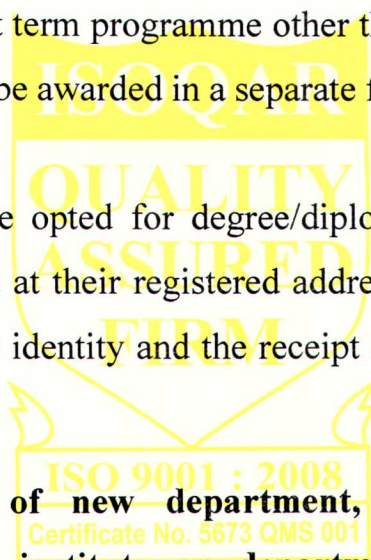
e) The certificate for short term programme other than the programmes leading to degree or diploma will be awarded in a separate function in the faculty/ Institute concerned.

f) The students who have opted for degree/diploma in absentia will be given certificate through post at their registered address or personally to the student after verification of the identity and the receipt of the payment of convocation fee.

Regulation 13: Creation of new department, courses and abolition or reconstruction of existing institute or department, if any (under section 32(2)(v) OF DDU act)

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Subject to the provisions of the Act and the Regulations, the Board of Governors on the recommendations of the Academic Council may establish new Institutes/departments or bifurcate existing department/institute depending upon the situation and circumstance and also the size in terms of discipline, number of students and number of teachers from time to time.

Provided however, that when the new departments or new institutes are to be created as a part of developmental activities, the proposal should come through the Planning and Development Committee and also the Finance Committee.

If the new courses or programme is to be commenced, under the new department or institution, the entire project should indicate 2 parts

- i. The academic component,
- ii. Financial implication.

The financial implications will be in 3 parts

- i. Creation of post, teaching and non-teaching staff,
- ii. Infrastructure to be developed,
- iii. The recurring operational cost.

Recurring cost will include all the heads other than the salary viz: contingency, consumable, travel, depreciation of building, depreciation of equipment, depreciation of furniture, depreciation of computer and all such other expenditure which are not covered

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Regulation 14: The conditions of awarding of fellowship, scholarship, stipend, medals and prices (under section 32(2)(xx)) of the DDU Act

A. The conditions for awarding fellowship, scholarship, stipend, medals and prices, etc. if any, will be decided by the Board of Governors on the recommendations of the Academic Council. So far as the medals and prices are concerned, there will be 2 categories namely

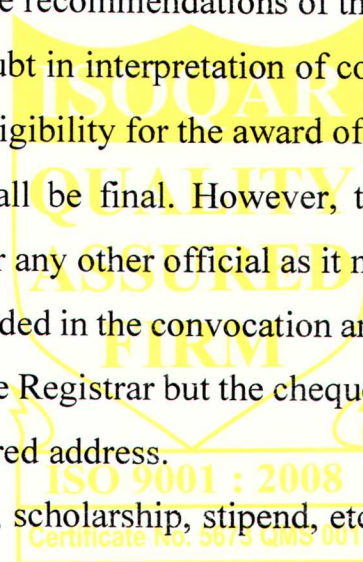
- i. The first category of medals and prices for which the donations are received from the donors. In such cases the conditions of awarding the medals and prices will be decided by the donors. However, the approval of such conditions will be endorsed by the Board of Governors on the recommendations of the Academic Council. Normally the conditions given by the donors will be acceptable, provided, it does not lead to the discriminatory approach with regard to creed, caste or such other conditions which are contrary to the provisions of the Act as mentioned under section 5 of the DDU Act, 2005.
- ii. The 2nd category of award of such medals and prices will be the category under which the University will award the medals or prices from its own fund. In such category, the conditions will be decided by the Board of Governors on the recommendations of the Academic Council.

B. In case of dispute or doubt in interpretation of conditions about the merit of the student with regard to eligibility for the award of medal or price, the decision of the Vice-Chancellor shall be final. However, the Vice Chancellor may take advise of a committee or any other official as it may deems fit.

C. The medals will be awarded in the convocation and the prices will be announced in the convocation by the Registrar but the cheque of the price will be sent to the students on their registered address.

D. So far as the fellowship, scholarship, stipend, etc. are concerned, the same will be awarded to concerned students on the basis of the norms and conditions

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prescribed by the Board of Governors on the recommendations of the Academic Council from time to time.

Regulation 15: Discipline and conduct rules of the students of the University (under section 6(xxvii) read with 32(2) (vi) (xxii))

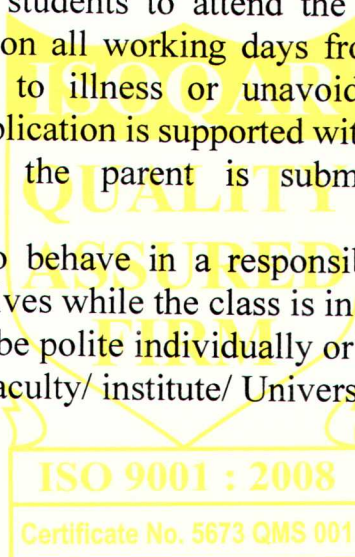
The general conduct and discipline of the students admitted in different programmes of the University will be as under :-

(1) All the students admitted under different institutions of the University will have to observe and abide by the discipline rules as prescribed under these regulations. He / she will submit to the Head of the Institution, the declaration in the Performa attached herewith as Enclosure -1.

The student will also be required to give an undertaking in the Performa attached herewith as Enclosure – 2 to be filled up and signed by the student and his parent/ guardian to the effect that he/ she aware of the approach of the University Grants Commission which is based on the Supreme Court directions towards ragging and the punishment to which he/ she shall be liable, if found guilty of ragging.

(2) Discipline to be observed in or outside the institute or the University:

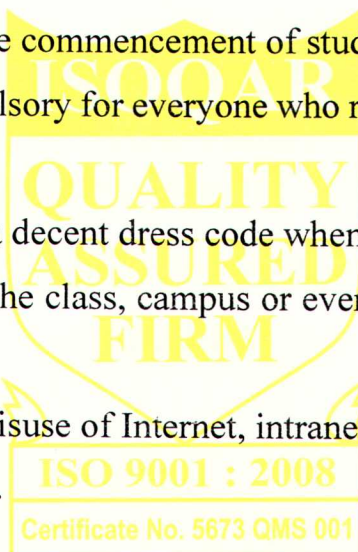
- (i) Every student must carry his/ her Identity Card which shall be produced when demanded;
- (ii) It is mandatory for the students to attend the classes, sessions, prayer, co-curricular activities etc. on all working days from the start to the end of the semester. Absence due to illness or unavoidable circumstances shall be considered only if the application is supported with medical certificate and leave application form from the parent is submitted to the Head of the Faculty/Institution.
- (iii) Students are expected to behave in a responsible manner and abstain from chatting amongst themselves while the class is in progress;
- (iv) Students are expected to be polite individually or in groups and show respect to the faculty/ staff of the Faculty/ institute/ University:



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- (v) Any indiscipline or misbehavior in class or in the campus or even outside the campus would warrant disciplinary action against the student(s);
- (vi) Any action of any individual, group or a wing, which amounts to interference in the regular administration of the institute or University is prohibited. Disciplinary actions will be initiated against such student(s);
- (vii) Causing disfiguration or damage to the property of the University or belongings of staff members or students is prohibited.
- (viii) No student shall indulge in any activity that might be illegal or may lead to disorderliness;
- (ix) No student shall be in possession of liquor, drugs or any intoxicating materials, nor would consume such things.
- (x) Smoking cigarettes/ chewing pan or tobacco or gutka is strictly prohibited.
- (xi) Indecent behavior in any form will not be tolerated.
- (xii) Use of mobile phone is strictly prohibited in the classrooms, laboratories or any academic areas,
- (xiii) Activities like video shooting, photography, playing musical instruments and listening to radio, tape recorder, etc. are prohibited on the Campus except with the permission of the Dean/Head of the Institution.
- (xiv) The students are expected to be in the class rooms/ Laboratory or any place of study on time prior to the commencement of study.
- (xv) Use of helmets is compulsory for everyone who rides a two-wheeler to and from the campus;
- (xvi) Students should follow a decent dress code when they come to the University.
- (xvii) Any kind of ragging in the class, campus or even outside the campus is strictly prohibited
- (xviii) Similarly, any kind of misuse of Internet, intranet or computer software, mobile etc. is strictly prohibited.



