

# THE STATUTES

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# STATUTES

## CHAPTER-I

### GENERAL

Definition: 1. In these statutes :-.

- (a) 'Academic year' means a twelve month period preferably between July to June during which a cycle of work is completed;
- (b) 'Act' means the Uttar Pradesh Krishi Evam Prodyogik Vishwavidyalaya Adhiniyam, 2014.
- (c) 'Section' means a Section of the Act.
- (d) 'Semester' means a division of an academic year which shall ordinarily consist of 16-18 weeks with at least 100-110 effective days subject to such changes as may be made by the Academic Council from time to time. There shall be two semesters in an academic year.

## CHAPTER-II

### COLLEGE

#### Section 33 (h)

1. The University may have the following colleges:
  - (a) College of Agriculture.
  - (b) College of Veterinary Science and Animal Husbandry.
  - (c) College of Technology.
  - (d) College of Home Science.
  - (e) College of Horticulture

- (f) College of Forestry
  - (g) College of Agri-Business management
  - (h) College of Dairy Technology
  - (i) College of Fisheries
  - (j) College of Food Technology
  - (k) College of Basic Sciences and Humanities
  - (l) Any other subject related to Agriculture
2. There shall be a Dean of each college who shall be the Chief Executive and Academic Officer of the College and shall be the Dean of Faculty.

## **CHAPTER-III**

### **FACULTIES**

#### **Section 16 (1, 2, 3) and section 33(h).**

1. The University may have the following Faculties -
- (a) Faculty of Agriculture
  - (b) Faculty of Veterinary Science and Animal Husbandry
  - (c) Faculty of Technology
  - (d) Faculty of Home Science
  - (e) Faculty of Horticulture
  - (f) Faculty of Forestry
  - (g) Faculty of Agri-Business management
  - (h) Faculty of Dairy Technology
  - (i) Faculty of Fisheries
  - (j) Faculty of Food Technology

(k) Faculty of Basic Sciences and Humanities

(l) Any other subject related to Agriculture

The constitution of Board of Faculties and their functions will be as given in ACT 16(3) and (4).

## **CHAPTER-IV**

### **THE DEANS OF FACULTIES**

#### **Section 16 (4) and (5)**

1. The Dean of the College shall be the Chief Executive officer of the Faculty responsible to the Vice-Chancellor for its administration.
2. In the absence of the Dean for a period not exceeding three months, a Head of Department nominated by the Dean shall act as Dean.
3. The Dean of a Faculty shall have the following powers and duties:
  - [i] He/she shall be responsible for the organisation and conduct of teaching, research and extension work of the departments comprised in the Faculty and for that purpose shall pass such orders as might be necessary in consultation with the Head of the Department concerned.
  - [ii] He/she shall look into and be responsible for the due observance of the statutes and other regulations relating to the Faculty.
  - [iii] He/she shall preside over meetings of the Board of the Faculty.
  - [iv] Without prejudice to the right of any member to present any matter to the Board of the Faculty, he/she shall formulate and present policies to the Board of the Faculty for its consideration.
  - [v] He/she shall make reports to the Vice-Chancellor on the work of the College.

- [vi] He/she shall supervise the registration and progress of the students in the College.
- [vii] He/she shall be responsible to the Vice-Chancellor for the educational use of the building and rooms assigned to the college and for the general equipment of the college as distinct from that of the separate departments.
- [viii] He/she shall serve as the medium of communication for all official business of the college with other authorities of the University, the students and the public.
- [ix] He/she shall normally represent the college for specific conferences.
- [x] He/she shall prepare the budget of the college in consultation with the Advisory Committee of the College.
- [xi] He/she shall be entitled to grant casual leave to the teachers of the Faculty.

## **CHAPTER-V**

### **THE DEPARTMENT**

#### **Section 33 (i)**

1. The Department shall be the primary unit of education and administration. It shall carry on programmes of instruction, research and where appropriate, extension in a particular field of knowledge.

## **CHAPTER-VI**

### **HEAD OF DEPARTMENT**

#### **Section 17 (1) and 33(i)**

1. The Head of each Department, who shall hold the rank of Professor, shall be responsible to the Dean of the College for the organizational operations of the Department. He/she shall be appointed amongst Professors of the concerned department for a period of 5 years by rotation.
2. The Head of a Department shall have the following powers and duties:
  - [i] He/she shall be responsible for the organization of the work of the department. For the quality and efficient progress of that work and for the formulation and execution of departmental policies and for the execution of the University and college policies in so far as they affect the department.
  - [ii] He/she shall report on the teaching, research and extension work of the department to the Dean of the College;
  - [iii] He/she shall have general supervision of the work of students in the department;
  - [iv] He/she shall prepare the departmental budget;
  - [v] He/she shall be responsible for distribution and expenditure of departmental funds and for the care of departmental property.

## **CHAPTER-VII**

### **CLASSIFICATION OF THE TEACHERS OF THE UNIVERSITY**

#### **Section 33 (d)**

1. The Board of Management shall, from time to time determine after considering the recommendation of the Academic Council in this behalf,



- the classification of the teaching staff of the University with appropriate designations, i.e. Professors, Associate Professors, Assistant Professors and the like.
2. The teachers of the University shall be employed on a whole-time basis on the scales of pay approved for the University provided that the Proportion of time of the teachers to be devoted to teaching, research and extension at administrative duties should be specified in their contract of employment.

