

# Gujarat Vidyapith Rules, 2024

November 8, 2025



**Notification**

In exercise of the powers conferred under Section 13(3)(e) of the University Grants Commission (Institutions Deemed to be Universities) Regulations, 2023, which empowers an institution deemed to be university to frame its own rules and regulations, the Executive Council of Gujarat Vidyapith, at its meeting held on 6th September 2025, resolved to amend and adopt the Gujarat Vidyapith Rules, 2024. Accordingly, the amended Rules of Gujarat Vidyapith, 2024 are hereby approved and published, incorporating all necessary provisions to ensure due compliance with the aforesaid Regulations and to maintain alignment with the objectives and governance framework of Gujarat Vidyapith.

Date: 8th November 2025

Registrar

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Part I

# Governance Rules

Rules No. 1 to 36

## **Rule 1      Short title and Commencement**

- [1] Gujarat Vidyapith (Deemed to be University) accepts the University Grants Commission (Institutions deemed to be Universities) Regulations, 2023 (amended from time to time).
- [2] In exercise of the powers conferred by the University Grants Commission (Institutions Deemed to be Universities) Regulations, 2023, read with Regulation 13(3)(e) of the said Rules, in supersession of the Gujarat Vidyapith Establishment & Administration Rules, 2023, as amended from time to time, except as respects things done or omitted to be done before such supersession, the Executive Council of Gujarat Vidyapith (Deemed to be University) hereby makes the following rules for regulating the all affairs of administration in the Gujarat Vidyapith (Deemed to be University).
- [3] Instructions issued by the Govt. of India/UGC and Gujarat Vidyapith Mandal regarding Academic, Finance service, and such other matters, time to time, may be incorporated in these Rules by resolution of the Executive Council.
- [4] These Rules shall apply to all affairs of the Gujarat Vidyapith (Deemed to be University).
- [5] These rules shall be called Gujarat Vidyapith (Deemed to be University) Rules, 2024.
- [6] "Gujarat Vidyapith (Deemed to be University)", hereinafter referred to as "Vidyapith"
- [7] These rules will come into force on the date of their notification.

## **Rule 2      Definitions**

In these Rules, unless the context otherwise requires:

- [1] 'Academic Council' means the academic council of the Vidyapith;

- [2] 'Act' means the University Grants Commission Act, 1956 (3 of 1956);
- [3] 'Academic Year' means a duration of twelve months beginning from the month of July of every calendar year;
- [4] 'Academic Bank of Credits' (ABC) means an academic service mechanism as a digital, virtual, or online entity established by the Commission with the approval of the Central Government to facilitate students to become its academic account holders, thereby paving the way for seamless student mobility between or within degree-granting Higher Educational Institutions through a formal system of credit recognition, credit accumulation, credit transfers, and credit redemption to promote distributed and flexible teaching - learning;
- [5] 'affiliated college' means a college recognized by, associated with, and admitted to the privileges of a Vidyapith;
- [6] 'Appointing Authority' in relation to any post in the Vidyapith means the Authority competent to make appointment to that post under the UGC Regulations on Minimum Qualifications for Appointment of Teachers and Other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education, 2018 and amended from time to time and for Non-Teaching Staff, the Recruitment Rules, 2024 of the Vidyapith frame here under and as amended from time to time shall applicable.
- [7] 'Assessment bands' means clubbing of levels between two mandatory stages as per NCrf. The NCrf levels are equated with the assessment stage, which will be a mandatory stage for a student/learner to clear;
- [8] 'Award' means qualifications such as a certificate/diploma/degree awarded by competent bodies when a student has met the requirements of the qualification;
- [9] 'Board of Studies' means the Board of Studies of a Department under various faculties of the Vidyapith;

- [10] 'Branch Head' means an officer at the level of Group A officers/Faculty of Vidyapith;
- [11] 'Cadre' means the strength of a service or a part of a service sanctioned as a separate unit;
- [12] 'campus' means various campus including of main campus as created by Executive Council of Vidyapith time to time where its major facilities, faculty, staff, students, and Academic Departments are situated as and approved by Government;
- [13] 'centre' means a centre of studies as created by Executive Council of the Vidyapith;
- [14] 'Chancellor', and 'Vice-Chancellor' means the Chancellor, and Vice-Chancellor of the Vidyapith, respectively;
- [15] 'Clause' means a clause of the Rules in which that expression occurs;
- [16] 'College' means a college situated in or outside of Gujarat Vidyapith Campus, known as such or by any other name and provides undergraduate or postgraduate or Ph.D. programmes or all together, for obtaining any qualification from a Vidyapith, in accordance with the rules and regulations of Vidyapith, which has been recognized as competent by the University Grants Commission to provide such programmes or courses of study;
- [17] 'Commission' means the University Grants Commission established under Section 4 of the Act;
- [18] 'Competent Authority' means the Vice Chancellor or any person as defined by the Executive Council of Vidyapith;
- [19] 'Committee' means a committee consisting of academics and other experts from other fields and includes representatives of the statutory bodies as constituted

by the Competent authority, the Executive Council or the Gujarat Vidyapith Mandal;

- [20] 'constituent college' means a college directly operating under the administrative, academic, and financial control of Vidyapith;
- [21] 'constituent unit' means an academic unit (Centre, faculties or departments and schools) of the Vidyapith existing on the date of submission of a proposal;
- [22] 'Course' means one of the specified units which go to comprise a specified programme of study;
- [23] 'Credit' means the number of hours of instruction required per week over the duration of a semester as defined in the National Credit Framework (NCrF);
- [24] 'Credit requirements' means the value assigned for a course/programme. A student who has met the credit requirements means he/she has successfully completed the course/program;
- [25] 'Credit transfer' means the mechanism by which the Higher Educational Institutions registered with the ABC are able to receive or provide prescribed credits to individual Academic Bank Accounts in adherence to the norms for the courses undergone/experiences gained by the students through the offline/online/ODL/Private/RPL mode;
- [26] 'Dean' means the Head of a Faculty at Vidyapith;
- [27] 'Department' means a department of studies of the Vidyapith;
- [28] 'Distinct category' means any existing institution of Vidyapith starting from the beginning with the focus on teaching or research in the unique disciplines or addressing the strategic needs of the country or engaged in the preservation of Indian cultural heritage or preservation of the environment or dedicated to skill development or dedicated to sports or languages or any other discipline,

as so determined by the Expert Committee approved by the Chairman of the Commission;

[29] 'Duty' means service as a probationer provided that such service is followed by confirmation; and joining time on regular establishment;

[30] 'Employee' means any person duly appointed by the Vidyapith on Teaching and Non- Teaching post;

[31] 'Executive Council' means the executive council of the Vidyapith;

[32] 'Expert Committee' means a committee consisting of academics and other experts from other fields and includes representatives of the statutory bodies as approved by Competent Authority;

[33] 'Faculty' means faculty of Studies within a Gujarat Vidyapith (DU) comprising a number of departments related to subject areas;

[34] 'Finance Committee' means the Finance Committee of the Vidyapith;

[35] 'Financial Year' means the year starting from 1st April and ending on 31st March of the succeeding year;

[36] Fund means

(1) any contribution or grant made by the State Government, Central Government, or an agency of the Central Government / State Government;

(2) any bequests, donations, endowments, CSR fund or other grants made by any private individual or institution;

(3) income received by the University from all the sources including income from fees, and charges; and

(4) amounts received from any other legitimate source.

[37] 'Government' means the Department in the Ministry of Education in the Central Government dealing with the higher education;

- [38] ‘Gujarat Vidyapith (Deemed to be University)’ means Gujarat Vidyapith, Ahmedabad, which is an institution for Higher Education, declared as a Deemed to be University by Notification under section 3 of the University Grants Commission Act, 1956 engaged in the various activities of teaching & research.
- [39] ‘Head’ means a Head of Department of studies of the Gujarat Vidyapith (Deemed to be University);
- [40] ‘institution’ means an institution of higher education engaged in teaching and research at the various level in Gujarat Vidyapith (Deemed to be University);
- [41] ‘NAAC’ means the National Assessment and Accreditation Council;
- [42] ‘NBA’ means the National Board of Accreditation;
- [43] ‘Necessary infrastructure’ means the infrastructure of Gujarat Vidyapith (Deemed to be University);
- [44] ‘NEP’ means the National Education Policy, 2020 and as amended from time to time;
- [45] ‘NIRF’ means the National Institutional Ranking Framework;
- [46] ‘notification’ means a notification issued by the Gujarat Vidyapith (Deemed to be University) in any purpose of administration;
- [47] ‘off-campus’ means the premises as created by Executive Council of Gujarat Vidyapith (Deemed to be University) and approved by the Government, other than the main campus or the campuses;
- [48] ‘off-shore campus’ means the premises as created by Executive Council of the Gujarat Vidyapith (Deemed to be University) and as approved by the Government located in or outside India, other than the main campus in India;
- [49] ‘Recruitment Rules’ means Non-Teaching Staff Recruitment Rules, 2023(as amended from time to time) of the Gujarat Vidyapith (Deemed to be University);

- [50] ‘Registrar’ means Registrar of the Gujarat Vidyapith (Deemed to be University);
- [51] ‘Regulations’ means the UGC Regulations (amended from time to time);
- [52] ‘Rules’ means Gujarat Vidyapith Rules 2024 containing with the Central Civil Services (Classification, Control and Appeal) Rules, 1965, Central Civil Services (Conduct) Rules, 1964, Central Civil Services (Leave) Rules, 1972, Fundamental and Supplementary Rules (FR and SR), Central Civil Services (Pension) Rules, 1972, Central Services (Medical Attendance) Rules, 1944, etc. as amended from time to time;
- [53] ‘processing fee’ means the fee to be paid by Gujarat Vidyapith (Deemed to be University) to the Commission along with the application for processing such application;
- [54] ‘Sponsoring Body’ means Gujarat Vidyapith Mandal, a public trust registered under the Bombay Public Trusts Act, 1950, bearing Registration No. E-591, dated 19th June 1953, at Ahmedabad
- [55] ‘Statutory Authorities’ means Academic Council / Executive Council / Finance Committee and such other body as defined by Executive Council of Gujarat Vidyapith (Deemed to be University);
- [56] ‘statutory body’ means a body constituted under any law for the time being in force for determining or maintaining standards of quality in the relevant areas of higher education, including the All India Council for Technical Education (AICTE), the Bar Council of India (BCI), the Dental Council of India (DCI), the Indian Nursing Council (INC), the National Council for Teacher Education (NCTE) and the National Medical Commission (NMC), or any other statutory body established under an Act of Parliament;
- [57] ‘Student’ means a candidate who shall be enrolled in any course of the Gujarat Vidyapith (Deemed to be University);

[58] ‘teacher’ means Professors, Associate professors, Assistant professors and such other academic staff as the case may be appointed for imparting teaching, instructions, extension or conducting research in the Gujarat Vidyapith (Deemed to be University) and including the adjunct faculty or professor of practice or visiting faculty as reflected under UGC Regulations as amended from time to time; and

[59] ‘UGC’ means the University Grants Commission, established under the UGC Act, 1956.

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

### **Rule 3 Gujarat Vidyapith (Deemed to be University)**

[1] Gujarat Vidyapith, established on 18th October 1920 by Mahatma Gandhi, functions under the aegis of Gujarat Vidyapith Mandal (hereinafter referred to as “the Mandal”), a Public Trust registered under the Bombay Public Trust Act, 1950 (Registration No. Ahmedabad E-591).

[2] The Mandal is the parent body that governs and manages Gujarat Vidyapith (Deemed to be University).

[3] As a Deemed to be University recognized under Section 3 of the UGC Act, 1956, Gujarat Vidyapith is committed to imparting value-based, Gandhian, and socially relevant education, while the Mandal ensures legal compliance, financial propriety, and adherence to its founding vision of national service, self-reliance, and rural upliftment.

[4] No authority or office bearer of Gujarat Vidyapith shall be empowered to initiate, execute, or enter into any transaction involving the purchase, sale, lease, or

Memorandum of Understanding (MoU) pertaining to land or buildings without the prior written approval of the Mandal.

[5] The exclusive authority to approve or consent to the Memorandum of Association (MoA) concerning Gujarat Vidyapith (Deemed to be University), in relation to the University Grants Commission (UGC) and the Ministry of Education (MoE), shall vest solely in the Mandal.

[6] All rules framed under the title ‘Gujarat Vidyapith Rules 2024’ and subsequent changes (if any) shall be provisionally enforceable upon approval by the Executive Council and issuance of a notification duly signed by the Registrar. Such rules shall attain permanent validity only upon confirmation by the Mandal. The Registrar shall place the proposal for confirmation before the Mandal within a period of ninety (90) days from the date of Executive Council approval. The decision of the Mandal shall be final and binding in respect of the said Gujarat Vidyapith Rules 2024.

#### **Rule 4 Authorities**

The following shall be the authorities of the Vidyapith.

[1] The Executive Council

[2] The Academic Council

[3] The Finance Committee

[4] Board of Studies

[5] Such other authorities as defined by Executive Council, if necessary.

#### **Rule 5 The Executive Council**

[1] As per section 11(3) of UGC Regulation 2023, the Executive Council shall be the highest governing body of Vidyapith. The Executive Council is to be headed

by the Vice-Chancellor and consists of not less than ten and not more than thirteen members in the Executive Council.

[2] The Executive Council shall be the principal executive body of the institution deemed to be University.

[3] **The composition of the Executive Council shall be as under (as per section 5 of the UGC Regulation 2023):**

[a] Vice-Chancellor as Chairperson;

[b] two members from amongst the Deans of Faculties of studies, by rotation, to be appointed by the Vice-Chancellor;

[c] one Professor, who is not a Dean, by rotation, to be appointed by the Vice-Chancellor;

[d] one Associate Professor, by rotation, to be appointed by the Vice-Chancellor;

[e] one Assistant Professor, by rotation, to be appointed by the Vice-Chancellor;

[f] The Government of India shall nominate an officer, not below the rank of Joint Secretary.

[g] up to four nominees of the Gujarat Vidyapith Mandal; and

[h] the Registrar, who shall be the ex-officio Secretary of the Executive Council.

[4] **Tenure of the members of the Executive Council shall be as under (as per section - 12 of UGC Regulation 2023):**

[a] All the members of the Executive Council, other than the Vice-Chancellor shall hold office for a term of three years, and in the case of Deans, the term shall be three years or until they hold the office of Dean, whichever is earlier.

[b] Members of the Executive Council appointed by the Vice-Chancellor from Professor, Associate Professor, and Assistant Professor category shall hold office for a period of one year or till such time they cease to be teachers of the University, whichever is earlier.

**[5] Powers and functions of the Executive Council shall be as per section - 13 of UGC Regulation 2023.**

- [a] The Executive Council shall have the power of management and administration of the institution Deemed to be University
- [b] The Executive Council shall be the final decision-making body of the institution deemed to be University in respect of every matter of the institution deemed to be University, including academic, administrative, personnel, financial, and developmental matters.
- [c] Subject to the provisions of these regulations and the rules of the institution deemed to be University, the Executive Council shall, in addition to all other powers vested in it, have the following powers, namely:-
  - [i] to appoint such Professors, Associate Professors, Assistant Professors and other academic staff, including Chairs, as may be necessary, on the recommendation of the Selection Committee constituted for the said purpose and to fill up temporary vacancies therein;
  - [ii] to regulate and enforce discipline amongst the employees of the institution in accordance with the rules of the institution Deemed to be University;
  - [iii] to provide for the appointment of Visiting Professors, Emeritus Professors, Professor of Practice, Consultants, Scholars, etc., and determine the terms and conditions of such appointments;
  - [iv] to exercise such other powers and perform such other duties as may be conferred or imposed on it by the rules and regulations of the institution Deemed to be University;
  - [v] to make rules and regulations for the institution Deemed to be University;
  - [vi] the creation of posts shall be done by the Executive Council with prior approval of the respective Government from which grants are being released; and

[d] Meetings of the Executive Council shall be as per section - 14 of UGC Regulation 2023.

[i] The Executive Council shall meet at least four times a year (minimum two in one semester), with not less than seven days prior notice given before every meeting of the Executive Council, and emergency meetings may be convened at shorter notice, for reasons to be recorded in writing for such emergency meeting.

[ii] One-third of the total number of members of the Executive Council shall form the quorum for the meeting.

[iii] In the absence of the Vice-Chancellor, a member chosen by the other members of the Executive Council present at the meeting, shall preside over the meeting after approval of the Vice-Chancellor.

[iv] Every member of the Executive Council including the Chairperson, shall have one vote and the decisions at the meetings of the Executive Council shall be taken by simple majority; and in case of a tie, the Chairperson shall have a casting vote.

[v] Any business, which may be urgent in nature, may be carried out by circulation amongst its members.

[vi] A copy of the minutes of each meeting shall be furnished to the Chancellor of the institution deemed to be University, as soon as possible after the convening of the meeting.

[e] Termination of membership shall be as per section - 15 of UGC Regulation 2023:

[i] If a member other than the Vice-Chancellor and those representing the teachers, accepts a full-time appointment in the institution Deemed to be University or fails to attend three consecutive meetings of the Executive Council, without proper leave of absence presenting before Chairperson of Executive Council, such member shall cease to be a member of the Executive Council.

- [f] Delegation of powers of the Executive Council shall be as per section - 16 of UGC Regulation 2023:
- [i] The Executive Council may, by a resolution, delegate to the Vice-Chancellor or any other officer or faculty or to a Committee of officers or faculties of the institution deemed to be University, such powers as it may deem fit, subject to the condition that the action taken by the Vice-Chancellor or the officer or faculty or the Committee in the exercise of the powers so delegated, shall be reported at the next meeting of the Executive Council.
- [g] The Registrar shall intimate to the Central Government, for nomination and requests to furnish the name, and necessary details as per the direction of the Vice-Chancellor for the member mentioned in section 11 - 5 (g) of UGC Regulation 2023.
- [h] Inviting an Expert: The Vice-Chancellor may, for the purpose of consultation, invite any person/s having special knowledge or professional experience, to the meeting when the relevant matter is being considered. Such a person may speak and otherwise take part in the proceedings of the meeting, but shall not be entitled to vote. The person/s so invited shall be entitled to traveling allowance and sitting fees as per Vidyapith norms.
- [i] Conduct of the meeting: The meeting time and venue will be decided by the Vice-Chancellor. The meeting of the Executive Council shall be arranged through the Registrar as per the direction of the Vice-Chancellor.
- [j] Agenda: The Registrar shall frame the agenda of a meeting of the Executive Council with the approval of the Vice-Chancellor. The agenda of the meeting other than the special meeting shall be sent to all members of the Executive Council at least two days before the day of such meeting.
- [k] If the Chairperson of the Executive Council is of the opinion that any matter, not already included in the agenda, is of an urgent nature and/or requires immediate attention because of any event which has occurred after

circulation of the agenda; he may include the same in the agenda even during the course of the meeting as table agenda.

[l] The Chairperson of the Executive Council shall be competent to decide the order in which the item on the agenda may be taken up and his decision in this regard shall be final.

[m] Attendance: Each member before he takes his/her seat shall mark his/her attendance along with his/her signature in a prescribed register.

[n] Minutes of Meeting: The minutes of the meeting of the Executive Council shall be recorded by the Registrar and will be approved by the Vice-Chancellor. The Minutes approved by the Vice-Chancellor shall be circulated to all the members. The minutes presented in the next meeting shall accompany the 'Action Taken Report' as approved by the Vice-Chancellor.

#### **Rule 6      The Academic Council**

[1] As per section 17(A)(1) of UGC Regulation 2023, the Academic Council shall be the principal academic body of Vidyapith and shall, subject to the provisions of the rules of Vidyapith, coordinate and exercise general supervision over the academic policy of Vidyapith.

[2] **The composition of the Academic Council shall be as per section 17(A)(2) of UGC Regulation 2023:**

[a] Vice Chancellor - Chairperson;

[b] Deans of faculties of the Vidyapith and heads of the departments;

[c] up to ten Professors (excluding those who are Deans of faculties and heads of departments) by rotation, to be nominated by the Vice-Chancellor, giving due regard to the representation of different faculties or departments of Vidyapith;

[d] up to five Associate Professors from departments other than the heads of the departments, by rotation, to be appointed by the Vice-Chancellor of

Vidyapith;

[e] up to five Assistant Professors from the departments other than the heads of the departments, by rotation, to be appointed by the Vice-Chancellor of Vidyapith;

[f] six persons of repute from amongst the educationists or experts for their specialized knowledge, who are not in the service of the Vidyapith, nominated by the Vice-Chancellor of Vidyapith; and

[g] the Registrar, who shall be the ex officio Secretary of the Academic Council.

[3] The representation of different categories shall be through rotation and not through an election, and the term of members, other than the ex officio members, shall be three years, and the Branch Head of the Examination Branch shall be the permanent invitee to the meetings of the Academic Council.

[4] Powers and Functions of the Academic Council shall be as per section 17(B) of UGC regulation 2023:

[a] to exercise general supervision over the academic policies of Vidyapith and to give directions regarding methods of instruction, co-ordination of teaching among departments or faculties or centers, evaluation of research and improvement of academic standards;

[b] to bring about and promote inter-departmental, inter-faculty, inter-center co-ordination and to establish or appoint such committees or boards, as may be deemed necessary for the purpose;

[c] to consider matters of general academic interest either on its own initiative, or on a reference by a department or faculty or centre or the Executive Council, and to take appropriate action thereon after consultation with Vice Chancellor of Vidyapith;

[d] to prescribe courses or programmes of study leading to degree and diploma of Vidyapith; to make arrangements for the conduct of examinations in conformity with the rules and bye-laws of Vidyapith;

- [e] to maintain proper standards of the examination;
- [f] to recognise diplomas and degrees of Universities and other Institutions and to determine equivalence with the diplomas and degrees of Vidyapith;
- [g] to institute Fellowships, Scholarships, Medals, Prizes, etc.;
- [h] to frame rules covering the academic functioning of Vidyapith, admissions, examinations, award of fellowships and studentships, free-ships, concessions, attendance, discipline, residence, etc.;
- [i] to take a periodical academic review of the activities of the departments or centres and to take appropriate action to maintain and improve the standards of instruction;
- [j] to make recommendations for the institution of teaching posts (Professors, Associate Professors, and Assistant Professors) to the Executive Council;
- [k] to make recommendations to the Executive Council for the establishment or abolition of departments or centres or faculties, etc;
- [l] to make recommendations to the Executive Council for academic matters; and
- [m] to exercise such other powers and to perform such other duties, as may be conferred or imposed upon it by the rules of Vidyapith.

[5] The meeting of the Academic Council shall be as under as per section 17(C) of UGC Regulation 2023:

- [a] The Academic Council shall meet as often as necessary but not less than four times (at least two times in a semester) during an academic year with not less than seven days prior notice being given before every meeting of the Academic Council and emergency meetings may be convened at a shorter notice, for reasons to be recorded in writing for such emergency meeting.
- [b] One-third of the total number of members of the Academic Council shall constitute the quorum for the meeting of the Academic Council.

- [c] Each member, including its Chairperson, shall have one vote, and decisions at the meetings of the Academic Council shall be taken by simple majority; and in case of a tie, the Chairperson shall have a casting vote.
- [d] Any business that may be necessary for the Academic Council to perform, which may be urgent in nature, may be carried out by circulation amongst its members
- [6] Inviting an Expert: The Vice-Chancellor may for the purpose of consultation invite any person/s having special knowledge or professional experience, to the meeting when the relevant matter is being considered. Such a person may speak and otherwise take part in the proceedings of the meeting, but shall not be entitled to vote. The person/s so invited shall be entitled to travelling allowance and sitting fees as per Gujarat Vidyapith norms.
- [7] Conduct of the meeting: The meeting time and venue will be decided by the Vice-Chancellor. The meeting of the Academic Council shall be arranged through the Registrar as per the direction of the Vice-Chancellor.
- [8] Agenda: The Registrar shall frame the agenda of a meeting of the Academic Council with the approval of the Vice-Chancellor. The agenda of the meeting other than the special meeting shall be sent to all members of the Academic Council at least two days before the day of such meeting.
- [9] If the Chairperson of the Academic Council is of the opinion that any matter, not already included in the agenda, is of an urgent nature and/or requires immediate attention because of any event which has occurred after circulation of the agenda; he may include the same in the agenda even during the course of the meeting as table agenda.
- [10] The Chairperson of the Academic Council shall be competent to decide the order in which the item on the agenda may be taken up and his decision in this regard shall be final.

[11] Attendance: Each member, before he takes his seat, shall mark his attendance along with his signature in a prescribed register.

[12] Minutes of Meeting: The minutes of the meeting of the Academic Council shall be recorded by the Registrar and will be approved by the Vice-Chancellor. The Minutes approved by the Vice-Chancellor shall be circulated to all the members. The minutes presented in the next meeting shall accompany the 'Action Taken Report' as approved by the Vice-Chancellor.

### **Rule 7      The Finance Committee**

[1] The composition of the Finance Committee shall be as under as per section 18(1) of UGC Regulation 2023.

[a] Vice Chancellor - Chairperson;

[b] one person nominated by the Gujarat Vidyapith Mandal, as the case may be (wherever applicable);

[c] three persons to be nominated by the Executive Council, out of whom at least one shall be a member of the Executive Council;

[d] The Government of India shall nominate an officer, not below the rank of Joint Secretary.

[e] three persons to be nominated by the Chancellor;

[f] Finance Officer - Secretary - ex officio.

[2] All members of the Finance Committee other than ex officio members shall hold office for a term of three years.

[3] The Finance Committee shall meet at least four times in an academic year (at least twice each semester) to examine the accounts and scrutinize the proposals for expenditure, and one-third of the total number of members of the Finance Committee shall form the quorum for a meeting.

- [4] All proposals relating to the creation of posts and those items which have not been included in the Budget shall be examined by the Finance Committee before the Executive Council considers them and to decide waiver in fees, the establishment of scholarships, free ship, and any other financial benefits.
- [5] The annual accounts and financial estimates of the Vidyapith as prepared by the Finance Officer shall be laid before the Finance Committee for consideration and comments and thereafter the same shall be submitted to the Executive Council for approval before completion of the financial year.
- [6] The Finance Committee shall recommend financial limits for the total recurring and non-recurring expenditures for the year, based on the income and resources of Vidyapith.
- [7] The Registrar shall intimate to the Central Government, for nomination and requests to furnish the name, and necessary details as per the direction of the Vice-Chancellor for the nomination in the Finance Committee.
- [8] The Vice-Chancellor, for the purpose of smooth and efficient functioning of the Finance Committee or when the relevant matter is being considered, may invite any persons having special knowledge or professional experience to the meeting. Such persons may speak and otherwise take part in the proceedings of the meeting, but shall not be entitled to vote. The person/s so invited shall be entitled to a traveling allowance and sitting fees as per Gujarat Vidyapith regulations.
- [9] The meetings of the Finance Committee shall be arranged through the Finance officer as per the directions of the Vice-Chancellor.
- [10] The Finance Committee may appoint an internal auditor, a statutory auditor, and a CA as deemed fit for administering the accounts of Vidyapith.
- [11] The minutes of the previous Finance Committee meeting shall be presented for confirmation along with the 'Action Taken Report' (ATR) of the last approved

minutes.

- [12] The Vidyapith Fund shall be utilized to fulfill of Vidyapith's objectives, powers, and functions of the university. The Finance Committee shall recommend the "Schedule of Financial Powers" to the Executive Council for the manner of utilization of the Vidyapith Fund.
- [13] The Finance Committee, as an authority, shall approve the write-off proposals as recommended by the committee made for such matter by Rule. The Registrar shall then take steps through the concerned branch/officer to dispose of the articles written off.

### **Rule 8      The Board of Studies**

- [1] As per section 19(1) of UGC Regulation 2023, there shall be one Board of Studies for each department under the Faculties of the Vidyapith.
- [2] The composition of the Board of Studies shall be as per section 9(1) of Regulation 2023:
- [a] Head of the department - Chairperson;
  - [b] all Professors of the department;
  - [c] two Associate Professors of the department, by rotation;
  - [d] two Assistant Professors of the department, by rotation; and
  - [e] two external experts to be co-opted for their specialised knowledge.
- [3] The Academic Branch shall submit the proposal for constitution or modification of the BoS to the Vice Chancellor through the appropriate file.
- [4] The Board of Studies shall be constituted by the department for a period of three years.
- [5] The Board of Studies shall meet at least twice in one academic year.

- [6] The powers and functions of the Board of Studies:
- [a] Subject to the overall control and supervision of the Academic Council, the functions of a Board of Studies shall be to approve subjects for research for various degrees and other requirements of research degrees and to recommend to the Academic Council in such manner as may be prescribed by the rules of the institution deemed to be University regarding-
    - [i] courses of studies;
    - [ii] appointment of supervisors for research; and
    - [iii] measures for the improvement of the standards of teaching and research.
  - [b] to recommend, upon reference to it by the Executive Council through the Academic Council, the Faculty or otherwise, the courses of study in the subject or group of subjects within its purview;
  - [c] to recommend, on its own the courses of study in the subject or group of subjects within its purview;
  - [d] recommend books, including textbooks, reference books, monographs, digital platforms, etc. for the different subjects under the discipline concerned of that faculty;
  - [e] to recommend to the Academic Council, for its approval, the preparation and publications of selections or anthologies of the writings or works of authors and other masters in any subject or group of subjects, together with a synopsis of the selections or anthologies;
  - [f] to bring to the notice of the Academic Council as the case may be, matters of importance relating to the examinations in the subjects or group of subjects.
  - [g] to recommend the syllabus for subjects of the discipline;
  - [h] The Board of Studies shall have the power to prepare a detailed content of different courses of each department and submit to the Academic Council

for approval; to revise/update the contents of the syllabi from time to time and submit to the Academic Council for approval;

- [i] Venue: Meeting of the Board of Studies shall be held in the University headquarter unless the Vice-Chancellor otherwise directs;
- [j] Preside: The Chairperson of the Board of Studies or in the absence, the senior member of the department shall preside the meeting of the Board of Studies after necessary approval of the Vice Chancellor of Vidyapith. The Chairperson in such a meeting, shall have a vote, and in case of equality of votes, he shall have the right of casting a vote. Not less than one-third of the total number of members shall constitute the meeting;
- [k] Notice: The Registrar shall give notice of the likely date of the meeting of the Board of Studies five clear days before such date. The Chairperson of the Board of Studies may authorize the convening of an emergency meeting of the Board of Studies at short notice to consider issues of special importance or urgency with prior permission of the Vice Chancellor;
- [l] Agenda: Items for the agenda as approved by the Vice-Chancellor together with the notes thereon may be circulated to the members of the Board of Studies at least 3 days in advance of the date of the meeting;
- [m] Attendance: At the beginning of the meeting, each member shall register his attendance in a book placed for the purpose at the entrance of the place of the meeting;
- [n] Invite an Expert(s): The Chairperson of the Board of Studies with the prior approval of the Vice-Chancellor may, for the purpose of consultation, invite any person having special knowledge or practice or experience, to the meeting when the relevant matter is being considered. Such a person may speak and otherwise take part in the proceedings of the meeting, but shall not be entitled to vote; and,
- [o] Minutes of Meeting: Within a week after a meeting of a Board of Studies, the minutes of the meeting shall be prepared by the Chairperson and

be submitted to the Academic Branch for the approval of the Academic Council.

**Rule 9      Faculties and Departments of the Vidyapith**

[1] Faculty of Languages and Literature;

- (1) Department of Gujarati;
- (2) Department of Hindi;
- (3) Department of English;

[2] Faculty of Social Science;

- (1) Department of Rural Economics;
- (2) Department of History and Culture;
- (3) Department of Sociology;
- (4) Department of Gandhian Studies;
- (5) Department of Social Work and Rural Development;

[3] Faculty of Education;

- (1) Department of Education;
- (2) Department of Yoga;

[4] Faculty of Physical Education;

- (1) Department of Physical Education;

[5] Faculty of Science;

- (1) Department of Microbiology;
- (2) Department of Food and Nutrition;

[6] Faculty of Management and Commerce;

- (1) Department of Management;
- (2) Department of Commerce;
- [7] Faculty of Information, Communication and Technology;
  - (1) Department of Computer Science;
  - (2) Department of Journalism and Mass Communication;
  - (3) Department of Library & Information Science;

**Rule 10      Disqualifications for Membership in Authorities**

- [1] A person shall be disqualified for being chosen as, and for being, a member of any of the authorities, or being appointed as, and for being, an officer, of the institution deemed to be University if—
  - [a] if he or she is of unsound mind; or
  - [b] if he or she is an un-discharged insolvent; or
  - [c] if he or she has been convicted by a court of law for an offense involving moral turpitude and sentenced in respect thereof to imprisonment for not less than six months; or
  - [d] if he or she has not been appointed as per the provisions of these regulations.
- [2] If any question arises as to whether a person is or had been subjected to any of the disqualifications mentioned above, the question shall be referred to the Chancellor, and his or her decision shall be final and no suit or other proceedings shall lie in any civil court against such decision.

**Rule 11      Termination of Membership**

- [1] If a member other than the Vice-Chancellor and those representing the teachers, accepts a full-time appointment in the institution deemed to be University or fails to attend three consecutive meetings of the Statutory Authority, without

proper leave of absence, such member shall cease to be a member of the Statutory Authority.

- [2] An age of a member of specified in any Authorities shall be not more than 75 years. He/She shall be ceased automatically at the completion of 75 years of age.

### **Rule 12      Miscellaneous matters relating to different authorities**

Miscellaneous matters relating to different authorities should be as per section 22 of the UGC (Deemed to be University) Regulations, 2023:

- [1] If any question arises, as to whether any person, other than Government nominated or appointed, has been duly nominated or appointed as, or is, entitled to be a member of any authority or any committee of the Vidyapith, the matter shall be referred to the Chancellor, whose decision thereon shall be final and binding.
- [2] Any member, other than an ex-officio member of any authority, may resign by a letter addressed to the Registrar, and the resignation shall take effect as soon as it is accepted by the Chancellor or the Chairperson of the Executive Council, as the case may be.
- [3] Sudden vacancies among the members of any authority or any Committee of Vidyapith shall be filled by the respective authority under the rules, as soon as may be, and within a period of six months.

### **Rule 13      Officers of the Gujarat Vidyapith**

The following shall be the officers of the Vidyapith;

- [1] Chancellor;
- [2] Vice-Chancellor;

- [3] Registrar;
- [4] Finance Officer;
- [5] Dean;
- [6] Head of Department; and,
- [7] Such other officer as defined by Executive Council, if necessary.

**Rule 14      Chancellor**

The appointment, functions, and powers should be as per UGC Regulations 2023.

**Rule 15      Vice-Chancellor**

- [1] The appointment, powers, and duties should be as per section 23 (B, C) of the UGC (Deemed to be University) Regulations 2023.
- [2] The Vice-Chancellor shall be a whole-time salaried officer of the institution deemed to be a University.
- [3] The Vice-Chancellor shall hold office for a term of five years from the date on which he or she enters upon his or her office or until he or she attains the age of seventy years, whichever is earlier and shall be eligible for re-appointment for one more term by following the procedure prescribed for the appointment of Vice-Chancellor:

Provided that notwithstanding the expiry of the said period of five years, he or she shall continue in office until his or her successor is appointed and enters upon his or her office, however, in no case, the Vice-Chancellor shall hold office beyond the age of seventy years: Provided further that the Chancellor may direct the Vice-Chancellor, after his or her term has expired, to continue in office for such period, not exceeding a total period of one year.

[4] In the case of Government controlled or managed or receiving funds more than or equal to fifty percent of their annual receipt, the respective Government may direct the Vice-Chancellor, after his or her term has expired, to continue in office for such period, not exceeding a total period of one year.

[5] If the office of the Vice-Chancellor becomes vacant due to death, resignation or otherwise, or if he or she is unable to perform his or her duties due to ill health or any other cause: The Chancellor shall appoint the senior most Professor who shall perform the duties of the Vice-Chancellor, until a new Vice-Chancellor assumes office or the existing Vice-Chancellor resumes the duties of his or her office, as the case may be.

Provided further that, in the case of Central Government controlled or managed or receiving funds more than or equal to fifty percent of their annual receipt, the Government shall appoint the senior most Professor or any other eminent academician to perform the duties of the Vice-Chancellor initially for a period of six months or until a new Vice-Chancellor assumes office or the existing Vice-Chancellor resumes the duties of his or her office, as the case may be.

[6] If the Vice Chancellor is on approved leave then one of the Deans may be given the charge of the office of the Vice Chancellor by him/her during the said period.

[7] Powers and Duties of the Vice-Chancellor:

[a] The Vice-Chancellor shall be the Principal Executive Officer and academic officer of the Vidyapith and shall exercise general supervision and control over the affairs of the Vidyapith and give effect to the decision of all authorities of the Vidyapith.

[b] The Vice-Chancellor may, if he or she is of the opinion that immediate action is necessary on any matter, exercise any power conferred on any authority of the Vidyapith by or under these rules and shall report to such authority at its next meeting the action taken by him or her on such matter:

Provided that, if the authority mentioned in this sub-rule is of the opinion that such action ought not to have been taken, it may refer the matter to the Chancellor whose decision thereon shall be final:

Provided further that any person in the service of the Vidyapith who is aggrieved by the action taken by the Vice-Chancellor under this rules shall have the right to represent against such action to the Executive Council within ninety days from the date on which decision on such action is communicated to him and thereupon the Executive Council may confirm, modify or reverse the action taken by the Vice-Chancellor.

- [c] The Vice-Chancellor, if he or she is of the opinion that any decision of any authority of the Vidyapith is beyond the power of the authority conferred by the provisions of these rules or that any decision taken is not in the interest of the Vidyapith, may ask the authority concerned to review its decision within sixty days of such decision and if the authority refuses to review the decision either in whole or in part or no decision is taken by it within the said period of sixty days, the matter shall be referred to the Chancellor whose decision thereon shall be final.
- [d] The Vice-Chancellor shall be the ex-officio Chairperson of the Executive Council, the Academic Council and the Finance Committee and shall, in the absence of the Chancellor, preside at the Convocations held for conferring degrees to the students.
- [e] The Vice-Chancellor shall be entitled to be present at, and address, any meeting of any authority or other body of the Vidyapith, but shall not be entitled to vote unless he or she is a member of such authority or body.
- [f] It shall be the duty of the Vice-Chancellor to see that these rules are duly observed and implemented and he or she shall have all the powers necessary to ensure such implementation.
- [g] The Vice-Chancellor shall have all the powers necessary for the proper maintenance of discipline in the Vidyapith, and he or she may delegate any

such powers to such person or persons, as he or she may deems fit.

- [h] The Vice-Chancellor shall have the power to convene or cause to be convened the meetings of the Executive Council, the Academic Council, the Finance Committee, and other authorities.
- [i] The travel approval of any employee of Vidyapith in the country or abroad shall be sanctioned by the Vice-Chancellor. The No Objection Certificate (NOC) shall be issued for the purpose of official or personal foreign travel.

[8] Salary, Leave, Perks and Facilities

- [a] Pay as notified by the University Grants Commission / Central Government from time to time.
- [b] Dearness and other Allowances as notified by the University Grants Commission / Central Government from time to time other than House Rent Allowance.
- [c] The Vice Chancellor shall be entitled to transfer prescribed amount for such terminal benefits to his/her parent institute under Central Government Rules.
- [d] The leave rules for Vice-Chancellor of Vidyapith shall be as per UGC /Central Government rules as amended from time to time.
- [e] An amount decided by the Executive Council shall be placed at the disposal of the Vice-Chancellor for the confidential work of Vidyapith.
- [f] The Vice Chancellor shall be entitled to GPF/NPS/PF as the case may be, LTC, Official tour expenses, Medical expenses etc. as per University Grants Commission / Central Government rules amended from time to time.
- [g] The Vice-Chancellor shall be entitled to use a furnished residence, rent free, throughout his term of office and no charge shall fall on the Vice-Chancellor in respect of the maintenance of such residence. If Vidyapith is not able to

provide the furnished residence, then he/she is eligible for the HRA as per norms.

- [h] The Vice-Chancellor shall be entitled to the facility of a free official car. He/She shall also be entitled to mobile and landline phone service at his/her residence. He/She shall be entitled for the good quality broad band internet connection at his /her residence
- [i] The Vice-Chancellor shall be entitled for one cook, helper, housekeeping and security at his/her residence.
- [j] The Vice-Chancellor shall be entitled for making of work-station at home which includes all the items which he deemed fit up-to the limit of his five salary.
- [k] The Vice-Chancellor shall be entitled to get the expenses of legal aid if it is related to the university matter even after the service term.

#### **Rule 16 Registrar**

- [1] The appointment should be as per section 23(F)(1) - (2) of the UGC (Deemed to be University) Regulations, 2023.
- [2] The Registrar shall be a whole-time salaried officer of the Vidyapith and shall be appointed by the Executive Council on the recommendations of the Selection Committee consisting as per Gujarat Vidyapith Recruitment Rules, 2024.
- [3] The appointment may be made of the candidate on Lien or Deputation for five years or till attaining the age of 62 years whichever is earlier.
- [4] When the office of the Registrar is vacant or when the Registrar is, by reason of illness, absence, or any other cause, unable to perform the duties of his or her office, the duties of the office shall be performed by such person as the Vice-Chancellor may appoint for the purpose.

- [5] The Registrar shall be ex-officio Secretary of the Executive Council and the Academic Council, but shall not be deemed to be a member of any of these authorities.
- [6] The Registrar shall be directly responsible to the Vice-Chancellor and work under his or her direction.
- [7] The Registrar shall be entitled for the leave as per prevailing Leave Rules of UGC / Central Government as amended from time to time.
- [8] The Registrar shall conduct the official and payment proceedings and correspondence as per the approval and directives of the Vice - Chancellor.
- [9] The Registrar shall perform such other functions as may be specified in the Rules or as may be required from time to time by the Executive Council or the Vice - Chancellor.
- [10] The Registrar shall have the power to take disciplinary action against employees, excluding Group A officers, teachers and other academic staff, as may be specified in the order of the Executive Council and to suspend them pending inquiry, to administer warnings to them or to impose on them the penalty of censure or the withholding of increment:
- Provided that no such penalty shall be imposed unless the person has been given a reasonable opportunity of showing cause against the action proposed to be taken in regard to him or her.
- [11] An appeal shall lie to the Vice-Chancellor against any order of the Registrar imposing any of the penalties specified in sub-rule [10].
- [12] In the case where the inquiry discloses that a punishment beyond the power of the Registrar is called for, the Registrar shall, upon the conclusion of the inquiry, make a report to the Vice-Chancellor along with his or her recommendations
- [13] Provided that an appeal shall lie to the Executive Council against an order of the Vice- Chancellor imposing any penalty.

[14] It shall be the duty of the Registrar-

- [a] to be the custodian of the records, the common seal, and such other property of the Vidyapith as the Executive Council shall commit to his or her charge;
- [b] to issue all notices convening meetings of the Executive Council, the Academic Council, and any Committees appointed by those authorities as per the approval and directives of the Vice – Chancellor;
- [c] to keep the minutes of all the meetings of the Executive Council, the Academic Council, and any Committees appointed by those authorities as per the approval and directives of the Vice-Chancellor;
- [d] to conduct the official correspondence between the Executive Council and the Academic Council;
- [e] to supply to the Chancellor copies of the agenda of the meetings of the authorities of Vidyapith as soon as they are issued and the minutes of such meetings;
- [f] to represent the Vidyapith in suits or proceedings by or against the Vidyapith, sign powers of attorney and verify pleadings or depute his or her representative for the purpose;
- [g] to perform such other duties as may be specified in the rules of the Vidyapith or as may be required from time to time by the Executive Council or the Vice-Chancellor, as the case may be;
- [h] to enter into an agreement/MoU, sign documents, and authenticate records on behalf of Vidyapith;
- [i] to make arrangements to safeguard and maintain the buildings, gardens, office, canteen, cars and other vehicles, laboratories, libraries, reading rooms, equipment and other properties of the Vidyapith; and
- [j] to conduct the official correspondence on behalf of the authorities of Vidyapith.

[15] Salary, Perks and Facilities:

- [a] Pay, Dearness and other Allowances as notified by the University Grants Commission / Central Government from time to time.
- [b] The Registrar shall be entitled to such Allowances, Provident Fund and other, terminal benefits and Other facilities as prescribed by the Vidyapith from time to time for its non-vacational staff, as the case may be.
- [c] The Registrar shall be entitled to GPF/PF/NPS as the case may be, LTC, Official tour expenses, Medical expenses etc. as approved by the University Grants Commission / Central Government from time to time.
- [d] If the services of the Registrar are borrowed from the Government or any other organizations/institution, the terms and conditions of his/her service shall be governed by the Deputation Rules of the State / Central Government.
- [e] The Registrar shall be entitled to furnished residential accommodation.
- [f] The Registrar shall be entitled to the facility of a staff car.
- [g] He shall also be entitled to laptop and full IT support.
- [h] The Registrar shall be entitled to get the expenses of legal aids if it related to the Vidyapith matter even after the service term.
- [i] Registrar on Deputation may be repatriated earlier than the stipulated period by the Executive Council on the recommendation of the Vice Chancellor.
- [j] Where an employee of Vidyapith or any other Institution/ Government and its organizations is appointed as Registrar, he/she shall continue to be governed by the same retirement benefit scheme, (namely general Provident Fund/ Contributory Provident Fund/ Pension Gratuity/ Transfer TA) to which he was entitled prior to his appointment as Registrar and till he/she continues to hold his/her lien on that post, as the case may be.
- [k] The emoluments, terms and conditions of service and powers and functions of the Registrar will be subject to revision in accordance with the directives

of UGC/Central Government received from time to time.

**Rule 17 Finance Officer**

- [1] The appointment, and functions should be as per section 23 (G) of the UGC (Deemed to be University) Regulations, 2023.
- [2] The Finance Officer shall be appointed by the Executive Council on the recommendations of a selection committee constituted for the purpose and he or she shall be a whole-time salaried officer of Vidyapith.
- [3] The Finance Officer shall be appointed for a term of five years and shall be eligible for re-appointment by following the procedure prescribed for the appointment of the Finance Officer:  
  
Provided that, the Finance Officer shall retire on attaining the age of sixty-two years.
- [4] The qualification and other eligibility of recruitment of Finance Officer will be as per Gujarat Vidyapith Recruitment Rules, 2024.
- [5] The emoluments and other terms and conditions of service of the Finance Officer shall be such as may be prescribed by the Executive Council from time to time. Other terms and conditions of service of the Finance Officer shall be as per the UGC /Central Government Rules.
- [6] When the office of the Finance officer is vacant or when the Finance Officer is, by reason of illness, absence or any other cause, unable to perform the duties of his or her office, the duties of the office shall be performed by such person as the Vice-Chancellor may appoint for the purpose.
- [7] The Finance Officer shall-
  - [a] exercise general supervision over the funds of Vidyapith and shall advise it as regards its financial policy; and

[b] perform such other financial functions as may be assigned to him by the Executive Council or as may be prescribed in the rules of Vidyapith.

[c] be the branch head of the account branch.

[8] Subject to the control of the Executive Council, the Finance Officer shall—

[a] ensure that the limits fixed by the Executive Council for recurring and non-recurring expenditures for a year are not exceeded and that all amounts of money are expended on the purpose for which they are granted or allotted;

[b] be responsible for the preparation of annual accounts and the budget of Vidyapith and for their presentation to the Executive Council;

[c] keep a constant watch on the state of the cash and bank balances and on the state of investments;

[d] watch the progress of the collection of revenue and advice on the methods of collection employed;

[e] ensure that the registers of buildings, land, furniture, and equipment are maintained and up-to-date and that stock-checking is conducted, of equipment and other consumable materials in all offices, departments, faculties, and specialized laboratories;

[f] bring to the notice of the Vice-Chancellor un-authorized expenditure and other financial irregularities and suggest disciplinary action against persons at fault;

[g] call for from any office, department, faculty, laboratory, etc. maintained by Vidyapith any information or returns that he or she may consider necessary for the performance of his or her duties; and

[h] work under the direction of the Vice-Chancellor and shall be responsible to the Finance Committee / Executive Council through the Vice-Chancellor.

[9] He/she shall be responsible for the preparation of annual budget estimates and statements of account for submission to the Finance Committee and the Executive Council.

- [10] He/she shall be responsible for the management of funds and investments of Vidyapith, subject to the control of Executive Council.
- [11] The Finance Officer shall be entitled for the leave as per prevailing Leave Rules of UGC / Government of India.
- [12] The Finance Officer shall maintain minutes of the meetings of the Finance Committee and the committees appointed by the Finance Committee or any authority for finance matter.
- [13] The Finance Officer shall be responsible for the internal audit, statutory audit, C&AG and other audit.
- [14] Salary, Perks, and Facilities:
- [a] Pay, Dearness and other Allowances as notified by the University Grants Commission / Central Government from time to time.
  - [b] The Finance Officer shall be entitled to such Allowances, Provident Fund and other, terminal benefits and Other facilities as prescribed by the UGC/Central Government rules from time to time for its non-vacational staff.
  - [c] The Finance Officer shall be entitled to GPF/PF/NPS as the case may be, LTC, Official tour expenses, Medical expenses etc. as approved by the University Grants Commission / Central Government from time to time.
  - [d] If the services of the Finance Officer are borrowed from the Government or any other organization/ Institute, the terms and conditions of his/her service shall be governed by the Deputation Rules of the Government of India.
  - [e] The Finance Officer shall be entitled to unfurnished residential accommodation as per availability in the premises for which he/she pay a prescribed license fee. If there no residential accommodation is available or opted

by the Finance officer, then HRA will be admissible according to the UGC/Central Government rules.

[f] He shall also be entitled to a laptop, and mobile at his/her residence and full IT support.

[g] The Finance Officer on Deputation may be repatriated earlier than the stipulated period by the Executive Council on the recommendation of the Vice Chancellor.

[h] Where an employee of Vidyapith or any other Institution/ Government and its organizations is appointed as the Finance Officer, he/she shall continue to be governed by the same retirement benefit scheme, (namely General Provident Fund/ Contributory Provident Fund/ Pension Gratuity/ Transfer TA) to which he was entitled prior to his appointment as the Finance Officer and till he/she continues to hold his/her lien on that post, as the case may be.

The emoluments, terms and conditions of service and powers and functions of the Finance Officer will be subject to revision in accordance with the directives of UGC/Central Government received from time to time.

#### **Rule 18      Dean**

[1] The appointment, and functions should be as per section 23 (I) of the UGC (Deemed to be University) Regulations, 2023.

[2] The Departments dealing with allied subjects may be grouped into faculties, etc., and every faculty shall be headed by a Dean.

[3] Every Dean shall be appointed by the Vice-Chancellor from amongst the Professors in the faculty, by rotation, for a period of two years: Provided that if there is only one Professor or no Professor in the faculty, the Dean shall be appointed, for the time being, from among the Professor, if any, and the Associate Professors

in the faculty. If he/she fails to follow the code of conduct of Vidyapith, he/she may be removed from the position of Dean.

- [4] When the office of the Dean is vacant or when the Dean is, by reason of illness, absence or any other cause, unable to perform duties of his or her office, the duties of the office shall be performed by the senior-most Professor or Associate Professor.
- [5] The Dean shall be the Head of the faculty and shall be responsible for the conduct and maintenance of the standards of teaching and research in the faculty and shall have such other functions as may be prescribed by Vidyapith.
- [6] The Dean shall have the right to present and speak at any meeting of the Board of Studies or Committees of the faculty, as the case may be, but shall not have the right to vote there unless he is a member thereof.
- [7] The Dean shall assist the Vice-Chancellor in managing the academic standards and coordinating the teaching and research in the Faculty and other affairs of the Vidyapith, colleges, etc. and shall exercise powers and perform functions as entrusted to them by the Vice-Chancellor.
- [8] Dean shall exercise such other powers and perform such other academic and administrative duties as may be suggested by the Vice-Chancellor.

#### **Rule 19      Head of the Department**

- [1] The appointment, and functions should be as per section 23 (J) of the UGC (Deemed to be University) Regulations, 2023.
- [2] There shall be a Head of the Department for each of the departments in the Vidyapith, who shall be appointed by the Vice-Chancellor from amongst the Professors of the department:

Provided that if there is no Professor in the department or there is only one Professor in the department, whose term as Head of the department is ending, the

Vice-Chancellor may appoint an Associate Professor as Head of the Department.

- [3] The term of the Head of the department shall normally be two years and he or she shall be eligible for re-appointment for one more term by following the procedure prescribed for appointment of the Head of the department. If he/she fails to follow the code of conduct of Vidyapith, he/she may be removed from the position of Head of the Department.
- [4] The powers and functions of the Head of the Department shall be prescribed by the rules of the institution deemed to be university.
  - [a] Provide academic leadership to the department, ensuring quality in teaching, learning, and research.
  - [b] Prepare and implement academic calendar, time-tables, and workload distribution in consultation with faculty.
  - [c] Ensure effective curriculum delivery as per syllabus, Outcome-Based Education (OBE), and NEP 2020 framework.
  - [d] Monitor and evaluate teaching performance, student feedback, and learning outcomes.
  - [e] Facilitate and encourage faculty for research projects, publications, patents, consultancy and innovations.
  - [f] Promote interdisciplinary teaching and research collaborations within and outside the university.
  - [g] Supervise student mentoring, counseling, career guidance, and co-curricular activities.
  - [h] Convene and preside over Departmental Meetings and implement decisions.
  - [i] Maintain discipline, work culture, and punctuality among staff and students of the department.
  - [j] Prepare and submit to the Dean/Registrar:
    - [i] Annual Departmental Report.

- [ii] Academic Performance Reports of Faculty.
- [iii] Departmental Budget proposals and expenditure statements.
- [iv] Any other such matters may be asked.
- [k] Assign duties to faculty and non-teaching staff, ensuring equitable distribution of workload.
- [l] Ensure proper maintenance of departmental assets, laboratories, library, and equipment.
- [m] Coordinate departmental participation in NAAC/IQAC/Statutory body requirements.
- [n] proper record-keeping of contingent and petty expenses within prescribed limits.
- [o] Recommend proposals for research grants, consultancy, SSIP, Innovation, projects, seminars, and workshops to funding agencies with the approval of competent authority.
- [p] Ensure compliance with audit requirements and financial propriety in departmental accounts.
- [q] Ensure compliance with UGC Regulations, Government norms, Vidyapith Rules, and Authority decisions.
- [r] Safeguard the interests of students and faculty by ensuring fair and transparent practices.
- [s] Act as the disciplinary authority for students within the department, and recommend disciplinary action for staff to higher authorities, if necessary.
- [t] Ensure adherence to policies on anti-ragging, gender sensitization, inclusivity, and safety.
- [u] Represent the department in University-level meetings, seminars, and external collaborations.
- [v] Establish linkages with industry, research institutions, government bodies, and NGOs.

- [w] Organize seminars, workshops, conferences, and training programmes.
  - [x] Encourage community engagement, field projects, and extension activities consistent with Gandhian philosophy and Vidyapith's mandate.
  - [y] The HoD is accountable to the Dean, Registrar and the Vice-Chancellor for all academic, administrative, and financial matters.
  - [z] The HoD shall submit an Annual Self-Appraisal and Departmental Report for review by the competent authority.
- [5] The HoD shall develop a structured method for tracking Student Career Progression. The progression data shall be reviewed and updated annually in the month of June. The data shall be updated to the Annual Report.
- [6] There may be a Program Head to assist the Head of the Department. The Program Head is nominated by the Head of the Department after the approval of the Vice-Chancellor. He/She shall look after all the activities of the program, like the timetable, internal exams, curriculum transactions, etc.

#### **Rule 20      Indemnity**

No suit shall be instituted against or other legal proceedings shall lie against or no damages shall be claimed from the Gujarat Vidyapith, the authority officer of the Gujarat Vidyapith, in respect of anything which is in good faith done or purported to have been done in pursuance of this rules.

#### **Rule 21      Meeting through Video Conferencing**

- [1] In the case of members not convenient to attend the meeting in person, then he/she can join the meeting by video conferencing after the approval of the Vice-Chancellor.
- [2] At the commencement of the meeting, for the record, Chairperson may ask his presence and the location from where he/she is participating. The Chairperson

may confirm that he/she has received the agenda of the meeting.

[3] His/her presence shall be marked by member secretary.

## **Rule 22      Constitution of Committees & Cells**

[1] All committees or cells specified under the relevant rules shall be constituted by the Academic Branch, in accordance with the applicable rules, regulations, and institutional requirements; provided that where the method of constitution is explicitly prescribed in a particular rule or regulation, the same shall be duly followed.

[2] List of Some of the Cells and Committees

[a] Internal Quality Assurance Cell (IQAC)

[b] Student Sports, Cultural and Welfare Committee

[c] Placement Cell (Rojgar Paramarshan Ekam)

[d] Library Committee

[e] Building and Works Committee

[f] Local Purchase Committee

[g] Hostel Committee

[h] Writing Off Committee

[i] Curbing the Menace of Ragging in HEI

[j] Students Grievance Redressal Cell

[k] Equal Opportunity Centre

[l] Women Development Cell

[m] Internal Complaints Committee

[n] Any other such Committee

### **Rule 23      Removal of Member**

- [1] This rule shall apply to the members mentioned in Rule no. 22 for the authority/cell/committee constituted.
- [2] Any nominated member of any authority / cell / committee of the Vidyapith may request for discontinuation by letter addressed to the Vice-Chancellor. He/She has to work till the acceptance of his/her request by the Vice Chancellor. The Vice-Chancellor may accept and remove from the committee as per his/her request.
- [3] A nominated member may be removed from the membership of any authority / cell / committee of the Vidyapith who is convicted by a court of law of any offense involving moral delinquency or punished by the University for malpractice connected with any University affair, examination.
- [4] The Vice-Chancellor may also remove any member from the membership of any authority / cell / committee of the Vidyapith if he becomes of unsound mind or deaf-mute or has applied to be adjudicated or has been adjudicated as insolvent. A member shall be provided reasonable opportunity to defend himself, before any infliction of any punishment.
- [5] The Vice-Chancellor may remove any nominated member if the committee is going to be reconstituted with reason.

### **Rule 24      Cessation of Membership**

- [1] This rule shall apply to those authorities/cells/committees constituted by Rule 22.
- [2] If a nominated member of any authorities or bodies of the University fails to attend three consecutive meetings of that authority or cell, he shall cease to be a member of such competent authority or cell and thereupon the Registrar shall intimate him that he has ceased to be such member. Provided that authorities

may, if satisfied that there was sufficient cause for the failure of the member to attend the meetings, restore him to its membership.

## **Rule 25      Disqualifications for Membership**

[1] This rule shall apply to authorities/cells/committees constituted by Rule No. 22.

[2] No person shall be qualified for selection or nomination or appointment as a member of any of the authorities of the Vidyapith or for continuing as such member if he/she

[a] is unsound mind or a deaf-mute; or

[b] is an undischarged insolvent; or

[c] has been convicted by a court of law of an offense involving moral delinquency; or

[d] has been debarred by any University from appearing in examinations, for malpractices in connection with any examination:

[3] If any question arises as to whether any person is disqualified under sub- clauses 2a to 2d of the above clause the question shall be referred to the Vice Chancellor and his decision thereon shall be final.

## **Rule 26      Off-Campus Centres**

The Vidyapith shall operate within its main Campus as approved by the Government of India, Notification No. F.10-20/62-U2 dated 16.07.1963 and conduct approved programmes of study falling within the area of its specialization. Vidyapith has been operating UGC-recognized two off-campus centres at Sadra and Randheja, Dist. Gandhinagar, Gujarat. Vidyapith may establish more off-campus centres in India with the approval of prevailing Statutory Authorities as the case may be. Further, the Vidyapith may institute new campus within the country.

### **Rule 27      Off-Shore Campus**

Vidyapith may start or establish off-shore campuses with the prior approval of the Central Government in accordance with the provisions of the Act, rules, and regulations made thereunder.

### **Rule 28      Official Language**

Gujarati language shall be official language for the correspondences of Gujarat Vidyapith, provided, however, that English/Hindi may continue to be the authoritative language of the business connected therewith, provided further that it will be open to the Vice-chancellor, notwithstanding what is contained herein, to direct that the correspondence between Gujarat Vidyapith and such other bodies and persons, as he thinks fit, may be carried on in English. Notwithstanding anything contained in this Rules, a member shall have the right to address the meeting in English or Hindi.

### **Rule 29      Removal of Difficulties**

- [1] In case of any ambiguity or lack of clarity about any clause of the Rules or interpretation, the decision of the Executive Council shall be final.
- [2] The Executive Council may, from time to time, issue such general and specific directions as may be necessary to remove difficulties in the operation of any of the provisions of these Rules, within the provisions of the GVM/ UGC/ Government of India rules and instructions.

### **Rule 30      Amendment of Rules**

The Executive Council shall have the authority to amend, modify, change, withdraw, suspend and relax any or all of these Rules, within the provisions of GVM/ Government of India/UGC instructions.

### **Rule 31      Residuary Matters**

- [1] In regard to the matters not specified or referred to in these rules, the corresponding provisions of the rules/regulations/instructions, issued by the GVM/UGC/Government of India, as amended from time to time, shall be followed.
- [2] In case any contradiction in these Rules with any GVM/ UGC Regulations/ guidelines/ Government of India norms, the provisions of UGC Regulations/ guidelines/ Government of India norms shall prevail and such provision in these Rules shall stand superseded.

### **Rule 32      Liability of officers to serve in India or/and abroad**

Employees appointed shall be liable to serve anywhere in India or abroad within the jurisdiction of the Vidyapith.

### **Rule 33      Territorial Jurisdiction**

1. The territorial jurisdiction of the Vidyapith shall be India.
2. In case of any legal dispute arising, the territorial jurisdiction for adjudication shall be the Honourable High Court of Gujarat.

### **Rule 34      Repeal**

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

### **Rule 35      Legal Proceedings**

- [1] The person in whose name Gujarat Vidyapith may sue or be sued shall be the Registrar, who shall have the power to enter into agreements, sign documents

and authenticate records on behalf of the Gujarat Vidyapith, and shall exercise such powers and perform such duties, as may be prescribed by these Rules.

### Rule 36 Common Seal and University Song

[1] Common Seal:



Emblem of Gujarat Vidyapith

The emblem of Gujarat Vidyapith carries two inscriptions; one in Nagari and the other in Arabic. The Nagari maxim means “Knowledge is that which liberates.” (Sa Vidya Ya Vimuktaye) The Arabic maxim conveys the idea that true wisdom is what guides a believer toward the right path. Inside the emblem, the banyan tree and the crescent moon are shown in two circles. The banyan tree symbolizes growth and continuity. The lotus stands for purity and detachment. The lamps on both sides represent the light of knowledge. In this way, the pursuit of liberation through knowledge is the central ideal of the Vidyapith. The Vidyapith was founded during the freedom struggle, and political freedom was its immediate goal. But the quest for inner liberation through knowledge is a permanent ideal. This devotion to knowledge should grow like the banyan and

the moon, while preserving the spirit of detachment like the lotus. Thus, the Vidyapith considers liberation as freedom from attachment and aversion.

[2] University Song

Satya Ahimsana Marag par makkam dagala bharti... ..  
Gujarat Vidyapith gamti... ..  
Samuhjivan, Gnaan ane Udhyog mulve sathe... ..  
charkhana prayek taarma mahavratone kante... ..  
Sahaj Matrubaashaa sam saadu jeevan sadaa shikhvati... ..  
Gujarat Vidyapith gamti... ..  
Sa Vidya Ya Vimuktayena swapna siddh ahi thata... ..  
Swashray ne sevana utsav ullase ubharata... ..  
Gramotthan tano ae rudo ardhy rashtrane dharti... ..  
Gujarat Vidyapith gamti... ..

Part II

# Academic Rules

Rules No. 1 to 22

## **Rule 1      Institution of New Departments and New Faculties**

- [1] The objective is to establish a structured, transparent and academically sound process for the creation of new Departments and Faculties in Gujarat Vidyapith, in alignment with the objectives and mission of the Gujarat Vidyapith, emerging academic needs, and national education policies.
- [2] It shall apply to all proposals for:
  - (a) The creation of a new Department under an existing Faculty, or
  - (b) The creation of a new Faculty, which may include one or more Departments.
- [3] Procedure for Institution of a New Department:
  - [a] A detailed proposal for a new Department may be initiated by any Faculty/Department or through the Academic Branch.
  - [b] The proposal shall include:
    - [i] Academic rationale and relevance
    - [ii] Alignment with National Education Policy (NEP) 2020 and institutional goals
    - [iii] Curriculum framework
    - [iv] Infrastructure and faculty requirements
    - [v] Budgetary implications
    - [vi] Expected student intake and employment potential
  - [c] The proposal for the establishment of a new Department or Faculty shall first be submitted to the Academic Council for academic scrutiny and recommendation. Upon receiving the recommendation of the Academic Council, the proposal shall be placed before the Finance Committee and the Executive Council for administrative and financial approval. Following the approval of the Executive Council, the matter shall be submitted to the Mandal for its consent. Only upon receiving the final approval of the

Mandal shall the new Department or Faculty be formally established and publicly announced.