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(xix) Disobeying any instructions of any kind issued by the Dean/ Head of the Department or Head of the Institution will be considered as an in- disciplinary action on the part of the student.

(xx) The items which are not covered above and which the Dean/ Head of Institution considers as indiscipline, the appropriate action will be dealt with, under these regulations.

(3) The discipline to be observed in the hostels of the University or the hostels recognized by the University:

(i) The students are expected to conduct themselves in a manner, which will not cause offence, inconvenience to other members at the campus.

(ii) The students must observe complete discipline inside the hostel premises and see that no wasteful improper and destructive use is made of amenities such as water, electricity, furniture, etc. The students shall be responsible for any damage done in the building or any other articles in the hostel, and will be required to pay the damages as decided by the management

(iii) Each student will see that his / her action does not lead to breach of privacy or cause inconvenience to other residents of the hostel.

(iv) The student will observe decent behavior in such a way that it will not cause disturbance of any kind to his / her fellow residents.

(v) Students shall be in the Campus / Hostel premises by the designated time as decided by the competent authority.

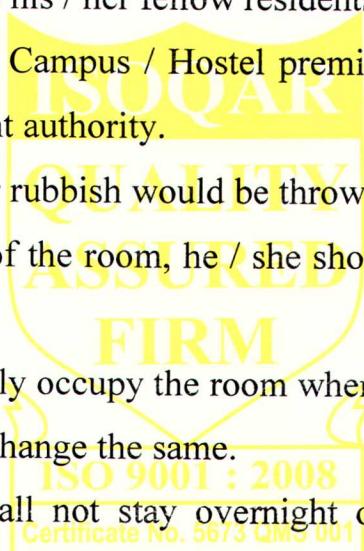
(vi) No waste paper or rubbish would be thrown around / in the hostel. When the student(s) goes out of the room, he / she should see that the lights are also switched off.

(vii) A student shall only occupy the room when seat is allotted to him/ her in the hostel and shall not change the same.

(viii) Hostel student shall not stay overnight out of the hostel without the permission of official designated by the Dean/Head of the Institution. Permission

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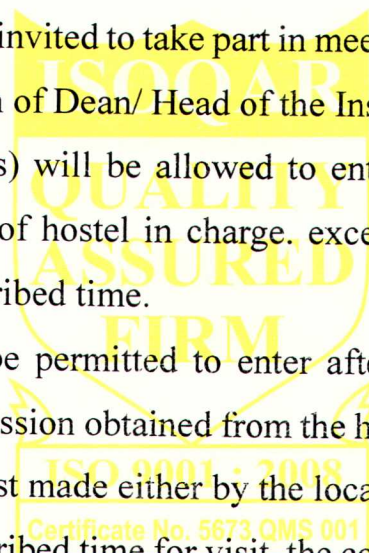


for such requirement should be sought in writing. indicating the address with the telephone number at which the student will be spending night.

- (ix) Boys and Girls can interact with each other in the designated areas as decided by the Competent Authority. Under no circumstances, the boys and girls will enter the rooms of each other.
- (x) Ragging in the hostel and on the campus is strictly prohibited. Any student indulging in this will be liable to be expelled not only from the hostel but also from the institute / university. Student will also be dealt with in this regards under the relevant criminal law,
- (xi) Gambling, possession and usage of alcoholic drink and narcotics anywhere within the hostel premises is strictly prohibited. This is in accordance with the legal requirements of the state, and breach of this clause under state laws will be dealt with according to law.
- (xii) No celebrations or social gatherings shall be held in the hostel premises without the prior permission of the Dean/ Head of the Institution.
- (xiii) All complaints about the staff working in the hostel shall be made to the warden or person in charge of the hostel and under no circumstances the students will abuse or assault the staff.
- (xiv) No visitor will be invited to take part in meeting or a function in the Hostel without prior permission of Dean/ Head of the Institution.
- (xv) No other person(s) will be allowed to enter the premises of the hostel without the permission of hostel in charge, except the local guardian and the parents during the prescribed time.
- (xvi) No student will be permitted to enter after the roll call unless He/she produces a written permission obtained from the hostel in-charge, which will be on the basis of the request made either by the local guardian or parent.
- (xvii) Even during prescribed time for visit, the concerned visitors have to make entry in the register kept for the same.

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- (xviii) Hostel accommodation will be made available to a student only for the stipulated actual duration of the programme. Students must vacate their rooms at the end of each academic year and hand over the rooms to the hostel in charge.
- (xix) The student will be required to sign the receipt of the items of furniture and fixtures to be used by them. They will be responsible for furniture and fixtures or the property of the rooms. While leaving the room at the end of the semester, every student shall handover the charge of the furniture and other material available in the room to the hostel in charge.
- (xx) Students desiring to reserve their seats for the next semester must submit their applications for re-admission in prescribed form to the hostel in charge before they leave for the vacation.
- (xxi) If the student locks the room with private lock and leave for vacation, the hostel in charge shall have right to open the lock and take possession of the room.
- (xxii) The final year students should vacate the hostel within 7 days from the date of completion of the final examination failing which he / she has to pay an amount per day per room as decided by the University from time to time.
- (xxiii) Security of students' belongings is their own responsibility. The students have to make sure that they lock the rooms properly before they leave room or hostel. Any theft should immediately be reported to the hostel in charge and Dean/Head of Institution.
- (xxiv) The officials of University / Institutes have right to inspect any hostel room at any time.
- (xxv) No guest will be allowed to stay overnight in the hostel rooms.
- (xxvi) All types of payments like light bill, or other charges, if any, will be paid at the hostel office.
- (xxvii) All the visitors including parents/guardian shall record their details of visits in the register kept on the reception counter.
- (xxviii) Food will not be served in the hostel unless a student is sick and unable to move out of the room.



(xxx) The student at the time of admission will get name of the local guardian approved by her parents in the prescribed Performa.

(xxx) All cases of sickness must be reported immediately to the hostel in-charge/Faculty/ institute authority. This is a joint responsibility of the sick student and his/ her roommate and those in the adjoining rooms. Emergencies or accidents should also be immediately reported to the hostel in-charge and Dean/Head of Institution.

(xxxii) The University has right to change the allocation of rooms or get the rooms vacated anytime if situation demands.

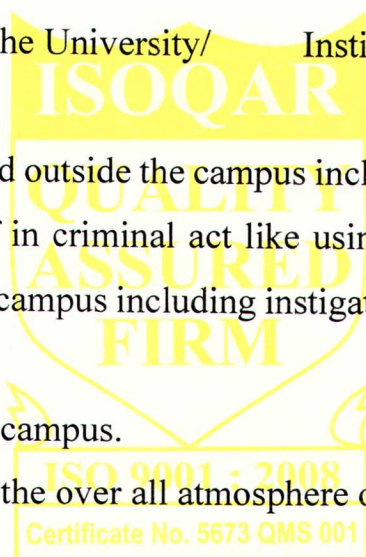
(xxxii) The visiting hours of the guardian of the student will be determined and during that period only the local guardian can meet the student in the designated areas only.

(xxxiii) The University reserves right to change any or all the provisions of the Regulations without prior notice.