## **CHAPTER - VIII**

### **APPOINTMENT OF STAFF**

1.
  - (a) All appointments and promotions of Scientific/Academic/Technical staff shall be made strictly on the basis of merit as per ICAR norms.
  - (b) All the appointment of non-teaching staff shall be as per State Government norms.
  - (c) The reservation for the candidates belonging to SC/ST, Other Backward Classes and other categories (disabled, handicapped and dependent of freedom fighters) in respect of posts under the university should be given as per Govt. orders applicable to the university in this behalf and in force from time to time.
  - (d) A dependent (wife or husband, son, unmarried daughter and widowed daughter) of an employee of the University who meets with untimely death or gets permanent disability during the service period may be appointed on any non-teaching for which' he/she is suitable and fulfils the minimum qualifications, without selection procedure by Vice-Chancellor of concerned University with the approval of Board of Management.

### **WITH THE PROVISO THAT**

- (i) The above facility will be given to only the dependents of employees who have put in at least 3 years continuous service in the University and only if there is no other earning member in the family of the deceased.
  - (ii) If there are more than one member in the family of deceased; desirous to get employment, then the appointing authority shall select one of such persons on the basis of suitability particularly considering the interest of the widow and minor members of the family of the deceased.
  - (iii) Such appointment shall be made only against an existing vacancy.
2. Appointments to the various categories of posts in the University shall be made as herein after prescribed.
3. No selection for any appointment under these Statutes shall be made except after advertisement of the vacancy in at least three newspapers having adequate circulation in the country.
4. (a) The Selection Committee for the appointment of a Deans/Directors/Registrar of the university shall consist of :
  - (i) The Vice-chancellor of the concerned university or his nominee as Chairman thereof;
  - (ii) One Director/Dean of Faculty to be nominated by the Vice-chancellor, who may be from any Agricultural University.
  - (iii) One representative to be nominated by the Director General, Indian Council of Agricultural Research, New Delhi.
  - (iv) Two experts to be nominated by the Chancellor not below the rank of Professor.
  - (v) Representative of State Council.
  - (vi) Three nominees (as SC, OBC and Women Observer) of the State Government .

- (b) The Selection Committee for the appointment of the Head of a Department in university shall consist of :
- (i) The Vice-chancellor of the concerned university or his nominee as Chairman thereof;
  - (ii) The Dean of the Faculty concerned;
  - (iii) One Dean of another Faculty to be nominated by the Vice-chancellor;
  - (iv) One experts to be nominated by the Vice-chancellor;
  - (v) Representative of State Council.
  - (vi) Three nominees (as SC, OBC and Women Observer) of the State Government.
- (c) The Selection Committee for the appointment of a Professor, Associate Professor, Assistant Professor or teacher in university shall consist of :
- (i) The Vice-chancellor of the concerned university or his nominee as Chairman thereof;
  - (ii) Three experts to be nominated by the Chancellor not less than Professor cadre;
  - (iii) Representative of State Council.
  - (iv) Three nominees (as SC, OBC and Women Observer) of the State Government .

Provided that if the Vice-chancellor is for any reason, not available to participate in any meeting of the Selection Committee constituted under clause (g), then in the case of Associate Professors, Assistant Professors and equivalent Posts, he/she may, by general or special orders require the Dean of the Faculty concerned to preside over the Selection Committee and perform functions of the Chairman.

- (d) The composition of Selection Committee for the appointment of Deputy Director General in the State Council shall consist of;

- (i) The Director General, State Council or his/her nominee as Chairman thereof;
  - (ii) Nominee of Chairman, State Council
  - (iii) Senior most Vice-chancellor of AUs
  - (iv) One representative to be nominated by the Director General, Indian Council of Agricultural Research, New Delhi
  - (v) One expert to be co-opted by Director General, State Council from the approved list of experts by the Chancellor not less than Director/Deans.
  - (vi) One expert to be co-opted by the Director General, State Council by the State Government not less than Director/Deans.
  - (vii) Four nominees (as SC, OBC, Women and Minority Observer) of the State Government.
- (e) The composition of Selection Committee for the appointment of Assistant Director General in the State Council shall consist of;
- (i) The Director General, State Council or his/her nominee as Chairman thereof;
  - (ii) Nominee of Chairman, State Council
  - (iii) Two expert to be nominated by the Director General, State Council not less than Director/Deans.
  - (iv) One expert to be co-opted by the State Government not less than Director/Deans.
  - (v) Three nominees (as SC, OBC and Women Observer) of the State Government.
- (f) The composition of Selection Committee for the appointment of Principal Scientist, Senior Scientist and Scientist in the State Council shall consist of;
- (i) The Director General, State Council or his/her nominee as Chairman thereof;
  - (ii) Two expert to be nominated by the Director General, State Council not less than Director/Deans.
  - (iii) One expert to be co-opted by the State Government not less than Director/Deans.

- (iv) Three nominees (as SC, OBC and Women Observer) of the State Government.
  - (g) The Selection Committee for the appointment of any other officer of the University whose appointing authority is the Vice-Chancellor or the Board, not covered by the preceding clause, shall consist of five persons on the staff of the University to be nominated by the Vice-chancellor, three of whom shall be of the rank of Deans or Directors or Professors one of whom shall be appointed by the Vice-Chancellor as Chairman unless the Vice-chancellor chooses to be Chairman himself.
  - (h) The Selection Committee for the appointment of any other officer/staff of the State Council whose appointing authority is the Director General or the Board, not covered by the preceding clause, shall consist of three persons on the staff of the State Council who shall be of the rank not less than Scientist and two experts nominated by the Director General, State Council. Director General may nominate any one of them as Chairman unless the Director General chooses to be Chairman himself.
5. Where the Chancellor is satisfied that in the special circumstances of the case a Selection Committee can not be constituted in accordance with the provisions of clause (4) he/she may direct the constitution of the Selection committee in such manner as he/she thinks fit.
6. (a) A panel of six or more experts in each subject of study shall be drawn up by the Chancellor after consulting the corresponding faculty in Indian Universities or such other academic bodies or research institutions in or outside Uttar Pradesh as the Chancellor may consider necessary. Every expert nominated by the Chancellor under clause (4) shall be a person whose name is born on such panel.
- (b) The panel referred to in sub-clause (a) shall be revised every two years.
- (c) Chancellor may intimate in specified order a larger number of names of experts than required under clause (4) for serving as his nominees on the Selection Committee. In such a cases on any person whose name appears higher in the specified order not being available for a