- [d] As a general practice, proposals for the establishment of new department or faculty shall be placed for consideration during the **month of December** by the Academic Branch. However, in cases of urgency, such proposals may be considered on a priority basis, subject to administrative discretion.

**Rule 2      Establishment of Extension Centres, Extension Activities & Facilities of Gujarat Vidyapith**

- [1] Gujarat Vidyapith may establish extension centres for education and social work as per the need. It shall be approved by the Academic Council, Executive Council and Gujarat Vidyapith Mandal.
- [2] Gujarat Vidyapith may establish and/or recognize hostel for the Gujarat Vidyapith students as per the need and availability of the grants. It shall be approved by the Executive Council and Gujarat Vidyapith Mandal.
- [3] Gujarat Vidyapith may establish and/or recognize various facilities for students and staffs as per the need. It shall be approved by the Executive Council and Gujarat Vidyapith Mandal.
- [4] Objectives:
  - [a] To institutionalize the framework for academic and community engagement through extension education rooted in Gandhian philosophy.
  - [b] To promote holistic student development by integrating classroom learning with field experience.
  - [c] To ensure optimum utilization of existing institutional resources for social, cultural, educational, and health development of students and the larger community.

- [d] To encourage public participation and support from the Gujarat Vidyapith Mandal for wider impact.

### **Rule 3      Memorandum of Understanding**

- [1] Broad agreement of Gujarat Vidyapith to cooperate and collaborate with other local, national, and international universities, institutions, PSUs, Government Organizations, Center of Excellence, Industry, and ‘Person of Eminence’ on mutually agreed areas on the following subjects, but not limited to:
  - [a] Establishment of Gujarat Vidyapith Center abroad;
  - [b] Joint Research Projects funded by National and international agencies;
  - [c] Exchange of faculties/students;
  - [d] Twinning/ Articulation of syllabi/ exchange of students at UG and PG levels under a credit transfer arrangement;
  - [e] Developing an e-course for interactive and interactive-integrated learning;
  - [f] Sharing of library, laboratory, technology and other learning resources;
  - [g] Joint arrangement of conferences, seminars and workshops;
  - [h] Joint arrangement of training and internship programmes;
  - [i] Joint arrangement of Refresher / Continuing education courses;
  - [j] Expert lectures;
  - [k] Research Work, Assessment, Sponsored Programmes;
  - [l] Any other activity of mutual benefit;
- [2] It shall be applicable only in the case of the benefit of Gujarat Vidyapith students or staff or for the objectives of Gujarat Vidyapith.
- [3] The guidelines, if any, laid down by Government and Statutory Bodies, shall be followed scrupulously.

- [4] The MOU shall be signed by the Registrar or the Vice Chancellor or any other person who is authorized by the Vice Chancellor on behalf of the Vidyapith.
- [5] The MOU shall be subject to the approval of the Executive Council and Gujarat Vidyapith Mandal.
- [6] The Academic Branch shall be responsible for the oversight, operationalization with the help of the concerned department or person, and systematic record-keeping of all Memoranda of Understanding (MoUs) executed by the institution.

#### **Rule 4      International Office**

- [1] The primary objectives of the International Office shall be:
  - [a] To promote academic and cultural exchange with international universities and institutions.
  - [b] To coordinate Memoranda of Understanding (MoUs) and Collaborative Agreements with global partners.
  - [c] To facilitate admission, orientation, and academic support for international students.
  - [d] To assist Vidyapith students and faculty in study abroad, exchange programs, internships, and joint research initiatives.
  - [e] To uphold and promote the Gandhian values, Indian ethos, and NEP 2020 vision in all global engagements.
- [2] The International Office shall perform the following functions:
  - [a] Maintain updated records of all international collaborations, partnerships, and mobility programs.
  - [b] Serve as the nodal point for communication with embassies, consulates, foreign universities, and regulatory authorities like UGC, MOE, and Foreigners Regional Registration Office (FRRO).

- [c] Facilitate visa and immigration support for foreign students and scholars.
- [d] Organize International Weeks, Global Lectures, and Cross-Cultural Dialogues.
- [e] Promote internationalization at home through curriculum enrichment, virtual exchange, and multilingual engagement.
- [f] Ensure compliance with statutory obligations, including UGC guidelines for international collaboration and Deemed-to-be University regulations.

[3] International Office Committee

- [a] The Vice Chancellor or Nominee as Chairperson;
- [b] All Deans;
- [c] Member Secretary, IQAC as Member Secretary;

[4] Financial and Administrative Autonomy

- [a] The International Office shall be granted an annual budget as approved by the Finance Committee.
- [b] It may receive external grants, consultation revenue, or project funding from national and international agencies, subject to university rules.

[5] The International Office shall operate in harmony with the policies of the Ministry of Education, UGC, and such other statutory bodies for international higher education.

[6] The International Office shall prepare an Annual Report on Internationalization, to be presented to the Academic Council and Executive Council.

**Rule 5      Online or Distance Education**

Gujarat Vidyapith may offer courses online or distance courses or degrees in accordance with the regulations notified by the Commission from time to time.

Gujarat Vidyapith may offer courses in the Open, Distance Learning / On Line mode in accordance with the UGC (Open and Distance Learning) Regulations, 2017, and UGC (Online Courses or Programs) Regulations 2018 as amended from time to time.

Provided that in Gujarat Vidyapith, which are already offering programmes of study, with the approval of the Commission, through the Open and Distance Learning mode, shall be permitted to continue such programmes subject to further approval by the Commission.

## **Rule 6      Administrative Calendar**

- [1] Gujarat Vidyapith may publish an Administrative Calendar every year, which shall be followed by all faculty/departments and administrative branches for their functions.
- [2] The academic branch shall prepare a draft of the Administrative Calendar for all branches of Gujarat Vidyapith every year in consultation with all branches and faculty/departments.
- [3] The Administrative Calendar shall cover normally begin in July every year and end in Jun of the next year.
- [4] Each administrative branch and faculty/departments shall write their planning of events, meetings in the calendar to follow the objective and functions of the Rules and Regulations.
- [5] The administrative calendar shall be put in the Academic Council and Executive Council for information.
- [6] Each administrative branch and faculty shall implement the administrative calendar. The event denoted in the administrative calendar shall be completed within that quarter, and if there is any difficulty, then the matter shall be brought to the attention of the Vice Chancellor.

[7] There shall be quarters as follows:

- (a) July to September;
- (b) October to December;
- (c) January to March; and,
- (d) April to June

## **Rule 7      Annual Report**

[1] The objective is to ensure transparency, accountability, and public dissemination of the activities and achievements of Gujarat Vidyapith in alignment with the values of the institution and the requirements of the University Grants Commission (UGC), Ministry of Education, Government of India, and such other statutory authorities.

[2] The Annual Report shall comprehensively cover, but not be limited to, the following areas:

- [a] Institutional Overview
  - [i] Introduction to Gujarat Vidyapith
  - [ii] Gujarat Vidyapith Mandal
  - [iii] Governing Bodies
  - [iv] Vision, Mission, and Institutional Values
- [b] Academic and Administrative Structure
  - [i] Faculties, Departments, and Centres
  - [ii] Admissions and Academic Programs
  - [iii] Curriculum and NEP 2020 Implementation
  - [iv] Academic Calendar and Timelines
  - [v] Faculty Profile and Development Initiatives
- [c] Facilities and Infrastructure

- [i] Physical and Academic Facilities
- [ii] Library and Digital Resources
- [iii] Sports Complex (Kridangan), Health Centre, Museum
- [d] Teaching, Learning, and Research
  - [i] Teaching and Learning Processes
  - [ii] IQAC Activities and Quality Enhancement Measures
  - [iii] Seminars, Conferences, and Workshops
  - [iv] Research Projects and Publications
  - [v] Innovation, Patents, and Incubation Activities
- [e] Community Engagement and Extension
  - [i] Social Outreach and Community Service
  - [ii] NSS, NCC, Jan Shikshan Sansthan, and Social Partnerships
  - [iii] Sardar Patel Training Centre,
  - [iv] Krushi Vigyan Kendra and Gaushala
  - [v] Environmental Sustainability Initiatives
- [f] Student-Centric Activities
  - [i] Hostel Facilities and Welfare Services
  - [ii] Convocation and Student Achievements
  - [iii] Alumni Engagement and Associations
  - [iv] Cultural Programs and Day Celebrations
- [g] Governance and Administration
  - [i] Academic Governance and E-Governance
  - [ii] Institutional Grievance Redressal
  - [iii] Staff Training and Development
  - [iv] Administrative and Financial Management
- [h] Partnerships and Public Interface

- [i] Memorandum of Understanding and Collaborations
  - [ii] Public Relations, Media Reflections
  - [iii] Annual Achievements and Recognitions
- [3] A draft Annual Report shall be placed before the Academic Council and Executive Council for perusal and comments.
- [4] The final version, incorporating suggestions, shall be submitted to the UGC and the Ministry of Education as per applicable regulations.

### **Rule 8      Chintan Shibir**

- [1] In continuation of the core values enshrined in the founding philosophy of Gujarat Vidyapith by Mahatma Gandhi, and in alignment with the reflective, inclusive, and community-oriented vision promoted under the Education Policy, Gujarat Vidyapith shall organize an annual Chintan Shibir to facilitate institutional introspection, planning, and value-based academic governance.
- [2] The Chintan Shibir shall serve as a structured platform for:
- [a] Reflecting upon the institution's academic, administrative, and social progress;
  - [b] Aligning educational practices with Gandhian values and NEP 2020 goals;
  - [c] Generating visionary and actionable resolutions for academic and institutional development;
  - [d] Strengthening internal collaboration among stakeholders of the Vidyapith.
- [3] A Chintan Shibir shall be held once every academic year, preferably in the first quarter (April–June), unless otherwise decided by the Competent Authority.
- [4] The agenda for the Shibir shall be prepared in advance and may include:
- [a] Review of academic and administrative functioning
  - [b] NEP 2020 implementation and progress

- [c] Discussion on curriculum innovations, student welfare, social outreach, sustainability, research, etc.
  - [d] Reflections on Gandhian relevance in education
  - [e] Deliberation on institutional strategic goals and future roadmap
- [5] A comprehensive report of proceedings, reflections, and resolutions shall be prepared by the Academic Branch within 15 working days after the Shibir.
  - [6] The report shall be presented to the Academic Council and Executive Council for review and incorporation into institutional planning.
  - [7] Financial provision for organizing the Chintan Shibir shall be made under the University's annual budget.
  - [8] Logistical arrangements shall be coordinated by a committee constituted for the purpose by the Hon'ble Vice Chancellor.

**Rule 9      Academic Calendar**

- [1] Gujarat Vidyapith shall publish an Academic Calendar every year, which shall be followed by all Branches and Departments for their Academic Programmes.
- [2] The examination branch shall prepare a draft of the Academic Calendar/s for all certificates, UG, PG, and research courses of the Gujarat Vidyapith in the month of April - May every year in consultation with the Deans of the faculty and Head of the Departments. This draft shall be put before the Academic Council and Executive Council for approval.
- [3] The Academic Calendar shall be circulated to all faculty/departments and shall be displayed on the Gujarat Vidyapith website. All the activities shall be strictly adhered to the academic calendar.
- [4] Academic calendar shall be published before 15th June.
- [5] The academic year may be considered as July to June of the next year.

- [6] The Academic Calendar of the Gujarat Vidyapith may include the following:
- [a] There shall be at least 180 working days in a year for UG / PG courses, excluding admission and examination or notification by the respective council/ UGC / Institution.
  - [b] Gujarat Vidyapith faculty/departments shall follow at least forty hours working schedule per week in case of teaching.
  - [c] The dates for the important academic events scheduled during the academic session shall be specified in the Academic Calendar. In particular, the dates for the following events shall be specified: Orientation / Induction programmes, Commencement of Classes and End of semesters, Gujarat Vidyapith Foundation Day, Youth Festival, Sports Events, Internal Examinations, Gujarat Vidyapith Examinations, Seminars, and workshops.
- [7] If any change or update in the Academic Calendar is required due to any event, the agenda shall be submitted to the Academic Council for approval.
- [8] Other terms and conditions apply as per UGC Regulations as amended from time to time.

### **Rule 10 Courses Offered by the Gujarat Vidyapith**

The courses shall be as approved by the Academic Council and Executive Council. Presently, the following courses may be offered by the Gujarat Vidyapith.

- [1] Under Graduate;
- Duration: 03/04 Years (06/08 Semesters)/(120/160 Credits)
- A1. BA (Gujarati, Hindi, English, Sanskrit, History, Economics, Sociology)
  - A2. B.Sc. (Microbiology, Physics, Chemistry and Mathematics)
  - A3. BCA (Computer Applications)
  - A4. BRS (Rural Planning and Development)

- A5. BPES (Physical Education and Sports)
- A6. B.Com. (Commerce)
- A7. B.Sc. (Nuclear Medicine Technology)
- A8. B.Lib.I.Sc. (Library and Information Science) (First Year of M.Lib.I.Sc.)

[2] Post Graduate;

Duration: 02 Year (04 Semesters) / 01 Year (02 Semesters) / (80/40 Credits)

- B1. M.A. (Gujarati, Hindi, English, History, Economics, Sociology, Gandhian Studies)
- B2. MYASc (Master of Yogic Art and Science)
- B3. M.A. (Human Resource Management)
- B4. M.S.W. (Master of Social Work)
- B5. M.Lib.I.Sc. (Library and Information Science)
- B6. M.A. (Journalism and Mass Communication)
- B7. M.Sc. (Microbiology, Food and Nutrition)
- B8. M.Com. (Commerce)
- B9. MSM (Master of Sports Management)
- B10. M.Sc. (IT)

[3] Professional Programs;

Duration: 02 Years (4 Semesters) / (80 Credits)

[a] Graduate programs after Graduation

- CA1. B.Ed. (Gujarati, Hindi, English, Sanskrit, Social Science, Mathematics, Science Subject Method)
- CA2. B.Ed. (Hindi, English Subject Method)
- CA3. B. P. Ed.

[b] Postgraduate Programs

CB1. M.Ed.

CB2. M.P.Ed.

CB3. M.B.A. (Rural Management)

CB4. M.C.A.

[4] Post Graduate Diploma Course:

Duration: 01 Year (02 Semester) / (40 Credits)

P.G.Diploma: (Yog Vidya, Gandhian Studies, Heritage Management, Journalism and Mass Communication, Digital Media Production, Computer Application)

[5] Diploma and Certificate Courses as per NEP 2020.

[6] Ph.D.:

[a] Duration:

[i] Regular Full time minimum 3 years including course work, and a maximum duration of six (6) years from the date of admission to the Ph.D. programme;

[ii] A maximum of an additional two (2) years can be given through a process of re-registration as per the rules concerned; Provided, however, that the total period for completion of a Ph.D. programme should not exceed eight (8) years from the date of admission in the Ph.D. programme.

Provided further that, female Ph.D. scholars and Persons with Disabilities (having more than 40% disability) may be allowed an additional relaxation of two (2) years; however, the total period for completion of a Ph.D. programme in such cases should not exceed ten (10) years from the date of admission in the Ph.D. programme.

[iii] Female Ph.D. Scholars may be provided Maternity Leave/Child Care Leave for up to 240 days in the entire duration of the Ph.D. programme.

## **Rule 11 Admission Eligibility Criteria**

Following will be the admission eligibility criteria for various academic programs, as and when approved by the Gujarat Vidyapith:

(a) Under Graduate;

Duration: 03/04 Years (06/08 Semesters)

Eligibility Criteria:

(1) Class-12 pass in any stream from a recognized board for admission to A1, A4, A5 and A6.

(2) For A2, and A7, students should have passed class-12 from the science stream of concerned group from a recognized board.

(3) For A3, students have passed class - 12 with 40 % in any stream.

(b) Post Graduate; Duration: 02 Year (04 Semesters) / 01 Year (02 Semesters)

Eligibility Criteria:

(1) For admission in B1, B2, B3, B4, B5, B6, and B9, Graduation in any subject from a recognized university.

(2) For admission in B7, and B8, Graduation in concerned subject from a recognized university.

(3) For B10, student must possess a Graduation degree in any subject from a recognized university with 50% or equivalent grade result. Provided that, Mathematics subject is required at 12th or graduation level.

(c) Professional Programs; Duration: 02 Years (4 Semesters)

[i] Graduate programs after Graduation Eligibility Criteria:

(1) For CA1, and CA2 admission student should have passed with 50% or its equivalent grade at Bachelor/ Post Graduate level in concerned subject from a recognized University.

(2) For CA3 student should possess Graduation with 50% or equivalent grade in any subject from a recognized university.

Note- B.Ed. and B.Ed. (Hindi) second subject method the trainees can choose from among the group after getting admission

[ii] Postgraduate Programs

Eligibility Criteria:

(1) For CB1 admission Student must possess a B.Ed degree from a recognized university with 50% or its equivalent grade (2) For CB2 admission Student must possess a B.P.Ed degree from recognized University with 50% or its equivalent grade (3) For CB3, CB4, student must possess a Graduation degree in any subject from a recognized university with 50% or equivalent grade result.

Note- For admission in CB4, Mathematics subject is required at 12th or graduation level

[iii] Post Graduate Diploma Course: Duration: 01 Year (2 Semester)

Eligibility Criteria:

Graduation in any subject from a recognized university

(d) Ph.D.:

Eligibility Criteria:

Candidates who have completed:

[i] A 1-year/2-semester master's degree programme after a 4-year/8-semester bachelor's degree programme or a 2-year/4-semester master's degree programme after a 3-year bachelor's degree programme or qualifications declared equivalent to the master's degree by the corresponding statutory regulatory body, with at least 55% marks in aggregate or its equivalent grade in a point scale wherever grading system is followed

or equivalent qualification from a foreign educational institution accredited by an assessment and accreditation agency which is approved, recognized or authorized by an authority, established or incorporated under a law in its home country or any other statutory authority in

that country to assess, accredit or assure quality and standards of the educational institution.

A relaxation of 5% marks or its equivalent grade may be allowed for those belonging to SC/ST/OBC (non-creamy layer)/Differently-abled, Economically Weaker Section (EWS) and other categories of candidates as per the decision of the Commission from time to time.

Provided that a candidate seeking admission after a 4-year/8-semester bachelor's degree programme should have a minimum of 75% marks in aggregate or its equivalent grade on a point scale wherever the grading system is followed. A relaxation of 5% marks or its equivalent grade may be allowed for those belonging to SC/ST/OBC (non-creamy layer)/Differently-Abled, Economically Weaker Section (EWS) and other categories of candidates as per the decision of the Commission from time to time.

- [ii] Candidates who have completed the M.Phil. programme with at least 55% marks in aggregate or its equivalent grade in a point scale wherever grading system is followed or equivalent qualification from a foreign educational institution accredited by an assessment and accreditation agency which is approved, recognized or authorized by an authority, established or incorporated under a law in its home country or any other statutory authority in that country to assess, accredit or assure quality and standards of educational institutions, shall be eligible for admission to the Ph.D. programme. A relaxation of 5% marks or its equivalent grade may be allowed for those belonging to SC/ST/OBC (non-creamy layer)/Differently-Abled, Economically Weaker Section (EWS) and other categories of candidates as per the decision of the Commission from time to time.

## **Rule 12      Research Program**

- [1] The rules related to Ph.D. shall be as per the guidelines prescribed by Gujarat Vidyapith at its website which shall be as per University Grants Commission (Minimum Standards and Procedures for Award of Ph.D. Degree) Regulation - 2022 (amended from time to time)

## **Rule 13      MOOCs through various platforms**

- [1] Gujarat Vidyapith may offer MOOC courses through various platforms like SWAYAM courses across all academic levels.
- [2] The Vice Chancellor shall nominate a MOOC Nodal Officer for coordinating and overseeing activities related to MOOC courses, in accordance with the applicable academic and administrative guidelines.
- [3] In case, if required, there may be a MOOC Advisory Committee (MAC) constituted as follows:
  - [a] The Vice Chancellor or the nominee - Chairperson;
  - [b] Three Deans shall be nominated by the Vice Chancellor - Members;
  - [c] Two experts shall be nominated by the Vice Chancellor - Members;
  - [d] MOOC Nodal Officer - Member Secretary.
- [4] The nomination in the committee shall be for a term of three years from the date of notification.
- [5] The Committee shall convene at least twice annually, and may meet more frequently as deemed necessary by the Vice Chancellor.
- [6] The meeting shall be convened by the Member Secretary with the prior approval of the Vice Chancellor.
- [7] Two-thirds of the total members shall constitute the quorum for the meeting.

- [8] The MOOC Courses shall be approved by the Board of Studies (BOS) and the Academic Council.
- [9] MOOC courses may be opted for only in place of Departmental elective courses.
- [10] Up to 40% of total credit load per semester may be earned via MOOCs.
- [11] The university may conduct the End Semester Examinations for students enrolled in SWAYAM/MOOC Courses in alignment with the regular Academic Calendar. The MOOC Coordinator shall advise the Branch Head, Examination Branch, of the same.
- [12] The credits or marks earned by students through SWAYAM/MOOC courses shall be duly incorporated into their academic transcript, subject to verification and receipt of results from the Host Institution. In the event of a delay in the declaration of SWAYAM/MOOC results, the Vidyapith may withhold the final results of the concerned students. Upon receipt of the official results, the University shall issue the updated marksheet reflecting the earned credits.
- [13] Functions of MAC
- [a] Recommending policies and guidelines to ensure the smooth functioning of SWAYAM/MOOC implementation in the university's academic curriculum.
  - [b] Advising on the selection and approval of the necessary courses and content to be adopted from SWAYAM or any other MOOC platform.
  - [c] Monitoring the effectiveness and reviewing the feedback of the adopted courses from the stakeholders. This may also include regular assessment of the performance and impact of the adopted SWAYAM/MOOC courses, including learner outcomes, user engagement, and course effectiveness.
  - [d] Advising on enhancements of technical infrastructure and innovations required within the university to enhance the students' experience on the SWAYAM/MOOC platform.

- [14] In cases where the Course Objectives of an adopted SWAYAM/MOOC course are not explicitly provided on the SWAYAM platform, the respective academic department shall define the objectives, ensuring alignment with the course content, intended learning outcomes, and institutional academic standards.

#### **Rule 14 Organizing Policy of Programmes and Activities**

- [1] This rule shall be applicable to various programmes and activities like seminars, conferences, workshops, webinars, FDP, training, curricular, and co-curricular activities.
- [2] Each proposal shall be sent to the Academic Branch for further consideration and approval.
- [3] Each proposal/note submission shall be comprised of the following points:
- [a] International / National / State / University Level: Seminars/ Conferences/ Workshops / Training / Focused theme base programme / Theme based Meeting / Sports Activity:
  - [b] Name of Coordinators:
  - [c] Title of the programme:
  - [d] Objectives of the programme:
  - [e] Name & Brief introduction of Speakers with contact numbers:
  - [f] Target group:
  - [g] Number of participants likely to attend:
  - [h] Nature of assistance collected from other source or participants fees:
  - [i] Assistance required from university fund (Head wise) :
  - [j] Brochure (if any)
  - [k] References of previous similar activities (if any)
- [4] Programme Report making shall cover minimum the following points:

- [a] Title of the programme:
- [b] International / National / State / University Level:
- [c] Seminars/ Conferences/ Workshops / Training / Focused theme base programme / Theme based Meeting /Sports Activity:
- [d] Date/s and Duration:
- [e] Venue:
- [f] Dignitary/s present at inaugural function:
  - [i] Name
  - [ii] Designation
  - [iii] Name of institute
  - [iv] Contact details
- [g] Dignitary/s present at valedictory function:
  - [i] Name
  - [ii] Designation
  - [iii] Name of institute
  - [iv] Contact details
- [h] Invited speakers / Experts:
  - [i] Name
    - [i] Designation
    - [ii] Name of institute
    - [iii] Contact details
    - [iv] Topic of lecture
    - [v] Lecture / presentation notes
- [j] Total no. of participants (provide full list with name, address, institutions and contact numbers).
- [k] Technical brochure / leaflet (attached).

- [l] Program summary (200 words).
- [m] Finale Statement of Income and Expenditure.
- [n] Utilization Certificate with signature of the coordinator.
- [o] Copy of vouchers and bill duly signed by the coordinator.
- [p] Photographs and video.
- [q] Press Release / Media Report, if any.

**Rule 15 Internal Quality Assurance Cell (IQAC)**

- [1] The constitution of IQAC shall be as per the guidelines of the National Assessment and Accreditation Council. Vidyapith shall constitute an Internal Quality Assurance Cell (IQAC) to-
  - [a] develop a quality system for conscious, consistent and catalytic programmed action to improve the academic and administrative performance of Vidyapith, and
  - [b] promote measures for institutional functioning towards quality enhancement through internalization of quality culture and institutionalization of best practices.
- [2] The Vice - Chancellor shall be the Chairperson of IQAC, and he will be assisted by a Coordinator of IQAC.
- [3] The Coordinator of IQAC shall be appointed by the Vice - Chancellor from among the Professors of the Vidyapith.
- [4] The term of appointment of the Coordinator of IQAC shall be for a period of two years.
- [5] Composition of the IQAC. The members of IQAC will be as follows: -
  - [a] The Vice-Chancellor (Chairperson);
  - [b] Three Teachers to represent all levels;

- [c] One member from the Executive Council;
  - [d] Two administrative officials of Gujarat Vidyapith;
  - [e] One nominee from the Local Society/Students/Alumni;
  - [f] One nominee from the Employers/Industrialist/ Stakeholders; and,
  - [g] One of the Senior teachers as the Coordinator as Head, (IQAC) will act as a member secretary.
  - [h] Registrar as an invited member.
  - [i] NEP Coordinator as an invited member.
- [6] The members at sub-clauses (5b) - (5g) of the clause above shall be nominated by the Vice-Chancellor in consultation with the Academic Council. The term of the nominated members shall be for a period of two years.
- [7] A teacher will cease to be a member on superannuation unless otherwise permitted by the Vice - Chancellor. Any person appointed in a vacancy occurring before the expiry of the original term of two years, subject to other provisions, shall be a member of IQAC only for the residuary period for which the person whose place he has filled would have been a member.
- [8] The meeting shall be convened by the Coordinator with the prior approval of the Vice Chancellor.
- [9] The IQAC shall meet at every quarter in the year. The quorum for the meeting shall be two-third of the total members.
- [10] The agenda, minutes and Action Taken Reports will to be documented with official signatures and maintained electronically in a retrievable format by the Coordinator of IQAC.
- [11] Functions of IQAC:
- [a] Develop and apply quality benchmarks / parameters for the various academic and administrative activities of the Vidyapith;

- [b] Facilitate the creation of a learner-centric environment conducive for quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process;
- [c] Arrange for feedback responses from students, parents and other stake - holders on quality related institutional processes;
- [d] Disseminate information on the various quality parameters of higher educa- tion;
- [e] Organize inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles;
- [f] Document the various programs/activities of the Vidyapith, leading to quality improvement;
- [g] Act as a nodal agency of the Vidyapith for coordinating quality-related activities, including adoption and dissemination of good practices;
- [h] Develop and maintain Institutional database through Management Infor- mation System for the purpose of maintaining /enhancing the institutional quality;
- [i] Develop Quality Culture in the Vidyapith;
- [j] Conduct regular internal academic and administrative audits and monitor the effectiveness of its processes to ensure continuous improvement and compliance.
- [k] Organize Workshops, Seminars, Faculty Development Programmes (FDPs), and related initiatives to promote faculty development and enhance quality awareness among all stakeholders.
- [l] Facilitate NAAC Accreditation by assisting in the preparation of the Self- Study Report (SSR), coordinating peer team visits, and ensuring timely submission of compliance reports.
- [m] The IQAC shall be responsible for processing all Career Advancement Scheme (CAS) applications submitted by faculty members, in accordance

with the prevailing norms and regulatory guidelines.

- [n] Institutional Strategic Plan / IDP
- [o] University Planning and Development
- [p] Curriculum Development and Revision
- [q] MOUs with Industry and Academia
- [r] Green Campus Initiatives
- [s] Training in Outcome-Based Education (OBE)
- [t] NIRF / Ranking and Rating
- [u] NEP Implementation.
- [v] Any other works suggested by NAAC and authorities of Gujarat Vidyapith.

[12] For the purpose of ensuring structured, phased, and effective implementation of the National Education Policy (NEP) 2020 in all academic, administrative, and extension activities of Gujarat Vidyapith, the Vice Chancellor shall appoint an NEP Coordinator from the teaching faculty.

- [a] Key Documents to be maintained
  - [i] NEP Roadmap / Action Plan
  - [ii] Departmental Implementation Reports
  - [iii] Curriculum Mapping Sheets
  - [iv] Faculty Training Records
  - [v] Student Feedback Reports
  - [vi] Annual NEP Implementation Status Report
- [b] Objectives to be considered
  - [i] Review and Revise Curricula: Ensure all programs are realigned for multidisciplinary and holistic education, flexible course structure, choice-based credits, and multiple entry–exit points.

- [ii] Coordinate Academic Bank of Credits (ABC) Compliance: Develop mechanisms for proper credit transfer, maintenance of student credit records, and alignment with the ABC framework.
- [iii] Strengthen Skill Development and Vocational Integration: Recommend and monitor introduction of vocational, practical, and skill-based courses as per local and regional needs.
- [iv] Support Faculty Development & Capacity Building: Organize orientation, refresher, and professional training for faculty on NEP-related reforms, technology use, student-centered pedagogy, and outcome-based education (OBE).
- [v] Enhance Student Support Systems: Propose and monitor academic mentoring, counseling, internship linkages, and career guidance services.
- [vi] Promote Research, Innovation & Community Outreach: Identify ways to strengthen research culture, community engagement projects, and local partnerships in line with Gandhian values.
- [vii] Monitor and Report Progress: Develop performance indicators, monitor implementation milestones, submit regular progress reports to the Vice-Chancellor, Academic Council and Executive Council, and recommend course corrections as needed.
- [viii] Coordinate External Collaboration: Facilitate linkages with other institutions, industry, and government bodies to support NEP objectives through MoUs, cluster sharing, and collaborative programs.
- [ix] Create Awareness and Build Consensus: Conduct workshops, seminars, and consultations to build awareness about NEP 2020 reforms among faculty, staff, students, and other stakeholders.
- [x] Plan and Monitor the Phased Implementation of NEP 2020
- [xi] Align Institutional Policies, Curriculum, and Pedagogy with NEP Guidelines
- [xii] Coordinate Among Departments for Smooth Execution

- [xiii] Ensure Capacity Building of Faculty and Staff
- [xiv] Monitor Multilingual and Multidisciplinary Initiatives
- [xv] Promote Student-Centric and Experiential Learning
- [xvi] Ensure Data Reporting to Statutory Bodies (UGC, NAAC, etc.)

[13] Performance Indicators (KPIs) for NEP Implementation:

| Sr. No. | Key Area                                       | Performance Indicators  |
|---------|--|---|
| 1       | Curriculum & Multidisciplinary Education       | % of UG/PG programs revised for multidisciplinary approach              |
|         |  | Number of new interdisciplinary or value-added courses introduced       |
|         |  | % of students opting for electives across disciplines                   |
| 2       | Academic Bank of Credits & Flexible Entry-Exit | Registration with National Academic Bank of Credits (ABC)               |
|         |  | % of students issued unique ABC IDs                                     |
|         |  | Number of students availing entry-exit flexibility                      |
| 3       | Faculty Development                            | Number of FDPs/workshops conducted for NEP awareness & pedagogy reforms |
|         |  | % of faculty trained in OBE and blended learning                        |
| 4       | Skill Development & Vocational Courses         | Number of skill-based/vocational courses launched                       |

|   |   |  |
|---|---|--|
|   |   | % of students enrolled in skill/vocational modules                   |
| 5 | Student Support & Mentoring               | Mentor-mentee ratio implemented                                      |
|   |   | Number of students availing counseling & career services             |
| 6 | Research, Innovation & Community Outreach | Number of community outreach/field projects launched                 |
|   |   | Number of publications linked to Gandhian research & local relevance |
| 7 | Governance & Reporting                    | Preparation of Institutional Development Plan (IDP)                  |
|   |   | Number of NEP progress reports submitted per year                    |
|   |   | % of milestones achieved on schedule                                 |

[14] The strategic plan may cover the following points:

- [a] Academic Excellence;
- [b] Research and Innovation;
- [c] National and International Collaboration;
- [d] Governance and Services;
- [e] Infrastructure and Digital Campus;
- [f] Capacity Building;
- [g] Self Reliance;

- [h] Sustainability;
- [i] Holistic Development;
- [j] Assessment and Accreditation;
- [k] Branding of University;

**Rule 16      Rojgar Paramarshan Ekam (Placement Cell)**

- [1] The Rojgar Paramarshan Ekam consists of the following members:
  - [a] Vice-Chancellor or his/her nominee as Chairperson;
  - [b] Two members shall be nominated by the Vice-Chancellor from Snatak Sangh;
  - [c] Two Heads of the Departments nominated by the Vice-Chancellor;
  - [d] Three persons from the industries shall be nominated by the Vice-Chancellor;
  - [e] A person may be appointed or nominated by the Vice-Chancellor as Training and Placement Officer (TPO) as member secretary;
- [2] The meeting shall be convened by the Member Secretary with the prior approval of the Vice Chancellor.
- [3] The Ekam shall meet at least two times in the year.
- [4] At least four of the members of the Committee shall form a quorum for a meeting of the Committee.
- [5] Scope of Work: The Rojgar Paramarshan Ekam shall:
  - [a] Facilitate career guidance, training, internships, and placement opportunities for undergraduate and postgraduate students.
  - [b] Build and strengthen institution-industry linkages.
  - [c] Maintain a database of employers, alumni, and recruiters for continuous engagement.

[d] Provide skill development and career counselling aligned with NEP 2020, UGC, and AICTE guidelines.

[6] Functions: The Cell shall undertake the following functions:

[a] Placement Activities

[i] Organize campus recruitment drives in coordination with industries.

[ii] Facilitate internships, apprenticeships, and project-based training.

[iii] Maintain communication with companies for job openings and hiring trends.

[b] Career Counseling and Guidance

[i] Conduct workshops, mock interviews, group discussions, and career talks.

[ii] Guide students in resume building, aptitude preparation, and soft skills.

[iii] Provide counseling for higher studies, entrepreneurship, and competitive exams.

[c] Industry Collaboration

[i] Invite industry experts for guest lectures, seminars, and industry-academia meets.

[ii] Sign MoUs with industries and sectoral skill councils for training and placements.

[iii] Coordinate with alumni employed in various sectors for student mentorship.

[d] Data and Record-Keeping

[i] Maintain a digital placement portal with student profiles, employer contacts, and placement statistics.

[ii] Prepare annual reports on student placements, internships, and industry interactions.

[iii] Keep confidential records of company feedback and student performance.

[7] Methodology: The Placement Cell shall adopt the following methodology for effective operations:

[a] Student Registration: Collect final-year student data and maintain an updated placement database.

[b] Pre-Placement Training: Organize training sessions in aptitude, technical skills, and communication.

[c] Industry Engagement: Prepare an annual calendar of industry visits, career fairs, and campus recruitment drives.

[d] Placement Drives: Invite companies through formal communication, schedule interviews, and provide logistical support.

[e] Feedback Mechanism: Collect feedback from recruiters and students to improve processes.

[f] Monitoring & Reporting: Submit placement progress reports to the Vice-Chancellor and Governing Bodies.

[8] Reporting and Review

[a] The TPO shall submit biannual reports on activities, outcomes, and placement statistics.

[b] The Ekam shall be subject to review by the Academic Council/Executive Council for policy improvements.

[9] The Academic Branch shall submit the proposal for constitution or modification of the committee to the Vice Chancellor through the appropriate file.

## **Rule 17      Curbing the Menace of Ragging in HEI**

[1] All committees under this regulation shall read UGC Regulation on Curbing the Menace of Ragging in Higher Educational Institutions 2009 and subsequent

amendments.

- [2] The Academic Branch shall submit the proposal for constitution or modification of the committee and nominations to the Vice Chancellor through the appropriate file.
- [3] Anti-Ragging Monitoring Cell: There shall be Anti-Ragging Monitoring Cell for the Vidyapith as per UGC Regulation, comprising of the following:
  - [a] The Vice-Chancellor or his nominee as Chairperson;
  - [b] Two Heads of the department of Vidyapith, not below the rank of Associate Professor shall be nominated by the Vice-Chancellor;
  - [c] One of the Dean shall be nominated by the Vice-Chancellor;
  - [d] Civil Admin/Police Officer in the rank of DySP shall be nominated by the Vice-chancellor;
  - [e] NGO representative shall be nominated by the Vice-Chancellor;
  - [f] Media representative shall be nominated by the Vice-Chancellor;
  - [g] Parent Representative shall be nominated;
  - [h] Chairperson of Internal Complaints Committee;
  - [i] Vidyapith Legal officer or a lawyer shall be nominated by the Vice-Chancellor;
  - [j] Head of Student Sports, Cultural and Welfare Branch;
  - [k] Chief Warden of Gujarat Vidyapith Hostel; and,
  - [l] Registrar as Member Secretary.
- [4] The Vice-Chancellor shall nominate the positions.
- [5] The tenure of the nominated members shall be of three years.
- [6] The meeting shall be convened by the Member Secretary with the prior approval of the Vice Chancellor.

- [7] The committee shall meet at least twice a year or as and when required by the approval of the Vice Chancellor.
- [8] At least half of the members shall form the quorum of the meeting.
- [9] Functions of Anti-Ragging Monitoring Cell:
- [a] The Cell shall coordinate with the Gujarat Vidyapith campuses to achieve the objectives of regulation.
  - [b] The Monitoring Cell shall call for reports from the Dean of faculty in regard to the activities of the Anti-Ragging Committees, Anti-Ragging Squads, and the Monitoring Cell of the Vidyapith.
  - [c] The Monitoring Cell shall review the efforts made by Vidyapith to publicize anti-ragging measures, soliciting affidavits from parents/guardians and from students, each academic year.
  - [d] Any such other activities suggested by the UGC regulations.
- [10] The formation of Anti Ragging Committee and Anti Ragging Squad of Vidyapith shall be as under:
- [a] Anti-Ragging Committee:
    - [i] The Vice-Chancellor or his nominee as Chairperson;
    - [ii] Representative of Police Administration Police Inspector / Police- Sub Inspector as member, nominated by Vice Chancellor.
    - [iii] Representative of Non-government organizations (NGO) as member nominated by the Vice-Chancellor.
    - [iv] Representative of Parents as member.
    - [v] Representative of students belonging to the fresher's category as member.
    - [vi] Representative of senior students as member.
    - [vii] Representative of non-teaching staff as member nominated by the Vice-Chancellor.

[viii] Representative of Civil Administration as member nominated by the Vice-Chancellor.

[ix] Representative of teaching staff as member secretary.

Note: Vice-Chancellor shall nominate the representatives for the tenure of one year and Representative of teaching staff shall be for three years.

[b] Anti-Ragging Squad:

[i] One faculty, not below rank of Professor as nominated by the Vice Chancellor;

[ii] Warden for Boys ;

[iii] Warden for Girls;

[iv] Student's representative Boys (Senior's) of the Vidyapith.

[v] Student's representative Girls (Senior's) of the Vidyapith.

[vi] Student's representative Boys (Fresher's) of the Vidyapith.

[vii] Student's representative Girls (Fresher's) of the Vidyapith.

Note: Student, Sports Cultural and Welfare Committee shall nominate the representatives for the tenure of one year.

[c] The committee shall meet at least twice in a semester or as and when required by the approval of the Vice Chancellor.

[d] At least half of the members shall form the quorum of the meeting for the committee.

[11] The meeting of Anti-Ragging Committee shall be convened by the Member Secretary with the prior approval of the Vice Chancellor.

[12] Ragging is strictly prohibited inside and outside Gujarat Vidyapith campus. The Anti Ragging Committee constituted for this purpose by the Institute is empowered to take an immediate action against any untoward action and also to counsel the fresher. Students seeking admission shall have to furnish affidavit and undertaking in this regard. To enhance familiarity and to acclimatize the

fresher to the academic and social environment of the campus, the institute will organize an orientation session in the first week of the new academic calendar.

- [13] The ragging means any disorderly conduct whether by words spoken or written or by an act which has the effect of teasing or handling with rudeness any other student, in rowdy or undisciplined activities which cause or is likely to cause annoyance, hardship or psychological harm or to raise fear or apprehension thereof in a fresher or a junior students or asking the students to do any act or perform something which such student will not do in the ordinary course and which has the effect of causing or generating a sense of shame or embarrassment so as to adversely affect the physique or psyche of a fresher or a junior student.
- [14] The student will also be required to give an affidavit and undertaking in the Proforma as per UGC guidelines and signed by the candidate and his parent/guardian to the effect that he/she is aware of the Gujarat Vidyapith's approach towards ragging and the punishment to which he/she shall be liable, if found guilty of ragging.
- [15] All the students admitted under the different institutions of the University will have to observe and abide by the discipline rules prescribed by the Vidyapith and he/she will submit to the disciplinary jurisdiction of the head of the Institution and other competent officers or authorities or bodies of the Vidyapith, as the case may be, and in this respect, he/she has to submit the declaration in the prescribed Proforma at the time of admission.
- [16] Ragging in the Gujarat Vidyapith campus is absolutely banned and hence, any student found indulging in an act of ragging shall meet strict disciplinary action, which may include immediate rustication from the Gujarat Vidyapith.
- [17] The main objectives and duties of the Anti-Ragging Committee are as follows:
- [a] To make the students aware of the dehumanizing effect of ragging inherent in its perversity;

- [b] To keep a continuous watch and vigil over ragging so as to prevent its occurrence and recurrence;
- [c] To promptly and stringently deal with the incidents of ragging brought to Vidyapith authorities
- [d] To generate an atmosphere of discipline by sending a clear message that no act of ragging shall be tolerated and any act of ragging shall not go unnoticed and unpunished.
- [e] The Committee shall establish, fund, and operate, a toll-free Anti-Ragging Helpline, operational round the clock, which could be accessed by students in distress owing to ragging-related incidents.
- [f] Any distress message received at the Anti-Ragging Helpline shall be simultaneously relayed to the Head of the Institution, the Warden of the Hostels, and shall also be web-enabled so as to be in the public domain simultaneously for the media and citizens to access it.
- [g] The head of the institution shall be obliged to act immediately in response to the information received from the Anti-Ragging Helpline.
- [h] The telephone numbers of the Anti-Ragging Helping and all the important functionaries, faculty members, members of the anti-ragging committee and anti-ragging squads, Wardens of hostels and other functionaries where relevant, shall be widely disseminated for access or to seek help in emergencies.
- [i] The Committee shall maintain an appropriate database to be created out of affidavits, affirmed by each student and his/her parents/guardians and stored electronically by the institution, either on its or through an agency to be designed by it; and such database shall also function as a record of ragging complaints received and the status of the action taken thereon.
- [j] The Committee shall make available the database to a non-governmental agency to be nominated by the Central Government, to build confidence in the public and also to provide information on noncompliance with

these Regulations to the Executive Council and to such bodies as may be authorized by the Committee or by the Central Government.

[18] All the Cells, committees, and squads under this rule shall follow the guidelines prescribed by UGC regulation / Central Government guidelines time by time.

### **Rule 18      Students Grievance Redressal Committee**

[1] The committee and officers appointed under this regulation shall read the University Grants Commission (Redressal of Grievances of Students) Regulations, 2023 and subsequent amendments.

[2] Students' Grievance Redressal Committee (SGRC) shall be as follows:

[a] A Professor - Chairperson;

[b] Four Professors/Senior Faculty Members of the Institution as Members;

[c] A representative from among students to be nominated on academic merit/excellence in sports/performance in co-curricular activities - Special Invitee.

[3] The Committee shall convene at least twice annually, and may meet more frequently as deemed necessary by the Vice Chancellor.

[4] The meeting shall be convened by the Member Secretary with the prior approval of the Vice Chancellor.

[5] Two-thirds of the total members shall constitute the quorum for the meeting.

[6] There shall be an Ombudsman for redressal of grievances of students as per the UGC Regulation. In the case of vacancy, the Academic Council may appoint an Ombudsman till the appointment as per UGC regulation.

[7] The Vice-Chancellor shall nominate the positions as mentioned in the committees for the term of two years.

- [8] At least three members shall form the quorum of the committee for the meeting.
- [9] Functions of the Ombudsperson and the committees shall be as read in UGC regulation.
- [10] The Academic Branch shall submit the proposal for constitution or modification of the committee or appointment of the Ombudsperson to the Vice Chancellor through the appropriate file.

**Rule 19      Equal Opportunity Centre (EOC)**

- [1] The Equal Opportunity Centre (EOC) at Gujarat Vidyapith shall be established under the provisions of the UGC (Promotion of Equity in Higher Education Institutions) Regulations framed in pursuance of the University Grants Commission Act, 1956.
- [2] All stakeholders shall be required to observe and adhere to the relevant University Grants Commission (UGC) Regulations applicable to their respective roles and responsibilities.
- [3] Objectives
  - [a] To safeguard the rights and interests of students, faculty, and staff belonging to the Scheduled Castes, Scheduled Tribes, Other Backward Classes, Minorities, Persons with Disabilities, and other disadvantaged groups.
  - [b] To create and sustain an inclusive environment free from discrimination, harassment, or bias based on caste, creed, religion, gender, language, disability, or socio-economic background.
  - [c] To sensitize the campus community regarding issues of equity, equality, and diversity.
  - [d] To monitor and advise on implementation of reservation policies, scholarships, fellowships, and other welfare schemes.

[e] Any other objective mentioned in the UGC regulation about the Promotion of Equity in Higher Education Institutions.

[4] Functions - The Equal Opportunity Centre shall:

[a] Act as a grievance redressal body in matters related to denial of equity or discrimination.

[b] Organize sensitization and awareness programs for students and staff.

[c] Maintain records and submit annual reports to the University authorities and the UGC on equity-related measures.

[d] Facilitate capacity-building programs for disadvantaged groups to ensure equal participation in higher education.

[e] Ensure compliance with constitutional provisions, UGC regulations, and Government of India/State Government policies on equity.

[f] Any other function mentioned in the UGC regulation about the Promotion of Equity in Higher Education Institutions.

[5] The Coordinator of the Equal Opportunity Centre shall be nominated by the Vice Chancellor.

[6] Equity Committee

[a] The Vice Chancellor - Chairperson

[b] Four Professors/Senior Faculty Members nominated by the Vice Chancellor  
- Members

[c] Two representatives from civil society having relevant experience nominated by the Vice Chancellor - Members

[d] Two student representatives, to be nominated by the Vice Chancellor based on academic merit/excellence in sports/performance in co-curricular activities as Special Invitees

- [e] The Coordinator of the Equal Opportunity Centre shall act as the Member Secretary
- [7] At least one member of the Committee shall be a woman and one member each from the SC and ST category.
- [8] The term of the members shall be for a period of two years, and the term of the special invitees shall be one year.
- [9] The Committee shall convene at least twice annually, and may meet more frequently as deemed necessary by the Vice Chancellor.
- [10] The meeting shall be convened by the Member Secretary with the prior approval of the Vice Chancellor.
- [11] Two-thirds of the total members shall constitute the quorum for the meeting.
- [12] There shall be Equity Squad on each campus as follows:
- [a] One faculty member nominated by the Vice Chancellor as Coordinator
  - [b] Two students nominated by the Vice Chancellor as Members
- [13] The term of the coordinator shall be for a period of two years and for student members is of one year or till they remain on the same position or standard.
- [14] Equity squads will remain mobile and visit the vulnerable spots frequently.
- [15] The Equity Squads shall submit their reports to the Coordinator of the Equal Opportunity Centre.
- [16] Each department shall designate an Equity Ambassador to promote inclusive practices and equity-related initiatives. Ordinarily, the class representative nominated by the Head of the Department shall serve as the Equity Ambassador for the duration of the academic year.
- [17] Equity Ambassadors shall act as torchbearers of equity on the campus and shall remain in touch with the Coordinator of the Equal Opportunity Centre.

- [18] The Equity Ambassador shall act as nodal officer for implementing the programme or activities planned by the Equal Opportunity Centre in their units and shall also report any equity violation without delay.
- [19] There shall be 'Equity Helpline' - a contact number that will function round the clock. This number shall be maintained by the Coordinator.
- [20] Identity of stakeholder reporting and violation of equity shall be kept confidential if requested by the informant.
- [21] The Academic Branch shall submit the proposal for constitution or modification of the committee or appointment or nomination for this rule to the Vice Chancellor through the appropriate file.

**Rule 20      Socio-Economically Disadvantaged Groups Cell (SEDGs Cell)**

- [1] In pursuance of the vision of Mahatma Gandhi for inclusive education and the provisions of the National Education Policy (NEP) 2020, UGC Guidelines for Promotion of Equity in Higher Educational Institutions (2024), and relevant laws, Gujarat Vidyapith commits to ensuring equitable access, participation, and success for students from Socio-Economically Disadvantaged Groups (SEDGs).
- [2] SEDGs Cell shall function as an independent body, without any hindrance or interference to the functioning and mandated activities of other Cells in the HEIs.
- [3] SEDGs Cell shall ensure the protection of the constitutionally guaranteed rights, dignity, safety, and security of all individuals belonging to the SEDGs and also ensure them equalizing access and opportunities to pursue higher education with the help of the existing statutory bodies such as SC/ST Cell, Equal Opportunity Centre etc.
- [4] The objectives and functions of the Socio-Economically Disadvantaged Groups (SEDGs) Cell shall be in accordance with the Guidelines to Provide Equitable Op-

portunity for the Socio-Economically Disadvantaged Groups (SEDGs) in Higher Education Institutions (HEIs) issued by the University Grants Commission (UGC) in January 2024.

- [5] Constitution of SEDGs Cell as follows:
- [a] The Chairperson.
  - [b] A Professor - Member.
  - [c] Presiding Officer of Internal Complaint Committee - Member.
  - [d] IQAC, Coordinator - Member.
  - [e] SC/ST Representative - Member.
  - [f] OBC Representative - Member.
  - [g] One male student and One female student Representative belonging to SEDGs - Members.
  - [h] Branch Head - SSCW - Member Secretary.
- [6] The Chairperson and other members of the SEDGs Cell shall be nominated by the Vice Chancellor for a term of three years. The student representatives shall be nominated for a term of one year or until the completion of the academic year, whichever is earlier.
- [7] The Committee shall convene at least twice annually, and may meet more frequently as deemed necessary by the Vice Chancellor.
- [8] The meeting shall be convened by the Member Secretary with the prior approval of the Vice Chancellor.
- [9] Two-thirds of the total members shall constitute the quorum for the meeting.
- [10] The Academic Branch shall submit the proposal for constitution or modification of the committee to the Vice Chancellor through the appropriate file.

## **Rule 21      Women Development Cell**

- [1] The objective of the Women Development Cell is to create a congenial and safe working environment for all the female students, women faculty, and staff of the Gujarat Vidyapith.
- [2] The cell shall be comprised of female members and nominated as follows:
  - [a] Dean/Professor as Chairperson.
  - [b] One faculty member of the Vidyapith.
  - [c] One non-teaching member of the Vidyapith.
  - [d] One expert.
  - [e] Two students from Vidyapith.
  - [f] One Assistant Professor as member secretary.
- [3] The nominations shall be done by the Vice Chancellor.
- [4] The tenure of the nominated members shall be of three years other than student members. The tenure of a student member shall be of one year.
- [5] The committee shall meet at least once in a semester or as and when required by the approval of the Vice Chancellor.
- [6] At least half of the members shall form the quorum of the meeting.
- [7] The meeting shall be convened by the Member Secretary with the prior permission of the Vice Chancellor.
- [8] The Academic Branch shall submit the proposal for constitution or modification of the committee to the Vice Chancellor through the appropriate file.
- [9] Functions of WDC:
  - [a] Gender sensitization programmes in consultation with ICC.

- [b] Help to disseminate anti-sexual harassment policies on campuses on a regular basis.
- [c] The 'cultural' space and the 'formal academic space' need to collaborate to render such workshops innovative, engaging and non-mechanical.
- [d] Conducting seminars, workshops, self-defense workshop etc. for the girls.

**Rule 22      Internal Complaints Committee (ICC)**

- [1] The committee shall read the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act 2013 (14 of 2013).
- [2] The committee shall read the Handbook on Sexual Harassment of Women at Workplace.
- [3] There shall be an Internal Complaint Committee, whose constitution and functions shall be as per the University Grants Commission (Prevention, prohibition and redressal of sexual harassment of women employees and students in higher educational institutions) Regulations 2015, as amended from time to time.
- [4] There shall be an Internal Complaints Committee, whose constitution is as follows:
  - [a] Dean or Professor who is woman shall be as Presiding Officer. If no such senior woman employee available then it shall be as per University Grants Commission (Prevention, prohibition and redressal of sexual harassment of women employees and students in higher educational institutions) Regulations 2015.
  - [b] Two faculty members preferably committed to the cause of women or who have had experience in social work or have legal knowledge, shall be nominated.
  - [c] Two non-teaching members preferably committed to the cause of women or who have had experience in social work or have legal knowledge, shall be nominated.

[d] One member from amongst non-government organizations or associations committed to the cause of women or a person familiar with the issues relating to sexual harassment shall be nominated.

If the matter involves students then it shall be as per University Grants Commission (Prevention, prohibition and redressal of sexual harassment of women employees and students in higher educational institutions) Regulations 2015.

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

[6] The nominations shall be done by the Vice Chancellor. One-third of the members of the ICC may change every year. At least one-half of the total members of the ICC shall be women.

[7] The committee shall meet at least once in a year or as and when required by the approval of the Vice Chancellor.

[8] At least half of the members shall form the quorum of the meeting.

[9] The Academic Branch shall submit the proposal for constitution or modification of the committee to the Vice Chancellor through the appropriate file.

Part III

# Examination and Students Related Rules

Rules No. 1 to 31

## **Rule 1 Admission**

- [1] Admission to all academic programmes of Gujarat Vidyapith shall be based strictly on merit and governed by the procedure approved by the Academic Council and Executive Council.
- [2] The institutions deemed to be Universities shall follow the rules and regulations regarding fee structure, number of seats, etc., issued by the relevant statutory bodies and in case Gujarat Vidyapith offers different courses which come under the regulatory ambit of different statutory bodies, namely the University Grants Commission, the All India Council of Technical Education, National Medical Council etc., the rules and regulations regarding fee structure, number of seats, etc., issued by such statutory body concerned shall be applicable.
- [3] The merit may be determined through:
  - [a] Common University Entrance Test (CUET-UG / CUET-PG) conducted by the National Testing Agency (NTA), or any such other exam decided by statutory authority, OR
  - [b] Gujarat Vidyapith Eligibility and Efficacy Test for Admission (GEETA) conducted by the University, wherever applicable.
- [4] In the absence of an entrance examination, admission shall be made as per the criteria and process published in the Prospectus of the University for that academic year.
- [5] The Prospectus shall be uploaded on the University website at least 30 days before commencement of admissions and shall contain:
  - [a] number of seats in each programme,
  - [b] eligibility qualifications,
  - [c] admission process,
  - [d] fee structure and refund policy, and

- [e] a declaration that no donation or capitation fee is collected.
- [6] All records of the admission process shall be maintained for at least three years and displayed on the University website as per UGC transparency norms.
- [7] Entrance Examination (GEETA)
- [a] The entrance test shall be OMR-based and may be conducted in Gujarati, Hindi, or English.
  - [b] The test will comprise 60 questions with a duration of 90 minutes.
  - [c] Candidates shall appear at their own expense at the examination centre of their choice.
  - [d] No study material or preparatory literature will be provided by the University.
- [8] Fee Structure
- [a] No donation or capitation fee shall be charged in any form, directly or indirectly.
  - [b] Fee fixation shall be transparent and non-profiteering, ensuring self-reliance and sustainability.
  - [c] The Finance Committee, functioning as the Fee Regulatory Committee (FRC), shall approve the fee structure for all programmes.
  - [d] The fee shall be collected as declared in the prospectus of Gujarat Vidyapith and with a proper receipt.
  - [e] Fees shall be collected only through official modes against a proper receipt.
  - [f] The University may provide fee concessions or scholarships to meritorious students belonging to socially and economically disadvantaged groups (SEDGs).
- [9] Fee Refund

[a] Gujarat Vidyapith shall comply with all UGC notifications on fee refund and return of original certificates.

[b] In the event of a duplicate payment made towards admission fees or any other applicable charges, arising from any inconvenience or technical error, the concerned individual shall be eligible for a refund of the excess amount, subject to the deduction of applicable taxes, if any.

## **Rule 2 Allocation of Seats (Reservation Norms of The Central Govt.)**

[1] The University shall strictly follow the reservation norms of the Government of India, as under:

[a] Scheduled Castes (SC) – 15 %

[b] Scheduled Tribes (ST) – 7.5 %

[c] Socially and Educationally Backward Classes (SEBC/OBC-NCL) – 27 %

[d] 10 % of total seats shall be reserved for the Economically Weaker Section (EWS).

[e] 5 % of seats in each programme shall be reserved for candidates with disabilities under the Rights of Persons with Disabilities (RPwD) Act, 2016. ("Person with disability" means a person having not less than 40 per cent of any disability certified by a competent medical authority)

## **Rule 3 Maximum duration for completion of course**

[1] A student may complete the programme within a period not exceeding six additional semesters beyond the prescribed duration (e.g., a 4-semester course may be completed within 10 semesters).

[2] In exceptional cases, the Academic Council may allow one additional semester.

[3] Female students are entitled to maternity/child-care leave up to 240 days once during the entire programme, which shall not be counted within the maximum

duration.

#### **Rule 4      Transfer of Credits**

[1] A student who has earned academic credits for a course from a recognized university and seeks to transfer such credits to Gujarat Vidyapith for the purpose of completing the remaining portion of the said course may apply for admission, subject to evaluation of the equivalence and relevance of the prior coursework. The Board of Studies concerned, or the Academic Council, as applicable, shall have the authority to grant or deny such admission based on academic assessment and institutional norms. The acceptance and transfer of credits shall be governed by the prevailing regulations of the University Grants Commission (UGC) and the Academic Bank of Credits (ABC), as amended from time to time.

[2] Multiple Entry and Multiple Exit (ME-ME)

[a] Guidelines for Multiple Entry and Exit in Academic Programmes offered in Higher Education Institutions and their amendments (if any) shall be followed.

[b] In alignment with the National Education Policy (NEP) 2020 and the UGC Guidelines for Multiple Entry and Exit in Academic Programmes (2021), Gujarat Vidyapith adopts the principle of academic flexibility to provide students with equitable opportunities for pursuing higher education with certificate, diploma, degree, and research pathways.

#### **Rule 5      Eligibility for Degree and Post Graduate Diploma**

[1] Conferment of Degree / Post Graduate Diploma

Gujarat Vidyapith shall confer Degrees and award Post Graduate Diplomas to persons who:

- [a] have pursued approved courses of study at Gujarat Vidyapith in accordance with the rules or bye-laws; and
- [b] have passed the examinations or tests as prescribed by the Vidyapith and/or
- [c] have carried out research under the conditions prescribed by the Vidyapith under its rules or bye-laws; and
- [d] have taken the oath as prescribed by the Academic Council.

[2] Eligibility to Receive Degree / Post Graduate Diploma at Convocation

- [a] Every person who has successfully passed the Degree or Post Graduate Diploma examination of Gujarat Vidyapith and has taken the prescribed oath of the Academic Council shall be eligible to receive the respective Degree or Post Graduate Diploma in person during the Convocation.

**Rule 6      Enrollment of Students**

[1] General Provisions

- [a] The Gujarat Vidyapith shall follow the guidelines issued by the University Grants Commission (UGC) regarding admission eligibility, credit framework, multiple entry-exit system, and awarding of degrees and diplomas.
- [b] Enrollment shall be granted in accordance with the regulatory guidelines and subject to availability of seats determined by the Vidyapith based on infrastructure, faculty-student ratio, and academic requirements.

[2] Eligibility for Enrollment

[a] Undergraduate Programmes

- [i] A student who has passed Level 4/Class 12 from a recognized board or equivalent as prescribed in Rule 11 shall be eligible for admission to undergraduate or integrated UG–PG programmes.

- [ii] Irrespective of the discipline studied at Class 12 level, the student shall be eligible for admission to any UG discipline upon qualifying National or University Level Entrance Examination. Where required, the Vidyapith may provide bridge courses to address knowledge gaps.
- [iii] Candidates who have passed the Class-12 examination conducted by Gujarat Board of Secondary and Higher Secondary Education, Central Board of Secondary Education, recognized Board of Secondary Higher Secondary Education of other states or NIOS with prescribed percentage and those who have passed the entrance examination conducted by UGC or UGC recognized institute or Gujarat Vidyapith will be admitted to the first semester of the graduate level course.
- [iv] If the number of students who have passed the entrance examination is more than the number of seats sanctioned in any course, the concerned department shall grant admission as per the criteria decided in advance for selection of students. Further, if sufficient numbers of students who have cleared the entrance examination for any course are not available, admission to such courses will be given as decided by the Academic Council.
- [v] Candidates who have passed the Class-12 Equivalence Examination from an institution other than the above mentioned institution and wish to get admission, they must submit evidence that the examination conducted by the institution from which they have passed the examination has been recognized as Class-12 equivalent examination by the Government of India/State Government.

[b] Postgraduate Programmes

- [i] Along with narration in the Rule 11 a candidate who has completed:
  - [A] A 3-year UG degree (120 credits, Level 5.5), or
  - [B] A 4-year UG degree with Honours or Honours with Research (160 credits, Level 6) shall be eligible for admission to a PG programme.

- [ii] Admission shall be granted based on qualifying performance in a National or University Level Entrance Examination.
- [iii] Applicants who have passed the graduation level examination with prescribed percentage/grade from a recognized university and passed the entrance examination conducted by UGC or a UGC recognized institution or Gujarat Vidyapith will be admitted to the post-graduation programme including post graduate bachelor's programme, depending on their subject.
- [iv] If the number of students who qualify the entrance examination is more than the number of seats sanctioned in any course, the department concerned shall give admission as per the criteria decided in advance for selection of students.
- [v] Further, if sufficient number of students who have passed the entrance examination for any course are not available, admission to such courses will be given as decided by the Academic Council.
- [vi] In postgraduate courses of more than two semesters, those who have completed two semesters of postgraduate course, direct admission in Semester-3 in the respective subject may be given as per UGC norms from time to time.

[c] Research Programmes

- [i] Admission to Ph.D. shall be governed by UGC Ph.D. Regulations, as amended from time to time.

[d] Admission to Post Graduate Diploma and other courses

- [i] Admission to Post Graduate Diploma and other courses will be given as per the norms decided by the Board of Studies (BoS) of the concerned department and approved by the Academic Council.

[3] Multiple Programme Enrollment

- [a] A student may pursue two UG programmes simultaneously, subject to UGC

guidelines.

[b] A student may pursue two PG programmes simultaneously under conditions permitted by UGC.

[c] Enrollment in additional programmes must not disrupt the timetable of the Vidyapith.

[4] Verification of educational certificates, marks, etc.

[a] The following procedure should be followed for the verification of academic certificates, marks, etc at the time of admission.

[i] The original mark sheets and certificates of the following examination to be verified:

[A] Mark sheets and certificates of class - 10 and 12

[B] Mark sheet and certificate of Graduation on application

[C] Mark sheet and certificate of previous course required for the programme in which admission is to be granted

[ii] The following method has to be used to verify the mark sheets & Certificates of previous course.

[A] In addition to the original mark sheet, if a QR code is given in the mark sheet, then verification has to be done through QR code also, or

[B] Validation has to be done on the basis of certificates uploaded on Digi Locker, or

[C] Validation has to be done on the basis of the results uploaded on the website of the concerned university.

[iii] After verifying the mark sheets and certificates, the Head of the Department (HoD) or the teacher who has been assigned the responsibility for admission should verify the documents and sign the photocopy of the documents by writing "Verified with the help of QR Code/ Digi locker/University Website".