(4) Procedure to be followed for imposing penalties:

For disobeying any disciplinary rules, the competent authority will take disciplinary action against the student concerned. There shall be separate procedure for imposing minor penalty and major penalty. The following in- disciplinary action on the part of the student shall be subjected to the major penalties:

1. Damaging the property of the University/ Institutions (moveable or immovable)
2. Involving in violence on and outside the campus including instigating the violence.
3. Involving himself / herself in criminal act like using alcoholic beverages, drugs, gambling on or outside the campus including instigating the other students for such action.
4. Ragging in and outside the campus.
5. Any act which deteriorates the over all atmosphere on the campus or the institute.



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6. Theft of University property or the property of the other students, staff or any other person on the campus.

7. Any other act which the Dean/Head of the Institution feels as gross misconduct, which are not covered under the above categories.

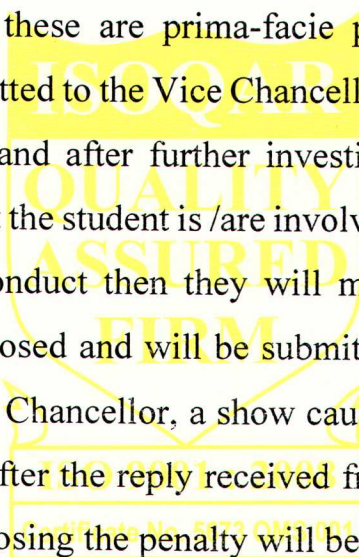
(5) Procedure for imposing major penalties:

For imposing the major penalty, the following procedure will be followed:

1. As soon as the information about such in-disciplinary action is brought to the notice of the Dean/Head of the Institution concerned, the Dean/Head of the Institution will suspend the student concerned from attending the classes /practical or any other academic activities.
2. He will at his discretion constitute the fact-finding committee from within the people working in the Faculty/institute and the fact finding committee will submit the report at the earliest but within a week's time after inquiring the details by inviting student(s), parent(s) and will record the statements. They will examine the other witnesses and record their statement. The committee will also examine the circumstantial evidences.

On the basis of the report of the fact finding committee, if the Head of the Institution concern feels that the charges levelled against the student fall under the major penalty and these are prima-facie proved then the report of the committee will be submitted to the Vice Chancellor who will appoint committee at the University level and after further investigation by the university level committee, if it feels that the student is /are involved in disciplinary action which amounts to gross misconduct then they will make recommendations for the major penalty to be imposed and will be submitted to Vice Chancellor and on the decision of the Vice Chancellor, a show cause notice shall be issued to the student concerned and after the reply received from the student concerned, the final decision about imposing the penalty will be taken by the Vice Chancellor.

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(6) The major penalty includes following:

- (1) In case of criminal act or moral turpitude, the initiation of police action against the student(s).
- (2) Prohibiting the student concerned from appearing in the course or courses in Semester End Examinations.
- (3) Detention of the student(s) for a semester or more.
- (4) Rustication from the University or from its institutions for a period of one year or more.
- (5) Permanent rustication from the Institute or the University.
- (6) Any other major penalty, which the Vice Chancellor feels appropriate to impose.
- (7) If the individuals committing or abetting 'ragging' are not identified, collective punishment could be executed to act as a deterrent punishment and to ensure collective pressure on potential 'raggers'.

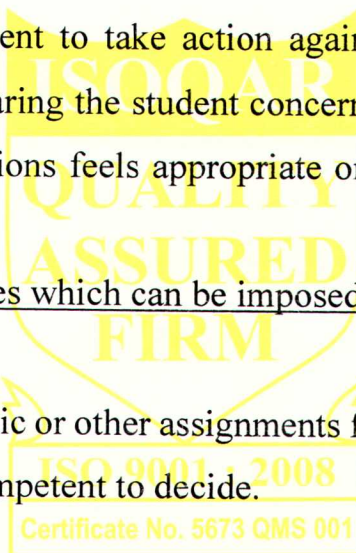
In case the student is involved in any kind of ragging and is punished for the same, the mention of the same will be incorporated in his / her migration certificate.

(7) The minor penalty includes following:

For any other in-disciplinary action other than the covered above, the Dean/ Head of the Institution will be competent to take action against the student concerned and impose minor penalty after hearing the student concerned and also the other persons, which the Head of the Institutions feels appropriate or the person designated by the Head of the Institute.

(8) The nature of minor penalties which can be imposed:

- (1) Warning.
- (2) Giving special academic or other assignments for which the Dean/Head of the Institutions will be competent to decide.
- (3) Imposing fine.



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- (4) Putting the student on conduct prohibition for the period, which the Dean/ Head of the Institution feels appropriate.
- (5) Prohibiting to the student to appear in examination limited to two subjects.
- (6) Suspending student for attending classes for a period not more than one week.
- (7) Any other minor penalty the Head of the Institute feels appropriate.

Notwithstanding anything contained in these regulations, the above provisions will not be made applicable to the students who have used unfair means in the Examinations for which separate provisions are provided in different Regulations.

Regulation 16: The manner of executive contract /MOU/Agreement for co-operation and collaboration with other Universities and Institutes of higher learning (under section 32(2)(xv) of DDU Act 2005).

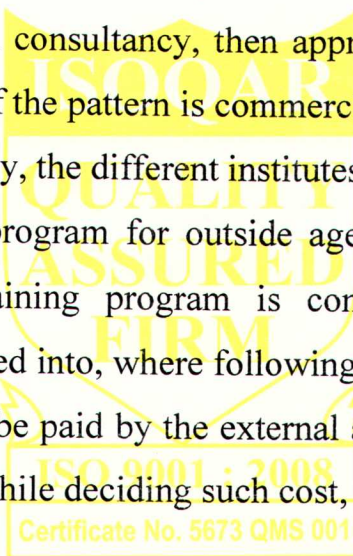
- A. The university in the interest of the academic delivery system, creation of the academic ambience and atmosphere and to give full exposure to the different development of Science, Technology and also in the other fields and conducting relevant research, the university may have different kind of MOUs or agreement with other institutes of higher learning, universities, industries and other institutes of research which have similar or partial object on the line with objects of the Dharmsinh Desai University. Such kind of MOU/agreement for collaboration and co-operation will be with the approval of the Vice Chancellor. However, whenever such kind of co-operation and collaboration is undertaken with any such institute and there is financial implication on the part of the University then, such kind of MOUs with regard to such collaboration and co-operation will be proceeded through Finance Committee and also with the approval of the Board of Governor.
- B. Such co-operation and collaboration may also be for the purpose of internship, training, joint research, joint conferences, extension activities, on line education

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through virtual class room, continuing education programs, utilizing the academic infrastructure of other institutes, laboratories, etc.

- C. Such collaboration and co-operation may also be with other universities or institutes outside India subject to the norms as prescribed by the University Grant Commission and the concerned department of the Government of India.
- D. Such collaboration and co-operation will solely for the purpose of enhancement of knowledge and give exposure to the students and the teachers and will not be in any case to give any kind of financial benefit to any other company or institute. Whenever, such kind of collaboration and co-operation is dealt with the industry or similar kind of organization for the purpose of consultancy, then cost involved in the terms of utilizing the infrastructure of the university and the institute in terms of laboratory, electricity, library, equipment and such other things will have to be taken into consideration while deciding consultancy charges besides the cost for intellectual property utilized by the teachers and the scientists concerned and also the cost of administration and management charges to be determined to be paid to the university.
- E. If in such consultancy, the teachers are involved then the teachers will be given their share from the consultancy charges received from such industry in an appropriate portion of such income as to be decided by the Board of Governor. If any pattern is to be evolved through such consultancy, then appropriate terms may be decided including sharing of profit if the pattern is commercialized.
- F. In addition to the consultancy, the different institutes of the university may conduct different kind of training program for outside agencies concerned and also for industries. When such training program is conducted, a Memorandum Of Understanding will be entered into, where following matters shall be imbibed:
- G. The training charges are to be paid by the external agencies or industries for each of such training program. While deciding such cost, the following aspects are to be taken into consideration:



MBD

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- i. The infrastructure to be used i.e. building or laboratory, classroom, seminar hall or auditorium, furniture, computer, audio-video aids, etc.
- ii. The cost of remuneration to be paid to trainer.
- iii. The management charges to be decided by the Vice Chancellor from time to time depending upon the nature of training.
- iv. The over-head charges which will include electricity consumption, clerical assistance, telephone charges, maintenance cost of different infrastructure, etc.
- v. The components of reasonable surplus which shall be decided by the Vice Chancellor.