meeting of the Selection Committee, person whose name appears nearest lower in the specified order shall be requested to serve on the Committee.

### **Explanation I**

For the purposes of this clause a branch of subject in which a separate course of study is prescribed for a post-graduate degree shall be a separate subject of study.

### **Explanation II**

Where the post of teacher to be selected is common to more than one subject of study, the expert may belong to any of such subjects of study.

7. The Selection Committee shall, by majority of its total membership, recommend one or more but not more than three, names for each post to the Vice-chancellor and where more than one names are recommended, the order of preference shall also be indicated.
8. (a) Where the Director General/Vice-chancellor approves the name or any of the names recommended by the Selection Committee, he/she shall make the appointments, and where such appointment is subject to the approval of the Board 'or the appointing authority, the Director General/Vice-chancellor shall make recommendation to the Board for such approval or appointment as the case may be.  
(b) Where the Director General/Vice-chancellor does not approve the name or any of the names recommended by the Selection Committee, or as the case may be, the Board does not approve the recommendation of the Director General/Vice-chancellor, the post shall be re-advertised.
9. Where the board is the appointing authority or the appointment is to be made subject to the approval of the Board, the Director General/Vice-chancellor may after considering the recommendations of the Selection Committee constituted for the purpose, make temporary appointments to such, posts in the State Council/University as cannot be kept vacant without detriment to the work, for a period not exceeding 6 months or till the next meeting of the Board. whichever is earlier. Such appointments shall

invariably be placed before the Board at its next meeting for ratification and shall be continued only if approved by the Board.

- (i) In case of urgency where the prescribed procedure for filling a post is likely to take considerable time and in the opinion of Director General/Vice-chancellor the proper education of students would consequently suffer if immediate action is not taken, he/she may against the sanctioned strength of staff for a Department fixed by the Board of Management, from time to time, make after recording the reasons and circumstances, ad-hoc appointments of staff upto the level of Assistant Professors for a period not exceeding six months, either on the recommendation of the Dean and the Head of the Department concerned or on the basis of recommendations of a Selection Committee to be constituted by the Vice-Chancellor himself for such a purpose.
  - (ii) Such ad-hoc appointments made in this manner will automatically cease without any formal notice after the expiry of six months from the date of appointment or the appointment of a person for the relevant-position through the process of regular selection, whichever is earlier, and the incumbents holding ad-hoc appointments made against this provision will not be entitled either to any seniority, increment or any other claim on the basis of ad-hoc appointments or to re-appointment only on this ground.
10. Appointments of all other staff not specifically provided for in the Act of these Statutes shall be made by the Director General/Vice-chancellor with the approval of the Board except the following posts which may be filled by the Director General/Vice-chancellor without reference to the Board namely;
- (a) The non-teaching posts carrying a scale the maximum of which does not exceed Rs. 34800/- including those which are filled by obtaining services of a person on deputation for a period upto three years from a regularly constituted service of State or Central Government or an autonomous body constituted by the State or Central Government. The upper limit of Rs. 34800/- will be subject to alteration from time to time, by the resolutions of the Board of Management, on the

basis of rationalisation or enhancement occurring on the basis of the decision of the Government.

- (b) The posts for which the Director General/Vice-chancellor is the appointing authority under the provisions of the Act.
11. The posts of teachers/scientists falling vacant on account of leave/lien vacancies/retirement for periods varying from 3 months to 2 years may be filled through ad-hoc appointment by the Director General/Vice-chancellor from amongst the persons working in the lower category on the basis of seniority subject to rejection of unfit with the condition that such ad-hoc appointment shall not exceed 6 months at a time and further with the clear understanding that the incumbent will have to revert to his original post on the expiry of the ad-hoc appointment. However, such appointment will not in any circumstances last for more than 2 years.
  12. In future, State Agriculture Scientist/Teachers Recruitment Board/Cell will be created independently or under Department of Agriculture Research and Education, GOUP for appointment of Scientific and Academic Staff.

## **CHAPTER-IX**

### **INSTITUTION OF DEGREES AND DIPLOMAS**

#### **Section 33 (f)**

1. The University shall, subject to the conditions to be laid down by the Academic Council and approved by the Board, grant the following degrees and diplomas.
  - (i) B.Sc. (Agriculture)/ B.Sc.(Agriculture) Hons.
  - (ii) B.Sc. (Horticulture)/ B.Sc.(Horticulture) Hons.
  - (iii) B.Sc. (Forestry) Hons.
  - (iv) B.F.Sc. (Bachelor of Fisheries Science)
  - (v) Bachelor of Veterinary Science and Animal Husbandry.