[b] If the documents cannot be verified based on the university's mark sheet, certificate QR code / DG locker/ website of the university in which the applicant has studied earlier, then the applicant will have to obtain the migration certificate of that university and if the migration certificate of the university can be obtained, the applicant has to get his academic certificates verified by the concerned university and deposited in the Vidyapith. For a student seeking enrollment in the Ph.D. Programme, the pre-course mark sheets and certificates required for the programme will be sent to the concerned university for verification. For this, the applicant will have to pay the administrative expenses as prescribed in addition to the document verification fees charged by the concerned university.

[5] Academic Bank of Credits (ABC)

[a] The student shall register with ABC through DigiLocker and submit the ABC ID within the time prescribed by the Vidyapith.

[b] Credit transfer, accumulation, and redemption shall be carried out as per UGC (ABC) Regulations, 2021, as amended.

[6] Attendance and Semester Validity

[a] Attendance norms shall be determined by the Vidyapith as per UGC guidelines. A minimum attendance percentage may be prescribed through internal rules.

[b] A student failing to meet attendance requirements shall be declared ineligible for the semester-end examination unless condonation is permitted as per rules.

[7] Examination and Evaluation

[a] The Vidyapith shall adopt assessment methodologies notified by UGC, including continuous evaluation along with semester/year-end examinations.

[b] Course-wise evaluation components and weightage shall be notified at the beginning of the semester.

[8] Exit and Re-entry under Multiple Entry-Exit System

[a] Students exiting after earning required credits shall be awarded the appropriate:

[i] UG Certificate (40 credits, Level 4.5)

[ii] UG Diploma (80 credits, Level 5)

[iii] UG Degree (120 credits, Level 5.5)

[iv] UG Honours/Honours with Research Degree (Level 6)

[b] Re-entry shall be allowed within seven years of earning credits, as per UGC (ABC) rules.

[9] Recognition of Prior Learning (RPL)

[a] Learning acquired outside formal education shall be credited as per UGC Guidelines on RPL, subject to evaluation by the Vidyapith.

[10] Foreign Students

[a] Admission of foreign nationals shall be regulated as per Government of India guidelines and UGC norms. Required documents include academic transcripts, passport, medical certificate, and proof of eligibility.

[b] For this purpose, the following, students will be considered as foreigners.

[i] Student having foreign citizenship.

[ii] A student of Indian origin but foreign citizenship

[iii] Non-Resident Indian-who is residing abroad and has passed the qualifying course required for the programme from a university or educational institution abroad and has passed the entrance examination as prescribed by the UGC.

[c] Such students have to apply through the Ministry of External Affairs to get admission in the Vidyapith and have to submit the following documents at the time of admission.

- [i] Proof of date of birth,
- [ii] Mark sheet and degree certificate of the examination required for admission,
- [iii] Proof of qualifying entrance examination conducted by the UGC,
- [iv] Equivalence certificate issued by the Association of Indian Universities,
- [v] Copy of passport,
- [vi] Certificate regarding NRI status,
- [vii] Required fees,
- [viii] Character certificate from the institution last attended,
- [ix] Certificate of medical fitness and necessary vaccinations,

[11] Undertaking by Students

- [a] At enrollment, all students shall submit an undertaking that:
  - [i] The academic information provided is true,
  - [ii] They meet eligibility conditions,
  - [iii] They will comply with academic time table and schedule of Gujarat Vidyapith.

[12] Authority and Disputes

- [a] The Head of Department shall verify eligibility and compliance with academic standards.
- [b] Any dispute regarding eligibility or admission shall be referred to the Vice-Chancellor, whose decision shall be final.

[13] Compliance with Statutory Bodies

[a] Admission/enrollment shall be subject to the rules of UGC, Government of India, and Government of Gujarat. Any change or cancellation of eligibility by these regulatory bodies shall be binding.

[14] Consequence of Non-Compliance

[a] Violation of UGC Regulations may result in action as prescribed, including suspension of admission or invalidation of degree programmes.

[15] Biannual Admission

[a] The Vidyapith may admit students twice a year (July/August and January/February) as per biannual admission provision under UGC Regulations.

[16] Integration of Vocational Education and Internships

[a] Integration of vocational education, skill courses and internships as per Curriculum and Credit Framework notified by UGC may be implemented.

[17] Accelerated (ADP) and Extended (EDP) Degree Provision

[a] Eligible students may opt for the Accelerated Degree Programme (ADP) or the Extended Degree Programme (EDP) in accordance with NCrf norms and UGC guidelines, subject to the prior approval of the Board of Studies and subsequent ratification by the Academic Council.

[18] Responsibility of the Students:

[a] It shall be the student's responsibility to meet the standards fixed from time to time for the validity of the semester.

[b] If the semester of the student is invalidated, the student will not be eligible to appear in the examination during that semester. However, if for any reason a student has appeared in a semester end examination and the reasons for invalidation of the semester are noticed later, the result of that student will be reserved.

- [c] A minimum of 80% overall attendance of the student is required for the validity of the semester. If the admission of the student is late due to any reason, 80% of the days of the semester should be taken into account.
- [d] If the attendance of the student is less than 80%, then the concerned HoD may approve the semester by sanctioning additional absence up to a maximum of 10% under the following circumstances.
  - [i] Absence due to serious illness of the student,
  - [ii] Absence due to the death of a blood relative in the family,
  - [iii] Absence due to participation in State/National level competition, attendance in training camp,
  - [iv] Absence due to going to serve as required by the State/Nation,
  - [v] Absence due to natural calamity.
  - [vi] Absence due to going to another institution of higher education to take a relevant course examination to obtain further study or extra credits.

**Rule 7      Planning of Semester End Examinations:**

[1] Applications for Admission to Semester Examination:

- [a] The student has to apply online in the prescribed application form through the concerned HoD to appear in the semester end examination by the date fixed by the Gujarat Vidyapith in the academic calendar of that academic year. The application form has to be paid along with the examination fee as fixed by the Gujarat Vidyapith from time to time.
- [b] If the examinee wants to appear for a course of more than one semester, he/she has to fill a separate application form for each semester.
- [c] The failed examinee must attach the mark sheet of the previous failed examination while filling his application form. Candidates who have not continued their course continuously and have taken a gap in between have to give a written undertaking that at the time of filling the application

form, they have not studied regularly in any other institution during the gap period.

[d] Those examinees who are not coming for regular study in their academic department due to failure and want to appear for the examination as repeater, should contact their department/ educational complex on the dates mentioned below to fill the application form for the examination.

[i] For semester examination held during the month of November/December  
– in the month of September

[ii] For semester examination held during the month of April/May – in  
the month of January

[2] Examination Methods:

In the interest of education, taking into account the syllabus and the situation, the semester examination has to be conducted by the Gujarat Vidyapith through the various methods mentioned below. A uniform system has to be adopted for all the students enrolled in any one course. More than one method can be used in a single exam.

[a] Written

[b] Experimental

[c] Viva/Oral

[d] Computer based

[e] OMR based

[f] On-line

[3] Examination timings and Timetable:

[a] Generally, the Semester End Examinations shall be conducted once in every academic semester unless the Academic Council has decided otherwise.

[b] The detailed schedule of the examination shall be intimated to the examinee in advance. In the event that the examination cannot be held on any day

due to unavoidable circumstances, at least one week's notice must be given for re-examination of that question paper.

[c] If there are more than one examination center for any written or OMR based test, the examination time will be same at all the centres.

[4] Examination Admit Card (Hall Ticket):

The admit cards of the candidates whose applications are accepted by the examination department will be placed on the Gujarat Vidyapith website. The exam admit card will contain following information:

[a] candidate's passport size photograph

[b] specimen signature

[c] subject chosen by the candidate

[d] time table of the exam

[e] language chosen by the candidate for writing answers, etc.

If there is any mistake in the examination admit card given to the examinee, the examinee has to contact the examination department before the examination started to get the defect rectified. The conclusion of how many examinees are going to sit in that course will be sent to that examination center by the examination department.

[5] Medium of Written Test: In courses other than language courses, the examinee may choose to answer in Gujarati/Hindi/English language but English language may be used for writing statistics, mathematical formulas, programming steps, etc. For translation question which has to be written in that language only. Apart from this, the examinee has to write the answers in any one language out of Gujarati/Hindi/English.

[6] Refund of Examination Fees:

The amount of examination fees deposited by the examinee is non-refundable except under the following circumstances.

- [a] If the candidate passes away before the commencement of the examination, the full amount of the examination fees will be refunded.
- [b] Fifty percent of the fees will be refunded if the examinee suffers serious illness or serious infectious disease or a serious accident before the commencement of the examination, The examinee should inform at least 24 hours prior to the commencement of the examination, with a medical certificate to the HoD/Registrar.
- [c] In the above-mentioned circumstances, if the examinee informs the HoD/Registrar about his illness or accident by email or any other means 24 hours before the commencement of the examination and submits a medical certificate within one week of the commencement of the examination, the Registrar may decide to refund fifty percent of the fee.
- [d] In the event of a duplicate payment made towards the fees or any other applicable charges, arising from any inconvenience or technical error, the concerned individual shall be eligible for a refund of the excess amount, subject to the deduction of applicable taxes, if any.

- [7] Provisions regarding National Service Scheme, NCC, Padyatra, Crafts, Community Living, etc.:

Students belonging to the National Service Scheme are required to participate in regular programs of the National Service Scheme and the Residential Rural camp (Special Activity) organized by Gujarat Vidyapith as per the guidelines of the Government of India and the State Government. Students must actively participate in these activities to appear in the external examination.

Students are required to participate in Padayatra, Village Education Camp, Crafts and Community Living activities as decided by the Vidyapith. The concerned HoD will inform the students in advance regarding these activities.

- [8] Certificate to be issued by the HoD:

The Head of the Department shall issue a certificate for the following within one

week of the date of completion of the academic session in consideration of all the students who have filled the application forms for the examination.

- [a] The students have passed the internal assessment test required to appear in the semester examination and have fulfilled the criteria of Padayatra, Camp, Crafts, Community Living, Village Education, etc.
- [b] Attendance of the student during the session is as per norms.
- [c] He has completed the study of Environmental Science or any other course prescribed by the UGC to appear in the semester examination.

[9] Promotion to Next Semester:

- [a] If an examinee fails in the semester end examination conducted by the Gujarat Vidyapith, the student may appear in the semester end examination conducted at the end of the subsequent semester of the course in which he/she has failed by paying the required fees.
- [b] A student who is admitted in Semester-1 and fails in his Semester Examination may join Semester-2 and give examination of Semester-1 in addition to the Semester-2 examination conducted at the end of the second semester.
- [c] A student who has passed all the courses of Semester-1 and registered for the semester examination of the second semester will be eligible to study in the third semester.
- [d] A student who has passed all the courses of Semester-2 and has registered for the Semester end Examination of the Third Semester will be eligible to study in the Fourth Semester.
- [e] A student who has passed all the courses of Semester-3 and registered for the Semester end Examination of the Fourth Semester will be eligible to study in the Fifth Semester.
- [f] A student who has passed all the courses of Semester-4 and has registered for the Semester end Examination of the Fifth Semester will be eligible to study in the Sixth Semester.

[g] A student cannot be promoted to the next semester if he does not pass all the courses of the previous semester in which he is studying. For example, if a student studying in Semester-2 fails to pass all the courses of Semester-1, he/she will not be eligible for promotion to Semester-3.

[10] Attempt (Trial):

Non-appearance in examination after filling application form for examination.

If the candidate fills the application form to appear for the examination and is unable to take the semester end examination in all the courses mentioned in the application form for any reason and informs the examination department at least 24 hours before the commencement of the examination, his application form will be considered cancelled and will not be considered as an attempt. Examination fee will not be refunded in such circumstances.

[11] Choice Based Credit System (CBCS)\*:

[a] Two credits' CBCS courses have been prepared by various departments of Gujarat Vidyapith to enable students to study subjects of interest in addition to their regular course. The list of which will be available on the Gujarat Vidyapith website and information will be provided by the department. Apart from this the student can do online CBCS course conducted by other university through SWAYAM portal whose credits will be included in the mark sheet issued by Gujarat Vidyapith. To join online CBCS course conducted by another university through SWAYAM portal, the student has to apply to the Dean through the HoD.

[b] Students admitted to a two-semester course must pass one CBCS course of two (2) credits and students admitted to a four or more semester course must pass two CBCS courses of two (2) credits each.

[c] A student has to pass the required CBCS course before declaration of last semester result.

- [d] The concerned Head of Department shall take care whether the CBCS course is completed by the student within the time limit.
- [e] The concerned teacher shall send the results of the students joining the CBCS course conducted by the Departments to the concerned Head of the Department before the semester examination of the second/fourth semester.
- [f] In case the student wants to change the CBCS course once selected, the student may apply to the Head of the Department in which the student has joined for regular studies and the Head of the Department will take a decision in this regard.

\*The above provision will not be applicable to the students joining from the academic year 2023-24.

#### **Rule 8      Committees for Examination**

- [1] There shall be an Examination Committee comprised of the following:
  - [a] Professor;
  - [b] Associate Professor;
  - [c] Assistant Professor; and,
  - [d] Branch Head, Examination Branch – Member Secretary.
- [2] The committees shall be framed by the Examination Branch with the approval of the Vice Chancellor.
- [3] The nomination of the teachers to the Examination committee shall be made by the Vice Chancellor.
- [4] The term of office of the members of the committee shall be for one academic year.
- [5] Functions of the Examination Committee.

The functions of the Examination Committee shall be as under:

- [a] The committee shall give the guidance for arrangement of semester end examinations and monitor the semester end examinations.
- [b] The committee shall proceed with cases of unfair means during the semester end examinations and give its report after providing the reasonable opportunity to the student involved in unfair means to prove his innocence.
- [c] The committee shall give its report on any discrepancy, mistake in question paper and any issue raised by the examinees during semester end examinations.
- [d] The committee shall suggest the improvement measures for the examination system.
- [e] Any other work assigned by the Vice Chancellor.

## **Rule 9      Arrangement of Examination**

- [1] All Semester end Examinations, Ph.D. of coursework examination and the other examinations shall be conducted as per the instructions of Hon'ble Vice Chancellor, by the Head, Examination Branch under the guidance of Hon'ble Vice Chancellor and Registrar.
- [2] Appointment of Examination Co-ordinator and Invigilators:  
  
For the purpose of Semester Examination and Coursework Examination, The Dean shall act as the Chief Invigilator and shall appoint required Invigilators for each Examination Centre. The same shall be reported to the Co-ordinator of the Examination Committee/ Branch Head (Examination).
- [3] Admission to Examination and Maintenance of Discipline:
  - [a] The candidate will be admitted to the examination on the basis of the Hall Ticket issued by the Examination Branch. Candidates have to present their admit card during the examination days. If for any reason the examinee does not bring the admit card during the examination, the examination Coordinator may decide whether to allow him to appear in the examination.

[b] The examinee shall maintain discipline throughout the examination and shall comply with the instructions of the Examination Center Coordinator and the invigilator. If any examinee behaves indisciplinately, the examination invigilator/chief invigilator will give necessary warning to the examinee, but if the examinee continues to behave indisciplinately, the examination Coordinator can stop the examinee from giving the examination and will send a necessary note to the Registrar to cancel his examination admit card.

[4] Appointment of Examiners:

[a] The teachers who are doing academic service in institutions of higher education or who have retired after giving academic services may apply to the Registrar in the prescribed form if they want to work as examiners in Vidyapith.

[b] Applications received by the Registrar will be forwarded to the concerned HoDs. In addition to such application received, the Board of Studies/Advisory Committee of the Department will prepare a panel of examiners and indicate the names of the experts. The panel will be sent to the Examination Branch by the HoD and Head of the Examination Branch will submit it to the Hon'ble Vice Chancellor through the Registrar for approval.

[c] Hon'ble Vice-Chancellor will decide to approve/reject the names of the panel of examiners presented by the HoD.

[5] Regarding Preparation of Examination Question Paper:

[a] The Branch Head of Examination Branch will write a letter to the examiner to prepare the question paper within the time limit in such a manner as to maintain complete confidentiality.

[b] While preparing the question paper the Examiner should consider the following points:

- [i] The question paper is to be prepared from the prescribed syllabus only.
- [ii] The question paper is to be prepared only by following the template given by the Examination Branch. However, the examiner may make general changes in the structure if required.
- [iii] The question paper should be prepared covering the entire syllabus.
- [iv] The style of question in the question paper should be clearly understandable.
- [v] The number of each main question and sub questions should be properly indicated on the left side of the question and its weightage should be properly indicated in brackets on the right side of the question.
- [vi] Care should be taken that no questions are repeated in any form in the question paper.
- [vii] It should be noted that the answers to objective type questions are specific.
- [viii] The question paper should be prepared according to the time period (hours) fixed for the examination.
- [ix] Care should be taken that the questions in the question paper or its answers do not include criticism or slander or propaganda of any religion, sect, caste, political party, state or central government policy, foreign government etc.
- [x] The instructions to be given to the examinee regarding the question paper should be given at the beginning of the question paper.
- [xi] If another question is asked in the alternative of a question, then the same number as given to the original question should be given to the alternative question. Between the original question and the alternative question 'OR' should be written legibly.
- [xii] The question paper should be prepared and sent to the Head, Examination Branch in a sealed cover or by email. If the examiner is assigned to produce more than one question paper and he/she has to send the

question papers by post, he/she should send each question paper in a separate sealed cover/email.

[xiii] If graphs, drawing paper or any other material is required for answering the questions asked in any question paper, the examiner must inform the Head, Examination Branch separately while sending the question paper.

[xiv] The examiner who prepares the question paper should take care that after preparing the final draft of the question paper and send it to the Examination Branch, the rough notes, hand written material etc. made by him regarding the question paper shall be properly destroyed immediately. If the question paper has been sent online then the question paper file has to be permanently deleted from their computer.

[xv] The examiner has to send the answers (answer key) of the multiple choice type questions along with the question paper.

[xvi] If the examiner wants to ask about any matter, he has to contact the Head, Examination Branch.

[6] Moderation of Question Paper (If directed):

The question papers will be prepared by the examiner as per the structure decided by the Vidyapith from time to time and the draft of these question papers will be moderated by the Head of Department or the concerned subject teacher. The teacher who moderates the question paper has to maintain the necessary confidentiality. During the moderation, the teacher has to take care of the following points.

[a] Matters mentioned in the header of question paper like Complex/Centre Name, Faculty Name, Department Name, Question Paper Number and its Name, Total Marks, Semester Number, Date/ Time/Time, etc. are to be verified.

[b] During moderation care should be taken that questions asked in the previous, immediate examination are not repeated to a large extent. Repetition of

most of the questions in the prepared question paper in terms of the previous question paper will be considered a serious matter and disciplinary action may be taken for this.

[c] The question papers prepared shall be checked with respect to the following matters:

[i] Whether any out of syllabus question is asked in the question paper?

[ii] Whether internal option is given in each main question?

[iii] Does the question somehow double?

[iv] Does each question have an option as asked? (Eg.-If it is said to answer three out of four questions given below and only three questions are asked in total, correct the error)

[v] Whether the question paper is typed according to the manuscript?

[vi] Does the question paper covers the entire syllabus?

[vii] Are sums, figures, mathematical symbols, etc. correct in Statistics/Mathematics/Accounting Method question paper?

[viii] Have linguistic errors been corrected?

[ix] Whether the sum of marks of all the questions is equal to the total marks of that question paper?

[x] Is the distribution of total marks for each question proportional to the sub-questions asked?

[7] Unfair Means and Malpractices in Examinations:

[a] These Rule shall apply to all the examinations held by the Gujarat Vidyapith to grant and confer Degrees, Diplomas and other academic distinction on persons who have enrolled and pursued a course of study or have carried on research.

[b] Use of unfair means (UFM)/ malpractice in examinations is any activity – intentional or unintentional - that is likely to affect the honor to the

degree offered by the Gujarat Vidyapith. No circumstances justify use of unfair means (UFM)/ academic malpractice, and a penalty must always be applied as deemed to be fit.

- [c] The following acts of the candidates before, during or after the examination shall be considered as Unfair Means:
  - [i] Talking to another candidate or any person, inside or outside the Examination hall, during the Examination hours without the permission of supervisory staff.
  - [ii] Leaving the Examination hall without handing over the Answer Book or continuation sheet, if any, to the Invigilator concerned, and taking away/running away with the Answer Book, tearing off or otherwise disposing of the same or any part thereof.
  - [iii] Possession by a candidate or having access to books, notes, paper/ cell phone or any other material whether writ-ten, inscribed or engraved, or any other device, which could be of help or assistance to him in answering any part of the question paper.
  - [iv] Copying, attempting to copy, taking-assistance or help from any book, notes, paper or any other material or device or from any other candidate, to do any of these things or facilitating or rendering any assistance to any other candidate to do any of these things.
  - [v] Writing on any part of the body/furniture/walls.
  - [vi] Plagiarism in projects/seminar/assignments submitted for evaluation.
  - [vii] Seeking or extending help in the exam, in relation to the questions asked.
  - [viii] Contacting or trying to contact any other person during the Examination time.
  - [ix] Disclosure of identity in the answer sheet in any form.
  - [x] Using abusive or obscene language in the Answer Book.
  - [xi] Running Away with Answer book.

- [xii] Making an appeal to the examiner through the Answer Book.
- [xiii] Concealing, destroying, disfiguring, rendering illegible, swallowing, running away with the answer book causing disappearance of or attempting to do any of these things in respect of any book, notes, paper or other material or device, used or, attempted to be used for assistance or help or in answering a question or a part thereof.
- [xiv] Refusal to surrender unfair means material or attempt to destroy.
- [xv] Refusing to obey instructions of the Invigilator.
- [xvi] Smuggling into the Examination hall an Answer Book or a continuation sheet, or taking out or arranging to send an Answer Book or continuation sheet, during or after the Examination with or without the help of or connivance of any person connected with the Examination or through any other agent, whatsoever.
- [xvii] Inserting/ substituting or removing any page from the answer book/ additional answer book.
- [xviii] Impersonation in exam including interchanging of Roll Numbers and / or answer sheets.
- [xix] Any other similar malpractice, which in the opinion of the Examination Committee amounts to a use of unfair means.
- [xx] If the Vice Chancellor is satisfied that there has been a Mass copying or use of unfair means at a particular Examination centre/hall, he may cancel the Examination of all or candidates concerned and order for conduct of re-Examination, if required.
- [xxi] On the recommendation of Examination Committee Vice Chancellor may declare any other act of omission or commission to be unfair means in respect of any or all the Examinations, which he may deem fit.
- [xxii] Use of Unfair Means shall be inquired into by the Examination Committee.
- [xxiii] The Committee shall submit a report to the Vice chancellor through

Registrar. Once it is approved by Vice Chancellor, the Head of Examination Branch will inform about the penalty with reasons in writing. An appeal can be made to the Vice-Chancellor who shall refer back the matter if worthy enough to the Committee. The Committee within ten days will hold a meeting to review the matter.

[xxiv] If the Vice-Chancellor is satisfied after enquiry that as a consequence of the conduct of any person connected with the conduct of the examination at the Centre, that there have been malpractices in the conduct of examination in any Centre, the Vice-Chancellor may punish such person in such manner as it may deem fit.

[xxv] Due to any reason if appointed person is not able to perform his/her duties on designated day or place than he/she should inform in writing to the Appointing Authority well in advance.

[8] Unfair practice in internal examination:

[a] If an examinee is found conducting unfair practice in the internal examination of theoretical or practical course of the programme, the class invigilator shall write a report of the unfair means and get the signature of the HoD along with the objectionable material found from the concerned student.

[b] If a course is divided into more than one section, the question paper of the section in which the unfair practice is detected may appear in the question paper of the section other than the section.

[9] Punishment Levels

[a] A student who is found to have adopted unfair practice in the theoretical or practical examination of the course will be deemed to have failed the course. For remaining courses, he will be able to take the internal examination. If it is the matter of internal examination the matter will be decided by the concerned HoD.

[b] Cancellation of result of all the subjects of the examination and debarred to appear for next two years.

[c] If the student wishes, they can indicate their preference to work in the department for a year. And complete the work satisfactorily. And the department should submit a report on it to the Gujarat Vidyapith then his punishment can be reduced from two years to one year. And if the student does not agree to this, then he will be punished according to the rules.

[10] Other provisions in Punishment:

[a] After the completion of the punishment period, if the student wants to join his remaining course, he can join but if the syllabus is changed during this period, he has to complete the studies according to the new syllabus.

[b] An examinee who has been punished shall be disqualified for admission to the course of Gujarat Vidyapith (DU) or any other recognized University during the period of punishment.

[c] No migration or transfer certificate will be issued to the punished student during the punishment period.

[d] A punished student will not be awarded a Degree/ Diploma during the punishment period.

[e] Any scholarship or award, if decided to be awarded to the punished student, will be cancelled.

[f] A penalized student will not be eligible for any award/ prize of the concerned course.

[11] Other Provisions regarding examination:

[a] The duration of the semester exam of 60 marks will be two and a half hours. If there is a change in the marks then the duration has to be changed accordingly and the examinees have to be informed about this in advance.

- [b] A disabled examinee who cannot write or if any examinee cannot write due to an accident, permission will be given by the Examination Coordinator/Chief Invigilator to keep a writer based on the application of the examinee and necessary evidence. A separate seating arrangement will be arranged for such examinee so that other examinees are not disturbed and the answer spoken by the concerned examinee cannot be heard by other examinees. The writer agreed to be retained by the examinee should be less qualified than the course in which the examination is to be given.
- [c] The disabled examinee has to inform the Examination Branch through the HoD while filling the examination application form. Such disabled students will be allowed a maximum of 30 minutes additional time over the time allotted for the examination. One hour extra time will be given to the blind examinee.
- [d] During the semester examinations, if the examinees boycott the examination or walk out of the examination hall leaving the examination incomplete, the examination will not be conducted again in the same semester for that course. If such an examinee fails, he will have to appear as a repeater in the examination held in the subsequent semester.
- [e] If there is a defect in the option of a multiple-choice question or there is a defect in asking a question, the teacher of the concerned subject should send a note to the Examination Committee through his/her HoD/dean and the benefit of that number of marks will be given equally to all the concerned examinees on recommendation of the examination committee.

**Rule 10      Criteria for Passing:**

[1] Internal Evaluation:

- [a] 40% of the total marks of the course will be internal assessment/ continue evaluation. In which there will be internal test, assignments, practical work, Group Discussion etc.

- [b] A student must secure at least 40 percent marks in each subject to pass.
  - [c] The concerned department will determine the methodology and standards for continuous evaluation based on the syllabus. In each semester two/three internal tests of 20 marks will be conducted by the concerned department. If a student fails or remains absent in the internal tests, the internal test will not be conducted again.
  - [d] The concerned department has to upload the marks on ERP and to send the information about the total marks obtained by all the students of the department in the internal evaluation and the percentage of attendance of that semester to the Examination Branch 10 days before the commencement of the semester examination.
  - [e] Students who fail the internal assessment will not be eligible to appear in the external examination.
- [2] Semester Examination: A minimum of 40 percent marks must be obtained in the semester examination conducted by the Vidyapith to pass the courses of each semester.
- [3] Community Living and other evaluations:  
A Pass (P) or Fail (F) letter grade will be given in the evaluation of Community Living and other audit courses. The concerned department will inform the students in advance of determining the criteria for the evaluation of Community Living. The marks have to be uploaded on the ERP.
- [4] Evaluation of answer book
- [a] The examiner appointed with the concurrence of the Hon'ble Vice Chancellor shall maintain complete confidentiality in evaluation work. No contact shall be made with the concerned student or his representative regarding the examination and evaluation should be carried out impartially.

- [b] When the examiner receives the bundle of answer sheets, he shall immediately check the following matters and if there is any defect in it, he shall immediately inform the Examination Branch.
  - [i] The answer book packet is duly sealed.
  - [ii] The answer sheets have been received according to the question paper and the number of answer sheets mentioned in the letter accompanying the bundle.
  - [iii] If the answer book is sent online to the examiner, the answer book marks may be sent online.
  - [iv] If the examiner finds that the answer book for examination does not belong to his subject or the question paper contains any question which he cannot judge, he shall forthwith return the answer book to the Examinations Branch with his notes.
  - [v] At the time of evaluation of the answer sheet, if the examiner notices any matter worthy of attention or notices any difficulty, he has to bring the matter to the attention of the Head Examination Branch.
  - [vi] After evaluating the answer book within the prescribed time frame for the purpose of providing timely results to the students, the marks obtained by the student in the conclusion of the mark sheet shall be recorded and returned to the Head, Examination Branch in a sealed cover.

[5] Result according to Ten Points System:

- [a] Each course is weighted in credits keeping in view the UGC's norms. Credit is determined based on the time taken to complete the course. One (01) credit means one hour of direct teaching work or two hours of practical, field or field work per week throughout the semester.
- [b] Grade Points means the numerical equivalent of a letter grade assigned on the basis of marks obtained out of total 100 marks of internal and external examination divided by 10.

[c] Credit points means the credit assigned to the particular course multiplied by the Grade Point.

[d] Letter Grade: Students taking admission from academic year 2023-24 will be given letter grade in the mark sheet. Calculation of letter grade will be as follows.

| Letter Grade        | Percentage Marks $p$ | Grade Points |
|---------------------|----------------------|--------------|
| $O$ (Outstanding)   | $95 \leq p \leq 100$ | 10           |
| $A^+$ (Excellent)   | $85 \leq p < 95$     | 9            |
| $A$ (Very Good)     | $75 \leq p < 85$     | 8            |
| $B^+$ (Good)        | $65 \leq p < 75$     | 7            |
| $B$ (Above Average) | $55 \leq p < 65$     | 6            |
| $C$ (Average)       | $45 \leq p < 55$     | 5            |
| $P$ (Pass)          | $40 \leq p < 45$     | 4            |
| $F$ (Fail)          | $p < 40$             | 0            |
| $AB$ (Absent)       |                      | 0            |

[e] "Earned Grade Points" (EGP) refer to the numerical value assigned to a letter grade in a course, multiplied by the number of credits for that course.

[f] "Semester Grade Point Average" (SGPA) is a numerical representation of a student's academic performance in a specific semester, reflecting their grades in all courses taken during that period. SGPA is calculated by dividing the total grade points earned (EGP) in a semester by the total number of credits for that semester.

[g] "Cumulative Grade Point Average" (CGPA) is a numerical representation of a student's overall academic performance across all courses and semesters, providing a holistic view of their achievements throughout their academic journey. Essentially, it's a way to summarize a student's grades into a single, easily comparable number. CGPA is calculated by dividing the total

grade points earned (Total EGP) by the total number of credits attempted.

- [h] Class in the result: Based on the CGPA obtained by the student after their last semester examination, the class will be assigned as follows:

| Sr. No. | CGPA           | Class        |
|---------|----------------|--------------|
| 1       | 7 or above     | Distinction  |
| 2       | 6 to 6.99      | First Class  |
| 3       | 5 to 5.99      | Second Class |
| 4       | 4 to 4.99      | Pass Class   |
| 5       | If less than 4 | Fail         |

- [i] Grace marks: If a student fails in the semester end examination for five marks or less than five marks, the student will be given grace marks up to a maximum of five marks irrespective of the number of courses. Apart from this grace marks will not be given for getting the class.

- [6] Announcement of Results:

- [a] The prepared result will be sent to the Registrar through the Head of Examination Branch and the result will be declared under the signature of the Registrar.
- [b] The registered number of successful candidates in the semester end examination will be classified according to class and declared in order of registration number.

- [7] Rechecking/Reassessment:

- [a] The student may have opportunity for Rechecking/Reassessment of the theoretical (theory) question paper only in the semester examination. There will be no facilities for re-examination/re-calculation in internal test, research paper/ investigation report, field work, field trip, practical, industry, Community Living, etc. If online examination has been conducted for any reason then reassessment cannot be done for it.

- [b] Theory courses can be reassessed/recalculated in all semesters of programme.
- [c] The date for reassessment/recalculation will be mentioned in the result notification, the student has to apply online by the prescribed date. For this the student has to pay the prescribed fee.
- [d] The candidate whose result has been reserved will be able to know his/her marks by visiting the examination branch in person. A student may not apply for reassessment/re-calculation after the prescribed date.
- [e] The work of recalculation (statistical check of marks) will be done by the examination branch.
- [f] The reassessment will be done by appointing another examiner from the panel of examiners approved by the Honorable Vice Chancellor. Before sending the answer sheet to the new examiner, recalculation will be done by the examination branch and the marks given by the previous examiner and the examiner's notes will be stickered in such a way that they cannot be read.
- [g] Based on the evaluation done by the first examiner and the second examiner, the decision will be taken as follows.
  - [i] If the percentage of difference between the marks awarded by the first examiner and the second examiner is 10 percent or less or the revised marks do not cause any difference in the letter grade of the concerned subject, then the assessment of the first examiner will be considered valid.
  - [ii] If the percentage of difference between the marks awarded by the first examiner and the second examiner is more than 10 percent but up to 40 percent, the average of the marks awarded by both the examiners will be taken.
  - [iii] If the percentage of difference between the marks awarded by the first examiner and the second examiner is more than 40 percent, the

answer book will be sent to the third examiner for evaluation. However, even at this time, the examination branch will have to do the work of recounting the answer sheet checked by the second examiner. A sticker will be affixed on the marks and notes indicated by the second examiner.

- [iv] After the marks given by the third examiner, the evaluations of the three examiners will be compared. The average of the marks given by the two examiners whose evaluation is close will be taken.
- [v] The appointment of the second/third examiner will also be from the panel sent by the concerned department and approved by the Hon'ble Vice Chancellor.

[8] Withheld Result:

- [a] The result of the examinee will be withheld for the reasons mentioned below:
  - [i] If for any reason the student is not considered suitable for admission to the concerned course.
  - [ii] The examination department has received a note regarding withholding of results from the concerned department.
  - [iii] In case any candidate failed in the previous semester/s and passes in the final semester, the result of the final semester will be withheld.
- [b] The candidate whose result is withheld will be informed about the reason for withholding by the examination branch orally and the candidate will have to fulfil the reason for withholding within the time limit of 60 days from the declaration of result otherwise the examination may be cancelled.
- [c] If the result of the student has to be withheld due to error in field work report/research essay presented by the examinee. It has to be revised or presented afresh within the given period, otherwise his examination shall be cancelled.

[d] A student whose result has been withheld may know his result orally from the examination department and can apply for re-examination and/or re-assessment based on that. The examination department shall obtain a written record of the fact that the student has been verbally informed about his result.

[9] Attempt:

[a] If the student has not filled the application form for the examination then it will not be considered as an attempt.

[b] If a student has filled the application form for the examination and inform in writing before the commencement of the examination that he/she is not going to appear in the examination, it will not be considered as an attempt.

[c] If the examination of a student is considered cancelled due to unfair means, then that examination and all the examinations for which he has been punished for not appearing in the examination shall not be considered as an attempt.

[d] A student whose result has been withheld and the examination is considered cancelled due to not fulfilling the reason of withholding then it will not be considered as an attempt.

[e] During the examination, if any student suffers serious accident or illness and is exempted from appearing in the examination on the basis of a medical certificate, it will not be considered as an attempt.

[f] If an examinee is found to be infected with a communicable disease during the examination and allowing him to sit for the examination is likely to infect others, it shall not be considered an attempt if the coordinator of the examination does not permit him to take the examination.

[g] If the student has passed the final semester in the first attempt then he will be declared pass in the first attempt.

[10] Deferred Course:

- [a] A student admitted in a Vidyapith has successfully completed one or more semesters of his course and that student wants to join a new course after being admitted to another course in the Gujarat Vidyapith, he can join another course by suspending the number of semesters he has completed in his previous course.
- [b] Credits obtained during his studies in previous course in Gujarat Vidyapith will be credited and he will be able to re-join the course to complete the remaining semesters. However, the syllabus has revised during this period, he will have to study according to the new syllabus.
- [c] In case of deferred course, the provision of maximum period for completion of course mentioned in Rule-shall not apply.

[11] Duplicate Qualification/ Degree Certificate:

- [a] In case the Mark-sheet/Degree Certificate awarded by the Vidyapith to the student is lost, torn or damaged, a duplicate Mark-Sheet/Degree Certificate will be issued on the application of the student. For this the applicant has to apply along with the prescribed fee. A notarized statement as per Form-6 on stamp paper of Rs.50 has to be submitted along with the application stating that the mark sheet/degree certificate is lost/torn/ deteriorated.
- [b] The applicant will be issued the same mark-sheet/degree certificate as previously issued but the text DUPLICATE will be stamped in capital letters on its head and the date on which the duplicate mark-sheet/degree certificate is issued will be indicated and the duplicate mark-sheet/degree certificate will be signed by the Registrar.

[12] Translation of certificates:

- [a] The certificate issued to the students will be translated into English/Hindi/Gujarati based on the application of the student for this the student will have to pay the prescribed fee. While translating the mark sheet/degree certificate, the language from which it has been translated will be mentioned

in its heading and the signatures of the original mark sheet/degree will be mentioned and Registrar will sign for the purpose of ensuring that the translation has been done correctly.

[13] Verification of certificates, mark-sheets:

[a] When students apply to other institution for the purpose of getting a job or joining another university for further studies, their mark-sheet/degree certificates are sent to the Vidyapith for verification. Such mark-sheet/degree certificate received by the Vidyapith will be communicated to the concerned Institution by accepting that it has been supplied to that Institution by the concerned student. For this one has to pay the fee prescribed by that institution.

[14] Migration certificate and other certificates:

[a] A student studied in Gujarat Vidyapith wants join another university after completing or leaving his studies incomplete, and if he needs a migration certificate, he has to apply in Form-7. The Migration Certificate will be issued by the Examination Branch as per Form-8. Apart from this, the student has to apply along with the fee prescribed from time to time for obtaining the Trial Certificate, Certificate of Rank, Certificate of Percentage and other certificates.

**Rule 11 Ineligibility to receive medal, award:**

A student will not be eligible to receive the award for the following reasons:

- [1] Fail in any subject in the semester examination taken during the course.
- [2] Sentenced Punishment regarding Unfair Practice in examination or any other misbehavior.
- [3] Have failed the Community Living in any semester of the course.

**Rule 12 Eligibility and Conferment of Degrees:**

The order of faculty wise recommendation for conferment of the respective degrees and PG diplomas are as follows:

- [1] Honorary Degree
- [2] Research Degree
- [3] Post Graduate Degrees
- [4] Bachelor's Degrees after Graduation
- [5] Bachelor Degrees
- [6] Post Graduate Diploma

**Rule 13 Signature on Degrees and Post Graduate Diploma:**

The Degrees and Post Graduate Diplomas shall bear the signature of the Hon'ble Chancellor or the Vice Chancellor as the case may be.

**Rule 14 Fees for award of Degrees and Post Graduate Diplomas:**

Fees for award of Degree and Post Graduate Diploma and incidental charges shall be prescribed by the Academic Council from time to time. There shall be no fees for awarding honorary Degree or Title.

**Rule 15 Honorary Degree:**

The Gujarat Vidyapith may confer an honorary Degree or Title on any person having achieved outstanding merits in the areas as laid down in the objectives of the Vidyapith. The procedure for award of Honorary Degree/ Title shall be as under:

- [1] The dean of the Faculty of the Gujarat Vidyapith shall send the recommendation to the Academic Council through the Registrar for conferment of Honorary

Degree / Title along with the details of a person, his achievement in research, academics, extra ordinary merits and social status.

- [2] The Academic Council, on receiving the recommendation from the Dean shall either consider the name and make recommendation to the Executive Council for conferment of Honorary Degree/ Title or reject the proposal.
- [3] If, on receiving the recommendations of the Academic Council, the Executive Council recommends that an Honorary Degree/ Title be conferred on any person on the ground that he/she is, in their opinion by reason of eminent position and attainments, a fit and proper person to receive such Honorary Degree or Title send the proposal to the Hon'ble Chancellor for confirmation with comments of the Executive Council.
- [4] The Hon'ble Chancellor may confirm or reject the proposal for conferment of Honorary Degree or the Title. If the same is confirmed by the Chancellor, the Executive Council shall sanction conferral of the Honorary Degree or the Title so recommended on such a person without requiring him to undergo any examination.
- [5] At such convocation, the Vice Chancellor or the Registrar shall present to the Hon'ble Chancellor or the Vice Chancellor as the case may be, the person/s whom the Honorary Degree/ Title is to be conferred.
- [6] The procedure for conferment of the Degree/ Title on person/s shall be the same as that prescribed for conferment of the degree.

#### **Rule 16      Padvidan (Convocation)**

- [1] Convocation for conferring degrees, diplomas and honorary degrees shall be held ordinarily once in a year at the place decided by the Vice-Chancellor in consultation with Hon'ble Chancellor. However, the Executive Council may decide to hold a special convocation, which is consented by the Chancellor. The special convocation shall be held only at main campus of the Gujarat Vidyapith.

[2] Date of Convocation:

[a] Keeping in view the notice period prescribed for the meeting of the Academic Council four clear weeks time for processing the proposal in the office of Hon'ble Chancellor and the days required for the publication of advertisement in the newspapers / Gujarat Vidyapith website; the Registrar shall in consultation with Vice-Chancellor propose to the Hon'ble Chancellor the date for ensuing convocation along with additional two alternate dates for holding the Convocation and obtain his/her consent.

[b] After receipt of the consent from the Hon'ble Chancellor; the Registrar shall notify the date of Convocation in the newspapers / Gujarat Vidyapith website at least three weeks prior to the date of Convocation.

[3] **Chief Guest at Convocation:**

An academician of eminence known for lifetime contribution in various spheres of education, research and contemporary thoughts having unbiased vision and ability to ignite the minds of young recipients of the degrees shall be invited by the Vice-Chancellor as the Chief Guest on the recommendations of the Executive council for delivering the Convocation Address.

[4] There shall be rules from time to time to organize the convocation.

[5] Academic Council shall from time to time, recommend to the Executive Council as to the degrees which may be conferred on graduates in person and the degrees to be conferred in absentia at the Convocation. The Executive Council shall decide the same.

[6] The Chancellor shall confer the Honorary Degrees, Awards of Distinction and Degrees of Doctor of Philosophy (Ph.D.), Degrees and P.G.Diplomas. In absence of the Chancellor, the Vice Chancellor shall confer the degrees and diplomas.

[7] Order of Precedence: The following order of precedence shall be observed at the time of Convocation and on other ceremonial occasions:

- [a] The Chancellor;
- [b] The Chief Guest / Guest of Honour;
- [c] President of Gujarat Vidyapith Mandal;
- [d] The Vice-Chancellor;
- [e] Trustees of Gujarat Vidyapith Mandal;
- [f] Members of Executive Council;
- [g] The Deans;
- [h] The Registrar;
- [i] In the case of other distinguished dignitaries present precedence shall be regulated in accordance with the warrant of precedence or such official rules as may govern the matter;
- [j] The Vice-Chancellor shall determine from time to time as to the persons who will form the procession at the Convocation.

[8] Academic Costumes: The Academic Costumes may be worn at the time of convocation. The Gujarat Vidyapith shall provide at least the academic costumes as follows:

- [a] The dignitaries on the dias may have a common dress code. The full dress shall be in Indian attire whose material shall be Khadi with a unique stall.
- [b] The member of statutory bodies and other special invitees may have Koti/Kurta/Saree/such attire in Khadi dress material may be with unique stall.
- [c] The invited or present students may have to wear the khadi kurta/ saree/ pyjama and stall.

[9] Instructions for the Candidates:

- [a] Candidates must appear in the prescribed academic dress.

[b] A rehearsal may be arranged on or before the date of the Convocation at which candidates for degrees must be present.

[c] Candidates who are unable to attend the Convocation must inform the Head of Examination Branch, well in advance. Such candidates will be admitted to the degree in absentia in accordance with the rules prescribed from time to time.

[d] The candidates have to pay the prescribed convocation fees.

[10] Presentation of the Candidates:

[a] The schedule and procedure for the presentation of the candidates shall be updated at the time of Convocation on a yearly basis.

#### **Rule 17 Gold Medal Award Guidelines**

[1] Objectives: To recognize and encourage holistic excellence among graduating students, Gujarat Vidyapith shall award Gold Medals in each faculty on the basis of overall performance as per the vision and principles of the National Education Policy 2020, focusing not solely on academic scores but also on character, participation, innovation, and social contribution.

[2] Constitution of the Gold Medal Recommendation Committees: The following committees shall be constituted each academic year to recommend names for the award of Gold Medals from each faculty:

| Sr. No. | Position         | Designation                             |
|---------|------------------|---|
| 1       | Chairperson      | Dean of the concerned faculty.          |
| 2       | Member           | Head of the Departments of the faculty. |
| 3       | Member           | Branch Head, Academic Branch            |
| 4       | Member           | Branch Head, SSCW.                      |
| 5       | Member Secretary | Branch Head, Exam Branch.               |

- [3] The Committee may invite additional members, including faculty coordinators for innovation, sports, cultural, or NSS/NCC, as needed. Half of the total number of members shall form the quorum for the meeting. The Gold Medal Award Committee shall meet as and when called by the Examination Branch with the approval of the authority.
- [4] Eligibility Criteria for the Gold Medal Merit: A student shall be eligible for the Gold Medal under the following conditions:
- [a] Must have passed all examinations of the program in the first attempt and within the prescribed duration.
  - [b] Should have achieved a percentile of at least 80 % or equivalent across the program.
  - [c] Should not have been involved in any disciplinary action.
  - [d] Must have demonstrated excellence in at least three of the following areas, with documentary evidence:
    - [i] Research/Innovation Projects
    - [ii] Participation and awards in co-curricular activities (literary, cultural, technical)
    - [iii] Contribution in community service/NSS/NCC
    - [iv] Internships, fieldwork, or experiential learning
    - [v] Leadership roles (student clubs, peer mentoring, class representative)
    - [vi] Sports at the university/state/national levels
    - [vii] Ethical conduct and commitment to Gandhian values
- [5] Selection Process
- [a] Eligible graduating students may be nominated by the Head of Department, Faculty Dean, or may apply with a detailed dossier to the Dean.
  - [b] The Committee shall evaluate each dossier holistically using a pre-determined rubric (to be framed based on NEP parameters).

- [c] The Committee shall conduct an interaction if required.
- [d] The Committee’s recommendation shall be final, subject to approval by the Vice-Chancellor.
- [e] The Committee shall evaluate demonstrated excellence in various activities by assigning marks, with each activity carrying a maximum of 10 marks. The best three activities, based on the highest marks obtained, shall be considered for evaluation. Accordingly, the total marks under this category shall be computed out of 30.

[6] Form - A

Faculty: \_\_\_\_\_, Department: \_\_\_\_\_

| Sr. No. | Name of the Students | Enrollment No. | Name of Activity | Marks (10) | Sign of Student |
|---------|----------------------|----------------|------------------|------------|-----------------|
|---------|----------------------|----------------|------------------|------------|-----------------|

Sign of all members of the committee: \_\_\_\_\_

[7] The final score shall be computed out of 100 marks to award the Gold Medal. Out of this, 70 marks shall be derived from the academic performance using the formula:  $(\text{Obtained Marks} \times 70) / \text{Total Marks}$ . The remaining 30 marks shall be allotted based on demonstrated excellence in co-curricular, extra-curricular, research, social, or other relevant activities. The merit list for the Gold Medal shall be prepared accordingly.

[8] Award Modalities

- [a] One Gold Medal may be awarded per postgraduate program in each faculty.
- [b] In the event of a tie or comparable overall performance, the candidate who has secured the higher marks in the Undergraduate examination—normalized to a scale of 100—shall be awarded the Gold Medal. In case of any dispute or ambiguity in the selection process, the decision of the Academic Council shall be final and binding.

[c] The medal shall be awarded at the Convocation Ceremony, accompanied by a citation describing the student's achievements.

[d] The medal may be named after an eminent personality as per the University's tradition or donor wishes.

[9] Review and Revisions: This rule shall be reviewed periodically by the Academic Council to ensure continued alignment with the vision of NEP 2020 and evolving educational priorities.

### **Rule 18      Category for Award**

[1] Students may be awarded medals during the Convocation held in Gujarat Vidyapith.

[a] Gold medal

[2] Certificate: Apart from the award, the awardee candidate will be given a separate award certificate.

[3] Procedure for Determining Rewards:

[a] The list of awardee students will be prepared well in advance.

[b] Five or more students must have approved for the examination of the respective course, in the course for which the certificate is provided if 10 or more students. For Ph.D. programme this provisions will not be applicable.

[c] Eligibility for the award will be considered only if the course is completed without gap and within prescribed semesters.

[d] During the course the student has applied for reassessment in the passed/ failed subject will be eligible to get award based on the result obtained after the reassessment.

[e] The list of students who are receiving the awards/prizes should be sent to the the Vice Chancellor through the Registrar and the decision of the the Vice Chancellor regarding the award/ prize shall be final.

[4] Rules for Awarding the medals and awards at Post Graduate, Graduate and PG Diploma Level Courses:

[a] For Post Graduate, Graduate and PG Diploma level courses, only those students who pass in the first attempt in each semester will be eligible for the award and the student must have obtained minimum 60 percent (excluding grace marks) or an overall minimum CGPA of 6.0.

[b] If two or more students have obtained the same CGPA, the student with higher marks in the external examination in the final semester shall be eligible for the award. And if they also have similar marks, the assessment of Community Living will be taken into consideration.

[5] For award in course (subject) at graduate and post graduate level:

[a] In order to get the prize announced for the student standing first in any course (subject) at the graduate and post graduate level, the student should have obtained at least 60 percent marks or more in the concerned subject.

[b] If two or more students obtain equal marks then the external examination marks of that subject will be considered and if the external marks are also equal then the overall CGPA will be considered.

**Rule 19      Withdrawal of Degree, Post Graduate Diploma, Honorary Degree, Title:**

[1] The Executive Council may on the recommendation of the Academic Council, by a resolution passed by a majority of the total members of the Board, not less than two-third of the members present recommend to the Hon'ble Chancellor to withdraw a Degree, Post Graduate Diploma, Honorary Degree or Title.

[2] Before withdrawing a Degree, Post Graduate Diploma, Honorary Degree or Title, it shall be incumbent upon the Academic Council to notify the person concerned of the action contemplated and to give him an opportunity to tender either in

person or by a written statement within 21 clear days from the date of issue of such notice such defense as he may wish to put up. If the Academic Council after taking into consideration the defence so set up, decides to recommend to the Executive Council that action be taken against him. A copy of such recommendation shall be forwarded to him with an intimation of the date of meeting of the Executive Council at which his case will come up for consideration and he shall be informed that if he has any further statement to make in writing he should submit the same to the Academic Council through Registrar four weeks before the meeting. The statement, if any, so received shall be submitted to the Executive Council with comments of the Academic Council and the relevant details of the case. On the basis of the details received, the Executive Council discuss and if it resolves with minimum two third majority of the present members to withdraw the degree, post graduate diploma, etc., the resolution shall be submitted along with the details of the case to the Hon'ble Chancellor.

[3] Withdrawal of Degrees and Diplomas:

- [a] The Executive Council may by a resolution passed by a majority of the total membership of the Executive Council not less than two-third of the members of the Executive Council present and voting, recommend to the Chancellor to withdraw a degree/ diploma conferred by the Gujarat Vidyapith and the Chancellor may order withdrawal of the same.
- [b] Before withdrawing a degree/diploma it shall be incumbent upon the Academic Council to notify the person concerned of the action contemplated and to give him an opportunity to tender either in person or by a written statement within 21 (twenty one) clear days from the date of issue of such notice, such defense as he may wish to put up. If the Academic Council after taking into consideration the defense so set up, decides to recommend to the Executive Council that action be taken against him, a copy of such recommendation shall be forwarded to him with an intimation of the date of the meeting of the Executive Council at which his case will come up for

consideration and he shall be informed that if he has any further statement to make, in writing he should submit the same to the Academic Council six weeks before the date of the meeting. The statement, if any, so received, shall be submitted to the Executive Council with recommendations of the Academic Council.

[4] Withdrawal of Certificates:

[a] The Executive Council may by a resolution passed by a majority of the total membership of the Executive Council not less than two-third of the members of the Executive Council present and voting, recommend to the Vice - Chancellor to withdraw a certificate issued by the Gujarat Vidyapith and the Vice - Chancellor may order withdrawal of the same.

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

**Rule 20      Khelbharati**

[1] Khelbharti is an Annual Sports Festival of Gujarat Vidyapith.

- [2] The objective of Khelbharti is to promote physical fitness, sportsmanship, teamwork, discipline, and Gandhian ideals among students through organized sports competitions and athletic events, fostering all-round development and a spirit of healthy competition.
- [3] Khelbharti will be organized annually under the coordinatorship of the Physical Education under the guidance of Hon'ble Vice Chancellor.
- [4] Khelbharti may include:
- [a] Track & Field Athletics: running, hurdles, relays, jumps, throws.
  - [b] Team Sports: Volleyball, Kabaddi, Kho-Kho, Basketball, Handball, Cricket, Softball, Netball.
  - [c] Individual Sports: Chess, Badminton, Table Tennis, Weightlifting, Boxing, Archery, Gymnastics, Swimming, Yoga, Wrestling, Judo
  - [d] Any other traditional or innovative sports approved by the authority.
- [5] To ensure smooth conduct, various sub-committees shall be formed each year, such as:
- [a] Organizing Committee
  - [b] Event Coordination Committee
  - [c] Technical and Referee Committee
  - [d] Logistics & Infrastructure Committee
  - [e] Reception & Hospitality Committee
  - [f] Medical & First Aid Committee
  - [g] Prize Distribution Committee
  - [h] Any other committee as deemed necessary by the Authority.
- [6] All enrolled students are eligible to participate as per the rules specified.

[7] Participants may register through the approved ERP/online system or as suggested.

[8] Each participant may take part in multiple events as per limits specified (e.g., maximum 3 individual and 2 team events).

[9] Rules of Competition

[a] Rules, eligibility, dress code, time schedules, weight categories, age criteria, and judgment criteria shall be declared in advance and followed strictly.

[b] Decisions of referees, umpires, and judges appointed by the Organizers shall be final.

[c] All participants shall maintain discipline and sports ethics in line with Gujarat Vidyapith's values.

[10] Awards & Recognition

[a] Winners, runners-up, and best performers shall be felicitated with certificates, medals, trophies, or other prizes as approved by the Organizing Committee.

[b] The best department/team may be awarded a championship trophy based on overall performance.

## **Rule 21      Yuvabharati**

[1] The objective of Yuvabharati is to encourage students' holistic development by providing a vibrant platform to showcase talent in music, dance, theatre, fine arts, literary expression, and cultural innovation, in alignment with the ideals and values of Gujarat Vidyapith.

[2] The Yuvabharati shall include, but not be limited to, the following broad categories:

- [a] Music: Classical and Light Vocal, Instrumental, Folk Orchestra, Group Songs (Indian or as others to be decided).
  - [b] Dance: Classical and Folk/Tribal.
  - [c] Literary: Quiz, Debate, Elocution, Extempore Speech, Essay, Poetry Recitation, Poetry Composition.
  - [d] Theatre: One-Act Play, Skit, Mime, Mimicry.
  - [e] Fine Arts: Painting, Collage, Poster Making, Rangoli, Clay Modelling, Cartooning, Spot Photography, Installation, Mehndi, Khadi Craft, Decorative Cotton Hanks
- [3] Rules for each event — including eligibility, group size, time limits, language, stage settings, accompaniment, evaluation criteria, and judgment — shall be published annually in the Yuvabharati Handbook or notification.
- [4] The performances of participants must reflect cultural integrity and uphold the values of Gujarat Vidyapith.
- [5] Winners and runners-up in each category may be awarded certificates, trophies, or prizes as approved by the authority, and their achievements may be recorded in the Vidyapith’s annual reports.

**Rule 22      SSIP**

- [1] The objective is to institutionalize and implement the Student Start-up and Innovation Policy within Gujarat Vidyapith for fostering innovation, entrepreneurship, and start-up culture among students, faculty, and alumni, and to contribute to the vision of Aatmanirbhar Gujarat.
- [2] Institutional Mechanism
- [a] Nodal Cell: Gujarat Vidyapith shall establish an SSIP Cell to act as the nodal office for all SSIP-related activities.

[b] Coordinator: A senior faculty member shall be appointed by the Vice Chancellor as the SSIP Coordinator to lead the implementation and reporting.

[c] Institutional SSIP Committee:

[i] Vice Chancellor or his/her nominee – Chairperson

[ii] SSIP Coordinator - Member Secretary

[iii] Two External Expert (Industry/Incubator/Domain Expert) – Member

[iv] Two Deans nominated by the Vice Chancellor - Member

[v] One Head of the Department nominated by the Vice Chancellor - Member

[vi] Two Student representatives may be invited.

[3] The SSIP Cell and Committee shall:

[a] Develop an Institutional Innovation Plan aligned with SSIP goals.

[b] Identify, screen, and support student-led Proof-of-Concepts (PoCs) and Prototypes.

[c] Facilitate access to pre-incubation, incubation, mentoring, and IPR support.

[d] Organize capacity-building activities, hackathons, boot camps, innovation challenges, and awareness programs.

[e] Coordinate with concerned offices for fund utilization, grant disbursement, and reporting.

[f] Maintain proper documentation and submit utilization reports as per SSIP guidelines.

[4] The Institutional SSIP Committee shall monitor the progress of supported projects and maintain Key Performance Indicators (KPIs) aligned with SSIP.

### **Rule 23 National Service Scheme (NSS)**

[1] The NSS Manual (Revised) 2006 and its amendments if any, issued by the Government of India, Ministry of Youth Affairs and Sports, New Delhi, shall be

read by all the committees mentioned in these rules.

- [2] There shall be a Programme Coordinator at the Gujarat Vidyapith level. The Programme Coordinator shall be nominated by the Vice-Chancellor and shall hold office for a term of three (3) years, which can be extendable.
- [3] There shall be an NSS Advisory Committee as follows:
  - [a] The Vice Chancellor - Chairman;
  - [b] Registrar;
  - [c] Commissioner of Higher Education or his nominee;
  - [d] Secretary/Director of Education/Youth Services;
  - [e] Director of the concerned NSS Regional Centre;
  - [f] TOC/TORC Coordinator;
  - [g] Three faculty members nominated by the Vice-Chancellor;
  - [h] One or two NSS student representatives nominated by the Vice-Chancellor;
  - [i] All Programme Officers;
  - [j] State Liaison Officer NSS;
  - [k] One representative from concerned Government / Non - Government organizations involved in youth Programmes/ social work/ rural development work at divisional /district level (like NYK, Scouts & Guide, NCC, NGOs etc.);
  - [l] Branch Head, Account Branch; and,
  - [m] Program Coordinator- Member Secretary
- [4] Half of the committee members shall form the quorum for the meeting.
- [5] The committee shall meet at least twice in a year.
- [6] Program Coordinator has to plan, execute and evaluate the NSS activities in a proper perspective.

[7] NSS grants:

- [a] The received grant from State NSS Cell shall be utilized for student activities, establishment of NSS cell, program activities, salary to Program Coordinator and Program Officer (Full time) and other expenditure related to NSS.
- [b] The grant shall be released to Gujarat Vidyapith - NSS cell according to their NSS volunteer enrolment. The respective Program Officer of the college-level NSS cell has to utilize this grant for various activities for NSS and at the end of the year, he/she has to send the complete utilization certificate to the Program Coordinator along with the annual report and other supporting documents.
- [c] Vidyapith and affiliated colleges have to keep the NSS funds in savings bank accounts and the amount of interest accrued in NSS savings bank account can be utilized for the purchase of equipment, which are considered essential for field work and program development.
- [d] Any purchase shall be made only after approval of the Gujarat Vidyapith advisory committee - NSS.

[8] Some of the various programs by NSS shall be as follows:

- [a] Celebration of NSS Day on 24th September, every year;
- [b] Orientation of NSS Volunteers;
- [c] Tree plantation, their preservation and upkeep, Swachhata Abhiyan;
- [d] Blood donation camps;
- [e] Various awareness programs; and,
- [f] Adoption of villages, slums and identifying their problem and serving them  
Special camping program.

[9] Various general health check-up camps for village people in different villages.

[10] School Health general check-up program for a village school child.

## **Rule 24 National Cadet Corps (NCC)**

- [1] Objective is to ensure that Vidyapith implements, supports, and maintains NCC Units as per the National Cadet Corps Act, 1948 (Act XXXI of 1948) and the NCC Rules framed thereunder, in order to promote discipline, leadership, service, and national integration among its students.
- [2] Gujarat Vidyapith will observe:
  - [a] Orders, instructions, and guidelines issued by the Ministry of Defence, Directorate General of NCC (DGNCC), or concerned NCC Directorate/Group Headquarters.
- [3] It will be ensured that the institutional support for maintaining qualified officers, instructors, storage, parade grounds, firing ranges, and all necessary facilities as per the Act and Rules.
- [4] Heads of Departments shall ensure the eligibility, enrollment, training, discipline, and attendance of cadets.
- [5] Any interpretation or clarification required under this Rule shall be referred to the Vice Chancellor in consultation with the NCC Group Headquarters/State NCC Directorate.

## **Rule 25 Code of Conduct for Students of Gujarat Vidyapith**

- [1] Uniform: Admitted students will have to wear the prescribed cotton khadi uniform.
- [2] Prayer Sessions (Upasana): The student has to attend the Prayer Sessions (Upasana) regularly.
- [3] Community Life: The daily routine of the student will be based on the fixed Community life.

- [4] Light Manual Labor and Cleaning Tasks: Students will have to engage in light manual labor activities and Campus cleaning tasks every morning/evening.
- [5] Industrial work: Every student has to do a prescribed industrial work as part of the study.
- [6] Spinning Yarn(Kantan): Every student has to regularly Spin Yarn(Kantan)on the Spinning Wheel (Rentia) during prayer session.
- [7] Hostel: Hostel accommodation is voluntary.
- [8] Practical Work Experience: The student has to acquire relevant practical work experience as a part of one's studies.
- [9] Fieldwork: The student has to do fieldwork according to the requirements of the subject one has offered.

#### **Rule 26      Scholarship**

The SSCW Branch shall prepare and maintain an updated list of scholarships available under various schemes of the State Government and the Central Government and may assist the respective Departments in processing applications and related documentation in accordance with the applicable guidelines.

#### **Rule 27      Kuladhipati Shishya Abhyas Labdhi (KUSHAL) - Scholarship**

- [1] Kuladhipati Shishya Abhyas Labdhi (KUSHAL) Scholarship is an institutional scheme initiated by the Gujarat Vidyapith Mandal in the revered name of the Kuladhipati (Chancellor) of Gujarat Vidyapith. This scholarship aims to promote merit, encourage disciplined academic pursuit, and support deserving students enrolled at Gujarat Vidyapith. Under the KUSHAL Scholarship, selected students demonstrating academic excellence, good conduct, and alignment with the values and ideals of the Vidyapith receive financial assistance and academic encouragement to help them pursue their studies with commitment

and integrity. The scheme reflects Gujarat Vidyapith Mandal's commitment to nurturing capable and responsible citizens in line with the institution's Gandhian philosophy.

- [2] Its objective is to promote a culture of academic excellence, discipline, participation, and social responsibility among students by awarding scholarships to meritorious learners who exemplify the values of Gujarat Vidyapith.
- [3] The scheme aims to recognize and support 100 outstanding students (Undergraduate and Postgraduate) for their holistic performance in academics, extra curricular and co-curricular engagement.
- [4] Eligibility Criteria:
- [a] The applicant must be a regular student enrolled in any UG or PG programme at Gujarat Vidyapith.
- [b] Must not be a recipient of any other government/NGO/private scholarship.
- [c] Applicants are required to possess a minimum Cumulative Grade Point Average (CGPA) of 7.0 on a 10-point scale, up to the most recent semester examination result.
- [5] Selection Criteria: Furthermore, the selection criteria shall be based on components of holistic participation, including academic and co-curricular engagement, extracurricular activities, social engagement, and demonstrated leadership.
- [6] Holistic Participation Components:

|   |   |      |
|---|---|------|
| 1 | Regularity and Attendance                                     | 20 % |
| 2 | Conduct and Discipline (especially community life behaviour)  | 20 % |
| 3 | Participation in Cultural and Sports Events                   | 20 % |
| 4 | Contribution in SWAPNA Project or Other University Programmes | 20 % |
| 5 | Remarks from Committee  | 20 % |

[7] Selection Process

[a] Notification & Application:

- [i] Official announcement through the Gujarat Vidyapith portal and notice boards.
- [ii] Required documents to be submitted within the stipulated time.
- [iii] Interview procedure or presentation will be conducted by the KUSHAL Committee.

