

**MAHARSHTRA ANIMAL AND FISHERY SCIENCES UNIVERSITY, NAGPUR
STATUTES**

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**Maharashtra Animal & Fishery Sciences University, Seminary Hills,
Nagpur**
Maharashtra Animal and Fisheries Sciences University, Statutes 2002

No.MAFSU / MTG / 7328 / 2002- Nagpur, dated 20th May 2002: Whereas the Vice-Chancellor of the Maharashtra Animal and Fishery Sciences University has set up a task group to prepare a draft of Statutes in respect of the Maharashtra Animal and Fishery Sciences University in the State of Maharashtra. And whereas in consideration of the said draft of Statutes prepared by the task group, the Executive Council of the University has decided to make new Statutes;

Now, therefore, in exercise of the powers conferred by section 34(1) read with section 33 of the Maharashtra Animal and Fishery Sciences University Act, 1998 (Mah. XVII of 1998) (hereinafter referred to as “the said Act”) the Executive Council of the University with the assent of the Chancellor of the University on 21 April 2002 (No.CS/MAFSU/STT/43/01/B (4055/1165), hereby makes the following Statutes, namely: -

CHAPTER I
PRELIMINARY

Statute 1. Short title, commencement and application. — (i) These statutes may be called the Maharashtra Animal and Fishery Sciences University Statutes 2002.

(ii) They shall come into force at once.

(iii) They shall apply to the University in the State of Maharashtra.

Statute 2. Definitions. — In these Statutes, unless the context otherwise requires, —

- (a) “Act” means the Maharashtra Animal and Fishery Sciences University, Act, 1998 (Mah Act No. XVII of 1998);
- (b) “Appendix” means an appendix to these Statutes;
- (c) “Appointing Authority” in relation to the recruitment to any post in the University services means the Vice-Chancellor;
- (d) “section” means a section of the Act;
- (e) “Student” means a person who is enrolled in the university, any college or school or any other institution recognized by the University or Distance Education program of University, any college or school or any other institution recognized by the University, for receiving instruction or for qualifying himself for any degree, diploma, certificate or other academic distinction conferred by the University;
- (f) “Selection Committee” means the Selection Committee constituted for the purpose of selection of Academic Officers, Academic Staff Members, Other Officers, Ministerial Staff Members of the University and constituent colleges and recognized institutions.
- (g) “University Professor” means the senior-most professor in respective subject or discipline amongst all the constituent colleges of the University.
- (h) “Animal Sciences” means animal and fishery sciences as defined in section 2(17) of the Act.
- (i) “Agriculturist” means a person who is an owner holding agricultural land continuously for 10 years in the State of Maharashtra and whose main income is derived from the cultivation of land and includes any person whose principal means of livelihood is manual labour or agriculture land.
- (j) Words and expressions used but not defined in these Statutes shall have the meanings assigned to them in the Act.

CHAPTER II

CONSTITUTION, POWERS AND DUTIES OF THE AUTHORITIES OF THE UNIVERSITY AND OTHER COMMITTEES

Statute 3. The Executive Council. — The Executive Council shall be formed in accordance with the provisions of section 26 of the Act.

- 1) The Vice-Chancellor shall nominate one Director by rotation from amongst the Directors of Instruction, Research or Extension Education as a member of the Executive Council. The Director so nominated shall become a member of the Executive Council for one year from the date of his nomination.
- 2) The Vice-Chancellor shall send a proposal to the Chancellor and the Pro-Chancellor with a request to nominate the respective members on the Executive Council as provided in section 26 of the Act.
- 3) The Vice-chancellor shall send a proposal to the Director General, Indian Council of Agricultural Research; the Director General, Indian Council of Medical Research and the President, Veterinary Council of India with a request to nominate one member each from the respective organizations to represent on the Executive Council.
- 4) The Vice-chancellor shall request the Maharashtra Legislative Secretariat to take necessary action to hold elections to elect representatives from the Legislative Assembly and the Legislative Council, as provided in section 26(1) of the Act.
- 5) The Registrar, the *Ex-Officio*-Secretary shall, by a letter, inform the Ex-officio, the nominated and the elected members that they are being appointed members of the Executive Council.

Statute 4. — Powers and duties of the Executive Council. — The Executive Council shall exercise the following powers and perform the following duties, namely: —

- 1) To approve and establish, new Departments, Sections, Units, on recommendations of the Academic Council, in areas of specialized studies, frontline and emerging areas of research and extension and continuing education by way of redeployment or re-designation of the existing posts and within other relevant resources available with the University.
- 2) To delete any Department, Section or Unit, that has become redundant on recommendations of the Academic Council.
- 3) To approve, proposals, novel schemes and innovative activities for augmenting revenue income of the University by utilizing the available resources like human, physical, such as, lands, buildings, laboratories, equipment, receipts etc., and also approve schemes of allocation or distribution of income so generated to the respective college, department or sections.
- 4) To recommend to the State Government, as per the Minimum Standards of Education Regulations, 1993 of Veterinary Council of India, to the State Government to take over and transfer to the University, in the public interest, the management of an institution, polyclinic, veterinary hospitals, etc., of State Government, Local Bodies, Public Trusts, or such other organizations, for effective teaching, research, extension and public services.
- 5) To approve plans, from its internal resources, for in-service training, sabbatical leave, participation in international symposia, training, conference, and such other meetings, to improve the academic standards of the University employees as part of human resource development.
- 6) To approve an operational scheme for periodic assessment of the performance of the academic and non-academic employees of the University for ensuring accountability and optimum output. On receipt of the performance report, the Executive Council shall order corrective measures, reward and punishment, as the case may be.

- 7) To lay down a code of conduct for the academic and non-academic employees of the University and recognized institutes for ensuring quality and maintaining utmost sanctity and confidentiality of academic matters, such as examinations and research outputs.

Statute 5. — The Academic Council. — (1) The Academic Council shall be formed in accordance with the provisions of section 29 of the Act. The Vice-Chancellor shall take steps to nominate the *Ex-Officio* members on the Academic Council.

- (2) The Registrar, after getting approval from the Vice-Chancellor shall, by a letter, inform the members that the Academic Council is being formed and that they are being appointed members of the Academic Council.
- (3) If for any reason the appointment of any of the above-mentioned officers remains to be made, the Vice -Chancellor shall be competent to authorize any of the members of the academic staff to attend and to take part in the proceedings at the meetings of the Academic Council in his place, until the appointment of the permanent incumbent is made.
- (4) The members, co-opted, as provided in section 29(3), will be appointed for a period of two years from the date of appointment.

Statute 6. Powers and duties of the Academic Council. —The Academic Council shall exercise the following powers and perform the following duties, namely: —

- (1) To develop links and specific schemes of inter-university and inter college collaboration, interactions and linkages with industry agriculture, banking institutions, commerce and co-operative institutions and federations;
- (2) To recommend collaborative programs for the University departments and colleges;
- (3) To evaluate and assess the use of grants by the University departments, Post Graduate Centers and the colleges in respect of development projects sanctioned by the State Government, Indian Council of Agricultural Research and other agencies;
- (4) To assess manpower requirements of trained persons in related fields and make recommendations to the Executive Council in tune with current needs and future emerging challenges;
- (5) To organize academic audit of the University departments, post graduate centers, colleges, once in five years and accord ranks to them in order to ensure high level of performance and quality of education;

Statute 7. The Faculties. — The Faculties of the University will be constituted by the Vice-Chancellor as per the provisions of section 31 of the Act.

- (1) The Subjects comprised in each of the Faculties shall be as follows, namely: —

A. Faculty of Veterinary and Animal Sciences. —

1. Veterinary Anatomy, Histology and Embryology;
2. Veterinary Physiology;
3. Veterinary Biochemistry including Clinical Biochemistry;
4. Veterinary Pharmacology and Toxicology;
5. Veterinary Parasitology;
6. Veterinary Microbiology;
7. Veterinary Pathology;
8. Veterinary Public Health;
9. Animal Nutrition;
10. Animal Breeding and Genetics including Biostatistics;
11. Livestock Production and Management;
12. Livestock Products Technology;
13. Animal Reproduction, Gynecology and Obstetrics;
14. Veterinary Surgery and Radiology;

15. Clinical Veterinary Medicine including Ethics and Jurisprudence;
16. Veterinary Epidemiology and Preventive Medicine;
17. Veterinary and Animal Husbandry Extension;
18. Poultry Science;

B. Faculty of Dairy Technology. —

1. Dairy Technology;
2. Dairy Engineering;
3. Dairy Chemistry, Biochemistry and Food Technology;
4. Dairy Microbiology;
5. Dairy Economics, Dairy Extension and Management;
6. Computer Science, Mathematics and Statistics;

C. Faculty of Fisheries. —

- Fisheries Biology;
- Aquaculture;
- Fisheries Technology;
- Fisheries Engineering;
- Fisheries Resources, Economics, Statistics and Extension Education;

D. Faculty of Post Graduate Studies, —

a. Veterinary and Animal Sciences.

1. Veterinary Anatomy, Histology and Embryology;
2. Veterinary Physiology;
3. Veterinary Biochemistry including Clinical Biochemistry;
4. Veterinary Pharmacology and Toxicology;
5. Veterinary Parasitology;
6. Veterinary Microbiology;
7. Veterinary Pathology;
8. Veterinary Public Health;
9. Animal Nutrition;
10. Animal Breeding and Genetics including Biostatistics;
11. Livestock Production and Management;
12. Livestock Products Technology;
13. Animal Reproduction, Gynecology and Obstetrics;
14. Veterinary Surgery and Radiology;
15. Clinical Veterinary Medicine including Ethics and Jurisprudence;
16. Veterinary Epidemiology and Preventive Medicine;
17. Veterinary and Animal Husbandry Extension;
18. Poultry Science;

b. Dairy Technology.

1. Dairy Technology;
2. Dairy Engineering;
3. Dairy Chemistry, Biochemistry and Food Technology;
4. Dairy Microbiology;
5. Dairy Economics, Dairy Extension and Management;
6. Computer Science, Mathematics and Statistics;

c. Fisheries.

1. Fisheries Biology;
2. Aquaculture;
3. Fisheries Technology;
4. Fisheries Engineering;
5. Fisheries Resources, Economics, Statistics and Extension Education;

E) Faculty of lower education in Veterinary and Animal sciences. — (1) Following will be the groups of lower education included in this Faculty, —

- (i) Institutions offering courses leading to diploma as prescribed by regulations;
- (ii) Institutions offering courses leading to Certificates as prescribed by regulations;
- (iii) Institutions not covered under i and ii above;

(2) The concerned Faculty shall decide the scope and extent of any of the above subjects and include or delete branches of the respective subjects with the approval of the Executive Council.

Statute 8. Constitution of the Faculties. — (1) On constitution of a Faculty by the University, the Registrar shall, by letter, inform the respective members that the said Faculty is being constituted and that they are being appointed members of the said Faculty.

(2) Out of the four members to be co-opted on each Faculty as per section 31 of the Act, two shall be the divisional officers of the respective departments of the State Government and the remaining two members shall be the district-level officers of respective departments in Zilla Parishads.

(3) The term of office of the members of a Faculty shall be three years from the date of their appointment.

(4) A person nominated by the Vice -Chancellor as per provision in Statute 38 shall act as Secretary of the Faculty.

(5) If for any reason the appointment of any of the above-mentioned officers is not made, the Vice-Chancellor shall authorise any suitable academic staff member to attend and take part in the proceedings at the meeting of the Faculty in his place.

Statute 9. Constitution of Faculty of Lower Education. —The Faculty of Lower Education will be constituted as under, —

(a) The Dean of the Faculty of Lower Education shall be the Chairman.

(b) Heads of institution recognised by the University for imparting lower education leading to Diploma or Certificate, shall elect two members from among themselves representing each group as mentioned in (i) to (iii) of statute 7(E) by postal ballot.

Provided that, where the total number of institution is two or less than two the heads of such institutions shall be the members of the Faculty.

Statute 10. Powers and Duties of the Faculties. — The Faculties shall have following powers and duties, namely: — (1) Consider and report on any matter referred to it by the Academic Council.

1. Refer any matter to a Board of Studies comprised within the Faculty for consideration and report.
2. Consider any report or recommendations referred to it by a Board of Studies.
3. Initiate proposal for conferring Honorary Degrees or Titles.
4. Initiate any proposal in respect of any administrative or technical matter concerning teaching, research and extension education.
5. Make inter-Faculty recommendations to the Academic Council.
6. Consider each proposal of framing rules and regulations providing for a course of study, system of examinations, degrees and diplomas and other relevant academic issues and amendment thereof shall thoroughly be examined by the Faculty and the draft of the same shall be submitted to the Academic Council for its approval.

Statute 11. Constitution of Board of Studies. — (1) In accordance with the provisions in section 31 of the Act and subject to the approval of the Academic Council and Executive Council, a Board of Studies for a Department or a group of subjects shall be constituted by the concerned Faculty. The Board shall consist of the following members, namely:—

- I. The Head of the Department or University Professor or Associate Professor, functioning as Head of Department in the concerned Subject, *Ex-Officio* Chairman.
 - II. Officer In charge of the Department from each constituent college.
 - III. One Associate Professor and one Assistant Professor from each subject to be nominated by the Dean of the concerned Faculty.
 - IV. One member from amongst the Development Departments and allied fields related to the concerned Board of Studies to be nominated by the Dean of the concerned Faculty.
- (2) The term of the office of the members shall be three years from the date of their appointment.

Statute 12. Powers and Duties of the Board of Studies. — The board of studies shall have following powers and duties. (1) The Board of Studies may consider and make recommendation to the Faculties on all administrative and technical matters such as teaching, research, extension and continuing education, relating to the sphere of duties and responsibilities in respect of the concerned subject.

- (2) Though subordinate to the Faculties, a Board of Studies is the basic authority for a subject or a group of subjects and the primary responsibility of giving shape to the development of the subject or group of subjects shall rest on the Board of Studies.
- (3) Each Board of Studies shall ordinarily meet twice in a year but sufficiently in advance of the concerned Faculty meeting in order that the recommendations of the Board of Studies can be considered by the Faculty.
- (4) The Chairman of the Board of Studies shall be competent to convene additional meetings of the Board of Studies, whenever necessity arises, subject to prior approval of the concerned Dean of the Faculty.
- (5) A Board of Studies shall recommend textbooks and reference books, courses of studies related to the subjects under the Board of studies, referred to it by the Faculty, the Academic Council or Executive Council.
- (6) A Board of Studies shall report on all matters referred to it by the Faculty, Academic Council or the Executive Council.

Statute 13. The Board of Studies to be established. — The following shall be the Board of Studies. The Academic Council shall decide the scope and the extent of any of the subjects and include or delete such branches of that subject as it may decide, —

Faculty of Veterinary and Animal Sciences

1. Board of Studies in Veterinary Anatomy and Histology;
2. Board of Studies in Veterinary Physiology;
3. Board of Studies in Veterinary Biochemistry including Clinical Biochemistry;
4. Board of Studies in Veterinary Pharmacology and Toxicology;
5. Board of Studies in Veterinary Parasitology;
6. Board of Studies in Veterinary Microbiology;
7. Board of Studies in Veterinary Pathology;
8. Board of Studies in Veterinary Public Health;
9. Board of Studies in Animal Nutrition;
10. Board of Studies in Animal Breeding and Genetics including Biostatistics;
11. Board of Studies in Livestock Production and Management;
12. Board of Studies in Livestock Product Technology;
13. Board of Studies in Animal Reproduction, Gynecology and Obstetrics;
14. Board of Studies in Veterinary Surgery and Radiology;

15. Board of Studies in Clinical Veterinary Medicine including Ethics and Jurisprudence;
16. Board of Studies in Veterinary Epidemiology and Preventive Medicine;
17. Board of Studies in Veterinary and Animal Husbandry Extension;
18. Board of Studies in Poultry Sciences;

Faculty of Dairy Technology

1. Board of Studies in Dairy Technology;
2. Board of Studies in Dairy Engineering;
3. Board of Studies in Dairy Chemistry, Biochemistry and Food Technology;
4. Board of Studies in Dairy Microbiology;
5. Board of Studies in Dairy Economics, Dairy Extension and Management;
6. Board of Studies in Computer Science, Mathematics and Statistics;

Faculty of Fisheries

1. Board of Studies in Fisheries Biology;
2. Board of Studies in Aquaculture;
3. Board of Studies in Fisheries Technology;
4. Board of Studies in Fisheries Engineering;
5. Board of Studies in Fisheries Resources, Economics, Statistics and Extension Education;

Other Authorities of the University: As per the provision in section 25 (v) of the Act, followings shall be the other authorities of the University.

Statute 14. Research Council. — (1) In accordance with provisions under clause (v) of section 25 of the Act, the authority to be called “Research Council” shall be constituted to serve as a think-tank advisory body of the University and shall advice the Vice-Chancellor and Executive Council on all research matters.

(2) Constitution of Research Council: **(i) The following shall be the ex-officio members, —**

- (2) The Vice-Chancellor, *Ex-Officio*-Chairman;
- (3) The Director of Research, *Ex-Officio Member*- Secretary;
- (4) The Director of Instruction;
- (5) The Director of Extension Education;
- (6) Deans of the Faculties;
- (7) Commissioner, Animal Husbandry or his representative;
- (8) Commissioner, Dairy Development or his representative;
- (9) Commissioner, Fisheries or his representative;
- (10) Commissioner, Agriculture or his representative;
- (11) Associate Deans of the constituent colleges;
- (12) Directors of Research of the State Agricultural Universities;

(ii) Following shall be nominated members. —

- (a) One representative to be nominated by Chairman, National Dairy Development Board;
- (b) One representative to be nominated by Central Zoo Authority;
- (c) Deputy Director General (Animal Sciences) Indian Council of Agricultural Research or representative not below the rank of Assistant Director General
- (d) One representative to be nominated by the Director General, Council of Scientific and Industrial Research;
- (e) One representative to be nominated by Indian Council of Medical Research;
- (f) One representative to be nominated by Maharashtra Sheep and Goat Development Board;

- (g) One representative from the Pharmaceutical Industry to be nominated by the concerned Association or Federation;
- (h) One representative from the Compound Livestock Feed Manufacturers Association (CLAFMA);
- (i) One representative to be nominated by the Board of Research in Nuclear Sciences, Department of Atomic Energy, Government of India;
- (j) One representative to be nominated by the Department of Biotechnology, Government of India;
- (k) One Poultry Industrialist to be nominated by the Indian Poultry Association;
- (l) One representative to be nominated by the Indian Dairy Association;
- (m) One representative to be nominated by the Maharashtra Federation of the Dairy Co-operative Societies;
- (n) Member Secretary of Regional Statutory Development Board of three regions of Maharashtra.

(iii) The Co-opted members:

The Chairman may co-opt as members not more than four persons for a period not exceeding three years and in such manner as may be decided by him so as to provide adequate representation to different research aspects and such co-opted members shall have the right to take part in the proceedings of the Council.

- (3) The term of the office of the members shall be three years from the date of appointment.
- (4) The Chairman may invite eminent scientists from Animal Science or any other branch of science to a specific meeting.
- (5) The Council shall meet at least once in a year
- (6) The Council shall have the following functions, namely, —
 - (i) to identify, need-based, emerging and frontline areas of research and to formulate research policies and annual programs of the University.
 - (ii) to review and evaluate the research programs of the University. and suggest appropriate measures thereof.
 - (iii) to make recommendations for provisions of research facilities. and need-based, field-oriented research programs.
 - (iv) to make long-term and short-term perspective plans of research activities of the University and to review the same on annual basis and to take it's recommendations to the Academic Council and the Executive Council of the University.

Statute 15. The Extension and Continuing Education Council. — (1) In accordance with the provisions under clause (v) of Section 25 of the Act, the authority to be called 'Extension and Continuing Education Council' shall be constituted to serve as a think-tank and advisory body of the University and shall advise the Vice-Chancellor and the Executive Council on all extension education matters.

(2) The following shall be the composition of the Extension and Continuing Education Council. —

(i) Ex officio members, —

- (a) The Vice-Chancellor, Chairman;
- (b) The Director of Extension Education, Member-Secretary;
- (c) The Director of Research;
- (d) The Director of Instruction;
- (e) Deans of the Faculties;
- (f) Chief Extension Education Officer of the University;
- (g) Secretary, Rural Development Department, Government of Maharashtra or his representatives;
- (h) Commissioner, Animal Husbandry or his representative;

- (i) Commissioner, Dairy Development or his representative;
- (j) Commissioner, Fisheries or his representative;
- (k) Commissioner, Agriculture or his representative;
- (l) Associate Deans of the constituent colleges;
- (m) Directors of Extension Education of the state Agricultural Universities.;

(ii) The nominated members, —

- a) Deputy Director General (Extension), Indian Council of Agricultural Research or representative not below the rank of Assistant Director General;
- b) One representative to be nominated by Chairman, National Dairy Development Board;
- c) One representative of the Prasar Bharati to be nominated by the State Director General of the Prasar Bharati;
- d) One representative to be nominated by Sheep and Goat Development Board;
- e) One representative to be nominated by Compound Livestock Feed Manufacturers Association;
- f) One representative from the Poultry Industry to be nominated by the Indian Poultry Association;
- g) One representative to be nominated by the Indian Dairy Association;
- h) Two representatives to be nominated by the Maharashtra Federation of the Dairy Cooperative Societies of which one shall represent Women Co-operative Dairy Societies;
- i) One eminent woman social worker to be nominated by the Vice-Chancellor;
- j) One representative to be nominated by the Vice-Chancellor, Y.B.Chavan Open University, Nasik;
- k) One representative to be nominated by the Vice-Chancellor, Indira Gandhi National Open University;
- l) One progressive dairyman to be nominated by the Vice-Chancellor;
- m) One progressive livestock breeder to be nominated by the Vice-Chancellor

(iii) The co-opted members, —

- (a) the Chairman may co-opt, as members, not more than four persons, for a period not exceeding three years and in such manner as may be decided by him so as to provide adequate representation to different aspects of animal husbandry, dairy, fishery science and such co-opted members shall have the right to take part in the proceedings of the Council.
 - (b) the Chairman may invite an eminent scientist from animal science or any allied fields to a specific meeting.
- (3) The Council shall meet at least once a year
- (4) The term of the members shall be three years from the date of appointment.
- (5) The Council shall have the following functions, namely, —
- I. formulate extension and continuing education policies including Distance Education, and prepare annual programs of the University.
 - II. review and evaluate the extension education programs of the University.
 - III. make recommendations for provisions of such facilities to aid for pursuit of rural-based extension programs.
 - IV. formulate short courses of Distance Education for farmers, veterinarians and other field workers.
 - V. formulate short courses in animal husbandry, dairy and fishery to encourage self-employment and entrepreneurship
 - VI. make long -term, mid-term and short-term perspective plans of extension education activities of the University and to review the same on annual basis and to make its recommendations to the Academic Council and Executive Council of the University.

Statute 16. Advisory Council of the Associate Dean of Constituent College. — (1) In accordance with the provisions under clause (v) of section 25 of the Act, the authority to be called ‘Advisory Council of the Associate Dean’ shall be constituted to serve as a collective think tank for effective and efficient management of the college.