- (vi) B.Sc.(Home Sc.)/ B.Sc. (Home Sc.) Hons.
  - (vii) B. Tech. (Biotechnology)
  - (viii) B. Tech. (Agriculture Engineering)
  - (ix) B. Tech. (Computer Science & Engineering)
  - (x) B. Tech. (Mechanical Engineering)
  - (xi) B. Tech. (Electronics & Communication Engineering)
2. The University shall, subject to the conditions to be laid down by the Academic Council and approved by the Board grant the following Post-Graduate Degrees :-
- (i) Master of Science (Agriculture).
  - (i) Master of Science (Forestry).
  - (iii) Master of Science (Biotechnology)
  - (iv) Master of Veterinary Science.
  - (v) Master of Technology (Agriculture Process & Food Engineering).
  - (vi) Master to Technology (Biotechnology)
  - (vii) Master of Business Management (Agri. Business)
  - (viii) Master of Computer Application
  - (ix) Post-Graduate Diploma in Computer Application (PGDCA)
  - (x) Ph.D. (Doctor of Philosophy)
3. The University shall, on the recommendation of the Academic Council and approval of the Board of Management, withdraw any degree or diploma granted by it from a person on the following grounds :
- (a) Conviction by a Court of law for an offence which in the opinion of the Academic Council and the Board of Management is a serious offence involving moral turpitude;

- (b) Wilful default in the payment of University dues, provided that before making such a recommendation the person concerned shall be given an opportunity to show cause against proposed withdrawal.

## **CHAPTER-X**

### **HONORARY DEGREES**

#### **Section 33 (g)**

1. The Board shall subject to confirmation by the Chancellor have power to confer Honorary Degree and other academic distinctions on the recommendation of the Academic Council.
2. All proposals for the conferment of Honorary Degrees shall be made to a Committee consisting of the Vice-Chancellor and the Deans of faculties and, if accepted by the Committee, shall be placed before the Academic Council and the Board for approval before submission to the Chancellor for confirmation.

## **CHAPTER-XI**

### **FELLOWSHIPS, SCHOLARSHIPS, MEDALS AND PRIZES**

#### **Section 33 (k)**

The Board shall award Fellowships, Scholarships, Medals and Prizes on recommendation of the Academic Council which may make such recommendations either on its own initiative or on recommendations from any of the Board of Faculties.

## **CHAPTER- XII**

### **HOSTELS**

#### **Section 33 (j)**

1. The Board shall, on the recommendation of the Vice-Chancellor, establish hostels for all students of the University.
2. No. student of the University shall be permitted to reside outside the hostels maintained by the University except with the permission of the Vice-Chancellor on the recommendation of the Dean of the Student Welfare.
3. No Hostels shall be abolished without the approval of the Board.

## **CHAPTER-XIII**

### **PROVIDENT FUND**

#### **Section 33 (e)**

1. In these Statutes :-
  - (a) "Salary" means monthly salary, and includes all fixed monthly allowances; by way of pay, acting or personal allowances, but does not includes any other allowance.
  - (b) "Servant" means every whole-time officer or servant of the University/State Council, other than one whose services have been lent to the University/State Council by Government or who is on leave from a Government post; appointed substantively by the University/State Council against a permanent post or temporarily against a temporary/permanent post either in the University/State Council itself or in any scheme running under the University/State Council.
  - (c) "Subscriber" means a servant on whose behalf a deposit is made under these statutes.

- (d) "Saving Bank" means the Post Office Saving Bank/other Nationalized Bank Savings Fund.
  - (e) "Interest" means the interest which is paid on a deposit in the Post Office Savings Bank/other Nationalized Bank Savings Fund, as may be determined from time to time for deposit in the Post Office/other Nationalized Bank.
  - (f) "Dependent" means any of the following relations of a deceased subscriber to a Provident Fund, viz, a wife, husband, parent, child, minor brother, unmarried sisters and deceased son's widow and child, where no parent of the subscriber is alive, a paternal grand-parent.
- 2.
- (a) Every servant of the University/State Council shall subscribe to the Provident Fund as per the prescribed rate of his salary.
  - (b) 'Salary' means-Pay of the time scale attached with the post inclusive D.A. & A.D.A., If any.
  - (c) Separate account shall be opened at the Nationalised/State Banks in individual subscriber's name or in the consolidated fund of University/State Council.
  - (d) Regular deductions shall be made through pay bills and in inordinate conditions on the approval of the Controller, in cash or by cheque.
  - (e) Subscriber of the fund can permanently or a specified period can subscribe up to the maximum limit of 20% of his salary but will have no claim of University/State Council contribution of the excess subscription.
  - (f) Fraction of a rupee shall be ignored in the calculation.
  - (g) Any subscriber on being leave other than full pay can reduce/stop/continue subscribing the fund.
  - (h) Deducted amount shall be deposited in the account concerned within one week to save loss of interest thereon.