[b] KUSHAL Committee:

- [i] A nominee of the Vice-Chancellor as Chairperson;
- [ii] A Dean nominated by the Vice-Chancellor;
- [iii] A Head of the Department nominated by the Vice-Chancellor;
- [iv] Head of Hostels;
- [v] Head of SSCW as member secretary;

[c] Merit List Preparation:

- [i] combined score out of 100 will be used to rank students.
- [ii] Top 100 scorers (UG and PG combined) will be considered.
- [iii] In case of any discrepancies, the decision of the Vice-Chancellor shall be final.

[8] Scholarship Award:

- (a) A fixed scholarship amount equal to "Tuition Fees" will be disbursed directly to the students' bank accounts.

[9] Disqualification Clause

[a] If a student is found to have:

- [i] Furnished false information.
- [ii] Misbehaved or violated university rules post-selection.
- [iii] Availed of any other scholarship concurrently.

[b] The KUSHAL scholarship will be canceled immediately, and funds will be recovered if necessary.

[10] The scholarship awards of "KUSHAL" shall be completed before 30th June of every year.

## **Rule 28      Gandhi Vichar Vistarak Research Projects and Fellowship**

[1] The Gandhi Vichar Vistarak Research Projects and Fellowship is a unique initiative by Gujarat Vidyapith to encourage and promote scholarly research and development work that aligns with the ideals of Mahatma Gandhi. The project is envisioned to support young researchers and extension workers who are committed to exploring, preserving, and propagating Gandhian thought, with a focus on constructive rural development, social upliftment, and self-reliant living.

[2] Through this initiative, Gujarat Vidyapith aims to build a community of young intellectuals rooted in Gandhian values, facilitate meaningful research output in the form of publications, community interventions, and model practices, and contribute to the national and global discourse on the contemporary relevance of Gandhian thought.

[3] The objective is to promote advanced research on Gandhian philosophy and its contemporary relevance, encourage field-based constructive work in areas like rural development, village industries, education, sanitation, and social justice, and nurture a cadre of scholar-practitioners who will serve as ambassadors of Gandhian ideals in modern society.

[4] The Gandhi Vichar Vistarak Research Projects and Fellowship is an academic and research initiative of Gujarat Vidyapith to promote advanced scholarly research, applied studies, and field-based constructive work inspired by the ideals of Mahatma Gandhi. The programme aims to:

- [a] Promote interdisciplinary research on Gandhian philosophy and its contemporary relevance.
- [b] Encourage innovative and field-based projects in rural development, sustainable livelihoods, Nai Talim, village industries, social justice, peace studies, sanitation, and self-reliant living.
- [c] Invite research proposals and fellowship applications from scholars and institutions at the State, National, and International levels.
- [d] Contribute to national and global academic discourse on Gandhian thought.

[5] Categories of Support

Support may be extended under the following categories:

- [a] Individual Research Fellowship:  
For scholars undertaking independent research aligned with Gandhian studies.
- [b] Sponsored Research Projects:  
For Universities, Research Institutions, NGOs, or Independent Researchers proposing structured research or field-based intervention projects.

[6] Eligibility

- [a] Individual Fellowship
  - [i] Postgraduate degree with at least 55% marks or equivalent grade.
  - [ii] Ph.D. scholars, post-doctoral researchers, academicians, or independent researchers.
  - [iii] Applicants from India or abroad working on themes aligned with Gandhian thought.
  - [iv] Applicants shall not simultaneously hold another full-time fellowship unless permitted by the Vidyapith.
- [b] Research Projects

- [i] Recognized Universities, Deemed Universities, Research Institutions, NGOs, or International Academic Institutions.
- [ii] Principal Investigator must possess demonstrated research experience.
- [iii] The proposal must clearly indicate methodology, deliverables, timeline, and societal relevance.

[7] Duration and Financial Assistance

- [a] Fellowship/Project duration: Minimum 6 months and up to 3 years.
- [b] Financial assistance shall be determined by the Gandhi Vichar Vistarak Committee based on:
  - [i] Scope and quality of proposal,
  - [ii] Budget justification,
  - [iii] Expected outcomes and impact.
- [c] Maximum financial ceiling shall be prescribed by the Executive Council from time to time.

[8] Call for Proposals

- [a] An annual or special call for proposals shall be published on the official website of Gujarat Vidyapith.
- [b] The notification shall specify:
  - [i] Thematic areas,
  - [ii] Eligibility criteria,
  - [iii] Application format,
  - [iv] Financial norms,
  - [v] Last date of submission.

[9] Selection Methodology

All applications received pursuant to the notification shall be placed before a duly constituted Scrutiny Committee for preliminary examination to ensure

eligibility, completeness, and conformity with prescribed guidelines. Proposals found eligible shall be evaluated by a Gandhi Vichar Vistarak Committee. The evaluation shall be based on academic merit, originality, clarity of objectives, soundness of research methodology, feasibility of implementation, relevance to Gandhian philosophy, and potential societal or community impact. The Committee may require shortlisted applicants to make a presentation or appear for an interaction for further assessment. The recommendations of the a Gandhi Vichar Vistarak Committee shall be submitted to the Competent Authority for approval in accordance with the Statutes and Ordinances of Gujarat Vidyapith, and the decision so taken shall be final and binding.

[10] Monitoring and Evaluation

Every Fellow or Principal Investigator shall submit periodic progress reports, ordinarily at six-month intervals, detailing academic progress, field engagement, financial utilization, and outcomes achieved. The reports shall be examined by a Gandhi Vichar Vistarak Committee. The Vidyapith may conduct mid-term reviews, field visits, stakeholder consultations, or other verification processes to assess the quality and integrity of the work undertaken. Continuation of financial assistance beyond the first year or subsequent periods shall be strictly subject to satisfactory performance and compliance with the terms and conditions of the award.

[11] Deliverables

Upon completion of the Fellowship or Research Project, the Fellow or Institution shall submit a comprehensive final report incorporating findings, analysis, documentation of fieldwork (where applicable), and policy or practice recommendations. The recipient shall acknowledge Gujarat Vidyapith in all publications, presentations, or dissemination arising out of the supported work. Copies of the final report, along with any publications, datasets, or other research outputs, shall be deposited with the Vidyapith in both digital and print form for academic and archival purposes. The Vidyapith may require the Fellow to present the

outcomes of the research through seminars, workshops, or public lectures to facilitate knowledge dissemination.

[12] Termination and Recovery

The Fellowship or Research Project may be discontinued at any stage if it is found that the progress of work is unsatisfactory, material facts were concealed or misrepresented, funds have been misutilized, or the terms and conditions of the award have been violated. In such circumstances, Gujarat Vidyapith shall have the authority to terminate the award and recover the financial assistance already released, wholly or partly, in accordance with applicable financial rules and regulations. The individual or institution concerned may also be debarred from applying for future grants or fellowships of the Vidyapith for such period as may be determined by the Competent Authority.

[13] Awarding and Recognition

On satisfactory completion of the Fellowship or Research Project, and upon approval of the final report by the Evaluation Committee, the Vidyapith shall issue a Certificate of Completion or equivalent formal recognition. The research work may be included in the Annual Report of the Vidyapith and may be considered for publication support or special commendation, subject to the recommendations of the competent academic authority. Recognition under this programme shall not create any claim for permanent appointment or continuation beyond the sanctioned period.

[14] Gandhi Vichar Vistarak Committee

- [a] The Vice Chancellor or his/her nominee;
- [b] A Trustee nominated by the Vice Chancellor from Gujarat Vidyapith Mandal;
- [c] Two subject experts nominated by the Vice Chancellor in Gandhian Studies or allied disciplines, of whom at least one may be external;
- [d] The Head of the Department, as member Secretary;

- [15] The nomination shall be for a term of three years from the date of notification.
- [16] The Committee shall convene at least twice annually, and may meet more frequently as deemed necessary by the Vice Chancellor.
- [17] The meeting shall be convened by the Member Secretary with the prior approval of the Vice Chancellor.
- [18] Two-thirds of the total members shall constitute the quorum for the meeting.
- [19] The procedure of committee formation shall be followed by the Academic Branch.

**Rule 29      Academic Awards (Mahadev Desai Samajseva Puraskar)**

- [1] This award is instituted to recognize and honour graduates who have demonstrated sustained commitment to Gandhian ideals through long-term social service. It seeks to acknowledge individuals who, primarily through education or public education, have contributed meaningfully to fields such as rural development, public health, environmental protection, women's empowerment, promotion of national and mother languages, and other allied areas of constructive work rooted in the philosophy of Mahatma Gandhi. By celebrating such service, the award aims to inspire continued engagement with ethical, inclusive, and community-centered development.
- [2] This Puraskar is customarily conferred on the 1st of January each year.
- [3] Mahadev Desai Samajseva Puraskar Committee shall consist of the following members:
  - [a] One of the trustees of the Mandal shall be nominated by the Vice Chancellor as the Chairperson;
  - [b] One of the trustees of the Mandal shall be nominated by the Vice Chancellor as a member;

- [c] One of the members of the Academic Council shall be nominated by the Vice Chancellor as a member;
  - [d] One of the experts shall be nominated by the Vice Chancellor as a member;
  - [e] Two retired teachers of the Vidyapith shall be nominated by the Vice Chancellor as members;
  - [f] Dean, of the faculty of social science as a member secretary;
- [4] The nomination shall be for one year from the date of notification.
- [5] The meeting shall be convened by the Member Secretary with the prior approval of the Chairperson.
- [6] Two-thirds of the total members shall constitute the quorum for the meeting.
- [7] The eligibility and selection process shall be as follows:
- [a] A graduate who has completed at least two years of a regular academic programme at any of the campuses of Gujarat Vidyapith or its Gram Seva Kendras shall be deemed suitably eligible for this award.
  - [b] Only those graduates who have rendered not less than fifteen years of continuous service in any of the specified fields, primarily through education or public education, in accordance with the distinctive tradition of social service established by Mahatma Gandhi, and who continue to be actively engaged in such service at present, shall be deemed eligible for this award. This provision shall not apply to retired graduates.
  - [c] Specified fields, primarily through education or public education:
 

|   |                                    |
|---|------------------------------------|
| [i] Public Health and Rural Sanitation  | [iv] Nature Cure                   |
| [ii] Khadi and Village Industries       | [v] Prohibition                    |
| [iii] Cow Protection and Animal Welfare | [vi] Eradication of Untouchability |
|   | [vii] Tribal Welfare               |
|   | [viii] Elimination of Leprosy      |

- |  |  |
|--|--|
| [ix] Women's Education and Empowerment               | [xvii] Dissemination of Nai Talim (Basic Education)                              |
| [x] Promotion of National Language and Mother Tongue | [xviii] Communal Harmony   |
| [xi] Literacy Eradication                            | [xix] Sustainable Development of Natural Resources                               |
| [xii] Agricultural Reform                            | [xx] Science and Technology  |
| [xiii] Environmental Protection                      | [xxi] Other allied activities of social service consistent with the above fields |
| [xiv] Energy Conservation                            |  |
| [xv] Upliftment of Farmers                           |  |
| [xvi] Upliftment of Labourers                        |  |

[d] Graduates who have undertaken such service activities in rural areas shall be accorded preference in the selection for the award. However, due consideration shall also be given to eligible graduates engaged in comparable service activities within urban areas, ensuring a balanced and equitable evaluation.

- [8] This Puraskar shall be conferred annually upon one eligible graduate.
- [9] The selected graduate shall be conferred the Puraskar comprising a cash prize of Rs. 51,000/-, a commemorative memento, and a certificate of honour.
- [10] Government officials shall not be considered for selection for this award.
- [11] Among graduates engaged in social service either independently or through institutions receiving government assistance, preference in the selection for the award shall be accorded to those who are not salaried.
- [12] Non-Eligibility of Previous Recipients: Graduates who have previously received this award shall not be considered eligible for the same Puraskar again.
- [13] Restriction on Self-Nomination: Graduates shall not be permitted to nominate themselves for consideration for this Puraskar.

- [14] Puraskar Not Applicable to Institutions: This award shall not be conferred upon any institution.
- [15] The Committee shall submit its recommendation to the Secretary of the Mandal on or before the 31st of October each year.
- [16] The recommendation of the Mahadev Desai Samajseva Puraskar Committee shall be subject to prior approval by the Mandal before the Puraskar is conferred upon the selected graduate.

**Rule 30      Roll of Registered Graduates (Snatak)**

- [1] The Roll of Registered Graduate is the official record of the students receiving a degree from the Gujarat Vidyapith.
- [2] The Roll of Registered Graduates, course-wise wise shall be updated every year as of the 31st of December.
- [3] It shall be published and displayed on the Gujarat Vidyapith website. The no. of graduate's course-wise and year-wise updated in the roll of registered graduates shall be put before the Academic Council for information.
- [4] The following details of graduates shall be included in the Roll.
- [a] Enrollment No.;
  - [b] Name;
  - [c] Address;
  - [d] Contact No.;
  - [e] Email Id;
  - [f] Degree;
  - [g] Year of Degree Awarded;

### **Rule 31      Snatak Sangh (Alumni)**

- [1] There shall be an alumni association titled as “Gujarat Vidyapith Snatak Sangh”(GVSS).
- [2] There shall be a General Body of the GVSS.
- [3] The General Body of the Association shall hold an Annual General Body Meeting at least once a year, and not more than 18 months shall elapse between two successive Annual General Body Meetings.
- [4] The General Body may appoint the members of the alumni-relations wing.
- [5] Objectives of GVSS:
  - [a] To promote, encourage, and initiate the activities, including educational, cultural, and other social activities for the betterment of the Gujarat Vidyapith.
  - [b] To undertake activities of nation building, including those of a charitable nature.
  - [c] To generate a corpus and utilize it for the fulfillment of associations’ intended goals.
  - [d] To exchange professional knowledge, organize technical conferences, seminars, workshops & training courses, and publish journals and other materials for promoting its objectives.
  - [e] To undertake all required lawful activities as are conducive to the attainment of the above objectives.
- [6] Membership of GVSS:
  - [a] All Under Graduate, PG Diploma, Post Graduate, and Ph.D. graduates of the Vidyapith.
  - [b] All members of teaching and non-teaching staff, as defined in Vidyapith, with more than 03 years standing at Vidyapith.

- [c] A person who serves or served as the Vice-Chancellor or the Registrar of Vidyapith.
  - [d] Annual Membership Fee - Rs.200/- and Membership fee for 10 years - Rs.1000/-. (Non-Refundable)
- [7] The alumni-relations wing (executive body) shall be as follows to look after the administration of GVSS.
- [a] President;
  - [b] Vice President (Two);
  - [c] Honorary Secretary;
  - [d] Honorary Treasurer; and,
  - [e] Members (Four).
- [8] All administrative work-related documents will remain with the Honorary Secretary
- [9] There shall be a mechanism to collect data when the student leaves Gujarat Vidyapith which could become base data for tracing future career progression of students.
- [10] There shall be an alumni network that can nurture the long-term relationship between academia, industries, and students.
- [11] The expected visible involvement of the alumni is by contributing their time to participate in activities of the Gujarat Vidyapith, mentoring students, leveraging their contacts to support university administration, faculty, and students in their various endeavors, etc.
- [12] Another major visible activity of the alumni is by providing or collecting donations to the Gujarat Vidyapith. The donation is invariably contributed to support activities that the alumni are passionate to support.

- [13] Another visible activity is in assisting with student placements and internships.
- [14] Alumni participation may be assured in various academic and non-academic advisory bodies of Gujarat Vidyapith.
- [15] Alumni chapters/clusters may be formed at a regional level and these chapters may organize annual events for alumni in their catchment areas. Care should be taken so that the chapters/clusters undertake fundraising only to the extent required for the alumni events (for example, up to 20% of the surplus fund may be retained by the chapters and the rest given to the Gujarat Vidyapith for its alumni activities fund).
- [16] The alumni who reach positions of eminence or are otherwise role models to the students are generally recognized by the Gujarat Vidyapith by bestowing them with distinguished alumnus/alumna and they can be invited to important Gujarat Vidyapith programs as alumni or chief guests etc.
- [17] The wing is typically responsible for all alumni engagement initiatives, fundraising, and often, for the deployment of the funds raised through donations.
- [18] The alumni-relations wing is also responsible for providing stewardship to the donors so that they are well-versed in the utilization of their funds.
- [19] The alumni-relations wing shall collect information regarding the career progress of the alumni. It is important to keep confidential the personal information of alumni.

## Part IV

# Estate and Facilities Rules

Rules No. 1 to 17

**Rule 1      Establishment and Maintenance of Physical Infrastructure and Facilities**

- [1] Purpose and Institutional Alignment - Gujarat Vidyapith shall create, develop, and maintain physical infrastructure and facilities with the objective of supporting holistic education, national development, Gandhian philosophy, sustainability, social responsibility, and global academic excellence.
- [2] The planning and execution of such infrastructure shall ensure compliance with national statutory norms, international best practices, environmental sustainability principles, and provisions of SOR/GFR, as applicable.
- [3] There may be demand for establishment, modernization, maintenance, and up-gradation of facilities such as:
  - [a] Academic & administrative buildings, hostels, laboratories, libraries, studios, museums.
  - [b] Water supply, electricity, energy management systems.
  - [c] Vehicles, transport units, gardens and landscape areas.
  - [d] IT infrastructure, networking, data storage systems, media and communication platforms.
  - [e] Research, teaching, innovation and student engagement facilities.
  - [f] Any other such things deemed fit for the purpose.
- [4] Each such proposal shall be made by the concerned centres/ departments/branches before the preparation of the budget and shall be included in the budget by the Account Branch.
- [5] The demand shall be discussed in the concerned committee (if any) and consented to forward it to the Finance Committee.
- [6] After the consent of the Finance Committee, it shall be put in the Academic Council/Executive Council (as the case may be) for approval.

- [7] The proposal may be forwarded to the UGC, if required, for the purpose of seeking grants.
- [8] The Gujarat Vidyapith University fund may be utilised for the fulfilment of the objectives of Gujarat Vidyapith in case of the availability of less grant and the need of the time.
- [9] There shall be a register of all the above facilities and equipment. It shall be verified annually, and the status report shall be submitted to the Executive Council for approval.
- [10] Appropriate Annual Maintenance Contracts (AMCs) and insurance coverage shall be ensured for infrastructure protection and operational continuity, executed through Building & Works Committee (BWC) / Purchase Committee, as applicable.

## **Rule 2      Various Laboratory**

- [1] Establishment of laboratories:

Gujarat Vidyapith will set up individual laboratories for B.Sc. Microbiology, B.Sc. Chemistry, B.Sc. Physics, M. Sc. Microbiology, M. Sc. Environmental Science, Dissertation, and Ph.D. Research, Research Project Lab, Advanced Instrumentation Lab, Bioinformatics Lab, Food Nutrition Lab. These laboratories will be equipped with necessary facilities, adequate equipment, storage, and other infrastructure amenities.

- [2] Maintenance of Laboratories:

- [a] The maintenance of the laboratories will be carried out by the staff and attendants belonging to the respective departments, under the supervision of the respective Head of the Department. The laboratory assistants will be responsible for the upkeep of their assigned laboratories. The Heads of Departments will regularly report to the administration regarding all

maintenance activities. Minor repairs are documented in a ledger kept in the office and addressed promptly. The staff of respective departments oversee the efficient utilization of the laboratories.

[b] The maintenance of equipment falls under the responsibility of faculty members, staff, lab assistants, and other service personnel. Each laboratory is required to maintain stock registers, asset registers, log books, and tools and plant registers to record entries and report any defects for timely rectification. In cases of major repairs, external expertise will be engaged upon approval from the Authority.

[c] Standard operating procedures (SOP) for all high-end equipment will be provided to users. Any breakage or repairs needed should be reported promptly to the Head of Department or the designated faculty member in charge. Necessary measures will be taken to ensure the equipment's prompt functionality. Breakage of glassware allocated for student and scholar use will be recorded in a breakage register. Charges corresponding to the cost of the equipment will be levied, payable by students at the end of the academic year and by research scholars upon completion of their program.

[d] Obsolete or condemned items will be disposed of according to established procedures, following approval from the appropriate authority.

[3] Annual Stock Checking: The designated person will conduct annual stock checks of furniture, lab equipment, stationery, ICT facilities, and all assets, along with reporting any necessary repairs during the last week of May. A consolidated report will then be submitted to the administration for any required actions.

### **Rule 3 Jagir Vyavsthapan Samiti (JVS)**

[1] There shall be a Jagir Vyavsthapan Samiti also known as Building and Works Committee consisting of:

[a] The Vice-Chancellor - Chairperson;

- [b] Two Trustees nominated by the Gujarat Vidyapith Mandal - Members.
  - [c] Two experts nominated by the Vice-Chancellor - Members;
  - [d] Registrar - Member;
  - [e] One expert nominated by the Vice-Chancellor from the field of disability - Member;
  - [f] Two students with disability shall be nominated by the Vice Chancellor - Members;
  - [g] Coordinator of the Equal Opportunity Centre - Member;
  - [h] Branch Head, Account Branch;
  - [i] Branch Head, IT Branch;
  - [j] Branch Head, Estate Branch as a Member Secretary.
- [2] The Academic Branch shall submit the proposal for constitution or modification of the committee to the Vice Chancellor through the appropriate file.
- [3] The Need Assessment Board (NAB) shall be constituted at Gujarat Vidyapith in compliance with the Accessibility Guidelines, the Rights of Persons with Disabilities Act, 2016, the UGC Regulations, and other relevant directives issued by the Government of India. The Building and Works Committee (BWC), already constituted with the requisite members, shall undertake the responsibilities and functions of the NAB, thereby serving as its operational body within the institution.
- [4] Members listed at Sr. No. 1e, 1f, and 1g may be exempted from invitation to meetings where no agenda pertaining to the Need Assessment Board (NAB) is scheduled for discussion.
- [5] The meeting shall be convened by the Member Secretary with the prior approval of the Vice Chancellor.
- [6] The Committee shall meet twice every year and at such other times as a meeting thereof is convened by the Vice-Chancellor.

- [7] Half of the members shall form a quorum for a meeting of the Committee.
- [8] The Committee shall recommend to the Executive Council in the matter of:
- (a) Construction of the building, their plans, and estimates, etc;
  - (b) Acceptance of tenders after scrutiny of Estate Work;
  - (c) Inspection of cracks, corrosion, or settlement, conduct non-destructive tests to assess structural integrity, check foundations, and ensure waterproofing and drainage systems;
  - (d) Measures for Structural Strengthening and Ensuring Stability of the Existing Building;
  - (e) Repairs, alterations or additions to the existing building;
  - (f) Implementation of Barrier-Free Access Across Institutional Buildings;
  - (g) All other matters like security, housekeeping, maintenance etc. relating to the Gujarat Vidyapith Estate.
  - (h) Identify, evaluate, and document the academic, infrastructural, and accessibility related needs of students, faculty, and staff with disabilities.
  - (i) Recommend appropriate assistive devices, learning resources, infrastructure modifications, and support services.
  - (j) Ensure equity and inclusivity in higher education through systematic monitoring and need-based interventions.
  - (k) Any other work directed by the Vice Chancellor or authority.

[9] Functions

[a] Planning and Development

- [i] To consider and recommend proposals for the construction of new buildings, renovation, expansion, and repair works.
- [ii] To prepare and recommend the Master Plan for campus development, including academic, administrative, residential, hostel, and community infrastructure.

- [iii] To ensure that all works are aligned with the long-term vision and development strategy of Gujarat Vidyapith.
- [b] Estimation and Approvals
- [i] To examine and approve preliminary and detailed estimates of civil and electrical works.
  - [ii] To ensure that cost estimates conform to CPWD / State PWD Schedule of Rates and financial propriety under GFR 2017.
  - [iii] To recommend works exceeding prescribed financial limits to the Executive Council / Governing Body for approval.
- [c] Execution and Monitoring
- [i] To oversee the execution of works through authorized agencies.
  - [ii] To monitor progress, ensure quality standards, and adherence to technical specifications.
  - [iii] To approve modifications or changes in plans, if required, during execution, within delegated powers.
- [d] Maintenance, Structural Strength and Safety
- [i] To prepare and implement an annual preventive maintenance plan for all University buildings and infrastructure.
  - [ii] To regularly check the structural strength, durability, and safety of academic, administrative, hostel, and residential buildings through certified engineers/structural auditors.
  - [iii] To ensure compliance with safety, fire, earthquake resistance, and environmental standards, and initiate corrective measures where deficiencies are identified.
  - [iv] To recommend annual maintenance contracts for civil, electrical, water supply, sanitation, and related services.
- [e] Financial Management

- [i] To recommend the annual budget for buildings and works to the Finance Committee.
  - [ii] To authorize expenditure within delegated financial limits.
- [f] Sustainability and Green Campus
- [i] To promote eco-friendly practices, including solar power, rainwater harvesting, energy conservation, waste management, and green building technologies.
  - [ii] To ensure compliance with environmental regulations and Mission LiFE principles.
- [g] Reporting and Accountability
- [i] To recommend progress reports of all ongoing and completed works to the Executive Council.
  - [ii] To review audit observations and take corrective action, wherever necessary.

#### **Rule 4      Dead-stock Register**

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

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

## **Rule 5      Writing Off Committee**

[1] Writing Off:

Due to theft, wear and tear, breakages during the operations and losses in operation, unaccounted losses, natural calamity, or reasons deemed sufficient/satisfactory by the Vice - Chancellor the writing off can be done. With regard to the writing off old, useless, and surplus dead stock articles, books, apparatus, due to theft, etc., or waiving the recovery of the value of property money lost, overpayments, outstanding dues, and all other items having money value, a committee consisting of-

- [a] Branch Head, Account Branch - Chairman;
  - [b] Internal Auditor (if available);
  - [c] Branch Head, IT Branch;
  - [d] Two experts to be nominated by the Vice - Chancellor shall have powers to Examine, to propose write-off value/ upset value; and,
  - [e] Concerned Head of the Department/Branch Head.
  - [f] Branch Head, Estate Branch - Member secretary;
- [2] The Account Branch shall submit the proposal for constitution or modification of the committee to the Vice Chancellor through the appropriate file.

- [3] The meeting shall be convened by the Branch Head, Account Branch with the prior approval of the Vice Chancellor.
- [4] The Finance Committee as an authority can sanction such write off as recommended by the committee.
- [5] The member secretary shall then take steps through the concerned branch/officer to dispose of the articles written off.
- [6] Policy for Condemnation and Depreciation of IT Hardware and Electronics Items according to Central Government as amended from time to time shall be followed/

## **Rule 6      Facilities**

- [1] In furtherance of the objectives of the Vidyapith, and in accordance with Gandhian principles of simplicity, service, and self-reliance, the institution recognizes the need for effective governance, maintenance, and utilization of its physical and academic facilities. For this purpose, all facilities of the Vidyapith shall be governed by the Jagir Vyavsthapan Samiti, which shall act as the competent authority to frame policies, oversee administration, and ensure compliance with statutory and institutional norms.
- [2] The following establishments shall be deemed as institutional facilities of Gujarat Vidyapith:
  - [a] Atithi Gruh (Guest House)
  - [b] Halls (including Seminar Halls, Convocation Hall, and Multipurpose Halls)
  - [c] Staff Quarters and Residential Premises
  - [d] Kochrab Ashram
  - [e] Aarogyadham (Health Centre)
  - [f] Chhatralay (Hostels)

- [g] Granthalay (Library)
- [h] Ramat Gamat Sankul (Sports Complex)
- [i] Sangrahalay (Museum)
- [j] Randheja Aarogyadham

- [3] The Executive Council, on the recommendation of the Jagir Vyavsthapan Samiti, may include additional facilities under this category.
- [4] All facilities shall be maintained and administered under the supervision of the Jagir Vyavsthapan Samiti.
- [5] The Jagir Vyavsthapan Samiti shall maintain compliance with statutory regulations, including audit, RTI, fire safety, municipal, and environmental rules.
- [6] The Samiti shall frame rules regarding usage, safety, upkeep, renovation, and development of facilities.
- [7] The Samiti shall recommend all proposals relating to allotment, renovation, or expansion of facilities to the Executive Council through the Registrar.
- [8] The primary purpose of Vidyapith facilities shall be to serve the academic, health, residential, and cultural needs of students, faculty, and staff.
- [9] Facilities may be extended to external institutions, government bodies, and community organizations only for activities with prior approval of the Jagir Vyavsthapan Samiti.
- [10] Use of facilities for commercial or political activities inconsistent with the Gandhian values and objectives of the Vidyapith shall be strictly prohibited.
- [11] Facilities used by Gujarat Vidyapith for academic, cultural, or administrative purposes shall not attract rent or any charges.
- [12] The Branch Head, Account Branch, shall oversee receipts and expenditures arising from the use of facilities.

- [13] Any disputes related to the use or rent of facilities shall be referred to the Vice-Chancellor, whose decision shall be final.

## **Rule 7 Utilization and Rent of Various Amenities and Facilities**

- [1] The physical facilities of the Gujarat Vidyapith, like Auditorium, Amphitheatre, Laboratories, classrooms, dining area, kitchen, open space, ground and related furniture, sound system, light system, IT equipment etc. can only be used after the permission of the concerned department of the Gujarat Vidyapith. The leasing organization will be required to deposit the amount of the rent/deposit in advance.

The leasing organization will not be able to make changes or additions to the equipment available at the facility at its own without prior approval from the authority of the Gujarat Vidyapith

- [2] The auditorium hall can only be rented for the use in Government functions, educational purposes, and academic programmes of various corporate organizations.
- [3] In case of cancellation of the registration, the deposited amount of rent/ deposit will be refunded on the following conditions:
- [a] If the leasing organization informs the Gujarat Vidyapith to cancel the registration/booking before 24 hours of the programme, the total deposited amount will be refunded.
  - [b] If the leasing organization informs the Gujarat Vidyapith to cancel the registration/booking before 12 hours of the programme, the 50 % of the deposited amount will be refunded.
  - [c] If the leasing organization fails to inform the Gujarat Vidyapith to cancel the registration/ booking before 3 hours of the programme, the deposited amount will not be refunded.

- [d] The Gujarat Vidyapith reserves the right to cancel the booking/registration at any time. If the Gujarat Vidyapith cancels the booking/registration due to any unavoidable circumstances, the total deposited amount will be refunded by the Gujarat Vidyapith.
- [4] The physical facility of the Gujarat Vidyapith will be made available on the basis of the registration dates. The leasing department/organization shall be required to make an application for the same to the Registrar of Gujarat Vidyapith in the prescribed format.
- [5] The leasing organization shall ensure that the programme or function is done by observing the rules and regulations of the Gujarat Vidyapith and the Government. In case of any type of violence, any rule, regulation, or law of the constitution, the leasing organization shall be solely responsible for the same.
- [6] Rent shall be charged on the basis of approved rates determined by the Finance Committee and Executive Council, on the recommendation of the Jagir Vyavsthapan Samiti.
- [7] Rent rates may be reviewed periodically, at least once in a year.
- [8] Exemption/Concession: The Samiti, with approval of the Vice-Chancellor, may grant full or partial waiver of rent for activities of national importance, government programs, or Gandhian service initiatives.
- [9] Vehicles: The vehicles may be given to the employee on rent as per the Gujarat Vidyapith rate. It shall be approved by the registrar.
- [10] The GST on all the above rates shall be extra.

#### **Rule 8 Guidelines of Stakeholders for using ICT facilities**

- [1] Gujarat Vidyapith shall maintain reliable computing facilities, computing network environment, and related infrastructure to facilitate education, research, instructional, and approved services.

- [2] Gujarat Vidyapith's students shall also be bound by all the rules and regulations formulated from time to time regarding the use of computing facilities provided to them. Minimizing unnecessary network traffic that may interfere with the ability of others to make effective use of campus network resources.
- [3] Any computer, peripheral, or network-capable device and personal devices connected to the campus network must belong to or be formally registered or be hosted by IT Branch.
- [4] IT Branch is responsible for the provision and maintenance of computing facilities provided to users. The facilities are provided after the user secures approvals from competent authorities.
- [5] IT Branch shall not be responsible for any failure of personal peripherals connected to Gujarat Vidyapith's equipment by the user.
- [6] The individual or the department shall be responsible for reporting any hardware-related and software-related faults to the IT Branch. The IT Branch shall take necessary steps to resolve the related issue at the earliest. However, faults that require substantial additional financial expenses may need to be approved by competent authorities.
- [7] All support calls attended by support personnel shall be documented, and the user or department shall ensure that the service is complete in all respects, including components that have been removed or replaced by the service personnel.
- [8] IT Branch shall provide all necessary software for operating the devices allocated to the user, including network control devices.
- [9] IT Branch reserves the right to secure the administrative passwords for all the devices owned by the Gujarat Vidyapith.
- [10] All software installed on the user machines shall be legal copies from the original vendors. Users are encouraged not to use any illegal or unlicensed versions of

copyrighted software. Any user found using any illegal or unlicensed versions of copyrighted software will face legal action.

- [11] IT Branch is responsible for the design, development, and maintenance of campus-wide network facilities that are used to connect all users, including facilities such as ISDN, leased data links, fibre optic backbone network, or any other technologies that may be adopted.
  - [12] IT Branch will test and monitor the shared networks to detect problems and will take necessary actions to isolate the cause and correct the problem.
  - [13] Individual departments, users or user groups may develop their own local area networks or local communications environment within, only if those facilities are approved by IT Branch and meet the developed network standards. IT Branch shall also reserve the right to monitor such networks.
  - [14] Concerned department will be responsible for maintaining physical security of all network equipment and data communications cabling in campus equipment closets, between buildings, and in network hub locations.
  - [15] IT Branch may shut down the network services periodically for maintenance purposes. Users shall be informed well in advance regarding such outages.
  - [16] Execution of software programs is not permitted that excessively consume network or network server resources.
  - [17] Activities are not permitted that violate local administration, state, central government or recognized international organization or treaties.
  - [18] Initiating Denial of Service Attacks, Hacking, Cracking, or similar activities which disrupt the network services hosted internally and externally is not permitted.
- Dos and Don'ts while using official email id:
- [a] Do not circulate any unauthorized content which you are not fully aware of through official email id.

- [b] Change the email id password frequently.
- [c] Avoid forwarding the messages received from unknown sources using official email id.
- [d] Do not open any link received from outsiders (unknown sources) on official email id.
- [e] Do not send/forward any message containing abusive/offending/anti- social content.
- [f] Do not use official email id to send any sensitive messages for campaigning.
- [g] If there is any suspicion of the official email id being hacked, report to the IT Branch immediately.

Permissions to official email ids:

- [a] The official Gujarat Vidyapith email ids of teachers/staff/officers leaving Gujarat Vidyapith shall be deactivated but the data will be kept for 5 years. However, it may be kept active with prior permission and approval of authorities.
- [b] The official Gujarat Vidyapith email ids of students (UG and PG) shall be deactivated immediately after they complete their course and/or with permission of 2 years of completion of UG and PG.
- [c] The official Gujarat Vidyapith email ids of PG students, whose course work involves research may be kept active for a period of 02 years from the time of their graduation on request.
- [d] The official Gujarat Vidyapith email ids of research scholars shall be kept active for a period of 5 years.
- [e] The official Gujarat Vidyapith email ids of teachers who leave the Gujarat Vidyapith after completing minimum 05 years of service shall be kept active unless requested to be deactivated.

- [f] Request for Resetting/Forgotten password of official Gujarat Vidyapith email id of a teacher/student/officer/staff shall be given in prescribed form by applicant, and it should be forwarded by the competent authority.
- [g] Activating/deactivating an email id of a teacher/student/officer/staff shall be decided upon request by the competent authority in prescribed form.
- [h] Any misuse of official Gujarat Vidyapith email id by a former employee/student shall be immediately deactivated and it shall not be liable to be reactivated in any case.

Computer as a resource:

- [a] Every officials/teachers/staff of the university whether regular, temporary, or outsourced shall be provided with a computer to accomplish their day-to-day activities.
- [b] It is the responsibility of the employee to upkeep the computer provided and shall not involve himself/herself in the misuse of the computer.
- [c] He/she shall be responsible to get the computer repaired/updated through IT Branch. Any loss or damage to the computer shall be reported to the IT Branch and reporting officer immediately.
- [d] An employee needs to surrender the computer, or any other peripherals of IT device issued by university before being relieved from the university in working condition (unless was reported of damage or malfunctioning).

## **Rule 9      Website**

- [1] The objective is to establish clear norms and responsibilities for the development, maintenance, updating, monitoring, and compliance of the official website of Gujarat Vidyapith to ensure transparency, accessibility, accountability, and timely dissemination of information to all stakeholders, in line with UGC, NAAC, Government of India, and statutory body guidelines.

- [2] Official Domain: The University shall maintain its official website under the approved domain: [www.gujaratvidyapith.org](http://www.gujaratvidyapith.org) (or as officially notified).
- [3] Website Management Committee: A Website Management Committee shall be constituted to oversee the functioning of the official website. The Committee shall comprise of
- [a] Vice Chancellor or his/her nominee as Chairperson.
  - [b] IT Branch head as member secretary.
  - [c] Registrar as member.
  - [d] One Dean nominated by the Vice Chancellor as member.
  - [e] IQAC Coordinator as member.
  - [f] Account Branch Head as member.
  - [g] Examination Branch Head as member.
  - [h] PPR Branch Head as member.
  - [i] SSCW Branch Head as member.
- [4] The Website Management Committee's functions are as follows:
- [a] Ensure the design, structure, and content of the website remain user-friendly, accessible, and compliant with Government of India guidelines for GIGW (Guidelines for Indian Government Websites).
  - [b] Ensure that all statutory disclosures and reports mandated by UGC, NAAC, NIRF, and Government regulations are regularly published and updated.
  - [c] Approve new content and monitor its quality, accuracy, and language.
  - [d] Define guidelines for all departments, centres, and cells for uploading news, notices, tenders, recruitment, results, policies, circulars, and other relevant information if necessary.
  - [e] Ensure that data privacy, security, and copyright norms are strictly followed.
  - [f] Coordinate regular website audits and security updates.

- [g] Encourage departments to maintain their own sections or pages under the central domain following the prescribed standards.
  - [h] Ensure the website meets accessibility norms (WCAG) to serve persons with disabilities.
- [5] Webmaster: An employee shall be nominated by the Vice Chancellor as the webmaster.
- [6] The role of webmaster is as follows:
- [a] Implement technical updates and content uploads as per Committee decisions.
  - [b] Maintain regular backups and ensure cybersecurity protocols.
  - [c] Monitor uptime, broken links, and technical performance.
  - [d] Coordinate with external vendors if outsourcing of maintenance is approved.
- [7] The Website Management Committee may meet at least twice in a year to review content status.
- [8] Each department/unit/ branch/cell shall submit updates or new content to the Webmaster at least once every month, or as soon as new information is generated.
- [9] The IQAC shall conduct an annual audit of the website for:
- [a] Content accuracy
  - [b] Compliance with statutory disclosure norms
  - [c] Accessibility and user experience
  - [d] Recommendations for improvement
- [10] Content Responsibility: Heads of Departments/Branch Heads/ Sections shall be responsible for the authenticity and correctness of the content provided from their respective units. Any incorrect or outdated information shall be rectified within 7 working days of identification.

- [11] Data Security: The IT Branch shall ensure that the website is hosted on a secure server, with appropriate SSL certification and backups. Cybersecurity guidelines issued by the Government of India shall be followed.

## **Rule 10      Accommodation Allotment**

- [1] There may be accommodation facilities created by Gujarat Vidyapith Mandal as follows:

- *Atithigruh*
- *Nivas*

- [2] The employee who wants to avail of accommodation facility shall apply when the vacancy is declared by the Gujarat Vidyapith Mandal.

- [3] The Estate branch shall look after the procedure of declaration, allotment, maintenance, and other concerned process as per the approval of Gujarat Vidyapith Mandal.

- [4] The *Nivas* shall be allotted on a priority basis as per their grade pay.

- [5] The *Nivas* shall be allotted to regular employees for, a maximum of five years. In this case, the allotted *Nivas* shall be vacated by the employee on the notice of the Gujarat Vidyapith within 30 days.

- [6] The rent, any types of taxes, and other utility bills shall be payable by the occupants of the *Nivas* timely. The rent will be decided by the Gujarat Vidyapith Mandal from time to time.

- [7] The allotted *Nivas* can be used for residential purposes for the occupant with his/her family only.

- [8] The allotted *Nivas* cannot be used for any charitable, commercial/ religious/ social/ political purpose.

- [9] Prohibition: There will be no allowed to keep any pets/ animals in the accommodation.
- [10] The *Nivas* can be allocated by the Gujarat Vidyapith Mandal to any other person associated with the work of any unit of Gujarat Vidyapith Mandal, maximum for six months on the rent as decided by the Mandal.
- [11] The *Atithigruh* can be allotted to the person/ expert/ invitee as decided by the Gujarat Vidyapith Mandal for the purpose of the work of the Mandal.

### **Rule 11      Registers to be maintained**

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

#### Contracts or Agreements:

- [1] The Registrar shall exercise the powers to enter into, vary, carry out and cancel the contracts & agreements as per the direction of the Vice-Chancellor.
- [2] The contracts or agreements shall be subject to the approval of the Executive Council.

- [3] Any contracts or agreements shall contain the following things but not limited:
- [a] Subject and Preamble
  - [b] Date, Time, and Place
  - [c] Validity
  - [d] Terms of use
  - [e] Rates, Payment obligations and schedule
  - [f] Damage to equipment/furniture etc.
  - [g] Liability
  - [h] Dealing with right person like owner/proprietor with identification
  - [i] Terms of agreement
  - [j] A way to resolve any disputes

**Rule 12      Aarogyadham (Health Centre)**

- [1] In pursuance of the vision of Mahatma Gandhi and in conformity with the objectives of the Vidyapith, the institution recognizes that the physical and mental well-being of its students, staff, and stakeholders is fundamental to achieving its academic and social mission. Aarogyadham (Health) shall function as the nodal center for providing preventive, promotive, and curative health services, while also promoting health awareness, traditional systems of medicine, and well-being practices across all campuses of the Vidyapith.
- [2] For the governance, planning, and supervision of Aarogyadham, a committee titled Swasthya Sambhal Samiti shall be constituted as under:
- [1] The Vice-Chancellor – Chairperson
  - [2] Three Trustees nominated by the Gujarat Vidyapith Mandal – Members
  - [3] Three experts nominated by the Vice-Chancellor from the fields of Naturopathy, Ayurved, Physiotherapy, Psychiatry, or Psychology – Members

- [4] Representative of the Urban Health Programme (UHP) – Member
  - [5] All doctors of Gujarat Vidyapith – Members
  - [6] Chief Medical Officer – Member Secretary
- [3] The nomination shall be for a term of three years from the date of notification.
  - [4] The meeting shall be convened by the Member Secretary with the prior approval of the Vice Chancellor.
  - [5] Two-thirds of the total members shall constitute the quorum for the meeting.
  - [6] The Committee shall meet at least twice in an academic year. It shall be responsible for framing health policies, recommending annual activity plans, and supervising their implementation.
  - [7] Aarogyadham shall provide comprehensive health-related services and programs for the students, staff, and community of Gujarat Vidyapith, including but not limited to:
    - [1] Physical Health:
      - [1] Periodic health check-ups of students and staff including primary blood investigations, treatment, and counseling.
      - [2] Eye check-up camps in collaboration with Civil Hospitals.
      - [3] Dental check-up camps.
      - [4] AYUSH-based health services and treatment camps (Ayurvedic and Homeopathic) in collaboration with the Government AYUSH Department.
      - [5] Organization of lectures, training, and counseling for health awareness including:
        - [1] Personal Hygiene and Physical Activity
        - [2] Health Day observances (e.g., Cancer Day, World Tobacco Day)
        - [3] Menstrual Hygiene Awareness

- [4] Viral Infection Awareness
- [5] Malaria and Dengue Prevention
- [6] Anemia, Sickle Cell Anemia, and Thalassemia Awareness
- [7] HIV/AIDS Awareness
- [6] Identification and counseling of students addicted to tobacco or other harmful substances.
- [7] Organization of Blood Donation Camps.
- [2] Mental Health:
  - [1] Awareness programs for depression, stress, anxiety, and related conditions in collaboration with psychiatric departments of government hospitals.
  - [2] Personal counseling services for students and staff.
  - [3] Awareness programs on examination-related stress and phobia.
  - [4] Promotion of Yoga and Meditation practices to strengthen mental health.
  - [5] Implementation of UGC Guidelines on well-being activities in Higher Educational Institutions.
- [8] The Chief Medical Officer shall be responsible for execution, monitoring, and reporting of activities to the Vice-Chancellor through the Registrar.

**Rule 13 Chhatralaya (Hostel)**

- [1] There shall be the Hostel Committee to make advisory decisions of the Hostels.
- [2] There shall be a Chief Warden to see the daily operations of Hostels.
  - [a] Assignment of Responsibility
    - [i] The Chief Warden of the Vidyapith shall serve as the overall head of all hostels, including both Boys' and Girls' Hostels of all campus.

- [ii] The Chief Warden shall be appointed by the Vice-Chancellor from amongst the group A officials of the Vidyapith.
  - [iii] The Chief Warden may be assisted by Wardens, Deputy Wardens, and Hostel Supervisors as may be appointed for individual hostels.
  - [iv] The tenure of the Chief Warden shall normally be three years, and extendable by the Vice-Chancellor.
- [b] Functions of the Chief Warden: The Chief Warden shall be responsible for the following:
- [i] Administration and Supervision
    - [A] To supervise the functioning of all hostels and ensure compliance with rules and regulations.
    - [B] To coordinate with Wardens and Deputy Wardens in matters related to hostel management.
    - [C] To ensure the safety, security, and discipline of hostel residents.
    - [D] To ensure the implementation of decisions of authorities and Hostel Committee.
  - [ii] Student Welfare
    - [A] To address grievances of hostel students and resolve matters in consultation with the concerned authorities.
    - [B] To ensure medical care, hygiene, sanitation, and welfare facilities in hostels.
    - [C] To arrange orientation and counseling for hostel residents.
  - [iii] Hostel Management
    - [A] To undertake and supervise hostel admissions, typically conducted in May, in accordance with the newly admitted students' status.
    - [B] To monitor mess facilities, maintenance of hostel buildings, and hostel accounts.
    - [C] To uphold and ensure the standards of food quality and maintain hygienic conditions in the mess facility.

- [D] To ensure disciplined conduct and hygienic practices by kitchen staff during food preparation and delivery.
  - [E] To ensure compliance with fire safety, security systems, and health standards.
- [iv] Liaison and Coordination
- [A] To maintain coordination between hostels, academic departments, and administrative branches.
  - [B] To report to the Vice-Chancellor/Registrar periodically on hostel matters.
  - [C] To coordinate with the Estate and Account branches for hostel maintenance and budgets.
- [c] Powers of the Chief Warden - The Chief Warden shall exercise the following powers:
- [i] Disciplinary Powers
    - [A] To take disciplinary action against hostel residents for violations of hostel rules, including fines, suspension from hostel facilities, or recommendation for expulsion, subject to confirmation by the competent authority.
  - [ii] Administrative Powers
    - [A] To allocate rooms in hostels in consultation with Wardens.
    - [B] To sanction leave of absence for residents as per hostel rules.
    - [C] To ensure proper utilization of hostel funds within the approved budget.
  - [iii] Emergency Powers
    - [A] To take immediate action in cases of emergency affecting safety, health, or security of hostel residents and report to the Vice-Chancellor.
  - [iv] Delegation of Powers

- [A] The Chief Warden may delegate specific functions to Wardens/ Deputy Wardens, while retaining overall supervision.
- [d] The Chief Warden shall submit annual reports on hostel administration to the Vice-Chancellor through the Registrar.
- [e] He/She shall be responsible for initiating and maintaining correspondence with the University Grants Commission (UGC) in connection with matters concerning the Hostel.
- [f] List of Rules, Regulations, Notifications, Letters of UGC or Central government agencies about the Hostel and the due process of implementation of the latest one shall be maintained.
- [g] He/She shall serve as the Public Information Officer (PIO) under the provisions of the Right to Information Act, 2005.
- [h] He/She shall be responsible for all legal matters pertaining to the Hostel, including but not limited to correspondence, documentation, and compliance related to audits.
- [i] He/She shall perform any other duties or responsibilities as may be assigned from time to time by the Registrar and the Vice-Chancellor.
- [3] The Establishment Branch shall submit the proposal for appointment of Chief Warden to the Vice Chancellor through the appropriate file.
- [4] Functions of Hostel
- [1] Allotment of Students accommodation.
  - [2] Arrangement of Kitchen Management.
  - [3] Budget preparation.
  - [4] Management of Store, Purchase, Maintain Accounts, Dead Stock, etc. related to Branch.
  - [5] Coordination, Monitoring, and supporting various activities related to Students.

- [6] Organising various awareness programmes related to Health and Hygiene.
  - [7] Coordination with Health Centre, Health Management Branch, Student Sports Cultural and Welfare Branch, and NSS for various activities.
  - [8] Organising various Motivational and Career oriented programmes with the Coordination of various agencies.
  - [9] Student welfare and information about various schemes and scholarships, etc.
  - [10] Administrative work, Management, and Maintenance of Hostel.
- [5] Hostel Committee
- [a] There shall be a Hostel Committee for Vidyapith.
  - [b] The committee shall advise the Statutory Authorities in all matters relating to the hostels of the Gujarat Vidyapith.
  - [c] The Hostel Committee shall consist of:
    - [i] The Vice-chancellor or his/her nominee as Chairman;
    - [ii] Three Deans of the faculties;
    - [iii] Branch Head, Estate Branch;
    - [iv] Branch Head, Student Sports, Cultural and Welfare Branch;
    - [v] Three members to be nominated by the Vice-Chancellor;
    - [vi] Any three wardens from the Hostels of Vidyapith to be nominated by the Vice-Chancellor;
    - [vii] Medical Officer nominated by the Vice-Chancellor;
    - [viii] Two student representatives (2+2) from the hostel (Main & Off-campus Hostel, if any) shall be nominated by the Vice Chancellor. The student nomination will be for one year from the date of nomination while his/her studentship;
    - [ix] Chief Warden as member secretary;

- [d] The Academic Branch shall submit the proposal for constitution or modification of the committee to the Vice Chancellor through the appropriate file.
- [e] The meeting shall be convened by the Member Secretary with the prior approval of the Vice Chancellor.
- [f] The hostel committee shall meet at least twice in every term and at other times decided by the Vice Chancellor.
- [g] The quorum to hold the meeting is half of the members of total strength.
- [h] The nomination except students will be of three years from the date of nomination.
- [i] The power and function of the committee will be as follows:
  - [i] To recommend rules for the management of Gujarat Vidyapith hostels;
  - [ii] To organise programs of sports and games for hostel students;
  - [iii] To organise programs of Health, Hygiene, and Well-being related subjects;
  - [iv] To organise study circles for hostel students;
  - [v] To organise programs of Samuh Jivan and such other activities;
  - [vi] To frame programs to visit the educationalists, public workers, and other eminent persons;
  - [vii] To frame programs of visit of educationalist, public workers and other eminent persons to the hostel; and,
  - [viii] Any other hostel related matters.

**Rule 14      Granthalaya (Library)**

- [1] There may be a Head of the Library as a Librarian. In case of his/her unavailability for any reason, the charge may be given to the Professor/Associate Professor of Gujarat Vidyapith. S/he will work as PIO as per the RTI Act.

- [a] Various Committees as per the UGC Regulations and Rules of the Central Government as amended from time to time
- [b] Library budget and finances.
- [c] Procurement of Library resources such as, procurement of books, e-resources, etc.
- [d] Management of subscriptions of journals, magazines, newspapers, etc.
- [e] Management of library subscribers and other user services.
- [f] Development of books and other resources collection.
- [g] Stacking and display area management.
- [h] Stock verification and procedure to withdraw books.
- [i] ICT services, like, digital library, UGC-Infonet services, Cyber library, IFLIBNET services, etc.
- [j] Maintenance of various registers about the library.
- [k] Preservation and maintenance of archives, special collections, and other archival materials.
- [l] Correspondence with UGC for matters about the library.
- [m] Administrative, Accounting, and Other works related to the library.
- [n] List of Rules, Regulations, Notifications, Letters of UGC or Central government agencies about the library and the duo process of implementation of the latest one.
- [o] RTI and Legal work about the library and CAG Audit and another such audit of the library; and,
- [p] Any other task assigned by the Registrar and the Vice-Chancellor.

[2] Library Committee

- [a] There shall be a Vidyapith Library Committee. It shall consist of:
  - [i] Vice-Chancellor;

- [ii] Any three Dean of Faculty, on rotation, as nominated by the Vice-chancellor;
  - [iii] two members from the Academic Council, to be nominated by the Vice-Chancellor for the three years.
  - [iv] One member shall be nominated by the Vice Chancellor from INFLIB-NET/ Central Government Libraries for three years.
  - [v] One member shall be nominated by the Vice Chancellor from Libraries organizations for three years.
  - [vi] Librarian shall be Member Secretary.
- [b] The meeting shall be convened by the Member Secretary with the prior approval of the Vice Chancellor.
- [c] The Committee shall meet at least once in every term and at such other times as the meeting thereof is convened by the Chairman. Half of the members of the Committee shall form a quorum for a meeting of the Committee.
- [d] Functions:
- [i] The committee shall make recommendations to the Academic Council;
    - [A] regarding the budget preparation and utilization of the Library;
    - [B] regarding the facilities for the readers at the Library;
    - [C] regarding the procurement of books, periodicals, journals, subscription of digital books, journals, and periodicals;
    - [D] regarding other matters connected with the Library;
  - [ii] The committee shall report to the Academic Council, for information, the purchase of books, and disposal of such books as in the opinion of the Committee, are either worthless, unserviceable or otherwise useless. For the purpose of the regulation, books shall include manuscripts and periodicals;
  - [iii] The Committee shall have the power to make rules governing the use of the Library from time to time and to amend them.

- [iv] The Committee shall have the power to write off books lost during any year, of the value not exceeding Rs.10,000/- after holding a necessary inquiry. If the value exceeds Rs. 10,000 /- the matter shall be recommended to the Executive Council.

**Rule 15      Ramat Gamat Sankul (Sports Complex)**

- [1] To provide structured guidelines for expansion, maintenance, and efficient use of sports infrastructure at Gujarat Vidyapith.
- [2] To promote fitness, teamwork, and sports culture among students, staff, and the general public.
- [3] To optimize use of the facilities through structured memberships and permissible external rentals.
- [4] All sports and fitness facilities of Ramat Gamat Sankul may be made available on rent to external organizations, subject to availability and institutional priorities.

**Rule 16      Sangrahalaya (Museum)**

- [1] There shall be a museum with the space of exhibition, as a showcase of Indian culture, Indology, Archaeology, literary, Art, Dignity and founder of Gujarat Vidyapith.
- [2] There shall be a Museum Committee to administer the museum.
- [a] The Vice Chancellor - Chairperson;
- [b] Registrar;
- [c] One of the Directors of Extension activities nominated by the Vice Chancellor;
- [d] One expert from the education field to be nominated by the Vice-Chancellor;
- [e] One expert from various museums to be nominated by the Vice-Chancellor;

- [f] One expert from the Science City or Science Museum or National level Museum not below the rank of Class - 1, to be nominated by the Vice-Chancellor;
  - [g] Two experts related to Archaeology / Museums / Indology / Art / Culture to be nominated by the Vice-Chancellor; and,
  - [h] Branch Head - Member Secretary.
- [3] The term of nominated members shall be of three years from the date of appointment.
- [4] Half of the members shall form the quorum of the meeting.
- [5] The committee shall meet at least once in a year.
- [6] Functions:
- [a] Collections / digital collections of sculptures, paintings, folk-art objects, manuscripts, etc. of Indian Arts and Culture;
  - [b] Collections / digital collections indigenous tradition of Gujarat Vidyapith History;
  - [c] Archives of Gujarat Vidyapith Educational policies, Various Annual Reports of Gujarat Vidyapith;
  - [d] Collection of photos, videos, films, documents of various events of Gujarat Vidyapith;
  - [e] To do MoU with other museums and Educational Institute for Educational Visit and arrangement of visits of teacher, students, staffs, Tourist, Visitor and exchange of knowledge and expertise;
  - [f] To arrange outreach activity of Museum; (workshop, seminar, publication, meeting and other related activity);
  - [g] To prepare the budget and annual account of museum;
  - [h] To maintain and develop the museum; and,
  - [i] Any other policy matter related to museum.

## **Rule 17      Kochrab Ashram**

- [1] The objective of this Rule is to preserve, maintain, and utilize Kocharab Ashram, Ahmedabad — the historic site associated with Mahatma Gandhi — as a centre for Gandhian philosophy, constructive work, academic extension, training, community service, and research, in line with the vision and mission of Gujarat Vidyapith.
- [2] The Ashram premises may be used for:
  - [a] Programmes, training camps, and workshops conducted directly by Gujarat Vidyapith relating to Gandhian philosophy, rural development, Khadi and village industries, Nai Talim, community health, and social justice.
  - [b] Academic and research activities, meetings, study circles, heritage visits, and outreach programmes for students, faculty, and community groups.
  - [c] Collaborative activities by other Gandhian institutions, voluntary organizations, NGOs, or government bodies, only if such activities align with Gandhiji's principles and the educational mission of Gujarat Vidyapith.
- [3] Gujarat Vidyapith may permit other institutions, agencies, or registered NGOs to use the Ashram premises temporarily on rent, subject to:
  - [a] Submission of a written request and detailed proposal.
  - [b] Payment of rent as per the rate approved by Gujarat Vidyapith Mandal from time to time.
  - [c] Approval by the authority.
- [4] Activities of a purely commercial, entertainment, or political nature unrelated to Gandhian objectives may not be permitted.
- [5] Conditions of Use:
  - [a] Users must maintain the sanctity, cleanliness, and heritage status of the Ashram.

[b] No structural changes, permanent installations, or branding shall be permitted without written approval.

[c] Users shall be responsible for any damage and shall restore the premises to its original condition after use.

[d] Alcohol, tobacco, non-vegetarian food, or any activity inconsistent with Gandhiji's ideals shall be strictly prohibited within Ashram premises.

[6] Violation - If any user violates these Rules or the conditions of the agreement, Gujarat Vidyapith shall have the right to:

[a] Cancel permission immediately.

[b] Forfeit any security deposit.

[c] Recover costs for damage or misuse.

Part V

# Finance Rules

Rules No. 1 to 11

## **Rule 1 Vidyapith Fund**

[1] Fund means

[a] any contribution or grant made by the State Government, Central Government, or an agency of the Central Government / State Government;

[b] any contribution or grant made by the sponsoring body.

[c] any bequests, donations, endowments, CSR fund, or other grants made by any private individual or institution;

[d] income received by the University from all the sources including income from fees, and charges; and

[e] amounts received from any other legitimate source.

[2] The Vidyapith Fund shall be kept in any Nationalized Bank u/s 2 of 1934 as defined in the Reserve Bank of India Act, 1934 after necessary approval of the Finance Committee.

[3] The Vidyapith Fund shall be utilized for the functions of Gujarat Vidyapith or to fulfill the objectives of Gujarat Vidyapith or any such purposes of the Vidyapith as approved by the Executive Council after the recommendation of the Finance Committee.

## **Rule 2 Funds, Accounts, Audit, and Annual Reports**

Gujarat Vidyapith shall follow regulation (31) of UGC Regulation 2023, as amended from time to time:

[1] The books of accounts of the Vidyapith shall be maintained, managed, and operated in the name of the Vidyapith and not in the name of the sponsoring body or any other body; and, shall be kept in such form as may be specified by the Executive Council and conform to the rules or regulations, if any, prescribed by the Commission, in this regard.

- [2] Funds shall not be diverted at any time from the accounts of the Vidyapith to any other accounts, including to the accounts of the sponsoring body or to any other bodies.
- [3] Vidyapith shall get its books of accounts audited annually, separately published and uploaded on the website of the Vidyapith. The accounts of Vidyapith shall be open for scrutinize by the Comptroller and Auditor General of India and the accounts of Vidyapith shall also, where required, be open for inspection by the Commission.
- [4] The annual financial statements and accounts shall be audited by a qualified professional, a Member or Fellow of the Institute of Chartered Accountants of India, to be appointed by the Vidyapith.
- [5] Annual Financial Statements, and Audited Reports shall be uploaded on the Vidyapith website and also on the Commission's portal, after due approval by the Executive Council and the Vidyapith shall submit a copy of the Annual Financial Statements and annual audited report to the MoE, Government of India/UGC/AG.

**Rule 3      Schedule of Powers (SOP):**

The Schedule of Powers (SOP) is intended to bring in uniformity in the delegation of financial and administrative powers across the Gujarat Vidyapith system. The Vice-Chancellor could, however, add further to this delegation after approval with the Executive Council, keeping in view the immediate requirements.

- [1] The delegation of powers specified is made with due regard to the need for decentralization and for effective decision making commensurate with responsibilities at all levels
- [2] The exercise of powers delegated is subject to the availability of financial provisions in the budget head.

- [3] Unless otherwise specified in the schedule of powers, all sanctions of a financial nature should be accorded only with the prior concurrence of the Vice-Chancellor as the case may be.
- [4] No official is empowered to suspend the exercise of or to withdraw the powers of officials subordinate to him in respect of powers delegated in this schedule and the powers cannot be exercised by any other official for or on their behalf. The Vice-Chancellor can exercise the powers of any of the officers to whom powers have been delegated as above.
- [5] All officers must adhere to the rules of financial discipline and expenditure and availability of budget head.
- [6] The procurement at Gujarat Vidyapith shall be done through the Government e-Marketplace (GEM) portal as per prevailing norms. (GFR Rule 149)
- [7] **In special circumstances, if the purchase is to be made outside the GEM portal, the prior approval of the competent authority must be obtained. It shall be put in the Executive Council for assent.**
- [8] If there is a need to buy/obtain goods or services frequently in small quantities during the year, the rate contract for the whole year has to be done.
- [9] After obtaining prior approval of the Competent Authority for incurring any expenditure, the work order for the purchase of goods/services shall be issued by the Branch Head/ Dean of faculty.
- [10] It will be the responsibility of the respective Branch/Faculty to verify the sum and subtractions in the summary of any bill. Wherever corrections have been made in words or figures in the sum of the payment bill, the Branch Head/ Dean of faculty shall have it signed with the date and certified.
- [11] For the payment to the vendor/ agency for goods/ services, the Branch Head/ Deans of faculty shall stamp as mentioned Rule 154 & Rule 155 of GFR 2017, GoI, MoF, DoE and sign on each and every bill.

- [12] The account branch shall maintain a bill register as mentioned under GAR-09. It shall be signed by the Branch Head, Account Branch.
- [13] The Head of each branch/Dean of the faculty shall maintain Expenditure Proposal Register in the branch/faculty. While presenting the bill in the account branch, the bill has to be noted in the bill register. Also maintain a copy of the same in their office.
- [14] The Branch Heads/ Deans of faculty have to present all supporting documents at the time of various audits.
- [15] The accounts of the permanent advances given to the Branch/Faculty of the Vidyapith are to be submitted to the Accounts Branch by every quarter or as an when required by Account Branch.
- [16] If the advance amount is taken under any program, within 10 days after the completion of the program, the accounts of the advance settlement must be submitted to the accounts branch with the necessary approvals of the competent authority.
- [17] Any advances and any standing advances taken/outstanding bills/vouchers in a financial year must be compulsorily cleared by 20th March of that financial year.
- [18] If more than one party/person is to be paid in any bill, the following checklist should be prepared and submitted along with the bill form, duly signed by the Branch Head/Deans of faculty. The soft copy (Excel format) of the checklist should be sent to [account.branch@gujaratvidyapith.org](mailto:account.branch@gujaratvidyapith.org). The bank details required for bill payment should be written neatly and correctly in capital letters in English in the following format:

| Sr. No. | Name of Party/ Person | A/c No. | Bank Name | IFSC Code | PAN | Amount | PFMS No. |
|---------|-----------------------|---------|-----------|-----------|-----|--------|----------|
| 1.      |                       |         |           |           |     |        |          |
| 2.      |                       |         |           |           |     |        |          |

[19] The bill form/vouchers has to be prepared with necessary details (computerized) and submitted to the Accounts Branch on the 2nd day from the date of approval for payment with necessary enclosures.

[20] If any income related to the branch is deposited/to be deposited online, the same details have to be submitted to the Accounts Branch for the reconciliation of the income. In any case, if any income of the University is to be accepted by cash/DD/cheque, the same is to be submitted to the Accounts Branch by 11 am on the next day so that the amount can be deposited in the bank on time.

[21] Expenses of the same item in Jan - Jun or Jul - Dec cannot be divided into parts.