1. The Advisory Council of the Associate Dean shall consist of all the Officers In-charge of the Departments, the hospital, hostels and other Institutes under his control.
2. The Associate Dean shall be the *Ex-Officio* Chairman and Assistant Registrar shall be the *Ex-Officio* Secretary.
3. The Associate Dean shall convene meeting of the Advisory Council at least once in every month to review progress of the teaching, research, extension activities of the departments, the farms, funds and revenue of the college and such other administration and technical matters falling within the jurisdiction as Regional Head.
4. The Secretary shall maintain the minutes of the meetings and report to the Advisory Council progress of the action taken thereon. A copy of the notice and minutes of the meeting shall be sent to the Dean of the Faculty.
5. All matters related with academics, administration, finances, human resource development, etc., shall be discussed and decided in the Advisory Council and such decisions shall be binding on the Associate Dean.

Statute 17. The Board of Examinations. — (1) In pursuance of the powers under subsection (v) of section 25 of the Act, the University shall establish an authority to be called ‘Board of Examinations’ for conducting examinations of all the Faculties.

(2) The constitution of the Board of Examination shall be as follows. —

- | | |
|---|-------------------|
| (i) Director of Instruction | Chairman |
| or Dean of the Faculty of Veterinary Science. | |
| (ii) Deans of other faculties | Members |
| (iii) Associate Dean of the Colleges | Member |
| (iv) Registrar | Member |
| (v) Controller of Examination | Member- Secretary |

Statute 18. Powers and duties of the Board of Examination. — (1) The Board shall be solely responsible to the University on matters of the policy of examinations in the concerned Faculty for post-graduate and under-graduate programs and shall ensure proper organisation of annual board examination and semester-end examinations of the University including declaration of the results.

- (2) The Board shall formulate the common programs and timetable for conducting examinations in under-graduate and post-graduate.
- (3) The Board shall make necessary arrangements, like setting and printing of question papers, evaluation of answers book, moderation and declaration of results.
- (4) The Board shall prepare the list of external examiners and evaluator and seek approval of the Vice- Chancellor.

- (5) The Board shall formulate the common academic calendar of the concerned Faculties.
- (6) The Board shall exercise such other powers and perform duties, which shall be decided from time to time by the competent authority.
- (7) The Board shall to investigate and initiate disciplinary action for malpractices and lapses on the part of the paper setters, examiners, moderators or any other persons connected with the conduct of examinations. The Chairman shall conduct a preliminary inquiry in the matter through an officer of the University and give its report to the Vice-Chancellor for instituting departmental inquiry against the person found guilty of the charge and shall pursue the matter to its logical conclusion.

Statute 19. The Grievance Committee for the University employees. — (1) In accordance with the provisions under clause (v) of section 25, the authority to be called as “Grievance Committee for the University employees” shall be constituted with the following members, namely. —

(i) Vice-Chancellor	Chairman
(ii) Registrar	Member
(iii) Comptroller	Member
(iv) Two non-official members of Executive Council nominated by Executive Council	Member
(v) Deputy Registrar	Member Secretary

- (2) Members of the Executive Council nominated on this committee shall hold office for a period of one year from the date of nomination or the period of membership, which ever expires first.
- (3) In the absence of Vice-Chancellor, the Registrar shall be the Chairman.
- (4) It shall consider individual grievances of the University employees in respect of service matters.
- (5) It shall work as an advisory body to the Executive Council in respect of administrative and service matters, which may fall within the jurisdiction of the Executive Council.
- (6) The Executive Council of the University shall appoint a retired District Judge as an appellate authority, against the orders passed by the Vice-Chancellor as an original order in respect of grievances of the University employees. The Registrar or his representative shall be the Presenting Officer on behalf of the University. Proceedings of such meetings shall be conducted as per the procedure laid down in the Maharashtra Discipline and Conduct Appeal Rules 1979.
The orders passed by the Appellate Authority shall be binding on both parties.

Other Committees of the University:

Statute 20. Standing Committee for Finance, Budget, Development and Planning. —

- (1) The Executive Council shall constitute a committee called as the “Standing Committee for Finance, Budget, Development and Planning” consisting of the following members:-
 - (i) The Vice-Chancellor;
 - (ii) Director of Research;
 - (iii) Director of Extension education;
 - (iv) Director of Instruction;
 - (v) Deans of the Faculties;
 - (vi) Registrar;
 - (vii) University Engineer;
 - (viii) University Planning Officer;

- (ix) Comptroller;
- (x) Two non-official members of Executive Council nominated by the Executive Council;
- (2) Members of the Executive Council nominated on this committee shall hold office for a period of one year from the date of nominations or the period of membership, whichever is earlier;
- (3) The Vice-Chancellor shall be the Chairman. In his absence a member nominated by him shall be the Chairman;
- (4) Comptroller shall be the *Ex-Officio* Member Secretary. In his absence, any other staff member nominated by him shall act as Secretary;

Statute 21. Powers and Duties of the Standing Committee for Finance, Budget, Development and Planning.— (1) To scrutinize the programs of the University as mentioned in subcaluse (i) of section 27, submitted by the Comptroller and the respective Deans and Directors.

1. To discuss, formulate and recommend the outline of the programs of the University including plan and non-plan outlay in the areas of teaching, research and extension education and submit the same to the Government.
2. To examine the annual financial estimates of the University and to advise the Executive Council thereon.
3. To examine the annual accounts of the University and to advise the Executive Council thereon.
4. To review the financial position of the University from time to time.
5. To examine the annual budget prepared by the University and to recommend priority of items in the budget to the Executive Council.
6. To prepare long-term, mid-term and short-term perspective plans of the University and also the annual plan in accordance with the State or National Plan and review progress of different plan schemes once in a year and recommend modifications, deletions, etc., to be carried out and undertake quinquennial updating of the long term perspectives (master) plan. The University shall prepare it's 'Vision Document' (Master Plan) within six months from the first meeting of it's Executive Council.
7. To recommend appropriation of grants, to the Executive Council.
8. To supervise the management of the University funds.
9. To consider the audit report, and forward the same to the Executive Council.
10. To make recommendations to the Executive Council on all matters relating to the finance, budget, development and planning of the University.

Statute 22. The Committee for Library and Information Center. — (1) There shall be a committee for Library and Information Center consisting of the following members.

- b. Vice-Chancellor, Chairman
- c. One Director to be nominated by the Vice-Chancellor, on rotation
- d. One Dean to be nominated by the Vice-Chancellor, on rotation
- e. Deans of all the constituent colleges
- f. Registrar
- g. Comptroller

h. University Librarian, Member- Secretary

- 2) The tenure of membership of the Deans and Directors shall be one calendar year.
- 3) The committee shall meet once in a year but preferably in October of each calendar year so as to put up before the Executive Council and the funding agencies suitable proposals for development of Library and Information System and networking with the national libraries.

(2) The powers and duties of the Library and Information Center Committee will be as follows, namely, —

- I. to provide for proper organisation and functioning of the Library and its services and updating stock books
- II. to provide modernization and improvement of the Library and Information Service Center and its services.
- III. to frame the Rules and Regulations relating to functioning of the Library.
- IV. to recommend library fees and other charges of use of the Library and information services by students and others.
- V. to prepare the annual budget and proposal for development of the Library and Information Services for approval of the Executive Council.
- VI. to submit the annual report on the functioning of the Library and Information Service Center.

Statute 23. The Student's Welfare Committee. — (1) To assist the Vice-Chancellor in implementing the provisions of subsection 9 of Section 17, the Vice-Chancellor shall appoint a committee to promote health and welfare of the students to be called "Students' Welfare Committee".

(2) The Committee shall consist of the following members-

- I. The Director of Instruction, Chairman;
- II. The Deans of the Faculties;
- III. The Associate Deans of the colleges;
- IV. Medical Officer of the University;
- V. Chief Rector / Rector / Warden of all the hostels of the University;
- VI. The Director of Students' Welfare;
- VII. The Director of Students' Welfare shall act as the secretary of the Committee.

(3) The committee shall hold its meetings once in three months and furnish to the Vice-Chancellor its recommendations among the others on the following issues, namely, —

residence, conduct and discipline of the students of the University.
arrangements for promoting the health and general welfare of the students.

Statute 24. The University Employees Welfare Committee. — (1) To promote welfare of the University employees a committee to be called "University Employee's Welfare Committee shall be constituted.

(2) The Committee will consist of the following members:

- (i) Vice-Chancellor;
- (ii) Comptroller;
- (iii) Registrar;

Members to be nominated by the Vice-Chancellor;

- I. One Director or Dean;
- II. One Head of Department or University Professor;
- III. One Associate Professor;
- IV. One Assistant Professor;
- V. One Senior Research Assistant or Jr. Research Assistant;
- VI. One Agril. Assistant or Fieldman;
- VII. Five Representatives of the Ministerial Staff;

- (3) The Vice-Chancellor shall be the Chairman of the Committee and the Registrar shall be the Secretary. The term of the nominated members shall be for one year from the date of appointment.
- (4) The Committee shall make recommendations to the Vice-Chancellor to encourage University employees co-operative credit society.
- (5) The committee shall hold its meetings at least once in six months and will transact the business for the general welfare of the staff of the University. The Vice-Chancellor shall decide the scope and extent of business of the committee.

CHAPTER III ELECTION AND COOPTION PROCEDURES

Statute 25 . Election in general .— (1) All elections and co-options to the University authorities shall be held in accordance with the procedure herein provided, except otherwise provided.

(2) Except as otherwise provided for, the Registrar shall be responsible for the conduct of all elections and co-options and shall be competent to direct any of the staff members of the University to assist him in the election or co-option and authorize them to act in this connection on his behalf.

Statute 26. Electoral Roll .— (1) The Registrar, shall compile the electoral rolls, of all the persons entitled to elect members to the various authorities of the University, showing the names, designations and addresses of place of duty of all persons qualified to vote.

(2) The Registrar shall, by notification, publish the electoral rolls at least 50 clear days before the date of election and a copy of the roll shall be displayed on the notice board of the University and colleges, institutions and centers, etc., as the Registrar may decide.

(3) The Vice-Chancellor shall have the authority to correct the electoral rolls compiled and published by the Registrar. Additions, deletions and corrections shall be brought to his notice within 15 clear days from the date of publication of the electoral roll. Thereafter, the Vice-Chancellor shall effect, additions, deletions and corrections in the electoral roll and these additions, deletions and corrections, shall be published by the notification at least 30 clear days before the said date of election by the Registrar.

(4) The person entitled to vote at an election to any of the authorities shall be person whose names are entered in the respective electoral rolls.

(5) Copies of the electoral roll shall be delivered on an application to any person on payment of fee, prescribed from time to time by the Registrar.

Statute 27. Notice of election.— The notice of every election shall be given to all the electors by a notification. The said notice may be displayed on the notice board of the University office and of such colleges, institutions and centers, as the Registrar may decide at least 30 clear days before the date of election. In the said notice, the last date of receiving nominations, and the date, time and place of election shall be specified.

Statute 28. Nominations.— (1) Any two electors entitled to vote, may after the election notice is issued, nominate as a candidate any person whose name is entered in the respective electoral roll by sending to, or delivering at the University office to a person or persons authorized by the Registrar a nomination paper before the specified hour on the last day fixed for receiving nominations.

(2) The last date for the receipt of nomination shall at least be 15 clear days before the date of election and the last date fixed for scrutiny shall, at least, be 13 clear days before the date of elections.

(3) Nomination papers wherever required, shall be in the form prescribed by the Registrar and shall be dated and signed by two electors entitled to vote and shall contain the names in full, addresses and designation, if any, of the signatories and of the candidates nominated. No person shall be nominated as a candidate unless he signifies his consent on the nomination paper. No person shall either propose or second his own nomination. A nomination paper that does not comply with all the formalities required by the statute shall be rejected.

(4) It shall be open to a candidate to withdraw from an election, provided that, the candidate sends an intimation of withdrawal in writing to the Registrar so as to reach him before the specified hour not later than the second day after the date fixed for the

scrutiny of nominations. Such an intimation must be signed by the candidate and attested by an Executive Magistrate, or, a Gazetted officer of Government, or a member of any of the authorities of the University or a Head of the Department of the University, or an academic officer of the University.

- (5) The Registrar or any person nominated by him shall scrutinize the nomination as soon as possible after the last day fixed for the receipt of the nominations and the hour and place fixed by the Registrar or his nominee. The candidate or his agent, duly authorized by him in writing, in this behalf shall be entitled to be present, at such scrutiny.
- (6) If the number of candidates validly nominated does not exceed the number of vacancies to be filled in, the candidate or candidates so nominated shall be declared to have been elected.

Statute 29. Procedure for election by post. — (1) Where the election is held by 'postal ballot' the Registrar shall, immediately, after the last day of the withdrawal from election, send to each elector at his registered address, —

- (a) a voting paper bearing the name of the constituency, and the names of the validly nominated candidates,
 - (b) a sheet containing instructions about voting,
 - (c) a smaller cover bearing the names of the constituency, and
 - (d) a bigger cover on which are printed on the left half, the number of the voter and the name of the constituency and a form of the certificate of identity, and on the right half the address of the Registrar. The voter shall enclose the voting paper, duly filled in but without the name or the signature of voter, in the smaller cover and enclose this again in the bigger cover, sign the certificate of identity on it, get his signature attested in the manner prescribed by the Registrar and send or deliver the same to the Registrar, so as to reach the University office before the time fixed for receipt of voting paper.
- (2) The Registrar or an officer nominated by the Registrar not below the rank of Assistant Registrar shall scrutinise all voting papers. Every candidate or one representative of the candidate authorised in writing by the candidate in this behalf shall be entitled to be present at the time of counting of votes.
 - (3) After the voting papers for an electoral body have been scrutinised, the Registrar or his nominee shall examine the voting papers and shall sort them into one or two more parcels, for each candidate, rejecting invalid voting papers.
 - (4) The Registrar or his nominee shall then count the number of papers in each parcel and shall credit each candidate with a number of votes, equal to the number of valid papers.
 - (5) The candidate, who has been credited with the largest number of valid votes shall be declared elected. Where more than one vacancy is to be filled in, the candidate, who has been credited with the second largest number of valid votes, shall also be declared as elected.
 - (6) If two or more candidates have secured the same number of valid votes, lot will be drawn in presence of the candidates or their representatives. The candidates whose chit will be drawn by a third party nominated by the Registrar or his nominee shall be declared as elected.
 - (7) After the counting is completed, the Registrar or his nominee, as the case may be, shall forthwith report to the Vice -Chancellor the results of the election. The Registrar shall publish the result in an appropriate manner.
 - (8) Immediately after the counting is completed and the result is prepared for publication, all voting papers shall be sealed in a packet with the seal of one or more of the scrutineers and then handed over to the Registrar for safe custody until destruction of the voting papers.

- (9) Within 15 days after publication of results of election, any of the contestants may prefer an appeal to the Vice- Chancellor against the result of election, quoting reasons for the appeal.
- (10) If there is an appeal against the election, the Vice-Chancellor shall give his decision on the appeal within thirty days from the receipt of such appeal.
- (11) The voting papers shall be destroyed immediately after expiry of a period of thirty days from the publication of the result, or in the event of an appeal against the result to the Vice-Chancellor immediately after expiry of a period of thirty days from the receipt of the final decision on such appeal.

Provided that, in case an election petition is preferred to the Chancellor by a candidate directly affected as provided under section 55 of the Act, the voting papers shall be destroyed within 30 days after the date of receipts of the Chancellor's decision.

Statute 30. Procedure for Election at a meeting. — (1) The notice of the election to be held at a meeting shall be given to all electors by post along with the notice of the said meeting and a copy thereof shall simultaneously be displayed on the notice board of the University. In the said notice, the date and time up to which nominations shall be received and the date, place and time of the meeting shall be specified.

- (2) All nomination papers received by the Registrar before the specified date and time shall be submitted by him to the Chairman of the meeting who shall scrutinise the same with the help of the Registrar and names of the persons duly nominated will be announced by the Chairman in the meeting.
- (3) It shall be open to a candidate to withdraw from the election; provided that, an intimation of withdrawal in writing is delivered to the Chairman of the meeting within 30 minutes of the announcement of the list of validly nominated candidates by the Chairman
- (4) If the number of candidates, validly nominated, does not exceed the number of vacancies to be filled in, the candidates so nominated shall be declared as elected by the Chairman.
- (5) If the number of candidates validly nominated exceeds the number of vacancies to be filled in, voting papers, with the names of candidates typed thereon, shall be furnished at the meeting held for the purpose of the election. All the members, who are eligible to vote and are present at the meeting, shall be entitled to vote by secret ballot within the period specified by the Chairman. The scrutiny of the votes shall be conducted by the Secretary and by not less than two scrutineers to be selected by the Chairman of the meeting from amongst the members present at the meeting.
- (6) Clauses (2) to (11) of the statute 29 shall apply *mutatis –mutandis* in respect of counting, declaration of results and other relevant matters.

Statute 31. Procedure for Co-option at the meetings.— (1) Any member of the concerned authority may propose and another may second orally or in writing, as the Chairman may direct the name of any person qualified to be co-opted.

- (2) If the number of person duly proposed and seconded is more than the number required to be co-opted, a vote by voice or by show of hands, as the Chairman may direct, shall be called for.
- (3) The person getting the largest number of votes shall be declared by the Chairman to have been co-opted.
- (4) The Registrar shall inform the persons concerned that they have been co-opted for the period indicated and request them to accept the membership.
- (5) In the event of non-acceptance of the said membership by the co-opted - member, the procedure of co-option shall be repeated.

Statute 32. Arrangement in the absence of the Registrar.— For the purpose of any election to any authority of the University any of the duties of the Registrar in respect of the election if the Registrar is not appointed or is on leave when appointed or otherwise

not available, the responsibility shall be carried out by any other officer in the office of the Registrar not below the rank of the Assistant Registrar or in his absence, any other officer of the University as nominated by the Vice-Chancellor for this purpose and their duties deemed to have been carried out by the Registrar.

Statute 33. First Election of the Authorities of the University.— Notwithstanding any of the aforesaid Statutes, at the time of holding first elections or co-options under the Act, if there is any difficulty, the Vice -Chancellor shall have the power by giving due notice to reduce the number of days prescribed to be necessary in the statute, for various stages in the elections, co-options, etc., by such number of days as he deems necessary.

CHAPTER IV MEETINGS OF THE UNIVERSITY

Statute 34. Place and time of meeting.— The meetings of the authorities or committees of the University shall be held at the headquarters or at any other place within the jurisdiction of the University with prior permission of the Vice-Chancellor. The Chairman of the concerned authority or the Committee shall decide the time and date of the meeting.

Statute 35. Meetings through the Registrar.— All the meetings of the authorities and committees shall be arranged through the Registrar who may or may not be an Ex-Officio Secretary of all such authorities or committees

Statute 36. Chairman. — (1) Except where otherwise provided in the Act, the Statutes, or the Regulations and in the absence of the Chairman of the authority or the committee in a meeting, another Chairman shall be elected from amongst the members of the authority or the committee who are present in the said meeting. The Registrar or in his absence any Academic officer of the University or Secretary of the authority will act as the Chairman of the meeting, till the elected Chairman takes charge of the meeting.

(2) The Chairman, may, if he so desires, adjourn a meeting once called for any length of time.

Statute 37. Casting Vote.— In the events of equality of votes for and against any motion, amendment, point of order or any other matter, the Chairman of the authority or committee at any meeting may exercise a casting vote.

Statute 38. Secretary.— Except where specifically provided in the Act or in these Statutes, an officer in the University nominated by the Vice-Chancellor shall be the Secretary of a Faculty, Board of studies or a committee, as the case may be. The Secretary shall be responsible for issue of notices of the meetings, making arrangement for conducting the meetings, recording and maintaining the proceedings of the meeting and disbursement of traveling allowance and dearness allowance, if any, to the members of the meeting.

Statute 39. Quorum.— (1) Except where otherwise provided in the Act or Statutes, one third of the total number of members, of any authority or committee, for the time being shall constitute the quorum of the meeting of the authority or committee. If the required quorum is not forthcoming, the Chairman shall adjourn the meeting.

The Chairman shall be competent to conduct such an adjourned meeting on the same day, after half an hour from the time of adjournment or on any other day and the business of the meeting shall be conducted without any concern about the quorum.

Statute 40. Notice of the meetings (1) Except where otherwise provided in the Act or in these statutes, a notice of an ordinary meeting shall be given to the members of various authorities and committees as mentioned in the following schedule, namely.—

(i) Executive Council	...	10 clear days
(ii) Academic Council	...	15 clear days
(iii) Faculties	...	15 clear days
(iv) Board of Studies	...	15 clear days
(v) Other committees	...	7 clear days

- (2) The Chairman of any authority or committee shall be competent to call a special meeting of the authority or committee with a shorter notice of not less than three clear days.
- (3) Clear days, means excluding the day of issue of notice and day of meeting.

Statute 41. Agenda.— (1) The agenda of the meeting shall be framed by the Registrar for the meetings of the Executive Council and the Academic Council with the approval of the Chairman, and by the Secretary concerned for the meetings of other authorities, committees and other bodies with the approval of the concerned Chairman.

- (2) The agenda shall be sent to all the members of the concerned authority or the committee, along with the copies of relevant papers at least five days before the date of any meeting, except when the meeting is a special and emergent or when in the business of meeting, an election is to be held. When the business of meeting involves any election, the notice of election as prescribed in Statute 30, shall be sent to the members.
- (3) Any member of the Executive Council may suggest to the Secretary items or motions for the agenda of an ordinary meeting of the Executive Council 15 clear days before the date of an ordinary meeting. In the case of other authorities and committees any member of those authorities and committees may suggest to the Secretary of the concerned authority or committee, items for agenda with notes duly seconded by another member at least 7 clear days before the date of an ordinary meeting.
- (4) It shall be the duty of the Chairman of each authority to scrutinise the motion or amendment when received and admit the same on the agenda if it pertains to the scope of the authority or committee concerned, and if another member duly seconds it.

Statute 42. Sub-Committees. — The Executive Council, the Academic Council, the Faculty and other bodies declared as authorities under clause (v) of section 25 shall be competent to appoint committees for detailed deliberations of any specific issue or for inspection or supervision. The committee shall, from time to time, furnish to the concerned authority, information, report, etc., in accordance with the direction of the said authority. The authority concerned shall nominate the Chairman of such a committee. Such committee shall not appoint a sub-committee except with the prior approval of the authority appointing that committee.

Statute 43. Joint meeting. — If a situation arises, when two or more authorities or committees are required to deliberate jointly on any issue, the Vice-Chancellor, shall be competent to conduct the business of the joint meeting. The Chairman of the joint meeting shall furnish a report of the deliberations to the Vice-Chancellor.

Statute 44. Reference. — (1) An authority or a committee shall take into consideration a subject referred for deliberation by a higher authority or committee.

- (2) The Executive Council shall be higher than the Academic Council. The Academic Council in its turn shall be higher than the Faculty to which the Board of Studies shall be subordinate. Notwithstanding any thing mentioned above, the Academic Council shall be the principal academic authority of the University and recommendations relating to regulating and maintaining the standards of teaching research and examinations shall be valued and honored by the Executive Council of the University.

Statute 45. Attendance of Meeting.— Attendance of the members (including co-opted members and invitee) at a meeting of any authorities of the University or a committee or a sub-Committee shall be recorded in a register kept for that purpose and each member or invitee shall sign that register as soon as he joins or attends the meeting.

Statute 46. Minutes or Proceedings.— (1) The Minutes or proceedings of a meeting shall be recorded by the Secretary of the committee or the authority and in his absence by a person authorized in this behalf by the Chairman and shall be subject to the approval of

the latter. Only the decisions reached in the meeting with due regards to clarity and brevity shall be recorded in the minutes or proceedings, and not the discussion *ad verbatim*.