- (i) Controller of the University/State Council shall issue instructions and with the approval of Board of Management/Govt. prescribe forms and uniform pattern of correct maintenance of fund account.
3.
  - (a) University/State Council shall offer own contribution as per the prescribed rate.
4.
  - (i) Investment in the Post Office cash certificate or in Government securities, Bank Fixed Deposits through the Post Office/State Bank of India/ other Nationalized Bank of the amount to the credit of a subscriber in his Provident Fund is also permissible, if the subscriber so desires, on the conditions, that no security/F.D.R. of the Bank face value of less than Rs. 100/- is purchased at one time and that securities/F.D.R. are kept in the custody of the Account General P&T/State Bank of India/ other Nationalized Bank and the custody receipt is kept with the Controller.
  - (ii) The post office cash/certificates/State Bank Fixed Deposit Receipts/ other Nationalized Bank Fixed Deposit Receipts, Government Securities, if purchased shall remain in the custody of the Controller.
5. Subscribers to the P.F. on whose behalf accounts are opened at the Post Office/S.B.I./ other Nationalized Bank under the provisions of these Statutes, will not be deprived of their right to open ordinary private accounts in the Post Office/S.B.I. other Nationalized Bank or to purchase Post Office Cash certificates or Govt. Securities or F.D.R. through the Post Office/State Bank of India/ other Nationalized Bank.
6. The Board may, under such conditions as may be laid down by it, permit the payment of premia on life assurance policy or policies on the life of the subscriber out of his personal subscription to the Provident Fund Account under clause 2 above. The amount to be deposited in the Post Office in the Provident Fund Account of the subscriber shall be reduced to the extent of such premia.
7. Withdrawal will permitted when a subscriber's services in the University/State Council come to an end by his retirement, resignation, death or otherwise, provided that:-

- (i) No Servant whose services have been dispensed with for what, in the opinion of the Board is gross misconduct, shall be, entitled to receive the amount of the contributions made by the University/State Council on his behalf and the interest thereon.
- (ii) No servant shall be entitled to receive the amount contributed by the University/State Council on his/her behalf and the interest thereon unless he/she had been in the service of the University/State Council, at least 36 months from the date he/she has been allowed to subscribe to the Provident Fund and has been permitted to resign his appointment.

**Note:-** Any contribution and interest thereon withheld under the Statute shall belong to the University/State Council and shall be credited to the University/State Council account.

- 8. (i) Advance from the fund shall be sanctioned under the noted conditions :-
  - (a) Recovery of temporary advance(s) shall be made up to the maximum of 36 equal installments.
  - (b) No interest on such advance(s) shall be realised from the subscriber.
  - (c) After rendering 20 years service, non-refundable advance(s) upto 75% of the total deposit shall be sanctioned by the Vice-chancellor on the recommendation of Controller for the purposes viz. marriage and higher education of the dependent(s), purchase a plot and construction there on, repair of house, severe prolonged illness of self and dependent(s).
- 9. The amount advanced under clause 8 shall be refunded to the fund by twenty four equal monthly installments. A subscriber may, however, at his option make payment in less than 24 installments or may repay two or more installments at the same time, Recoveries will be made monthly

commencing from the first payment of a full month's salary after the advance is granted. The installments will be paid by compulsory deduction from salary or leave salary and will be in addition to the usual subscription.

10. (i) Each subscriber must file in the office of the University/State Council a declaration in the Form II appended to these Statutes, showing how he/she wishes the amount of his accumulation in the fund to be dispensed in the event of his death or becoming insane. Provided that if the subscriber has got dependents, he/she shall not be permitted to nominate any outsider.
- (ii) The subscriber may, from time to time, change his nominees by a written application duly witnessed, to the Controller of the University/State Council. A register of such nominees shall be kept in the University/State Council office.
11. Any sum, standing to the credit of any subscriber to the fund at the time of his death and payable to any dependent of the subscriber or to such person as may be authorised by law to receive payment on his behalf shall, subject to any deduction authorised by the Statutes, vest in the dependent and shall be free from any debt or other liability incurred by the deceased or incurred by the dependent before the death of the subscriber.
12. Non-refundable advance can be sanctioned to those Government Employers/Officers who have been absorbed in the University/State Council service, out of the amount transferred to their C.P. Fund Account from their G. P. Fund Account on the same terms and conditions as are applicable to the sanction of such advances to State Government Employees."
13. Subscription to the fund shall be optional 4 months prior to retirement of the subscriber.

## FORM I

Month of -					
Account number as in the pass book	Name of Subscriber	His Subscription	Contribution by the University/State Council	Amount of advance refunded	Total
1	2	3	4	5	6

*Dated*

## FORM II

(For Subscriber)

I hereby declare that in the event of my death or on my becoming insane, the amount of my credit in the Provident Fund shall be distributed among the persons mentioned below in the manner shown against their names: -

Name and address of the nominee or nominees	Relationship with the subscriber	Whether major or minor (if minor state date of birth)	Amount of share of deposit
1	2	3	4

Dated :

Signature & Designation of Subscriber

Two witnesses to the Signature of the subscriber.

1. Name  
Occupation  
Address
2. Name  
Occupation  
Address



## **CHAPTER-XIV**

### **ELECTION OF A REPRESENTATIVE OF THE BOARD OF MANAGEMENT OF THE UNIVERSITY TO SERVE ON THE COMMITTEE CONSTITUTED TO RECOMMEND A PANEL OF THREE PERSONS FOR APPOINTMENT AS DIRECTOR GENERAL/VICE-CHANCELLOR**

#### **Section 33 (c)**

1. When a vacancy occurs or is likely to occur in the Office of the Director General/Vice-chancellor, the Board of Management shall, in one of its meetings, elect, by simple majority of the members present and voting one of its members as it representative to serve on committee to be constituted in pursuance of Section 12 (1) of the Act for recommending the panel of names to the Chancellor for appointment as Director General/Vice-chancellor.
2. In case the vacancy is likely to occur due to expiry of the term of a Director General/Vice-chancellor such selection should ordinarily be made three to six months before such date of expiry.
3. The procedure for dealing with this items Agenda will be the same as that in respect of any item of the agenda, except that the Director General/Vice-chancellor shall not attend the meeting: when this item is considered in the Board.