[22] The Public Finance Management System (PFMS) payment advice shall be signed by any two of the following authorized officials: (i) Hon'ble Vice Chancellor, (ii) Registrar, and (iii) Branch Head, Accounts Branch.

[23] Delegation of Power:

[a] F1 Group means Assistant Registrar and equivalent Branch Head.

[b] F2 Group means Deputy Registrar and equivalent Branch Head, Head of the Department, Director, Coordinator of Extension, Chief Warden and Dean.

[i] Administrative approval from the Hon'ble Vice Chancellor, based on a submission note detailing the necessity and justification of the item or matter, is mandatory for all purchase expenses exceeding Rs. 20,000, as well as for all labor bill vouchers.

- [ii] Administrative approval from the Registrar is required for purchase expenses exceeding Rs. 7,500 and up to Rs. 20,000.
- [iii] The Registrar is authorized to sanction day-to-day and miscellaneous expenses for bills up to Rs. 20,000.
- [iv] The Head of the Accounts Branch shall not be required to obtain prior permission for making online payments related to Electricity, Gas, Cell-phone bill, Govt. Tax, Subscription of Newspapers, Telephone Bills, GST, TDS, or any other statutory taxes. However, the details of such payments shall be submitted for information to the competent authority immediately after the transaction.
- [v] The total day-to-day and miscellaneous purchase expenses shall be reported to the Hon'ble Vice Chancellor at the end of each month by the Branch Head of the Accounts Branch.

[24] Procurement Authority and Procedure for Procurement

| Sr. No. | Nature of Expense  | Sanction Authority with Remarks            | Procedure for Procurement  |
|---------|--|--|--|
| 1       | Expenses up to Rs. 2000 on Personal Certificate.   | F1 Group                                   | By F1 Group (GFR Rule No. 154)/ GEM                                |
| 2       | Expense up to Rs. 7500 on Personal Certificate.  | F2 Group                                   | By F2 Group (GFR Rule No. 154)/ GEM                                |
| 3       | (A) Expenses up to Rs. 20,000/- on Personal Certificate<br>(B) Expenses up to Rs. 20,000/- on Personal Certificate | Registrar/FO<br>Branch Head, Estate Branch | GFR Rule 154 (Purchase of goods without quotation)<br>GFR Rule 154 |
| 4       | Expenses up to Rs. 50,000/-  | Vice Chancellor                            | GFR Rule 154 (Purchase of goods without quotation)                 |

|   |  |                 |   |
|---|--|-----------------|---|
|   | Expenses up to Rs. 1,00,000/- (Only when the required goods are not available on GEM)  | Vice Chancellor | GFR Rule 154 (Department of Expenditure OM No. F.20/ 42/ 2021-PPD dated 20.05.2024) |
| 5 | Expenses up to Rs. 2,00,000/- for Procurement of Scientific equipment and consumables for research   | Vice Chancellor | GFR Rule 154 (OM No. F.20/42/2021-PPD dated 05/06/2025)                             |
| 6 | Up to Rs.50,000/- through any of the available suppliers on the GeM, meeting the requisite quality, specification and delivery period. <b>Note: In case of automobiles, procurement under this subrule is permitted without any ceiling limit.</b>   | Registrar       | GFR Rule 149 (i)  |
| 7 | Above Rs.50,000/- and up to Rs.10,00,000/- through the GeM Seller having lowest price amongst the available sellers, of at least three different manufacturers, on GeM, meeting the requisite quality, specification and delivery period. The tools for online bidding and online reverse auction available on GeM can be used by the Buyer even for procurements less than Rs. 10,00,000/-. | Vice Chancellor | GFR Rule 149 (ii)   |

|    |   |   |  |
|----|---|---|--|
| 8  | Above Rs. 10,00,000/- through the supplier having lowest price meeting the requisite quality, specification and delivery period after mandatorily obtaining bids, using online bidding or reverse auction tool provided on GeM. | Vice Chancellor                                     | GFR Rule 149   |
| 9  | [In case a certain item is not available on the GeM portal] Rs.1,00,000/- and upto Rs. 10,00,000/-  | (1) Local Purchase Committee<br>(2) Vice Chancellor | GFR Rule 155. on each occasion may be made on the recommendations of a duly constituted Local Purchase Committee consisting of three members of an appropriate level as decided by the Vice Chancellor. *(1) |
| 10 | [In case a certain item is not available on the GeM portal] Rs.2,00,000/- and upto Rs. 25,00,000/- for Procurement of Scientific equipment and consumables for research   | (1) Local Purchase Committee<br>(2) Vice Chancellor | GFR Rule 155. on each occasion may be made on the recommendations of a duly constituted Local Purchase Committee consisting of three members of an appropriate level as decided by the Vice Chancellor. *(1) |
| 11 | Limited Tender Enquiry up to Rs. 50,00,000/- At least four bidders by Speed post, GEM, GEM-CPPP   | (1) Local Purchase Committee<br>(2) Vice Chancellor | GFR Rule 162   |

|    |  |   |   |
|----|--|---|---|
| 12 | Limited Tender Enquiry up to Rs. 1 crore, at least four bidders by Speed post, GEM, GEM-CPPP for Procurement of Scientific equipment and consumables for research      | (1) Local Purchase Committee<br>(2) Vice Chancellor   | GFR Rule 162  |
| 13 | Advertised Tender Enquiry, Two bid system. Rs. 50,00,000 & above   | (1) Local Purchase Committee<br>(2) Finance Committee | GFR Rules 161, 163, 164   |
| 14 | Single Tender Enquiry  | (1) Finance Committee<br>(2) Executive Council        | GFR Rule 166  |
| 15 | Legal Charges  | Vice Chancellor                                       |   |
| 16 | Audit charges as approved by EC from time to time  | Vice Chancellor                                       |   |
| 17 | Regular Bills of Electricity/ Gas/ Cell-phone bill/ Govt. Tax / Subscription of Newspapers/ Telephone Bills/ Continuous Insurance Subscriptions, each up to any amount | Branch Head, Account Branch                           | Each month consolidated report shall be submitted to the Registrar and the Vice Chancellor. |
| 18 | Books Procurement up to Rs. 10000/-  | Dean  |   |

|    |   |                         |  |
|----|---|-------------------------|--|
| 19 | Books Procurement more than Rs. 10000/-   | Book Purchase Committee |  |
| 20 | (1) Direct expense for repairing or (2) maintenance or (3) services from GEM or vendor of the item up to Rs. 100000/-                 | Vice Chancellor         |  |
| 21 | Confidential work of exam/ test in special case   | Vice Chancellor         |  |
| 22 | Participation of students and faculties in state Government/ Central Government organized or International Event up to Rs. 5,00,000/- | Vice Chancellor         |  |
| 23 | Disaster Management, which is having risk of life of student/ staff of university up to Rs. 25,00,000 without inviting tender         | Vice Chancellor         | subject to recommendation of the Finance Committee and post facto approval of the Executive Council. |
| 24 | An organization of event which is having significant dignitaries, upto Rs. 25,00,000/-  | Vice Chancellor         | subject to recommendation of the Finance Committee and post facto approval of the Executive Council. |
| 25 | In any extra ordinary circumstances which shall be brought out in the approval note, up to any amount                                 | Vice chancellor         | subject to recommendation of the Finance Committee and post facto approval of the Executive Council. |

\*(1): The committee will survey the market to ascertain the reasonableness of rate,

quality and specifications and identify the appropriate supplier. Before recommending placement of the purchase order, the members of the committee will jointly record a certificate as under:

"Certified that we, members of the purchase committee are jointly and individually satisfied that the goods recommended for purchase are of the requisite specification and quality, priced at the prevailing market rate and the supplier recommended is reliable and competent to supply the goods in question, and it is not debarred by Department of Expenditure or Ministry/ Department concerned."

#### **Rule 4      Petty Cash (Permanent Advances OR Imprest)**

[1] This Rule is framed in accordance with the General Financial Rules, 2017, specifically Rule 322 (Permanent Imprest) governing the authorization and recoupment of petty cash advances for contingent expenditure.

[2] Permanent Advance or Imprest.

Permanent advance or Imprest for meeting day to day contingent and emergent expenditure may be granted to a designated employee by the Vice Chancellor. It may be consulted with the Finance Committee and Executive Council, keeping the amount of advance to the minimum required for smooth functioning. Procedures for maintenance of permanent advance or Imprest are available in para 10.12 of the Civil Accounts Manual.

[3] Scope of Application

This rule shall apply to all Units of Gujarat Vidyapith where small day-to-day cash payments are required.

[4] Advances for Contingent and Miscellaneous purpose - The procurement of goods, services, or any other expenditure undertaken for the effective management of the office shall be subject to the following conditions:-

[a] The amount of expenditure being higher than the Permanent Advance available, cannot be met out of it.

[b] The purchase or other purpose cannot be managed under the normal procedures, envisaging post - procurement payment system.

[5] Justification and Accountability of Expenses from Permanent Advances

[a] The Petty Cash Custodian is responsible for:

[i] Ensuring that the expenditure is genuine, necessary, and within the petty cash limit.

[ii] Maintaining proper supporting bills, vouchers, and receipts.

[iii] Entering each transaction in the Petty Cash Register with full details.

[iv] Submitting monthly/periodic expenditure statements to the Accounts Branch.

[v] Every instrument or voucher submitted for reimbursement of petty cash to replenish the imprest amount shall clearly indicate the opening balance and the closing balance.

[6] The Head of the Account Branch shall be responsible for timely recovery or adjustment of the advance.

[7] Surprise verification of petty cash shall be conducted at least once in a quarter by the Head of the Account Branch.

[8] Violations of this rule may result in disciplinary action as per service rules and recovery of losses.

**Rule 5 Register of Donors**

[1] Gujarat Vidyapith shall accept the donation from the person/organization in case of kind to strengthen the aims and objectives of the Vidyapith. The donation shall be accepted from the person/organization who is not at the mutually at conflict of interest.

[2] The Executive Council shall decide whether to accept the donation or not.

- [3] The Head, Accounts Branch shall maintain and update the register of donors for each donating money or other property of the market value of not less than Two lac fifty thousand of rupees to or for the purpose of the Gujarat Vidyapith.

**Rule 6 Entitlement of Fees of Members of Various Committees**

- [1] The members other than Vidyapith staff in the following committees shall be entitled to sitting fees of Rs. 2500.

- [a] Executive Council;
- [b] Academic Council;
- [c] Finance Committee;
- [d] Selection Committee; and,
- [e] Search Cum Selection Committee.

- [2] The members other than Vidyapith staff shall be entitled to sitting fees of Rs. 1500.

- [a] Board of Studies;
- [b] Scrutiny Committee;
- [c] Various Cells of Gujarat Vidyapith;
- [d] Any other Committee/Council as per Rules; and,
- [e] Any other committee to be formed by the Vice Chancellor.

- [3] The Vice-Chancellor may change the sitting fees with the reason to be noted in the file.

**Rule 7 Utilization of Gujarat Vidyapith Fund**

Utilization of Gujarat Vidyapith funds is in accordance with financing agreements or Conditions of Grants prescribed by the grantee institutions.

The Head, Accounts Branch and Registrar shall Authenticate that the utilization of funds aligns with financing agreements and conditions of grant sanctioning authorities i.e. UGC or memorandum of the Government of India (as mentioned under TSA/PFMS Guidelines.)

If the agency has approved the project and accepted to provide the financial assistance then the Principal investigator shall take care of utilizing the funds aligns with financing agreements and conditions of grant sanctioning authorities.

### **Rule 8      Financial Estimates**

The Head, Account Branch shall prepare the financial estimates every year in accordance with the conditions of grants prescribe by the grantee institutions. The financial estimates shows the next financial year's estimates, audited expenditure of previous as well as last two financial years. This will be recommend by Finance Committee for the approval of Executive Council.

### **Rule 9      Fees for Gujarat Vidyapith Students**

- [1] This rule shall be applicable to the students of the Gujarat Vidyapith.
- [2] The fees per semester to be charged for various courses for various components shall be as notified by the Gujarat Vidyapith from time to time.
- [3] All types of fees shall be reviewed by the Finance Committee at every three years or as and when required. The recommendation and decision shall be sent to the Executive Council for the consent.
- [4] The fees shall be collected within 15 days of the starting of the academic term. The Fee collection schedule shall be declared in advance by the Gujarat Vidyapith.
- [5] Delay or default in payment:

- [a] If a student does not pay fee on time, a fine shall be levied as per guidelines issued by UGC or the competent authorities of the Gujarat Vidyapith.
- [b] If a student fail to pay the fees during this extended (15 days) time then his/her admission shall be notified as cancelled admission by the Dean/Head with the approval of competent authorities of the Gujarat Vidyapith.
- [c] The term fees shall be inclusive for the various components like
  - [i] Tuition Fees
  - [ii] Laboratory fees
  - [iii] Stationery/Material Fees
  - [iv] Library Fees
  - [v] Cultural Fees
  - [vi] Sports Fees
  - [vii] Internal Examination Fees
  - [viii] Foundation in Research Fees
  - [ix] Campus Development Fees
  - [x] ERP Fees
  - [xi] Internet Access Fees
  - [xii] ID Card Fees
  - [xiii] Amenities Fees
  - [xiv] Medical Fees, etc.

[6] Refund of Fees:

The fees deposited by the student shall be refunded as per the Guidelines/instruction issued by the University Grant Commission/Ministry of Education from time to time.

**Rule 10      Fee Regulatory Committee**

[1] Objective:

To ensure transparency, accountability, and reasonableness in the fixation, revi-

sion, and implementation of student fees in the institution, in accordance with applicable norms, government guidelines, and socio-economic considerations.

[2] Constitution of the Committee:

The existing Finance Committee of the institution shall function as the Fee Regulatory Committee (FRC) for the purpose of regulating all types of fees levied on students, including tuition fees, development fees, examination fees, hostel fees, and any other charges.

[3] Functions and Powers of the FRC:

The FRC shall exercise the following functions:

- [a] To determine or revise the fee structure for various academic programmes and facilities offered by the institution.
- [b] To consider proposals for new fee components or revision of existing fees submitted by academic or administrative departments.
- [c] To ensure that the fee structure is fair, non-exploitative, and commensurate with the infrastructure, faculty, and services provided by the institution.
- [d] To maintain a balance between financial sustainability of the institution and the accessibility of education to students from all economic backgrounds.
- [e] To invite data, justifications, and representations from stakeholders including student representatives, if necessary.
- [f] To recommend the approved fee structure to the Executive Council / Governing Body for final ratification.
- [g] To publish the approved fee structure on the official website of the institution for transparency.

**Rule 11      Various Committees for Purchase**

[1] There shall be a Local Purchase Committee consisting of:

- [a] Vice Chancellor's nominee as Chairman;

- [b] Branch Head, Account Branch;
  - [c] Branch Head, Estate;
  - [d] Branch Head, IT; and,
  - [e] Relevant Branch Head/ Director/ Coordinator - Member Secretary.
- [2] There shall be a Technical Evaluation Committee for GEM or any tender process, consisting of:
- (a) Relevant Branch Head/ Director/ Coordinator - Convener;
  - (b) Head, Computer department;
  - (c) Head, IT Branch;
  - (d) Head, Estate Branch;
  - (e) Senior Technical Assistant, if applicable.
- [3] The Account Branch shall submit the proposal for constitution or modification of these committees to the Vice Chancellor through the appropriate file.
- [4] The functions of the committee shall be:
- [a] The committee shall be responsible for the routine Purchase of the relevant Branch.
  - [b] To discuss and finalize the requisition raised for the purchase of any item with detailed specification or as may be directed by the Vice Chancellor.
  - [c] To monitor and control the process for inviting tenders, quotations, and to make decisions thereafter, in consultation with the appropriate authority within the time limit.
  - [d] To design and create unique and cost-effective Vendor Tie-ups for a minimum 3 years, where the Price Contract may be subject to revision after one year.
  - [e] Allocation of resources as per the requirement approved by the respective Authorities.

[f] To take decisions in line with Central Government Purchase Policy and to vary from the policy as may be deemed fit by the committee and directed by the Vice Chancellor.

[5] The committee shall meet as per the need of procurement.

[6] Member Secretary/Convener for the committee shall be responsible for finalization of the agenda and minutes of the meetings.

[7] At least three members shall form a quorum for a meeting of the Committee.

[8] The Vice Chancellor, if deems fit, can invite any expert as an Invitee to attend the meeting of the Committee. Invitee members will be entitled to Travelling Allowance and Seating Fees as may be prescribed as per norms.

## Part VI

# Establishment Rules

Establishment Rules

Rules No. 1 to 30

## **Rule 1      Various Branches of Gujarat Vidyapith**

The various branches of Gujarat Vidyapith are as follows:

### [1] Academic Branch

- [1] Meetings of the Statutory authorities, Committees, and various Cells excluding the Finance Committee as per the UGC Regulations and Rules of the Central Government as amended from time to time.
- [2] Creation of Centres, New courses, course approval, curriculum framework, Certificate courses, UG, PG, and Research courses, Equivalency of courses.
- [3] Implementation of National Education Policy 2020 (NEP 2020), MoU, National Credit Framework and its subsequent amendments.
- [4] Five-year action plan and Administrative Calendar of the Gujarat Vidyapith.
- [5] List of subject experts.
- [6] Fellowship, scholarship, Academic Awards, Honorary degree if any.
- [7] AG Audit and other such audit of branch, Academic Calendar, Annual Report.
- [8] Work of Central Government Agencies like AISHE, AIU, UGC, NCTE, AICTE etc.
- [9] Correspondence with UGC for matters pertaining to the Branch.
- [10] Any other such schemes.
- [11] MP/MLA Grant and CSR grant.
- [12] MOU related to Study/academics.
- [13] NIRF, SIRF, and any such other ranking.
- [14] Reservation in Admission and Education fair.
- [15] Strategic Plan.

- [16] Admission prospectus including eligibility criteria, rules, seats, and fee structure as per the UGC Regulations and Rules of the Central Government as amended from time to time.
  - [17] Role and Responsibility for the Ph.D. programme.
  - [18] UGC Minor and Major research projects, UGC JRF Schemes, and such other schemes, Grants from the central government.
  - [19] List of Rules, Regulations, Notifications, Letters of UGC or Central government agencies pertaining to the branch and the duo process of implementation of the latest one.
  - [20] RTI and Legal work pertaining to the branch and AG Audit and another such audit of the branch; and,
  - [21] Any other task assigned by the Registrar and the Vice-Chancellor.
- [2] Examination Branch
- [1] Students' eligibility, examination forms, and hall tickets through ERP.
  - [2] Arrangement of Examination Centers.
  - [3] Examination Schedule of Certificates/Diploma/UG/PG/ Research course.
  - [4] Dealing with Examination Committee, Paper setters, Examiners, Moderators, Vigilance Squad, Discipline Committee, Assessment Coordinator, Exam Center Coordinator.
  - [5] Procurement of Examination Stationery and material.
  - [6] Hiring of services for various examination work like digital assessment, online examination with proctoring or without proctoring, open book examination, etc.
  - [7] National Academic Depository (NAD).
  - [8] Academic Bank of Credits (ABC).
  - [9] Providing services to NTA or such other organization.

- [10] Question Bank preparation and collection of past question papers.
  - [11] Distribution of Examination Stationery, materials, and Question papers.
  - [12] Collection of answer sheets and scanning work.
  - [13] Digital assessment.
  - [14] Result processing and declaration.
  - [15] Mark sheets, Medal awardee list, Rank and Degree certificates.
  - [16] Verification, revaluation, and reassessment work.
  - [17] Statistical data of examination process.
  - [18] Office Records of students' marks and grades.
  - [19] Issuance of Transcript, Rank certificates, and duplicate Mark sheet.
  - [20] ERP module updating.
  - [21] AG Audit and other such audit of branch.
  - [22] Admission, Registration and Enrolment of students of Certificate courses, UG, PG, and Research Courses.
  - [23] Eligibility, Transfer, Migration, and Code of Conduct of students.
  - [24] Roll of Graduates.
  - [25] Celebration of University Foundation Day.
  - [26] Convocation, Special Convocation.
  - [27] List of Rules, Regulations, Notifications, Letters of UGC or Central government agencies pertaining to the branch and the due process of implementation of latest one.
  - [28] RTI and Legal work pertaining to the branch; and,
  - [29] Any other task assigned by the Registrar and the Vice Chancellor.
- [3] Estate Branch
- [1] Proposal of new items, reconstruction, and maintenance for civil, electrical works.

- [2] Land documents, Campus Master Plan, Approved building plan, BU and other necessary permissions, approval, NOC, certificates as per concerned authority.
- [3] Construction, repairing and renovation at Gujarat Vidyapith campuses, hostels, residential quarters, and any other buildings.
- [4] Civil, Electrical and Water related work, Solid waste management, Sanitization, Pest control and AMC of related items.
- [5] Hiring, empaneling, Maintenance Contract, Rate Contract, monitoring and management of services for Security, Canteen, Mess, Housekeeping, Transportation, electrical and electronics items, Gardening, Landscaping and Campus development.
- [6] Hiring/ empaneling/ agreement agencies for event management etc.
- [7] Necessary permission and Protocol from the respective authorities for university functions and activities.
- [8] Disaster management and Emergency services like Medical, Fire and Police related work.
- [9] All purchase/procurement and arrangement including GEM, Telephones and mobile service procurement facilitation.
- [10] All related works pertaining to maintenance of Campus.
- [11] Dead stock Register, Procurement and maintenance of vehicles of Gujarat Vidyapith.
- [12] AG Audit and other such audit of branch.
- [13] Energy audit, Green audit and such other audit.
- [14] Lease/rent of Gujarat Vidyapith facilities, Allotment of quarters, Electricity bills, Rent and property taxes to the government and such other bills.
- [15] Meetings of the various Committees pertaining to Estate Branch viz Building and Works Committee, Quarter Allotment Committee and Purchase

Committee. The member secretary of these committees will be the Branch Head of the Estate Branch.

- [16] List of Rules, Regulations, Notifications, Letters of UGC or Central government agencies pertaining to the branch and the duo process of implementation of latest one.
- [17] RTI and Legal work pertaining to the branch; and,
- [18] Any other task assigned by the Registrar and the Vice Chancellor.

[4] Establishment Branch

- [1] Organizational Structure and Planning.
- [2] Proposal of new items / current items for human resources in the budget to UGC and/or Central Government.
- [3] Correspondence with UGC and/or Central Government for service matters and human resources.
- [4] Recruitment and Appointment on various posts like permanent, contractual, ad-hoc, visiting, eminent, etc.
- [5] Promotion, Financial upgradation, Professor of Practice, Confirmation, CAS of permanent employees.
- [6] Hiring of Manpower Agency services and related work.
- [7] Manpower related work.
- [8] Service/Pay related matters/LTC/Allowances of employees, service book, and leave records management through Samarth Portal.
- [9] AG Audit and another such audit of the branch.
- [10] Code of conduct of employees and matter related to employee's court cases.
- [11] Performance appraisal of teaching and non-teaching employees.
- [12] Salary and leave of all employees, retirement, and pension-related benefits.

- [13] Movement Register of administrative branches to be observed and do necessary actions.
  - [14] Biometric Presence - late login and early logout - monthly report shall be sent to the employees with remarks.
  - [15] Roster and Reservation in HR.
  - [16] NPS, GPF, CPF, EPF etc.
  - [17] MOU with various hospitals for staff welfare.
  - [18] Advisory to the staff, staff training and welfare, insurance, etc.
  - [19] List of Rules, Regulations, Notifications, Letters of UGC or Central government agencies pertaining to the branch and the due process of implementation of the latest one.
  - [20] RTI and Legal work pertaining to the branch; and,
  - [21] Any other task assigned by the Registrar and the Vice-Chancellor.
- [5] Publication and Public Relation Branch.
- [1] Publication:
    - [1] Designing of various printing, and publication work of Gujarat Vidyapith which includes but not limited to producing designs for various magazines, books, research reports, Gujarat Vidyapith diary, Gujarat Vidyapith pocket diary, calendars, admission booklets, annual reports, curriculum, event reports, stationery like letterheads, visiting cards, notepads, and publicity & branding material for the Gujarat Vidyapith including social media posts, posters, brochures, booklets, announcements, advertisements, coffee table books, event branding materials etc.
    - [2] Creation and maintenance of digital/ physical archive of Gujarat Vidyapith's various events and activities of the Gujarat Vidyapith.

- [3] Designing frequent advertisements for various administrative and academic requirements.
  - [4] Designing / procurement of Gujarat Vidyapith stall, teblo, ad campaign, hoardings for various Gujarat Vidyapith programme, and branding.
  - [5] Coordination with designers, content-providing departments, and printing agencies like the printing press, photocopy shops, framing agencies, etc.
  - [6] Procurement and subscription of various equipment, tools, software, and communication platforms related to the Public Relation and Publication branch.
  - [7] There shall be work of designing of magazines as follows:
    - [1] Adivasi Gujarat
    - [2] Sabarmati
    - [3] Vidyapith
  - [8] All matters relating to the public domain on behalf of Gujarat Vidyapith regarding publication matters.
- [2] Public Relation:
- [1] Developing communication strategies and processes for the brand building and image makeover exercise of the Gujarat Vidyapith.
  - [2] Media management, communicating with journalists and space marketing personnel.
  - [3] Organizing press conferences and media interactions, press notes, and advertising material.
  - [4] Provide creative inputs from the communication perspective for different events and activities of the Gujarat Vidyapith to ensure brand positioning in the academia.
  - [5] Conceptualization, planning, and reporting of different events and activities of the Gujarat Vidyapith.

- [6] Content Creation for different modes of mass communication including but not limited to Print, Television, and Digital media platforms and Social Media for various events and activities of the Gujarat Vidyapith.
- [7] Creation of social media posts for different platforms like Facebook, Instagram, Twitter, and YouTube with the approval of the competent authority.
- [8] Making a content calendar for regular social media postings.
- [9] Developing Social Media campaigns and events to increase engagement of the education fraternity with Gujarat Vidyapith on social media platforms.
- [10] Executing Social Media Live broadcast of Gujarat Vidyapith's various events on appropriate platforms.
- [11] Data analysis of social media platforms for enhancing the engagement of the stakeholders of the Education fraternity and impactful social media communication.
- [12] Social Media campaigns to increase engagement of the education fraternity with Gujarat Vidyapith on social media platforms.
- [13] Creation of a database of media personnel, media house, and digital archive of Gujarat Vidyapith's various events and activities of the Gujarat Vidyapith.
- [14] List of Rules, Regulations, Notifications, Letters of UGC or Central government agencies pertaining to the branch and the duo process of implementation of the latest one.
- [3] RTI and Legal work pertaining to the branch and AG Audit and another such audit of the branch; and,
- [4] Any other task assigned by the Registrar and the Vice-Chancellor.

[6] Account Branch

[1] Finance Committee.

- [2] Preparation of Annual Budget estimation and expenditure.
  - [3] Statutory / Internal / AG Office and any such other Audit.
  - [4] Hiring of services of Statutory Auditor, Internal Auditor, Financial Advisor, etc.
  - [5] Audit of bills, Online Payments, Receipts and Pre-approval Audit.
  - [6] Correspondence, information, and data submission with State Government and Central Government for the various grants and expenditures.
  - [7] Income tax Returns, Form No. 16, TDS, GST, 24Q, 26Q, and other taxes if any.
  - [8] Petty cash, PAN, GST, NPS, GPF, CPF, EPF etc. related such other works.
  - [9] Maintenance of Fixed Deposits, Security Deposits, EMD, Grants Registers.
  - [10] GEM procurement facilitation.
  - [11] Accounting.
  - [12] Salary and Pension, Children's Education Allowance, Medical Reimbursement, LTC, etc.
  - [13] Maintaining various registers for audit purposes (Bill, Pay bill, LTC Registers, etc.)
  - [14] Dealing with all other branches for their various payments and bills.
  - [15] List of Rules, Regulations, Notifications, Letters of UGC or Central government agencies pertaining to the branch and the duo process of implementation of the latest one.
  - [16] RTI and Legal work pertaining to the branch and AG Audit and another such audit of the branch; and,
  - [17] Any other task assigned by the Registrar and the Vice-Chancellor.
- [7] Student Sports, Cultural and Welfare Branch

- [1] Student support, various competitions, awareness programme, community outreach programme, blood donation camp, etc.
- [2] Organizations of camps for adventure, NCC, NSS, and sports activities.
- [3] Procurement of sports equipment, sports accessories, and dresses for participants.
- [4] Celebration of various days and Gujarat Vidyapith sports day.
- [5] Youth festival and cultural activities at various levels.
- [6] Maintain Dead stock of sports equipment.
- [7] Activities related to Alumni and Student Council.
- [8] Student welfare and information about various schemes and scholarships.
- [9] Student Induction Programme.
- [10] Activities for the weaker and needy section students.
- [11] MOU with other organizations to use their sports facilities.
- [12] Reports with photos, videos, and financial statements of various events.
- [13] List of Rules, Regulations, Notifications, Letters of UGC or Central government agencies pertaining to the branch and the due process of implementation of the latest one.
- [14] RTI and Legal work pertaining to the branch and AG Audit and another such audit of the branch; and,
- [15] Any other task assigned by the Registrar and the Vice-Chancellor.
- [16] Student Sports, Cultural and Welfare Committee
  - [i] It shall consist of:
    - [A] The Vice - Chancellor shall be Chairperson;
    - [B] One member from the Academic Council to be nominated by the Vice- Chancellor;
    - [C] Two experts from sports/yoga/music/fine arts to be nominated by the Vice- Chancellor;

- [D] One teacher from the Vidyapith nominated by the Vice-Chancellor;
  - [E] Associate NCC Officer (ANO) or above cadre of the University to be nominated by the Vice-Chancellor on the committee, if available;
  - [F] NSS Program Coordinator of the Vidyapith to be nominated by the Vice-Chancellor on the committee;
  - [G] Two students who have the best performance in sports/yoga/youth festival/ cultural activities in the previous year to be nominated by the Vice-Chancellor;
  - [H] One student from NCC/NSS nominated by the Vice-Chancellor; and,
  - [I] Branch Head, SSCW as member secretary.
- [ii] The term of office of the nominated members shall be three years. They will, however, be eligible for re-nomination one more time.
  - [iii] The committee shall meet at least twice in a year and may meet as often as required, if necessary.
  - [iv] The meeting will be convened by the member secretary in consultation with the Chairperson.
  - [v] Half of the members of the total members shall constitute the quorum for the meeting.
  - [vi] The powers and functions shall be as follows:
    - [A] To prepare annual planning of concerned activities.
    - [B] To prepare the Annual Budget for this annual planning and shall be recommended to Finance Committee for approval.
    - [C] To decide in which games, sports, yoga, and tournaments the Vidyapith should participate in the Inter-University tournaments/competitions.
    - [D] To select players for the various teams for participation in Inter-University Tournament/competition.

- [E] To institute and receive Prizes and Trophies and to receive donations for the purpose.
- [F] To nominate team Managers, Selection Committees, and Coaches for the teams which are participating in the Inter-University tournaments.
- [G] To organize the student support activities by NSS/NCC volunteers;
- [H] To educate the students about their obligations towards society;
- [I] To promote national integration and solidarity among students;
- [J] To channelize the resources and energy of students for social reconstruction and social outreach activities;
- [K] To organize recreational activities such as mountaineering, hobby, work- shop, hiking, cycling, etc. for the encouragement of the spirit of adventure;
- [L] To organize the cultural and literary activities of the Vidyapith at the various level;
- [M] To organize youth festival competitions, of the various level;
- [N] To take up any other project to promote student support, cultural, youth festival, and literary activities, amongst the students of the Vidyapith in general and to make rules for the same;
- [O] The committee may issue guidelines from time to time in connection with the organization of its activities;
- [P] The committee may decide to levy entrance fees and such other fees or sponsorship as may be deemed proper by it, from time to time for carrying out its activities to cover the total expenses of the program and shall be recommended to the Finance Committee for the approval;

[8] IT Branch

[1] Digital campus with CCTV, access points, networking, biometric, boom

gate, digital display, digital signage, MOOC platform, firewall, and gateway.

- [2] Enterprise Resource Planning (ERP).
- [3] Development and maintenance of Gujarat Vidyapith's website.
- [4] IT policy.
- [5] Administration of Gujarat Vidyapith domain email.
- [6] Message service like SMS.
- [7] Procurement of hardware and software instruments.
- [8] Maintenance of Computer Laboratories.
- [9] Annual maintenance contract for IT hardware.
- [10] Troubleshooting of IT hardware and software problems.
- [11] Internet Connection.
- [12] Dead stock of IT hardware and Register of software.
- [13] List of Rules, Regulations, Notifications, Letters of State government or Central government agencies pertaining to the branch and the duo process of implementation of latest one.
- [14] RTI and Legal work pertaining to the branch and AG Audit and another such audit of the branch; and,
- [15] Any other task assigned by the Registrar and the Vice-Chancellor.

## **Rule 2      Head of Branch**

- [1] The Head of Branch shall be the officers at the level of Assistant Registrar and above or faculty of Vidyapith as nominated by the Vice Chancellor.
- [2] The Head of Branch shall assist the Registrar in the management of university activities.
- [3] The head of the branch has to prepare and submit the rules with annexures if any, to govern the activities of branch to the Academic Council and Executive Council for approval.

- [4] S/he shall look after the day-to-day work of the branch as per the provisions of UGC Regulations / Rules of the Central Government from the higher authorities from time to time.
- [5] He/She shall be responsible for storing in a cloud drive and branch hard disk for the following data pertaining to the branch:
- (a) the scanned data of each file;
  - (b) photos - videos;
  - (c) reports;
  - (d) any other important data/communication.
- [6] He/She shall be responsible for planning and scheduling of the entire work of the branch well in advance and shall take the periodical reviews of its execution.
- [7] He/She shall assign/reassign specific jobs to his subordinates, and shall also decide the time dimension in respect of each of the jobs so assigned where the norms are not laid down.
- [8] He/She shall ensure and maintain proper coordination and follow up with other Department/ faculties/ Unit/ Branch and shall be totally accountable for follow up actions on the decisions given by the Gujarat Vidyapith authorities.
- [9] He/She shall be responsible for the smooth and efficient running/working of the branch and timely disposal of legal matters, cases, letters, bills, reports, returns, etc. and decide and maintain proper filing procedure.
- [10] He/She shall ensure that the cases/letters requiring immediate and urgent disposal are dealt with immediately.
- [11] He/She shall dispose of cases of importance where relevant and regulations are clearly applicable and forward otherwise the same to higher officers, with clear and specific provisions. He shall also prepare items for consideration of authorities/ bodies of the Gujarat Vidyapith if it is concerned.

- [12] He/She shall keep exhaustive and self-contained notes of important papers, pass down and keep track of their movements till final disposal and also consider the proceedings of the work.
- [13] He/She shall exercise constant vigilance of speedy and qualitative disposal of work, safety of the record, regular and orderly behaviors of the staff.
- [14] He/She shall be responsible for correspondence with Government, UGC, other universities/institutions on relevant matters in coordination with the Registrar and the Vice-Chancellor.
- [15] He/She shall be acquainted with the UGC Regulations/ Rules of the Central Government and Vidyapith and work accordingly in coordination with the Registrar and the Vice Chancellor.
- [16] He/She is responsible for the note submission from the branch which shall be as per the provision of Regulations/ Rules of the university and resolutions of government.
- [17] He/She shall be responsible for the agenda, minutes of meeting, action taken report, as per the direction of authorities/committees of the Gujarat Vidyapith.
- [18] He/She shall work as PIO of their branch or as defined.
- [19] It shall be the duty of the Head of the Branch to maintain cordial public relations and to attend the queries of the members of the Public and supply the information through the Registrar to Government, Vice Chancellor, and other Authorities/ Statutory Bodies as per the requirements.
- [20] All the digital official communication shall be done by the branch email id.

### **Rule 3 Facility for Academic and Administration Personnel**

This section shall apply to Branch Heads/ Chief Warden/ Librarian and Deans.

- [1] The above said personnel will be entitled to get the laptop/ Desktop PC and printer at the office.
- [2] The above said personnel will be entitled to have the necessary software with prior approval of the Vice-Chancellor.
- [3] He/She will be entitled to reimburse the amount paid for the monthly bill of a mobile number with unlimited talk time and sufficient data pack. The amount shall be decided by the Vice-Chancellor.
- [4] He/She will be entitled to get the external hard drive for data storage.
- [5] If any person has more than one designation, then he/she will be eligible for a maximum of one of the above facilities.

#### **Rule 4      Classification of Posts**

The Cadre posts in the Gujarat Vidyapith shall be divided according to their pay level in the 7th pay matrix into the following three groups as under:

- [1] Group A: Posts carrying the Pay Matrix of Level 10 and above;
- [2] Group B: Posts carrying the Pay Matrix of Level 6-9;
- [3] Group C: Posts carrying the Pay Matrix up to Level 5;

#### **Rule 5      Creation/Review of Academic and Administrative Posts**

- [1] To fulfill the objectives of the Gujarat Vidyapith and as per the functions of the Gujarat Vidyapith the Departments and administrative branches may suggest the requirement of teaching and non-teaching posts to the Establishment Branch with workload and justification before 31st August.
- [2] The Establishment branch shall put the requirement before the following committee (Post Review Committee):

- [a] One of the Dean, nominated by the Vice-Chancellor as Chairperson;
  - [b] One member as nominated by the Executive Council;
  - [c] Two Heads of the Departments, nominated by the Vice Chancellor for three years;
  - [d] Head of Establishment Branch as member secretary;
- [3] The tenure of nominated members shall be three years from the date of appointment of the committee.
- [4] The committee shall assess the need as suggested by the Departments and administrative branches.
- [5] The committee shall meet every year before 30th October or as and when it is called by the Registrar with prior approval of Vice Chancellor.
- [6] The recommendation of the committee shall be put before the Academic Council and Executive Council for consent.
- [7] The consented posts shall be sent to the government for the budgetary provision and approval of the post.
- [8] Till the sanction of such posts by the government, the Gujarat Vidyapith may appoint temporarily on a contractual/ ad-hoc / visiting / adjunct / daily basis as per the requirement for not more than 11 months.
- [9] Vice-Chancellor shall be competent to create (i) temporary Teaching and Administrative positions not exceeding 6 months duration and (ii) temporary posts as per Project requirements.

**Rule 6      To Determine the Number of Posts and Duties**

The Executive Council shall have the power with the concurrence of UGC

- [1] to determine the number of posts and duties in each of the cadre;

- [2] to create or abolish any posts in the cadre;
- [3] to determine the nature of whether any post created in the cadre shall be temporary or permanent;

## **Rule 7      Methods of Recruitment**

Recruitment to a post under the Gujarat Vidyapith may be made as follows:

- [1] Recruitment Rules notified by UGC under Notification No. F.1-2/2017(EC/PS) dated 18.07.2018, as amended from time to time and adopted completely or partially as per requirement by Gujarat Vidyapith for academic posts;
  - [a] by direct recruitment;
  - [b] by promotion under CAS;
  - [c] by deputation on foreign service terms or their absorption in the Gujarat Vidyapith;
  - [d] the re-employment of the Professors superannuated from the Gujarat Vidyapith / State Government / Central Government Institutions by the guidelines prescribed by the UGC, from time to time;
  - [e] contractual basis for the specific period;
- [2] Model Cadre Recruitment Rules notified by UGC for Central Universities, and as amended from time to time and adopted completely or partially as per the requirement by Gujarat Vidyapith for non-teaching posts;
  - [a] by direct recruitment;
  - [b] by promotion;
  - [c] by deputation on foreign service terms or their absorption in the Gujarat Vidyapith;
  - [d] Modified Assured Career Progression Scheme;
  - [e] contractual basis for the specific period;

## **Rule 8 Appointing Authority**

- [1] The Executive Council is appointing authority for permanent appointments to all Group A posts;
- [2] The Vice-Chancellor is appointing authority for permanent appointments to all Group B posts and temporary appointments to all Group A and Group B posts and temporary appointment of (i) National Fellows (ii) Emeritus Professors (iii) Adjunct Faculty (iv) Visiting Professors (v) Consultants (vi) Contractual;
- [3] The Registrar is appointing authority for permanent and temporary appointments to all Group C posts;

## **Rule 9 Non-Teaching Posts Recruitment Rules of the Gujarat Vidyapith**

The Qualification, Pay, duties, Promotion, Financial upgradation under MACP & DACP (if applicable), Recruitment, etc. of Non-teaching posts will be as per Recruitment Rules of Gujarat Vidyapith, 2023 and UGC/Central Government rules as amended from time to time.

## **Rule 10 Recruitment by Promotion**

- [1] Appointment by promotion to Non-Teaching posts shall be made on the basis of recruitment rules of Gujarat Vidyapith as amended from time to time.

## **Rule 11 Qualification, Pay, Duties, and Recruitment of Teaching Posts**

- [1] UGC Regulations on minimum qualifications for appointment of teachers and other academic staff in Universities and colleges and other measures for the maintenance of standards in Higher Education, 2018, and their amendments from time to time (if any) shall be read by the concerned for this rule.

- [2] Subject to the availability of vacant positions and fitness, teachers such as Assistant Professor, Associate Professor and Professor only, may be re-employed on contract appointment beyond the age of superannuation, as applicable to Gujarat Vidyapith, up to the age of seventy years.

Provided further that all such re-employment shall be strictly in accordance with the guidelines prescribed by the UGC, from time to time.

- [3] Selection Committee Composition for Gujarat Vidyapith Teachers:

[a] The Selection Committee for the post of Assistant Professor, Associate Professor in the Gujarat Vidyapith shall consist of the following persons :

[i] Vice Chancellor who shall be the Chairperson of the Committee.

[ii] An academician not below the rank of Professor to be nominated by the Chancellor, wherever applicable.

[iii] Three experts in the subject/ field concerned to be nominated by the Vice-Chancellor out of the panel of names approved by the relevant statutory body of the university concerned.

[iv] Dean of the faculty, wherever applicable.

[v] Head/Chairperson of the Department concerned.

[vi] An academician belonging to the SC/ST/ OBC/ EWS/ Minority/ Women/ Differently-abled categories, if any of the candidates representing these categories is the applicant, to be nominated by the Vice-Chancellor if any of the above members of the selection committee does not belong to that category.

[b] At least four members, including two outside subject experts, shall constitute the quorum.

- [4] **Assistant Professor (Direct Recruitment)**

For the Disciplines of Arts, Commerce, Humanities, Education, Law, Social Sciences, Sciences, Languages, Library Science, Physical Education, and Journalism & Mass Communication.

[1] **Name of the post**

Assistant Professor

[2] **No. of posts**

As per sanctioned strength

[3] **Classification**

Group A

[4] **Scale of Pay**

7th CPC Level 10

[5] **Classification**

Group A

[6] **Whether Selection post or Non-selection post**

Selection

[7] **Educational and other qualifications required for direct recruits**

- Eligibility (A or B)

(A)

(1) A Master's degree with 55 % marks (or an equivalent grade in a point-scale wherever the grading system is followed) in a concerned/relevant/allied subject from an Indian University, or an equivalent degree from an accredited foreign university.

(2) Besides fulfilling the above qualifications, the candidate must have cleared the National Eligibility Test (NET) conducted by the UGC or the CSIR, or a similar test accredited by the UGC, like SLET/SET or who are or have been awarded a Ph. D. Degree in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of M.Phil./Ph.D. Degree) Regulations, 2009 or 2016 and their amendments from time to time as the case may be exempted from NET/SLET/SET:

Provided, the candidates registered for the Ph.D. programme

prior to July 11, 2009, shall be governed by the provisions of the then existing Ordinances/Bye-laws/Regulations of the Institution awarding the degree and such Ph.D. candidates shall be exempted from the requirement of NET/SLET/SET for recruitment and appointment of Assistant Professor or equivalent positions in Universities/ Colleges/ Institutions subject to the fulfillment of the following conditions:-

- (a) The Ph.D. degree of the candidate has been awarded in a regular mode;
- (b) The Ph.D. thesis has been evaluated by at least two external examiners;
- (c) An open Ph.D. viva voce of the candidate has been conducted;
- (d) The Candidate has published two research papers from his/her Ph.D. work, out of which at least one is in a refereed journal;
- (e) The candidate has presented at least two papers based on his/her Ph.D work in conferences/ seminars sponsored/ funded/ supported by the UGC / ICSSR/ CSIR or any similar agency.

*The fulfilment of these conditions is to be certified by the Registrar or the Dean (Academic Affairs) of the University concerned.*

**Note:** NET/SLET/SET shall also not be required for such Masters Programmes in disciplines for which NET/SLET/SET is not conducted by the UGC, CSIR or similar test accredited by the UGC, like SLET/SET.

**OR**

- (B) The Ph.D degree has been obtained from a foreign university/ institution with a ranking among top 500 in the World University Ranking (at any time) by any one of the following: (i) Quacquarelli Symonds (QS) (ii) the Times Higher Education (THE) or (iii) the Academic Ranking of World Universities (ARWU) of the Shanghai

Jiao Tong University (Shanghai).

**Note:** The Academic score as specified in the prescribed format by institution, shall be considered for short-listing of the candidates for interview only, and the selections shall be based only on the performance in the interview.

[8] **Whether age or educational qualifications prescribed for direct recruits will apply in the case of promotion**

Yes, as per UGC norms.

[9] **Period of probation, if any**

Two Years.

[10] **Method of Recruitment (whether by direct recruitment or by promotion or by deputation/transfer) and percentage of the vacancies to be filled by various methods**

Direct recruitment failing which by transfer or on deputation.

[11] **In case of recruitment by promotion/ deputation/transfer, grade from which promotion/deputation/ transfer to be made**

Not applicable

[12] **Age of Superannuation**

65 Years.

[5] **Associate Professor (Direct Recruitment)**

[1] **Name of the post**

Associate Professor

[2] **No. of posts**

As per sanctioned strength

[3] **Classification**

Group A

[4] **Scale of Pay**

7th CPC Level 13 A

**[5] Classification**

Group A

**[6] Whether Selection post or Non-selection post**

Selection

**[7] Educational and other qualifications required for direct recruits**

• Eligibility

- (1) A good academic record, with a Ph.D. Degree in the concerned/ allied/ relevant disciplines.
- (2) A Master's Degree with at least 55 % marks (or an equivalent grade in a point-scale, wherever the grading system is followed).
- (3) A minimum of eight years of experience of teaching and / or research in an academic/research position equivalent to that of Assistant Professor in a University, College or Accredited Research Institution/industry with a minimum of seven publications in the peer-reviewed or UGC-listed journals and a total research score of Seventy five (75) as per the criteria.

**[8] Whether age or educational qualifications prescribed for direct recruits will apply in the case of promotion**

Yes, as per UGC norms.

**[9] Period of probation, if any**

Two Years.

**[10] Method of Recruitment (whether by direct recruitment or by promotion or by deputation/transfer) and percentage of the vacancies to be filled by various methods**

Direct recruitment failing which by transfer or on deputation.

**[11] In case of recruitment by promotion/ deputation/transfer, grade from which promotion/deputation/ transfer to be made**

Not applicable

[12] **Age of Superannuation**

65 Years.

[6] **Professor (Direct Recruitment)**

[1] **Name of the post**

Professor

[2] **No. of posts**

As per sanctioned strength

[3] **Classification**

Group A

[4] **Scale of Pay**

7th CPC Level 14

[5] **Classification**

Group A

[6] **Whether Selection post or Non-selection post**

Selection

[7] **Educational and other qualifications required for direct recruits**

- Eligibility (A or B)

(A)

- (1) An eminent scholar having a Ph.D. degree in the concerned/ allied/ relevant discipline, and published work of high quality, actively engaged in research with evidence of published work with, a minimum of 10 research publications in the peer-reviewed or UGC-listed journals and a total research score of 120 as per the criteria given in Appendix II, Table 2 as per prescribed format.
- (2) A minimum of ten years of teaching experience in university/ college as Assistant Professor/Associate Professor/Professor, and / or research experience at equivalent level at the University/National Level Institutions with evidence of having successfully guided doctoral candidate.

**OR**

- (B) An outstanding professional, having a Ph.D. degree in the relevant/allied/applied disciplines, from any academic institutions (not included in A above) / industry, who has made significant contribution to the knowledge in the concerned/allied/relevant discipline, supported by documentary evidence provided he/she has ten years' experience.

**[8] Whether age or educational qualifications prescribed for direct recruits will apply in the case of promotion**

Yes, as per UGC norms.

**[9] Period of probation, if any**

Two Years.

**[10] Method of Recruitment (whether by direct recruitment or by promotion or by deputation/transfer) and percentage of the vacancies to be filled by various methods**

Direct recruitment failing which by transfer or on deputation.

[11] **In case of recruitment by promotion/ deputation/transfer, grade from which promotion/deputation/ transfer to be made**

Not applicable

[12] **Age of Superannuation**

65 Years.

[7] **Senior Professor (Direct Recruitment)**

Up to 10 percent of the existing sanctioned strength of Professors in the Gujarat Vidyapith may be appointed as Senior Professor, through direct recruitment.

[1] **Name of the post**

Senior Professor

[2] **No. of posts**

As per sanctioned strength

[3] **Classification**

Group A

[4] **Scale of Pay**

7th CPC Level 15

[5] **Classification**

Group A

[6] **Whether Selection post or Non-selection post**

Selection

[7] **Educational and other qualifications required for direct recruits**

Eligibility:

- (1) An eminent scholar with good track record of high-quality research publications in Peer-reviewed or UGC listed journals, significant research contribution to the discipline, and engaged in research supervision.
- (2) A minimum of ten years of teaching/research experience as Professor or an equivalent grade in a University, College or an institute of national level.

- (3) The selection shall be based on academic achievements, favourable review from three eminent subject experts who are not less than the rank of Senior Professor or a Professor of at least ten years experience.
- (4) The selection shall be based on ten best publications in the Peer-reviewed or UGC -listed journals and award of Ph.D degrees to at least two candidates under his/her supervision during the last 10 years and interaction with the Selection Committee constituted as per the UGC Regulations.

**[8] Whether age or educational qualifications prescribed for direct recruits will apply in the case of promotion**

Yes, as per UGC norms.

**[9] Period of probation, if any**

Two Years.

**[10] Method of Recruitment (whether by direct recruitment or by promotion or by deputation/transfer) and percentage of the vacancies to be filled by various methods**

Direct recruitment failing which by transfer or on deputation.

**[11] In case of recruitment by promotion/ deputation/transfer, grade from which promotion/deputation/ transfer to be made**

Not applicable

**[12] Age of Superannuation**

65 Years.

**[8] Duties of Teachers**

- (1) Teaching (Number of classes taught / total classes assigned which includes sessions on tutorials, lab, and other teaching-related activities) shall be more than 80 % for the faculties who are engaged with teaching. Other faculties shall be engaged with Research/ Training/ Consultancy or Extension.

- (2) He/She shall be involved in at least three activities of the University like administration /examination /research /Book writing /E-content /MOOCs /startup/ consultancy /co-curricular related activities / etc. as assigned by the authority.
- (3) The workload of teachers shall not be less than forty hours a week. Teachers shall devote at least Two hours per day to mentoring students (minimum Fifteen students per coordinator) for Community Development /Extra-Curricular Activities/library consultation/research in case of Under-Graduate Courses and/or at least Two hours per day for research in case of Post Graduate courses.
- (4) Senior Professors/ Professors/ Associate Professors/ Assistant Professors involved in administration/ extension work can devote two hours per week from the teaching and learning hours.
- (5) Every Senior Professor/ Professor/ Head of the Department shall be involved in the Gujarat Vidyapith administration as per the direction of the competent authority.
- (6) Every Dean shall be involved in the academic matters of the Vidyapith as per the direction of the competent authority.
- (7) Every teacher shall follow a code of professional ethics.
- (8) Every Senior Professor, Professor, or Associate Professor shall have at least 2 research papers in UGC-CARE/Scopus indexed journals/ reviewed journals or 1 book (ISBN) or edited volume annually.
- (9) Every Assistant Professor shall have at least 1 research paper in UGC-CARE/Scopus indexed journals/ reviewed journals or 1 book (ISBN) or edited volume annually.

## **Rule 12      Engagement of Professors of Practice**

- [1] The objective is to bring in distinguished professionals and practitioners from various fields into the academic ecosystem of Gujarat Vidyapith to enrich

teaching, research, and innovation through practical experience and real-world insights.

- [2] It shall be in accordance with the University Grants Commission Guidelines for engaging Professors of Practice in Universities and Colleges, dated 28th October 2022 and amendments time to time.
- [3] The number of Professors of Practice shall be limited to 10 % of the sanctioned strength of faculty positions in a given department or faculty.

### **Rule 13      Appointment of Adjunct Faculty**

- [1] To encourage interdisciplinary collaboration in research and teaching, the Executive Council shall appoint adjunct faculty members, who preferably are relatively younger and mid-career professionals and specialists, from other Universities/reputed research institutions/organizations, Central and state public sector undertakings (PSUs), business corporations, NGOs and professional associations.
- [2] Such faculty should possess postgraduate or doctoral qualifications and have academic and research credentials; will be eligible for appointment as Adjunct Faculty in Gujarat Vidyapith (DU) and may also include professionals and specialists from ICAR, ICSSR, CSIR, ICMR, DRDO, Central and State Universities, PSUs and business corporation, Civil employees (IAS / IPS / officials from Central and Provincial Services) and professionals and officials from professional councils and statutory bodies like UGC and NCTE, both serving and retired.
- [3] Skill training providers recognized by National Skills Development Corporation and/or Sector Skill Councils in their respective area for skills education and training;
- [4] NRIs and PIOs working with overseas academic, research, and business organizations or having a demonstrated interest in Teacher Education.

- [5] Skilled professionals working in organized and unorganized sectors known for their hands-on skilling techniques and expertise.
- [6] Qualifications: Candidates for adjunct faculty should satisfy the following norms:
- (a) For Conventional Higher Education Courses:
    - [i] Should have the minimum qualifications as prescribed in the regulations framed by UGC / respective statutory council / Gujarat Vidyapith from time to time. OR
    - [ii] A person of eminence with or without a postgraduate or Ph.D. qualifications
  - (b) For Skill based Courses:
    - [i] Should be an accomplished professional / expert in his chosen field of discipline and may not necessarily possess qualifications prescribed under UGC regulations. OR
    - [ii] Should be a certified professional, for teaching and training on National Occupational Standards under NSQF, by the Sector Skills Council for teaching respective trade / job role
- [7] In addition to the above, it is expected that the adjunct faculty in both the above streams would be an accomplished scholar in his area of specialization and his association would add value to the academic programmes he is associated with.
- [8] The adjunct faculty member will be appointed on a tenure appointment for one academic year, or for two semesters.
- [9] The strength of Adjunct faculty may not exceed as per UGC regulation/ Guidelines.
- [10] He/She will be provided an honorarium of Rs. 1000/- (Rs. One Thousand Only) per lecture or two-hour specified task to a maximum of Rs. 4000/- (Rs.

Four Thousand Only) per day of service subject to a maximum ceiling of Rs. 1,00,000/- (Rs. One Lakh Only) per month.

[11] Roles and Responsibilities:

He/She shall be actively involved in Conventional Higher Education Courses or Skill based Vocational Courses or Research Courses or Training or Research or Services.

[a] The appointment may be terminated by the Hon'ble Vice Chancellor at any time if the work of the appointed person is not found satisfactory or in case of no requirement of his/her service with one month notice period or remaining period, whichever is less.

[b] The appointed person shall have to follow the code of conduct and disciplines of Gujarat Vidyapith.

The Gujarat Vidyapith (DU) will provide them suitable office-space to facilitate their working and interaction with students and peers.

**Rule 14 Appointment of Guest/Ad-hoc Faculty**

[1] The teaching load where the requirement is not on regular basis as a permanent faculty may be engaged with Guest/Ad-hoc faculty with prior approval of the Vice Chancellor before the beginning of the academic term.

[2] The qualification and selection procedure for the Guest/Ad-hoc Faculty shall be the same as those prescribed for the regular Assistant Professors of Universities in UGC Regulations.

[3] He/She will be provided an honorarium of Rs. 1000/- (Rs. One Thousand Rupees only) per lecture and Rs. 500/- (Rs. Five Hundred Fifty Only) per practical subject to a maximum ceiling of Rs. 50,000/- (Rs. fifty thousand only) per month.

- [4] The eligibility and scope of work of Guest/Ad-hoc faculty shall be as per UGC regulations.
- [5] The strength of Guest/Ad-hoc may not exceed 20% over and above the sanctioned posts.
- [6] The Guest/Ad-hoc faculty shall have to follow the code of conduct and disciplines in the Gujarat Vidyapith.
- [7] The superannuated teachers may also be considered for engagement as Guest/Ad-hoc Faculty subject to maximum age limit of 70 years.
- [8] The Guest/Ad-hoc Faculty will not be given the benefits of allowances, pension, gratuity and leave, etc. as admissible to regular teachers.
- [9] The leave of 01 day per completed month will be admissible to the Guest/Ad-hoc faculty.

**Rule 15      Appointment of Contractual and Ad-hoc Staff**

- [1] The posts which are sanctioned can be filled as Contractual or Ad-hoc till the regular appointment.
- [2] The appointed person shall be bound to work for as per terms and conditions of Contractual or Ad-hoc appointment.
- [3] The pay, allowances, qualification, and job responsibilities shall be decided by the recruitment committee.
- [4] After the duration stated in the appointment order, the appointment shall be terminated automatically without any further notice.
- [5] The appointment may be terminated by the Hon'ble Vice Chancellor at any time if the work of the appointed person is not found satisfactory or in case of no requirement of his/her service with one month notice period or remaining period, whichever is less.

- [6] The appointed person shall have to follow the code of conduct and disciplines in Gujarat Vidyapith.
- [7] The appointed person for the academic work will be responsible to complete the teaching, assessment any any other non-teaching work assigned to him/her of the semester even after the completion of their tenure.
- [8] He/She will not be entitled to get any type of certificates except experience certificate and salary certificate.

**Rule 16      Appointment of Project Fellow, Consultant and Advisor**

- [1] The Project Fellow, Consultant and Advisor may be appointed by the following committee, if recommend such requirement.
  - [a] The concerned Dean of Faculty as Chairperson;
  - [b] One subject Expert nominated by the Vice-Chancellor for three years;
  - [c] The Head of Department;
  - [d] The concerned Principal investigator/Coordinator/ Project;
- [2] The appointed Person/Firm shall be bound to work on Project basis.
- [3] The pay/fees, qualification/eligibility, and job responsibilities shall be recommended by the recruitment committee to Gujarat Vidyapith.
- [4] After the duration stated in the appointment order, the appointment shall be terminated automatically without any further notice.
- [5] The appointment may be terminated by the Hon'ble Vice Chancellor at any time if the work of the appointed person/Firm is not found satisfactory or in case of no requirement of his/her service with one month notice period or remaining period, whichever is less.
- [6] The appointed person/Firm shall have to follow the code of conduct and disciplines in Gujarat Vidyapith.

[7] He/She will be entitled to get project completion certificate.

### **Rule 17      Coordinator/Director Extension Activities**

- [1] : The Objectives of this rule is: a) To establish a structured process for the appointment of Coordinators/Directors for various Extension Centers and Activities of Gujarat Vidyapith. b) To define the roles and responsibilities of such Coordinators/Directors in line with the university's mission of value-based education and community engagement. c) To ensure efficient administration, implementation, monitoring, and reporting of outreach and extension work.
- [2] Applicability: This rule shall apply to all Extension Centers (such as Museum, Archives Cell, Kochrab Ashram, Indian Languages & Culture Center, Kosh, Publication Unit) and Extension Activities (such as Khadisutra, Kalamandir, VIKAS, Vyas Mandir) functioning under Gujarat Vidyapith.
- [3] Eligibility for Appointment: The Coordinator or Director of an Extension Center or Activity may be appointed from among the following categories:
- a) Regular Teaching Staff of Gujarat Vidyapith (preferably those involved in social sciences, humanities, education, or related areas). b) Non-teaching Staff with relevant experience in outreach, culture, administration, or development programs. c) Contractual or Project-based Staff, provided they have relevant experience and the tenure of their appointment matches the duration of the extension assignment. d) The candidate must demonstrate a commitment to Gandhian values and the spirit of community service.
- [4] Procedure of Appointment: a) The Registrar shall invite nominations or expressions of interest for each position, or the Vice-Chancellor may directly recommend a suitable candidate. b) The selection shall be approved by the Vice-Chancellor, based on the recommendation of the concerned Dean or Department Head and in consultation with the Registrar. c) The appointment order shall specify: Term (normally 1 to 3 years, renewable), Reporting authority, Honorarium or

additional responsibilities (if applicable)

[5] Key Functions and Responsibilities: The Coordinator/Director of Extension Activities or Centers shall:

[a] Planning Implementation:

a) Prepare and execute annual work plans aligned with the objectives of the extension center/activity.

b) Design programs and events integrating students, faculty, and community stakeholders.

[b] Student Engagement:

a) Facilitate student participation in extension programs as part of their holistic development.

b) Maintain student records, hours of involvement, and feedback.

[c] Community Outreach:

a) Establish links with community institutions, NGOs, government departments, and citizens.

b) Promote inclusivity, social justice, and rural development through action projects.

[d] Collaboration & Sponsorships:

a) Coordinate with Gujarat Vidyapith Mandal for guidance and support.

b) Prepare proposals for grants and sponsorships where applicable.

[e] Documentation Reporting:

a) Maintain detailed documentation of activities and outreach.

b) Submit quarterly and annual reports to the Registrar and Vice-Chancellor.

[f] Supervision and Resource Management:

a) Supervise the use of physical space, staff, volunteers, and materials assigned to the center.

b) Ensure safety, discipline, and upkeep of the premises and facilities.

- [6] Accountability: The Coordinator/Director shall be responsible to the Registrar and work under the academic guidance of the Vice-Chancellor or designated Dean. Regular review meetings may be called by the Vice-Chancellor.
- [7] Removal or Replacement: In case of non-performance, misconduct, or administrative reasons, the appointment of a Coordinator/Director may be revoked by the Vice-Chancellor at any time, and a replacement may be appointed accordingly.

**Rule 18      Career Advancement Scheme (CAS)**

- [1] UGC Regulations on Minimum Qualifications for Appointment of Teachers and Other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education, 2018 as amended from time to time shall be followed for the promotion of teachers under the Career Advancement Scheme (CAS).
- [2] The IQAC may also introduce, wherever feasible, the student feedback system as per the NAAC guidelines on institutional parameters without incorporating the component of the student's assessment of individual teachers in the Assessment Criteria and Methodology Proforma.
- [3] The eligible employees shall submit their application with documents to the head of the department, who shall scrutinize and verify the application and submit his/her recommendation to the concerned dean of the faculty. Thereby, the Dean of the faculty after scrutinization and verification of the application, will submit his/her recommendation to the Registrar. The Registrar shall forward the application to the Internal Quality Assurance Cell (IQAC) for further scrutinization and verification as per the prevailing UGC Regulations.
- [4] The Internal Quality Assurance Cell (IQAC) shall act as the documentation and record-keeping Cell for the institution, including assistance in the development of Assessment Criteria and Methodology Proforma based on the prevailing UGC Regulations.

- [5] The IQAC will perform primary scrutiny of each application of CAS.
- [6] The details of the application will thereby submitted in the IQAC meeting. IQAC will forward the recommendation of the employees to the Registrar for further procedure.

**Rule 19      Leave benefits for Gujarat Vidyapith Employees**

- [1] The Central Civil Services (Leave) Rules, 1972 and its amendments from time to time shall be read for this rule. This rule shall apply to all the permanent employees of Gujarat Vidyapith.
- [2] Permanent Teachers shall be considered as vacation staff and all other permanent staff shall be considered as non-vacation staff.
- [3] For vacation staff, the vacation is not their matter of right. S/he may be called to the Gujarat Vidyapith in case of official requirements.
- [4] Right to Leave:
  - [a] Leave is permission granted by the competent authority, at its discretion to the employee, to remain absent from duty.
  - [b] Leave of any kind shall not be claimed as a matter of right.
  - [c] The leave application of employee shall include the allotment of their load to other staff with their sign or alternate arrangement.
  - [d] The leave application shall contain the date and time of submission and shall be applied at least three days before.
  - [e] Leave shall be availed with prior approval of the Authorities. Leave should always be applied for and sanctioned before it is taken, except in cases of emergency and for satisfactory reasons.
  - [f] The leave sanctioning authority may refuse or revoke leave of any kind.
  - [g] Leave sanctioning authority cannot alter the kind of leave due and applied for, except at the written request of the Employee.