- (2) The minutes or proceedings shall be confirmed by the authority or committee in its same meeting. When it is proved to the satisfaction of the Chairman that any decision has not been recorded accurately or has been recorded differently from the decision taken in the previous meeting, he may order appropriate modification of the minutes or proceedings.

Provided that, no decision on any issue once taken shall be taken up, for debate or reconsideration in any meeting for a period of three months from the date of meeting in which such a decision was taken, unless passed by two third majorities of the members present and entitled to vote.

Statute 47. Order of the Business. — The Chairman of an authority or committee shall be competent to decide the order in which the items on the agenda shall be considered. Provided that the following items shall necessarily be taken first in the order mentioned:-

- (i) the election of the Chairman, if necessary.
- (ii) the confirmation of the minutes of previous meeting.

Statute 48. Conduct of Business in the Meeting.— (1) No item or motion shall be considered unless the proposer or the seconder is present at the meeting. In exceptional cases, however, in the absence of both, the Chairman may permit another member present to move the same.

- (2) No motion shall be debated, unless it is moved and seconded.
- (3) The proposer may move for the withdrawal of the motion, if the said motion of withdrawal is seconded by another member, the authority or the committee may give its consent for the said withdrawal.
- (4) The Chairman may direct that all subsequently similar motions or amendments shall be taken up together.
- (5) If a motion is once moved and accepted or rejected, no substantially similar motion shall be admitted by the Chairman in the next meeting and also in any meeting within a period of three months, from the date of meeting, in which such a motion was accepted or rejected except as provided in statute 46 (2).
- (6) If a member of an authority or committee in a meeting of the said authority or committee persistently disregards a ruling or call to order by the Chairman, the latter may direct the member shall be deemed to have been suspended as a member of the said authority or committee for that meeting.
- (7) When a dispute arises regarding any point about the conduct of business of the meeting, the decision of the Chairman shall be final.

CHAPTER V

APPOINTMENT OF ACADEMIC OFFICERS IN THE UNIVERSITY

Statute 49. Academic Officers. — In addition to the officers declared in section 13 (b), the following officers are hereby declared as academic officers and other officers as per the provision under section 13 (d) of the Act,—

Academic Officers. —

- (i) Head of the Department or equivalent
- (ii) Professor or equivalent
- (iii) Associate Professor or equivalent
- (iv) Assistant Professor or equivalent

Statute 50. Applicability of the Statutes.— The Statute number 51 to 61, regarding recruitment, qualifications and Selection Committee procedures shall be applicable to the posts of Directors (other than Director of Students' Welfare), Deans of the Faculties, Associate Deans, Heads of the Departments, Professors and other equivalent posts.

Statute 51. Qualifications and Methods of Appointment.— For appointment to the posts of Academic Officers the persons shall possess minimum qualification mentioned in Appendix (Part – I).

- (1) If the Selection Committee is satisfied that candidates with prescribed qualifications and quality are not available for selection and send a report to the Executive Council to that effect, the Executive Council may relax the higher basic qualification and experience in making the appointments as may be necessary.
- (2) If in any of the Faculties or departments of the constituent colleges, there are no posts of Associate Professors, then, while making appointments to the posts of Professors in such Faculty or department, cumulative experience of teaching, research and extension possessed by the candidates at various levels may be considered while making selection.
- (3) The posts of Directors (except Director of Student Welfare), Deans of the Faculty, Associate Dean and Heads of the Departments, Registrar and other equivalent posts shall be filled in by nomination only. The above posts shall be filled in by nomination for each term of three years and persons selected and appointed shall be eligible for reappointment for another terms of three years each time on assessment and recommendation by the Selection Committee.
- (4) The Professors and other equivalent posts shall be filled in by promotion and nomination in the ratio of 50:50 (per cent) of the total existing posts. Provided that, such posts will be filled in by promotion through the recommendation of the Selection Committee on the basis of merit and seniority in the discipline or group of disciplines, Departments or Sections and minimum academic qualification and experience as prescribed by the Statutes.

Statute 52. Age Limit.— The upper age limit for the posts of Directors, Dean, Associate Dean and other equivalent posts shall be 50 years. Upper age limit for the posts of Head of the Department, Professor, Registrar and other equivalent posts shall be 45 years. There shall be no upper age limit for the persons employed in the University, State Agricultural Universities, State or Central Government or Indian Council of Agricultural Research, etc. Provided that, the upper age limit prescribed for appointment to any of the said post in the University services, under the relevant statutes, shall be relaxable by five years in respect of candidates belonging to scheduled casts, scheduled tribe, nomadic tribe, de-notified tribes and scheduled casts converted to Buddhism, Other Backward Classes, etc.

Statute 53. Reservation of posts in the University services.— While filling the posts in various categories in the University, such percentage of posts as may be laid down by the State Government, from time to time, shall be reserved for the scheduled casts, scheduled tribes, de-notified tribes, nomadic tribes and scheduled casts converts to Buddhism, Other Backward Classes, etc.

Statute 54 . Powers of Vice-Chancellor in emergency.— No person shall be appointed by the University to any of the said post, except on the recommendation of the Selection Committee. Provided that, in the case of an emergency, which, in the opinion of the Vice-Chancellor requires that immediate action should be taken, he may, without the recommendation of the Committee, make temporary appointment to any such post as a stop gap arrangement of a suitable person having minimum qualifications prescribed under these statutes, for a period not exceeding one year, and shall at the earliest opportunity thereafter report the action taken by him to the Executive Council for perusal. Provided further that, the Vice-Chancellor shall initiate simultaneous action to fill up the post through due process of selection within a period of one year from the date of such appointment.

Statute 55. Advertisement. — The Secretary of the Selection Committee shall cause an advertisement to be issued containing therein such particulars with respect to basic qualification, experience and expectations and the reserved seats, if any, for all the posts which are to be filled in, in such manner, as may be decided by the Executive Council. Such advertisement shall be given wide publicity throughout India.

Statute 56. Scrutiny. — The Secretary of the Selection Committee shall scrutinize all applications received by him and shall prepare a list of all candidates to be called for interview for the approval of the Chairman of the Selection Committee. He shall after approval of the Chairman issue intimations to the candidates for interview.

Statute 57. Constitution of the Selection Committee. — (1) The Selection Committee provided in section 50 of the Act shall be for posts of Director (except, Director of Student's Welfare), Associate Dean, Head of the Department, Professor and other equivalent posts.

Registrar shall act as *Ex- Officio* Secretary.

For the post of Dean of the Faculty, the Selection Committee will be similar to the one specified in section 50(2) of the Act, except that in place of Dean, one more expert in the faculty will be nominated by the Vice-Chancellor.

Statute 58. Quorum. — Four members shall constitute the quorum for the meeting of the Selection Committee, including the Specialist in the respective Field of subject.

Statute 59. Assessment. — The assessment of the candidates shall be made on the basis of educational qualifications, experience in teaching or research or extension activities with proven track record thereof and performance at the time of interview. The Committee shall arrange in order of merit of the person whom it recommends for appointment to the general seat and reserved seat, if any as advertised.

Statute 60. Evaluation. — Each member of the Selection Committee shall give marks individually to each candidate. The marks given by various members shall be added and arranged in descending order. Selection shall be on merit in the order of total marks scored by the candidates, giving 60 per cent for the past performance and 40 per cent marks for personal interview.

- (A) Past performance-,
- (1) academic career. —
 - (i) First class or equivalent at Bachelor's and Master's level.....10 marks.
 - (ii) Any one-second class or equivalent in any of the degrees (Bachelor's or Masters) shall cause deduction of 2 marks, per case.
 - (iii) One,third class or equivalent in Bachelor's or Masters degree shall cause deduction of 4 marks, in each case.
 - (iv) Any extra degree shall cause addition of 2 marks limited to the total maximum of 10 marks.
 - (2) Service Experience. —
 - (i) Satisfactory completion of service years without any withholding of probation or increment Total 5 marks

3-5 years service	2 marks
5-10 years service	3 marks
10-15 years service	4 marks
Above 15 years service	5 marks
 - (ii) Research and extension publications..... 10 marks
 Scientific publications in journals of repute, internationally abstracted will get 0.2 marks each. Extension publications will get 0.1 marks each.
 - (iii) Proven track record of ability to initiate, innovative teaching, research, extension education activities10 marks.
 - (iv) Proven track record of effective resource management and additional co-curricular activities.....5 marks.
 - (v) Proven track record of novel administrative ability....5 marks.
 - (vi) Proven record of research with industrial collaboration Or getting funds through research schemes, etc..... 5 marks.
 - (vii) Generation of funds, receipts through novel schemes, such as, patent royalties, donations, innovative financial management, etc. 5 marks.
 - (viii) Awards (only National or International), development of new techniques, product, patent, etc.5 marks.
 (Documentary evidence duly certified by the Head of the Office or Institute is essential).
 A candidate getting 25 or less marks out of 60 in the past performance shall be rejected.
- (B) Personal Interview..... 40 marks.

For personal interview, which shall consist of lecture presentation on work done by the candidate and his vision for future plan. A candidate getting 15 or less marks out of 40 from 50% of the present Selection Committee members shall be rejected even if his total grade may be higher than that of other candidates.

Statute 61. Selection of Candidates. — Selection of candidates by the Selection Committee shall be finalized as soon as interviews of the candidates for a particular post are over. After interviewing the candidates, the decision of the selection Committee shall be recorded and signed by the members present as well as by the Chairman. The Selection Committee may also recommend additional increment in case of exceptional candidates by so resolving in the meeting. Recommendation of the Selection Committee shall be binding on the University. In case, the Selection Committee judges no candidate suitable, the Selection Committee shall make no recommendation.

Statute 62. Selection of Academic Officers in the rank of Associate Professor and Assistant Professor or equivalents. — (1) The eligibility qualifications for the post of Associate Professor or equivalent and Assistant Professor or equivalent shall be as per the Appendix (PART- I). —

- (2) The procedure for reservation, advertisement, scrutiny, assessment etc., shall be similar to the Statutes numbers 53, 55, 56, 59.
- (3) Age limit: Upper age limits for the post of Associate Professor or equivalent shall be 40 years. The upper age limit for the post of Assistant Professor shall be 35 years. Provided that, the upper age limit is relaxable for five years in respect of reserved categories candidates. The age limit shall not be applicable to the persons already in employment in the University, State Agricultural Universities, other Universities, State or Central Government or Indian Council of Agricultural Research, or such other institutes.

- (4) Selection Committee: The Selection Committee shall consist of the following members. —

Vice-Chancellor *Ex-Officio Chairman*;

One Director of the university by rotation;

Dean of the concerned faculty;

Three outside experts to be nominated by the Vice-Chancellor out of the panel of six persons recommended by the Academic Council;

Registrar, *Ex-officio Secretary*;

Not less than 4 members shall form a quorum of whom at least two shall be outside experts.

In the event of any vacancy arising by any reason in it's members (except for Experts), the Vice-Chancellor shall nominate any suitable staff, not below the rank of Associate Dean.

The Director nominated by the Vice-Chancellor shall be a Member of the Selection Committee for a period of one year from the date of nomination.

The Selection Committee shall make criteria of assessment and marking schemes consistent with the Act and the Statutes.

CHAPTER VI POWERS AND DUTIES OF THE ACADEMIC OFFICERS

Statute 63. Powers and duties of the Director of Instruction—The Director of instruction shall exercise the following powers and perform the following duties, namely, —

- (i) in consultation with the concerned Deans, he shall frame, develop, evaluate and improve courses and curricula and develop teaching procedure, designed to inculcate in the students professional competence, character and leadership.
- (ii) he shall make arrangements for preparing annual programs of teaching and instruction in all faculties of the University and shall also cause to place these programs before the Academic and Executive Councils for their approval in accordance with the provision under sub-section (i) of section 27 of the Act.
- (iii) he shall also make arrangements for ensuring impartial assessment of the students in the different examinations by prescribing external evaluation and appointing examiners in accordance with regulations made in this behalf.
- (iv) he shall manage, control and supervise the lower education program and other matters related thereto.
- (v) he shall ensure uniform standards of teaching and evaluation in all constituent and affiliated colleges and institutions recognized by the University.
- (vi) he shall develop an integrated system of teaching and coordinate the teaching work of different faculties and shall supervise research and extension education work of the academic staff in the teaching departments in coordination with the Director of Research and Director of Extension Education.
- (vii) he shall supervise and guide the constituent colleges or recognized institutions and shall ensure maintenance of desired academic standards.
- (viii) he shall make arrangements for providing in-service and post-graduate training facilities to academic staff members of the constituent and affiliated colleges and institutions recognized by the University.
- (ix) he shall exercise general administrative, control over all the Associate Deans and the Heads of Departments, scrutinize and forward budget estimates of educational programs and activities of all the concerned departments, colleges and institutions.
- (x) he shall be responsible for maintaining discipline, law and order in the constituent colleges or institutions through the respective Deans, Associate Deans.
- (xi) he shall award suitable punishment to the students on recommendations of the concerned Dean and Associate Dean, in accordance with the Rules and Regulations made in this behalf, for acts of misdemeanor, except that, before the student is expelled or rusticated, he shall obtain prior approval of the Vice -Chancellor.
- (xii) he shall be responsible for due observance of the provisions of Statutes, Rules and Regulations in different Faculties of the University.
- (xiii) as per directions of the Vice-Chancellor, he shall submit reports on working of the different Faculties, Departments recognized institutions on the state of discipline amongst the students and action taken thereon.
- (xiv) he shall serve as the channel of communication for all official business relating to teaching, instruction and students disciplines with other authorities of the University and the students.

- (xv) he shall exercise, in consultation with the Dean of the Faculties, Associate Deans, Heads of Departments, administrative control over teaching load of the members of the Faculties and in coordination with the Director of Research and Director of Extension Education, assign joint teaching or research and extension work to teachers , research or extension personnel.
- (xvi) he shall be responsible to generate new courses of education in the University and shall formulate schemes and proposals and submit the same to appropriate bodies of the University.
- (xvii) he shall organize an educational research cell to evaluate teaching activities of the University and maintain statistics of education.
- (xviii) he shall develop methods for equivalence of various degrees or diplomas or certificates of other University or institutions with respective degrees, diploma or certificates of the University.
- (xix) he shall be responsible for annual physical verification of the stocks and stores in departments, colleges and institutions, under his control.
- (xx) he shall be responsible for maintaining the seniority lists of daily paid labors working in the department, colleges and institutions, under his control.
- (xxi) he shall make arrangement with the approval of the Vice-chancellor for holding conferences, symposia or seminars and such other meetings and lectures, as may be deemed essential and desirable for benefit of the staff and students.
- (xxii) he shall perform such other duties whether incidental to the powers and functions or not, as may be requisite in order to further the objects of the University or as per the directions of the state Government, as may be conferred or imposed on him by Statutes, regulations or by the Vice-Chancellor.

Statute 64. Powers and duties of the Directors of Research.— The Director of Research shall be a proactive officer and exercise the following powers and perform the following duties, namely,—

- (i) he shall be responsible for *suomoto* obtaining of funds, initiation, organization, and conduct of research programs and policies of the University in consultation with Directors, Deans, Associate Deans and the concerned Heads of Departments.
- (ii) he shall arrange for preparing annual and long-term programs of research and production of such breeds of animals and foundation stock of animals on research farms of the University as have been provided in the livestock breeding policy and fisheries breeding policy of the State Government in accordance with Sections 7 of the Act. He shall cause to place such programs before the University authorities for their approval and onward submission to the Pro- Chancellor through the Vice-Chancellor in accordance with provisions of the sub-section (3) of section 15 of the Act.
- (iii) he shall exercise general administration control over the research stations including lead research schemes, research staff and other employees and workers working under such stations and schemes and funds allotted for research and physical verification of properties, tools, equipment, machinery and facilities assigned by the University for pursuit of research programs.
- (iv) he shall take due care for proper utilization of the lands and livestock farms vested under his control and shall ensure adequate livestock productivity on such farms and land. He shall be responsible to keep the University authorities and executives informed, from time to time, about any deviation and short-falls in such livestock productivity or research programs mentioned in clause (2) above.
- (v) he shall monitor the farm activities through committee constituted for the purpose.

- (vi) he shall prepare in consultation with other Directors, Deans of Faculties and Head of Departments, budget estimates for all items connected with research programs and publications.
- (vii) he shall be responsible for proper functioning of all the research schemes including research audit, social audit, etc.
- (viii) he shall have overall control for proper maintenance and upkeep of livestock, poultry and fisheries, farm development projects, laboratories, machinery and equipment under him.
- (ix) he shall assume leadership in development and maintenance of research productivity of high level by: (a) promoting professional improvement on the part of research personnel, (b) stimulating esprit de corps, and (c) development of attitude among the staff as to the worthiness and self-satisfaction of a dire vocation of service in the field of animal and fishery science research.
- (x) he shall act as a liaison officer for dealing with all aid-granting agencies, such as, Indian Council of Agricultural Research, University Grants Commission, Department of Science and Technology, State and Central Government, industries, other universities, co-operative or private institutions and international funding agencies for purpose of obtaining research funds.
- (xi) he shall ensure timely publication of research journals, bulletins and circulars.
- (xii) he shall be responsible for annual physical verification of stocks and stores of research stations and schemes under his control.
- (xiii) he shall participate and ensure participation of research personnel under his control in the organisation.
- (xiv) he shall deal with the matters relating to patenting and intellectual property rights for outstanding research investigations, software development, diagnostic and other tests or techniques, machine prototypes, new molecules and formulations and such other innovations and original research outcome as per relevant State or Central Government Acts and Orders.
- (xv) he shall make arrangements with the approval of the Vice-Chancellor for holding conferences, symposia, seminars and such other meetings or lectures as may be deemed essential or desirable for the benefit of the staff and the students.
- (xvi) he shall perform such other duties whether incidental to the powers and functions or not, as may be required in order to further the objectives of the University or as per the directions of the Executive Council, Research Council and State Government, as may be conferred or imposed on him by the Statutes and Regulations.

Statute 65. Powers and Duties of the Director of Extension Education.— The Director of Extension Education, shall exercise the following powers and perform the following duties, namely,—

- (i) he shall *suomoto* raise funds, initiate, plan, organize and implement all extension education programs and activities in consultation with the Director of Instruction, Director of Research, Deans, Associate Deans, Principals of Colleges and Head of Departments.
- (ii) he shall make arrangements for preparing annual programs of undertaking and guiding extension education activities, including organizing district level farmer's melawas, for improvement and development of the standard of animal husbandry and ultimately the farmers and arrange for such other activities to help and support the animal husbandry, poultry, dairy and fisheries development programs or activities of the State Government, in accordance with the provision in sub-clause, (ii), (vi) and XIII section (1) of section 4, and sections 7 and 40 of the Act.
- (iii) he shall cause to put up through Vice-Chancellor such annual program for approval to the University authorities and shall get it approved for onward submission as required under the provisions of sub-section (3) of section 15.

- (iv) he shall act as a Liaison officer for Departments of State Government, Government of India, Indian Council of Agriculture Research and such other organizations, in respect of extension education activities and shall maintain liaison with the Films Division of the Government of India, Government of Maharashtra, Television and All India Radio, for proper use of these media.
- (v) he shall be an authorized officer of the University for issuing press notes, handouts, clarifications, arranging press conferences for and on behalf of the Vice-Chancellor and shall bring to the notice of the Vice-Chancellor, regularly, news and statements published on any matters concerning the University.
- (vi) he shall supervise and exercise control over the extension education activities of all categories of academic and other staff members working under him.
- (vii) he shall be responsible for ensuring close co-operation and co-ordination of the extension education activities of the University on one hand and those of the concerning departments of the State Government, Zilla Parishads, cooperatives, government undertaking and like organizations.
- (viii) he shall be responsible for organizing extension education programs.
- (ix) he shall be responsible for proper maintenance and utilization of machinery and equipment at his disposal.
- (x) he shall exercise general administrative control over funds allotted for extension education, physical properties, facilities and materials assigned by the University for the pursuit of extension education programs.
- (xi) he shall in consultation with other Director, Deans, Associate Deans and Head of Department formulate budget estimates for extension education programs and activities of all the concerned departments of the University.
- (xii) he shall guide and supervise the working of the Communication Center of the University and shall deal with publicity, publications, audio-visual aids, radio and University printing Press.
- (xiii) he shall organize extension education until at each of the constituent and affiliated colleges or institutions for undertaking and conducting extension education program and to supervise their working in consultation with the Director of Instruction, concerned Dean, Associate Dean or Principal of the Colleges or Institutions.
- (xiv) he shall initiate and organize in consultation with Zilla Parishads, concerned officers of the State Government, Director of Instruction and Director of Research seminars, training classes, camps for the farmers and officers of the Zilla Parishads, Training and Visit Schemes and of other agencies with objectives: (a) to help the University reorient its teaching and research programs by getting first hand information from the farmers about their problems, (b) to communicate research findings to the farmers, (c) to help the village leaders to develop qualities of leadership, and (d) to train the officers of the Training and Visit Schemes, Zilla Parishads, and other agencies to equip them with proper and relevant knowledge for the discharge of their duties.
- (xv) he shall initiate, plan and organize training program for professional extension workers including those serving under the constituent and affiliated colleges, research centers, other organized institutions, State Government and Zilla Parishads.
- (xvi) he shall be responsible for annual verification of stocks and stores of the schemes or centers under his control.
- (xvii) he shall make arrangements, with the approval of the Vice-Chancellor, for holding conference, symposia, seminars and such other meetings and lectures as may be deemed essential and desirable for benefit of the staff and the students.
- (xviii) he shall perform such other duties whether incidental to the powers and functions or not, as may be requisite in order to further the objects of University or

as per the directions of the State Government, as may be conferred or imposed on him by the Statues, Regulations or by the Vice- Chancellor.

Statute 66. Powers and duties of Dean of the Faculty.— The Dean of the Faculty shall exercise the following powers and perform the following duties, namely,—

- (i) he shall be responsible to the Vice-Chancellor for preparing the academic program as regards to the courses offered, curricula, educational tour programs of the students as per the existing policies of the University in consultation with the Director of Instruction.
- (ii) he shall exercise the administrative control over the teaching load of members of the Faculty in consultation with the Associate Dean of the College and Heads of Departments.
- (iii) he shall be responsible for prescribing extension education work load to be assigned to the teachers engaged in teaching and research, in consultation with other Directors.
- (iv) he shall serve as a channel of communication for all official business of the Faculty with other authorities of the University, the students and the public.
- (v) he shall be responsible for planning, organisation and conduct of research in the faculty in consultation with the respective Heads of Departments and the Associate Deans.
- (vi) he shall be responsible for proper scrutiny of personal research work of the Heads of Departments, Professors, Associate Professors, Assistant Professors, Senior Research Assistants and Junior Research Assistants through the concerned Associate Deans and Head of Departments and approve the same.
- (vii) he shall evaluate and supervise the work done by them, from time to time, and keep the concerned Directors and the Vice- Chancellor informed about it.
- (viii) he shall be responsible for general supervision over planning, organisation and conduct of different examinations in the Faculty in time in consultation with the Heads of Departments and Associate Deans.
- (ix) he shall be responsible for planning, development, organization and conduct of clinics in the constituent colleges in consultation with the concerned Dean of the college. He shall monitor these activities monthly through a committee constituted for the purpose.
- (x) he shall be responsible for proper utilization of laboratories, equipment, teaching-aids, farms, etc., at the disposal of his Faculty and upkeep of the same through the Associate Dean, Heads of Departments and other academic staff members concerned and keep the University authorities informed about the same from time to time.
- (xi) he shall make arrangements for ensuring impartial assessment of the students in different examinations by prescribing external evaluation and appointing examiners in accordance with the regulations made in this behalf.
- (xii) he shall make arrangement with the approval of the Vice-Chancellor for holding conferences, symposia, seminars and such other meetings or lectures as may be deemed essential and desirable for benefit of staff the and the students.
- (xiii) he shall perform such other duties whether incidental to the powers and functions or not, as may be requisite in order to further the object of the University or as per the directions of State Government, as may be conferred or imposed on him by the Statutes, Regulations or by the Vice -Chancellor.