## **CHAPTER-XV**

### **EMOLUMENTS TERMS AND SERVICE CONDITIONS OF THE DIRECTOR GENERAL/VICE-CHANCELLOR**

#### **Section 12 (8)**

- (a) The Director General/Vice-chancellor shall be appointed in the manner laid down by the Statutes and unless otherwise determined by the State Government, by the general or special order in that behalf, shall receive a scale as per the recommendations of pay commission and shall also be eligible to receive dearness allowance at the rates admissible from time to time to the Officers of the State Government, getting same pay. City Compensatory Allowance or any other allowance shall not be admissible to the Director General/Vice-chancellor.

The Director General/Vice-chancellor shall, in addition, be entitled to free residence or pay charges as per the rules of the state council/university. The grounds of Director General/Vice-chancellor's residence shall be maintained by the state council/university."

- (b) The Director General/Vice-chancellor shall not be entitled to benefits of the University Provident fund.
- (c) The Director General/Vice-chancellor shall be entitled to earn leave on full pay for 1/11th of the period spent on active service.

In addition to the leave noted above, the Director General/Vice-chancellor shall be entitled, in case of illness or on account of private affairs, to earn leave Without pay for a period not exceeding 3 months during the period of his three year tenure, provided that leave taken without pay may be subsequently transferred into leave on full pay to the extent to which leave may have become due.

- (d) The Director General/Vice-chancellor will not have to enter into written contract as required under section 53 (2) of the Act.

## **CHAPTER-XVI**

### **NUMBER, QUALIFICATIONS, EMOLUMENTS AND OTHER TERMS AND CONDITIONS OF SERVICE OF EMPLOYEES OF THE UNIVERSITY OTHER THAN VICE-CHANCELLOR**

#### **Section 33 (r)**

##### **1. Number and qualifications of employees the University**

- (a) Number of teachers in each department and their qualifications shall be as recommended by the Academic Council as per the ICAR norms and approved by the Board of management.
- (b) The number of other salaried employees of the University and qualifications shall be as recommended by the Vice-chancellor as per the state government norms and approved by the Board.

##### **2. Emoluments**

- (a) The emoluments of the academic staff shall be such as may be approved by the Board of Management on the basis of the recommendation of the U.G.C./ICAR, provided that no grants to meet any portion emoluments shall be admissible from the State Government unless their prior written approval to the posed emoluments is obtained by the Vice-chancellor and placed before the Board. Academic staff include Professors, Associate Professors, Assistant Professors and instructors and such other categories as may be recommended by the U.G.C./I.C.A.R. and accepted by the State Government.
- (b) Emoluments of other employees of the University shall be as per the State Government.
- (c) Save as may be otherwise provided in the Act, or the statutes, the fixation of salary of the employees in the University shall in the case of :-
  - (1) Officers and Teachers-rest with the Board of Management.

- (2) Other employees with the Vice-chancellor of the University.
- (d) The Board of Management or the Vice-chancellor, as the case may be, shall have the power to sanction a higher start than the minimum of the pay scale, accelerated increment Allowance etc. as they deem fit.
- (e) The Board of Management with the permission of state government shall in special cases have the power to create a post not covered by the above provisions.

**3. Conditions of Service, Appointment, Suspension, Removal and Control:-**

- (a) Contract of Service:- Except in cases of Government Servants on deputation, all employees of the University shall be required to enter into a written contract in accordance with the provisions under section 53 (2) of the Act in the form prescribed
- (b) Every person appointed on probation against a permanent post, shall be medically examined at the cost of the University, in the manner prescribed by the University.
- (c) Probation.
  - (i) Every employee of the University, on his first appointment against a permanent post, shall be on probation.
  - (ii) The period of probation shall ordinarily be two years unless the appointing authority has fixed it at less than two years. In such cases it may be extended from time to time, but in no case, shall exceed the period of two years.
  - (iii) At the end of the probation period, the employee may be confirmed provided his work and conduct are found to be satisfactory. If he/she is not confirmed, his services may be terminated.

Provided that no such order of termination shall be passed except after notice to the employee concerned giving him/her an opportunity of explanation in respect of the grounds on which his services are proposed to be terminated.

Provided also that if a notice is given before the expiry of the period of probation or during the extended period of probation, as the case may be, the period of probation shall stand extended until the final order of Board of Management/Vice-Chancellor, as the case may be are communicated to the employee concerned.

- (d) (i) Save as may be otherwise provided in the Act or the Statutes, appointment to and removal from office or any other kind of punishment, including the authority to withhold increment of employees of the University, shall rest with the appointing authority.
- (ii) If the order of punishment is (1) by the Vice-Chancellor, the person affected shall have the right to appeal to the Board of Management and (2) by the Board of Management, the person affected shall have the right to request for a review by the Board subject to the provision under Section 13 (8 and 9) of the Act.
- (e) After confirmation, the services of an employee of the University can be terminated only on the following grounds.
  - (1) Mis-conduct including disobedience of the orders of the appropriate authority.
  - (2) Commission of any act which in the opinion of the Board involves moral turpitude.
  - (3) Mis-appropriation of the funds or property of the University.
  - (4) Corruption.
  - (5) Physical and mental unfitness; and
  - (6) Abolition of post,
- (f) Every employee against whom disciplinary action is intended to be taken shall be given an opportunity of making a representation in writing and, if the authority dealing with the disciplinary action, considers it necessary, also in person.

- (g) The appointing authority can suspend employee if he/she is considered to be guilty of any conduct requiring enquiry.

During the period of suspension, the employee shall be entitled to get one-third to one half of pay (including allowances) last drawn at the discretion of the sanctioning authority. However if the case decided within six months, and the suspended employee is not responsible for the delay, they shall be entitled to get three fourth of his pay (including allowances), after during the period of suspension.