- [h] Absence from duty after expiry of leave entails disciplinary action.
- [i] Absence without leave will constitute an interruption in service.
- [j] A staff on leave should not take up any service or employment elsewhere.
- [k] Prefix / Suffix of Leave and Holidays to Vacation:
  - [i] Vacation may be taken by vacation staff in combination with or in continuation of any kind of leave under this rule:  
provided that the total duration of vacation and earned leave taken in conjunction, whether the earned leave is taken in combination with or in continuation of other leave or not, shall not exceed the amount of earned leave due and admissible to the employee at a time.
  - [ii] Vacation may either be prefixed or suffixed to leave, but may not be both prefixed and suffixed, nor may it be interposed between two periods of leave.
- [l] A vacation staff liable to be recalled at his own expense:  
A vacation staff who leaves his place of duty during vacation is liable to be recalled thereto at his own expense.
- [m] Extraordinary leave cannot be claimed when there is Earned leave or Half Pay leave in the account of an employee.
- [n] Earned leave shall be granted by competent authority for minimum of three days.
- [o] If the employee is not mentioning the nature of leave while applying, the leave may be approved as Half Pay Leave (if any).

[5] Authorities Competent to Grant Leave:

- [a] For the teaching staff:
  - [i] Application for leave other than casual leave shall be addressed to the Head of the Department. HoD shall forward this application to the Establishment Branch and then the Registrar, which will be presented to

the Vice-Chancellor. Vice Chancellor shall be the competent authority to sanction such leave, except provision is made in this rule otherwise.

[ii] Casual Leave of Dean/ Head of the Department shall be sanctioned by the Vice-Chancellor. Casual Leave of all other teaching staff shall be sanctioned by the Head of the Department. Leave records for the casual leave of teaching staff will be maintained by the respective department. The copy of the leave sanctioned shall be forwarded to the Establishment branch.

[b] For all other staff:

[i] Applications for leave other than casual leave shall be addressed to the Registrar. It shall be presented to the Vice-Chancellor. Vice-Chancellor shall be the competent authority to sanction such leave, except provision is made in this rule otherwise.

[ii] Casual Leave of Registrar shall be sanctioned by the Vice Chancellor. Casual Leave of all other staff shall be sanctioned by the Registrar. Leave records for the casual leave of non-teaching staff will be maintained by the Establishment Branch.

[c] The Head of Department is empowered to sanction a maximum of three consecutive Casual Leave of teachers. More than that shall be forwarded to the Vice Chancellor through the Head of the Department for approval.

[d] The Registrar is empowered to sanction a maximum of three consecutive Casual Leave for all non-teaching staff. More than that shall be forwarded to the Vice-Chancellor for approval.

[e] Leave for Contractual and Adhoc employee shall be approved by the concerned head up to three and for more than three the Registrar, as follows;

- [i] Subject to the terms and conditions stipulated in the appointment order, Casual Leave (CL) shall be admissible to contractual employees in proportion to the duration of their contractual engagement. For example, an employee appointed on a contractual basis for a period of eleven (11) months shall be entitled to eleven (11) days of Casual Leave during the said tenure.
- [ii] Medical Leave (ML) may be sanctioned for a maximum of seven days, subject to submission of a valid medical certificate.
- [iii] Subject to prior approval, each contractual employee shall be entitled to avail up to two (2) Optional Holidays/Restricted Holidays (OH/RH) during the tenure of engagement. These holidays may be selected from the list of Restricted Holidays notified by the institution and shall not interfere with essential institutional operations.
- [iv] Subject to completion of the full contractual tenure as specified in the appointment order, a contractual employee shall be entitled to receive proportionate salary for any unutilized leave at the end of the contract period. This includes Casual Leave (CL), Medical Leave (ML), and Optional Holidays (OH/RH), with a maximum cumulative entitlement of twenty (20) days (i.e., CL – 11, ML – 7, RH – 2).
- [v] All Contractual and Adhoc employee may be encash the remaining leave as per the Rule -(5(e)vi)
- [vi] Encashment shall be calculated based on the employee's last drawn monthly salary, proportionately adjusted to the number of unutilized leave days. For example, if an employee avail only two from any of the said leaves during an eleven-month tenure, he/she shall be compensated for eighteen (18) days of salary upon successful completion of the

contract.

[vii] If any of the group C or group D employee shall be called for the work on the public holiday by the Head of the Department with prior approval of the Registrar, then he/she will be paid the salary on hourly basis, maximum up to the salary of the day.

[f] Duty Leave of any contractual or ad-hoc employee may be sanctioned by the Vice Chancellor upon receipt and consideration of a formal request from the concerned individual.

[6] Consideration for sanctioning of leave on application:

In case, where applications for grant of leave are more in numbers, and in public interest all applications cannot be granted, the authority competent to grant leave while deciding the applications shall take into consideration the following points, namely:

- [a] The Gujarat Vidyapith employee who can be spared for the time being;
- [b] The amount of leave due to the various applicants;
- [c] The amount and character of the service rendered by each applicant since he last returned from leave;
- [d] Whether such applicant was compulsorily re-called from his leave;
- [e] Whether such applicant has been refused leave in the public interest;

[7] Grant of leave should not unduly deplete cadre:

Leave may not be granted of Registrar / Dean / Head of the Department / Branch Head to an extent which would deplete the strength of a service or department available for duty below the essential minimum. The charge of the cadre may be given to another employee by the Vice Chancellor in such case.

[8] Commutation of one kind of leave into another:

- [a] At the request of a Employee, the authority which granted him leave may commute it retrospectively into leave of a different kind which was due and admissible to him at the time the leave was granted, but such commutation shall not be claimed as a matter of right by the Employee.
- [b] The commutation of one kind of leave into another shall be subject of adjustment of leave salary on the basis of leave finally granted to the Employee. Any amount paid in excess shall be recovered or any arrears due to him shall be paid.

Note: Extraordinary leave granted on medical certificate or otherwise may be commuted retrospectively into leave not due as per provision of rule for Leave Not Due.

[9] Combination of different kinds of leave:

Except as otherwise provided in this rule, any kind of leave under this rule may be granted in combination with or in continuation of any other kind of leave.

Explanation: Casual leave which is not recognizing as leave under this rule shall not be combined with any other kind of leave admissible under this rule.

[10] Maximum period of continuous leave:

[a] Unless Gujarat Vidyapith in view of the exceptional circumstances of the case otherwise determines, no Gujarat Vidyapith employee shall be granted leave of any kind for a continuous period exceeding five years .

[b] A Gujarat Vidyapith employee shall be deemed to have resigned from the service if, he:

[i] is absent without authorization for a period of 180 days from the date of expiry of sanctioned leave or permission: or

[ii] is absent from the duty for a continuous period exceeding three years even if the period of the unauthorized absence is for less than 180 days. Provided that a reasonable opportunity to explain the reason for such absence shall be given to the Gujarat Vidyapith employee before the provisions of sub-rule (8b) are invoked.

[11] Acceptance of service or employment while on leave:

[a] A Gujarat Vidyapith employee while on leave shall not take up any service or employment elsewhere without the previous sanction of the competent authority.

[b] The leave salary of a Gujarat Vidyapith employee who is permitted to take up employment under Government, other institute or a private employer

during leave shall be subject to such conditions as the Gujarat Vidyapith may by order specify.

[c] A Gujarat Vidyapith employee who is on leave on a Medical Certificate shall not be permitted to undertake any service or employment elsewhere during such leave. When a Gujarat Vidyapith employee on leave, whether with or without leave salary, is allowed to take up under this rule employment in another Government office, institution, or any other employment, all leave salary shall be ipso facto cease on joining the new employment, other than work or service referred to in sub-rule [11][a] of this rule.

[12] Formal joining of duty at the end of leave with the intention of taking leave again:

Formal joining of duty at the end of leave with the intention of taking leave again within a few days should not be permitted. The principle on which the requirements of this rule should be enforced is that no deliberate or intentional evasion of the rule should be permitted: but so long as this condition is satisfied, it is at the discretion of the competent authority to grant or refuse the leave.

[13] Application for leave:

[a] An application for leave or extension of leave shall be made in the relevant form as prescribed from time to time to the competent authority.

Provided that where a employee is unable to submit an application or medical certificate on account of a disability, such application or medical certificate may be signed and submitted by

[i] the spouse of the employee; or

[ii] the parents in case of an unmarried employee; or

[iii] the child including adopted child or brother or sister of the employee, who has attained the age of majority; or

[iv] any person who has been assigned limited guardianship of the employee in terms of Section 14 of the Rights of Persons with Disabilities Act,

2016 (49 of 2016), and the same shall be deemed to have been made and submitted by the employee himself.

[b] The leave application shall contain the date and time of submission and shall be applied at least three days before.

[14] Leave account:

A leave account in the service book of each permanent employee shall be maintained by the establishment branch.

The leave account of an employee shall be maintained and updated at an interval of every six months by the concerned Branch/Department.

[15] Verification of title to leave:

The grant of leave shall be subject to verification of leave account by the Sanctioning authority of the concerned Department/Branch.

In case of sanctioning authority is Vice-Chancellor or Registrar, the grant of leave shall be subject to verification of leave account by the Establishment Branch and modified sanction for the period of leave shall be issued where necessary.

[a] No leave shall be granted to an employee until a report regarding its admissibility has been confirmed by the Sanctioning Authority.

[b] The concerned Department/Branch shall mention the balance of such leave at his/her credit in the relevant Form and orders sanctioning earned leave or half-pay leave.

[16] Leave not to be granted in certain circumstances:

Leave shall not be granted to an employee whom a competent punishing authority has decided to dismiss, remove or compulsorily retire from the service.

[17] Grant of leave on the medical certificate of employees of Gujarat Vidyapith

[a] An application for leave on medical certificate made by

- [i] Group A employees, shall be accompanied by a Medical Certificate given by a doctor by a Government Hospital or by an Authorized Medical Attendant or by an Authorized Doctor of the private hospital recognized under Central Government Health Scheme or Central Services (Medical Attendance) Rules, 1944, in case of hospitalization or indoor specialized treatment in respect of any particular kind of disease like heart disease, cancer, etc., for the treatment of which the concerned hospital has been recognized by the Ministry of Health and Family Welfare:
- [ii] Group B and Group C employees, shall be accompanied by a Medical Certificate given by Government Hospital or by an Authorized Medical Attendant or by an Authorized Doctor of the private hospital, recognized under Central Government Health Scheme or Central Services (Medical Attendance) Rules, 1944, in case of hospitalization or indoor specialized treatment duly approved by the Competent Authority in respect of particular kind of disease like heart disease, cancer, etc., for the treatment of which the concerned hospital has been recognized by the Ministry of Health and Family Welfare:

Note.— In the case of Group B and Group C employees, a certificate given by a registered Ayurvedic, Unani or Homoeopathic medical practitioner or by a registered Dentist in the case of dental ailments or by an honorary Medical Officer may also be accepted, provided such certificate is accepted for the same purpose in respect of its own employees by the Government of the State in which the employee falls ill or to which he proceeds for treatment.

- [b] In case of a Government servant who has acquired disability, the Medical Authority shall certify,
  - [i] the nature and extent of the disability;
  - [ii] the date from which such disability has occurred or manifested, to the extent it may be medically possible to indicate the same;

[iii] whether there are reasonable prospects for the employee to be fit to resume duties, and if not, categorically state that such employee is completely and permanently incapacitated for further service.

For the purposes of these rules, a doctor in Central Government Health Scheme or a Government Hospital, or a specialist in Government Hospital in cases requiring specialized treatment, or a Medical Board in a Government Hospital in the case of multiple disabilities shall, in addition to the authority certifying specified disability under the provisions contained in Chapter X of the Rights of Persons with Disabilities Act, 2016 (49 of 2016), be the Medical Authorities competent to issue certificate of disability.

Notwithstanding anything in these rules, no reference from the Head of Office or any other authority may be required for issue of medical certificate of disability.

[18] Repeated grant of leave on medical certificate within short intervals:

[a] When an employee applies for leave on a medical certificate within short intervals, the attention of the Medical Board or Medical Officer may be drawn with a view to considering the period of absence necessary for his complete recovery.

[b] An employee shall be required to appear before the Medical Board or Medical Officer, at the discretion of the Vice Chancellor.

[c] Leave on Medical grounds to the employee may be granted on production of a Medical Certificate in the prescribed Form issued by a Civil Surgeon or an authorized Medical Attendant or the Registered Medical Practitioner.

[19] Conditions governing the issue of Medical Certificate:

[a] A Medical Officer shall not recommend the grant of leave in any case in which there appears to be no reasonable prospect that the employee concerned will ever be fit to resume his duties and in such cases, the opinion

that the employee is permanently unfit for service shall be recorded in the medical certificate.

[b] The Vice-Chancellor, at its discretion, secure a second medical opinion by requesting a Government Medical Officer, not below the rank of Civil Surgeon, to have the applicant medically examined on the earliest possible date and forward the original medical certificate produced by the applicant to the Medical Officer by whom he/she is to be re-examined.

[c] The Medical Officer shall express an opinion both as regards the facts of the illness and as regards the necessity of leave required to be recommended and he shall either require the applicant to appear before him.

[d] An employee who has been granted leave on a medical certificate shall return to duty only after producing a medical certificate of fitness in the prescribed Form.

[20] Medical Certificate not to confer right to Leave:

The grant of a medical certificate under this rule shall not confer upon the concerned employee any right to proceed on leave. The certificate shall be forwarded to the Sanctioning Authority to grant the leave and the order for the same shall be awaited.

[21] Leave in case of an employee unlikely to return to duty:

[a] When the Medical board/officer has reported that there is no reasonable prospect that a particular employee shall ever be fit to return to duty, leave shall not necessarily be refused to such employee. The leave may be granted, if due, by the Vice-Chancellor to grant leave subject to the following conditions:

[i] If the Medical Board/Officer is unable to say with certainty that the employee will never again be fit for service, leave not exceeding twelve months in all may be granted and such leave shall not be extended without further reference to the Medical Board/ Officer;

- [ii] If an employee is declared by a Medical Board/ Officer to be completely and permanently incapacitated for further service, leave or an extension of leave may be granted to him after the report of the Medical Board/Officer has been received, provided such leave is due to him and the amount of leave as debited to the leave account does not exceed six months from the date of the report.
- [b] An employee who is declared by a Medical Authority/Officer to be completely and permanently incapacitated for further service shall:
  - [i] if he is on duty, be invalided from service from the date of relief of his duties, which shall be arranged without delay on receipt of the report of the Medical Authority/Officer. If, however, he is granted leave he shall be invalided from service on the expiry of such leave.
  - [ii] if he is already on leave, he shall be invalided from service on the expiry of that leave or extension of leave, if any, granted to him.

[22] Combination of holidays with leave:

- [a] When the day, immediately preceding the day on which an employee's leave begins or immediately following the day on which his/ her leave expires, is a holiday or one of a series of holidays, the employee may be permitted to leave his/ her station at the close of the day before, or return to it on the day following such holidays or series of holidays.
- [b] An employee who has availed of half day casual leave and then proceeds on leave from the next day may be allowed to prefix half day's casual leave to the leave.
- [c] A compensatory leave shall be granted in lieu of duty performed by a Group-C employee on Sunday or a holiday for a full day granted to an employee may be treated as a holiday for the above purpose. There will be no limit up-to which compensatory leave may be allowed to accumulate but not more than two days compensatory leave may be allowed to be availed

of at a time.

- [d] In cases where an employee of Group - C is required to perform duty for half a day or less, specifically from the commencement of office hours up to the lunch break, two such instances of half-day duty shall be considered as equivalent to one full day of duty for the purpose of granting compensatory leave.
- [e] Notwithstanding the above, when deemed necessary by the competent authority, compensatory leave for half a day may be granted for a single instance of such half-day duty, provided it does not exceed the scope and intent of existing leave rules.
- [f] This rule shall apply subject to the prior approval of the competent authority
- [g] Ordinarily, compensatory leave admissible under this rule shall be availed of within one month from the date it becomes due.
- [h] However, in exceptional circumstances, this condition may be relaxed by the sanctioning authority, who shall, before granting such relaxation, record in writing that availing of compensatory leave by all eligible staff within the prescribed period would result in serious dislocation of essential or ongoing work.
- [i] The sanctioning authority shall be personally responsible for ensuring that such relaxation is granted only in genuine cases, and shall endorse a certificate to that effect in the relevant leave sanction order.

[23] Recall to duty before expiry of leave:

- [a] All orders recalling an employee to duty before the expiry of his leave shall state whether the return to duty is optional or compulsory.
- [b] Where the return to duty is optional, the employee shall not be entitled any concession.
- [c] Where the return to duty is compulsory, the employee shall be entitled

[i] if the leave from which he/she is recalled is in India, to be treated as on duty from the date on which he starts for the station to which he is ordered, and to draw

[A] Travelling Allowance as per norms in this behalf for the journey; and,

[B] leave salary, until he joins his post, at the same rate at which he would have drawn it but for recall to duty.

[ii] if the leave from which he is recalled is out of India

[A] to count the time spent on the voyage to India as duty for purpose of calculating leave, and to draw

[B] the cost of change in return ticket as travelling allowance in this behalf for the journey.

[24] Return from leave:

[a] An employee on leave shall not return to duty before the expiry of the period of leave granted to him unless he/she is permitted to do so by the authority, authorised to grant leave.

[b] An employee who has been granted leave on Medical ground may not return to duty until he has produced a medical certificate of fitness.

[c] An employee returning from leave is not entitled, in the absence of specific orders to that effect, to resume, as a matter of course, the post which he held before going on leave.

[25] Absence after expiry of leave:

[a] Unless the Vice Chancellor approves the extension of leave, an employee who remains absent shall not be entitled to the leave salary for the period of such absence and that period shall be debited against his leave account as though it were half-pay leave, to the extent such leave is due and the period in excess of such leave due being treated as extraordinary leave.

[b] Willful absence from duty after the expiry of leave shall render an employee liable to disciplinary action.

[26] Leave intervening treated as over-stayed:

The entire period (including Sundays and holidays) intervening between the day on which the employee resumes duty shall be treated as overstayed.

[27] Kinds of Leave for Permanent Employees of the Gujarat Vidyapith:

[a] Leave treated as duty;

[i] casual leave;

[ii] special casual leave;

[iii] duty leave;

[b] Leave earned by duty;

[i] earned leave;

[ii] half-pay leave;

[iii] commuted leave;

[c] Leave not earned by duty;

[i] extraordinary leave;

[ii] leave not due;

[d] Leave for academic pursuits;

[i] study leave;

[ii] sabbatical leave (Only for Teachers);

[e] Leave on grounds of health;

[i] maternity leave;

[ii] paternity leave;

[f] The Executive Council may grant, in exceptional cases, for the reasons to be recorded, any other kind of leave, subject to such terms and conditions as it may deem fit to impose.

[28] Casual Leave

- [a] The total casual leave granted to a teacher shall not exceed eight days in an academic year (1st July to 30th June).
- [b] The total casual leave granted to a non-teaching employee shall not exceed eight days in a calendar year (1st January to 31st December).
- [c] Casual leave cannot be combined with any other kind of leave except special casual leave. However, such casual leave may be combined with holidays including Sundays.
- [d] An Employee going on such leave is entitled to full pay including work and conveyance during the period of such leave.
- [e] Holidays and Sundays falling within the period of casual leave will not be counted as casual leave.
- [f] Employee should attend his/her duty at least half of their working hours continuously in case of Half Casual Leave.
- [g] Casual Leave cannot be accumulated and leave not availed of during any particular academic year shall lapse at the end of that year.
- [h] More than three casual leaves shall be asked for unavoidable situations only.

[29] Special Casual Leave

- [a] Special casual leave, not exceeding 10 days in an academic year, may be granted to a teacher:
  - [i] To conduct examination of a university/Public Service Commission/Board of Examination or any other similar body/institution; and
  - [ii] To inspect academic institutions attached to a statutory board.
- [b] In computing the 10 days' leave admissible, the days of the actual journey, if any, to and from the places where activities specified above, take place, will be excluded.

- [c] In addition, special casual leave to the extent mentioned below, may also be granted to such employee;
  - [i] To undergo sterilization operation (vasectomy or salpingectomy) under a family welfare programme. Leave in this case shall be restricted to six working days; and
  - [ii] To a female teacher who undergoes non-puerperal sterilization. Leave in this case shall be restricted to 14 days.
- [d] The special casual leave shall not accumulate, nor can it be combined with any other kind of leave except the casual leave. It may be granted in combination with holidays or vacation by the sanctioning authority on each occasion.

[30] Duty Leave:

- [a] Duty leave upto 30 days in an academic year may be granted to Teaching employees and upto 10 days in an calender year to Non-teaching employees for the purposes mentioned for the following purposes:
  - [i] Attending Orientation Programme, Refresher Course, Research Methodology Workshop, Faculty Induction Programme, Conference, Congresses, Symposia and Seminar with the permission of the Gujarat Vidyapith;
  - [ii] Delivering lectures in institutions and universities at the invitation of such institutions or universities received by the Gujarat Vidyapith, and accepted by the Vice- Chancellor of the Gujarat Vidyapith;
  - [iii] Working in another Indian or foreign university, any other agency, institution or organisation, when so deputed by the Gujarat Vidyapith; and,
  - [iv] Participating in a delegation or working on a committee appointed by the Central Government, State Government, the UGC, a sister university or any other similar academic body.

- [v] For performing any other duty assigned to him/her by any other University/College.
- [b] The duration of leave should be such as may be considered necessary by the sanctioning authority on each occasion.
- [c] The leave may be granted on full pay, provided, that if the teacher receives a fellowship or honorarium or any other financial assistance beyond the amount needed for normal expenses, he/she may be sanctioned duty leave on reduced pay and allowances.
- [d] Duty leave may be combined with earned leave, half pay leave or extraordinary leave, or Casual leave.
- [e] Duty leave should be given also for attending meetings in the UGC, DST, etc. where a teacher is invited to share his/her expertise with an academic body, government agency or NGO.

[31] Earned Leave for Non-Teaching Employees:

- [a] (a) The leave account of every employee who is serving in a Department other than a Vacation Department, shall be credited with earned leave, in advance, in two installments of 15 days each on the first day of January and July of every calendar year.  
Provided that the earned leave at his credit together with the unavailed joining time allowed to be so credited shall not exceed 300 days.
- (b) The leave at the credit of a employee at the close of the previous half-year shall be carried forward to the next half-year, subject to the condition that the leave so carried forward plus the credit for the halfyear do not exceed the maximum limit of 300 days.  
Provided that where the earned leave at the credit of employee as on the last day of December of June is 300 days or less but more than 285 days, the advance credit of 15 days earned leave on first day of January or July to be afforded in the manner indicated under 31a shall instead

of being credited in leave account be kept separately and first adjusted against the earned leave that the employee takes during that half-year and the balance, if any, shall be credited to the leave account at the close of the half-year, subject to the condition that balance of such earned leave plus leave already at credit do not exceed the maximum limit of 300 days.

(c) [i] Where an employee not in permanent employ or quasi-permanent employ is appointed without interruption of service substantively to a permanent post or declared as quasi-permanent, his leave account shall be credited with the earned leave which would have been admissible, if his previous duty had been rendered as an employee in permanent employ diminished by any earned leave already taken.

[ii] Where an employee had availed of extraordinary leave since the date of permanent appointment or quasi-permanent appointment, such leave may, subject to the provisions of rule 8, be converted into earned leave to the extent it is due and admissible as a result of recasting of his leave account.

(d) A period spent in foreign service shall count as duty for purposes of this rule, if contribution towards leave salary is paid on account of such period.

[b] Subject to the provisions of 4, 51, 31a and 31c, the maximum earned leave that may be granted at a time shall be -

[i] 180 days in the case of any employee employed in India, or

[ii] 150 days, in the case of any employee mentioned in the Exception to sub-rule 31a

[c] Earned leave may be granted to an employee in Group A & Group B service or to an employee mentioned in the Exception to sub-rule 31a, for a period exceeding 180 days but not exceeding 300 days if the entire leave so granted

or any portion thereof is spent outside India, Bangladesh, Bhutan, Burma, Sri Lanka, Nepal and Pakistan:

Provided that where earned leave for a period exceeding 180 days, is granted under this sub-rule, the period of such leave spent in India shall not in the aggregate exceed the aforesaid limits.

[d] Calculation of Earned Leave:

[i] Earned leave shall be credited to the leave account of employee at the rate of  $2\frac{1}{2}$  days for each completed calendar month of service which he is likely to render in a half-year of the calendar year in which he is appointed.

[ii] [A] The credit for the half-year in which an employee is due to retire or resigns from the service shall be afforded only at the rate of  $2\frac{1}{2}$  days per completed calendar month up to the date of retirement or resignation.

[B] When an employee is removed or dismissed from service, credit of earned leave shall be allowed at the rate of  $2\frac{1}{2}$  days per completed calendar month up to the end of the calendar month preceding the calendar month in which he is removed or dismissed from service;

[C] When an employee dies while in service, credit of earned leave shall be allowed at the rate of  $2\frac{1}{2}$  days per completed month of service up to the date of death of the employee.

[iii] If an employee has availed of extraordinary leave and/or some period of absence has been treated as dies non in a half-year, the credit to be afforded to his leave account at the commencement of the next halfyear shall be reduced by 1/10th of the period of such leave and/or dies non subject to maximum of 15 days.

[iv] While affording credit of earned leave, fractions of a day shall be rounded off to the nearest day.

[32] Earned Leave for teaching employees:

- [a] Earned leave admissible to a teacher shall be:
- [i] The leave account of every employee who is serving in a Vacation Department shall be credited with earned leave, in advance in two installments of five days each on the first day of January and July of every calendar year.
  - [ii] In respect of any year in which an employee avails a portion of the vacation, he shall be entitled to additional earned leave in such proportion of twenty days, as the number of days of vacation not taken bears to the full vacation, provided the total earned leave credited shall not exceed thirty days in a calendar year.  
For purposes of computation of the period of actual service, all periods' of leave except casual, special casual, and duty leave, shall be excluded.
- [b] Earned leave at the credit of a teacher shall not accumulate beyond 300 days. The maximum period of earned leave that may be sanctioned at a time shall not exceed 60 days. Earned leave exceeding 60 days may, however, be sanctioned in the case of higher study, or training, or leave with medical certificate, or when the entire leave, or a portion thereof, is spent outside India.
- [c] For removal of doubt, it may be clarified :
- [i] When a teacher combines vacation with earned leave, the period of vacation shall be reckoned as leave in calculating the maximum amount of leave on average pay which may be included in the particular period of leave.
  - [ii] In case where only a portion of the leave is spent outside India, the grant of leave in excess of 120 days shall be subject to the condition that the portion of the leave spent in India shall not, in the aggregate, exceed 120 days.
  - [iii] Encashment of earned leave shall be allowed to members of the teaching staff as applicable to the employees of the Central Government or State

Government.

[33] Half Pay Leave:

[a] The half-pay leave account of every employee shall be credited with half-pay leave in advance, in two installments of ten days each on the first day of January and July of every calendar year.

[b] [i] The leave shall be credited to the said leave account at the rate of  $5/3$  days for each completed calendar month of service which he is likely to render in the half-year of the calendar year in which he is appointed.

[ii] The credit for the half-year in which an employee is due to retire or resign from the service shall be allowed at the rate of  $5/3$  days per completed calendar month up to the date of retirement or resignation.

[iii] When an employee is removed or dismissed from service, credit of half pay leave shall be allowed at the rate of  $5/3$  days per completed calendar month up to the end of the calendar month preceding the calendar month in which he is removed or dismissed from service.

When an employee dies while in service, credit of half pay leave shall be allowed at the rate of  $5/3$  days per completed month of service up to the date of death of the employee.

[c] The leave under this rule may be granted on medical certificate or on private affairs.

[d] While affording credit of half pay leave, fraction of a day shall be rounded off to the nearest day.

[34] Commuted leave:

[a] Commuted leave not exceeding half the amount of half pay leave due may be granted on medical certificate to an employee, subject to the following conditions:-

- [i] the authority competent to grant leave is satisfied that there is a reasonable prospect of the employee returning to duty on its expiry;
  - [ii] when commuted leave is granted, twice the amount of such leave shall be debited against the half-pay leave due;
  - [iii] Half pay leave up to a maximum of 180 days may be allowed to be commuted during the entire service (without production of medical certificate) where such leave is utilized for an approved course of study certified to be in the public interest by the leave sanctioning authority.
- [b] Where an employee who has been granted commuted leave resigns from service or at his request permitted to retire voluntarily without returning to duty, the commuted leave shall be treated as half-pay leave and the difference between the leave salary in respect of commuted leave and half pay leave shall be recovered:

Provided that no such recovery shall be made if the retirement is by reason of ill-health incapacitating the employee for further service or in the event of his death.

Note.- Commuted leave may granted at the request of the employee even when earned leave is due to him.

[35] Extraordinary leave:

- (1) Extraordinary leave may be granted to a employee in special circumstances:
  - [a] when no other leave is admissible;
  - [b] when other leave is admissible, but the employee applies in writing for the grant of extraordinary leave.
- (2) The extraordinary leave shall always be without pay and allowances. It shall not count for an increment except in the following cases:
  - [a] Leave taken on the basis of medical certificates;

- [b] Cases where the Vice-Chancellor/Principal is satisfied that the leave was taken due to causes beyond the control of the teacher, such as inability to join or rejoin duty due to civil commotion or a natural calamity, and the teacher has no other kind of leave to his credit;
  - [c] Leave taken for pursuing higher studies; and
  - [d] Leave granted to accept an invitation to a teaching post or fellowship or research-cum- teaching post or on assignment for technical or academic work of importance.
- (3) Extraordinary leave may be combined with any other leave except the casual leave and special casual leave, provided that the total period of continuous absence from duty on leave (including periods of vacation when such vacation is taken in conjunction with leave) shall not exceed three years, except in cases where the leave is taken on medical certificate. The total period of absence from duty shall in no case, exceed five years in the entire service period of the individual.
- (4) Unless the Executive Council in view of the exceptional circumstances of the case otherwise determines, no employee, who is not in permanent employ or quasi-permanent employ, shall be granted extraordinary leave on any one occasion in excess of the following limits:-
- (a) three months;
  - (b) six months where the employee has completed one year's continuous service on the date of expiry of leave of the kind due and admissible under these rules, including three months' extraordinary leave under Clause 35a and his request for such leave is supported by a medical certificate as required by these rules;
  - (c) eighteen months, where the employee who has completed one year's continuous service is undergoing treatment for -
    - [i] Pulmonary Tuberculosis or Pleurisy of tubercular origin, in a recognized sanatorium;

Note.- The concession of extraordinary leave up to eighteen months shall be admissible also to a Government employee suffering from Pulmonary Tuberculosis or Pleurisy of tubercular origin who receives treatment at his residence under a Tuberculosis Specialist recognized as such by the State Administrative Medical Officer concerned and produces a certificate signed by that Specialist to the effect that he is under his treatment and that he has reasonable chances of recovery on the expiry of the leave recommended.

- [ii] Tuberculosis of any other part of the body by a qualified Tuberculosis Specialist or a Civil Surgeon or Staff Surgeon; or
- [iii] Leprosy in a recognized leprosy institution or by a Civil Surgeon or Staff Surgeon or a Specialist in leprosy hospital recognized as such by the State Administrative Medical Officer concerned;
- [iv] Cancer or for mental illness, in an institution recognized for the treatment of such disease.
- [v] twenty-four months, where the leave is required for the purpose of prosecuting studies certified to be in the public interest, provided the employee concerned has completed three years' continuous service on the date of expiry of leave of the kind due and admissible under these rules, including three months' extraordinary leave under Clause [35](4a).

- (5) (a) Where an employee is granted extraordinary leave in relaxation of the provisions contained in Clause [35](4)(c)[v], shall be required to execute a Bond undertaking to refund to the Gujarat Vidyapith the actual amount of expenditure incurred by the Gujarat Vidyapith during such leave plus that incurred by any other agency with interest thereon in the event of his not returning to duty on the expiry of such leave or quitting the service before a period of three years after return to duty.
- (b) The Bond shall be supported by Sureties from two permanent employees

having a status comparable to or higher than that of the employee.

- (6) Employees belonging to the Scheduled Castes or the Scheduled tribes may, for the purpose of attending the Pre-Examination Training Course at the centers notified by the Government from time to time, be granted extraordinary leave by Head of Department in relaxation of the provisions of subrule 35.
- (7) Two spells of extraordinary leave, if intervened by any other kind of leave, shall be treated as one continuous spell of extraordinary leave for the purposes of subrule 35.
- (8) The authority competent to grant leave may commute retrospectively periods of absence without leave into extraordinary leave.

[36] Leave not due:

[a] Save in the case of leave preparatory to retirement, Leave Not Due may be granted to an employee in permanent employ or quasi-permanent employ limited to a maximum of 360 days during the entire service on medical certificate subject to the following conditions:-

[i] The authority competent to grant leave is satisfied that there is a reasonable prospect of the employee returning to duty on its expiry;

[ii] Leave Not Due shall be limited to the half-pay leave he is likely to earn thereafter;

[iii] Leave Not Due shall be debited against the half pay leave the employee may earn subsequently.

[b] Leave Not Due may also be granted to such of the temporary employees as are suffering from TB, Leprosy, Cancer, or Mental Illness, for a period not exceeding 360 days during the entire service, subject to fulfillment of conditions in Clauses 36(a)i to 36(a)iii and subject to the following conditions, namely:-

[i] that the employee has put in a minimum of one year's service;

- [ii] that the post from which the Government employee proceeds on leave is likely to last till his return to duty; and
  - [iii] that the request for grant of such leave is supported by a medical certificate.
- [c] [i] Where an employee who has been granted Leave Not Due resigns from service or at his request permitted to retire voluntarily without returning to duty, the Leave Not Due shall be cancelled, his resignation or retirement taking effect from the date on which such leave had commenced, and the leave salary shall be recovered.
- [ii] Where an employee who has availed himself of Leave Not Due returns to duty but resigns or retires from service before he has earned such leave, he shall be liable to refund the leave salary to the extent the leave has not been earned subsequently:
- Provided that no leave salary shall be recovered under Clause 36(c)i or Clause 36(c)ii if the retirement is by reason of ill-health incapacitating the employee for further service or in the event of his death:
- Provided further that no leave salary shall be recovered under Clause 36(c)i or Clause 36(c)ii, if the employee is compulsorily retired prematurely under Rule 48 (1) (b) of the Central Civil Services (Pension) Rules, 1972, or is retired under Fundamental Rule 56(j) or Fundamental Rule 56(l).

[37] Study Leave for Teaching Employees:

- [1] The scheme of Study Leave provides an opportunity to avail of scholarships/fellowships awarded to the faculty who wish to acquire new knowledge and to improve analytical skills. When a teacher is awarded a scholarship or stipend (by whatever nomenclature called), for pursuing further studies, leading to a Ph.D./Post- doctoral qualification or for undertaking a research project in a higher education institution abroad, the amount of the scholarship/fellowship shall not be linked to the recipient's pay/salary paid

to him/her by his/her parent institution. The awardee shall be paid salary for the entire duration of fellowship/scholarship, provided, that he/she does not take up any other remunerative jobs, like teaching, in the host country.

- [2] A teacher on Study Leave shall not take up, during the period of that leave, any regular or part-time appointment under an organisation in India or abroad. He/she may, however, be allowed to accept a fellowship or a research scholarship or an ad-hoc teaching and research assignment with an honorarium or any other form of assistance, other than the regular employment in an institution either in India or abroad, provided, that the Executive Council of Gujarat Vidyapith may, if it so desires, sanction study leave on reduced pay and allowances to the extent of any receipt in this regard, in-lieu of teaching etc., which may be determined by Gujarat Vidyapith.
- [3] The study leave shall be granted to an entry-level appointee as Assistant Professor/Assistant Librarian (other than as Associate Professor or Professor of a Gujarat Vidyapith, who is otherwise eligible for sabbatical leave) after a minimum of three years of continuous service, to pursue a special line of study or research directly related to his/her work in the Gujarat Vidyapith or to make a special study of the various aspects of University organisation and methods of education, giving full plan of the work.
- [4] The study leave shall be granted by the Executive Council on the recommendation of the Head of the Department concerned. The leave shall not be granted for more than three years in one spell, save in exceptional cases, in which the Executive Council is satisfied that such extension is unavoidable on academic grounds and necessary in the interest of the Gujarat Vidyapith.
- [5] The study leave shall not be granted to a teacher who is due to retire within five years of the date on which he/she is expected to return to duty after the expiry of study leave.
- [6] The study leave shall be granted not more than twice during one's entire

career. However, the maximum period of study leave admissible during the entire service shall not exceed five years.

- [7] The study leave may be granted more than once, provided, that not less than five years have elapsed after the teacher/returned to duty on completion of the earlier spell of study leave. For subsequent spell of study leave, the teacher shall indicate the work done during the period of earlier leave as also give details of work to be done during the proposed spell of study leave.
- [8] No teacher who has been granted study leave shall be permitted to alter substantially the course of study or the programme of research without the permission of the Executive Council, in the event the course of study falls short of study leave sanctioned, the teacher shall resume duty on the conclusion of the course of study unless the previous approval of the Executive Council to treat the period of shortfall as Extra-Ordinary leave
- [9] Subject to the maximum period of absence from duty, on leave not exceeding three years, the study leave may be combined with the earned leave, half-pay leave, extra-ordinary leave of vacation provided that the earned leave at the credit of the teacher shall be availed of at the discretion of the teacher. When the study leave is taken in continuation of vacation, the period of study leave shall be deemed to begin to run on the expiry of the vacation. A teacher, who is selected to a higher post during the study leave, shall be placed in that position and shall get the higher scale only after joining the post.
- [10] The period of study leave shall count as service for the purpose of the retirement benefits (pension/contributory provident fund), provided that the teacher rejoins the Gujarat Vidyapith on the expiry of his/her study leave, and serves the Gujarat Vidyapith for the period for which the Bond has been executed.
- [11] The study leave granted to a teacher shall be deemed to have been canceled

in case it is not availed of within 12 months of its sanction, provided, that where the study leave granted has been so canceled. The teacher may apply again for such leave.

[12] A teacher availing himself/herself of the study leave, shall undertake that he/she shall serve the Gujarat Vidyapith for a continuous period of at least three years to be calculated from the date of his/her resuming duty on the expiry of the study leave.

[13] A teacher -

[1] who is unable to complete his/her studies within the period of study leave granted to him/her or

[2] who fails to rejoin the services of the Gujarat Vidyapith on the expiry of his/her study leave or

[3] who rejoins the service of the Gujarat Vidyapith but leaves the service without completing the prescribed period of service after rejoining the service or

[4] who, within the said period, is dismissed or removed from the service by the Gujarat Vidyapith shall be liable to refund, to the Gujarat Vidyapith, the amount of the leave salary and allowances and other expenses, incurred on the teacher or paid to him/her or on his/her behalf in connection with the course of study.

Explanation: If a teacher asks for extension of the study leave and is not granted the extension but does not rejoin duty on the expiry of the leave originally sanctioned, he/she shall be deemed to have failed to rejoin the service on the expiry of his/her leave for the purpose of recovery of dues under these rules. Notwithstanding the above provision, the Executive Council may order that nothing in these rules shall apply to a teacher who, within three years of return to duty from study leave is permitted to retire from service on medical grounds, provided further that the Executive Council may, in any other exceptional case, waive or

reduce, for reasons to be recorded the amount refundable by a teacher under these rules.

- [14] After the leave has been sanctioned, the teacher shall, before availing himself/herself of the leave, execute a bond in favour of the Gujarat Vidyapith, binding himself/herself for the due fulfillment of the conditions laid down in paragraph [10] to [13] above and give security of immovable property to the satisfaction of the Branch Head, Account Branch or a fidelity bond of an insurance company or a guarantee by a scheduled bank or furnish security of two permanent teachers for the amount which might become refundable to the Gujarat Vidyapith in accordance with paragraph [10] to [13] above.
- [15] The teacher on study leave shall submit to the Registrar of his/her parent Gujarat Vidyapith six-monthly reports of progress in his/her studies from his/her the Head of the Department. Such report shall reach the Registrar within one month of the expiry of every six months of the period of the study leave. If the report does not reach the Registrar within the specified time, the payment of leave salary may be deferred till the receipt of such report.
- [16] The teacher on leave shall submit a comprehensive report on the completion of the study leave period. A copy of the research document/ monograph/ academic paper produced during the period of the study leave shall be put in the public domain, preferably on the website of the Gujarat Vidyapith.
- [17] With a view to enhancing the knowledge and skills of the faculty members, especially the junior faculty, at the level of Assistant Professor, the Heads of Gujarat Vidyapith and their subordinate Departments are enjoined to be generous in the award of study leave in the interest of faculty improvement, thereby impacting the academic standards of the Gujarat Vidyapith in the long run.

[38] Study Leave for Non-teaching Employees:

[1] Conditions for grant of study leave

[1] Subject to conditions specified in this Chapter, study leave may be granted to a Non-Teaching employee with due regard to the exigencies of public service to enable him to undergo, in or out of India, a special course of study consisting of higher studies or specialized training in a professional or a technical subject having a direct and close connection with the sphere of his duty.

[2] Study leave may also be granted-

- (1) for a course of training or study tour in which a employee may not attend a regular academic or semi-academic course if the course of training or the study tour is certified to be of definite advantage to Gujarat Vidyapith from the point of view of public interest and is related to the sphere of duties of the employee; and
- (2) for the purpose of studies connected with the framework or background of public administration subject to the conditions that-
  - (a) the particular study or study tour should be approved by the authority competent to grant leave; and
  - (b) the employee should be required to submit, on his return, a full report on the work done by him while on study leave;
- (3) for the studies which may not be closely or directly connected with the work of a employee, but which are capable of widening his mind in a manner likely to improve his abilities as a civil employee and to equip him better to collaborate with those employed in other branches of the public service.

Note: Application for study leave in cases falling under clause (3) shall be considered on merits of each case.

[3] Study leave shall not be granted unless-

- (a) it is certified by the Executive Council to grant leave that the proposed course of study or training shall be of definite advantage

from the point of view of public interests;

(b) it is for prosecution of studies in subjects other than academic or literary subject:

[4] Study leave out of India shall not be granted for the prosecution of studies in subjects for which adequate facilities exist in India.

[5] Study leave may be granted to a employee

(1) who has satisfactorily completed period of probation and has rendered not less than five years' regular continuous service including the period of probation under the Gujarat Vidyapith;

(2) who is not due to reach the age of superannuation from the Government service within five years from the date on which he is expected to return to duty after the expiry of the leave; and

(3) who executes a Bond as laid down in under [38][4][iii] undertaking to serve the Gujarat Vidyapith for a period of five years after the expiry of the leave

[6] Study leave shall not be granted to a employee with such frequency as to remove him from contact with his regular work or to cause cadre difficulties owing to his absence on leave.

[2] Maximum amount of study leave

[i] The maximum amount of study leave, which may be granted to a Government employee shall be—

(1) ordinarily twelve months at any one time, and

(2) during his entire service, twenty-four months in all (inclusive of similar kind of leave for study or training granted under any other rules).

[3] Applications for study leave

[i] (1) Every application for study leave shall be submitted through proper channel to the authority competent to grant leave.

(2) The course or courses of study contemplated by the employee and any examination which he proposes to undergo shall be clearly specified in such application.

[ii] Where it is not possible for the employee to give full details in his application, or if, after leaving India, he is to make any change in the programme which has been approved in India, he shall submit the particulars as soon as possible to the Registrar or the authority competent to grant leave, as the case may be, and shall not, unless prepared to do so at his own risk, commence the course of study or incur any expenses in connection therewith until he receives the approval of the authority competent to grant the study leave for the course.

[4] Sanction of study leave

[i] A report regarding the admissibility of the study leave shall be obtained from the Registrar:

Provided that the study leave, if any, already availed of by the employee shall be included in the report.

[ii] Where an employee borne permanently on the cadre of one department or establishment is serving temporarily in another department or establishment, the grant of study leave to him shall be subject to the condition that the concurrence of the department or the establishment to which he is permanently attached is obtained before the leave is granted.

[iii] (1) Every employee in permanent employ who has been granted study leave or extension of such study leave shall be required to execute a Bond in prescribed form, as the case may be, before the study leave or extension of such study leave granted to him commences.

(2) Every employee not in permanent employ who has been granted study leave or extension of such study leave shall be required to execute a bond in prescribed form as the case may be, before

the study leave or extension of such study leave granted to him commences.

- [iv] (a) On completion of the course of study, the employee shall submit to the authority which granted him the study leave, the certificates of examinations passed or special courses of study undertaken, indicating the date of commencement and termination of the course with the remarks, if any, of the authority in charge of the course of study.
- (b) If the study is undertaken in a country outside India where there is an Indian Mission, the certificates shall be submitted through the Head of the Mission concerned.

[5] Accounting of study leave and combination with leave of other kinds

[i] Study leave shall not be debited against the leave account of the Government employee.

[ii] Study leave may be combined with other kinds of leave, but in no case shall be grant of this leave in combination with leave, other than extraordinary leave involve a total absence of more than twenty eight months generally and thirty-six months for the courses leading to PhD. degree from the regular duties of the employee.

Explanation:-the limit of twenty-eight months/thirty six months of absence prescribed in this sub-rule includes the period of vacation.

[iii] A employee granted study leave in combination with any other kind of leave may, if he so desires, undertake or commence a course of study during any other kind of leave.

Provided that the period of such leave coinciding with the course of study shall not count as study leave.

[6] Regular of study leave extending beyond course of study

When the course of study fall short of study leave granted to a employee, he shall resume duty on the conclusion of the course of study, unless

the previous sanction of the authority competent to grant leave has been obtained to treat the period of shortfall as ordinary leave.

[7] Leave Salary during study leave

- [i] During Study Leave availed of outside India, a employee shall draw Leave Salary equal to the pay that the employee drew while on duty with Gujarat Vidyapith immediately before proceeding on such leave and in addition the Dearness Allowance and House Rent Allowance.
- [ii] During Study Leave availed of in India, a employee shall draw Leave Salary equal to the pay that the employee drew while on duty with Government immediately before proceeding on such leave and in addition the Dearness Allowance and House Rent Allowance as admissible.
- [iii] Payment of leave salary at full rate under sub-rule 54[7]i shall be subject to furnishing of a certificate by the employee to the effect that he, is not in receipt of any scholarship, stipend or remuneration in respect of any part-time employment.
- [iv] The amount, if any, received by a employee during the period of Study Leave as scholarship or stipend or remuneration in respect of any part-time employment, shall be adjusted against the Leave Salary payable under this sub-rule subject to the condition that the Leave Salary shall not be reduced to an amount less than that payable as Leave Salary during half-pay leave.

[8] Admissibility of allowances in addition to Study Allowance

- [i] For the first (180) days of the Study Leave, House Rent Allowance shall be paid at the rates admissible to the employee from time to time at the station from where he proceeded on study leave. The continuance of payment of House Rent Allowance beyond (180) days shall be subject to the production of a certificate as prescribed in Para.8 (d) of Ministry of Finance, O.M. No.2 (37)-E.II (B)/64, dated 27-11-1965, as amended from time to time.

[ii] Except for house rent allowance as admissible under sub-rule as above and the Dearness Allowance, where admissible, no other allowance shall be paid to a employee in respect of the period of study leave granted to him.

[9] Travelling Allowance during study leave

A employee to whom study leave has been granted shall not ordinarily be paid Travelling Allowance.

[10] Cost of fees for study

A employee to whom study leave has been granted shall ordinarily be required to meet the cost of fees paid for the study but in exceptional cases, the Executive Council may sanction the grant of such fees:

Provided that in no case shall the cost of fees be paid to a employee who is in receipt of scholarship or stipend from whatever source or who is permitted to receive or retain, in addition to his leave salary, any remuneration in respect of part-time employment.

[11] Resignation or retirement after study leave or non-completion of the course of study

[i] If a employee resigns or retires from service or otherwise quits service without returning to duty after a period of study leave or within a period of [three years who has been granted thirty-six months' leave after] such return to duty or fails to complete the course of study and is thus unable to furnish the certificates, he shall be required to refund—

(a) the actual amount of leave salary, cost of fees, travelling and other expenses, if any, incurred by the Gujarat Vidyapith; and

(b) the actual amount, if any, of the cost incurred by other agencies such as foreign Governments, Foundations and Trusts in connection with the course of study, together with interest thereon at rates for the time being in force on Government loans, from the date of demand, before his resignation is accepted or permission to retire

is granted or his quitting service otherwise:

Provided that except in the case of employees who fail to complete the course of study nothing in this rule shall apply—

- (1) to a employee who, after return to duty from study leave,-is permitted to retire from service on medical grounds; or
- (2) to a employee who, after return to duty from study leave, is deputed to serve in any Statutory or Autonomous Body or Institution under the control of the Government and is subsequently permitted to resign from service under the Government with a view to his permanent absorption in the said statutory or Autonomous body or Institution in the public interest.

[ii] (a) The study leave availed of by such employee shall be converted into regular leave standing at his credit on the date on which the study leave commenced, any regular leave taken in continuation of study leave being suitably adjusted for the purpose and the balance of the period of study leave, if any, which cannot be so converted, treated as extraordinary leave.

(b) In addition to the amount to be refunded by the employee under sub-rule 38[11]i, he shall be required to refund any excess of leave salary actually drawn over the leave salary admissible on conversion of the study leave.

[iii] Notwithstanding anything contained in this rule, the Executive Council may, if it is necessary or expedient to do so, either in the public interest or having regard to the peculiar circumstances of the case or class of cases, by order, waive or reduce the amount required to be refunded under sub-rule 38[11]i by the employee concerned or class of employees.

#### [39] Sabbatical Leave for Teachers

[a] The permanent, whole-time teachers of the Gujarat Vidyapith who have completed seven years' of service as a Reader/Associate Professor or a

Professor may be granted sabbatical leave to undertake study or research or any other academic pursuit solely for the object of increasing their proficiency and usefulness to the Gujarat Vidyapith and higher education system. The duration of leave shall not exceed one year, at a time, and two years in the entire career of the teacher.

- [b] A teacher, who has availed himself/herself of study leave, would not be entitled to the sabbatical leave, until after the expiry of five years from the date of the teacher's return from previous study leave or any other kind of training programme of duration of one year or more.
- [c] A teacher shall, during the period of sabbatical leave, be paid full pay and allowances (subject to the prescribed conditions being fulfilled) at the rates applicable to him/her immediately prior to his/her proceeding on sabbatical leave.
- [d] A teacher on sabbatical leave shall not take up, during the period of that leave, any regular appointment under another organisation in India or abroad. He/she may, however, be allowed to accept a fellowship or a research scholarship or ad hoc teaching and research assignment with honorarium or any other form of assistance, other than the regular employment in an institution of advanced studies, provided that in such cases the Executive Council/Syndicate may, if it so desires, sanction the sabbatical leave on reduced pay and allowances.
- [e] During the period of sabbatical leave, the teacher shall be allowed to draw the increment on the due date. The period of leave shall also count as service for purposes of pension/contributory provident fund, provided that the teacher rejoins the university on the expiry of his/her leave.

#### [40] Maternity Leave

- [a] A female employee with less than two surviving children may be granted maternity leave by an authority competent to grant leave for a period of

(180 days) from the date of its commencement.

- [b] During such period, she shall be paid leave salary equal to the pay drawn immediately before proceeding on leave.

Note:- In the case of a person to whom Employees' State Insurance Act, 1948 (34 of 1948), applies, the amount of leave salary payable under this rule shall be reduced by the amount of benefit payable under the said Act for the corresponding period.

- [c] Maternity leave not exceeding 45 days may also be granted to a female employee (irrespective of the number of surviving children) during the entire service of that female in case of miscarriage including abortion on production of the medical certificate as laid down in subrule 17:

Provided that the maternity leave granted and availed of before the commencement of the CCS(Leave) Amendment Rules, 1995, shall not be taken into account for the purpose of this sub-rule.

- [d]
  - [i] Maternity leave may be combined with leave of any other kind.
  - [ii] Notwithstanding the requirement of production of medical certificate, leave of the kind due and admissible (including commuted leave for a period not exceeding 60 days and leave not due) up to a maximum of two years may, if applied for, be granted in continuation of maternity leave granted under sub-rule 40a.
- [e] Maternity leave shall not be debited against the leave account.

#### [41] Paternity leave

- [a] A male employee with less than two surviving children, may be granted Paternity Leave by an authority competent to grant leave for a period of 15 days, during the confinement of his wife for childbirth, i.e., up to 15 days before, or up to six months from the date of delivery of the child.
- [b] During such period of 15 days, he shall be paid leave salary equal to the pay drawn immediately before proceeding on leave.

- [c] The Paternity Leave may be combined with leave of any other kind.
- [d] The Paternity leave shall not be debited against the leave account.
- [e] If Paternity Leave is not availed of within the period specified in subrule (41a), such leave shall be treated as lapsed.

Note:- the Paternity Leave shall not normally be refused under any circumstances.

#### [42] Paternity Leave for Child Adoption

- [a] A male employee with less than two surviving children, on accepting a child in pre-adoption foster care or on valid adoption of a child below the age of one year, may be granted Paternity Leave for a period of 15 days, within a period of six months, from the date of accepting the child in pre-adoption foster care or on valid adoption, as the case may be:

Provided that in a case where the pre-adoption foster care is not followed by valid adoption of the child, the Paternity Leave already availed shall be debited from any other kind of leave available to the credit of such male employee.

- [b] During such period of 15 days, he shall be paid leave salary equal to the pay drawn immediately before proceeding on leave.
- [c] The Paternity Leave may be combined with leave of any other kind.
- [d] The Paternity Leave shall not be debited against the leave account.
- [e] If Paternity Leave is not availed of within the period specified in sub-rule 42a, such leave shall be treated as lapsed.

Note 1.— The Paternity Leave shall not normally be refused under any circumstances.

Note 2.— "Child" for the purpose of this rule will include a child taken as ward by the employee, under the Guardians and Wards Act, 1890 or the personal law applicable to that employee, provided such a ward lives with

the employee and is treated as a member of the family and provided such employee has, through a special will, conferred upon that ward the same status as that of a natural born child.

[43] Child Adoption Leave

[a] A female employee, with fewer than two surviving children, on accepting a child in pre-adoption foster care or on valid adoption of a child below the age of one year, may be granted child adoption leave, by an authority competent to grant leave, for a period of 180 days, immediately after accepting the child in pre-adoption foster care or on valid adoption, as the case may be:

Provided that in a case where the pre-adoption foster care is not followed by valid adoption of the child, the leave already availed shall be debited from any other kind of leave available to the credit of such female employee.

[b] During the period of child adoption leave, she shall be paid leave salary equal to the pay drawn immediately before proceeding on leave.

[c] [i] Child adoption leave may be combined with leave of any other kind.

[ii] In continuation of the child adoption leave granted under subrule (43a), a female employee on valid adoption of a child may also be granted, if applied for, leave of the kind due and admissible (including leave not due and commuted leave not exceeding 60 days without production of medical certificate) for a period up to one year reduced by the age of the adopted child on the date of valid adoption, without taking into account child adoption leave.

Provided that this facility shall not be admissible in case she is already having two surviving children at the time of adoption.

[d] Child adoption leave shall not be debited against the leave account

Note.— "Child" for the purpose of this rule will include a child taken as ward by the employee, under the Guardians and Wards Act, 1890 or the

personal law applicable to that employee, provided such a ward lives with the employee and is treated as a member of the family and provided such employee has, through a special will, conferred upon that ward the same status as that of a natural born child.

[44] Child Care Leave

- [a] Subject to the provisions of this rule, a female employee and single male employee may be granted child care leave by an authority competent to grant leave for a maximum period of seven hundred and thirty days during entire service for taking care of two eldest surviving children, whether for rearing or for looking after any of their needs, such as education, sickness and the like.
- [b] For the purposes of sub-rule (44a), "child" means—
  - [i] a child below the age of eighteen years: or
  - [ii] an offspring of any age with a minimum disability of forty per cent as specified in the Government of India in Ministry of Social Justice and Empowerment's Notification No. 16-18/97-N 1.1, dated the 1st June, 2001.
- [c] Grant of child care leave to a female employee and a single male employee under sub-rule (44a) shall be subject to the following conditions, namely:-
  - [i] it shall not be granted for more than three spells in a calendar year;
  - [ii] in case of a single female employee, the grant of leave in three spells in a calendar year shall be extended to six spells in a calendar year.
  - [iii] it shall not ordinarily be granted during the probation period except in case of certain extreme situations where the leave sanctioning authority is satisfied about the need of child care leave to the probationer, provided that the period for which such leave is sanctioned is minimal.
  - [iv] child care leave may not be granted for a period less than five days at a time.

[d] During the period of child care leave, a female employee and a single male employee shall be paid one hundred per cent of the salary for the first three hundred and sixty-five days, and at eighty per cent of the salary for the next three hundred and sixty-five days.

EXPLANATION.— Single Male employee' means — an unmarried or widower or divorcee employee.

[e] Child care leave may be combined with leave of any other kind.

[f] Notwithstanding the requirement of production of medical certificate, leave of the kind due and admissible (including Commuted Leave not exceeding sixty days and Leave Not Due) up to a maximum of one year, if applied for, be granted in continuation with child care leave granted under sub-rule (44a).

[g] Child care leave shall not be debited against the leave account.

#### [45] Work Related Illness and Injury Leave

The authority competent to grant leave may grant Work Related Illness and Injury Leave (hereinafter referred to as WRILL) to a employee (whether permanent or temporary), who suffers illness or injury that is attributable to or aggravated in the performance of her or his official duties or in consequence of her or his official position subject to the provisions contained in sub-rule (17) of Rule 13 of these rules, on the following conditions, namely:

[a] Full pay and allowances shall be granted to all employees during the entire period of hospitalization on account of WRILL.

[b] Full pay and allowances shall be granted to all employees during the entire period of hospitalization on account of WRILL.

A employee — full pay and allowances for the six months immediately following hospitalization and Half Pay for twelve months beyond the said period of six months. The Half Pay period may be commuted to full pay

with corresponding number of days of Half Pay Leave debited from the employees leave account.

[c] No Earned Leave or Half Pay Leave shall be credited during the period that employee is on WRIL.

[46] Special Leave connected to inquiry of sexual harassment

Leave up to a period of 90 days may be granted to an aggrieved female employee on the recommendation of the Internal Committee or the Local Committee, as the case maybe, during the pendency of inquiry under the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 and the leave granted to the aggrieved female employee under this rule shall not be debited against the leave account.

[47] Leave to probationer, a person on probation

[a] [i] A probationer shall be entitled to leave under these rules if he had held his post substantively otherwise than on probation.

[ii] If, for any reason, it is proposed to terminate the services of a probationer, any leave which may be granted to him shall not extend:

[A] beyond the date on which the probationary period as already sanctioned or extended expires, or

[B] beyond any earlier date on which his services are terminated by the orders of an authority competent to appoint him.

[b] A person appointed to a post on probation shall be entitled to leave under these rules as a temporary or a permanent employee according as his appointment is against a temporary or a permanent post:

Provided that where such person already holds a lien on a permanent post before such appointment, he shall be entitled to leave under these rules as a permanent employee.

[48] Persons re-employed after retirement

In the case of a person re-employed after retirement, the provisions of these rules shall apply as if he had entered service of Gujarat Vidyapith for the first time on the date of his re-employment.

[49] Leave preparatory to retirement

[a] An employee may be permitted by the authority competent to grant leave to take leave preparatory to retirement to the extent of earned leave due, not exceeding 300 days together with half pay leave due, subject to the condition that such leave extends up to and includes the date of retirement. Note- The leave granted as leave preparatory to retirement shall not include extraordinary leave.

[b] [i] Where an employee who is on foreign service in or under Gujarat Vidyapith applies for leave preparatory to retirement, the decision to grant or refuse such leave shall be taken by Gujarat Vidyapith.

[ii] The employee on foreign service shall also be allowed to encash earned leave at his credit on the date of retirement.

[c] Where an employee is on foreign service in or under a local body other than the one mentioned in 49(b)i, leave preparatory to retirement shall be admissible to him only when he quits duty under the foreign employer:

Provided that where the employee continues in service under such foreign employer, the employee shall not be eligible for a grant of cash payment in lieu of leave under Sub-Rule 51.

[50] Encashment of Earned Leave along with Leave Travel Concession while in service

[a] A employee may be permitted to encash earned leave up to ten days at the time of availing of Leave Travel Concession while in service, subject to the conditions that —

[i] a balance of at least thirty days of earned leave is available to his credit after taking into account the period of encashment as well as leave being availed of:

[ii] the total leave so encashed during the entire career does not exceed sixty days in the aggregate;

[b] The cash equivalent for encashment of leave under sub-rule (50a) shall be calculated as in Table 5, namely:—

|                   |  |   |  |
|-------------------|--|---|--|
| Cash equivalent = | Pay admissible on the date of availing of the Leave Travel Concession plus Dearness Allowance admission on that date | X | Number of days EL subject to the maximum 10 days at one time |
|                   | 30   |   |  |

Table 5: Cash equivalent for encashment

[c] No House Rent Allowance shall be included in the cash equivalent calculated under sub-rule (50b);

[d] The period of earned leave encashed shall not be deducted from the quantum of leave that can normally be encashed by the employee under Sub-Rules 51, 52, 53, 54, & 55.

[e] If the employee fails to avail the Leave Travel Concession within the time prescribed under the Central Civil Services (Leave Travel Concession) Rules, 1988, then he shall be required to refund the entire amount of leave so encashed along with interest at the rate of two percent above the rate of interest allowed by the Government as applicable to Provident Fund balances and shall also be entitled for credit back of leave so debited for leave encashment.

[51] Leave/Cash payment in lieu of leave beyond the date of retirement, compulsory retirement or quitting of service

[a] No leave shall be granted to an employee beyond-

[i] the date of his retirement, or

- [ii] the date of his final cessation of duties, or
  - [iii] the date on which he retires by giving notice to Gujarat Vidyapith or he is retired by Gujarat Vidyapith by giving him notice or pay and allowances in lieu of such notice, in accordance with the terms and conditions of his service, or
  - [iv] the date of his resignation from service.
- [b] [i] Where an employee retires on attaining the normal age prescribed for retirement under the terms and conditions governing his service, the authority competent to grant leave shall, suo motu, issue an order granting cash equivalent of leave salary for both earned leave and half pay leave, if any, at the credit of the employee on the date of his retirement subject to a maximum of 300 days;
- [ii] The cash equivalent of leave salary under 51(b)i shall be calculated as follows and shall be payable in one lump sum as a one-time settlement,

|                                    |  |   |  |
|------------------------------------|--|---|--|
| Cash equivalent for earned leave = | $\frac{\text{Pay admissible on the date of retirement plus Dearness Allowance admissible on that date}}{30}$ | X | Number of days of unutilized earned leave at credit subject to the total of earned leave and half pay leave not exceeding 300 days |
|------------------------------------|--|---|--|

Table 6: Cash equivalent of leave salary

[A]

|  |  |   |   |
|--|--|---|---|
| Cash payment in lieu of half pay leave component = | $\frac{\text{Half-Pay leave salary admissible on the date of retirement plus Dearness Allowance admissible on that date}}{30}$ | X | Number of days of half pay leave at credit subject to the total of earned leave and half pay leave at credit not exceeding 300 days |
|--|--|---|---|

Table 7: Cash payment in lieu of HPL

[B]

Note.— The overall limit for encashment of leave including both earned leave and half pay leave shall not exceed 300 days.

[iii] To make up the shortfall in earned leave, no commutation of half pay leave shall be permissible.

[c] The authority competent to grant leave may withhold whole or part of cash equivalent of earned leave in the case of a employee who retires from service on attaining the age of retirement while under suspension or while disciplinary or criminal proceedings are pending against him, if in the view of such authority there is a possibility of some money becoming recoverable from him on conclusion of the proceedings against him on conclusion of the proceedings, he will become eligible to the amount so withheld after adjustment of Gujarat Vidyapith dues, if any.

[d] [i] Where the service of an employee has been extended, in the interest of public service beyond the date of his retirement, he may be granted—

[A] during the period of extension, any earned leave due in respect of the period of such extension plus the earned leave which was at his credit on the date of his retirement subject to a maximum of 180 days / 300 days as the case may be.

[B] after expiry of the period of extension, cash equivalent in the manner provided in 51(b)ii in respect of both earned leave and half pay leave at credit on the date of retirement, plus the earned leave and half pay leave earned during the period of extension reduced by the earned leave and half pay leave availed of during such period, subject to a maximum of 300 days.

[ii] The cash equivalent payable under 51(d)iB shall be calculated in the manner indicated in 51(b)ii above.