Statute 67. Powers and duties of Dean of the College (Associate Dean) .— The Associate Dean shall exercise the following powers and perform the following duties, namely,—

he shall be the Dean of the Constituent college and Clinics and shall be the regional head of all institutions including farms within his jurisdiction as prescribed by the Executive Council from time to time.

he shall be responsible for resident teaching, research and extension education at the college or the institute.

he shall be responsible for exercising administrative control over the teaching through academic and other staff working at the college or the institute, as per the decisions taken in the Advisory Council.

he shall be responsible to the University through the Dean of Faculty for imparting training in clinics, polyclinic, veterinary hospitals, village and ambulatory clinics and shall provide infrastructure necessary for treatment of medical, surgical and gynecological cases.

he shall be responsible to the University, through the Dean of Faculty for implementation of internship program of respective college effectively at various institutes in the State.

he shall distribute budget properly as per the teaching load, and the service needs of the concerned department, farms, and other institutions under his control as per decisions taken in the Advisory Council.

he shall maintain up to date inventory of all immovable properties of the college including lands and buildings in consultation with the concerned officers under his control.

he shall be responsible for annual verification of machinery, stock and store of the college through the concerned officers under his control.

he shall sign on behalf of the University agreements, lease deeds or any other legal document entered into with the Central Government or State Government or any other duly constituted body after getting the draft approved by the Registrar. He shall also sign Vakalatnama, uniform statement or any such similar document while filing or defending any civil, criminal, labour or industrial proceedings for the institutions under his control. He shall be responsible to follow up the court cases lodged within his jurisdiction and strive to see that the university interests are protected.

he shall be responsible to the University authorities through the Dean for implementation of curricular and teaching procedure designed to develop professional competence, character and initiative in the students and for maintenance of discipline by the students.

he shall be responsible for the maintenance and use of buildings, equipment and the instructional farms and gardens of the college.

he shall serve as a channel of communication for all official business of the college with other authorities of the University, the students and the public under the instructions of the Dean of the Faculty.

he shall prepare the budget of the college in consultation with the Head of Departments, Officer in charge of different departments at the college or institution and place before the Advisory Council for approval.

he shall be responsible for proper use of hostel and facilities therein and shall also maintain discipline amongst students in the hostels.

he shall be responsible for proper conduct of examinations.

he shall make arrangements, with the approval of the Vice-Chancellor, for holding conferences, symposia, seminars and such other meetings or lectures as may be deemed essential and desirable for the benefit of the staff and the students.

he shall be personally responsible to make optimum use of all the resources of the college like human, land material and machines and encourage and provide all the opportunities to his sub-ordinates to harness and manage these resources by innovative but cost effective ways for development of the college taking into consideration the short- term, mid-term and long term plans in tune with current demands and future challenges, so as to make teaching effective and efficient and research vibrant and viable and extension education activities visible with impact.

he shall perform such other duties whether incidental to the powers and functions or not, as may be requisite in order to further the object of the University or as per the

directions of the State Government, or as may be conferred or imposed on him by the Statutes, Regulations or by the Vice- Chancellor.

Statute 68. Powers and Duties of Head of the Department or University Professor .—

The Head of the Department or the University Professor shall be responsible for resident teaching, research and extension education in his discipline for all the constituent colleges and shall exercise following powers and perform following duties, namely, —

he shall be responsible for supervising, developing and managing, the teaching, research and extension education in his discipline in all the constituent colleges.

he shall be the Chairman of Board of Studies in the respective subject or group of subjects.

he shall co-ordinate with the concerned Dean or Associate Deans, under the guidance of the Director of Instruction, the Director of Research and the Director of Extension Education through the Dean of the faculty.

he shall call meetings with the permission of the Dean of the Faculty for discussing matters concerning his discipline and for deciding and finalizing policies.

he shall be responsible for organization and conduct of resident teaching, research and extension education of his discipline and for that purpose shall pass such orders as may be necessary in consultation with the respective Associate Dean and Dean of the Faculty and the Directors.

he shall guide all Professors, Associate Professors and Assistant Professors of the Department in planning their personal research programs and get them approved from the concerned Dean of the Faculty.

he shall also pursue his own research programs and shall supervise research work done by each staff working under him and keep the Associate Dean and Other University authorities informed.

he shall tender necessary advice to the Deans, Deans and Directors in all matters pertaining to his discipline in respect of teaching, research and extension education.

he shall submit to the concerned Associate Dean the budgetary needs of his department.

he shall recommend to the Associate Deans, Deans and Directors the work load of each member of the staff with respect to teaching, research and extension education.

he shall be proactive and provide necessary leadership to generate funds for his departments in various constituent colleges by establishing collaboration, linkages with industry, national and international institutes, various funding agencies, and Trusts.

he shall recommend to the Associate Dean or Dean and other University authorities feasible proposals for making improvement in the working of his departments in all the constituent colleges.

he shall supervise the work of academic staff members of his department.

he shall be responsible for proper utilization and upkeep of laboratories, equipment, teaching aids, land, buildings, under the concerned office or department and shall keep the concerned University authorities informed.

he shall be personally responsible to harness and manage all the resources like human, land materials and machines in his charge optimally by innovative but cost effective ways for the development of the department, taking into consideration the short term, mid term and long term plans in tune with current demands and future challenges so as to make teaching effective and efficient, research vibrant and viable and extension education activities visible with impact.

he shall exercise similar powers and perform such other duties as may be conferred or imposed on him by the Statutes and Regulations or by concerned Associate Dean, Dean or by the Vice-Chancellor.

Statute 69. Powers and Duties of Professors.— The Professors shall have powers to supervise the work of his Section or Department and shall exercise following powers and perform following duties, namely, —

he shall be responsible for maintenance, management and proper utilization of land, farms, laboratories, equipment, stores etc., kept at his disposal.

he shall be proactive and provide necessary leadership to generate funds for his Section or Department by establishing collaboration, linkages with industry, national and international institutes and various funding agencies and Trusts.

he shall be responsible for planning and organization of teaching, conduct of examinations, supervision of teaching load of individual staff members working under him.

he shall be responsible for his own, personal research work and shall also prepare annual research programs of the academic staff working under him after getting due approval from Head of Department and the Associate Dean

he shall be responsible for submitting annual report to the Head of the Department or the University Professor and Associate Dean about the research work done by him and by the academic staff members along with results obtained and research papers published.

he shall be responsible for participating in the extension education work on the direction of the Associate Dean and concerned Directors.

he shall advise the students as per the Advisory system and as a guide research through himself and through the Associate Professor, Assistant Professor working under him in accordance with the Act, Statutes, Rules, Regulations, Syllabi and Instructions from superior authorities.

he shall be responsible for maintaining the discipline amongst the students and the staff under him.

he shall perform such other duties as may be conferred or imposed on him by the Statutes, Regulations and by the superior authorities.

Statute 70. Powers and duties of Associate Professors and equivalents. — (1) The Associate Professors shall assist the Professor to supervise the work of the Department. He shall exercise following powers and perform following duties, namely.—

(i) he shall be responsible for the maintenance, management and proper utilization of the land, farms, laboratories, equipment, stores etc. kept at his disposal.

(ii) he shall be proactive and provide necessary leadership to generate funds for his department by establishing collaboration, linkages with industry, national and international institutes, various funding agencies and Trusts.

(iii) he shall be responsible for planning and organization of teaching, clinics, hospital teaching, conduct of examinations, supervision of teaching load of Assistant Professors and other staff of the Department / Section / Unit.

(iv) he shall be responsible for his own, personal research work.

(v) he shall be responsible as research guide and supervise the post graduate students allotted to him by the department.

(vi) he shall be responsible for participating in the extension education work on the direction of the Head of the Department or Professor.

(vii) he shall be responsible for maintaining discipline amongst the students and the staff of the department.

(viii) he shall perform such other duties as may be conferred or imposed on him by the Statutes, Regulations and by the superior authorities.

(2) The Deputy Librarian, Deputy Director of Physical Education or equivalents shall perform their respective duties and discharge their respective responsibilities analogous to the above.

Statute 71. Powers and duties of Assistant Professors and equivalents. — (1) The Assistant Professor shall assist Professor and Associate Professor in supervising the work of the Department. He shall exercise following powers and perform following duties, namely.—

he shall be responsible for the maintenance, management and proper utilization of the land, farms, laboratories, equipment, stores etc.

he shall be proactive and generate funds for his department by establishing collaboration, linkages with industry, national and international institutes, various funding agencies and Trusts.

he shall be responsible for planning and organization of teaching , clinics, hospital teaching and conduct of examinations.

he shall develop independent personal research program and actively participate to develop long term Department goals.

he shall be responsible as research guide and supervisor of the post graduate students if allotted to him by the Department.

he shall be responsible for participating in the extension education work on the direction of the Head of the Department or Professor or Section In charge.

he shall be responsible for maintaining discipline amongst the students and technical and ministerial staff of the Department.

he shall perform such other duties as may be conferred or imposed on him by the Statutes, Regulations and by the superior authorities.

The duties of Assistant Professor of Physical Education and sports shall be to organize, supervise and coach the teams of their sports events of specialization and such like sports activities.

CHAPTER VII

APPOINTMENT OF OTHER OFFICERS OF THE UNIVERSITY

Statute 72. Other Officers of the University. — In addition to other officers declared in Section 13 (c), the following are hereby declared as the ‘Other Officers’ of the University as per the provisions in section 13(D) of the Act. —

- (1) Controller of Examination;
- (2) Director of Students welfare;
- (3) University Engineer;
- (4) Deputy Registrar;
- (5) Assistant Registrar;
- (6) Assistant Comptroller;
- (7) Security Officer;
- (8) Public Relation Officer.

Statute 73. The manner of appointment of other officers of the University.— (1) The procedure for reservation, advertisement, scrutiny, assessment, shall be similar as prescribed in Statutes 53, 55, 56, 59. All appointments of the other officers of the University shall be made strictly on the basis of merit. The post of Registrar, Director of Students’ Welfare, Controller of Examination, Deputy Registrar, University Engineer shall be filled in by nomination only for each term of three years. The post of Assistant Registrar or Assistant Comptroller shall be filled in 50 per cent by promotion from the ministerial staff and 50 per cent by nomination.

Provided that, in any emergency which in the opinion of the Vice-Chancellor requires that immediate action should be taken, he may, without the recommendations of the Selection Committee or without following the procedures prescribed in respective Statutes, make appointment of a suitable person to any post of other officers for a period not exceeding one year and shall at the earliest opportunity thereafter report his action to the Executive Council.

Notwithstanding anything contained as above, on the proposal of the Vice-Chancellor, the Executive Council may direct that a post or posts of the ‘Other Officers’ may be filled in by obtaining the services of an Officer on deputation from the State Government, Government of India, any statutory University in India or any Government or semi-government organization or institution or from corporation established by law.

Appointment of a person on deputation to any post of the officer of the University in pursuance of the provision of clause (2) above shall be made by the Vice-Chancellor without reference to or recommendation of the Selection Committee on such terms and conditions as may be agreed to between the Vice-Chancellor and the deputing authority.

Provided that, the period of such deputation shall in the first instance not exceed three years, which may in the opinion of Vice-Chancellor, in consultation with the deputing authority and subject to the prior approval of the Executive Council may be extended from time to time for a total period not exceeding five years.

Statute 74. The Eligibility and Qualifications of Other Officers.— The eligibility and qualifications of other officers shall be as per the Appendix (Part-II). The Executive Council shall decide the eligibility and qualifications to the post of Director of Student’s Welfare, Security Officer and Public Relations Officer.

Statute 75. Selection Committee for Appointment to the Post of Registrar. — For appointment to the post of Registrar, the Selection Committee shall comprised of:-

- | | | |
|-------|---|-----------|
| (i) | Vice-Chancellor | Chairman; |
| (ii) | One of the Commissioners of the Department of Animal Husbandry, or Dairying, or Fisheries nominated by the Secretary, Animal Husbandry, Dairy and Fisheries, Government of Maharashtra. | Member; |
| (iii) | One member from Maharashtra Public Service Commission, Mumbai as specialist to be nominated by the Chancellor. | |
| (iv) | One expert to be nominated by Vice-Chancellor | Member |
| (v) | A specialist in the field of personnel management to be nominated by the Director General, the Indian Council of Agricultural Research. | Member |
| (vi) | An Academic Officer or Other Officer to be nominated by the Vice-Chancellor. | Secretary |

In case, the Selection Committee is satisfied that candidates with prescribed qualifications and quality are not available, as provided for in section 18(2)(a) of the Act, the committee shall make a report to that effect to the Executive Council and the State Government, may on the request of the Vice-Chancellor and on the recommendations of the Executive Council, depute a suitable Government Officer not below the rank of Deputy Secretary having minimum post graduate degree of a statutory University as per the University Grants Commission guidelines and who will also be eligible for reappointment for a further period of three years only.

The age limit shall be 50 years. The Statute from 55, 56, 59 regarding advertisement, scrutiny, assessment and method of recruitment shall be applicable to all the posts of the Other Officers except Comptroller.

Statute 76. Selection Committee for appointment of the Other Officers. — (1) The Selection Committee for appointment of the officers other than that the Registrar, shall be as under.—

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|--|------------------------------|
| Vice-Chancellor | <i>Ex-Officio</i> Chairman; |
| One Dean to be nominated by the Vice-Chancellor | Member; |
| One Director to be nominated by the Vice-Chancellor | Member ; |
| Three Experts in relevant field from Universities to be nominated by the Vice-Chancellor | Member; |
| Registrar | <i>Ex-Officio</i> Secretary; |

Not less than 4 members shall form a quorum of whom at least two shall be the outside experts.

In the event of any vacancy arising by any reason in members (except for Experts), the Vice-Chancellor shall nominate any suitable staff, not below the rank of Associate Dean.

The Director or Dean nominated by the Vice-Chancellor shall be a Member of the Selection Committee for a period of one year from the date of nomination.

The Selection Committee shall make criteria of assessment and marking schemes consistent with the Act and the Statutes.

CHAPTER VIII

POWERS AND DUTIES OF OTHER OFFICERS OF THE UNIVERSITY

Statute 77. Powers and duties of the Registrar.— The Registrar shall exercise the following powers and perform the following duties, namely,—

- (i) he shall be the custodian of the records, common seal and such other property of the University as the Executive Council shall commit to his charge.
- (ii) he shall act as a Secretary of the Executive Council, Academic Council and of such other committees, as may be prescribed by the Statutes or Regulations and to attend or to depute any of his assistants for any of the meetings of the Executive Council, Academic Council and the committees and keep the minutes thereof.
- (iii) he shall conduct the official correspondence of the Executive Council Academic Council and Selection Committee.
- (iv) he shall issue all notices convening meeting of the Executive Council, Academic Council and such other committees of which he is a Secretary.
- (v) he shall make arrangement for admission of students to the University and to maintain enrolment register of the students so admitted to the constituent and affiliated colleges and institutions of the University.
- (vi) he shall maintain a record of all degrees, diplomas, certificates, medals and awards, conferred by the University.
- (vii) he shall maintain a permanent record of all courses, curricula and other relevant information.
- (viii) he shall maintain a permanent record of all academic performance of the students of the University including the courses taken, grades obtained, degrees awarded, prizes or other distinctions won and any item. pertaining to the academic performance of students.
- (ix) he shall supervise the general administration of the staff working under him and shall ensure implementation of the provisions of the Act, Statutes, Rules and Regulations.
- (x) he shall assist the Vice- Chancellor in administrative matters of the University, whenever required.
- (xi) he shall carry out or arrange to carry out general administrative and academic inspection of the constituent and affiliated colleges, various institutions and the research stations to place before the Academic Council.
- (xii) he shall ensure the up-to-date maintenance of records of the University lands at the level of revenue and other departments including at the University level.
- (xiii) he shall act as Principal Liaison Officer of the University with the State Government, Central Government, the Indian Council of Agricultural Research, the University Grants Commission, other Universities and other bodies. In all the matters he will work under the guidance, supervision and control of the Vice - Chancellor
- (xiv) he shall initiate proposal for holding the Convocation with prior approval of the Vice-Chancellor and other competent authorities and to make further arrangement thereof.
- (xv) he shall evolve a code of conduct for the staff and workers of the University and shall ensure its enforcement as per the directions and on behalf of the Vice-Chancellor.
- (xvi) he shall maintain service records of all the categories of the staff.
- (xvii) he shall be responsible for annual physical verification of stocks and stores in the Vice-Chancellor's office.
- (xviii) he shall sign on behalf of the University any bond agreement lease deed or any other legal document to be entered with the State Govt., Central Govt., or

any other duly constituted body and shall sign the Vakalatnama plaint, written statement or any such similar documents while filing or defending any civil, criminal, labour or industrial proceedings after obtaining necessary approval of the competent authority.

- (xix) he shall exercise such other powers and perform such other duties as may be conferred or imposed on him by the Statute, Regulations or the Vice-Chancellor.

Statute 78. Powers and duties of the Comptroller. — The Comptroller shall be responsible to implement the provision in sections 19, 43, 44, 45, 46, 47, and 48 of the Act and in addition he shall exercise following powers and perform following duties, namely,—

- (i) he shall ensure that all the receipts by the University including its authorities, executives, academic officers, other officers and academic and ministerial staff members working under it are promptly credited to the University funds and properly accounted for.
- (ii) after obtaining the approval of the Vice-Chancellor and with the previous sanction of the State Government, he shall take action to create special funds and maintain detailed and proper account thereof, in accordance with the provision in sub-section (3) of section 43.
- (iii) he shall prepare annual financial estimates of receipts and expenditure of the University in the manner prescribed by the State Government in consultation with the concerned officers of the university and the Vice-Chancellor and to submit the same to the Executive Council for its consideration.
- (iv) he shall submit to the Government annual financial estimates of receipt and expenditure of the University with the advice, if any, of the Executive Council.
- (v) he shall prepare the revised estimates of receipts and expenditure of the University in consultation with concerned officers of the University and under the guidance of the Vice-Chancellor and after obtaining approval of the Executive Council he shall submit to the State Government and pursue these issues personally.
- (vi) he shall prepare the annual accounts of the University under the directions of the Vice-Chancellor and in accordance with the provisions of sub-section (1) of section 47, and submit the same to the Executive Council.
- (vii) he shall ensure submission of annual accounts of the University together with the balance-sheet, to the State Government in accordance with the provision contained in sub-section (2) of section 47.
- (viii) he shall render necessary assistance to the auditor appointed by the state Government for the audit of the accounts of the University.
- (ix) he shall take suitable action expeditiously on the audit report and report the action taken to the Executive Council to facilitate the Executive Council to take suitable action as required by sub-section(3) of section 47.
- (x) he shall ensure timely submission of the copy of accounts in the audit report to the State Government within nine months from the end of the financial year along with the statement of the action taken thereon by the University as required under provision of sub-section (4) of section 47.
- (xi) he shall ensure that expenditure authorized in the budget is incurred by the concerned authority, executives, academic officers, other officers and academic and ministerial staff members of the University after

- following the prescribed procedure and after obtaining the sanction of the competent authority.
- (xii) he shall ensure that all accounts of the University including those of the constituent colleges, research centers and institutions of the University are kept, adjusted and periodically internally audited.
 - (xiii) he shall ensure that all income and fees, etc., are collected and salaries and other amounts are paid promptly.
 - (xiv) he shall act as the financial advisor to the Vice- Chancellor in respect of all financial matters of the University.
 - (xv) he shall keep the Vice- Chancellor informed, from time to time, about the financial position of the University.
 - (xvi) he shall prepare the financial plans for development of the University in consultation with the concerned officers of the University and under the guidance of the Vice- Chancellor.
 - (xvii) he shall personally ensure that the grants are received in time from the Government of India, State Government and other fund -granting agencies, and shall disburse the funds to the concerned departments, expeditiously.
 - (xviii) he shall maintain the inventory of the dead stock articles of the University and ensure annual verification thereof through the concerned officers.
 - (xix) he shall inspect or audit the financial matters of all the offices or institutions under the jurisdiction of the University.
 - (xx) he shall detect and decide the defalcation cases on suo-moto or on information received and shall initiate further action.
 - (xxi) he shall maintain minutes of the meeting of the Finance Committee.
 - (xxii) he shall keep watch on the state of the cash and bank balances and investments.
 - (xxiii) he shall prepare plan of income generation activities for enhancing the revenue receipts of the University in consultation with the Deans and Directors of the University and present the same to the Vice-Chancellor, for approval.
 - (xxiv) he shall take the necessary steps to initiate and to monitor the innovative programs and income generation activities, render necessary help and assistance to all the concerned to facilitate implementation of such projects, programs, schemes, effectively and efficiently.
 - (xxv) he shall seek tax exemptions from the concerned competent authority of the State and the Central Governments and maintain necessary records, reports thereof in the matter.
 - (xxvi) he shall submit to the Planning and Finance Committee necessary data to analyze financial performance of the University and suggest creative ways for augmenting the University income.
 - (xxvii) he shall be responsible for reporting to the Government, through the Vice- Chancellor, consequences of any decision or action taken by any authority of the University, in respect of financial implication of the University which he feels is in contravention of the provision of the Act, Statute, Rules and Regulations.
 - (xxviii) he shall exercise such other powers and perform such other duties as may be conferred or imposed on him by the Statute, Regulations or by the Vice- Chancellor.

Statute 79. Powers and duties of the Librarian..— (1) The Librarian shall work under the control and supervision of the Vice- Chancellor and shall be responsible for the maintenance of all the libraries of the University and for the organisation of their

services. The University Librarian shall exercise following powers and perform the following duties, namely, —

1. he shall exercise overall supervision over the University Library, and Library personnel and departments collections.
 2. he shall prepare the library budget for the University Library.
 3. he shall have the responsibility of receiving and accessioning all library materials.
 4. he shall have the responsibility of initiating the purchase of all requisitioned library materials.
 5. he shall have the responsibility of renewing, subscriptions to journals.
 6. he shall circulate a library news letter and periodical which will carry a list of all library material received since the last news letter and other timely library news of interest to students and staff.
 7. he shall initiate participate and co-operate in programs designed to stimulate and encourage use of the library by students and staff.
 8. he shall arrange library hours which will permit maximum use of library by students and staff.
 9. he shall arrange for collection of volumes and journals which are used by the staff and students of the departments and research sub- stations,
 10. he shall purchase books and periodical approved and recommended by the Library Committee to be appointed by the Vice-Chancellor
 11. he shall be responsible for annual physical verification of books, periodical, stocks and stores of the Library.
 12. he shall perform such other duties as may be conferred or imposed on him by the Statute Regulations or by the Vice- Chancellor.
- (2) The Deputy or Assistant Librarian shall perform the duties and responsibilities analogous to the above, but at the level of college or institute.