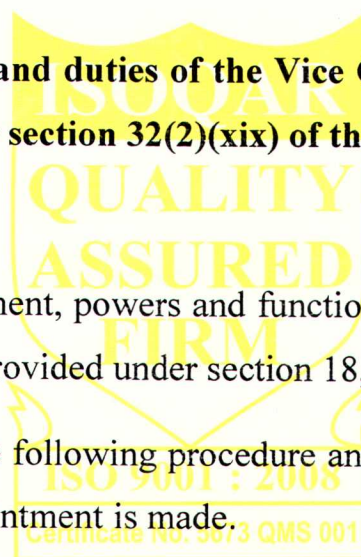
- H. The above charges are for the training programs which are arranged on the campus of the university. However, if the training is to be given on the site of the outside agencies or industries then the entire structure of the cost will be decided on merit of the individual case by the Vice Chancellor.
- I. Such MOU/Agreement will be signed by the Registrar of the University if such MOU/agreement relates to the entire University or if it relates to the Faculty/Institute concerned then the Dean of the Faculty/institution concerned will sign such document. Such signature will be signed with the approval of the Vice Chancellor.

Regulation 17: The powers and duties of the Vice Chancellor and other officers etc. of the University (Under section 32(2)(xix) of the DDU Act)

1. The Vice Chancellor:

(a) The procedure of appointment, powers and functions, term of appointment etc. of Vice Chancellor are already provided under section 18, and 19 of the DDU Act,

A. In addition to above the following procedure and norms shall also be followed before or after the appointment is made.



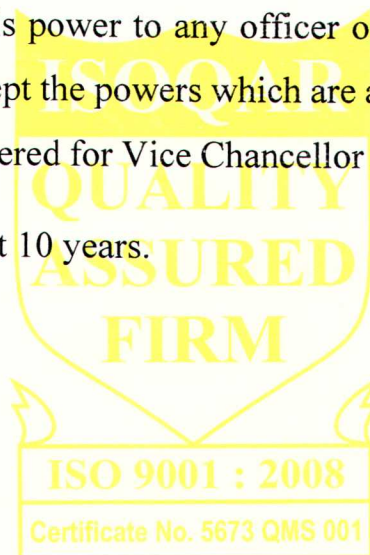
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- i. At least 3 months before the date of expiry of the term of Vice Chancellor, the Registrar will submit the proposal to the President for constituting the committee as envisaged under section 18(a) of DDU Act for the purpose of initiating the process of appointing a new Vice Chancellor.
- ii. The Board of Governors shall approve the appointment one month before the expiry of the term of existing person and announce the appointment of the Vice Chancellor.

If the office of the Vice Chancellor proceeds on long leave, the President shall appoint an acting Vice Chancellor from amongst the deans.

- D. The terms and conditions and the emoluments of the Vice Chancellor shall be decided by the President of the University depending upon the credential of the person to be appointed as Vice Chancellor.
- E. Functions and powers of the Vice Chancellor: In addition to the powers and functions as provided under section 19(2) of the said Act, the Vice Chancellor will also exercise the following powers:-
 - i. The Vice Chancellor shall be the chairman of the Academic Councils and such committees/councils where it is decided to have Vice Chancellor as Chairman and shall convene the meetings of such bodies..
- F. He/she may delegate his power to any officer of the University or committee/ council in writing except the powers which are already assigned under the Act,
- G. The person to be considered for Vice Chancellor must be Ph.D and has worked as Professor for at least 10 years.

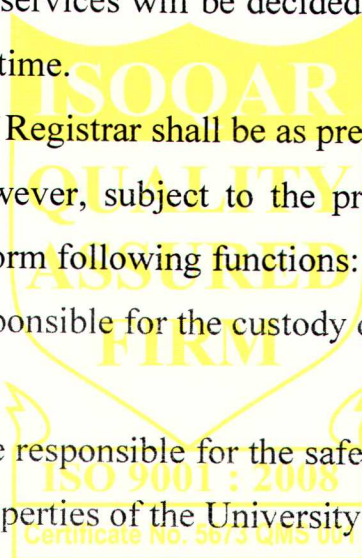


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Regulation 18: The manner of appointment and conditions of the appointment of the Registrar (under section 26(1)(c) of the Act read with section 32 (2) (x) of the DDU Act) :-

- A. The manner of appointment and condition of service of the Registrar
- The post may be filled in either by direct selection or by obtaining services of qualified person on deputation from any organizations or in case of eminent person by invitation by the Vice Chancellor of the University.
 - If the post is advertised, the applications of eligible candidates shall be placed before the Vice Chancellor,
 - The selection committee shall normally consist of :-
 - The Vice Chancellor – Chairman;
 - Two experts in the field of higher education to be nominated by the Vice Chancellor;
 - One member of Board of Governors to be nominated by the Vice Chancellor,
- B. The qualification, pay-scale and other emoluments attached to the post shall be as decided by the Vice Chancellor depending upon the credential of the selected candidate.
- C. The other conditions of services will be decided by the Vice Chancellor of the University from time to time.
- D. Powers and functions of Registrar shall be as prescribed under section 20 (2) of the DDU Act. However, subject to the provision of the DDU Act, the Registrar shall also perform following functions:
- he shall be responsible for the custody of records, common seal of the University.
 - he shall also be responsible for the safety and upkeep of movable and immovable properties of the University.



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- c) he shall be the custodian of the "master passwords" of the University's computerized systems.
- d) he shall submit statutory returns to concerned authorities as required by law.
- e) he shall attest and execute all documents on behalf of the University.
- f) he shall be responsible for conduct of all legal matters and proceedings on behalf of the University.
- g) he shall place before the Board of Governors and other authorities of the University; all such information as may be necessary for transaction of its business.
- h) he shall be responsible to the Vice Chancellor for the proper discharge of his/her functions and maintenance of discipline in the University.
- i) he shall, subject to the control of the Vice Chancellor, be responsible for the overall administration and services of the University and conduct of the examinations, and make all other arrangements necessary thereof.
- j) he shall exercise such other powers and perform such other duties as may be assigned to him or as may be delegated to him by the Vice Chancellor, Board of Governors.

Regulation 19: The manner of appointment and terms and conditions of appointment of other officers, teachers and their powers and functions (under section 32(2) (x) of the DDU Act).

A. Controller of examination

- (i) The controller of examination is declared as officer of the University as per the provision of section 9(d) of the DDU Act. He will be appointed by the Vice Chancellor on the recommendations of the Selection Committee. The Selection Committee will consist of the following members:-

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1. Vice Chancellor
 2. Registrar
 3. Two experts to be appointed by the Vice Chancellor
 4. One member from the Board of Governors to be nominated by the Vice Chancellor.
- (ii) The controller of examination will normally be a fulltime salaried officer of the university and his salary, other allowances and other terms and conditions will be as decided by the Vice Chancellor.
- (iii) The powers and functions of the controller of examination will be as decided by the Board or as assigned by the Vice Chancellor.

B. Deans/Directors/Head of the Institutions

The Deans/Directors/Head of the Institutions shall be a full-time salaried officer of the University and their salary will be at-least at the level of Professor or Principal. Their qualifications and other requirement also will be on par with the qualifications as prescribed by the University Grants Commission. The manner of appointment and the constitution of the selection committee shall be as prescribed by the UGC for the post of Professor.