[e] An employee who retires or is retired from service in the manner mentioned in 51(a)iii, may be granted suo motu, by the authority competent to grant

leave, cash equivalent of the leave salary in respect of both earned leave and half pay leave at his credit subject to a maximum of 300 days. The cash equivalent payable shall be the same as in 51b.

[f] [i] [A] where the services of an employee are terminated by notice or by payment of pay and allowances in lieu of notice or otherwise in accordance with the terms and conditions of his appointment, he may be granted, suo motu, by the authority competent to grant leave, cash equivalent in respect of both earned leave and half pay leave at his credit on the date on which he ceases to be in service subject to a maximum of 300 days and the cash equivalent payable shall be the same as in 51b.

[B] If an employee resigns or quits service, he may be granted, suo motu, by the authority competent to grant leave, cash equivalent in respect of earned leave at his credit on the date of cessation of service, to the extent of half of such leave at his credit, subject to a maximum of 150 days.

[C] An employee, who is re-employed after retirement may, on termination of his re-employment, be granted, suo motu, by an authority competent to grant leave, cash equivalent in respect of both earned leave and half pay leave at his credit on the date of termination of reemployment subject to a maximum of 300 days including the period for which encashment was allowed at the time of retirement and the cash equivalent payable shall be the same as in 51b.

[ii] The cash equivalent payable under 51(f)i shall be calculated in the manner indicated in 51(b)ii and for the purpose of computation of cash equivalent under 51(f)iC, the pay on the date of the termination of re-employment shall be the pay fixed in the scale of post of re-employment before adjustment of pension and pension equivalent of other retirement benefits, and the Dearness Allowance appropriate to that pay.

[52] Cash equivalent of leave salary in case of death in service

In case an employee dies while in service, the cash equivalent of leave salary for both earned leave and half pay leave, if any, at the credit of the deceased employee on the date of his death, not exceeding 300 days shall be paid to his family in the manner specified in 54 and the cash equivalent payable shall be the same as in 51b.

Note.- In addition to the cash equivalent of leave salary admissible under this rule, the family of the deceased employee shall also be entitled to payment of Dearness Allowance only as per orders issued in this behalf separately.

[53] Cash equivalent of leave salary in case of invalidation from service

[a] An employee who is declared by a Medical Authority to be completely and permanently incapacitated for further service may be granted, suo motu, by the authority competent to grant leave, cash equivalent of leave salary in respect of both earned leave and half pay leave, if any, at the credit of the employee on the date of invalidation from service, subject to a maximum of 300 days and the cash equivalent payable shall be the same as in 51b.

[b] An employee not in permanent employ or quasi-permanent employ shall not, however, be granted cash equivalent of leave salary in respect of half pay leave standing at his credit on the date of his invalidation from service.

[54] Payment of cash equivalent of leave salary in case of death, etc., of employee

In the event of the death of an employee while in service or after retirement or after final cessation of duties but before the actual receipt of its cash equivalent of leave salary payable under 51, 52 and 53 such amount shall be payable-

[a] to the widow, and if there are more widows than one, to the eldest surviving widow if the deceased was a male employee, or to the husband, if the deceased was a female employee;

Explanation:- The expression — eldest surviving widow shall be construed with reference to the seniority according to the date of the marriage of the surviving widows and not with reference to their ages;

- [b] failing a widow or husband, as the case may be, to the eldest surviving son; or an adopted son;
- [c] failing [54a] and [54b] above, to the eldest surviving unmarried daughter;
- [d] failing [54a] to [54c] above, to the eldest surviving widowed daughter;
- [e] failing [54a] to [54d] above, to the father;
- [f] failing [54a] to [54e] above, to the mother;
- [g] failing [54a] to [54f] above, to the eldest surviving married daughter;
- [h] failing [54a] to [54g] above, to the eldest surviving brother below the age of eighteen years;
- [i] failing [54a] to [54h] above, to the eldest surviving unmarried sister;
- [j] failing [54a] to [54i] above, to the eldest surviving widowed sister;
- [k] failing [54a] to [54j] above, to the eldest child of the eldest predeceased son.

[55] Cash equivalent of leave salary in case of permanent absorption in Public Sector Undertaking/Autonomous Body wholly or substantially owned or controlled by the Central/State Government

An employee who has been permitted to be absorbed in a service or post in or under a Corporation or Company wholly or substantially owned or controlled by the Central Government or State Government or in or under a body controlled or financed by one or more than one such Government shall be granted suo motu by the authority competent to grant leave cash equivalent of leave salary in respect of earned leave at his credit on the date of absorption subject to a maximum of 300 days. This will be calculated in the same manner as indicated in 51b.

Note.— The expression 'permanent absorption' used in 55 shall mean the appointment of an employee in a Gujarat Vidyapith, for which he had applied through proper channels and resigns from the Government service to take up that appointment, subject to the approval of UGC.

[56] Leave Salary

[a] Except as provided in 56e, an employee who proceeds on earned leave is entitled to leave salary equal to the pay drawn immediately before proceeding on earned leave.

Note:- In respect of any period spent on foreign service out of India, the pay which the employee would have drawn if on duty in India but for foreign service out of India shall be substituted for the pay actually drawn while calculating leave salary.

[b] An employee on half-pay leave or leave not due is entitled to leave salary equal to half the amount specified in 56a.

[c] An employee on commuted leave is entitled to leave salary equal to the amount admissible under 56a.

[d] An employee on extraordinary leave is not entitled to any leave salary.

[e] In the case of an employee who is granted leave earned by him during the period of re-employment, the leave salary shall be based on the pay drawn by him exclusive of the pension and pension equivalent of other retirement benefits.

[f] [i] If, in the case of an employee who retires or resigns from the service, the leave already availed of is more than the credit so due to him, necessary adjustment shall be made in respect of leave salary, if any, overdrawn.

[ii] Where the quantum of earned leave already availed of by an employee who is dismissed or removed from service or who dies while in service

is in excess of the leave credit, the over payment of leave salary shall be recovered in such cases.

[57] Advance of Leave salary

An employee, including a employee on foreign service, proceeding on leave for a period not less than thirty days may be allowed an advance in lieu of leave salary up to a month's pay and allowances admissible on that leave salary subject to deductions on account of Income Tax, Provident Fund, House Rent, Recovery of Advances, etc.

[58] Interpretation

Where any doubt arises as to the interpretation of these rules, it shall be referred to the Executive Council for decision.

[59] Power to relax

Where Executive Council is satisfied that the operation of any of these rules causes undue hardship in any particular case, as the case may be, maybe order, for reasons to be recorded in writing, dispense with or relax the requirements of that rule to such extent and subject to such exceptions and conditions as it may consider necessary for dealing with the case in a just and equitable manner:

[60] Repeal and saving

[a] On the commencement of these rules, every rule, regulation or order, including Office Memorandum (hereinafter referred to in this rule as the old rule) in force immediately before such commencement shall, in so far as it provides for any of the matters contained in these rules, cease to operate.

[b] Notwithstanding such cesser of operation, anything done or any action taken or any leave earned by, or granted to, or accrued to the credit of a employee, under the old rule, shall be deemed to have been done, taken, earned, granted or accrued under the corresponding provisions of these rules.

## **Rule 20      General Principles for Employees of Gujarat Vidyapith**

### **(A) Do's**

- [1] Every employee should adhere to the objectives of Gujarat Vidyapith, comply with its policies, systems, and structures, and follow its rules, sub-rules, resolutions, and programs. Employees should uphold the pride of Gujarat Vidyapith in the fulfillment of these goals.
- [2] According to Gujarat Vidyapith's mission, it is essential for every employee to consistently wear Khadi. Additionally, unless there is a compelling reason otherwise, employees are expected to regularly engage in spinning. Participation in prayer and mass spinning activities is also mandatory for all employees.
- [3] The Vice Chancellor may decide to exempt employees who are unable to regularly attend prayer meetings due to the performance of essential services.
- [4] Every employee must adhere to the traditional and current rules of prayer and spinning.
- [5] Group C and above employees whose mother tongue is Gujarati must at least pass the Hindi Vineet Pariksha. Non-Gujarati employees must pass the Gujarati examination at the level determined by the Executive Committee.
- [6] The responsibilities of employees in the educational service include teaching, research, extension, student development, hostel management, organizing tours and camps, liaising with parents, conducting examinations, and other duties as specified by Gujarat Vidyapith.
- [7] The main objective of Gujarat Vidyapith is to serve society through educational activities. Gujarat Vidyapith conducts regular educational activities along with co-curricular activities such as conventions, conferences, camps, and parent conferences. During such programs, every employee is required

to perform the tasks assigned by their superior officer in addition to their regular responsibilities.

- [8] Employees and their family members must conduct themselves in a manner that maintains peace, harmony, and non-sectarianism at Gujarat Vidyapith.
- [9] Every employee must consistently uphold absolute honesty and conscientiousness, strictly adhering to the duties or tasks assigned to them in the office.
- [10] An employee must comply with the orders and instructions given by their superiors regarding the assigned work.
- [11] Employees must adhere to policies concerning marriage age, environmental conservation, protection of endangered animals and cultural heritage, social responsibility, government policies, and measures to prevent crimes against women.
- [12] Employees holding academic or non-academic positions of Section Officer and above are required to maintain neutrality and impartiality in the performance of their duties.
- [13] Every employee is obligated to provide 24-hour service at Gujarat Vidyapith, thus they must perform duty on holidays or outside regular office hours if called upon by the competent authority.
- [14] Every employee should refrain from behaving in a derogatory manner towards fellow employees of Gujarat Vidyapith.
- [15] Employees of Gujarat Vidyapith must provide at least seven days' prior notice to the authorities before organizing agitation, satyagraha, dharna, etc.

(B) Dont's

- [1] Employees of Gujarat Vidyapith should refrain from engaging in any activities, whether at the workplace or outside it, during work hours, that disrupt other employees.

- [2] Employees are prohibited from having direct affiliation with any political party. Direct financial contributions to political parties are not permitted.
- [3] Employees are not allowed to register for elections to the House of the People, Assembly, District, Taluka, Panchayat, and Municipalities.
- [4] Dowry giving, taking, or demanding is prohibited
- [5] Employees cannot participate in an organization whose aims or activities are detrimental to the sovereignty of the State/Central government or otherwise prejudicial to public order or morals.
- [6] An employee shall not disclose or obtain any information or document related to the organization or their department in an unauthorized manner. Even referring to an unauthorized letter, list, or note in a file constitutes a violation of this rule.
- [7] Certificates of merit from other institutions/universities/colleges shall not be accepted without prior approval from Gujarat Vidyapith.
- [8] Engaging in gambling or speculation is prohibited.
- [9] Employees are prohibited from lending or borrowing loans at interest in an unauthorized manner.
- [10] Employees cannot take loans or borrow equipment from traders or contractors associated with Gujarat Vidyapith.
- [11] An employee cannot exert political or any other form of pressure regarding grievances related to their service, such as promotion, transfer, or type of work.
- [12] Employees cannot marry a person who has a living spouse.
- [13] An employee cannot directly or indirectly engage in any business, trade, or profession. If an employee's family members are involved in any business or profession, no one can be compelled to purchase from them or use their services.

- [14] Employees are not permitted to offer private or group tuition to students of Gujarat Vidyapith or any other institution.
- [15] No employee shall use their position or influence, directly or indirectly, to employ their relative or admit them to any course at Gujarat Vidyapith.
- [16] No act of sexual harassment shall be committed against a female or male employee or student. Sexual harassment includes physical touching, seeking sexual consent, displaying obscene literature, making gestures of sexual arousal, and any other inappropriate speech or behavior.
- [17] An employee shall not act in a manner that causes direct or indirect harm to students or the student body. To fulfill this, employees must uphold moral responsibilities in all procedures, from the admission process to the announcement of examination results.
- [18] An employee shall not provide false information or misrepresentations to the Central/State Government, press, tribunal, departmental inquiry, or through any other means that could damage the reputation of Gujarat Vidyapith.
- [19] Employees or their family members shall not engage in activities that result in damage to the property of Gujarat Vidyapith.
- [20] Anyone may submit a written complaint through the proper channel regarding service, administrative, or accounting matters.
- [21] An employee may provide evidence without prior approval in an inquiry appointed by the student body, Parliament, State Vidhan Sabha, judicial inquiry, or departmental inquiry ordered by Gujarat Vidyapith, but must inform their superior officer or the Vice Chancellor before doing so.
- [22] An employee shall not provide evidence in any inquiry conducted by any person, committee, or authority without prior approval from the competent authority, except as provided in the aforementioned sub-rule.
- [23] When any employee wishes to make a representation regarding any injustice done to them, or for any benefit or claim, such representation shall be

submitted to the Registrar or Vice Chancellor through their immediate superior officer.

[24] If the competent authority has not made a decision on the submission as mentioned above, the employee may escalate the submission to a higher authority after one month.

[25] Employees shall not collectively submit representations (signatures on a single representation) for service matters concerning common interests but shall submit separate representations.

## **Rule 21 Code of Conduct of Employee**

Here the term employee includes teaching and non-teaching staff which come under this purview. The instances of misconduct are illustrative in nature, and not an exhaustive. Also the UGC/Central Civil Service (Conduct) Rules, 1964 (amended from time to time) shall be referred.

The following code of conduct applies to all of the employee:

[1] General Rules:

[1] Every employee of Gujarat Vidyapith shall, at all times, be devoted to his/her duty and shall maintain absolute integrity, discipline, impartiality, and a sense of belonging.

Note: An employee who habitually or intentionally or deliberately fails to perform the task assigned to him/her within the time set for the purpose and with the quality of performance expected of him/her shall be deemed to be lacking in devotion to duty.

[2] No employee shall behave in a manner unbecoming of an employee of Gujarat Vidyapith.

[3] Every employee holding a supervisory post shall take all possible steps to ensure the integrity and devotion to duty of all employees under his control and work assigned by authority as well.

- [4] No employee shall, in the performance of his official duties, or in the exercise of powers conferred on him, act otherwise than in his best judgement except when he is acting under the direction of his official superior.
- Note: Nothing shall be construed as empowering a employee to evade his responsibilities by seeking instructions from, or approval of, a superior officer or authority when such instructions are not necessary under the scheme of distribution of powers and responsibilities.
- [5] The direction of the official superior shall ordinarily be in writing. Oral direction to subordinates shall be avoided, as far as possible. Where the issue of oral direction becomes unavoidable, the official superior shall confirm it in writing immediately thereafter.
- [6] An employee who has received oral direction from his official superior shall seek confirmation of the same in writing as early as possible, whereupon it shall be the duty of the official superior to confirm the direction in writing.
- [7] An employee should at all times be courteous in his/her dealings with other members of the staff, students and members of the public.
- [8] An employee should be committed himself to an uphold the supremacy of the constitution and the democratic values.
- [9] An employee shall defend an uphold the sovereignty and integrity of India, the security of the State, public order, decency and morality.
- [10] An employee shall maintain high ethical standards and honesty.
- [11] An employee shall maintain political neutrality at all times.
- [12] An employee shall all times promote the principles of merit, fairness and impartiality in the discharge of duties.
- [13] An employee shall maintain accountability and transparency.
- [14] An employee shall maintain responsiveness to the public, particularly to the weaker section.

- [15] An employee shall take decisions solely in public interest and use or cause to use public resources efficiently, effectively and economically.
- [16] An employee shall declare any private interests relating to his public duties and take steps to resolve any conflicts in a way that protects the public interest.
- [17] An employee shall not place himself under any financial or other obligations to any individual or organisation which may influence him in the performance of his official duties.
- [18] An employee shall not misuse his position as civil employee and not take decisions in order to derive financial or material benefits for himself, his family or his friends.
- [19] An employee shall make choices, take decisions and make recommendations on merit alone.
- [20] An employee shall act with fairness and impartiality and not discriminate against anyone, particularly the poor and the under-privileged sections of society.
- [21] An employee shall refrain from doing anything which is or may be contrary to any law, rules, regulations and established practices.
- [22] An employee shall maintain discipline in the discharge of his duties and be liable to implement the lawful orders duly communicated to him.
- [23] An employee shall maintain confidentiality in the performance of his official duties as required by any laws for the time being in force, particularly with regard to information, disclosure of which may prejudicially affect the sovereignty and integrity of India, the security of the State, strategic, scientific or economic interests of the State, friendly relation with foreign countries or lead to incitement of an offence or illegal or unlawful gain to any person.
- [24] An employee shall perform and discharge his duties with the highest degree of professionalism and dedication to the best of his abilities.

- [25] Unless otherwise stated specially in terms of appointment, every employee is a whole- time employee of the Gujarat Vidyapith, and may be called upon to perform such duties, as may be assigned to him by the authority, beyond scheduled working hours and on closed holidays and Sundays.
- [26] An employee shall be required to observe the scheduled office hours, during which he/she must be present at the place of his/her duty.
- [27] The employee shall not absent himself/herself from his/her duties without prior permission from the concerned head of the Gujarat Vidyapith. Prior permission of the competent authority is necessary for availing even casual leave. This competent authority however, reserves the right to refuse leave for valid reasons to be recorded in writing.
- [28] In case of sudden and unexpected sickness or absence on medical grounds, a medical certificate to the satisfaction of the authorities shall be produced within a week. Employees desiring to avail themselves of leave other than casual leave shall apply for leave before actually proceeding on leave, to the authorities.
- [29] No employee shall leave the head-quarter except with the prior permission from the Registrar, even during leave or vacation. Willful absence from duty will be treated as “dies non” for the purpose of increment, leave etc.
- [30] Whenever leaving the head-quarter, an employee should inform the Registrar, providing the address where he/she will be while on leave.
- [31] Conducting or participating or supporting or instigating any faculty staff/ students/ others directly or indirectly on any religion/ caste/ racial/ tribe/ sex/ untouchability based activities, is strictly prohibited on the part of any employee either in the Gujarat Vidyapith premises or elsewhere.
- [32] Criticizing or acting against or not implementing the orders shall be treated as gross misconduct and faculty/staff found guilty can be terminated from services.

[33] An employee cannot refuse to receive any communication of any type from his/her controlling officer or an authority.

[34] No employee shall bring or attempt to bring any political or other outside influence to bear upon any superior authority for the furtherance of his/her interest. The penalty for a contravention of this rule shall be the withholding of promotion for him/her either permanently or for such period as the Executive Council may determine.

[35] No employee shall engage himself in strike or in incitements thereto or in any activity resulting in abstaining from duties, slowing down the work, instigating other employees directly or indirectly, to abstain from work or to go slow on work. Obstructing other employees from attending duties, or creating obstructions for work is strictly prohibited and amounts to gross misconduct.

[36] A temporary employee who remains absent from duty after applying for leave or extension of leave to which he/she is not entitled shall be deemed to have been discharged from duty with effect from the date from which he/she is not entitled to any leave unless the leave applied for is granted by the authority.

[37] No employee shall send any application for employment under any other agency except through the authorities of the Gujarat Vidyapith. Ordinarily every employee shall be permitted to apply for an outside post four times in a year even though he/she may be holding a permanent post.

[2] Promptness and Courtesy

No employee shall:

[1] in the performance of his official duties, act in a discourteous manner;

[2] in his official dealings with the public or otherwise adopt dilatory tactics or wilfully cause delays in disposal of the work assigned to him.

[3] Observance of Government's policies

Every employee shall, at all times-

- [1] act in accordance with the Government's policies regarding age of marriage, preservation of environment, protection of wildlife and cultural heritage;
- [2] observe the Government's policies regarding prevention of crime against women.

[4] Prohibition of sexual harassment of working women:

- [1] No employee shall indulge in any act of sexual harassment at the workplace.
- [2] Every employee who is in-charge of a workplace shall take appropriate steps to prevent sexual harassment at such workplace.
- [3] For the purpose of this rule "Sexual harassment" includes such unwelcome sexually determined behavior, whether directly or otherwise as:

- [1] Physical contact and advances;
- [2] Demand or request for sexual favours;
- [3] Sexually coloured remarks;
- [4] Showing any pornography;
- [5] Any other unwelcome physical, verbal or non-verbal conduct of a sexual nature.

[4] the following circumstances, among other circumstances, if it occurs or is present in relation to or connected with any act or behaviour of sexual harassment may amount to sexual harassment: -

- [1] implied or explicit promise of preferential treatment in employment; or
- [2] implied or explicit threat of detrimental treatment in employment; or
- [3] implied or explicit threat about her present or future employment status; or
- [4] interference with her work or creating an intimidating or offensive or hostile work environment for her; or
- [5] humiliating treatment likely to affect her health or safety.

[5] "workplace" includes,-

- [1] any department, organisation, undertaking, establishment, enterprise, institution, office, branch or unit which is established, owned, controlled or wholly or substantially financed by funds provided directly or indirectly by the Central Government;
- [2] hospitals or nursing homes;
- [3] any sports institute, stadium, sports complex or competition or games venue, whether residential or not used for training, sports or other activities relating thereto;
- [4] any place visited by the employee arising out of or during the course of employment including transportation provided by the employer for undertaking such journey;
- [5] a dwelling place or a house.

[5] Employment of near relatives of a employee in Gujarat Vidyapith

[1] No employee shall use his position or influence directly or indirectly to secure employment for any member of his family in Gujarat Vidyapith;

[2] [1] No Group A officer shall, except with the previous sanction of the Gujarat Vidyapith, permit his son, daughter, or other dependant, to accept employment in Gujarat Vidyapith with which he/she has official dealings with the Gujarat Vidyapith:

Provided that where the acceptance of the employment cannot await prior permission of the Gujarat Vidyapith or is otherwise considered urgent, the matter shall be reported to the Gujarat Vidyapith; and the employment may be accepted provisionally subject to the permission of the Gujarat Vidyapith.

[2] A employee shall, as soon as he becomes aware of the acceptance by a member of his family of employment in Gujarat Vidyapith, intimate such acceptance to the Registrar office:

Provided that no such intimation shall be necessary in the case of a Group A officer if he has already obtained the sanction of, or sent a report to the Gujarat Vidyapith under clause [1].

[3] No employee shall in the discharge of his official duties deal with any matter or give or sanction any contract to any company or firm or any other person if any member of his family is employed in that company or firm or under that person or if he or any member of his family is interested in such matter or contract in any other manner and the employee shall refer every such matter or contract to his official superior and the matter or contract shall thereafter be disposed of according to the instructions of the authority to whom the reference is made.

[6] Taking part in politics and election:

[1] No employee shall be a member of, or be otherwise associated with, any political party or any organisation which takes part in politics nor shall he take part in, subscribe in aid of, or assist in any other manner, any political movement or activity.

[2] It shall be the duty of every employee to endeavour to prevent any member of his family from taking part in, subscribing in aid of, or assisting in any other manner any movement or activity which is, or tends directly or indirectly to be, subversive of the Gujarat Vidyapith as by law established and where a employee is unable to prevent a member of his family from taking part in, or subscribing in aid of , or assisting in any other manner, any such movement or activity, he shall make a report to that effect to the Gujarat Vidyapith.

[3] If any question arises whether a party is a political party or whether any organisation takes part in politics or whether any movement or activity falls within the scope of sub-rule (2), the decision of the Gujarat Vidyapith thereon shall be final.

[4] No employee shall canvass or otherwise interfere with, or use his influence in connection with or take part in an election to any legislature or local authority:

Provided that -

- i. a employee qualified to vote at such election may exercise his right to vote, but where he does so, he shall give no indication of the manner in which he proposes to vote or has voted;
- ii. a employee shall not be deemed to have contravened the provisions of this sub-rule by reason only that he assists in the conduct of an election in the due performance of a duty imposed on him by or under any law for the time being in force.

EXPLANATION.- The display by a employee on his person, vehicle or residence of any electoral symbol shall amount to using his influence in connection with an election within the meaning of this sub-rule.

[7] Joining of associations by employees

No employee shall join or continue to be a member of, an association the objects or activities of which are prejudicial to the interests of the sovereignty and integrity of India, or public order or morality.

[8] Demonstration and strikes

No employee shall -

- [1] engage himself or participate in any demonstration which is prejudicial to the interests of the sovereignty and integrity of India, the security of the state, friendly relations with foreign States, public order, decency or morality, or which involves contempt of court, defamation or incitement to an offence, or
- [2] resort to or in any way abet any form of strike or coercion or physical duress in connection with any matter pertaining to his service or the service of any other employee.

[9] Connection with Press or Radio or News Papers or any mass communication media:

[1] No employee shall, except with the prior sanction of the Vice-Chancellor, own wholly or in part or conduct, or participate in the editing or managing of any newspaper or other periodical publications.

[2] No employee shall, except with the prior sanction of the competent authority or any other authority empowered by duties, participate in a radio broadcast or contribute any article or write any letter either anonymously or in his own name or in the name of any other person to any newspaper or periodical.

[10] Criticism of Government/Gujarat Vidyapith

No employee shall, in any radio broadcast, telecast through any electronic media or in any document published in his own name or anonymously, pseudonymously or social media 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 -

[1] which has the effect of an adverse criticism of any current or recent policy or action of the Central Government or a State Government or Gujarat Vidyapith:

[2] which is capable of embarrassing the relations between the Central Government, the Government of any State or Gujarat Vidyapith; or

[3] which is capable of embarrassing the relations between the Central Government, the Government of any foreign State or Gujarat Vidyapith;

Provided that nothing in this rule shall apply to any statements made or views expressed by a employee in his official capacity or in the due performance of the duties assigned to him.

[11] Evidence before Committee or any other authority

[1] Save as provided in sub-rule (3), no employee shall, except with the previous sanction of the Gujarat Vidyapith, give evidence in connection with any enquiry conducted by any person, committee or authority.

[2] Where any sanction has been accorded under sub-rule (1), no employee giving such evidence shall criticise the policy or any action of the Central Government or of a State Government or Gujarat Vidyapith.

[3] Nothing in this rule shall apply to-

[1] evidence given at an enquiry before an authority appointed by the Government, Parliament or a State Legislature; or

[2] evidence given in any judicial enquiry; or

[3] evidence given at any departmental enquiry ordered by authorities subordinate to the Government/Gujarat Vidyapith.

[12] Communication of Official Information:

Every employee shall, in performance of his duties in good faith, communicate information to a person in accordance with the Right to Information Act, 2005 (22 of 2005) and the rules made thereunder :

Provided that no employee shall, except in accordance with any general or special order of the Gujarat Vidyapith or in performance in good faith of the duties assigned to him, communicate, directly or indirectly, any official document or any part thereof or classified information to any employee or any other person to whom he is not authorized to communicate such document or classified information.

Note: Every Dean of the Faculty/ Branch Head shall be PIO (Public Information Officer) and Registrar shall act as Appellate Authority.

[13] Subscriptions

No employee shall, except with the previous sanction of the Gujarat Vidyapith or of the prescribed authority, ask for or accept contributions to, or otherwise

associate himself with the raising of, any funds or other collections in cash or in kind in pursuance of any object whatsoever.

[14] Gifts:

- [1] Save as provided in these rules, no employee shall accept, or permit any member of his family or any other person acting on his behalf to accept, any gift.

EXPLANATION.- The expression "gift" shall include free transport, boarding, lodging or other service or any other pecuniary advantage when provided by any person other than a near relative or personal friend having no official dealings with the employee.

Note:

(1) A casual meal, lift or other social hospitality shall not be deemed to be a gift -

(2) A employee shall avoid accepting lavish hospitality or frequent hospitality from any individual, industrial or commercial firms, organisations, etc., having official dealings with him.

- [2] On occasions such as weddings, anniversaries, funerals or religious functions, when the making of gift is in conformity with the prevailing religious and social practice, a employee may accept gifts from his near relatives or from his personal friends having no official dealings with him, but shall make a report to the Gujarat Vidyapith, if the value of such gift exceeds;-

[1] rupees twenty five thousand in the case of a employee holding any Group 'A' post;

[2] rupees fifteen thousand in the case of a employee holding any Group 'B' post;

[3] rupees seven thousand five hundred in the case of a employee holding any Group 'C' post; and

[3] In any other case of a employee shall not accept any gift without sanction of the Gujarat Vidyapith if the value thereof exceeds.

[1] rupees one thousand five hundred in the case of a employee holding any Group 'A' or Group 'B' post; and

[2] rupees five hundred in the case of a employee holding any Group 'C' or Group 'D' post.

[4] Notwithstanding anything contained in sub-rules [2], and [3] a employee, being a member of the Indian delegation or otherwise, may receive and retain gifts from foreign dignitaries if the market value of gifts received on one occasion does not exceed rupees one thousand. In all other cases, the acceptance and retention of such gifts shall be regulated by the instructions issued by the Gujarat Vidyapith in this regard from time to time.

[5] A employee shall not accept any gifts from any foreign firm that is either contracting with the Government of India or is one with which the employee had, has, or is likely to have official dealings. Acceptance of gifts by a employee from any other firm shall be subject to the provisions of sub-rule [3].

[15] Dowry:

No employee shall-

[1] give or take or abet the giving or taking of dowry; or

[2] demand directly or indirectly, from the parent or guardian of a bride or bridegroom, as the case may be, any dowry.

Explanation:- For the purposes of this rule, 'dowry' has the same meaning as in the Dowry Prohibition Act, 1961(28 of 1961).

[16] Public demonstrations in honour of employees:

No employee shall, except with the previous sanction of the Gujarat Vidyapith, receive any complimentary or valedictory address or accept any testimonial or

attend any meeting or entertainment held in his honour; or in the honour of any other employee:

Provided that nothing in this rule shall apply to-

- [1] a farewell entertainment of a substantially private and informal character held in honour of a employee or any other employee on the occasion of his retirement or transfer or any person who has recently quit the service of Gujarat Vidyapith; or
- [2] the acceptance of simple and inexpensive entertainments arranged by public bodies or institutions.

Note:- Exercise of pressure or influence of any sort on any employee to induce him to subscribe towards any farewell entertainment if it is of a substantially private or informal character and the collection of subscriptions from Group-C employees under any circumstances for the entertainment of any employee not belonging to Group-C, is forbidden.

[17] Private trade or employment:

- [1] Subject to the provisions of sub-rule (2), no Government employee shall, except with the previous sanction of the Government-
  - [1] engage directly or indirectly in any trade or business, or
  - [2] negotiate for, or undertake, any other employment, or
  - [3] hold an elective office, or canvass for a candidate or candidates for an elective office, in any body, whether incorporated or not, or
  - [4] canvass in support of any business of insurance agency, commission agency, etc., owned or managed by any member of his family, or
  - [5] take part except in the discharge of his official duties, in the registration, promotion or management of any bank or other company registered or required to be registered, under the Companies Act, 1956 (1 of 1956) or any other law for the time being in force, or of any co-operative society for commercial purposes.

- [6] participate in or associate himself in any manner in the making of -
- [1] a sponsored media (radio or television) programme; or
  - [2] a media programme commissioned by Government media but produced by a private agency; or
  - [3] a privately produced media programme including video magazine:
- Provided that no previous permission shall be necessary in case where the Government employee participates in a programme produced or commissioned by Government media in his official capacity.

- [2] A employee may, without the previous sanction of the Gujarat Vidyapith:
- [1] undertake honorary work of a social or charitable nature, or
  - [2] undertake occasional work of a literary, artistic or scientific character, or
  - [3] participate in sports activities as an amateur, or
  - [4] take part in the registration, promotion or management (not involving the holding of an elective office) of a literary, scientific or charitable society or of a club or similar organisation, the aims or objects of which relate to promotion of sports, cultural or recreational activities, registered under the Societies Registration Act, 1860 (21 of 1860), or any other law for the time being in force, or
  - [5] take part in the registration, promotion or management (not involving the holding of elective office) of a co-operative society substantially for the benefit of Government employees, registered under the Co-operative Societies Act, 1912 (2 of 1912), or any other law for the time being in force:

Provided that: -

- [1] he shall discontinue taking part in such activities, if so directed by the Gujarat Vidyapith; and
- [2] in a case falling under clause (4) or clause(5) of this sub-rule, his official duties shall not suffer thereby and he shall, within a period of

one month of his taking part in such activity, report to the Gujarat Vidyapith giving details of the nature of his participation.

[3] Every employee shall report to the Gujarat Vidyapith if any member of his family is engaged in a trade or business or owns or manages an insurance agency or commission agency.

[4] Unless otherwise provided by general or special orders of the Gujarat Vidyapith, no employee may accept any fee for any work done by him for any private or public body or any private person without the sanction of the prescribed authority

EXPLANATION- The term 'fee' used here shall have the meaning assigned to it in Fundamental Rule 9 (6-A).

[18] Sub-letting and vacation of Gujarat Vidyapith accommodation

[1] Save as otherwise provided in any other law for the time being in force, no employee shall sub-let, lease or otherwise allow occupation by any other person of Gujarat Vidyapith accommodation which has been allotted to him.

[2] A employee shall, after the cancellation of his allotment of Gujarat Vidyapith accommodation vacate the same within the time-limit prescribed by the allotting authority.

[19] Investment, lending and borrowing:

[1] No employee shall speculate in any stock, share, or other investment:

Provided that nothing in this sub-rule shall apply to occasional investments made through stock brokers or other persons duly authorized and licensed or who have obtained a certificate of registration under the relevant law. Explanation - Frequent purchase or sale or both, of shares, securities, or other investments shall be deemed to be speculation within the meaning of this sub-rule.

- [2] [1] No employee shall make, or permit any member of his family or any person acting on his behalf to make, any investment which is likely to embarrass or influence him in the discharge of his official duties. For this purpose, any purchase of shares out of the quotas reserved for Directors of Companies or their friends and associates shall be deemed to be an investment which is likely to embarrass the employee.
- [2] No employee who is involved in the decision-making process of fixation of price of an Initial Public Offering or Follow-up Public Offering of shares of a Central Public Sector Enterprise shall apply, either himself or through any member of his family or through any other person acting on his behalf, for allotment of shares in the Initial Public Offerings or Follow-up Public Offerings of such Central Public Sector Enterprise.
- [3] If any question arises whether any transaction is of the nature referred to in sub-rule (1) or sub-rule(2), the decision of the Gujarat Vidyapith thereon shall be final.
- [4] [1] No employee shall, save in the ordinary course of business with a bank or a public limited company, either himself or through any member of his family or any other person acting on his behalf,-
- A. lend or borrow or deposit money, as a principal or an agent to, or from or with, any person or firm or private limited company within the local limits of his authority or with whom he is likely to have official dealings or otherwise place himself under any pecuniary obligation to such person or firm or private limited company; or
  - B. lend money to any person at interest or in a manner whereby return in money or in kind is charged or paid;
- Provided that a employee may, give to, or accept from a relative or a personal friend, a purely temporary loan of a small amount free of interest, or operate a credit account with a bona fide tradesman or make an advance of pay to his private employee;

Provided further that nothing in this sub-rule shall apply in respect of any transaction entered into by an employee with the previous sanction of the Gujarat Vidyapith.

[2] When an employee is appointed or transferred to a post of such nature as would involve him in the breach of any of the provisions of sub-rule (2) or sub-rule (4), he shall forthwith report the circumstances to the prescribed authority and shall thereafter act in accordance with such order as may be made by such authority.

[20] Insolvency, Habitual Indebtedness and Criminal Proceedings:

[1] An employee shall so manage his/her private affairs as to avoid habitual indebtedness or insolvency. When an employee is found liable to be arrested for debts or has recourse to insolvency or when it is found that a part of his/her salary is continuously being attached, he/she may be liable for dismissal. An employee who becomes the subject of legal proceedings for insolvency shall forthwith report full facts to the Gujarat Vidyapith.

[2] An employee who gets involved in some criminal proceedings shall immediately inform the authority, irrespective of the fact whether he/she has been released on bail or not.

[3] An employee who is detained in police custody whether on criminal charge or otherwise for a period longer than 48 hours shall not join his/her duties in the university unless he/she has obtained written permission to that effect from the competent authority.

[21] Movable, immovable and valuable property

[1] [1] Every employee shall on his first appointment to any service or post submit a return of his assets and liabilities, in such form as may be prescribed by the Government, giving the full particulars regarding

[1] the immovable property inherited by him, or owned or acquired by him or held by him on lease or mortgage, either in his own name

or in the name of any member of his family or in the name of any other person;

[2] shares, debentures and cash including bank deposits inherited by him or similarly owned, acquired, or held by him;

[3] other movable property inherited by him or similarly owned, acquired or held by him; and

[4] debts and other liabilities incurred by him directly or indirectly.

Note I.-

In all returns, the values of items of movable property worth less than Rs.3310,000/- may be added and shown as a lump sum. The value of articles of daily use such as clothes, utensils, crockery, books, etc. need not be included in such return.

Note II.-

Where an employee already belonging to a service or holding a post is appointed to any other civil service or post, he shall not be required to submit a fresh return under this clause.

[2] Every employee belonging to any service or holding any post included in Group 'A' and Group 'B' shall submit an annual return in such form as may be prescribed by the Gujarat Vidyapith in this regard giving full particulars regarding the immovable property inherited by him or owned or acquired by him or held by him on lease or mortgage either in his own name or in the name of any member of his family or in the name of any other person.

[2] No employee shall, except with the previous knowledge of the prescribed authority, acquire or dispose of any immovable property by lease, mortgage, purchase, sale, gift or otherwise either in his own name or in the name of any member of his family:

Provided that the previous sanction of the prescribed authority shall be obtained by the employee if any such transaction is with a person having

official dealing with him.

- [3] Where an employee enters into a transaction in respect of movable property either in his own name or in the name of the member of his family, he shall, within one month from the date of such transaction, report the same to the prescribed authority, if the value of such property exceeds two months' basic pay of the employee:

Provided that the previous sanction of the prescribed authority shall be obtained by the employee if any such transaction is with a person having official dealings with him.

- [4] Gujarat Vidyapith or the prescribed authority may, at any time, by general or special order, require an employee to furnish, within a period specified in the order, a full and complete statement of such movable or immovable property held or acquired by him or on his behalf or by any member of his family as may be specified in the order. Such statement shall, if so required by the Gujarat Vidyapith or by the prescribed authority, include the details of the means by which, or the source from which, such property was acquired.

- [5] The Gujarat Vidyapith may exempt any category of employees belonging to Group 'C' from any of the provisions of this rule except sub-rule (4). No such exemption shall, however, be made without the concurrence of the Cabinet Secretariat (Department of Personnel).

Explanation I. - For the purposes of this rule -

- [a] the expression "movable property" includes
- [i] jewellery, insurance policies, the annual premia of which exceeds Rs. 'two months' basic pay of the employee, shares, securities and debentures;
  - [ii] all loans, whether secured or not, advanced or taken by the employee;
  - [iii] motor cars, motor cycles, horses or any other means of conveyance;
- and

[iv] refrigerators, radios radiograms and television sets.

[b] "Prescribed authority" means the Vice-Chancellor of Gujarat Vidyapith.

[22] Vindication of acts and character of Government employee

[1] No employee shall, except with the previous sanction of the Gujarat Vidyapith, have recourse to any Court or to the Press for the vindication of any official act which has been the subject-matter of adverse criticism or an attack of a defamatory character.

Provided that if no such sanction is received by the employee within a period of three months from the date of receipt of his request by the Gujarat Vidyapith, he shall be free to assume that the permission as sought for has been granted to him.

[2] Nothing in this rule shall be deemed to prohibit a employee from vindicating his private character or any act done by him in his private capacity and where any action for vindicating his private character or any act done by him in private capacity is taken, the employee shall submit a report to the prescribed authority regarding such action.

[23] Canvassing of non-official or other outside influence

No employee shall bring or attempt to bring any political or other outside influence to bear upon any superior authority to further his interests in respect of matters pertaining to his service under the Gujarat Vidyapith.

[24] Restriction regarding marriage-

[1] No employee shall enter into, or contract, a marriage with a person having a spouse living; and

[2] No employee, having a spouse living, shall enter into, or contract, a marriage with any person:

Provided that the Central Government may permit a employee to enter into, or contract, any such marriage as is referred to in clause (1) or clause(2), if

it is satisfied that-

- [1] such marriage is permissible under the personal law applicable to such employee and the other party to the marriage; and
- [2] there are other grounds for so doing.
- [3] A employee who has married or marries a person other than of India Nationality shall forthwith intimate the fact to the Gujarat Vidyapith.

[25] Representations:

- [1] Whenever an employee wishes to put forth any claim, or seeks redressal of any grievance, he/she must forward his/her case through proper channel, and shall not forward, advance copies of his/her application to any higher authority, unless the lower authority has rejected the claim, or refused relief, or the disposal of the matter is delayed by more than two months.
- [2] No employee shall be signatory to any joint representation addressed to the authorities for redressal of any grievance or any other matter.

[26] Consumption of intoxicating drinks and drugs:

A employee shall -

- [1] strictly abide by any law relating to intoxicating drinks or drugs in force in any area in which he may happen to be for the time being;
- [2] not be under influence of any intoxicating drink or drug during the course of his duty and shall also take due care that the performance of his duties at any time is not affected in any way by the influence of such drink or drug;
- [3] refrain from consuming any intoxicating drink or drug in a public place;
- [4] not appear in a public place in a state of intoxication;
- [5] not use any intoxicating drink or drug to excess.

Explanation: For the purposes of this rule, 'public place' means any place or premises (including a conveyance) to which the public have, or are permitted to have, access, whether on payment or otherwise.

[27] Prohibition regarding employment of children below 14 years of age:

No employee shall employ to work any child below the age of 14 years.

[28] Misconduct Without prejudice to the generality of the term 'misconduct', the following acts of omission in addition to those laid down as above and commission shall be treated as misconduct which is illustrative in nature, and not an exhaustive:

[1] Furnishing false information regarding name, age, father's name, qualification, ability or previous service or any other matter germane to the employment at the time of employment or during the course of employment.

[2] Acting in a manner prejudicial to the interests of the Gujarat Vidyapith.

[3] Willful insubordination or disobedience, whether or not in combination with others, of his/her superior.

[4] Defiance of orders or direction of higher authority, writing letters with a high tone and tenor to the higher authorities.

[5] Absence without leave or over-staying the sanctioned leave for more than four consecutive days without sufficient grounds of proper or satisfactory explanation.

[6] Habitual late or irregular attendance and habitual absenteeism.

[7] Neglect of work or negligence in the performance of duty including lingering or slowing down of work.

[8] Damage to any property of the Gujarat Vidyapith or interference or tampering with any safety devices installed in or about the premises of the Gujarat Vidyapith.

[9] Taking decisions without consulting / approval from the Vice - Chancellor.

- [10] Disregard to the safety measures and instructions in regard of property, equipment and work in the Gujarat Vidyapith.
- [11] Involvement in theft, fraud, breach of trust, dishonesty, damage to the property or work of any nature of the Gujarat Vidyapith or another employee.
- [12] Riotous or disorderly or indecent behavior in the premises of the Gujarat Vidyapith or outside such premises where such behavior is related to or connected with the employment.
- [13] Spreading rumors and fears in the premises of the Gujarat Vidyapith or outside such premises where such behavior is related to or connected with the employment.
- [14] Gambling or smoking within the premises of the Gujarat Vidyapith.
- [15] Collection without the permission of the competent authority of any money within the premises of the Gujarat Vidyapith.
- [16] Absence from the employee's appointed place of work without permission or sufficient cause.
- [17] Purchasing or selling properties, machinery, stores, etc. in the name of the Gujarat Vidyapith or authority maintained by it, without express permission in writing from the competent authority.
- [18] Use of high tenor, indecent language or undue arguing with superiors.
- [29] Conduct Authority not below the rank of Appointing Authority.

[30] Interpretation:

If any question arises relating to the interpretation of these rules, it shall be referred to the Gujarat Vidyapith whose decision thereon shall be final.

[31] Delegation of Powers:

The Gujarat Vidyapith may, by general or special order, direct that any power exercisable by it or any Head of Department under these rules (except the powers under sub-Rule 30 and this rule) shall, subject to such conditions, if any, as may

be specified in the order, be exercisable also by such officer or authority as may be specified in the order.

[32] Repeal and Saving:

Any rules corresponding to these rules in force immediately before the commencement of these rules and applicable to the employees to whom these rules apply are hereby repealed:

Provided that any order made or action taken under the rules so repealed shall be deemed to have been made or taken under the corresponding provisions of these rules.

Provided further that such repeal shall not affect the previous operation of the rules so repealed and a contravention of any of the said rules shall be punishable as if it were a contravention of these rules.

**Rule 22      Discipline rules of Employees**

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

Disciplinary Authority shall not be below the rank of Appointing Authority.

**Rule 23      Gratuity rules of Employees**

The Gratuity of the employees of the Vidyapith shall be as per the Payment of Gratuity Act, 1972 (Employees under NPS) as amended from time to time.

**Rule 24      Retirement benefit and pension rules of Employees**

As per Central Civil Services (Pension) Rules, 2021 & Central Civil Services (Commutation of Pension) Rules, 1981 / Central Civil Services (Implementation of National Pension System) Rules, 2021 as amended from time to time.

## **Rule 25      Work from Safe Place Policy**

Work from a safe place (WFSP) is the need of today's work environment, where one can easily plug-in from just any safe place they are.

[1] A work from safe place policy is an agreement between the Vidyapith and the employees who prefer to have the work from safe place privileges.

[2] The policy defines the expectations, responsibilities, the eligibility and the other work from safe place guidelines. In short, it ensures that all employees understand what is required of the when they choose to work from a safe place.

[3] Policy Brief and Purpose

Vidyapith is encouraging the employee stop work from a safe place policy for the safety of employees, their families and work place colleagues. It is also believed that it may increase the employee's flexible working hours and increase their productivity. Work from a safe place allows the employee to save some extra time each day to take some extra care of their health.

4 Scope and eligibility: The following points will be considered to allow the employee for work from a safe place:

- (a) Does the nature of the employee's job allow them to work from home or a safe place?
- (b) Will communication with the remote employees be difficult?
- (c) Do the employees have laptop/PC?
- (d) Do they have the required software or equipment installed at home or at a safe place?
- (e) What are the conditions in the employee's place of work?
- (f) Do they have access to good speed broadband internet connection?
- (g) Do the employee will be available to head-quarter for 24\*7?

- (h) Can the employee complete any type of assigned work?
- [4] Generally, he/she can work from a safe place with prior approval of the authority or authority may direct to work from a safe place:
- (a) On certain occasions.
  - (b) Fulltime.
  - (c) Every day, by dividing their time between being at the physical work place and their remote safe place.
- [5] The request process: The employees are required to make a formal request to work from a safe place. If the employee shall satisfy the pre-requisite to work from a safe place with planning of proposed work and probable output. The proposed place for a work from a safe place may be approved by the Vice-chancellor.
- [6] Attendance and Availability Standards: It is highly recommended to be available and be connected to the conference hall Centre office through online mode as per the timely suggestion. Everyday Google doc meeting/ team meeting /any other suggested is the preferred mode of communication and presence as per the scheduled time.
- [7] Productivity measures: It is expected to goal and presents the specific task of the day in everyday Google doc / video meetings. The day-to-day routine word / work are not accepted. The personal reading or observations or increase in knowledge work cannot be considered as work in favour of Gujarat Vidyapith objectives. The working the favour to fulfilment of Gujarat Vidyapith objectives with prior approval of the Vice-chancellor can be considered as productive measures.
- [8] Equipment and Tech: Vidyapith shall provide Wi-Fi facility to employees of residential quarters in Gujarat Vidyapith premises.

Response measures:

At the end of the day every employee has to fill the daily activity report and need to submit it by email failing that will be treated as leave. The employee may be called for the video meeting to review their progress of work.

[9] Dress code and Protocol: While working employees still have to be in touch with colleagues, or students via Video conferencing. For this condition, he/she has to follow essentially a suitable dress code and maintaining the protocol.

#### **Rule 26      Rules for Medical Reimbursement of Employees**

The medical reimbursement rules of the employees of the Vidyapith should be as per the CS(MA) Rules, 1944 and UGC/ Central Government rules as amended from time to time.

#### **Rule 27      Pay and allowances**

Pay and Allowances shall be as per University Grants Commission and Government of India Rules and its as amend from time to time.

#### **Rule 28      Service Matter Rules of Employees**

The service matter of employees of Gujarat Vidyapith shall be governed by GoI rules as amended from time to time.

The Conduct Authority is the Executive Council.

#### **Rule 29      Forwarding of Applications of employees of Gujarat Vidyapith for Outside Employment**

The Forwarding of Applications of permanent employees of Gujarat Vidyapith for Outside Employment shall be governed by GoI rules as amended from time to time.

Moreover, the forwarding of applications of employees on probation of Gujarat Vidyapith shall be as follows:

1. Maximum one time for the equivalent post or lower post;

2. Maximum two times for the higher post.

**Rule 30      Guidelines for Annual Performance Appraisal Report (APAR)  
for Teaching and Non-Teaching employees**

Annual Performance Appraisal Report (APAR) for Teaching and Non-Teaching employees shall be as per the Guidelines of UGC/ Central Government as amended from time to time.

Part VII

# Research Innovation and Extension

## Rules

Rules No. 1 to 19

**Rule 1      Promotion of Academic Integrity and Prevention of Plagiarism  
in Gujarat Vidyapith**

- [1] This rule shall be applicable to students, faculty, researchers, staff and said committees under this regulation.
- [2] The concerned students, faculty, researchers and staff shall read and follow the UGC (Promotion of Academic Integrity and Prevention of Plagiarism in Higher Educational Institutions) Regulations, 2018 and subsequent amendments.
- [3] Objectives:
- [a] To create awareness about the responsible conduct of research, thesis, dissertation, promotion of academic integrity, and prevention of misconduct including plagiarism in academic writing among students, faculty, researcher, and staff.
  - [b] To establish an institutional mechanism through education and training to facilitate the responsible conduct of research, thesis, dissertation, promotion of academic integrity, and deterrence from plagiarism.
  - [c] To develop systems to detect plagiarism and to set up mechanisms to prevent plagiarism and punish a student, faculty, researcher, or staff member committing the act of plagiarism.
- [4] [a] There shall be a Departmental Academic Integrity Panel (DAIP) as follows:
- [i] Chairman - Head of the Department;
  - [ii] Member - Senior academician from outside the department, to be nominated by the Vice Chancellor; and,
  - [iii] Member - A person well versed with anti-plagiarism tools, to be nominated by the Vice Chancellor.
- [b] The tenure of the nominated members shall be two years. The quorum for the meetings shall be 2 out of 3 members (including the Chairman).

- [c] The DAIP shall follow the principles of natural justice while deciding on the allegation of plagiarism against the student, faculty, researcher, and staff.
  - [d] The DAIP shall have the power to assess the level of plagiarism and recommend penalty(ies) accordingly.
  - [e] The DAIP after investigation shall submit its report with the recommendation on penalties to be imposed to the IAIP within a period of 45 days from the date of receipt of complaint / initiation of the proceedings.
- [5] [a] There shall be an Institutional Academic Integrity Panel (IAIP) as follows:
- [i] Chairman- Dean/Senior Academician of the Gujarat Vidyapith;
  - [ii] Member - Senior Academician other than Chairman, to be nominated by the Vice Chancellor;
  - [iii] Member - One member nominated by the Vice Chancellor from outside the Gujarat Vidyapith; and,
  - [iv] Member - A person well versed with anti-plagiarism tools, to be nominated by the Vice Chancellor.
- [b] The Chairman of DAIP and IAIP shall not be the same.
  - [c] The tenure of the nominated members shall be three years.
  - [d] The quorum for the meetings shall be 3 out of 4 members (including the Chairman).
  - [e] The IAIP shall consider the recommendations of DAIP.
  - [f] The IAIP shall also investigate cases of plagiarism as per the provisions mentioned in these regulations.
  - [g] The IAIP shall follow the principles of natural justice while deciding about the allegation of plagiarism against the student, faculty, researcher, and staff of Gujarat Vidyapith.

[h] The IAIP shall have the power to review the recommendations of DAIP, including penalties with due justification.

[i] The IAIP shall send the report after investigation and the recommendation on penalties to be imposed to the Vice Chancellor within a period of 45 days from the date of receipt of the recommendation of DAIP/complaint/initiation of the proceedings.

[j] The IAIP shall provide a copy of the report to the person(s) against whom the inquiry report is submitted

[6] Level of Plagiarism, Penalties, and all other concerned matters shall be as per sub-Rule 2.

## **Rule 2      Research Proposal for the Grant of Major and Minor Research Projects**

[1] In pursuit of the vision laid out in the National Education Policy (NEP) 2020, which emphasizes the importance of research, innovation, and knowledge creation in higher education, Gujarat Vidyapith institutes this rule to foster a culture of academic inquiry and research among faculty members.

[2] The scheme is intended to support and encourage teachers to take up significant research activities and to build capacity for future projects funded by external national or international agencies.

[3] Objectives

[a] To promote an environment of research-based teaching and learning.

[b] To encourage faculty members to undertake original research in their field of expertise.

[c] To enable preliminary research efforts that can later be scaled into externally funded projects.

[d] To align institutional research efforts with national development goals, sustainable development goals, Gandhian thoughts and idealism, and local community needs.

[4] Research Projects:

[a] Minor Research Project: A project with a budget not exceeding Rs. 1,00,000 and duration up to 12 months.

[b] Major Research Project: A project with a budget exceeding Rs. 1,00,000 up to Rs. 5,00,000 and duration not exceeding 24 months.

[5] Researcher/Principal Investigator (PI): A full-time regular teacher or academic staff member or any Group-A staff of Gujarat Vidyapith eligible to apply under this scheme.

[6] Research projects may be solicited from individuals not employed by Gujarat Vidyapith, including external researchers and subject experts.

[7] In addition to individual proposals, joint research projects aligned with the provisions of established MoUs may be solicited from collaborating institutions and researchers.

[8] Scope and Applicability: The grant is meant solely for research purposes and not for recurring or administrative expenditure.

[9] Inviting Proposals

[a] The Samvidhan Mandir, after obtaining prior approval from the Finance Committee, Academic Council and Executive Council, shall issue a call for proposals once every academic year.

[b] The notification shall mention the eligibility, timelines, application format, and evaluation criteria.

[10] Evaluation and Sanction

- [a] All submitted proposals shall be peer-reviewed by a Research Evaluation Committee of Experts constituted by the Vice Chancellor.
- [b] Sanction may be accorded based on academic merit, feasibility, alignment with institutional goals, objectives of this rule, and budget justification.

[11] Monitoring and Reporting

- [a] All sanctioned projects must submit quarterly progress reports and a final project report.
- [b] Financial utilization must be submitted in the prescribed format certified by the accounts office.
- [c] One academic publication or equivalent output is expected for Minor Projects and two for Major Projects.

[12] Utilization and Audit

- [a] Funds must be utilized strictly for approved heads including books, data collection, fieldwork, and honorarium (if permitted).
- [b] The University shall retain the right to audit and monitor any project at any stage.

[13] Intellectual Property and Acknowledgment

- [a] All research outputs must duly acknowledge the support of Gujarat Vidyapith.
- [b] Any IP generated shall be remained with Gujarat Vidyapith.

### **Rule 3      Daftar Sarankshan Ekam (Archives)**

- [1] The Archival Cell of Gujarat Vidyapith was established in 1983 within the Department of History with the purpose of preserving important institutional documents and rare historical records. It has since evolved into a dedicated unit known as “Daftar Sanrakshan Ekam (Archives)”.
- [2] The objective is to preserve, organize, digitize, and facilitate academic access to historically and institutionally significant records, correspondence, profiles, and visual material relevant to Gujarat Vidyapith, the Indian Freedom Movement, and Gandhian institutions and individuals.
- [3] Scope and Collection  
The Daftar Sanrakshan Ekam shall include but not be limited to the following archival materials:
  - [a] Records, profiles, and correspondence of Indian freedom fighters associated with Gujarat Vidyapith.
  - [b] Letters and documents donated by individuals or families to the University for historical or academic purposes.
  - [c] Files and papers of the Former Chancellors of Gujarat Vidyapith, preserved for their historical relevance.
  - [d] Documents pertaining to historic political records, including those of the Gujarat Provincial Committee and related movements.
  - [e] Rare photographs of Mahatma Gandhi, significant institutions, and other historically important personalities.
  - [f] Any material of historical, educational, institutional, or cultural significance, received, donated, or discovered over time.
- [4] The Daftar Sarankshan Advisory Committee shall be constituted by the Vice Chancellor to guide the development and use of archival resources. It shall include:

- [a] A Dean nominated by the Vice Chancellor as a Chairperson.
  - [b] One Archivist/Preservation Expert (nominated)
  - [c] One Faculty Member (nominated)
  - [d] Librarian
  - [e] A Coordinator nominated by the Vice Chancellor as a Member Secretary.
- [5] The nomination other than coordinator shall be of three years from the date of notification.
- [6] The Committee shall convene at least once annually, and may meet more frequently as deemed necessary by the Vice Chancellor.
- [7] The meeting shall be convened by the Member Secretary with the prior approval of the Vice Chancellor.
- [8] Two-thirds of the total members shall constitute the quorum for the meeting.
- [9] Core Functions
- [a] Cataloging, indexing, and preservation of archival material
  - [b] Digitization of rare documents and photographs to ensure long-term preservation
  - [c] Facilitating research and academic access through controlled public viewing and researcher permissions
  - [d] Organizing exhibitions, lectures, and workshops on archival research and history
  - [e] Preparing metadata, inventories, and access policy as per archival best practices
  - [f] Ensuring physical security, environmental control, and safe storage of materials
- [10] Use and Access

- [a] Access to archival material shall be governed by an internal Access and Usage Policy, to be developed by the Advisory Committee and approved by the Competent Authority.
  - [b] Materials of confidential or sensitive nature shall be accessed only with prior permission of the Competent Authority.
  - [c] Students, scholars, and external researchers may be permitted access upon written request and institutional approval.
- [11] The Daftar Sanrakshan Ekam shall support research scholars and students from the Department of History and other departments.
- [12] It may serve as a resource hub for interdisciplinary studies in Gandhian Thought, Political Science, Literature, and Archival Science.
- [13] The Gujarat Vidyapith shall allocate annual budgetary support for maintenance, digitization, staffing, infrastructure, and preservation needs of the Archives.
- [14] Grants from external agencies or CSR partnerships may also be mobilized with the approval of the Competent Authority.

#### **Rule 4      Bhartiya Bhasha ane Sanskruti Sansthan**

- [1] The Sansthan (Institute of Indian Language and Culture) shall serve as a specialized centre for the teaching, research, and dissemination of Indian and foreign languages, with a focus on linguistic skills, cultural exchange, and professional advancement.
- [2] The objectives of the Sansthan shall be:
- [a] To provide structured short-term courses in Indian and foreign languages.
  - [b] To promote cultural exchange, mutual understanding, and Gandhian ideals of unity in diversity.
  - [c] To promote and organize cultural fest.

- [d] To enhance professional and academic opportunities by offering customized language courses for recruitment and higher studies.
  - [e] To foster comprehensive language proficiency through focus on Listening, Speaking, Reading, and Writing (LSRW) skills.
  - [f] To establish a well-equipped multilingual library for learners and researchers.
  - [g] To establish coordination with other such organizations.
- [3] Courses Offered: Gujarat Vidyapith shall offer various courses subject to the availability of resources of each course.
- [a] Indian Languages
  - [b] Foreign Languages
- [4] Examination and Certification
- [a] Each course shall conclude with a Written and Oral Examination to assess LSRW skills.
  - [b] Successful candidates shall be awarded a Certificate by Gujarat Vidyapith, duly signed by the Director of the Sansthan after approval of authority.
  - [c] The examination structure and evaluation criteria shall be periodically revised.
- [5] The Sansthan shall be administered under the direction of a Director, nominated by the Hon'ble Vice Chancellor of Gujarat Vidyapith.
- [6] To ensure quality, transparency, and academic integrity, a Bhartiya Bhasha Sanskruti Sansthan Advisory Committee shall be constituted as follows:
- [a] The Vice Chancellor, Gujarat Vidyapith - Chairperson
  - [b] Members - Two Trustees nominated by the Gujarat Vidyapith Mandal.
  - [c] Three Experts in Indian Languages and Culture – Nominated by the Vice Chancellor - Members

[d] Director, Bhasha Sanskruti Sansthan - Member Secretary

[7] The Academic Branch shall submit the proposal for constitution or modification of the committee and nomination of the Director to the Vice Chancellor through the appropriate file.

[8] The nomination shall be for a term of three years from the date of notification.

[9] The Committee shall convene at least once annually, and may meet more frequently as deemed necessary by the Vice Chancellor.

[10] The meeting shall be convened by the Member Secretary with the prior approval of the Vice Chancellor.

[11] Two-thirds of the total members shall constitute the quorum for the meeting.

[12] The Advisory Committee shall:

[a] To act in furtherance of the objectives of the Sansthan.

[b] Approve curricula, examination patterns, and recommend the fee structures.

[c] Recommend faculty appointments and training programs.

[d] Review and monitor academic progress, quality assurance, and collaborations.

## **Rule 5      Hindi Prachar Sansthan**

[1] The objectives of the Hindi Prachar Sansthan shall be:

[a] To promote the teaching, learning, and propagation of Hindi as envisaged by Mahatma Gandhi, with emphasis on simplicity, cultural unity, and mutual understanding between communities.

[b] To organize and conduct structured examinations in Hindi, Gandhian Thought, and Gujarati, with curricula designed to promote linguistic proficiency and Gandhian philosophy.

- [c] To undertake academic and cultural activities that foster language development, inter-linguistic exchange, and national integration.
- [2] The administration of the Hindi Prachar Sansthan shall be governed and supervised by the Gujarat Hindi Prachar Samiti, which shall be constituted as follows:
- [a] Chairman – Hon’ble Vice Chancellor, Gujarat Vidyapith
  - [b] Members - Two Trustees nominated by the Gujarat Vidyapith Mandal.
  - [c] Member – A Dean nominated by the Vice Chancellor.
  - [d] Members - Two Experts – Nominated by the Vice Chancellor from the field of language, literature, or Gandhian studies.
  - [e] Member Secretary – Director, Hindi Prachar Sansthan (nominated by the Vice Chancellor).
- [3] The nomination shall be for a term of three years from the date of notification.
- [4] The Committee shall convene at least twice annually, and may meet more frequently as deemed necessary by the Vice Chancellor.
- [5] The meeting shall be convened by the Member Secretary with the prior approval of the Vice Chancellor.
- [6] Two-thirds of the total members shall constitute the quorum for the meeting.
- [7] Examination Structure: The following examinations shall be conducted under the Hindi Prachar Sansthan:
- [a] Hindi Pariksha  
Levels: Balpothi, Paheli, Dusari, Tisri, Vinit, Sevak (Eligibility as per the declaration).
  - [b] Gandhi Vichar Prachar Pariksha  
Levels: Zankhi, Smruti, Pravesh, Parichay, Chintan, Manan, Mimansa (Eligibility as per the declaration).

[c] Gujarati Pariksha

Levels: Balpothi, Prathmik, Subodh, Prabodh, Vinay (Eligibility as per the declaration).

[8] Examination Conduct and Recognition

[a] Examinations shall be conducted up to four times a year, with dates, fees, and remuneration notified annually.

[b] Examination centres shall be established in Gujarat and outside as per the number of applications received.

[c] Certain Hindi examinations (Tisri, Vinit, Sevak) shall continue to enjoy recognition by the Government of India as equivalent to SSC, Intermediate, and BA Hindi levels, respectively. (It is not the degree)

[9] Curriculum and Syllabus

[a] A prescribed curriculum shall be maintained for each examination level, periodically revised in accordance with UGC recommendations and in line with NEP 2020 goals of multilingualism and cultural preservation.

[b] Gandhian Thought examinations shall include content on Gandhi's philosophy, constructive work, and principles of non-violence and truth.

[c] The Gujarati language curriculum shall be specially designed for non-Gujarati speakers to foster linguistic inclusivity.

[10] Activities: The Hindi Prachar Sansthan shall:

[a] Conduct examinations, competitions, and recitation events.

[b] Organize seminars, workshops, and training sessions for teachers and learners.

[c] Promote reading and writing habits through publications, spelling reform initiatives, and literary activities.

- [d] Collaborate with other linguistic and cultural organizations, including national language institutions.

[11] Finance

- [a] All examination fees, remuneration rates, and related expenditures shall be determined annually with the approval of the Vice Chancellor.
- [b] Grants and financial assistance from governmental and non-governmental bodies may be utilized for the promotion of Hindi and related activities.

**Rule 6      Kala Mandir**

- [1] Originally founded in 1920, Kala Mandir served as a vital institution for the integration of Indian classical music, visual arts, and traditional crafts into the curriculum, with active support from renowned musicians such as Pandit Vishnu Digambar Paluskar and Pandit Vishnu Moreshwar Khare. In line with the vision of the founder, Mahatma Gandhi, Gujarat Vidyapith re-established Kala Mandir on 1st August 2024 as a center for cultural education, artistic expression, and vocational self-reliance.