Statute 80. Powers and duties of Controller of Examinations. — The Controller of Examinations shall exercise following powers and perform following duties, namely,—

- (i) he shall be the Principal Officer in charge for conduct of examinations and tests of the University and declaration of their results and shall discharge the function under the directions, supervision and guidance of the Board of Examinations, as well as Vice-Chancellor.
- (ii) he shall be the Member-Secretary of the Board of Examinations and of the committees appointed by the Board.
- (iii) he shall be responsible for prompt and proper implementation of the decisions of the Board and for making all arrangements necessary for holding examinations or tests and declaration of results.
- (iv) he shall prepare and announce in advance the calendar of examinations.
- (v) he shall arrange for printing of question papers and blank answers books and arrange to get performance of the candidates at the examination properly assessed and process the results.
- (vi) he shall arrange for timely publications of results of examinations and other tests.
- (vii) he shall arrange to postpone or cancel examinations in part or in whole in the event of malpractices or if the circumstances so warrant and take disciplinary action or initiate any civil or criminal proceedings against any person or group of persons or a college or an institutions alleged to have committed malpractices, with the approval of the Vice-Chancellor.

- (viii) he shall initiate disciplinary action where necessary against the candidates, paper setters, examiners, moderators or any other person connected with examinations and found guilty of malpractices in relation to examinations with the approval of the Vice-Chancellor.
- (ix) he shall review the results of the University examinations with assistance and help of Dean of the concerned faculty and forward the report thereon periodically to the Academic Council for taking necessary measures in the matter.

Statute 81. Powers and duties of Director of Students' Welfare.— The Director of Students' Welfare shall exercise the following powers and perform the following duties, namely,—

- he shall make arrangements for the housing and messing of students, in coordination with the Associate Deans of the respective colleges or institutions:
- he shall formulate and direct a program for student counseling.
- he shall arrange for part-time employment of students in accordance with the schemes approved by the Vice- Chancellor
- he shall assist in the placement of graduate and post graduate students of the University.
- he shall obtain travel facilities for students and academic staff members, for holidays, study tours and sports events
- he shall exercise general control and supervision over the physical education programs and other co-curricular activities of the students, such as National Cadet Corps and National Social Service.
- he shall coordinate matters regarding grant of scholarships, awards and freeships to students.
- he shall arrange for periodical medical examination of students and shall ensure medical assistance to them and organize and supervise dispensaries attached to constituent colleges of the University and other institutions
- he shall act as Member Secretary of the University Board of Sports and Cultural Activities.
- he shall act as Member- Secretary of the Students' Welfare Committee for the matter including hostel, cafeteria , health, graduate assistantship, placement guidance and spirit of entrepreneurship, etc.
- he shall organize co-operative consumers societies, canteens and banks for the welfare of students and University employees.
- he shall maintain playgrounds of colleges or institutions through sports officers or Physical Training Instructors.
- he shall perform such other duties as may be conferred or imposed on him by the Statutes, Regulations or by the Vice-Chancellor.

Statute 82. Powers and duties of the University Engineer.—The University Engineer shall work directly under the Vice- Chancellor and shall exercise the following powers and perform the following duties, namely,-

- he shall perform the duties assigned to him by the Vice -Chancellor and the Registrar from time to time.
- he shall be responsible for the construction and maintenance work of the University buildings and the staff working under him.
- he shall assist the Registrar or any other officer responsible for calling Building Committee meetings and preparing minutes.
- he shall be responsible for the work for which payment is made on his recommendations and to submit account of projects undertaken for storing the material and further upkeep of stores or University building etc.
- he shall inspect all the buildings yearly and submit the report to the Vice-Chancellor regarding state of buildings, repairs, modifications, water proofing, electrical fittings and fixtures and shall supervise construction or repair work.

he shall be responsible for maintenance of all the University buildings, roads, fencing, play-grounds, parks and gardens and lands other than the lands comprising the agricultural farms and shall be responsible for construction and maintenance of all utility services, such as, drainage, electricity, water supply and telephone.

he shall be responsible for establishment and maintenance of fire protection services and shall be responsible for obtaining administrative and financial approval for each construction work from the appropriate authority of the University.

he shall be responsible for all the constructions work under the University including preparation of their designs, plans, estimates and mandatory permissions.

he shall prepare annual construction and maintenance budget of the University and to submit a periodical report to the Vice- Chancellor about progress of the work.

he shall maintain accounts relating to work in his charge in the manner prescribed by the Comptroller.

he shall maintain an up-to-date inventory of all immovable properties of the University including lands and buildings in consultation with the concerned University officers.

he shall arrange acquisition and disposal of immovable property of the University with the approval of the competent authority of the University.

he shall be responsible for maintaining cleanliness and sanitation of the University premises.

he shall work as Estate Officer of the University

he shall be responsible for the annual verification of machinery, stock and stores under his control.

he shall exercise such other powers and perform such other duties as may be conferred or imposed on him by the Statutes, Regulations or by the Vice-Chancellor.

Statute 83. Powers and duties of the Deputy Registrar or equivalent. — The Deputy Registrar primarily, shall be responsible for smooth conduct and working of the Academic Section in respect of allotment of work to the Assistant Registrar, Superintendent or Head Clerk etc. He shall perform following duties, namely, —

- (i) he shall convene regular meetings of the officers and staff working under him and shall determine the time dimensions of each of the tasks assigned and supervise as per the prescribed norms.
- (ii) he shall get daily reports, worksheet from the officers and guide the officers and staff to ensure that the job assigned to each of them is understood by them and to see that they conduct the business without any difficulties.
- (iii) he shall issue warnings, reprimands to erring employees and shall also maintain or cause to maintain leave register, movement register and all other official registers of appointments etc.
- (iv) he shall inspect periodically and after every fifteen days the attendance register and counter sign it for having inspected the same and take such action as he may deem fit in case of habitual late comers or those who habitually remain absent by issuing warnings periodically in writing and recommending to the Registrar to take the disciplinary action, in case the same employee shows no improvement.
- (v) he shall maintain and initiate the annual confidential reports of the officers and employees directly working under him, review the confidential / assessment reports given by the subordinate officers and submit them to the Registrar within specified period. He shall communicate in writing from time to time about the progress and difficulties and evaluate the staff and give his recommendations. He shall also be responsible for submission of accounts of money spent by section and shall submit periodical returns and reports, and must

- prepare the budget for the section every year and place it for the approval of the appropriate authority.
- (vi) he shall maintain cordial public relations and attend to public queries and when asked, shall supply information through the Registrar to the Government, University Grants Commission, Chancellor and other Semi-Government bodies.
 - (vii) he shall also help student and parents in solving their difficulties concerning to his section and entertain complaints, if any, against the staff working under him.
 - (viii) he shall carry out the duties and responsibilities in just manner without any discrimination and motivate the staff to take their work seriously and shall pay personal attention to their welfare.
 - (ix) he shall be solely responsible for the highly confidential work that may be undertaken by the section and shall also be responsible for preserving documents, deeds etc., concerning his section.
 - (x) he shall be personally responsible to monitor court cases concerning his section, take steps to deal with the legal matters of his section adequately and shall keep the Registrar informed about cases and obtain the orders, whenever necessary.
 - (xi) he shall also carry out any other work assigned to him by the officers of the University from time to time.

Statute 84. Powers and Duties of Assistant Registrar, and Assistant Comptroller. —

The Assistant Registrar shall perform the duties as may be assigned to him from time to time by the Vice-Chancellor, Registrar and Deputy Registrar or Head of the concerned section. When he is working as a Head of the Section in college or institute he shall have powers and responsibilities analogues to the powers and duties of the Deputy Registrar. The Assistant Registrar shall exercise following powers and perform following duties, namely.—

- he shall be Officer In-Charge of the Unit / Sections and shall be responsible for their normal and smooth working.
- he shall be responsible for planning and scheduling of work the Section / Unit or department well in advance and shall take the periodical reviews of its execution.
- he shall assign specific jobs to his subordinates and shall also decide time dimension in respect of each of the jobs so assigned where the norms are not laid down.
- he shall ensure and maintain proper co-ordination and follow-up with the other department, unit or section and shall be accountable for follow up actions on the decisions given by the University authorities.
- he shall be responsible for smooth and efficient working of the section, unit or department and timely disposal of cases, letters, bills, reports, returns etc. and decide and maintain proper filing procedure.
- he shall ensure that the cases, letters, requiring immediate and urgent disposal, are dealt with immediately.
- he shall deal with non-routine cases referred to him by the supervisory staff and call meetings f periodically to train and guide the members of his department.
- he shall dispose off cases of importance where regulations are clearly applicable and forward the same to higher officer with clear and specific comments and shall prepare item for consideration of the Executive Council, Academic Council or other authorities of the University.
- he shall keep exhaustive and self contained notes of important papers passed down and keep track of their movements till final disposal and also consider the proceeding of the work.
- he shall exercise constant vigilance which is *sine quanon* of speedy and qualitative disposal of work, safety of the record, regular and orderly behavior of the staff.

he shall prepare as per rules and specifications the annual confidential and assessment report and submit them to the Registrar. The Assistant Registrar shall also issue warning, in writing to the staff working under him from time to time and report erring cases to the Registrar for suitable disciplinary action.

he shall record verbal discussions, orders and instructions which shall be attested by the Registrar.

he shall hold meeting every fortnight with Section Officers and Assistant Section Officers to discuss the arrears of work, procedural and other problems which create bottle necks in the quick disposal of cases.

he shall prepare and appraise the plan and its time schedule to employees working under him, watch results, appraise responses and motivate individuals towards achievements of objectives. He shall also deal with staff in a just manner and shall show no discrimination on whatever ground and would look after the welfare of the employees working under him .

(xv) he shall carry out any other work assigned to him from time to time.

(xvi) the Assistant Comptroller shall carryout the above duties related with Accounts and will be under the control of the Comptroller instead of the Registrar.

Statute 85. Powers and duties of the Security Officer.— The security officer shall be under the direct control of the Registrar and shall assist the Registrar in maintaining security of the University campus and of its movable and immovable property. He shall exercise following powers and perform following duties, namely, —

- (i) he shall carry out routine functions pertaining to recruitment of security staff, their postings, substitute appointments, sanctioning of all kinds of leave to them, transferring of the watchman and to take disciplinary actions, if any, against them. In case of major disciplinary action, the approval of the Registrar shall be obtained.
- (ii) he shall be personally responsible for the safety of the staff or officers and for the security of the University property. It shall be the duty of the Security Officer to see that there are no encroachment on the University property, campus and buildings and that no unauthorized persons are allowed to enter the premises, and in case of such encroachment and in the situation created by riot etc., he shall take help of the police in protecting University property.
- (iii) he shall perform such other duties and functions as may be assigned to him by the Registrar from time to time.

Statute 86. Powers and duties of the Public Relations Officer.— The public relation officer shall be under the direct control of the Registrar and shall assist the Registrar in the matter as per needs. He shall exercise following powers and perform following duties, namely,—

- (i) he shall be responsible to ensure that the information relating to the University is disseminated. He shall coordinate with media for communication, publicizing of social events, academic achievements of the University.
- (ii) he shall maintain the inquiry service for students; staff and also visitors to the University regarding courses being conducted and the examination and admission rules.
- (iii) he shall forward information about the views and reaction of the, community on various University decisions, feed back to review its existing programs.
- (iv) he shall keep liaison with academic and research institutes, and shall disseminate information through periodicals, booklets, press, advertisement and audiovisual media.
- (v) he shall assist the Vice-Chancellor, Registrar in calling and organizing press conferences.

- (vi) he shall exercise all disciplinary powers and responsibilities as that of the Deputy Registrar in respect of the staff working under him.

CHAPTER IX
APPOINTMENT OF ACADEMIC STAFF MEMBERS OF THE
UNIVERSITY AND THEIR POWERS AND DUTIES.

Statute 87. Classification of academic staff members.— There shall be following ranks of academic staff as ordered by the Vice-Chancellor.—

Veterinary Officer, Senior Research Assistant , House Surgeon , Additional House Surgeon , Livestock Development Officers or equivalent.

Physical Instructor, Assistant Livestock Development Officer, Junior Veterinary Officer, Senior Demonstrator, or equivalent.

Junior Research Assistant, Livestock Supervisor, Laboratory Technicians, Junior Demonstrator, Laboratory Assistant or equivalent.

Provided that, any staff member other than those specified above and having prescribed qualification and drawing pay scale equivalent to any other rank mentioned above and discharging duties of an academic staff member shall be designated as academic staff member.

Statute 88. Qualifications of academic staff members.—

- (1) For being appointed to any post in the university service, a person shall possess the minimum qualifications mentioned against each such post in Appendix (Part – III).
- (2) If the Selection Committee is satisfied that candidates with prescribed qualifications or experience or both are not available for selection and makes a report to the Executive Council to that effect, the Executive Council may relax a higher basic qualification or experience or both in making the appointment, as may be necessary.

Statute 89. The manner of appointment of academic staff members.—

All appointments of the members of academic staff shall be made by the Vice-Chancellor strictly on merit and no person shall be appointed as an academic staff member except on the recommendation of the Selection Committee constituted under Statute (90) hereafter. Provided that in emergency which in the opinion of the Vice-Chancellor requires immediate action he may, without recommendation of the Selection Committee, make appointment of a suitable person having the minimum prescribed qualifications to any post of the academic staff member for a period not exceeding one year and shall at the earliest opportunity thereafter report the action to the Executive Council for perusal.

Provided further that, the Vice-Chancellor shall initiate simultaneous action to fill the post through a due process of selection within a period of one year from such appointment.

Statute 90. Appointment of academic staff member. — (1) The Selection Committee for the purpose will be as under. —

- (i) Dean of the Faculty or Director of the university to be nominated by the Vice - Chancellor, *Ex-Officio* Chairman.
 - (ii) One Associate Dean to be nominated by the Vice-Chancellor.
 - (iii) Two Heads of the Department or University Professors to be nominated by the Vice-Chancellor.
 - (iv) Additional Director or Joint Director of Animal Husbandry to be nominated by the Vice-Chancellor.
 - (v) Deputy Registrar or Assistant Registrar dealing with establishment matters shall be the Secretary.
- (2) The Committee shall hold office for a period of one year from the date of constitution. In exceptional circumstances duration may be extended for a period not exceeding six months by the Vice -Chancellor.
 - (3) If any vacancy in Selection Committee arises, the Vice-Chancellor shall nominate suitable person.

- (4) The Selection Committee shall frame the scheme of assessment and record the proceedings of the meeting and submit the same along with the list of the candidate in order of descending merit.
- (5) For purpose of the meeting, four members shall form the quorum of the Selection Committee.

Statutes 91. Procedure of appointment of academic staff members .—

- (1) The procedure for the appointment of academic staff members, when vacancies arise or when new posts are created, shall be as under, namely, —
 - the Vice-Chancellor shall have the posts advertised with such qualifications as have been prescribed by the Executive Council on the recommendations, of the Academic Council.
 - the Registrar shall cause to put up all such applications received before the Chairman of the Selection Committee for his consideration.
 - the Chairman shall arrange to scrutinize all the applications received and prepare a list of eligible candidates who shall be called for interview.
 - the Vice-Chancellor shall then make the appointment of a candidate or candidates strictly in the order of merit as arranged by the Selection Committee. If he wishes to make an appointment other than in the order of merit recommended by the Selection Committee, he shall record the reasons thereof and obtain the approval of the Executive Council before making such appointment.
 - the Vice-Chancellor shall then make the appointment of a suitable person only from amongst the persons recommended by the Selection Committee
- (2) Notwithstanding anything contained in clause (1), the Vice- Chancellor may at his discretion determine from time to time the number of posts under each category referred to in Statute 87 to be filled in by promotion from the lower category: Provided that, the number of posts so determined shall be twenty- five per cent of the total number of posts in the category as a whole to which promotions are to be made or such higher percentage not exceeding fifty per cent as may from time to time be determined by the Executive Council;
 - Provided further that, such posts shall be filled in by promotion through the Selection Committee on the basis of merit and seniority in the discipline or group of disciplines, departments or section and minimum academic qualification and experience, as prescribed by the Statutes;
 - Provided further that, the academic staff members shall be eligible to apply for any post of an academic officer advertised by the University.
- (3) While filling the post in the classification of the academic staff as specified in Statute 87 by promotion or by nomination, the University shall reserve for backward classes and other categories such percentage of posts as may be prescribed by the State Government, from time to time, for such classes and categories.

Statute 92. Seniority of the academic officers. — As per the University Grants Commission pay scales, there shall be only three ranks for the academic officers namely, Professor, Associate Professor and Assistant Professor and the University shall maintain the seniority of the academic officers limited to these three ranks only.

Statute 93. Subordination of the academic officers. —

The Associate Dean shall be subordinate to the respective Dean.

The Head of Department shall be subordinate to the concerned Associate Dean.

The Professors, Associate Professors, Assistant Professors and other academic staff members shall be subordinate to the respective Head of the Department.

The Associate Professor shall be subordinate to the Professors. The Assistant Professors shall be subordinate to the Associate Professors, concerned. The Demonstrators, Senior Research Assistant and Junior Research Assistant and equivalent shall be subordinate to the concerned Assistant Professor.

Statutes 94. Duties of the Academic staff members. —

He shall assist the academic officers in research activities in laboratories or clinics or farms and other activities as per the directives of the academic officer in charge, who shall prepare a job chart and inform them accordingly.

CHAPTER X MINISTERIAL STAFF MEMBERS OF THE UNIVERSITY

Statute 95. Classification of the ministerial staff and other members into various grades. —

Ministerial staff members shall be those who are for the time being in the service of the University and are not included in the categories of executive, academic officers, other officers and academic staff members, not included in the Statutes hereinbefore.

Ministerial staff members shall consist of different grades viz., “A”, “B”, “C” and “D” and shall be determined by the Executive Council, having regard to the changing needs and requirements for smooth functioning of the University activities and for achieving the set objectives of the university.

Statute 96. Composition of the cadre / cadres of the ministerial staff members. — The Vice- Chancellor as may from time to time, determine the cadre or cadres of ministerial staff members that shall consists of such members of employees and with such designations.

Statute 97. Appointments strictly on the basis of merit. — All appointments of the ministerial staff members shall be made strictly on the basis of merit.

Statute 98. Appointments only on the recommendations of the selection committee. —

No person shall be appointed by the University as a ministerial staff member except on the recommendations of the Selection Committee constituted for the purpose, provided that, in any emergency which in the opinion of the Vice-Chancellor requires that immediate action be taken, he may make an appointment of a suitable person having prescribed minimum qualification to any post of the ministerial staff member for period not exceeding one year without the recommendation of the concerned Selection Committee or without following the procedure prescribed. Provided further that, the Vice-Chancellor shall initiate simultaneous action to fill in the post through regular process of selection within a period of one year from the date of such appointment.

Notwithstanding anything contained in clause (1) above, the Executive Council may direct that the post of a ministerial staff member may be filled in by obtaining the services of a suitable person on deputation from the State Government, Government of India any Statuary University in India or any Government or Semi Government organization or Institution or Corporation established by the law.

Appointment of a person on deputation to any post of a ministerial staff member, in pursuance of the provisions of clause (2) above, shall be made by the Vice-Chancellor without reference to or recommendation of the concerned selection committee. The Vice-Chancellor shall make selection of such a person and his appointment as a ministerial staff member on such terms and conditions as may be agreed to between the Vice-Chancellor and the deputing authority;

Provided that, the period of such deputation shall at the first instance, not exceed three years which period as may, at the option of the Vice-Chancellor and in consultation with the deputing authority, be extended, from time to time, for a total period not exceeding five years.

Statute 99. Qualifications of the ministerial staff members.— The minimum qualifications necessary for ministerial staff members shall be such as may, in each case be determined by the Executive Council from time to time on the basis of the rules formed by the State Government for this purpose. The Executive Council shall also categorize the ministerial staff in to Grade A, B, C and D.

Statute 100. Selection Committee for selecting staff members of grades A and B. —

- (1) The selection committee for the selection of persons for appointment as ministerial staff members of grades A and B shall consist of the following members, namely. —
 - (i) Vice- Chancellor, *Ex-Officio* Chairman.
 - (ii) Registrar, *Ex-Officio* Secretary
 - (iii) One Dean or Director, member by rotation to be nominated by the Vice-Chancellor. The term of this member shall be for one year.
 - (iv) One Registrar of the Other Universities in the State of Maharashtra to be nominated by the Vice-Chancellor.
 - (v) One Comptroller or Officer of equal status dealing with financial matters from the other Universities in the State of Maharashtra to be nominated by the Vice-Chancellor.
- (2) The Vice -Chancellor may nominate one Management expert, not necessarily working in the University as member for expert advice on selection of specific officer or personnel.
- (3) In the absence of Vice-Chancellor the nominated Dean or Director shall be the Ex-Officio Chairman of the Selection Committee.
- (4) The Registrar shall be Ex-Officio Secretary of the Selection Committee. In his absence, the Vice- Chancellor may nominate any other staff member to act as Secretary of the above Committee.
- (5) No act or proceeding of the Selection Committee shall be invalidated merely by reasons of any vacancy.

Statute 101. Selection Committee for selecting the ministerial staff members of grades C and D. —

- (1) Selection Committee for selection of persons for appointment as ministerial staff members in grades C and D shall consist of the following members, namely, —
 - One Director or Dean to be nominated by the Vice-Chancellor.
 - One Associate Dean to be nominated by the Vice-Chancellor
 - One Head of the Department or University Professor to be nominated by the Vice-Chancellor
 - One District Social Welfare Officer of the Social Welfare Department Government of Maharashtra to be nominated by the Director of Social Welfare.; Maharashtra State.
- (2) The Director or Dean shall be the Ex-Officio Chairman of the Selection Committee. In the absence of the Chairman, the member nominated by the Vice-Chancellor shall temporarily act as Chairman of the Selection Committee.
- (3) The Deputy Registrar (Establishment) shall be *Ex-Officio* Secretary of the Selection Committee. in the absence of Deputy Registrar (Establishment) the Vice-Chancellor shall nominate any suitable staff as Secretary of the Selection Committee.
- (4) No act or proceedings of the Selection Committee shall be invalidated merely by reason of any vacancy.
- (5) The members under sub-clauses (i) to (iv) of clause (1) above nominated by the Vice-Chancellor, shall hold the office for a period of one year, which may be extended for six months by the Vice-Chancellor.

Statute 102. Appointment of the ministerial Staff members under Section 12 (c) of the Act and in the grades prescribed in Statute 95. —

- (1) The procedure for appointment of ministerial staff members when vacancies arise or when new posts are created shall be as under, namely, —
 - The Vice-Chancellor may invite suggestions and recommendations and proposals for obtaining services on deputation of any person he may deem fit for a period not

exceeding three years, from the Government of India, State Government, Institutions or Agencies, or he may advertise the posts.

All the suggestions, recommendations, proposals and applications referred to in sub-clause (i) above, shall be received by the Registrar.

The Registrar shall cause to put up all applications received to the Chairman of the Selection Committee for his consideration, suggestions, recommendations and proposals for obtaining services on deputation shall be dealt with by the Vice-Chancellor in accordance with the provisions of the clause (i) above.

The Chairman shall arrange to scrutinize all the applications received and prepare a list of eligible candidates who shall be called for interview by the Selection Committee. Selection Committee shall frame suitable Scheme for assessment of the candidates.

After interviewing the candidates, the Selection Committee shall recommend the names of the selected candidates in order of merit to the Vice-Chancellor.

The Vice-Chancellor shall then make the appointment of a person or persons only from amongst the persons recommended by the Selection Committee. If he wishes to deviate from the order of merit recommended by the Selection Committee, he shall record the reasons thereof and obtain the approval of the Executive Council before making such appointment.