- (h) When an employee, who was suspend finally reinstated, he/she shall get full pay unless the authority concerned has expressly ordered a deduct be made for the suspension period as a punishment.
- (i) A suspended person shall not be entitled leave for the period of suspension.
- (j) An increment shall ordinarily be drawn matter of course but the concerned authority may withhold increment if the conduct or the work of the employee has not been satisfactory.
- (k) where an efficiency bar has been prescribed time scale of pay, the increment next above the bar shall not be given without the specific sanction authority concerned.
- (l) The employee shall devote his whole time service of the University and shall not engage trade or business or take active part in politics.
- (m) The employee during the period of service of the University can apply for a job outside the University without restriction on number of such applications subject to the following conditions:-
  - (i) Staff members are not permitted to apply for a job outside the University directly. Such applications shall be submitted to the Vice-chancellor through proper channel for onward transmission.
  - (ii) All such applications should reach the office of the Vice-chancellor well in time.

- (iii) In the event of his decision to take appointment elsewhere he/she may be allowed to take such appointment for a period not normally exceeding two years, and his lien be maintained in the University for the said period.
- (iv) The vacancy may be filled by making an appointment or else the immediate subordinate on the staff be entrusted to discharge the functions of the vacant post in addition to his own duties for which he/she may be allowed such allowances as may be decided by the Board.

#### 4. Service Records (Character Rolls)

The records of service and activities of the employees of different categories shall be maintained in the Vice-Chancellor's office in the manner prescribed by the Vice-Chancellor. Adverse remarks entered in the service record or character roll shall be communicated to the employee in writing.

#### 5. Leave Rules

The statutes relating to leave shall apply to employees of the University except those Government servants whose services have been placed at the disposal of the University on foreign service.

- (a) **Right to Leave:** Leave cannot be claimed a matter of right and when the exigencies of service so demand leave of any description may be refused or the employee may be compulsorily recalled from leave by the sanction authority.
- (b) **Earning of Leave :**Leave shall be earned period spent on duty.
- (c) **Commencement and Termination of Leave:** Leave ordinary begins from the date on which leave as such is actually availed of and ends on the day preceding on which duty is resumed if duties are relinquished or resumed in the afternoon the leave shall commence or end respectively on the following days. Sunday or other holidays of University vacation may be prefixed as well as suffixed to leave with the permission of granting authority.
- (d) The power of granting all kinds of leave except casual leave to officers of the University and Teachers will rest with the Vice-

Chancellor and in the case of other employees with the Sectional Heads. The earned leave shall be sanctioned as per specification :

- (i) Up to 15 days (Directors/Deans/Head of Departments)
- (ii) Up to 60 days (Vice-chancellor)
- (iii) Beyond 60 days (Board of Management)

Casual leave to the Deans, Directors and officers of the University will be sanctioned by the Vice-Chancellor and to other members including teachers by the Dean, Directors and Sectional Heads concerned.

(e) Following kinds of leave shall be admissible:

- 1. Casual Leave
- 2. Earned leave
- 3. Half-average pay leave
- 4. Extraordinary leave
- 5. Maternity leave
- 6. Medical leave

1. **Casual leave:-** An employee of the University shall be eligible for 14 days casual leave in each calendar year. This leave cannot be carried over to the next year. Sundays, holidays and non-working days falling during the period of casual leave shall not be counted as casual leave.

2. **Earned leave:-** An employee of the University shall earn leave on full pay in respect of period spent on duty and the earned leave admissible to such an employee shall be one eleventh of the period spent on duty, provided that when the total of his earned leave amounts to **Three hundred days** he/she shall cease to earn such leave. Provided further that the maximum period of earned leave that may be granted at a time shall be one hundred and twenty days if



spent in Asia, and further that earned leave may be granted exceeding a period of one hundred and twenty days but not exceeding one hundred and eighty days if the portion thereof is spent outside Asia, but the period of such leave spent in India shall not, in the aggregate, exceed the limit of one hundred and twenty days.

3. **Half average pay leave :-**All the employees of the University shall be entitled to leave on half-pay up to one twenty second of the period spent on duty.
4. **Extra-ordinary leave:-**In case of genuine necessity and when no other leave is due, leave without pay may be granted subject to the conditions to be specified at the time of granting the leave.
5. **Maternity leave:-** The female employees of the University shall be entitled to **180 days** maternity leave at the time of delivery of child. This will be in addition to all other leaves available.
6. (a) **Leave on a Medical Certificate for Permanent Employees:-**Permanent employee of the University may be granted leave on Medical Certificate not exceeding 12 months in all during his entire service. The leave on medical certificate together with earned leave, if any, shall not exceed eight months at a time. Such leave shall be given on production of a certificate from such medical authority as the Vice-Chancellor may be general or special order, specify in this behalf and for a period not exceeding that recommended by such medical authority.

Leave on medical certificate will be admissible to permanent employees subject to the condition that no leave may be granted under this statute unless the authority competent to sanction leave is satisfied that there is a reasonable probability that the University employees will be fit to return to duty on the expiry of the leave applied for.

- (b) **Leave on Medical Certificate for Temporary Employees:-** A temporary employee of the University may be granted leave on medical certificate not exceeding four months in all during his entire service. The leave on medical certificate together with earned leave, if any, shall not exceed eight

months at a time. Such leave shall be given only on production of certificate from such medical authority as the Vice-Chancellor may, by general or special order, specify in this behalf and for a period not exceeding that recommended by such medical authority.

