



Gujarat Vidyapith
Ahmedabad

IV. Estate and Facilities Rules



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Estate and Facilities Rules

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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 3 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 campuswide 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 (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 due 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 Vicechancellor;
 - [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 INFLIBNET/ 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.



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