- (2) Notwithstanding anything contained in clause (1) above, the Vice-Chancellor, shall at his discretion determine from time to time, the number of posts under each category to be filled in by promotion from the lower category. —

Provided that, the number of posts so determined shall not be less than 50 per cent of the total number of posts in the category to which the promotions are to be made; Provided further that, such posts shall be filled in by promotion on the basis of merit and seniority in the class of the concerned service, minimum academic qualifications and experience if any may be relaxed and determined by the Vice-Chancellor from time to time if he considers necessary in consultation with the Executive Council; Provided also that, the ministerial staff members of the University shall be eligible to apply for any post advertised by the University; Provided also that, in case of post of ministerial staff members, the University shall reserve such percentage as prescribed by Government from time to time, in respect of backward classes and other reserve categories by filling up the posts by promotion or nomination.

- (3) The Vice-Chancellor shall in conformity with provisions of clause (2) above make rules governing promotions of the ministerial staff members.

Statute 103. Appointment of Private Secretary and Personal Assistant to the Vice-Chancellor. —

Notwithstanding anything contained in the foregoing Statutes, the Vice-Chancellor may at his discretion and without reference to or recommendations of any Selection Committee, appoint suitable person from amongst the University employees or from any Central Government departments or State Government departments or other organization as his Private Secretary or Personal Assistant on such terms and conditions as may be prescribed by the State Government from time to time and for such period as the Vice-Chancellor or Pro-Chancellor may decide.

CHAPTER XI
DUTIES OF THE MINISTERIAL AND OTHER UNIVERSITY STAFF

Statute 104. Duties of the Section Officer or equivalent. — The Section Officer shall perform following duties, namely, —

- he shall receive and initial date on each letter in token of his having seen it and to record therein instructions wherever necessary for the guidance of the staff working under him.
- (i) he shall deal with letters which he himself can dispose off without the assistance of the officers and those letters which in his opinion are important enough to be seen by the higher officers at the initial stage or on which he desires their instruction.
 - (ii) he shall mark and distribute the letters in the name of dealing assistants.
 - (iii) he shall exercise check and follow up of letters received from the Government of India, Chancellor, State Government, University Grant Commission, Office of the Director of Education or Universities, etc.
 - (iv) he shall draft notes and independently deal with cases which are of routine in nature, draft notes essentially with reference to relevant Rules, Regulations, precedence and implications, etc. in special cases and submit to higher officers and give interim replies. He is required to take a positive attitude in dealing with office matters. His actions should be to facilitate and not to intimidate the administration.
 - (v) he shall point out mistakes or mis-statements, if any, and draw attention wherever necessary, as a statutory or customary practice and point out rules where concerned. He shall maintain the muster roll of the members of staff working under him and inform the Assistant Registrar about the late attendance, absentees etc.
 - (vi) he shall scrutinize notes or cases submitted by the lower staff, put his own remarks suggestions, if any, and submit the same to the Assistant Registrar and / or Deputy Registrar, as the case may be.
 - (vii) he shall attend meetings, issue, notice of meetings and prepare agenda, prepare draft minutes of the meetings and take follow up actions.
 - (viii) he shall supervise the work of subordinate staff in the form of periodic check of the work carried out by the staff.
 - (ix) he shall inspect the racks and tables of Assistants and Senior Assistants working under him and satisfy himself that no papers or files have been overlooked and that there are no odd receipts or bills lying indisposed.
 - (x) he shall give instructions regarding destruction of old records according to the directives of the branch officers or Section Head.
 - (xi) he shall attend to such other work as may be given to him with the approval of the Registrar or Head of the Department.

Statute 105. Duties of Personal Assistant / Steno. — The personal Assistant / Steno shall perform following duties, namely,—

- (i) the personal assistant shall be responsible to the officer under whom he is working.
- (ii) he shall be responsible for the personal correspondence, appointments, engagements etc, in addition to normal office duties
- (iii) he shall perform the duties and the responsibilities assigned to him by the concerned officer from time to time.
- (iv) he shall maintain program sheets of his officers, prepare drafts of meetings and correspondence of routine nature. He shall organize plan and follow tour program of his officer. He shall maintain confidential and other files as per requirements and make suitable arrangements for the safe custody.

- (v) he shall sort out the mail and dispatch the same promptly to relevant section. He shall issue reminders etc. in respect of such cases where the officer has called for information or date or has suggested or ordered immediate action in any of the cases. He shall maintain absolute confidentiality and integrity in respect of the work assigned to him.

Statute 106. Duties of Head Clerk or Assistant Superintendent or equivalent. — The Head Clerk / Assistant Superintendent or equivalent shall perform following duties, namely,—

he shall exercise, check and do follow up of the incoming letters received from the University, Department, Colleges, students, etc.

he shall point out mistake and mis-statements, if any and draw attention wherever necessary, to the statutory or customary practice and point out rules wherever they are concerned.

he shall submit notes or drafts for approval of the officers through the Superintendent.

he shall scrutinize notes or cases submitted by the lower staff, put his own remarks or suggestions, if any, and submit the same to the Superintendent or Assistant Registrar, as the case may be.

he shall ensure the prompt dispatch of letters.

he shall arrange filing of the papers and arrange files in order, year-wise and subject-wise.

he shall scrutinize notes or cases submitted by the lower staff, put his own remarks or suggestions, if any, and submit the same to the Superintendent or Assistant Registrar.

he shall maintain calendar of periodical returns for incoming and outgoing, separately.

he shall attend to such other work that may be assigned to him with the approval of the concerned Assistant Registrar or Deputy Registrar.

Statute 107. Duties of Senior Clerk, Junior Clerk and equivalent . — Senior Clerk, Junior Clerk and equivalent shall perform following duties, namely, —

(i) he shall enter the mail and letters and interdepartmental correspondence or files, etc. Letters, documents, etc. addressed to the officer by name will be received by the officer themselves or through Personal Assistant or Stenographer or Secretary.

(ii) he shall acknowledge letters received.

(iii) he shall submit 'dak' to the Section Officer or Assistant Section Officer, daily, dispatch and watch every entry in the register bearing the initial of the recipient of the letter or document.

(iv) he shall prepare a list of letters issued during a fortnight to which replies have not been received and for which reminders are required to be sent.

(v) he shall send relevant extracts or any part of a receipt, through Section officer or Assistant Registrar or Superintendent to the Section, the Branch concerned, for remark and necessary action.

(vi) he shall open and maintain service book or new file note-book, do copying work, rubberstamping and attend to all types of administrative and clerical work.

(vii) he shall maintain different registers, forms etc.

(viii) he shall keep a notebook to watch timely disposal of urgent papers.

(ix) he shall collect the relevant material required for taking action on a receipt, etc.

(x) he shall supply other relevant facts and figures and also papers pertaining to previous policy decisions.

(xi) he shall prepare routine letters or replies for approval where noting is not required and shall issue reminders. He is required to be sufficiently computer-literate.

(xii) he shall maintain daily work sheet, and submit weekly arrears report to the Section Officer or Assistant Section Officer

- (xiii) he shall prepare monthly arrears report and submit to the Assistant Section Officer or Section Officer for perusal, guidance and instructions.
- (xiv) he shall carryout any other work assigned from time to time, with the approval of the Assistant Registrar or Deputy Registrar.

Statute 108. Duties of the Deputy Accountant. — The Deputy Accountant shall perform following duties, namely,—

- (i) he shall ensure that the various payments made from the University funds are within budget provision and with the sanction of competent authority.
- (ii) he shall attend to correspondence with State Government or Central Government or University Grant Commission and other higher authorities with the assistance of the Assistant Accountant. He is required to be adept in handling computers and finance-related softwares.
- (iii) he shall ensure proper attendance of staff working under him.
- (iv) he shall ensure accuracy in bank reconciliation statements and budget, final accounts of funds assigned to him and also to ensure that non revenue accounts appearing in particular account of funds are reconciled.
- (v) he shall attend to audit queries and send replies to audit reports and shall also submit necessary statement of accounts.
- (vi) he shall recover grants due to the University, from the outside bodies including State and Central Government.
- (vii) he shall report to the Assistant Registrar (Finance and Accounts) or Deputy Registrar (Finance and Accounts) about the financial provisions of the Act and the Account Code, that are followed by the Department or Sections.
- (viii) he shall attend to such other works assigned to him with the approval of the Finance Officer or Assistant Comptroller.

Statute 109. Duties of the Assistant Accountant or equivalent. — The Assistant Accountant or equivalent shall perform following duties, namely, —

- (i) he shall prepare bank reconciliation statement, budget and final accounts of funds entrusted to him.
- (ii) he shall have sufficient knowledge of computer and accounts or finance –related softwares and shall use these in finance management.
- (iii) he shall prepare periodic accounts of funds entrusted to him and assist the Deputy Accountant in furnishing of figures of expenditure to higher authorities.
- (iv) he shall maintain books of accounts, payments register and fund entrusted to him and shall also maintain the database in computer.
- (v) he shall attend to all the matters pertaining to deduction of income tax, professional tax and Life Insurance Corporation premium deducted from the salary of individual employee.
- (vi) he shall attend to routine correspondence with banks and other departments.
- (vii) he shall supervise the work of Accounts Clerk under him and pass the bill for payment as per relevant rules.
- (viii) he shall attend to such other works as may be assigned to him with the approval of the Assistant Comptroller, from time to time.

Statute 110. Duties of the Accounts Clerk. — The Accounts Clerk shall perform following duties, namely, —

- (i) he shall write various books of accounts such as ledger, salary register, income tax register, etc.
- (ii) he shall ensure filling of voucher and papers.
- (iii) he shall prepare bills for payment. He shall have sufficient knowledge of computers, and adept in accounts and finance softwares, and shall use these to manage University finances.
- (iv) he shall prepare various returns, statements and sheets.

- (v) he shall report to the Assistant Accountant or Deputy Accountant about any mistakes noticed by him in books of accounts.
- (vi) he shall attend to such other work as may be assigned to him by Assistant Comptroller or Accountant, from time to time.

Statute 111. Duties of the Garden Superintendent . — The Garden Superintendent shall be under the direct control of the Administrative Coordinator or the Registrar as the case may be. The Garden Superintendent shall perform following duties, namely,—

- (i) he shall be responsible for maintenance and development of gardens.
- (ii) he shall also supervise the work of Mali and other persons working under him and shall exercise such power as he may deem fit to regulate the working of the staff working under him by obtaining directions from the Registrar or the Administrative Coordinator.

Statute 112. Duties of the Receptionist . — The receptionist shall work under the direct control of the Public Relation Officer or Deputy Registrar or Assistant Registrar, as the case may be. The Receptionist shall perform following duties, namely,—

- (i) he shall receive the guests, visitors, members of various organization and student community, etc. and guide them to proper sections to meet their requirements.
- (ii) he shall be well acquainted with examination dates, various programs of the University, meetings, University publications and announcement of results, etc.
- (iii) he shall perform such other duties and responsibilities as may be assigned to him , by the concerned officer from time to time.
- (iv) he shall display on the notice board important notices, circulars etc. received from the various sections.
- (v) he shall required to be computer-literate and must have pleasing communication skills.

Statute 113. Duties of the Telephone Operator. — The Telephone Operator shall perform following duties, namely,—

- (i) he shall operate the telephone board and take messages if required. He shall contact Telephone Department and the mechanic if there is any fault with the board. He shall follow up the payment of telephone bills and maintain the record of the outward calls attended.
- (ii) he shall ensure that no unofficial local or trunk calls are made without prior permission of the Registrar or Deputy Registrar and without prior payment of requisite charges.
- (iii) he shall carryout any other work as assigned by the concerned officer from time to time.

Statute 114. Duties of Laboratory Assistants / Laboratory Technicians. — Laboratory Assistants or Laboratory Technicians shall perform following duties, namely,—

- he shall assist students and teachers in conducting practical and experiments.
- he shall maintain dead stock registers and the register for consumable materials and shall undertake physical stock verification of laboratory materials.
- he shall assist the officer In-Charge of laboratory in purchase and procurement of laboratory materials.
- he shall supervise the work of laboratory attendants working under him.
- he shall assist the officer In-Charge of laboratory in routine administrative matters and ensure that the laboratory facilities are not misused by any person.
- he shall report about breakage or losses in laboratory, to his superior.
- he shall report to Officer In charge of laboratory about misbehavior inside the laboratory.

he shall ensure that all cupboards, doors, windows and gates are properly closed by the laboratory attendants.

he shall assist in computer-based inventory control of chemicals, books, reprints and shall prepare reprint requests. He shall have sufficient knowledge of computers and library information search, and shall assist students in this respect.

he shall attend to such other duties as may be specifically brought to his notice by the Head of the Department.

Statute 115. Duties of the Laboratory Attendants or Laboratory Boy. — The Laboratory Attendants and Laboratory Boy shall perform following duties, namely,—

he shall clean laboratory and shall keep laboratory materials including apparatus and equipment in proper place.

he shall render physical assistance to students, teachers and other laboratory staff in movement of laboratory equipment, instruments, chemical and other material within and outside the laboratory.

he shall assist Laboratory Assistant and other laboratory staff in physical stock verification of laboratory equipment, instruments, chemicals and other materials.

he shall render physical assistance to students and teachers in conducting practicals and experiments and serve drinking water to students and staff when required.

he shall report about loss of laboratory equipment and other material to his superior.

he shall open and lock cupboards, doors, windows and gates of laboratory.

he shall attend to delivery of letters connected with laboratory and its staff.

he shall attend to such other duties that are assigned to him by laboratory staff and Officer In-Charge of the laboratory.

Statute 116. Duties of Cyclostyling Operator, Machine Operator, Xerox Operator .— The Cyclostyling Operator, Machine Operator, Xerox operator shall perform following duties, namely,—

he shall carry out the work of cyclostyling as per instructions.

he shall be responsible for keeping the following accounts of (a), (b) and (c).

day to day receipts of stencils and cyclostyling,

receipt of duplicating papers from administration branch,

maintenance of record of duplicating papers and stencils.

he shall be responsible for neat and careful preservation of the stencils received by him and destroy these as per instruction of his Sectional Head or Assistant Registrar or Deputy Registrar as the case may be.

he shall be responsible for proper maintenance of the cyclostyling and xerox machine and he shall report in writing defects, if any immediately to the officer In-Charge.

he shall supervise the Attendants, Hamals and other menial staff attached, if any.

he shall perform any other work, as may be assigned to him by the concerned officer from time to time.

Statute 117. Duties of Daftary / Jamadar. — Daftary or Jamadar shall perform following duties, namely,—

(i) he shall keep and maintain record files relating to office as directed, to fix stamp, stick or seal envelopes or wrappers and packing of parcels.

(ii) he shall carryout pinning and stitching, sorting or arranging of papers, circulars, and minutes of the various University bodies, etc. according to the instructions of the Head of the Branch or Section

(iii) he shall file and replace the records in the office.

(iv) if posted in accounts sections, he shall undertake the work in respect of banks, i.e., depositing, clearing, withdrawing cash and submitting, arranging and filing of vouchers prepared for the purpose.

Statute 118. Duties of Mukadam. — Mukadam shall perform ordinarily duties of a peon in addition to the following duties namely, —

- (i) he shall supervise and control the peons working under him and see that they attend punctually, the work and maintain office discipline; and report absentees, late attendance, misbehavior, etc. to the authorities.
- (ii) he shall ensure that peons observe office timings,
- (iii) he shall open windows and blinds at the start of the day, switch on lights, fans, etc.
- (iv) he shall arrange for distribution of peon and account for their movements, moving of muster rolls to and from administrative branch,
- (v) he shall arrange for distribution of office circulars, arrange rest intervals of peon to suit the convenience of officers or departments.
- (vi) he shall maintain leave roster of peons so that strength of peon is not abnormally impaired, and submit to the administrative branch by making necessary arrangements during leave.
- (vii) he shall open and close office premises, and see that cleanliness of office is maintained.
- (viii) he shall ensure that the peons and others who are expected to be in uniform and badges wear the same punctually.
- (ix) wherever the post of Jamadar or Daftary is not in existence the Naik or Hawaldar shall perform the duties of supervising the Hamals and the Sweepers.
- (x) he shall ensure that the floor is cleaned with water (Netscribing), insecticides, etc., periodically.
- (xi) he shall do any other work that may be assigned by the concerned officer from time to time.

Statute 119: Duties of Peon or Attendant or Sweeper and equivalents. — Peon or Attendant or Sweeper and equivalents shall perform following duties, namely,—

He shall,—

- (i) open windows etc. in morning and switch on fans and lights and close the same when not required.
- (ii) carryout dusting of office furniture, machines, files, table equipment, removal and replacement of machines, covers.
- (iii) do the work of opening, pasting and sorting and arranging papers and circulars in accordance with instructions of the Section Officer or branch head, and also do the work of stitching agenda and minutes of meeting according to instructions.
- (iv) do the work of affixing stamps, sticking and sealing envelopes or wrappers, packing of the parcels.
- (v) carry messages, papers, registers, files, circulars, bags, etc., from one place to another inside office or outside as the case may be.
- (vi) be responsible for sweeping and cleaning lavatories, latrines, floor in the building and University premises and any other office work related to cleaning as assigned by the officers or Hawaldar or Mukdam.
- (vii) carry papers, move franking machines and portable items (office equipment).
- (viii) operate franking, cyclostyling and xerox wherever necessary.
- (ix) carry out any other work of similar nature as per the instructions of the officer In-Charge or Deputy Registrar or Assistant registrar or Section Officer or Principal or Office Superintendent.
- (x) serve drinking water to employees and to visitors when required.
- (xi) dispatch letters including letters by hand delivery (All peons getting bank duty allowances shall take cash or cheques, etc., to bank, as per instructions).
- (xii) any other work as may be assigned to him by the concerned officer from time to time

- (xiii) peon –cum Hamals shall also have to attend the duties assigned to Hamals.

Statute 120. Duties of Mazdoor / Farm Labour / Mali and equivalents. — Mazdoor or Farm Labour or Mali and equivalents shall perform the following duties, namely, —

- (1) they shall individually and independently perform the duties such as agricultural operations, washing and cleaning of livestock sheds, watering, feeding and cleaning of animals, removing of dung, carrying of appliances, equipment, digging of soil, plantations, pruning, watering of plants and such other related works assigned by the concerned officer.
- (2) The Mali shall, —
 - a. perform all types of garden work, special reference to plant preparation i.e. budding, grafting and seed working, preparation of nursery beds and their management including irrigation, spraying etc. Operation of special horticultural practices like pruning, notching, rouging, side grafting, removing of dead wood and drenching etc. harvesting of fruits and vegetables and handling of go-down.
 - b. prepare beds, sowing of seeds, transplanting irrigation, bedding, grafting etc.
 - c. undertake raising of plant material of various types.
 - d. take care of plant material under experimentation and that of established gardens.
 - e. carryout all specialized operations like irrigation, dead wood removal, pruning, desuckering, spraying etc.
 - f. maintain nursery record.
 - g. do any other work assigned by his superior officers and by the University.

CHAPTER XII
ALLOWANCES TO THE MEMBERS FOR ATTENDING
MEETINGS.

Statute 121. Allowances to the members. — (1) Whenever a member (including co-opted members and invitees) of any authority of the University of Committees or sub-committees appointed by it, other than the Vice-Chancellor, has to travel to attend a meeting called by the Secretary of the Authority or as a delegate on behalf of the University or otherwise for the University purposes, he shall be paid traveling and daily allowances in accordance with the rules laid down and others issued from time to time by the State Government, in respect of the persons appointed as non-official members on the committees constituted by the State Government.

(2) In case of members of Parliament and members of the State Legislature, traveling and daily allowances shall be paid in accordance with the rules applicable to them as members of Parliament or the State Legislature, as the case may be.

Statute 122. Transport charges . — The academic officers, academic staff members, other officers and officials of the University and a member of the authorities of the University shall be permitted to draw as contingent expenditure on account of taxi fare or transport charges or other incidental charges, at the rates and on terms and conditions prescribed by the State Government.

CHAPTER XIII
ACCEPTANCE OF ENDOWMENT FOR FELLOWSHIPS,
SCHOLARSHIPS, PRIZES, MEDALS AND OTHER AWARDS OF
ACADEMIC NATURE AND DONATIONS IN ANY NATURE FOR THE
IMPROVEMENT AND DEVELOPMENT OF ACTIVITIES OF
UNIVERSITY.

Statute 123. Conditions to acceptance of donations for instituting awards. —

All offers of bequests, and endowments given for purpose of instituting awards, the management whereof is to be vested with the University, shall be accepted on the condition that the annual realization there from shall be subjected to a deduction of 20 per cent thereof and the amount realized by such annual deduction shall be credited to the University fund at the commencement of every financial year.

The University shall not accept bequest, donation or an endowment the benefits whereof are sought to be restricted to any caste, creed, religion, community or region.

The value or sums, and the management or investment of the bequests, and endowments mentioned in clauses (1) and (2) above shall be governed by separate regulations made by the Executive Council in this behalf on the recommendations of the Academic Council.

The management or investment of the amount received through bequests, and endowments meant for prizes, medals, shields, trophies etc. other than those mentioned under clause (2) above, shall be specified and governed by the Regulations made in this behalf by the Executive Council on the recommendations of the Academic Council.

The bequests and endowments for the fellowships, other than those sponsored by Central Government, State Government, their undertakings and from the co-operative institutions shall not be accepted if the annual return from such bequests, donations or endowments is less than the sum decided from time to time by the Executive Council and if the period of fellowship is less than 10 years. The management or investments of such bequests, donations or endowments shall be governed by separate Regulations made in this behalf by the Executive Council on the recommendations of Academic Council.

Notwithstanding anything, contained in above paragraphs, the University may accept movable and immovable property by way of gifts, bequests, endowments, donations for improvement and development of activities related to teaching, research and extension education programs and for whatever purpose the University may decide to accept the same, subject to the conditions that all such gifts, bequests, endowment and donations are reported to the Government and the approval is obtained in case these are conditioned. However, the clause 1 referred to above indicating 20 per cent deduction shall not be applicable in respect of donation for such developmental activities.

Statute 124. Administration of gifts, bequests, donations and endowments. — On vesting of the property in the University, such gifts, bequests, endowments or donations shall be administered by the Vice -Chancellor in the manner determined by separate Regulation made in that behalf by the Executive Council on the recommendation of the Academic Council for administration of such gifts, bequests, endowments or donations, as the case may be, subject to the provision made in the clause (6) of the Statute 123.

Statute 125. Acceptance of donations for education, research or extension activities: Creations of academic chairs, and corpus fund. —

- (i) The University shall accept donation for purpose of education, research or extension, creation of Chair or corpus fund as provided for in sub-clause (3) of

section 43 of the Act and such other activities within the sphere of the objectives of the University and issue necessary receipt to the donor in prescribed form for purpose of claiming Income Tax exemption under appropriate sections of the Income Tax Act as decided from time to time by the Central Government.

- (ii) The Comptroller of the University shall file the statement of receipts and expenditure of such donations received by the University, annually, to the appropriate Income Tax authorities. The Executive Council shall ensure proper use of such donations for the purposes for which the donations are received.

CHAPTER XIV
INSTRUCTION, TEACHING AND EXAMINATION OF THE
STUDENTS.

Statute 126. Medium of instruction and examination. — English shall be the medium of instruction and examination, in all subjects in respect of all courses of study leading to Bachelor's Degree or Master's Degree or any other Post-Graduate degree or Diploma, up to and inclusive of the academic year as decided by the Executive Council on recommendation of the Academic Council of the University.