The powers and functions of the Dean/Director/Head will be as under:-

- i. He/she shall be the Chief Academic and Executive Officer of the Faculty/ Institution. He shall be responsible to supervise, monitor and co-ordinate all the Academic and Administrative affairs of the Faculty/institution.
- ii. In particular, and without prejudice to the generality of the forgoing functions, he shall exercise the following powers and perform the following duties: -
 - a. To admit students under the Institution.
 - b. To maintain discipline among the students and the staff.

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- c. To frame innovative system of academic delivery based on the objects and vision of the University.
- d. To introduce the innovative practice in continuous evaluation.
- e. To see that all the provisions made in the vision and objects of the University are faithfully complied with.
- f. He shall also look after and maintain all the infrastructure of the Institution.
- g. To collect fees and other charges as decided by the University for different programmes being run under the Faculty/Institution.
- h. To submit information to the University relating to the Faculty/Institution.
- i. To frame time tables and arrange for the programmes of the work in each semester.
- j. To discharge other functions and exercise such other powers as may be assigned by the Board of Governors, or the Vice Chancellor of the University.

Regulation 20: Procedure for the appointment, terms and conditions of faculty (teachers) in different Faculty/institutions of the University (under section 32(2)(x) of the DDU Act).

A. The category of the faculty (teachers) will be as under:-

- i. Professor
- ii. Associate Professor
- iii. Assistant Professor
- iv. Other categories of teachers who are involved in imparting teaching, conducting research, etc. like the Adjunct Professor, Visiting Professor/Lecturer or Research Scholars etc.

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B. Qualifications:-

Normally, the qualifications for the above category of teachers except category (iv) will be as prescribed by the University Grants Commission.

C. Salary:-

The salary and other emoluments for these categories will normally be as prescribed by the State Government for their aided Universities and Colleges from time to time. Provided however, this will not apply to the teachers who are appointed on adhoc or temporary basis.

D. Other conditions of service:-

The career advancement scheme, the performance appraisal, probation period, leave Rules, etc. will be normally as prescribed by the State Government for grant in aid colleges or university.

E. The work-load of the teachers will also be as prescribed by the University Grants Commission or concerned National Statutory Bodies from time to time.

F. The policies regarding Code of Conduct, Disciplinary and Appeal Rules and the other relevant conditions of service will be as decided by the Board of Governors, normally on the lines of the State Government and the same will be published as the manual and the said manual will be approved by the Board of Governors.

G. The procedure of appointment of teachers:-

- i. Creation of the post:- the creation of the post for the respective programmes will be decided as per the norms prescribed by the University Grants Commission or concerned national statutory bodies in terms of the workload and also in terms of students – teacher ratio.
- ii. The posts will be advertised in one newspaper and also on the website of the University and other Social Media if required. The applications received will be scrutinized by the Dean/Director/Head of the concerned Institution and will decide the applicant to be called for the interview. If

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the number of candidates are more then, the cut-off for calling the candidates will be as per the norms prescribed by the University Grants Commission in its notification published applying the 7th commission pay-scale in 2018.

- iii. Notwithstanding anything contained above, particularly for the position of Professor and Associate Professor for outstanding candidate, the appointment can be made by invitation on the basis of the bio-data received which will be decided by the Vice Chancellor.
- iv. The candidature of the candidate may also be considered in absentia if the Vice Chancellor feels that a candidate is not in a position to remain before the selection committee.

H. Procedure for selection

1. Selection committee for the post of Professor and Associate Professor will be:-

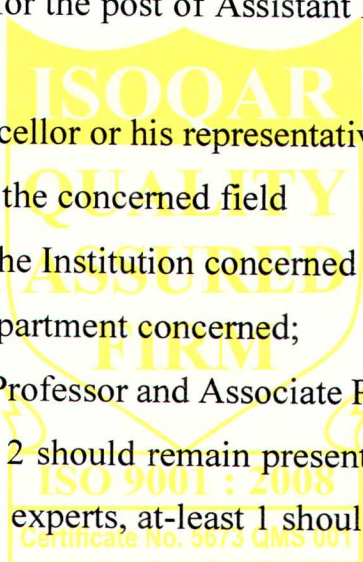
- i. The Vice Chancellor,
- ii. Three experts in the concerned field
- iii. Dean/Head of the Institution concerned
- iv. Head of the Department concerned if he is enjoying the post of Professor,

The Vice Chancellor will chair the meeting.

2. Selection committee for the post of Assistant Professor and other categories of the teachers:-

- i. The Vice Chancellor or his representative -Chairman
- ii. Two experts in the concerned field
- iii. Dean/Head of the Institution concerned
- iv. Head of the Department concerned;

3. So far as the posts of Professor and Associate Professor are concerned, out of the 3 experts, at-least 2 should remain present and for the post of Assistant Professor, out of the 2 experts, at-least 1 should remain present.



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Notwithstanding anything contained above, the Vice Chancellor may make temporary appointment till the time the regular appointment as per the procedure narrated above is made. However, the candidate who is appointed on temporary basis will meet with the minimum requirement prescribed for the post.

5. The terms and conditions of the other employees of the University (under section 32(2)(x) of the Act):-

A. Depending upon the work load and requirements, different position of the other employees shall be created which will be under following 2 categories:-

(i) Ministerial staff who will assist in managing the administrative affairs of the Faculty/Institution and the University

(ii) Technical staff which will comprise of Laboratory Assistant, Computer Assistant, Computer Operator, Library Assistant and such other positions. The designation of the administrative positions will be decided by the Board of Governors depending upon the requirement.

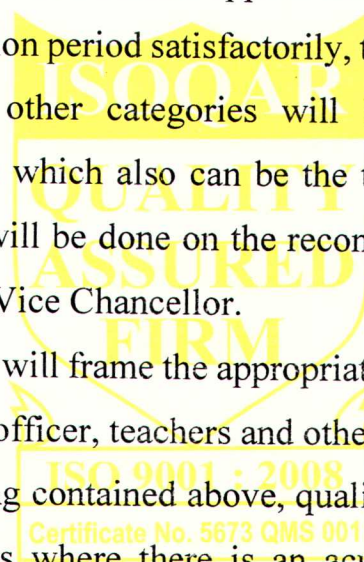
B. The terms and conditions, qualifications, salary, manner of appointment, etc. for the other employees will be decided by the Vice Chancellor. Under the other employees also, there will be 2 kind of appointments. First on probation and then on completion of probation period satisfactorily, the person will be appointed on permanent basis. The other categories will be the temporary, adhoc or contractual appointment which also can be the tenure appointment. However, such appointment also will be done on the recommendations of the committee to be constituted by the Vice Chancellor.

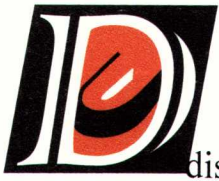
C. The Board of Governors will frame the appropriate manual of governing various conditions of service of officer, teachers and other employees of the University.

D. Notwithstanding anything contained above, qualifications or other requirement etc. in exceptional cases where there is an acute need of people in certain

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discipline or disciplines, the Vice Chancellor may make relaxation in the above requirements as he deems fit and make such appointments.

Regulation 21: Procedure of conferment of the honorary degrees (under section 32(2)(viii) of DDU Act):-

The Board of Governors of the University will decide the name of award of Honorary degree to the outstanding personality who has/have contributed a lot in the concerned field through which a breakthrough is brought in the concerned field in the society. Before awarding such degree, the Board of Governors will constitute a committee of very eminent people who will verify the contribution of the person proposed to be given Honorary degree and based on the recommendations of this committee of experts and the Academic Council, the Board of Governors will take final decision by at least 2/3rd majority of the members present.