- [2] The objectives of Kala Mandir shall include:

- [a] Preservation and promotion of India's rich cultural and artistic heritage;
- [b] Integration of traditional arts, crafts, and music into mainstream education;
- [c] Imparting vocational training aligned with Gandhian ideals of self-reliance;
- [d] Promoting sustainability through the use of local materials and indigenous techniques;
- [e] Empowering students and artisans through skill development and community outreach;
- [f] Encouraging cultural exchange and innovation while maintaining rootedness in tradition.

- [3] Courses and Programmes - Kala Mandir may offer certificate, diploma, and other recognized training programs in the following disciplines (indicative, not exhaustive):
- [a] Performing Arts: Kathak, Bharatnatyam, Classical Vocal, Tabla, Harmonium, Sitar, Drama, Flute.
  - [b] Visual Arts: Drawing and Painting, Sculpture, Pottery, Craft-based Design.
  - [c] Workshops and Exhibitions: Community engagement, local artisan promotion, seasonal camps.
- [4] All courses shall follow a structured curriculum approved by the Academic Council and align with UGC norms wherever applicable.
- [5] Wherever possible, credits earned at Kala Mandir shall be recognized under:
- [a] Vocational and value-added courses
  - [b] Multidisciplinary electives under NEP 2020
  - [c] Skill enhancement programs
- [6] The Academic Council shall approve course equivalencies and guidelines for integration.
- [7] Establishment - Kala Mandir shall function as a dedicated institute or department under Gujarat Vidyapith.
- [8] To promote Indian arts, music, and crafts as part of Nai Talim and holistic education, the following Kala Mandir Advisory Committee is constituted:
- [a] The Vice Chancellor - Chairperson
  - [b] Three eminent experts in Classical Music, Dance, or Fine Arts (nominated by the Vice Chancellor) - Members
  - [c] Director, Kala Mandir - Member Secretary
- [9] The nomination shall be for a term of three years from the date of notification.

- [10] The Committee shall convene at least once annually, and may meet more frequently as deemed necessary by the Vice Chancellor.
- [11] The meeting shall be convened by the Member Secretary with the prior approval of the Vice Chancellor.
- [12] Two-thirds of the total members shall constitute the quorum for the meeting.
- [13] An Advisory Committee shall be constituted by the Vice Chancellor to ensure academic quality, heritage preservation, and alignment with the Vidyapith's Gandhian ethos. The Committee shall:
- [a] Advise on curriculum development and evaluation;
  - [b] Recommend programs, exhibitions, and cultural activities;
  - [c] Guide outreach, collaboration, and artisan engagement initiatives.
- [14] A Board of Studies may be constituted whenever it is necessary.
- [15] Administrative Structure - The following shall be the administrative and academic positions of Kala Mandir:
- [a] A Director nominated by the Vice - Chancellor responsible for overall functioning.
  - [b] Visiting faculties may be invited for various activities for teaching and learning process.
  - [c] Support and Administrative Staff as approved by the Competent Authority.
- [16] Community and Cultural Engagement - Kala Mandir shall actively engage in:
- [a] Organizing public performances, cultural evenings, and exhibitions;
  - [b] Conducting outreach activities with rural schools and artisan communities;
  - [c] Publishing research and creative works in arts and culture;
  - [d] Facilitating collaborations with other Gandhian and art-based institutions.

- [17] The Gujarat Vidyapith shall allocate annual budgetary support for various activities.
- [18] Grants from external agencies or CSR partnerships may also be mobilized with the approval of the Competent Authority.
- [19] Kala Mandir shall submit an annual report on its activities to the Academic Council and Executive Council.

## **Rule 7      Puratatva Mandir**

- [1] In alignment with the objectives of Gujarat Vidyapith, founded by Mahatma Gandhi in 1920, and in recognition of its heritage role in promoting Indian culture, history, and literature, the Gujarat Puratattva Mandir is established as an academic and research institution. It shall function as a centre of excellence for oriental studies, archaeology, history, culture, and heritage management.
- [2] The objectives of the Gujarat Puratattva Mandir shall be:
  - [a] To conduct advanced research and documentation on Indian culture, archaeology, oriental studies, Jain studies, Bodh studies, Ahinsa and heritage.
  - [b] To collect, conserve, and curate rare books, manuscripts, and artifacts relevant to Indian and Eastern civilizations.
  - [c] To undertake translation, publication, and dissemination of scholarly works.
  - [d] To develop introductory and advanced courses in Archaeology, Museumology, and Heritage Management.
  - [e] To promote interdisciplinary studies in history, literature, anthropology, and philosophy.
  - [f] To organize national and international conferences, seminars, and workshops in collaboration with universities and government bodies.
  - [g] To engage in public outreach and heritage awareness programs consistent with Gandhian principles of education and culture.

- [3] The Gujarat Puratattva Mandir shall:
- [a] Maintain a specialized library of Indian and Oriental studies.
  - [b] Preserve and curate museum collections of historical and cultural significance.
  - [c] Provide training and certificate/diploma programs in Archaeology, Museum Studies, and Heritage Conservation.
  - [d] Support fieldwork, excavation, and documentation projects in archaeology and related disciplines.
  - [e] Collaborate with institutions such as the Indira Gandhi National Centre for the Arts (IGNCA), ASI, National Archives of India, and international heritage organizations.
  - [f] Publish monographs, translations, journals, and research reports.
  - [g] Facilitate community engagement with local historians and custodians of traditional knowledge.
- [4] A Director shall be nominated or appointed by the Vice Chancellor to oversee research, teaching, and administrative functions.
- [5] Supporting staff such as Museum Curators, Conservators, and Archaeologists may be appointed on a regular, contractual, or honorary basis.
- [6] To ensure academic rigor and strategic development, a Puratattva Mandir Advisory Committee shall be constituted.
- [a] Vice Chancellor, Gujarat Vidyapith - Chairperson.
  - [b] Members - Two Trustees nominated by the Gujarat Vidyapith Mandal.
  - [c] Three experts along with One of senior archaeologist or historian of repute.
  - [d] Director, Gujarat Puratattva Mandir – Member Secretary.
- [7] The nomination shall be for a term of three years from the date of notification.

- [8] The Committee shall convene at least once annually, and may meet more frequently as deemed necessary by the Vice Chancellor.
- [9] The meeting shall be convened by the Member Secretary with the prior approval of the Vice Chancellor.
- [10] Two-thirds of the total members shall constitute the quorum for the meeting.
- [11] Functions:
  - [a] Provide policy guidance and recommend research priorities.
  - [b] Review and approve publications, training programs, and academic collaborations.
  - [c] Ensure compliance with UGC Regulations, NEP 2020, and heritage laws.
  - [d] Facilitate funding support through Government schemes, CSR, and international grants.
  - [e] Oversee conservation, digitization, and dissemination of archival material.

## **Rule 8      Vyas Mandir**

- [1] In pursuit of Mahatma Gandhi's educational vision and in response to the evolving challenges of Indian higher education, Gujarat Vidyapith establishes the VyaS Mandir – "Vyavsaayik Sajjata Mandir" as a dedicated institutional platform for the enhancement of teaching, administration, and academic leadership. It is rooted in Gandhian principles of self-reliance, social service, and value-based education.
- [2] The VyaS Mandir shall function with the following objectives:
  - [a] To serve as a Centre of Excellence in Pedagogical Development;
  - [b] To provide training and certification programmes in innovative teaching methods, curriculum design, research and educational technology;

- [c] To organize leadership training for academic administrators, faculty, and support staff;
- [d] To encourage research in higher education, teacher education, and academic policy reforms;
- [e] To engage in policy advocacy for improving the standards of Indian higher education;
- [f] To collaborate with national and international institutions in promoting best practices;
- [g] To align its initiatives with the National Education Policy (NEP) 2020, especially in the areas of capacity building, multidisciplinary education, and lifelong learning.

[3] Administrative Structure

- [a] A Director nominated by the Vice - Chancellor who is responsible for overall functioning.
- [b] Support Staff – As approved by the Competent Authority

[4] The Mandir shall organize the following:

- [a] Faculty Development Programs (FDPs)
- [b] Administrative and Leadership Training Workshops
- [c] Certificate Courses in Curriculum and Assessment
- [d] Digital Teaching Skill Development
- [e] Academic Policy and Governance Seminars
- [f] Research Methodology Courses and Retreats
- [g] Publications and Resource Materials on Higher Education Innovations

[5] The Gujarat Vidyapith shall allocate annual budgetary support for various activities.

- [6] Grants from external agencies or CSR partnerships may also be mobilized with the approval of the Competent Authority.
- [7] VyaS Mandir shall submit an annual report on its training programs, outcomes, collaborations, and research activities to the Academic Council and Executive Council.

## **Rule 9      Samvidhan Mandir**

Samta Ane Vikas (SAV) extended as Samvidhan Mandir and is stands for Sanshodhan - Vikas Dharita aur Navachar Mandir.

- [1] In furtherance of Mahatma Gandhi's ideals of social justice, sustainability, equity, and self-reliance, and in alignment with the objectives of the Gujarat Vidyapith Mandal, the Samta Ane Vikas (SAV) was established in 1992. Its extension, the Samvidhan Mandir, serves as a dedicated research advisory and development cell, committed to promoting inclusive and sustainable development through academic research, community engagement, and policy advocacy.
- [2] The key objectives of the Samvidhan Mandir shall be:
  - [a] To promote interdisciplinary and applied research in fields such as sustainable development, distributive justice, local economies, climate action, and social equity or any other academic field of Gujarat Vidyapith.
  - [b] To foster collaborative partnerships with national and international academic institutions, industries, public bodies, and civil society organizations.
  - [c] To undertake evaluation, consultancy, and extension services, including CSR-linked activities.
  - [d] To disseminate research findings to policymakers, planners, and the public through publications, reports, policy briefs, and media.
  - [e] To establish and operate a University-Industry Interaction Cell for promoting technology transfer, field solutions, and innovation.

[f] To promote inclusive research opportunities for marginalized and underrepresented communities.

[3] Scope of Activities - The Samvidhan Mandir shall undertake:

[a] Institutional research projects, policy reviews, and impact assessments.

[b] Workshops, seminars, and capacity-building programs in relevant domains.

[c] Publication of journals, reports, white papers, and Gandhian research compilations.

[d] Collaborative projects funded by UGC, ICSSR, DST, DBT, CSR agencies, and international bodies.

[e] Research and consultancy on gender justice, biotechnology, seed sovereignty, green energy, and rural innovation.

[f] Supporting and guiding faculty, students, and scholars in research proposals and ethical governance.

[g] Consultancy.

[h] Participate in Tender Process for such work.

[4] The day-to-day administration shall be led by a Director, nominated by the Vice Chancellor.

[5] A Research Assistant may be appointed with the approval of competent authority.

[6] The Samvidhan Cell shall guide and advise on thematic priorities, academic standards, and any other matters as deemed necessary.

[7] The constitution of Samvidhan Cell is as follows:

[a] The Vice Chancellor - Chairperson

[b] Two experts, or among the Professors or Associate Professors, shall be nominated by the Vice Chancellor as Members.

[c] Coordinator, IQAC as Member.

- [d] Member for Finance and Infrastructure shall be nominated by the Vice Chancellor.
  - [e] Member for Research Programme and Policy Development shall be nominated by the Vice Chancellor.
  - [f] Member for Collaboration and Community shall be nominated by the Vice Chancellor.
  - [g] Member for Product Development Monitoring and Commercialization shall be nominated by the Vice Chancellor.
  - [h] Director, Samvidhan Mandir - Member Secretary
- [8] The nomination shall be for three years from the date of notification.
  - [9] The Cell meeting shall convene at least once annually, and may meet more frequently as deemed necessary by the Vice Chancellor.
  - [10] The meeting shall be convened by the Member Secretary with the prior approval of the Vice Chancellor.
  - [11] Two-thirds of the total members shall constitute the quorum for the meeting.
  - [12] It is mandated to promote quality research that contributes to the vision of a self-reliant India (Atma Nirbhar Bharat), in alignment with the provisions of the National Education Policy (NEP) 2020.
  - [13] The Samvidhan Mandir may receive funding through Gujarat Vidyapith's budgetary provisions, government schemes, research grants, Corporate Social Responsibility (CSR) contributions, consultancy services, tender processes, or endowments.
  - [14] An Annual Report detailing programs, partnerships, research output, and budget utilization shall be submitted to the Academic Council and Executive Council.

## Rule 10 Vinay Mandir

[1] Vinay Mandir is an integral educational institution of Gujarat Vidyapith, established to impart holistic, value-based, and self-reliant education inspired by the ideals of Mahatma Gandhi. The school functions as a constituent unit of Gujarat Vidyapith (a Deemed University under Section 3 of the UGC Act, 1956) and is governed in accordance with the Constitution of India, the Right of Children to Free and Compulsory Education Act, 2009, the National Education Policy, 2020, and the Rules of Gujarat Vidyapith.

[2] Structure of the School - Vinay Mandir shall function in the following sections in accordance with the Stages of School Education under NEP 2020:

| Sr. No. | School Section                           | Class / Standard                  | Age (Years) | State        |
|---------|--|-----------------------------------|-------------|--------------|
| 1.      | Gujarat Kumar Vinay Mandir – Vidyavatika | KG1, KG2, Bal Vatika, Std. 1 to 2 | 3 to 8      | Foundational |
| 2.      | Gujarat Kumar Vinay Mandir – Vidyarambh  | Std. 3 to 5                       | 8 to 11     | Preparatory  |
| 3.      | Gujarat Kumar Vinay Mandir – Vidyadeep   | Std. 6 to 8                       | 11 to 14    | Middle       |
| 4.      | Gujarat Vinay Mandir – Vidya Vasant      | Std. 9 to 12                      | 14 to 18    | Secondary    |

[3] The objectives of Vinay Mandir shall be:

- [a] To provide holistic education combining intellectual, moral, social, and vocational development.
- [b] To nurture values of truth, non-violence, self-reliance, discipline, social service, and national integration.

- [c] To align with Gandhian principles of Nai Talim (Basic Education) with emphasis on dignity of labour.
  - [d] To integrate modern pedagogy with traditional knowledge and Indian culture.
  - [e] To prepare students for higher education, vocational pathways, and responsible citizenship.
- [4] The Principal of Vinay Mandir shall be the administrative and academic head of the institution, reporting to the Vice-Chancellor through the Registrar.
- [5] All appointments, service matters, and financial administration shall be regulated by Gujarat Vidyapith.
- [6] The School shall comply with all applicable laws including RTE Act, 2009, Secondary Education Rules, and regulations of the affiliating education boards (State/CBSE/NCERT, as applicable).
- [7] Academic Framework
- [a] The curriculum shall be designed in accordance with NEP 2020 framework (Foundational, Preparatory, Middle, Secondary).
  - [b] Vocational and skill-based learning shall be integrated in line with Gandhian Nai Talim.
  - [c] Examinations and assessments shall follow the guidelines of the affiliating board and internal academic council of Gujarat Vidyapith.
  - [d] Language education shall prioritize Gujarati, Hindi, and English, along with Indian cultural and Gandhian studies.
- [8] To ensure effective governance, a Vinay Mandir Advisory Committee shall be constituted as follows:
- [a] Vice-Chancellor – Chairperson
  - [b] Registrar – Member

- [c] Principals of each section (One of the Principal nominated as Member Secretary) - Members
  - [d] Two Parents Representative nominated by the Vice Chancellor – Member
  - [e] One Alumni Representative nominated by the Vice Chancellor – Member
- [9] The nomination shall be for one year from the date of notification.
- [10] The Committee shall convene at least once annually, and may meet more frequently as deemed necessary by the Chairperson.
- [11] The meeting shall be convened by the Member Secretary with the prior approval of the Chairperson.
- [12] Two-thirds of the total members shall constitute the quorum for the meeting.
- [13] The Principal of each section is the academic and administrative leader of that stage, ensuring compliance with Vidyapith’s Gandhian ethos, NEP 2020 framework, government education laws, and financial rules.
- [14] Responsibilities
- [a] Supervise staff attendance, discipline, and workload distribution.
  - [b] Ensure proper utilization and maintenance of section-specific infrastructure, classrooms, laboratories, libraries, and playgrounds.
  - [c] Maintain records, registers, and reports (attendance, admissions, examination results, staff service records, etc.).
  - [d] Prepare and submit the budget estimate (recurring and non-recurring).
  - [e] Ensure judicious use of funds, grants, and fees for section activities.
  - [f] Maintain accounts of petty cash/imprest (if sanctioned) for section-level expenses with proper justification and reporting.
  - [g] Maintain a safe, inclusive, and disciplined environment for all students.

- [h] Handle grievances of students and parents at the section level before escalation.
- [i] Promote co-curricular and extra-curricular activities for holistic student development.
- [j] Recommend training, capacity-building, and performance evaluation of staff.
- [k] Ensure staff compliance with Vidyapith service rules and ethical standards.
- [l] Act as the first-level disciplinary authority for staff within the section (subject to appeal before the Registrar or the Vice Chancellor).
- [m] Ensure compliance with the concerned Acts/Regulations.
- [n] Ensure implementation of child protection policies, safety guidelines, and inclusivity norms.
- [o] Act as the nodal officer for statutory inspections, audits, and reporting for the section.

**Rule 11      VIKAS**

- [1] The Gujarat Vidyapith aims to provide vocational and professional training programmes that empower students, promote employability, foster entrepreneurship, and contribute to nation-building in alignment with the National Education Policy (NEP) 2020, UGC Regulations, and the Skill Development and Entrepreneurship Policy of the Government of India,
- [2] The objectives of the VIKAS Institute shall be:
  - [a] To conduct relevant Skill Enhancement Courses (SEC) under NEP 2020 for undergraduate and postgraduate students.
  - [b] To impart practical, hands-on vocational training in alignment with the needs of society and industry.

- [c] To foster self-employment and entrepreneurship by providing training in both traditional and modern skills.
  - [d] To strengthen industry–academia collaboration by offering job-oriented courses under NCVT and GCVT patterns.
  - [e] To promote Gandhian values of self-reliance (Swavlamban) through sustainable vocational activities.
  - [f] To establish the Institute as a hub for lifelong learning, vocational innovation, and social empowerment.
- [3] The Institute may offer courses in, but not limited to, the following areas:
- [a] Electronics Technician
  - [b] Solar PV Technician
  - [c] Electric Vehicle Assembly and Repair
  - [d] Dress Making using Khadi
  - [e] Embroidery
  - [f] Amber Spinning and Weaving
- [4] Additionally, an Industrial Training Institute (ITI) may be operated under the Grant-In-Aid (GIA) or Self Finance (SF) scheme, offering job-oriented programmes under NCVT (National Council for Vocational Training) and GCVT (Gujarat Council for Vocational Training), supported by the Ministry of Skill Development and Entrepreneurship, Government of India, under the Craftsmen Training Scheme.
- [5] Examination and Certification
- [a] All courses shall be assessed through practical and written examinations, including continuous evaluation of skills.
  - [b] Certificates may be issued by Gujarat Vidyapith for SECs, and by NCVT/GCVT for ITI courses, as per statutory requirements.

- [c] Certification shall be recognized for academic progression, employability, and entrepreneurial support.
- [6] A Director of VIKAS shall be nominated by the Vice Chancellor to manage academic, administrative, and financial activities.
- [7] A VIKAS Advisory Committee shall be constituted to guide, monitor, and review the functioning of the Institute.
  - [a] Vice Chancellor - Chairperson
  - [b] Two Industry Experts – Nominated by the Vice Chancellor - Members
  - [c] One Academic Expert in Vocational Education – Nominated by the Vice Chancellor - Member
  - [d] Director, VIKAS - Member Secretary
- [8] The nomination shall be for a term of three years from the date of notification.
- [9] The Committee shall convene at least once annually, and may meet more frequently as deemed necessary by the Vice Chancellor.
- [10] The meeting shall be convened by the Member Secretary with the prior approval of the Vice Chancellor.
- [11] Two-thirds of the total members shall constitute the quorum for the meeting.
- [12] Functions of the Advisory Committee:
  - [a] Approve curricula, course structures, and training modules.
  - [b] Recommend collaborations with industries, NGOs, and government agencies.
  - [c] Monitor quality assurance, placements, and entrepreneurial outcomes.
  - [d] Review annual reports, financial statements, and compliance with statutory guidelines.

## **Rule 12      Vigyan Kendra**

- [1] The Vigyan Kendra, originally founded in 1988 at Sadra village in Gandhinagar district and later relocated to the Gujarat Vidyapith main campus in Ahmedabad in 1998, shall function as a permanent academic and extension activity centre.
- [2] The objectives of the Vigyan Kendra shall be:
  - [a] To cultivate and promote scientific temper and rational inquiry among students, educators, and the general community.
  - [b] To remove superstitions and misconceptions by demonstrating scientific principles through practical models and experiments.
  - [c] To nurture curiosity and fascination for science among children and students, thereby removing fear or hesitation towards science.
  - [d] To strengthen observation, reasoning, and analytical abilities through experiential learning.
  - [e] To curate, maintain, and expand science models and exhibits across various domains, including physics, chemistry, biology, astronomy, energy, and environmental sciences.
  - [f] To conduct science education and extension programmes, such as science clubs, quizzes, lecture series, exhibitions, and nature trips.
  - [g] To commemorate national and international science-related events, such as National Science Day, Environment Day, and birth anniversaries of eminent scientists.
  - [h] To collaborate with government bodies, academic institutions, NGOs, and scientific councils for outreach and scientific literacy.
- [3] The Vigyan Kendra shall:
  - [a] Maintain a Science Exhibition Gallery with more than 50 working models and exhibits.

- [b] Organize school visits, workshops, and teacher training programmes.
  - [c] Partner with institutions such as Gujarat Council on Science & Technology (GUJCOST), Narmada Bal Ghar, National Council of Science Museums (NCSM), and other universities/institutes.
  - [d] Publish educational materials, newsletters, and research findings on science communication and pedagogy.
  - [e] Establish Children's Energy Conservation Corps and science clubs across schools and colleges in Gujarat.
- [4] The Coordinator of the Vigyan Kendra shall be appointed by the Vice Chancellor and shall act as the administrative and academic head of the Kendra.
- [5] The Vigyan Kendra Advisory Committee shall consist of:
- [a] Vice Chancellor or the nominee - Chairperson
  - [b] Three experts nominated by the Vice Chancellor - Members
  - [c] Coordinator, Vigyan Kendra - Member Secretary
- [6] The nomination shall be for a term of three years from the date of notification.
- [7] The Committee shall convene at least once annually, and may meet more frequently as deemed necessary by the Vice Chancellor.
- [8] The meeting shall be convened by the Member Secretary with the prior approval of the Vice Chancellor.
- [9] Two-thirds of the total members shall constitute the quorum for the meeting.
- [10] Functions of the Advisory Committee
- [a] To approve the annual programmes, exhibitions, and outreach activities of the Vigyan Kendra.
  - [b] To recommend collaborations and MoUs with scientific and academic bodies.
  - [c] To oversee financial planning, grants, and budget utilization.

- [d] To ensure that the programmes of the Kendra align with Gandhian philosophy of education, NEP 2020, and constitutional directives.
- [e] To submit an Annual Report to the Executive Council of Gujarat Vidyapith and recommend improvements.

### **Rule 13      Kosh Vibhag**

- [1] Historical Background: The Kosh Vibhag informally originated prior to 1929 under the guidance of stalwarts like Shri Dattatreya Balakrishna Kalelkar, Shri Mohanbhai Patel, and Shri Maganbhai Patel, with the objective of preparing a standard orthographic dictionary of Gujarati. The division published its first edition of the Gujarati Orthographic Dictionary (Jodani Kosh) in 1929 and has since evolved through six critical editions, the latest being published in 2017.
- [2] Recognizing the foundational contribution of Gujarat Vidyapith in the preservation, standardization, and scholarly development of the Gujarati language, this Rule formally establishes and governs the functioning of the “Kosh Vibhag” — an institutional centre committed to the development and dissemination of authentic, inclusive, and scholarly Gujarati lexicography.
- [3] The primary objectives of the Kosh Vibhag shall be:
  - [a] To prepare, update, and publish standardized, scholarly, and accessible dictionaries and linguistic tools in Gujarati.
  - [b] To promote academic research, teaching, and extension in the field of lexicography, grammar, and language policy.
  - [c] To serve as an institutional authority on issues relating to Gujarati orthography and language standardization.
  - [d] To provide support to educational institutions, researchers, students, and government agencies on Gujarati language usage.
- [4] Core Activities

- [a] Preparation and revision of the Sarth Gujarati Jodani Kosh and similar reference works.
  - [b] Conducting seminars, workshops, and lectures on Gujarati lexicography and grammar.
  - [c] Collaborating with other gujarati language authorities.
  - [d] Developing digital tools, databases, and e-resources for Gujarati language learners and researchers.
- [5] The “Kosh Vibhag” shall be governed under the Academic Council and supervised by a duly appointed Coordinator, reporting to the Vice - Chancellor.
- [6] The Kosh Vibhag shall function with editorial and scholarly independence to accommodate diverse viewpoints in the evolution of the language.
- [7] An Advisory Committee may be formed to guide the work of the Kosh Vibhag.
- [8] Disputes over orthographic or grammatical choices shall be resolved through peer academic review and committee consensus.
- [9] All works produced by the Kosh Vibhag shall remain the intellectual property of Gujarat Vidyapith. Publication rights, royalties (if any), and reprint policies shall be decided by the Executive Council.
- [10] The Kosh vibhag may seek external funding (CSR, government schemes, or grants) with prior approval of the competent authority.
- [11] The University shall provide an annual academic and operational grant to the Kosh Vibhag.
- [12] Special Recognition: The “Sarth Gujarati Jodani Kosh” shall be recognized as one of the key language reference works of Gujarat Vidyapith, and its editions shall form part of the university’s heritage and academic legacy.

## **Rule 14      Collected Works of Mahatma Gandhi (CWMG)**

- [1] The Collected Works of Mahatma Gandhi (CWMG) is a monumental collection of Gandhiji's writings, speeches, and correspondences covering the period 1884 to 30th January 1948. The original CWMG (1956–1994), prepared under the leadership of Prof. K. Swaminathan with the support of the Government of India, comprises 100 volumes and is globally acknowledged as a unique civilizational document. Gujarat Vidyapith, with the patronage of the Publications Division, Ministry of Information & Broadcasting, Government of India, Navajivan Trust, and other stakeholders, continues the work of preserving, digitizing, translating, and disseminating the CWMG for posterity.
- [2] The objectives of the CWMG Cell shall be:
- [a] To conserve, preserve, and disseminate the Collected Works of Mahatma Gandhi (CWMG) in both print and digital form.
  - [b] To prepare and publish the Sampoorna Gandhi Vangmaya (SGV), the Hindi counterpart of the CWMG, with authenticity and academic rigor.
  - [c] To maintain fidelity to the CWMG-KS Edition (1956–1994) while exploring modern digital formats for global accessibility.
  - [d] To serve as a nodal institution for research, training, and scholarly engagement with Gandhiji's writings.
  - [e] To collaborate with national and international institutions for the promotion of Gandhian studies.
  - [f] To entrust copies of the digital master data to recognized institutions such as Sabarmati Ashram Preservation and Memorial Trust (SAPMT), National Gandhi Museum (NGM), Gandhi Smarak Nidhi (GSN), and the Ministry of Culture, Government of India, for conservation and dissemination.
- [3] Governance and Administration

- [a] The CWMG Cell shall function under the direct supervision of the Vice Chancellor, Gujarat Vidyapith.
  - [b] A Director of the CWMG Cell shall be nominated or appointed by the Vice Chancellor to oversee academic, administrative, and technical functions.
  - [c] All works undertaken shall strictly comply with the authorizations granted by the Publications Division, Ministry of Information & Broadcasting, Government of India, and with copyright/legal provisions.
- [4] Funding for the CWMG Cell shall be provided through Ministry of I&B (Govt. of India) grants, Gujarat Vidyapith resources, and collaborative institutional support.

**Rule 15      Samagra Sardar**

- [1] In pursuit of the foundational ideals of Gujarat Vidyapith, envisioned by Mahatma Gandhi in 1920, and in tribute to the enduring legacy of Sardar Vallabhbhai Patel—whose contributions to India’s independence and integration remain unparalleled—Gujarat Vidyapith establishes the Samagra Sardar Cell. The Cell shall serve as a dedicated repository and resource center for the collection, preservation, documentation, digitization, and dissemination of Sardar Patel’s speeches, writings, correspondence, and archival records.
- [2] The Samagra Sardar Cell shall function as a heritage, academic, and archival centre of Gujarat Vidyapith.
- [3] The primary objectives of the Samagra Sardar Cell are:
- [a] To collect, compile, and preserve writings, speeches, letters, memoirs, and documents of Sardar Vallabhbhai Patel.
  - [b] To facilitate digitization and creation of an Electronic Master Archive for open access on digital platforms.

- [c] To conduct academic research, publications, and translations related to the life, work, and ideology of Sardar Patel.
  - [d] To promote educational, cultural, and policy research on themes central to Sardar Patel's life: national unity, cooperative movements, rural development, and governance.
  - [e] To establish collaborations with national archives, libraries, universities, research foundations, and government institutions for resource sharing and joint projects.
  - [f] To disseminate authentic knowledge through seminars, conferences, exhibitions, and public lectures, thereby making Patel's legacy accessible to future generations.
  - [g] To serve as a national and international hub of Patel Studies in line with the academic traditions of Gujarat Vidyapith.
- [4] The Samagra Sardar Cell shall include, but not be limited to, the following archival and academic activities:
- [a] Collection of published and unpublished works, letters, and records of Sardar Vallabhbhai Patel.
  - [b] Documentation of oral histories, memoirs, and recollections of contemporaries and freedom fighters associated with Sardar Patel.
  - [c] Preservation of rare photographs, speeches, government papers, and records of the period of national integration (1947–1950).
  - [d] Collaboration with institutions such as National Archives of India, Nehru Memorial Museum and Library, Sabarmati Ashram Preservation and Memorial Trust, Sardar Patel National Memorial, and other allied bodies.
  - [e] Development of an online portal "Samagra Sardar Digital Archive", providing free public access to verified historical documents.
  - [f] Preparation of research-based publications, critical editions, and translations in English, Hindi, and Gujarati.

- [g] Organization of annual “Samagra Sardar Memorial Lecture” and an International Seminar on National Integration.
- [5] The Samagra Sardar Advisory Committee of the Cell shall consist of the following members:
  - [a] Vice Chancellor - Chairperson
  - [b] Three expert shall be nominated by the Vice Chancellor
  - [c] Director, Samagra Sardar Cell - Member Secretary
- [6] The nomination shall be for a term of three years from the date of notification.
- [7] The Committee shall convene at least once annually, and may meet more frequently as deemed necessary by the Vice Chancellor.
- [8] The meeting shall be convened by the Member Secretary with the prior approval of the Vice Chancellor.
- [9] Two-thirds of the total members shall constitute the quorum for the meeting.
- [10] Functions of the Advisory Committee
  - [a] To frame and review academic, archival, and dissemination policies of the Cell.
  - [b] To oversee collection, authentication, and preservation of documents.
  - [c] To guide digitization projects and ensure authenticity, fidelity, and accessibility of the archives.
  - [d] To recommend collaborations, partnerships, and MoUs with national and international institutions.
  - [e] To supervise financial planning, grants, and endowments for sustainability of the Cell.
  - [f] To approve annual programmes of research, seminars, publications, and outreach.

- [g] To submit an Annual Report to the Executive Council of Gujarat Vidyapith.
- [11] All outputs of the Cell shall be deemed the intellectual property of Gujarat Vidyapith, with due acknowledgment of collaborating institutions.

**Rule 16      Prakashan Mandir**

- [1] Prakashan Mandir of Gujarat Vidyapith is established as the central publishing and communication division. Its mandate is to undertake academic, cultural, and intellectual publications and disseminations, thereby supporting the Vidyapith's mission of Gandhian education, research, and public engagement.
- [2] The primary objectives of Prakashan Mandir shall be:
  - [a] To publish and disseminate quality academic research through peer-reviewed journals, books, monographs, and reports.
  - [b] To promote tribal, rural, Gandhian, and socio-cultural studies through scholarly publications.
  - [c] To provide accessible information, handbooks, and communication tools for students, faculty, and society.
  - [d] To ensure digital adoption and outreach, including podcasts, electronic publications, and knowledge-sharing platforms.
  - [e] To preserve the authenticity, credibility, and academic integrity of all published material.
  - [f] Maintain Gujarat Vidyapith's Publication related processes like procuring ISBN/ ISSN for the books, magazines, and journals.
  - [g] Stock Record, sales and distribution of Gujarat Vidyapith (price and non-price) Publications.
- [3] Activities of Prakashan Mandir
  - [a] Vidyapith Journal

- [i] Publish the quarterly research journal Vidyapith (ISSN 0976-5794).
  - [ii] Ensure a double-blind peer-review system, with a minimum of two subject-expert approvals for publication.
  - [iii] Encourage contributions from research scholars, faculty members, and experts.
  - [iv] Maintain indexing, citation, and RNI/ISBN/ISSN compliance.
- [b] Sabarmati
- [i] Content to be developed by Gujarat Vidyapith – covered under academic and Gandhian communication works.
- [c] Adivasi Gujarat
- [i] Publish Adivasi Gujarat (biannual journal since 1978) under the Adivasi Research and Training Centre.
  - [ii] Cover tribal life, culture, socio-economic issues, and development initiatives in Gujarati, Hindi, and English.
  - [iii] Editorial process: Articles shall be reviewed by not less than Associate Professor level faculty.
  - [iv] Maintain RNI registration and ISBN/ISSN standards.
  - [v] Operate under the guidance of a seven-member Advisory Committee of Experts.
- [d] Dainandini (University Handbook/Diary)
- [i] Annual publication of Dainandini, the official student handbook.
  - [ii] Include academic calendar, rules, student code of conduct, and essential university information.
  - [iii] Distribute to all enrolled students and staff.
- [e] Vaishnavjan – Spandan Gandhivichar Ke (Podcast)
- [i] Weekly podcast featuring Gandhian thought, distinguished speakers, student achievers, and special events.

[ii] Ensure quality recording, editing, and dissemination across digital platforms.

[iii] Maintain an archival record for future reference and research.

[4] Governance and Administration

[a] All content to be published by Prakashan Mandir shall be subject to prior approval by the Vice-Chancellor.

[b] The Registrar shall act as the Publisher for all such official publications.

[c] Each publication/ activity shall have a Managing Editor/ Coordinator, appointed by the Vice-Chancellor from among faculty.

[d] An Editorial Board for each journal/ podcast/ handbook shall be constituted, consisting of subject experts, faculty members, and external reviewers.

[e] All publications shall strictly adhere to copyright laws, plagiarism policies, and academic integrity norms.

[5] The Director of shall be appointed by the Vice Chancellor and shall act as the administrative and academic head of the Prakashan Mandir.

[6] To ensure academic quality, administrative transparency, and financial accountability, a Prakashan Mandir Advisory Committee shall be constituted as follows:

[a] The Vice-Chancellor – Chairperson

[b] Members - Two Trustees nominated by the Gujarat Vidyapith Mandal.

[c] Two experts shall be nominated by the Vice Chancellor

[d] One faculty member nominated by the Vice Chancellor

[e] Director - Prakashan Mandir - Member Secretary

[7] The nomination shall be for a term of three years from the date of notification.

[8] The Committee shall convene at least once annually, and may meet more frequently as deemed necessary by the Vice Chancellor.

- [9] The meeting shall be convened by the Member Secretary with the prior approval of the Vice Chancellor.
- [10] Two-thirds of the total members shall constitute the quorum for the meeting.
- [11] The Advisory Committee of Prakashan Mandir shall function as the principal academic and administrative body to guide, review, and oversee all publication-related activities of Gujarat Vidyapith. Its functions shall include, but not be limited to, the following:
- [a] To formulate and approve the overall publication policy of Prakashan Mandir in line with the vision and mission of Gujarat Vidyapith.
  - [b] To ensure that all publications promote academic integrity, Gandhian thought, tribal and rural studies, and contemporary research.
  - [c] To review and recommend new journals, series, or publishing initiatives (print, digital, or audio-visual).
  - [d] To appoint/ approve Editorial Boards for each journal, magazine, podcast, or handbook.
  - [e] To set standards for peer-review, plagiarism checks, and academic quality control.
  - [f] To review the annual publication plan and ensure balance between academic, research, and extension-oriented works.
  - [g] To review and recommend the annual budget of Prakashan Mandir for approval by the Finance Committee/Executive Council.
  - [h] To advise on sources of funding such as grants, subscriptions, endowments, and sales revenue.
  - [i] To ensure that the long-term vision of Gujarat Vidyapith's knowledge dissemination is being fulfilled.

## **Rule 17      Adivasi Sanshodhan ane Talim Kendra**

- [1] The Adivasi Sanshodhan ane Talim Kendra shall function with the following objectives:
  - [a] To conduct research on the socio-economic, cultural, and educational life of Scheduled Tribes in Gujarat and India.
  - [b] To prepare monographs, research reports, and development plans for tribal communities.
  - [c] To evaluate schemes implemented by State and Central Governments for tribal development.
  - [d] To provide training to government officials and grassroots workers engaged in tribal areas.
  - [e] To preserve and disseminate tribal heritage through its museum, library, publications, and archives.
  - [f] To contribute to policy formulation through evidence-based studies and consultancy services.
- [2] Scope of Work - The Centre shall undertake:
  - [a] Research Studies on tribal and Scheduled Caste communities.
  - [b] Training Programs for officials, teachers, and grassroots workers.
  - [c] Museum Development depicting tribal life and culture.
  - [d] Library & Publications including the biannual journal Adivasi Gujarat.
  - [e] Extension Services for community awareness and development.
- [3] The Director shall be nominated by the Vice Chancellor.
- [4] The Director of the Centre shall be the administrative and academic head.
- [5] An Adivasi Sanshodhan ane Talim Kendra Advisory Committee shall guide and monitor the functioning of the Centre. The composition shall be as follows:

- [a] Vice-Chancellor, – Chairperson
  - [b] Members - Two Trustees nominated by the Gujarat Vidyapith Mandal.
  - [c] Three subject experts in Sociology/Anthropology/Tribal Studies (nominated by the Vice-Chancellor) – Members
  - [d] Two Tribal Community Leaders (nominated by the Vice-Chancellor) – Members
  - [e] Director, Adivasi Sanshodhan ane Talim Kendra – Member Secretary
- [6] The Academic Branch shall submit the proposal for constitution or modification of the committee and nomination of the Director to the Vice Chancellor through the appropriate file.
- [7] The nomination in the committee shall be for a term of three years from the date of notification.
- [8] The Committee shall meet at least once a year to review progress and approve the annual plan of activities.
- [9] The Director shall make appropriate arrangements for record-keeping and storage.
- [10] The Director shall submit an Annual Report of activities, research, training, publications, and outreach to Gujarat Vidyapith.

**Rule 18      Sardar Patel Talim Kendra**

- [1] Establishment: The Centre was established on 30th March 1968 under Gujarat Vidyapith with the support of the Government of Gujarat for Panchayati Raj and rural development training.
- [2] The Sardar Patel Talim Kendra shall function as a constituent training centre of Gujarat Vidyapith, subject to Rules.
- [3] Objectives: The Centre shall function with the following objectives:

- [a] To conduct programmes related to Gram Swaraj and rural upliftment in accordance with Gandhian philosophy.
  - [b] To impart administrative training to various cadres of the Panchayat Department of the Government of Gujarat.
  - [c] To provide training to Panchayat functionaries regarding Panchayat work, responsibilities, and duties.
  - [d] To organize short-term training programmes for social and educational institutions engaged in rural development.
- [4] Core Activities: The Centre shall organize and administer the following training and extension activities:
- [a] Pre-service and refresher training for Revenue Talatis/Panchayat Ministers.
  - [b] ICDS job training and other allied programmes.
  - [c] Pre-service training for Junior Clerks and Account Clerks (Class-III Panchayat Service).
  - [d] Pre-service training for ICDS Supervisors.
  - [e] Training for voluntary organizations and government employees in rural development and Panchayati Raj.
  - [f] Training for Panchayat office bearers.
  - [g] Short-term training for students of rural development and social work.
  - [h] Pre-service administrative training for employees.
  - [i] Facilitation of training for Gujarat Police and BSF personnel.
  - [j] Organization of workshops and seminars related to Panchayati Raj and rural development.
- [5] Academic Evolution
- [a] Initially, the Centre conducted training exclusively for Panchayat Ministers.

- [b] Over time, the scope expanded to include Revenue Talatis, Chief Sevikas, Junior Clerks, and other cadres.
  - [c] Now, it is expanded to any agencies as per the need and approval from competent authority.
- [6] Extension Activities: The Centre regularly undertakes extension and outreach initiatives, including:
- [a] Conducting Gram Swaraj and rural development programmes in surrounding villages based on Gandhian thought.
  - [b] Organizing district and taluka-level training programmes for Panchayat and rural development personnel.
- [7] The Director shall be appointed or nominated by the Vice Chancellor.
- [8] The Director of the Centre shall be responsible for:
- [a] Academic and administrative supervision of all activities.
  - [b] Preparation of annual training calendar and budget.
  - [c] Maintenance of financial propriety and maintain its accounts.
  - [d] All receipts and payments shall be subject to audit by statutory auditors and CAG guidelines wherever applicable.
  - [e] Grants received from Government and other agencies shall be utilized strictly for approved purposes.
- [9] The Sardar Patel Talim Kendra Advisory Committee shall guide the Centre, consisting of:
- [a] The Vice-Chancellor or his nominee - Chairperson
  - [b] Members - Two Trustees nominated by the Gujarat Vidyapith Mandal.
  - [c] Two experts in Panchayati Raj, Rural Development, and Gandhian Studies nominated by the Vice Chancellor - Member.

[d] Representatives from Panchayat Institutions nominated by the Vice Chancellor - Member.

[e] Director of the Centre -Member Secretary.

[10] The nomination shall be for a term of three years from the date of notification.

[11] The Committee shall convene at least once annually, and may meet more frequently as deemed necessary by the Vice Chancellor.

[12] The meeting shall be convened by the Member Secretary with the prior approval of the Vice Chancellor.

[13] Two-thirds of the total members shall constitute the quorum for the meeting.

#### **Rule 19 Gujarat Nayi Talim Sangh (GNTS)**

[1] Gujarat Nayi Talim Sangh (GNTS), registered under Charity Commissioner, Surat (Reg. No. E/1127, dated 20/05/1948), is an independent trust dedicated to furthering the ideals of Mahatma Gandhi's Wardha Education Scheme (Nayi Talim/Buniyadi Shikshan). Gujarat Vidyapith, being founded by Mahatma Gandhi himself and historically committed to Gandhian education, extends academic, research, and organizational support to GNTS without encroaching upon its independent structure, constitution, or decision-making authority.

[2] Scope of Cooperation

[a] Gujarat Vidyapith shall facilitate academic collaboration, including research, seminars, training programmes, and workshops related to Gandhian education and Nayi Talim.

[b] Vidyapith shall provide technical and academic expertise through its faculty, departments, and research centres to enrich the activities of GNTS.

[c] Vidyapith may assist in outreach, publicity, and student participation in GNTS programmes, ensuring wider visibility and effectiveness.

- [d] Vidyapith may extend logistical support (venue, academic facilities, library access, archives) subject to prior approval of the competent authority.
- [e] All such assistance shall be non-financial in nature, unless explicitly sanctioned by the Executive Council of Gujarat Vidyapith

Part VIII

# Gandhian Tradition and Remembrance Rules

Rules No. 1 to 11

## **Rule 1      Paripati**

“Paripati” at Gujarat Vidyapith is the traditional and value-based system of collective living, learning, and discipline for students, inspired by Mahatma Gandhi’s vision of Nai Talim. It embodies the principles of simplicity, self-reliance, community spirit, moral character, and holistic education through daily practices such as prayer, group activities, Khadi, industry, and rural immersion.

### [1] Scope and Applicability

- [a] It is applicable to all students, hostels, and academic departments of Gujarat Vidyapith.
- [b] Paripati shall be considered a mandatory component of student life, forming part of the holistic education model.
- [c] Evaluation of Paripati participation may be integrated with academic credit or conduct assessment, as determined by the Academic Council.

### [2] Core Elements of Paripati

#### [a] Prarthana (Prayer)

- [i] Daily prayers in hostels and common assemblies shall be mandatory.
- [ii] Each department may select approved hymns, songs, or prayers from the authorized Vidyapith collection.
- [iii] Instruments, training, and resources shall be provided by the institution to ensure meaningful participation.
- [iv] Every Friday shall be observed as Sarva-Dharma Prarthana (Interfaith Prayer).

#### [b] Samuh Jivan (Community Life)

- [i] All students (hostel residents and day-scholars) shall participate in community duties (cleanliness, group activities, organization).
- [ii] Group work shall be supervised by Heads of Departments, hostel wardens, and designated faculty.

[iii] Such participation shall be evaluated as part of conduct and community credits.

[c] Khadi

[i] Wearing Khadi is mandatory for all students, teachers, and staff.

[ii] Approved dress:

Boys: Pant–Shirt or Kurta–Dhoti in Khadi.

Girls: Punjabi Dress with Dupatta, Lehenga–Zabbha, or Saree in Khadi.

[iii] Vidyapith shall ensure supply of genuine Khadi through its Khadi unit.

[iv] The dress code is to be observed as a matter of discipline and value, not coercive punishment.

[d] Dinacharya

[i] Vidyapith working hours: 08:00 AM to 06:00 PM.

[ii] Each department shall prepare a weekly timetable, ensuring at least 40 hours per week of academic, udyog, and cultural activity.

[iii] Daily schedule along with academic learning shall mandatorily include:

(1) Prayer & group assembly (30 minutes).

(2) Udyog (minimum 1 hour).

[e] Udyog

[i] Udyog is compulsory for all students and shall carry academic credit.

[ii] Students shall select from approved Udyog (spinning, weaving, handicrafts, agriculture-related activities, etc.).

[iii] Final semester students may be exempted, with Academic Council approval.

[iv] Udyog shall be oriented towards self-reliance and livelihood skills.

[f] Katai / Kantan (Spinning & Weaving)

[i] Every student shall engage in spinning on Petty Charkha or Ambar Charkha.

- [ii] Minimum production targets (yarn/pooni/cloth) per semester may be fixed.
- [iii] Competitions and quality assessments shall be organized.
- [iv] Departments shall provide maintenance kits and training.
- [g] Gram Jivan Yatra / Padyatra (Rural Immersion)
  - [i] Each department shall allocate at least 6 days annually for rural immersion, padyatras, or rural camps.
  - [ii] Objectives: direct exposure to rural life, agriculture, Panchayati Raj, and Gandhian rural reconstruction.
  - [iii] Reports shall be submitted and evaluated.
  - [iv] At least one external evaluator shall be included in assessment.
  - [v] Rural immersion shall remain a credit-based requirement.

## **Rule 2      Swayampak**

- [1] Swayampak is a distinctive Gandhian practice of Gujarat Vidyapith, envisioned by Mahatma Gandhi to inculcate the values of self-reliance, dignity of labour, collective living, discipline, and simplicity. It involves students and academic staff jointly preparing and sharing food in a spirit of equality and cooperation. The activity integrates education with life skills and community living, thereby aligning the daily routine of students with Gandhiji's ideals of shrama-yoga and samuhik jeevan.
- [2] Nature of Activity - Swayampak shall include the following:
  - [a] Cooking together in groups.
  - [b] Learning the taste and value of simple, nutritious food.
  - [c] Working collectively and sharing responsibilities.
  - [d] Experiencing group/community living.
  - [e] Practicing Gandhian ideals of equality, cooperation, and simplicity.

[f] Faculty and academic staff shall also join the activity as co-participants, setting an example of dignity of labour.

[3] Objectives of Swayampak:

[a] To cultivate self-reliance, simplicity, and cooperation among students.

[b] To strengthen the practice of dignity of labour by engaging both students and staff in cooking and cleaning.

[c] To nurture communal harmony, equality, and collective discipline.

[d] To make education life-oriented, integrating daily living with Gandhian values.

[4] Organization of the Program:

[a] Each academic department of Gujarat Vidyapith shall organize Swayampak in its own manner and at suitable times, ensuring participation of students and faculty.

[b] Departments may combine academic, cultural, and value-education sessions with Swayampak to enrich its impact.

[c] The prior approval of the Vice Chancellor shall be necessary.

**Rule 3 Swabhimān Project for Nurturing Aptitude (SWAPNA)**

[1] Introduction:

The SWAPNA, which stands for 'Swabhimān Project for Nurturing Aptitude', is an initiative aimed at providing students with the opportunity to earn while learning at Gujarat Vidyapith, an esteemed educational institution founded by Mahatma Gandhi in 1920. This program has been designed to empower students by fostering their skills, knowledge, and character in alignment with the values espoused by Mahatma Gandhi. SWAPNA Initiative is following Mahatma Gandhi's idealism in Self-reliance (Swavlamban) by promoting "earning while learning", and Dignity of Labor (Shramadaan).

[2] This initiative will be taken care of by the SSCW branch. There shall be a committee for the implementation of this initiative.

[a] A Dean nominated by the Vice Chancellor as Chairperson.

[b] Estate Branch Head;

[c] Chief Warden of the Hostel;

[d] Library Head;

[e] SSCW Branch Head as member secretary;

[3] Objectives: The primary objectives of the SWAPNA program are as follows:

[a] To offer students the opportunity to gain practical experience and develop vocational skills through work-study arrangements.

[b] To offer aspirants the chance to explore employment opportunities across diverse sectors in the modern era.

[c] To promote academic excellence, holistic development, and social responsibility among participants.

[d] To provide deserving students with financial assistance to pursue their education at Gujarat Vidyapith.

[e] To uphold the principles of Swavalamban, Swaraj, Swadeshi, Sarvodaya, and Satyagraha in education, as advocated by Mahatma Gandhi.

[4] Eligibility Criteria: To be eligible for the SWAPNA program, students must fulfil the following criteria:

[a] Must be enrolled as a full-time student at Gujarat Vidyapith.

[b] Must exhibit academic potential, punctuality, work dedication, and a strong commitment to personal and community development.

[c] Must be willing to actively participate in work-study opportunities as part of the program.

[d] Must have permission from the head of their concerned department.

- [5] The work may include:
- [a] Campus Beautification Squad:
    - [i] Cleaning and maintaining campus roads for a pleasant environment.
    - [ii] Beautifying offices, hostels, guest houses, and prayer halls.
    - [iii] Maintaining solar panels, water bodies, and water conservation systems.
  - [b] Artistic Touch Crew:
    - [i] Adding colour and life through painting and electrification projects.
    - [ii] Ensuring smooth plumbing operations campus-wide.
  - [c] Green Guardians:
    - [i] Planting and nurturing gardens for a greener campus.
  - [d] Library & Cultural Heritage Crew:
    - [i] Supporting operations at the library, CWMG (Collected Works of Mahatma Gandhi) department, Archives, Museums, etc.
  - [e] Frontline Support Squad:
    - [i] Assisting at reception, help desk, branch/department offices for seamless operations.
  - [f] Security Support Unit:
    - [i] Aiding security points to ensure safety across the campus.
  - [g] Tech Wizards:
    - [i] Managing computer systems, networks, and data entry tasks for efficient digital operations.
  - [h] Media & Publishing Assistance Team:
    - [i] Assisting in radio/magazine script writing, content creation, report writing, documentation, etc.
    - [ii] Supporting activities at the publication department for effective dissemination of information.

[6] Application Process and Duration:

The SWAPNA program will be conducted during summer vacation for the duration of one or two months. It may continue throughout the year on the basis of the requirements of work and the decision of the authority. Students interested in applying for the SWAPNA program must fill up the prescribed application form and submit it along with the supporting documents. A selection committee will review applications and select candidates based on eligibility criteria, academic schedules, and potential for contribution to the program.

[7] Working Rules:

- [a] A student can work a maximum of 8 hours during vacation/holiday (2-4 hours in a working day apart from academic hours)
- [b] Student will be paid @ Rs. 50/Hour as a scholarship for their participation. (Can be revised from time to time)
- [c] Payments will be disbursed at the end of the project period based on attendance and task completion.
- [d] Certificates of participation will be awarded to students who complete the assigned work satisfactorily.
- [e] Students must maintain discipline and uphold the values of Gujarat Vidyapith.
- [f] Any misconduct or negligence in assigned tasks may lead to disqualification from the project.
- [g] Mobiles are not allowed at the workplace, and students must maintain the decorum of the program.
- [h] Participants will be present in uniform, and regularity will be checked continuously.
- [i] Safety protocols must be followed strictly during physical labour.
- [j] All the decisions of the committee will be bound on all student participants.

[8] Monitoring and Evaluation:

- [a] The SWAPNA program will be monitored and evaluated regularly to ensure its effectiveness and impact on participants by the committee.
- [b] Regular attendance will be recorded to ensure accountability and the pay bill.
- [c] Feedback from student participants, concerned faculty, mentors, and other Stakeholders may be collected and used to make improvements to the program as needed.

**Rule 4      Khadisutra**

- [1] “Khadisutra” is a symbolic thread spun by the students, teachers, and staff of Gujarat Vidyapith on the charkha (spinning wheel) during daily morning prarthna (prayer).
- [2] In pursuance of the foundational principles laid down by Mahatma Gandhi and the objectives of Gujarat Vidyapith, the University hereby adopts “Khadisutra” as the official symbol of respect and welcome for guests and dignitaries at all formal functions and ceremonies.
- [3] The use of plastic items and floral bouquets, though common in present-day events, is neither environmentally sustainable nor aligned with the values of simplicity and self-reliance. Gujarat Vidyapith, in its commitment to environmental responsibility and cultural integrity, replaces these with the presentation of “Khadisutra” — a hand-spun thread of khadi.
- [4] A collective practice not only instills inner reflection and devotion but also upholds the Gandhian ideal of dignity of labour. It shall be the duty of every student to participate sincerely in this activity, contributing to the shared goal of promoting the legacy of Mahatma Gandhi and the mission of Gujarat Vidyapith.

- [5] Students engaged in the practice of Khadisutra apart from the curricular shall be remunerated in accordance with the approved rates.

**Rule 5      Annadhenu**

- [1] “Annadhenu” is an institutional activity of Gujarat Vidyapith Mandal, established with the objective of promoting self-reliance in food production, protection of indigenous cattle, and dissemination of Gandhian ideals of Gram Swaraj, constructive work, and sustainable rural economy.
- [2] The objectives of Annadhenu shall be:
- [a] To maintain and protect indigenous cow breeds through Gaushala activities.
  - [b] To promote natural farming methods for ensuring safe and sustainable food production.
  - [c] To develop training, research, and extension activities in cattle care, dairy development, organic agriculture, and rural livelihoods.
  - [d] To collaborate with Krishi Vigyan Kendras, rural institutions, and voluntary organizations for strengthening food self-sufficiency.

**Rule 6      Sthapana Din**

- [1] “Sthapana Din” (Foundation Day) at Gujarat Vidyapith refers to the commemoration of the establishment of Gujarat Vidyapith by Mahatma Gandhi on 18th October 1920.
- [2] The “Sthapana Din” is considered an institutional annual event of Gujarat Vidyapith Mandal, falling under the constructive programmes framework of the Mandal.
- [3] It is observed every year as an occasion of remembrance, reflection, and reaffirmation of the institution’s Gandhian ideals of Satyagraha, Swadeshi, Khadi, Nai Talim, Gram Swaraj, and constructive work.

- [4] Each year, the Vice Chancellor shall nominate one department to be responsible for organising the activity.
- [5] On this day, Gujarat Vidyapith may organizes:
  - [a] Prayer assemblies and Sarvadharm Prarthana in accordance with the Paripati.
  - [b] Lectures, seminars, and discussions highlighting Gandhiji's vision in the context of modern education, society, and nation-building.
  - [c] Felicitation of teachers, staff, students, and constructive workers who have significantly contributed to Vidyapith's mission.
  - [d] Cultural, constructive, and community programs involving Khadi, spinning, rural development exhibitions, and student activities.

#### **Rule 7      Shahid Din**

- [1] "Shahid Din" (Martyrs' Day) at Gujarat Vidyapith is observed every year on 30th January, the day Mahatma Gandhi attained martyrdom in 1948. The day holds a special significance for Gujarat Vidyapith, founded by Gandhiji himself in 1920, as an occasion to reaffirm its commitment to the Gandhian values of truth, non-violence, swadeshi, and service to humanity.
- [2] Each year, the Vice Chancellor shall nominate one department to be responsible for organising the activity.
- [3] On this day, the following practices are carried out:
  - [a] Two Minutes of Silence at 11:00 a.m. across the Vidyapith campuses, in line with the Government of India's notification, to pay homage to Gandhiji and all martyrs who laid down their lives for the nation.
  - [b] Sarvadharm Prarthana and recitation of Gandhiji's favorite bhajans (such as "Vaishnav Jan To" and "Raghupati Raghav Raja Ram"), as part of Vidyapith's Paripati.

- [c] Lectures, discussions, and seminars on Gandhiji's philosophy, peace, non-violence, and relevance of martyrdom in the contemporary world.
- [d] Student and staff participation in activities such as spinning (charkha), khadi exhibitions, social service, and rural engagement, reaffirming the constructive programme of Gandhiji.

## **Rule 8      Rentiya Baras**

- [1] "Rentiya Baras" is a traditional observance at Gujarat Vidyapith, deeply connected with its Gandhian ethos of self-reliance (swavalamban) and dignity of labour.
- [2] "Rentiya Baras" is traditionally observed on the twelfth day (Baras) of the Shravana month of the Hindu calendar.
- [3] The day is dedicated to spinning on the charkha, symbolizing Gandhiji's call for economic independence through khadi and village industries. On this day, students, teachers, and staff members of Vidyapith collectively engage in spinning yarn as an act of remembrance and reaffirmation of Gandhiji's constructive programme.
- [4] Each year, the Vice Chancellor shall nominate one department to be responsible for organising the activity.
- [5] Key Features of Rentiya Baras at Gujarat Vidyapith:
  - [a] Observed annually by all departments and hostels as part of the Paripati.
  - [b] Every student is expected to spin a certain number of rounds (anti) on the pati rentiya or amber charkha.
  - [c] Competitions for quality spinning and yarn production are sometimes organized to encourage skill and dedication.
  - [d] The activity reinforces values of discipline, patience, and commitment to national self-reliance.

- [e] Reports of participation are reviewed by the Paripati Samiti to ensure continuity and improvement in practice.

## **Rule 9      Gandhi Jayanti**

- [1] Gandhi Jayanti is celebrated every year on 2nd October to mark the birth anniversary of Mahatma Gandhi (Mohandas Karamchand Gandhi, 1869–1948).
- [2] It is a national holiday in India and is also observed worldwide as the International Day of Non-Violence (as declared by the United Nations in 2007).
- [3] Each year, the Vice Chancellor shall nominate one department to be responsible for organising the activity.
- [4] Gandhi Jayanti is observed with:
  - [a] Prayer assemblies and all-religion prayers (Sarva Dharma Prarthana)
  - [b] Spinning on the charkha
  - [c] Lectures and seminars on Gandhian thought
  - [d] Social service and cleanliness drives
  - [e] Student activities reflecting simplicity and self-reliance

## **Rule 10      Parivar Melo**

- [1] In respectful memory of Kasturba Gandhi, revered as Mahatma Gandhi's spiritual companion and moral support, Gujarat Vidyapith commemorates her Punyatithi (Death Anniversary) every year through the festival titled "Parivar Melo." This festival aims to promote Gandhian values of simplicity, unity, service, and familial harmony within the Vidyapith community.
- [2] The objective of "Parivar Melo" shall be:
  - [a] To pay homage to Kasturba Gandhi and reflect upon her life and contributions.

- [b] To foster a spirit of community, togetherness, and value-based living among the university family.
  - [c] To celebrate Indian culture, craft, dialogue, and service, following Gandhian ideals.
- [3] Each year, the Vice Chancellor shall nominate one department to be responsible for organising the activity.
- [4] Activities During “Parivar Melo”: The following activities may be organized:
- [a] Bhajan Sandhya and prayer meeting in remembrance of Kasturba Gandhi.
  - [b] Lectures or talks on the life and values of Kasturba and Mahatma Gandhi.
  - [c] Cultural programs, folk performances, and exhibitions reflecting Gandhian themes.
  - [d] Community traditional food festival and sustainable practices.
  - [e] Competitions (essay, elocution, poster making, etc.) on themes like women’s empowerment, freedom movement, and Gandhian philosophy.
  - [f] Workshops or stalls for handloom, khadi, crafts, and rural technologies.
- [5] Participation:
- [a] All faculty members, non-teaching staff, students, and their families shall be encouraged to participate actively.
  - [b] Invitations may also be extended to alumni, local community members, and dignitaries promoting Gandhian values.

**Rule 11      Mission LiFE**

- [1] In the spirit of Mahatma Gandhi’s enduring ideals of self-reliance, ecological harmony, and social responsibility, Gujarat Vidyapith—established in 1920 to nurture education grounded in truth and service—hereby embraces Mission LiFE (Lifestyle for Environment) as an institutional activity. Inspired by the call of

the Hon'ble Prime Minister of India at the 26th United Nations Climate Change Conference (COP26), this initiative aligns with the Vidyapith's commitment to fostering sustainable living and conscious citizenship. Through this adoption, the Vidyapith reaffirms its resolve to cultivate lifestyles that honor the interconnectedness of humanity and nature, echoing Gandhiji's vision of trusteeship and simplicity.

[2] The objectives of Mission LiFE at Gujarat Vidyapith shall be:

- [a] To inculcate environmentally responsible behaviour among students, faculty, staff, and the community.
- [b] To promote sustainable lifestyles based on Gandhian values of simplicity, conservation, and harmony with nature.
- [c] To reduce institutional carbon footprint through energy efficiency, water conservation, and waste management.
- [d] To integrate environmental education and LiFE principles into curricula, co-curricular, and extension activities.
- [e] To encourage community outreach and awareness campaigns for sustainable living in villages, towns, and partner institutions.
- [f] To align with the national and international agenda on climate change mitigation and adaptation.

[3] Scope of Application - Mission LiFE shall apply to all stakeholders of Gujarat Vidyapith, including:

- [a] Students (through curriculum, student clubs, and extension activities).
- [b] Faculty and Staff (through institutional practices and training).
- [c] Community and Villages (through outreach programmes, NSS, NCC, and Gram Seva).

[4] The Mission shall cover the following areas of practice:

- [a] Energy Conservation – Use of renewable energy, energy audits, energy-efficient lighting and appliances.
  - [b] Water Conservation – Rainwater harvesting, water audits, efficient irrigation systems.
  - [c] Waste Management – Segregation, composting, recycling, and reduced use of plastic.
  - [d] Sustainable Mobility – Promotion of walking, cycling, and public transport.
  - [e] Biodiversity Protection – Tree plantation, herbal gardens, organic farming.
  - [f] Sustainable Consumption – Khadi, local products, minimalism, responsible food practices.
  - [g] Awareness & Training – Workshops, campaigns, exhibitions, and eco-friendly cultural events.
- [5] A coordinator shall be nominated by the Vice Chancellor.
- [6] Mission LiFE Committee - To ensure proper governance, Gujarat Vidyapith shall establish a Mission LiFE Committee, consisting of:
- [a] Vice Chancellor - Chairperson
  - [b] Two Trustees nominated by the Gujarat Vidyapith Mandal - Members.
  - [c] Two experts shall be nominated by the Vice Chancellor - Members.
  - [d] Registrar - Member
  - [e] Two senior faculty members with expertise in Environmental Science / Sustainable Development - Members
  - [f] Coordinator, Mission LiFE Cell, Gujarat Vidyapith - Member Secretary
- [7] The nomination in the committee shall be for a term of three years from the date of notification.
- [8] Functions of the Committee

- [a] To frame the annual Mission LiFE Action Plan for Gujarat Vidyapith.
  - [b] To integrate LiFE principles into teaching, research, and extension activities.
  - [c] To coordinate with UGC, MoE, MoEF& CC, and GUJCOST for grants, training, and collaborations.
  - [d] To oversee green audits, sustainability reports, and environmental impact assessments.
  - [e] To promote student-led eco-initiatives like eco-clubs, LiFE champions, and sustainable campus activities.
  - [f] To ensure compliance with statutory norms and policies on environmental conservation.
- [9] The Mission LiFE Committee shall submit an Annual Report of activities to the Executive Council of Gujarat Vidyapith.

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