Statute 127. Number of the students and academic and others qualifications for admission to the course of study. — (1)The maximum number of students to be admitted to any course of study instituted by the University and offered by at any of its constituent colleges, affiliated colleges, constituent institutions, and / or recognized institutions shall be such, as shall in each case be determined by the Executive Council, from time to time, by a Regulation, after taking into consideration the recommendations of the Academic Council of the University.

- (2) The minimum eligibility for admission in the Bachelor of Veterinary Science & Animal Husbandry course shall be as per the Veterinary Council of India Minimum Standard Education Degree Course Regulation, 1993. The regulations issued by Veterinary Council of India from time to time in respect of all the veterinary courses shall be implemented with the approval of the Executive Council.
- (3) The minimum eligibility for other undergraduate and postgraduate courses under various faculties shall be determined by the Executive Council by appropriate regulations on recommendation of Academic Council.

Statute 128. The institution of courses, holding of examinations and conferring of degrees, diplomas, certificates and other academic distinctions. — (1)The University shall institute all or any of the following courses of studies leading to the following degrees as shall be determined by Academic Council by Regulations subject to the approval of the Executive Council. —

- (a) In the Faculty of Veterinary Science –
- (i) Bachelor of Veterinary Science and Animal Husbandry – B.V.Sc. and A.H.
 - (ii) Master of Veterinary Science, M.V.Sc.
 - (iii) Doctor of Philosophy, Ph.D.
- (b) In the Faculty of Dairy Technology:
- (i) Bachelor of Technology (Dairy) – B. Tech (Dairy)
 - (ii) Master's of Technology (Dairy) M.Tech. (Dairy)
- (c) In the Faculty of Fisheries, -
- Bachelor of Fisheries Science- B.F.Sc.
Master's of Fisheries Science, M.F.Sc.
Doctor of Philosophy (Fisheries Science)
- (2) The University shall institute such courses of study as shall be determined by the Academic Council by a regulation in this behalf with the approval of the Executive Council:
- Provided that, the courses of studies leading to degrees or diplomas or certificates, duly approved under the repealed Acts or Statutes or Regulations framed under the powers delegated there under shall be deemed to have been duly instituted under the Act and the Statute.
- (3) The University shall confer such degrees, diplomas, certificates and other academic distinctions as are mentioned in this statutes on persons who have –
- (i) pursued the course of study in accordance with the provisions of the relevant Regulations made under clauses 1, 2 and 3 above, or

- (ii) in accordance with the provisions of Regulations made in this behalf by the Academic Council and in consultation with the Executive Council, research carried out in any of the constituent colleges, institutions or affiliated colleges of the University or in an Institution recognized by it in this behalf.
- (4) The University shall hold such examination as shall be determined by the Executive Council by a Regulation in this behalf in consultation with the Academic Council and shall award diplomas and certificates to persons, who have pursued the course of study in accordance with the provisions of relevant Regulations made in this behalf in respect of lower education.

Statute 129. Fees and other charges to be received from students studying in the University. — The University shall levy fees and other charges as mentioned below from students registered at the University campus, Distance Education, constituent colleges, institutions, and from candidates registered for the award of postgraduate degrees. The rates of fees and other charges and periodicity of recovery and all other ancillary matters shall be determined by Executive Council by Regulations made in this behalf, from time to time, subject to direction, if any, from the State Government.

(I) Institution and University fees and charges payable in the constituent and recognized colleges or Institutes. —

1. Tuition fee.
2. Late admission fee.
3. College Caution money (refundable).
4. Gymkhana subscription.
5. Medical examination fee.
6. Social gathering subscription.
7. College Magazine subscription.
8. Social and cultural activities subscription.
9. Co-operative society share money.
10. Identity card fee.
11. Poor students aid subscription.
12. Student's Handbook fee.
13. Fee for scrutiny and recalculation of grades.
14. Examination fee.
15. Fee for issue of a duplicate college transcript.
16. University enrolment fee.
17. University Students Union fee.
18. Dissertation / Thesis fee.
19. Immigration fee.
20. Hostel room rent.
21. Hostel caution money (refundable).
22. Hostel electrical charges.
23. Pot share money.
24. Mess charges.
25. Application / Registration fee.
26. Cost of prospectus and form of application for admission.
27. Library fees.

(II) University fees recoverable from candidates for Ph.D. degrees by research and payable would be—

1. Application fee.
2. Registration fee.
3. Term or / retention fee (Six monthly).
4. Examination fee.
5. Dissertation / Thesis fee.
6. Library fee.
7. Poor students Aid fee.

8. Any other fee decided by the University.
- (III) Other miscellaneous fees payable in the University office—
1. Fee for receiving degree at the Convocation.
 2. Fee for receiving degree in absentia.
 3. Fee for issue of migration certificate.
 4. Fee for issue of provisional certificate of passing a degree examination.
 5. Fee for issue of a duplicate copy of diploma / degree / transcript.

(IV) Any other fee having relevance to the instructions, residential and welfare programs and related programs including fee for issuing any certificate by the University or college, not included above, as may be determined by the Vice- Chancellor, in each case.

Statute 130. Scheme for distribution of fees to constituent colleges. — A portion of the fees collected from the students of a constituent college shall be channeled back as per the scheme approved, by the Executive Council on recommendation of the Academic Council, from time to time.

Statute 131. Holding of examination prescribing external evaluation. — The University shall hold examinations as shall be determined by the Executive Council by a Regulation made in this behalf on recommendations of the Academic Council:

Provided that the Regulations made for such examination shall also prescribe the element of external examination at the Annual Board Examinations or Semester-end Examinations for the entire academic programs at all the levels.

Statute 132. The Departments. — (1) The Department shall be the primary unit of education. It shall carry on program of instruction, research and where appropriate, extension education in a particular field of knowledge. The University shall establish various departments as defined under statute

Each department shall be responsible for conducting teaching, research and extension education programs at all levels and in respect of all subjects comprised in that department and with reference to any of those, it shall also be responsible for all courses of study which constitute a part or whole of any short term course or an under-graduate or post-graduate course leading to conferment by the University of a Certificate, Diploma, Degree or an academic distinction in any faculty.

CHAPTER XV CONFERMENT OF DEGREES

Statute 133. Procedure for convocation. — The Chancellor, the Pro-chancellor, the Chief Guest, the Vice-Chancellor, the Ex-Vice-Chancellors of the University, the members of the Executive Council, the Directors, the Deans of all the Faculties in the alphabetical order of their surnames, the Registrar, the Associate Dean of the constituent colleges, the Principals of the affiliated colleges and the Heads of the recognized Institutions, the Head of Departments of Faculties, the Chief Research Officers in Charge of Research Stations, the Chief Extension Officer, Other member of the Academic Council, taken together, respectively, in alphabetical order, of their surname, shall have a seniority and precedence.

Statute 134. Honorary degree and other title. —If, on the recommendations of the Academic Council, not less than the two third of the total members of the Executive Council recommends that an Honorary degree, or other title such as “Gopala Ratna” be conferred on any person on the ground that he is, in their opinion, by reason, of eminent position and attainments is fit and proper person to receive such degree, or other academic distinction. If recommendation is confirmed by the Chancellor, the Executive Council shall sanction conferral of the honorary degree or other title so recommended on such a person without requiring him to undergo any examination.

Statute 135. The Chancellor to confer the degree. — The Chancellor shall, on the recommendation of the Executive Council, confer upon persons who have fulfilled the requirements of the Act, Statutes and Regulations for the time being in force, degrees, post-graduate diplomas as are provided for in the table under Statute 141 either at a convocation or in absentia, at their option.

Statute 136. Fees for award of Degree and post-graduate diploma. — Every person who has fulfilled the requirements of the Act, Statutes and Regulations shall be eligible on payment of a fee and incidental charges prescribed by the University to be admitted to the respective degree, post graduate diploma in person or in absentia at his option and in testimony, thereof, a degree or post-graduate diploma shall be awarded to him.

Statute 137. Convocation . — A convocation for conferring degrees, diplomas and other academic distinctions, honorary degrees and titles shall be held ordinarily once in a year on such a graduation day as may be determined by the Chancellor or the Pro-Chancellor.

Statute 138. The language of convocation. — The proceedings of a convocation for the purpose of conferment of degrees, diplomas and other academic distinctions and title shall be in Marathi or Hindi or in English as may be determined by the Chancellor.

Statute 139. Degrees to be conferred. — At such a convocation, the Chancellor, Pro-Chancellor or the Vice-Chancellor, as the case may be, shall request the Executive Council to pass a grace in the first instance and then the Dean of the faculty or in his absence the Associate Dean in that Faculty nominated by the Vice-Chancellor, in this behalf shall present to the Chancellor, the Pro-Chancellor or the Vice-Chancellor, as the case may be, at the convocation, the person who have sought admission to or who have been recommended for conferral of the respective degrees and diplomas as mentioned in table under statute 141.

As and when new faculties or disciplines are established, degrees of Bachelor or Master, Doctor of Philosophy may be awarded in these faculties or disciplines.

Statute 140. Honorary degree and title to be conferred. — At such convocation or a special convocation, the Vice-Chancellor or the Registrar shall present to the Chancellor, the Pro-Chancellor or the Vice-Chancellor, as the case may be, the person or the persons on whom the honorary degree or the title has to be conferred. Such honorary degree and the title shall be as mentioned in the table below and such presentation shall take place in order given in this table.

Gopal Ratna.
Doctor of Science (Honorary Causa).

The Procedure for the conferment of honorary degree or title on persons shall be the same as that prescribed for conferment of the degrees.

Statute 141. Academic costume. —

The persons who formed the academic procession and the graduates of the University who are to be awarded degree shall wear academic costumes of respective Degrees and diplomas as determined by the Executive Council by a regulation made in this behalf in consultation with the Academic Council. Such presentation shall take place in the order given in the table below.

A. In the faculty of Post Graduate Studies:

Doctor of Science	D.Sc.
Doctor of Philosophy	Ph.D
Master of Veterinary Science	M.V.Sc.
Master of Dairy Technology (Dairy)	M.Tech
Master of Fisheries Science	M.F.Sc.

B. In the faculty of Veterinary Science

1. Bachelor of Veterinary Science and Animal Husbandry
B.V.Sc.and A.H.

C. In the faculty of Dairy Technology

1. Bachelor of Dairy Technology (Dairy)
B.Tech.

D. In the faculty of Fisheries

Bachelor of Fisheries Science	B.F.Sc.
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Statute 142. Withdrawal of Degrees, Certificates, Diplomas, Titles, etc. —

The Executive Council, may on the recommendations of the Academic Council by a resolution passed by a majority of the total membership of the Executive Council and a majority of not less than two third of members of the Executive Council present and voting, recommend to the Chancellor to withdraw a degree, diploma, certificate and title conferred by the University and the Chancellor may order withdrawal of the same.

Statute 143. Award of medals and prizes. —

Medals and prizes that are instituted by the University shall be presented at the convocation to the awardees, if they choose to remain present, immediately after conferment of the degrees. In other cases, the same will be delivered to them through the Associate Dean or Principal of the concerned College.

Statute 144. Conferment of degrees:

Subject to the recommendation by the Executive Council under sub-clause (xxiv) of section 27, and confirmation by the Chancellor the degrees, diplomas, certificates and other titles which shall bear the signature of the Vice-Chancellor and shall be conferred at the convocation or after the convocation in absentia as the case may be.

Subject to the proposal to confer an honorary degree and the approval of the Executive Council under clause (xxiv) of section 27, being confirmed by the Chancellor under subsection (4) of section 14, the University shall confer the Honorary degree or title which shall bear the signature of the Vice- Chancellor.

CHAPTER XVI

CONDITIONS OF SERVICE OF THE VICE-CHANCELLOR

Statute 145. Conditions of service of the Vice-Chancellor. — (1) Conditions of service of the Vice-Chancellor shall be as follows. —

- (i) The Vice-Chancellor shall be provided with residential accommodation with provision for residential office, free of rent and suitably furnished, during the term of office including the period of leave availed by him. The “rent-free” and “furnished” accommodation means that the University shall bear the expenditure on account of taxes, service charges and charges on account of consumption of energy, water, telephone etc. and shall also include watch and ward.
 - (ii) the grounds and garden of residential accommodation of the Vice-Chancellor shall be maintained by the University.
 - (iii) the residential office of the Vice-Chancellor shall be provided with one attendant.
 - (iv) the chauffeur driven motorcar shall be placed at the disposal of the Vice-Chancellor for his use for University purposes. The entire expenditure on the running, maintenance, major and minor repairs and replacement of parts of the car shall be borne by University, including salary, allowances of the chauffeur. The Vice-Chancellor shall be entitled to use chauffeur, driven car for private purposes on payment of charges prescribed by the State Government.
 - (v) the Vice-Chancellor shall be entitled to leave on full (emoluments) for a period of 30 days in a year, not exceeding 90 days during the term of three years and to the extent he can avail the full term as the Chancellor may grant him from time to time. In the event, the Vice-Chancellor is required to attend conferences, symposia, seminars or such other gatherings or events connected with the work of the University, Vice-Chancellor can avail 30 days duty leave limited to 15 days at a time throughout his entire tenure and in case he avails of more than 15 days at a time or more than 30 days throughout his tenure, the extra days of leave so availed of shall be debited to his leave account.
 - (vi) the Vice-Chancellor shall also be entitled to the benefit of encashment of surrendered leave with the sanction of the Chancellor in accordance with the rules prescribed by the State Government on the subject.
 - (vii) the Vice-Chancellor shall be entitled to sumptuary allowance as determined by Executive Council time to time.
- (2) Traveling Allowances. —
- (i) the Vice-Chancellor shall be entitled to travel by Air Conditioned first class by rail or by air or by sea or by road as he may choose in his discretion for the purpose of the University business.
 - (ii) the Vice-Chancellor shall be entitled to claim the dearness allowance on tour at the rates admissible to the grade A State Government officers.
 - (iii) besides the provisions under clause (ii) above, the Vice-Chancellor shall be entitled to receive actual expenditure from Air Port, Railway Station or place of halt to the place of destination, in full, whenever official car is not provided to him.
 - (iv) whenever the Vice-Chancellor is required to attend any work sponsored by the Institutions, other than the State Government, Central Government or Indian Council of Agricultural Research, or, in connection with the University’s own work, traveling allowance and daily allowance, shall be paid by the sponsoring bodies on the basis of their own rules.

- (v) the Vice - Chancellor and his family members shall be entitled to free medical facilities and benefit of the reimbursement of medical expenses as are applicable to the employees of the University.
- (Explanation: For the purpose of this clause "Family" means the family as defined by the rules prescribed in this behalf).

CHAPTER XVII GENERAL

Statute 146. Delegation of powers by Vice-Chancellor. — The Vice-Chancellor shall, subject to his overall responsibility of supervision, delegate by an order in writing any or all of his administrative and financial powers in substantial measures and functions to any academic officers, other officers, academic staff members or ministerial staff members except, those mentioned in subsections (1), (3), (4), (10), (11), (12), (13), (15), (16) and of Section 17 as may be necessary to enable him to discharge his duties and responsibilities as mentioned in the Act and Statutes and subject to such conditions as he may specify in this behalf. He may by an order, in writing withdraw at any time the power or functions so delegated. In the immediate next Executive Council meeting, a copy of the Vice-Chancellor's order delegating his powers for functions or withdrawing the same shall be placed before the Executive Council for its information.

Statute 147. Annual Report. — In accordance with the provisions of section 60 of the Act, the draft of the annual report of the University for the year ending on 31st March shall be prepared under the direction of the Vice-Chancellor and submitted by him to the Executive Council ordinarily by 13th September of the same calendar year, for its consideration.

The report shall be approved by the Executive Council and shall ordinarily be submitted by the Vice-Chancellor to the Chancellor and the State Government by the end of December of the same year to enable the State Government to lay it before both the Houses of the State Legislature as required by section 60.

Statute 148. Financial Estimates. — The University shall prepare the annual financial report as per the provisions of section 44 of the Act.

Statute 149. Finance and Accounts. — The University shall, by all means, strive to develop and establish a creative resource generation and financial management system by going beyond the traditional accounting focus on recording and reporting of financial transactions, focus on financial analysis applications and strategic decision-making by implementing computerized accounting system. The Finance and Planning Committee of the University shall analyse financial performance of the University, identify ways to use resources efficiently and finding creative ways to use resources to generate additional resources.

Statute 150. Financial Competency of the University. — The University shall be competent to incur expenditure, except for the purpose provided under section 46 of the Act, from the funds received from, —

- (a) various funding agencies without any share from the funds of the State Government.
- (b) fees for academic programs started on self-supporting basis.
- (c) contributions received from the individual industries, institutional organization or any person to further the objectives of the University.
- (d) contributions or fees for academic or other services offered by the University.
- (e) development funds, if any established by the University for the purpose of. —
 - (i) creation of post in various categories for specific period.
 - (ii) granting pay, allowances and other benefits of the posts created through its own funds provided those posts are not held by such persons who are holding the posts for which government contribution is received by the University.
 - (iii) starting any program to fill the objectives of the University, on self-supporting basis.

- (iv) incurring expenditure on any development work, without referring the matter for approval of the State Government provided there is no financial liability, direct or indirect, immediate or in future, on the State Government.

Statute 151. Acceptance of transfer of movable and immovable property. — All offers of transfer of movable and immovable property to the University shall be accepted subject to the approval of the Executive Council and subject to the conditions that-

- (a) the title of the donor on such property is legally enforceable and that the property is free from encumbrances and liabilities.
- (b) the current market value of such property, in the opinion of the executive Council, is sufficient to provide for a purpose, if any, for which the transfer is intended to be made.
- (c) the benefits attendant and incidental to such transfer shall not be restricted to any race, creed, religion, caste, community or region. Provided that, in the case of Scheduled Castes or Scheduled Tribes this condition shall not apply:

Provided that, the Vice-Chancellor may, with the concurrence of the Executive Council, lay down such other conditions, as he may deem necessary in case of such offer of transfer.

Statute 152. Consumers co-operative societies, institution and control. — The conditions for institution of consumers co-operative societies and their control shall be prescribed by Regulations made by the Executive Council.

Statute 153. Procedure for recovery of damage or loss caused to the University. — (1) *Suo moto* or on receipt of a report, the Vice-Chancellor shall having satisfied himself that there exists irregularity causing loss or damage to the University due to the negligent action on the part of any of the University authority or member of the University, recommend to the Executive Council for appointment of a committee of its members for inquiring into the matter of such irregularity.

The Executive Council then shall appoint a committee of its members for examining whether the interest of the University has been adversely suffered or otherwise at the hands of the authority or members of the authority of the university and whether such damage or loss has been caused to the University by an act on the part of any such authority or member of the authority of the University because of their action in contravention with the provisions of the Act, Statutes, Rules and Regulations as provided in subsection (2) of section 57 of the Act.

The Executive Council shall be free to appoint or co-opt any other person than the member of Executive Council as a member for assisting the said committee.

The Committee appointed by the Executive Council shall then make arrangements for holding an inquiry into the circumstances leading to the loss or damage caused by willful negligence of the concerned authority and fix the responsibility of pecuniary loss caused to the University. While inquiring into the matter the said committee shall give due opportunity to the concerned member of the authority and shall fix the responsibility for such a loss and also make specific recommendations regarding recovery of losses from the concerned member.

After receipt of the report of the Committee the Vice-Chancellor shall then proceed to carry out recovery from the concerned member of the authority and report the action to the Executive Council and the Pro-Chancellor for his information.

Suo moto on receipt of the report, the Vice-Chancellor shall having satisfied himself that there exists an irregularity causing loss or damage to the University, due to negligent action on the part of the officers and employees of the University, the Vice-Chancellor shall make arrangement for appointing an inquiry Officer or a Committee to inquire into the circumstances leading to such loss and also fix responsibility on the concerned officer

for causing such a loss due to willful negligence or because of the act not in conformity with the provision of Act, Statutes, Rules or Regulations.

The Inquiry Officer or the Committee as appointed by the Vice-Chancellor shall then make arrangements for holding an inquiry into the circumstances leading to loss or damage caused by willful negligence of the officers or employees and fix the responsibility for pecuniary loss caused to the University. While inquiring into the matter, the Inquiry Officer or the Committee shall fix the responsibility for such a loss and also make specific recommendations regarding recovery of losses from the concerned officer or employee and other punishment, if any, to be imposed on such officers or employee.

After receipt of the report, the Vice-Chancellor shall order the recovery of the amount and impose punishment on the concerned officer or employee, as deemed fit.

In case the member of the authority or the officer or employee fails to pay the amount of loss within the stipulated period, the Vice-Chancellor shall proceed to take steps for effecting the recovery of amount as arrears of land revenue.

Statute 154. Programs, scopes and implementation. — In accordance with the recommendations made by the Academic Council under subsection (1) of section 30 and the directions received under section 7, the broad outline, scope and implementation of the annual programs shall be prepared by the Executive Council.

Statute 155. Coordination between the University, State Development Departments and other Institutes for research and extension purposes. —

As provided for in Sections 4 (iv) and (vi), 6 (xiv), 7 and 40 of the Act, the University shall strive to establish effective co-ordination with the State Departments of Animal Husbandry, Dairy Development, Fisheries, Agriculture, Agricultural Universities of the State and other institutes, dairy industry, poultry industry, fishery industry, etc., by way of undertaking relevant collaborative programs, schemes, projects conducting frontline demonstrations on field, rendering consultancy, diagnostic and clinical services in order to help and support the animal husbandry, dairy and fishery programs of the Government and related industries in the State.

For this purpose, the Government in the Animal Husbandry, Dairy and Fisheries Departments will be requested to associate, on deputation, one Joint Director, or Senior Deputy Director or an officer equivalent thereto to be designated Chief Extension Officer, to work at the University under the control of the Director of Extension of the University for ensuring effective co-ordination and efficient functioning.

The Chief Extension Officer may be assisted by three subject-matter-specialists, each to be deputed by the Departments of Animal Husbandry, Dairy and Fisheries, of the State Government.

At regional level, the Deputy Director and the Assistant Director of each district in the region, as per the Government directives in the matter, shall collaborate with the Dean of the College in the region for coordinating and undertaking field extension activities and prompt dissemination of research results as per the program drawn by the Director of Extension Education under the guidance of the Vice-Chancellor.

The Chief Extension Officer of the University shall be responsible to arrange for and to monitor the programs of the monthly meetings of the district and the block levels extension officers, and the scientists at the colleges in close coordination with the respective Deans of the colleges and the Deputy Directors of the regions under the guidance of the Director of Extension of the University. In this respect, an operational scheme shall be prepared by the Extension Education Council of the University for mutual co-ordination and joint functioning and shall be implemented with periodical reviews and remedial measures for achieving visible impact.

Statute 156. University Employees Provident Fund. —In accordance with the provisions of section 65 of the Act and the provisions made elsewhere in the Act and the Statutes in this behalf, the provision of Maharashtra General Provident Fund Rules, 1985 (as amended and added from time to time) applicable to the State Government employees, shall be applicable, *mutates mutandis*, to the employees of the University, affiliated colleges and recognized Institutions, other than those recognized for research and specialized higher learning.

The receipts on account of contributions by the employees of the University in the provident fund shall be transferred to the State Government in accordance with the orders or instructions issued by the State Government.

The maintenance of individual accounts, settlements of claims on account of advances, their repayments, final withdrawals as per general provident fund rules shall be done by the University in accordance with the orders or instructions issued by the State Government from time to time.

Statute 157. Grant of certificate to field workers, farmers and other persons not enrolled as regular students. — (1) The University may at any of its constituent colleges, affiliated colleges, constituent institutions or recognized institutions provide such lectures and instructions for field workers, farmers and other persons not enrolled as regular students of the University as shall be determined by the Executive Council by a resolution in this behalf in consultation with Academic Council in accordance with the provisions of clause (vi) of section 6 and as per directions under sections 7 of the Act.