Regulation 22: The provisions regarding exemption from the payment of tuition fees and awarding scholarship, etc. (under section 32(2)(xi) of the DDU Act):-

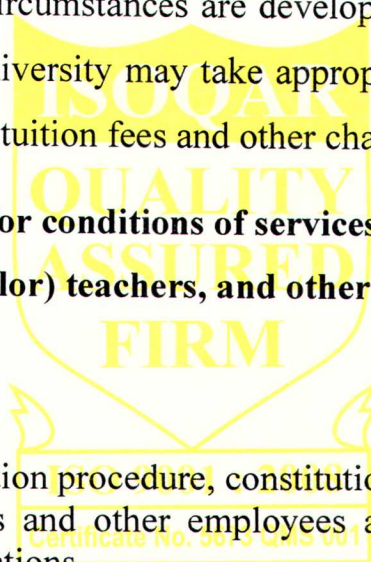
The Board of Governors may frame norms for giving exemption from the payment of tuition fees, partially or fully and awarding of scholarship and fellowship to the deserving and genuine students. However, in exceptional cases where after the admission, if the unforeseen circumstances are developed in the family of a student, the Vice Chancellor of the University may take appropriate decision to grant full or partial relief in the payment of tuition fees and other charges.

Regulation 23: The Manual for conditions of services, code of conduct etc. of the officers (except Vice Chancellor) teachers, and other employees of the University will be as under:

1. Mode of appointment:

The provisions for selection procedure, constitution of the selection committees of the teachers, officers and other employees are already prescribed in the forgoing relevant Regulations.

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2. Performance appraisal:

- (i) The performance of every teacher appointed on regular basis or on temporary or on adhoc basis will be constantly assessed and a report from the dean of the faculty/Head of the institution will be submitted to the university in the prescribed proforma every year.

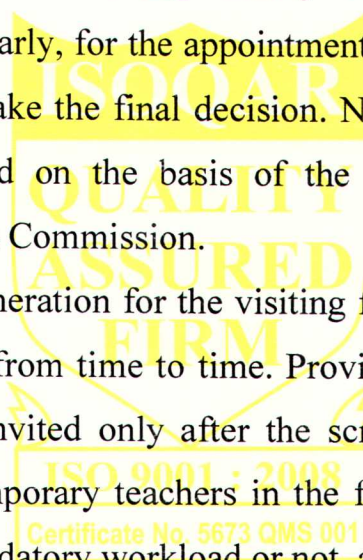
However, the first appointment on regular basis in teacher's category will be on probation for a period of two years and their performance will be assessed after an interval of every six months and after considering all the four reports and on the basis of such reports, the Vice Chancellor will decide whether to complete the probation period and continue or to extend the probation or to terminate the services. However, if there are any adverse remarks in any six monthly report shall be informed to the teacher concerned in writing to give scope to improve the deficiency/ies pointed out.

3. Other employees:

- (i) The performance of other employees will also be assessed on the same line of teachers in terms of period of assessment.
- (ii) In addition to the above, particularly in the category of teachers, the appointment of adjunct professor or visiting faculty will be considered. The appointment of visiting faculty will be decided by the Vice Chancellor. Similarly, for the appointment of adjunct professor, the Vice Chancellor will take the final decision. Normally, the adjunct professor will be appointed on the basis of the guidelines prescribed by the University Grants Commission.
- (iii) The rate of remuneration for the visiting faculty shall be decided by the Vice Chancellor from time to time. Provided however, that the visiting faculty will be invited only after the scrutiny of the workload of the regular/adhoc/temporary teachers in the faculty/ institute as to whether they take the mandatory workload or not, and after taking this requisite

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- (iv) workload by all the teachers under the faculty/ institute, if there is any deficiency then only the visiting faculty will be invited to cover the syllabus of a course. In addition to above, the Vice Chancellor shall also invite distinguished persons in the concerned field to deliver special lecture.

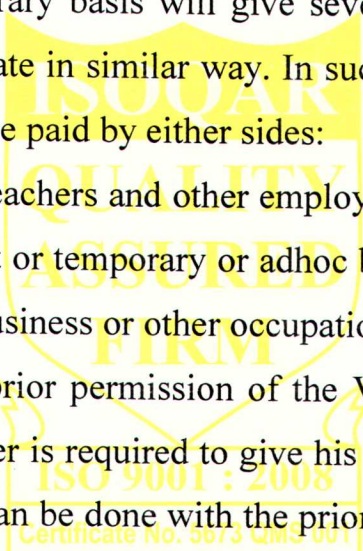
4. Resignation and Termination:

The teacher and other employees who are appointed on regular basis want to resign will give 3 months notice or in lieu of notice, the total salary of three months or the salary for the period of short-fall in the notice period. The person who is on probation will give one month notice or in lieu of notice the salary of the short-fall period. Similarly, the appointing authority in the university will also give 3 months notice or in lieu of notice, the salary of three months or the salary of shortfall of notice period shall be paid to permanent employees to terminate his/her services.

Provided however, the teachers will not resign without completing the syllabus prescribed for a particular semester. If he/she wants to leave in between the semester then the notice period will be extended up to the extent of completion of the semester. Provided further that Vice-Chancellor may relax the above condition in exceptional cases with genuine reasons. The teachers and other employees who are on adhoc or on temporary basis will give seven days notice to resign. The university may also terminate in similar way. In such cases also in lieu of notice, salary for that period may be paid by either sides:

5. The employees including teachers and other employees who are recruited on full-time basis either permanent or temporary or adhoc basis shall not engage directly or indirectly in the trade, business or other occupation either remunerative or non-remunerative without the prior permission of the Vice Chancellor. However, in such cases where the teacher is required to give his expertise to other educational institutions then the same can be done with the prior permission of the Dean/Vice Chancellor. However, such kind of

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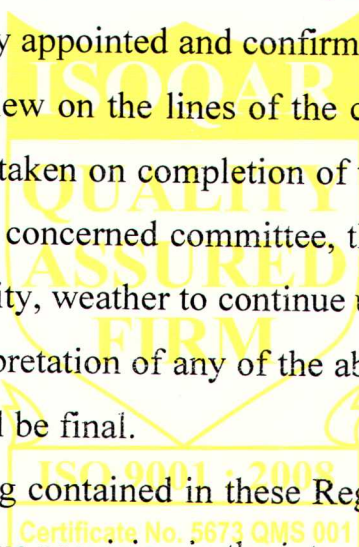


engagement will not adversely affect the teaching work in the Faculty/ institute or university and such person will complete his mandatory work load.

6. The university will observe holidays as declared by the Vice Chancellor. The leave Rules both for the teachers and non-teachers will be as prescribed by the State Government as applicable to the government funded universities. However, it is also to be made clear that leave is not a matter of right. Depending upon the situation and the interest of the work and the students, the competent authority in the Faculty/ institute or the university, will decide as to whether the leave is to be granted or not.
7. Normally, the prior approval of the leave is to be obtained by the employee. However, in case of emergency, the immediate intimation shall be passed on to the Dean/head of the institute or the competent authority of the university in case of employees working in the university office.
8. The age of superannuation for the teachers who are regularly appointed and confirmed shall be 62 years. Provided however that on completion of 62 years, a review of his overall performance and health status will be examined by the committee constituted by the Vice Chancellor and on the recommendations of the committee, the appointing authority shall take final decision to continue up to sixty-five years. Similarly, for the other employees, and teachers of diploma section who are regularly appointed and confirmed the superannuation age will be 58 years and the review on the lines of the conditions as mentioned in the case of teachers will be taken on completion of the age of 58 years and on the recommendations of the concerned committee, the final decision will be taken by the appointing authority, weather to continue up to sixty.
9. In case of doubt in interpretation of any of the above provision, the decision of the Vice Chancellor shall be final.
10. Notwithstanding anything contained in these Regulations, the Vice Chancellor may relax any of the above provision in the interest of the university or Faculty/ institute, in exceptional cases.

