



Gujarat Vidyapith  
Ahmedabad

# I. Governance Rules





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## Governance Rules

Rules No. 1 to 36

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## 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 NCeF. The NCeF 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 workstation 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 nonrecurring 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 nd 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 VM/ 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. . . . .



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