(2) The persons referred to in clause (1) above and attending the said lectures and instructions may be granted a certificate in such form and in such manner and on their fulfilling such conditions, as may, from time to time, be determined by the Executive Council taking into consideration the recommendations of the Academic Council.

Statute 158. The region of activities of Associate Dean. — The Associate Deans shall be responsible for conducting teaching, research and extension education programs at all levels within the limits of the region specified by the Vice-Chancellor by an order in writing.

Statute 159. Recognition of examination. — The University may recognize examinations of other University or education institutions as equivalent to the Examination of this University in accordance with the provisions of Regulations made in this behalf by the Executive Council in consultation with the Academic Council.

Statute 160. Receipt of remuneration by the University employees. — No salaried officer or academic staff member of the University shall receive any remuneration of any work in or outside the University, except as may be determined by a regulation or resolution made in this behalf from time to time, by the Executive Council.

Statute 161. Absorption. — Any person who came on transfer or on deputation or appointed on any permanent post under the University taking into consideration his specialized knowledge in particular field or efficiency in working, may be permanently absorbed on the post in the University service provided the person concerned and his parent department agree for such absorption, on such terms and conditions as may be agreed to between the Vice-Chancellor and the department concerned.

Statute 162. Consultancy. — (1) In order to provide services of talented and specialized academic officers and academic staff members of the University to Government or other agencies, including foreign agencies, corporate bodies or private sector, within or outside India, the Vice-Chancellor may consider such requests and make available the services of concerned person for such duration and on such terms and conditions that would also be

financially and technically beneficial to the University or College or the Department, as may be, and as specified by the Executive Council, in this behalf.

- (2) In order to provide the talent and expertise of the Vice-Chancellor, it shall be competent for the Pro-Chancellor to assign the services of the Vice-Chancellor to other Government, and or agencies including foreign governments, foreign agencies, corporate bodies or private sector, within or outside India for such period and conditions as the Pro-Chancellor may in each case determine. The services may be made available on such terms that would be beneficial technically and financially to the University.

Statute 163. Patents and Intellectual Property Rights (IPR). — (1) Patent for inventions arising out of investigations undertaken or development of techniques or procedures or research prototype or softwares at the University on behalf of an external agency shall be taken in the name of the University or jointly in the name of the University and the sponsoring agency, as may be decided by the Vice-Chancellor whose decision shall be final and binding.

- (2) All the rights in respect of any investigations carried out or a software developed by the University and patents obtained there from, excepting those referred to above, shall rest in and will be the absolute property of the University. The Executive Council may transfer by way of sale, exchange or otherwise deal with the rights of the University in any such investigation and patent as may deem fit.
- (3) The Registrar and the sponsoring agency in respect of joint patent shall fill in all applications for patents in respect of such investigations, softwares, etc. The investigators concerned shall also have part right in respective patents obtained on the results of their investigations.
- (4) The royalty amount of such patents or such other intellectual property rights (IPR) shall be remitted to the University fund but a part thereof shall be disbursed to the Departments, Research Centers and Investigators, as the case may be, as per a scheme to be decided by the Executive Council and the sponsoring agency, if any, as mutually agreed between them.

Furthermore, on the recommendations of the Vice-Chancellor, the Executive Council shall grant a suitable award for the outstanding research investigation, software or protocol by an individual or a team of research workers.

CHAPTER XVIII
PAY, ALLOWANCES, PENSION, LEAVE AND GENERAL
CONDITIONS OF SERVICES OF THE EMPLOYEES OF THE
UNIVERSITY AND RECOGNISED INSTITUTIONS

Statute 164. Disqualifications for appointment. — No person shall be appointed to any posts in the University service to which these statutes apply, —

- (a) Unless he is. —
- (i) a citizen of India, or
 - (ii) a citizen of Sikkim; or
 - (iii) a citizen of Nepal; or
 - (iv) a citizen of Bhutan; or
 - (v) a person of Indian origin who has migrated from Pakistan, Burma, Ceylon (Sri Lanka), East African countries of Kenya, Uganda and United Republic of Tanzania, with the intention to settle permanently in India; or
 - (vi) a Tibetan refugee who came to India before 1st January 1962 with the intention to settle permanently in India:

Provided that, a person belonging to any of the categories (iii), (iv), (v), and (vi) above shall be a person in whose favour a certificate of eligibility has been given by the State Government, and further if he belongs to category (v) the certificate of eligibility shall be valid only for a period of one year from the date of the appointment beyond which he can be retained in service only if he has become a citizen of India.

Provided further that, a person in whose case a certificate of eligibility is necessary, may be admitted to an examination or interview, or both and may also be appointed without such a certificate for a period not exceeding six months subject to the production of necessary certificate from the Government of India; or

- (b) If he was dismissed for misconduct from any Agricultural University Services, State or Central Government undertaking, any other local authority, Government, or such other public body;
- (c) If he was convicted of an offence which involved moral turpitude; or
- (d) If he has more than one wife living and in case of a female candidate if she has married to a person having already a wife, living; or
- (e) If he has not attained the age of 18 years on the last date for submission of an application for such a post.

Statute 165. Physical fitness certificate and production of evidence as to good character. — Subject to such other statutes providing for medical examination and good character of candidates to be appointed to any of the post in the University services shall be subject to the production of,—

medical certificate of health in the form prescribed by an appointing authority;
such evidence of good character as the appointing authority may require in that behalf.

Statute 166. Canvassing to disqualify a candidate. — Any attempt on the part of candidate or his relative or friend to enlist support by direct or indirect method for his application for appointment to any of the posts in the University services shall disqualify the candidate for being appointed to the post.

Statute 167. Proceedings of the Selection Committee. — In respect of the matters of which, there is no provision, or insufficient provision in these statutes, the selection committee may conduct its proceedings in such manner as it thinks fit, keeping in view the basic objective of selecting the right man for the right job.

Statute 168. Validity of the Proceedings by of the Selection Committee. — No act or proceeding of the selection committee shall be invalidated by reason of any defect in the constitution thereof.

Statute 169. Pay, allowances, pension, leave and general conditions of services of the employees of the recognized institutions. — (1) In accordance with provisions of section 24 and clause (c) and (g) of section 33 of the Act and provisions made elsewhere in the Act and the Statutes in this behalf, the provisions of the following Maharashtra Civil Service Rule applicable to the State Government employees shall be applicable *mutates mutandis* to the employees of the recognized institutions other than those recognized for research and specialized higher learning. —

- (i) The Maharashtra Civil Services (General Conditions of Services) Rules, 1981; and

The Maharashtra Civil Services (Pay) Rules, 1981; and

The Maharashtra Civil Services (Joining time, Foreign Service and Payments during Suspension, Dismissal and Removal) Rules, 1981; and

The Maharashtra Civil Services (Leave) Rules, 1981; and

The Maharashtra Civil Services (Pension) Rules, 1982; and

The Maharashtra Civil Services (Commutation of pension) Rules, 1984; and

The Maharashtra Discipline and Conduct Appeal Rules, 1979, and

The Maharashtra Civil Services (Discipline and Appeal) Rules, 1979;

The Executive Council will determine from time to time the competent authorities for execution of the rules mentioned in clause (1) above and the decisions of the Executive Council of the University shall be final and binding on all concerned in implementation of the above rules.

Sabbatical Leave- In addition to the provision of Maharashtra Civil Service Rules, (Leave), the Executive Council of the University shall be competent to grant to academic staff members sabbatical leave for one or more of the following objects, namely, —

to conduct research or advanced studies in India or abroad;

to write text books standard works and other literature;

to visit or work in industrial concerns and technical departments of Government to gain practical experience in their respective fields.

to visit or work in a University Industry, Government Research Laboratory in India and abroad;

to undertake teaching work in a specialized subject to other host University / Department under the faculty exchange program of Indian Council of Agriculture Research and other such institutes, as per the scheme envisaged hereafter.

(4) The period of sabbatical leave shall not exceed one year but once during the service period. A member of academic staff shall be paid full salary and allowances as admissible under the normal rules but shall not be entitled to any traveling allowances in India or abroad.

(5) No substitute shall be appointed in the vacancy and the other members of the Faculty shall share his work.

(6) A member of the academic staff shall not undertake during the period of sabbatical leave any regular appointment under any other organisation in India or abroad. He shall however, be free to receive a scholarships or fellowships or any other ad-hoc honorarium other than his regular employment, and a member of the academic staff availing sabbatical leave shall furnish a bond in the prescribed form to serve the institute for a minimum period of five years on return to duty.

(7) **Faculty Exchange Program:** The assistance will be available under this head for teaching assignments only. Faculty not below the rank of Professor / Principal Scientist will be eligible to avail assistance under this head. A faculty (College / Institute) from another University will bear cost of point travelling allowance and daily allowance and pay an honorarium to the invited faculty member provided the teaching assignment is for a period of not less than one continuous month. The

parent University of the invited Faculty-member will continue to pay the salary to the invited faculty member for the period of teaching assignments in the other University along with the privileges of house, etc. if available to him at the time of his proceedings on this teaching assignments. The period will be considered on duty by the parent University. A Faculty member will be able to avail this facility only once a year.

Statute 170. Designation of staff in the recognized institutes. — In accordance with the provisions of clause (h) of section 33, the designation of the staff in the recognized institutes shall be as under. —

- (1) Designations of academic staff member of the recognized colleges or Institutes. —
 - (a) Principal
 - (b) Professor
 - (c) Associate Professor
 - (d) Assistant Professor
 - (e) Lecturer
 - (f) Demonstrator
 - (g) Farm superintendent
 - (h) Veterinary Officer / Senior Research Officer,
 - (i) Jr. Veterinary Officer / Junior Research Assistant
 - (j) Physical Training Instructor
 - (k) College Librarian / Assistant Librarian
- (2) Designation of Ministerial staff member of recognized institutes, —
 - (a) Office Superintendent
 - (b) Senior accountant
 - (c) Senior Clerk
 - (d) Stenographer
 - (e) Accountant / Cashier
 - (f) Audiovisual assistant
 - (g) Store Keeper / Junior Clark / Typist / Laboratory assistant
 - (h) Motor Vehicle Driver / Tractor Driver
 - (i) Laboratory Attendant / Library Attendant / Cyclostyle Machine Operator / Office Attendant
 - (j) Bus conductor
 - (k) Peon / Chaukidar / Mali / Hostel servant
 - (l) Workshop Supervisor
 - (m) Assistant Instructor (Workshop)
 - (n) Mechanic / Electrician
 - (o) Turner / Fitter / Blacksmith/ Welder / Carpenter
 - (p) Dairy Assistant / Fieldman,
 - (q) Mazdoor, Milkman, Ploughman, etc.

Statute 171. Qualifications of Staff in the recognized institutions. — The minimum qualifications for the various categories of the employees of the University shall be made applicable to the employees of recognized institutions *mutatis mutandis* in respect of qualifications of such posts which are not existing in University but are existing in recognized institutions, the qualifications shall be such as prescribed for the equivalent pay scale of the post in the University.

Statute 172. Pay and allowances of employees in the recognized institutions. — The scales of pay and allowances of employees in the recognized institutions shall be such as determined by the State Government, from time to time on recommendations of Executive Council of the university.

Statute 173. Appointment of the Principal of the recognized institutions. —

- (1) The Principal may be appointed by obtaining services of suitable persons on deputation by the society or institution, which has founded the college or institute subject to approval of the Executive Council.
- (2) The Principal may also be appointed from the academic staff members of the college or institute or by direct recruitment on the recommendations of a selection committee to be constituted by the society or institution and the appointment shall be made after approval of the Executive Council of the University.
- (3) The selection committee shall include two representatives of the Vice-Chancellor of the University.

Statute 174. Selection Committee for appointment of the Staff in the recognized institutions. — The selection committee for selection to the post of academic staff (Excluding principal) and ministerial staff shall be constituted by the Governing body of the recognized institute concerned and shall also consist of two representatives of the Vice-Chancellor of the University.

Statute 175. Manner of appointment of Staff in the recognized institutions. — (1) All appointments shall be made strictly on the basis of merit and no person shall be appointed by the governing body of the recognized institute as a member of staff except on the recommendations of the Selection Committee, constituted for the purpose:

Provided that, in any emergency in the opinion of the governing body if it requires that immediate action should be taken, it may without recommendation of the Selection Committee, appoint any person to any post (s) for a period not exceeding one year. The action so taken shall be forthwith reported to the University.

- (2) Notwithstanding anything contained in clause (1) above the governing body may at its discretion determine the number of posts under each category referred to in Statute 170 to be filled in by promotion from lower category.
- (3) The number of academic posts so determined for promotion shall not be more than 50 per cent and the number of ministerial posts so determined shall not be less than 50 per cent of the posts in the category as a whole to which the promotions are to be made:

Provided that, the governing body may obtain the services of the academic staff members on deputation from the University without reference to the Selection Committee. The appointment of such a person as an academic staff member shall be made by the governing body on such terms and conditions as may be agreed by the Vice-Chancellor and the governing body of the recognized institute. The period of such deputation shall not exceed three years in the first instance and may be extended for a further period of one year by the Governing body with the consent of the person concerned and the Vice-Chancellor.

Statute 176. Appointment of the Staff in the recognized Institutes. — The procedure for appointment of staff in the recognized institutes, when vacancies arise or when new posts are created shall be as under, —

- a. The posts to be filled by promotion shall be filled in through the Selection Committee on the basis of merit and seniority.
- b. The Governing body shall fill the post by direct recruitment after advertisement with such qualifications as have been prescribed.
- c. The Principal or Head of the Institute shall put up all such application received before the Chairman of the Selection Committee for his consideration.
- d. The Chairman shall scrutinize all such applications received and prepare a list of eligible candidates who shall be called for the interview with the help of Principal or Head of the Institute.

- e. The scrutiny so made shall be placed before the Selection Committee.
- f. The Selection committee shall frame the scheme of assessment and shall interview such candidates and submit to the governing body a list of such numbers as may be fixed by the governing body of the selected candidates in order of merit.
- g. The governing body shall then make the appointment of the candidates from amongst the list of selected candidates.
- h. The appointment so made shall be reported to the Vice-Chancellor for approval.

Statute 177. Provident fund for employees of the recognized institutes. — The employees of the recognized institutes shall be entitled for the benefit of provident fund at par with the university employees, subject to the approval of the State Government.

CHAPTER-XIX

REPEAL AND SAVING

Statute 178. Repeal and Saving. — (1) On and from the date of commencement of these statutes, the Maharashtra Agricultural Universities Statutes 1990, so far as their operation in regard to the colleges and institutes as stipulated in first Schedule of the Maharashtra Animal and Fishery Sciences University Act, 1998, shall stand repealed.

- (2) Notwithstanding the repeal of the said statutes; all Resolutions, Rules and Regulations made by the Executive Councils, the Academic Council or the Faculties of other authorities of the Agricultural Universities in the State, under the Maharashtra Agricultural Universities Statutes, 1990, existing till today shall, in so far as they are not inconsistent with the provisions of these Statutes continue in force and be deemed to have been made under these Statutes, by the Executive Council, the Academic Council, the Faculty or other authority of the corresponding University as the case may be, until these are suspended or modified by the Resolutions, Rules and Regulations made under these Statutes.
- (3) Till the Board of Studies and other Committees as per the provisions of these Statutes are constituted, the old Board of Studies and relevant Committees shall deemed to be in existence for performing the relevant duties.

APPENDIX

PART- I : Qualifications for the Academic Officers of the University (see statutes 51and 62)

Sr. No. (1)	Designation of the post (2)	Qualifications (3)
1.	Director of Instruction, Director of Research, Director of Extension,	<p>(1) Ph.D. in any of the faculties of the University plus 15 years experience in teaching, research, extension education, with at least 10 years technical and administrative experience (taken together) but out of which not less than 5 years of technical nature not below the rank of professor or its equivalent;</p> <p>OR</p> <p>Masters degree in any of the Faculty of the University plus 18 years experience in teaching, research, extension out of which 13 years should be technical and administrative experience (taken together) out of which not less than 8 years of technical nature not below the rank of Professor or its equivalent.</p> <p>(2) Proven track record of ability to initiate, organize and co-ordinate teaching, research, extension education, industrial collaboration, research schemes, administration, resource management, generation of funds through novel schemes, etc. and</p> <p>(3) Evidence of published papers in recognized journals.</p> <p>(4) For the post of Director of Extension, in addition to the above, a person having outstanding performance in the extension education work with evidence of successful demonstrations / records shall be preferred.</p>

2. Dean of the faculty,
- (1) Ph.D. in the respective faculties plus 15 years experience in teaching, research, extension education, with at least 10 years technical and administrative experience (taken together) but out of which not less than 5 years of technical nature not below the rank of professor or its equivalent;
- OR
- Masters degree in respective Faculty of the University plus 18 years experience in teaching, research, extension education with at least 13 years technical and administrative experience (taken together) out of which not less than 8 years of technical nature not below the rank of Professor or its equivalent.
- (2) Proven track record of ability to initiate, organize and co-ordinate teaching, research, extension education, industrial collaboration, research schemes, administration, resource management, generation of funds through novel schemes, etc. and
- (4) Evidence of published papers in recognized journals.
3. Associate Dean
- (1) Ph.D. in the concerned faculty, plus ten years experience in the field of teaching, research, extension education of which at least five years should be in the cadre not below the rank of Professor or seven years not below the rank of Associate Professor or Reader.
- OR
- Masters degree in the concerned faculty plus 15 years experience in the field of teaching, research, extension out of which at least 7 years should be in the rank of Professor or 10 years in the rank of Associate Professor or Reader.
- (2) Proven track record of ability to initiate, organize and co-ordinate teaching, research, extension education, industrial collaboration, research schemes, administration, resource management, generation of funds through novel schemes, etc. and
- (3) Evidence of published papers in recognized journals.
4. Head of Department
- (1) Ph.D. in the concerned subject plus ten years experience in the field of teaching, research, extension education of which at least three years should be in the cadre of Professor OR five years as Associate Professor or Reader or its equivalent;
- OR
- Masters degree in the concerned subject plus 13 years experience in the field of teaching,

research, extension education out of which at least 5 years should be in the cadre of Professor or 7 years not below the rank of Associate Professor or Reader or its equivalent.

- (2) Proven track record of ability to initiate, organize and co-ordinate teaching, research, extension education, industrial collaboration, research schemes, administration, resource management, generation of funds through novel schemes, etc. and
- (3) Evidence of published papers in recognized journals.

5. Professor / University Librarian and Equivalents

- (1) Ph.D. in the concerned subject plus ten years experience in the field of teaching, research, extension education of which at least three years should be in the cadre of Associate Professor or its equivalent;

OR

Master's degree in the concerned subject with thirteen years experience in the field of teaching, research, extension education of which at least three years should be in the cadre of Associate Professor or Reader or its equivalent;

- (2) Proven track record of ability to initiate, organize and co-ordinate teaching, research, extension education, industrial collaboration, research schemes, generation of funds through novel schemes, etc. and
- (3) Evidence of published papers in recognized journals

6. Associate Professor, Deputy Librarian and Equivalents

- (1) Ph.D. in respective subject with five years experience in teaching, research, extension education of which at least two years should be in the cadre of Assistant Professor or its equivalent;

OR

Masters degree in the concerned subject with seven years experience in the field of teaching, research, extension education of which at least three years should be in the cadre of Assistant Professor or its equivalent. and

- (2) Evidence of published papers in recognized journals.

7. Assistant Professor, Assistant Librarian and Equivalents

- (1) Ph.D. in respective subject or Master's degree in the respective subject.
- (2) Evidence of published papers in recognized journals.
- (3) Ph.D. candidates will be preferred.

NOTE:

- (1) Those who will be nominated though not having Ph.D. Degree in their respective subjects shall have to acquire Ph.D. Degree within a period of five years from the date of their appointment.
- (2) For the appointment in the Faculty of Veterinary Science the candidates should be registered as per the First schedule or Second schedule of IVC Act, 1984.

PART II : Qualifications for the posts of Other Officers of the University (see statute 74)

8. Registrar
- (1) An academician in the field of Veterinary and Animal Sciences not lower in rank than that of University Professor with the qualifications prescribed in Appendix.
 - (2) Well versed in office and personnel management.

OR

An officer of the Government not lower in rank than that of Deputy Secretary to Government with post graduate qualification in the Faculties of the University.

9. University Engineer
- (1) Bachelor's degree in Civil Engineering with at least 5 years experience as Assistant Engineer, in handling construction related projects. Knowledge of modern construction management systems essential.
 - (2) Should be familiar with use of computers in building construction, structure design and inventory management.

10. Deputy Registrar
- Bachelor's degree in any discipline with minimum 5 years experience in the rank of Assistant Registrar or equivalent.
- Capacity in Personnel management in a multidisciplinary office environment. Proven leadership qualities, novel office administration
- (3) Should be able to handle computers, data management and office integration soft-wares.

11. Assistant Registrar
- Bachelor's degree in any discipline with at least 5 years experience in front office desk management / Section Officer, Office Superintendent or equivalent.
- Proven capacity of working in multidisciplinary office environment.
- Should be able to handle computers, data management, word processing and integration soft-wares

12. Assistant Comptroller
- (1) Bachelor's degree in Commerce
 - (2) Minimum 5 years experience as Superintendent and equivalent.
 - (3) Diploma in Finance Management, preferred
 - (4) Should be able to handle finance management related computer software

PART III: Qualifications For The Post Of Academic Staff Of The University (see statute 88)

- | | | |
|-----|---|---|
| 13 | Senior Research Assistant / Veterinary Officer / Livestock Development Officer / House Surgeon / Additional House Surgeon or equivalent | (1) Masters degree in respective subject
OR
Bachelor's degree in respective faculty with 1 st class with distinction,
OR
At least IInd class Bachelor degree in respective faculty with three years experience as Junior Research Assistant or its equivalent. |
| 14. | Junior Research Assistant / Assistant Livestock Development Officer / Laboratory Technician / Laboratory Assistant / or equivalent | (1) Bachelor's degree in the respective faculty
OR
B.Sc.; D.M.L.T. or M.Sc. in Biochemistry, Applied Biology / Molecular Biology |

(Dr.S.V.Deshmukh)
REGISTRAR

**Maharashtra Animal & Fishery Sciences University, Seminary Hills,
Nagpur**

- n) Deputy Director General (Extension), Indian Council of Agricultural Research or representative not below the rank of Assistant Director General;
- o) One representative to be nominated by Chairman, National Dairy Development Board;
- p) One representative of the Prasar Bharati to be nominated by the State Director General of the Prasar Bharati;
- q) One representative to be nominated by Sheep and Goat Development Board;
- r) One representative to be nominated by Compound Livestock Feed Manufacturers Association;
- s) One representative from the Poultry Industry to be nominated by the Indian Poultry Association;
- t) One representative to be nominated by the Indian Dairy Association;
- u) Two representatives to be nominated by the Maharashtra Federation of the Dairy Cooperative Societies of which one shall represent Women Co-operative Dairy Societies;
- v) One eminent woman social worker to be nominated by the Vice-Chancellor;
- w) One representative to be nominated by the Vice-Chancellor, Y.B.Chavan Open University, Nasik;
- x) One representative to be nominated by the Vice-Chancellor, Indira Gandhi National Open University;
- y) One progressive dairyman to be nominated by the Vice-Chancellor;
- z) One progressive livestock breeder to be nominated by the Vice-Chancellor