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Code of Conduct of the University employees:

NAAC ACCREDITED

1. Code of Conduct for officers, employees, (both teachers and other employees)

- a. Every employee including officers and teachers shall, at all times, maintain absolute integrity and devotion to duty, and also be strictly honest and impartial in his official dealings.
- b. An officer and employee should, at all times, be courteous in his dealings with other members of the staff, students and members of the public.
- c. Unless otherwise stated specifically in the terms of appointment, every officer or employee is a full-time employee of the University, and may be called upon to perform such duties, as may be assigned to him by the competent authority, beyond scheduled working hours and on holidays and Sundays. These duties shall, inter alia, include attendance at meetings of committees to which he may be appointed by the University.
- d. Officers or employee shall be required to observe the scheduled hours of work, during which he must be present at the place of his duty.
- e. Except for valid reasons and/or unforeseen contingencies, no officer or employee shall be absent from duty without prior permission.

2. No employee shall, in any radio broadcast or in any document published anonymously or in his own name or in the name of any other person or in any communication to the press or in any public utterance, make any statement of fact or opinion which has the effect of an adverse criticism of any current or past policy or action of the faculty/institute or the University.

No officer or employee shall take part in any political activities of any kind, without prior approval of the Vice Chancellor.

3. No officer or employee shall, except in accordance with any general or special order of the competent authority, or in the performance, in good faith, of the duties

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assigned to him, communicate, directly or indirectly, any official document or information to any person to whom he is not authorized to communicate such document or information.

4. No officers or employee of the University shall, without permission of the competent authority engage, directly or indirectly, in any trade or business or any private tuition or undertake any employment outside his official assignments.

5. The officers and employee who gets involved in some criminal proceedings, directly or indirectly, shall immediately inform the Head of the Dean/Institution and the Registrar, irrespective of the fact whether he has been released on bail or not.

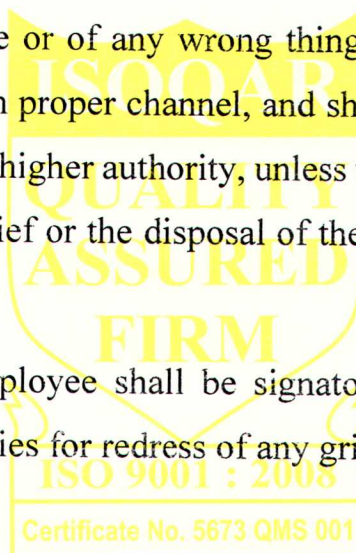
6. The officer or Other employee who is detained in police custody, whether on criminal charge or otherwise, for a period longer than forty-eight hours shall not join his duties in the University or its Institutes, unless he has obtained written permission to that effect from the Vice Chancellor.

7. Provided nothing in this provision shall be deemed to prohibit an employee from vindicating his private character or any act done by him in his private capacity.

8. Mechanism of submission of grievance:

a. Whenever an officer or employee wishes to put forth any claim, or seeks redress of any grievance or of any wrong thing done to him/her, he/she must forward his case through proper channel, and shall not forward advance copies of his application to any higher authority, unless the lower authority has rejected the claim, or refused relief or the disposal of the matter or is delayed for thirty days.

b. No officer or employee shall be signatory to any joint representation addressed to the authorities for redress of any grievance or of any other matter.



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c. No officer or employee shall indulge in any act of sexual harassment of any kind, which includes unwelcome sexually determined behaviour (whether directly or indirectly) such as:

- I. physical contact and advances;
- ii. a demand or request for sexual favours;
- iii. sexually coloured remarks;
- iv. showing pornography;
- v. any other unwelcome physical, verbal or non-verbal conduct of sexual nature.

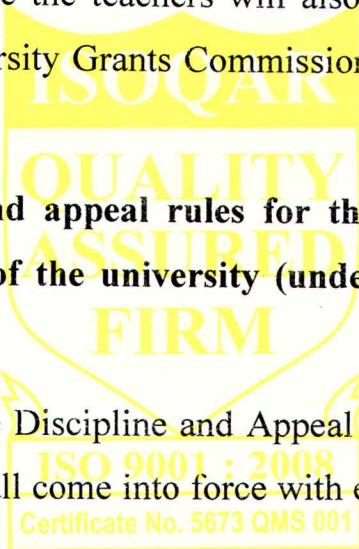
d. In case of any officer or employee engaged in any kind of incident of sexual harassment then such a case will be dealt with by the committee constituted in the university and the procedure to be followed will be as per the guidelines of the University Grants Commission which is based on the judgment of the Hon'ble Supreme Court.

9. Any officer or employee who wants to go outside India even during holidays or vacation he/she will take prior permission of the Vice Chancellor with a copy of visa which he/she has obtained.

10.. In addition to above the teachers will also observe the code of conduct prescribed by the University Grants Commission in its regulations notified on 18th July, 2018.

Regulation 24: Discipline and appeal rules for the officers, (other than Vice Chancellor) and employees of the university (under section 6(xxvii) read with 32(2)(vi) of the DDU Act.

These rules may be called The Discipline and Appeal Rules for officers, employees including teachers and they shall come into force with effect from the date of issue of Notification.



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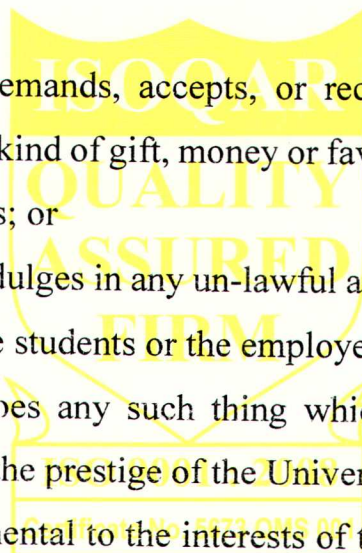
Unless otherwise specifically provided, these rules shall apply to all employees of the university.

Explanation: For the purpose of these rules reemployed or persons appointed on temporary basis or on contract shall be treated as University employees.

2. In these rules unless the context otherwise requires:

- 1) UNIVERSITY: means the Dharamsinh Desai University.
- 2) ACT means Dharamsinh Desai University Act, 2005.
- 3) APPOINTING AUTHORITY means the authority empowered to appoint different categories of employees in the University.
- 4) EMPLOYEE means employee of all categories namely viz: officers (other than Vice Chancellor), teachers, other employees appointed on full time basis whether permanent or on probation, temporary, adhoc or on contract.
- 4) MISCONDUCT means if a University employee does any of the following things, that is to say:
 - (i) if he/she willfully disobeys, or willfully omits, or neglects to execute any lawful orders or instruction or if he/she commits a breach of any of the provision of the rules of conduct; or
 - (ii) if he/she commits any willful breach of the trust and duty of his office; or
 - (iii) if he/she demands, accepts, or receives, by himself or through others, any kind of gift, money or favor of any kind in the discharge of his duties; or
 - (iv) if he/she indulges in any un-lawful activity or in political preaching amongst the students or the employees of the University; or
 - (v) if he/she does any such thing which undermines or is likely to undermine the prestige of the University, or is detrimental or likely to be detrimental to the interests of the University or disturbs or is

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likely to disturb the harmony and cohesion of the corporate life of the University; or

- (vi) if, unless generally or specially empowered by the competent authority, communicates directly or indirectly to persons who are not in the service of the University or to press or media any document or information which has come into his possession in the course of his duties whether from official sources or otherwise;

shall be guilty of misconduct.

3. Where it is considered necessary to make special provisions for any University employee in respect of matters covered by these rules or otherwise, the appointing authority may by agreement with such University employee, makes such special provisions and thereupon these rules shall apply to such University employee except the employees for whom special provisions so made.
4. Nothing in these rules shall deprive any University employee of any right or privilege to which he is entitled:
- a) by or under any law for the time being in force, or
 - b) by the terms of any agreement subsisting between such person and University at the commencement of these rules
5. Any one or more of the following penalties may be good and sufficient for the reasons, such as misconduct, moral turpitudes, neglect of duty, violation of any term or condition or service, inefficiency, indiscipline, violation of Code of Conduct, criminal conviction.

I- Minor Penalties

- (1) Censure
- (2) Fine
- (3) Withholding of increments.
- (4) Recovery from his pay of the whole or part of any pecuniary loss caused to University by negligence or breach of orders.

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II - Major Penalties

- (1) Reduction to a lower stage in the time scale of pay for a specified period.
- (2) Reduction to a lower time scale of pay, grade post or service.
- (3) Compulsory retirement.
- (4) Removal from service which shall not be a disqualification for future employment under university
- (5) Dismissal from service, which shall ordinarily be a disqualification for future appointment of any kind under the University.

EXPLANATION: Unless imposed as a penalty the following shall not ordinarily amount to a penalty within meaning of these Rules.

(a) Non-promotion whether in a substantive or officiating capacity of a University employee to a service, grade or post.

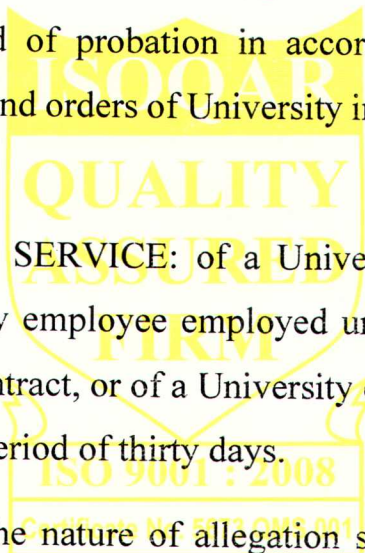
(b) Reversion to a lower service, grade or post of a University employee officiating in higher service grade or post on the ground that he is considered, after trial, to be unsuitable for such higher service, grade, or post or on purely administrative grounds.

© Reversion to his permanent service, grade or post of a University employee appointed on probation to another service, grade or post or terminated during or at the end of the period of probation in accordance with the terms of his appointment or the rules and orders of University in this behalf for the time being in force.

(d) TERMINATION OF SERVICE: of a University employee appointed on probation, of a University employee employed under a contract in accordance with the terms of such contract, or of a University employee due to unauthorized absence from duty for a period of thirty days.

6. In case of minor penalty, the nature of allegation shall be communicated to the employee concerned and he will be given a minimum period of 1 week from the

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date of the receipt of the communication by him to submit his explanations, if any.

Upon receipt of his explanation or on the expiry of the period of 1 week given for submission of explanation, the authority concerned may after necessary examination of relevant facts and circumstances either drop the case or decide to impose upon the employee concerned any one or more of the minor penalties.

7. In case of a major penalties, the grounds on which it is proposed to take action shall be reduced to the form of a definite charge or charges and communicated to the employee concerned together with a statement of the allegations on which each charge is based and of any other circumstances which it is proposed to take into consideration in passing orders on the case. The employee charged shall be required to put in a written statement of his defense within ten days from the date of receipt of the communication by him along with documentary evidence, if any. Upon receipt of defense, or on the expiry period not exceeding ten days or as may be extended, the authority concerned may, after examination of relevant facts and circumstances, either drop the case or decide to proceed further. If it is decided to proceed further, a formal enquiry shall be held and asking him to be present at the enquiry, if he so desires, and to produce further evidence, if any, in support of his defense. The authority concerned shall thereafter take decision on the findings of enquiry. If it is decided to impose penalty, another opportunity will be given to him to submit show cause as to why the particular penalty decided should not be imposed by the appointing authority within a week's time. On receipt of the communication in this respect in response to the show cause notice or on expiry of the period of one week or granted period of extension a final decision will be taken by the appointing authority to impose penalty and communicate the same to the employee.

NOTE: No pleader shall be allowed to appear at the enquiry on behalf of the University or the person charged.

8. A University employee may be placed under suspension by Appointing Authority.

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a. The following principles shall be observed in ordering suspension of University employee:

- (i) In case of criminal prosecution, a University employee shall be suspended if the charge against him is such that on being found guilty of it, he is likely to be sentenced to a term of imprisonment or on which he would be dismissed or removed from service, in a departmental enquiry or if he has been refused bail by the court and committed to prison.
- (ii) In cases of gross misconduct like bribery or corruption, the question of suspension shall be considered with reference to the prima facie evidence available;
- (iii) In all cases where there are reasons to believe that the University employee if allowed to continue in active service, might attempt to tamper with the evidence, he shall be required to proceed on such leave as may be due and admissible to him, or if there be no leave at his credit, or extra ordinary leave without pay or if he refuses to proceed on leave, he may be suspended.
- (iv) The amount of subsistence allowance per month shall in each case, be decided by the authority ordering the suspension but in no case such allowance should exceed half of the monthly pay of the employee at the time of suspension.

9. A University employee shall be deemed to have been placed under suspension by an order of appointing authority:

- a) with effect from the date of his detention, if he is detained in custody whether on a criminal charge or otherwise, for a period exceeding forty-eight hours.
- b) with effect from the date of his conviction if, in the event of a conviction for an offence, he is sentenced to a term of imprisonment exceeding forty-eight hours and is not forthwith dismissed or removed or compulsorily retired subsequent upon such conviction.

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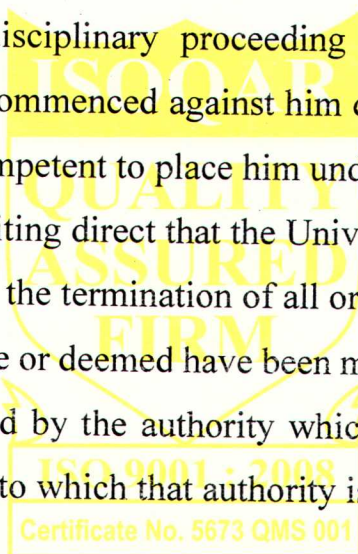
Where a penalty of dismissal, removal or compulsory retirement from service imposed upon a University employee under suspension, is set aside in appeal or on review under these rules and the case is remitted for further inquiry or action or with any other directions, the order of his suspension shall be deemed to have continued in force with effect on and from the date of original order of dismissal, removal or compulsory retirement and shall remain in force until further orders.

11. Where a penalty of dismissal removal or compulsory retirement from service imposed upon a University employee is set aside or declared to rendered void in consequence consideration of or by a decision of Court of law, and the Authority on consideration of the circumstances of the case, decides to hold a further inquiry against him on the allegations on which the penalty of dismissal, removal or compulsory retirement was originally imposed, the University employee shall be deemed to have been placed under suspension by the appointing authority, from the date of the original order of dismissal, removal or compulsory retirement and shall continue to remain under suspension until further orders.

An order of suspension made or deemed to have been made under this rule shall continue to remain in force until it is modified or revoked by the authority competent to do so.

Where a University employee is suspended or is deemed to have been suspended, in connection with any disciplinary proceeding or otherwise and any other disciplinary proceeding is commenced against him during the continuance of such suspension the authority competent to place him under suspension may for reasons to be recorded by him in writing direct that the University employee shall continue to be under suspension until the termination of all or any such proceedings.

An order of suspension made or deemed have been made under this rule may at any time be modified or revoked by the authority which made or is deemed to have made in or by any authority to which that authority is subordinate.



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When the suspension is revoked and the employee is taken back on duty the question of payment of salary partly or fully shall be decided by the appointing authority depending upon the merit of the case

12. REVIEW OF ORDER IN DISCIPLINARY CASES

The President of the University may on his own motion or on the appeal filled by the affected employee, call for the record of any proceeding under these rules and review any order passed in such a case.

Provided that no action under this rule shall be taken after the expiry of a period of more than three months from the date of such order.

13. REVIEW BY UNIVERSITY OF ITS OWN ORDER

The competent authority who has imposed penalty may also review its own order provided that following conditions are fulfilled, namely:

- (i) There is some error apparent on the face of the record, or
- (ii) There are other sufficient reasons for review:

Provided that the penalty inflicted on a University employee shall not be enhanced unless he has been given an opportunity to show cause why such penalty should not be enhanced.

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29/03/2013
Prof. M. R. Bhavsar
I/C Registrar
Dharmsinh Desai University
Nadiad - 387001 (India)

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