Leave on medical certificate will be admissible to temporary employees subject to the following conditions:-

1. The post from which the University employee proceeds on leave is likely to last till his return to duty.
  2. No leave may be granted under this Statute unless the authority competent to sanction leave is satisfied that there is a reasonable probability that the University employee will be fit to return to duty on the expiry of the leave applied for.
- (c) The Board of Management may, in special cases, decide to send any of its academic staff for special study of research abroad or to any place in Indian on such terms and conditions as it considers fit.

## **6. Study Leave**

The study leave to teachers going for training shall be governed as follows:-

- (a) He shall be entitled to leave on full pay of the degree programme at this university for under-graduate course four years, for post-graduate course two years and for Ph.D. course two years. A teacher/scientist of the university will be entitled for study leave for the degree programme for the prescribe period at any other university in the country on payment of the difference of his full pay at this university and the fellowship/scholarship, if any being drawn by him/her at that university.
- (b) Only those teacher/scientific staff of the university who have completed at least 5 years of the service will be entitled for study leave for the purpose indicated in (a) above.
- (c) The incumbent going' for training shall be required to sign a bond for a period of 3 years, if he/she goes for a period of one year or less

than one year and a bond for 5 years if he/she goes for more than one year.

- (d) A substitute will be appointed, if necessary.
- (e) The incumbent will be allowed to contribute towards provident fund as permissible under rules as if he/she was on duty. The university's contribution will also be made.
- (f) Nobody will be allowed "STUDY LEAVE" more than once throughout his service.

## **7. Age of Retirement**

- (i) The age of super-annuation for all classes of employees of the University shall be 60 (sixty) years. In no case extension or re-employment will be given to any of its employees.

Provided further that if the date of superannuation of an employee falls due on any date during the currency of the month, then such employee shall retire on the last date of the respective month.

- (ii) The age of superannuation of teachers/scientists of the university shall be 62 years after 1-7-2003. In no case extension or reemployment will be given to any of its employees.

Provided that if the date of superannuation of a teacher does not fall on June 30, the teacher shall continue in service till the end of the academic session i.e. June 30, following and he/she will be treated on re-employment from the date immediately following the date his superannuation fell date immediately following the date his superannuation fell June 30, following".

### **Sub rule 7(a)**

1. The employees of the university, who are appointed and made permanent whole time regular employees on the posts approved by the Government/Board of Management, if opt to be retired at 58 years of age, shall be entitled for pension, Death-cum-retirement Gratuity, Family Pension and General Provident fund and those who opt to be retired at the

- age of 60 years shall only have the facilities of Pension, Family Pension and General Provident Fund as per Govt. rules enforced from time to time for their employees.
2. Assessment of retirement benefits as already applied and as modified from time to time for Government employees shall be applicable. These facilities, besides the other general provisions shall be applicable with the conditions and the limitations of Govt. Order.

## **8. Travelling and Halting Allowances**

### **Section 33 (w)**

1. (i) When an officer or a servant of the University travels on University business. the rates of travelling and halting allowances admissible to him will be the rates prescribed by the Uttar Pradesh Government under the Financial Hand-book, Volume-III, for a Government servant drawing the same pay.  
(ii) The Vice-Chancellor may, in the interest of the University and after fully satisfying himself about the genuineness and exigency of. the situation, authorise any employee to travel by air.
2. The University employees be allowed mileage allowance while travelling by a University vehicle at the same rates at which it is admissible to a Government servant.
3. No travelling allowance shall be payable by the University for any journey if the expenses for the same have been paid by any other source.
4. In any case not covered by these Statutes, the Board of Management shall decide what allowance shall be payable.

## **CHAPTER-XVII**

### **ADMISSION OF STUDENTS TO THE UNIVERSITY AND THEIR ENROLMENT AND CONTINUANCE AS SUCH**

#### **Section 33 (m)**

1. (i) Candidates shall be admitted every year to various courses offered by the University through Combined Agriculture and Technology Entrance Test (CATET).
  - (ii) The number of students to be admitted in various courses shall be determined in advance by the Academic Council.
  - (iii) Admission requirements to various courses shall be as approved by Steering Committee of the Combined Agriculture and Technology Entrance Test.
  - (iv) Subject to reservations, concessions/weightage as may be allowed from time to time, the manner of selection for admission shall be by merit on the basis of marks obtained at the qualifying examination/Written Entrance Test as may be adopted by Steering Committee of Combined Agriculture and Technology Entrance Test from year to year and published in the Prospectus/Information Bulletin.
2. (i) The Registrar shall maintain a register of all student, reading for a degree or diploma of the University.
  - (ii) The Register shall contain, apart from other information, the following essential particulars, in respect of each student:
    - (a) The name of the student in full (in Block) Capitals).
    - (b) Name of examinations passed, the institutions from which and the year in which passed.
    - (c) Date of birth as recorded in the High School Certificate or equivalent.
    - (d) The year of admission to and of leaving any college.

- (e) Every pass or failure in a University Examination.
3. In case of student, Joining this University, on migration from Some other University, registration shall be effected only after migration certificates are submitted.
  4. The enrolment of students will be done by registration at each academic session/semester. A candidate shall he/she considered as enrolled only when he/she has paid the prescribed fee and has been duly registered by the Registrar.
  5. The Identity number of a student shall be the University registered/Enrolled number during the course of study under the University.
  6. The continuance of a student in the University shall depend upon satisfactory conduct, keeping up certain level of academic performance, class attendance and requirements of discipline as prescribed or as may be prescribed in the Regulations and also on regular payment of dues of the University.

## **CHAPTER - XVIII**

### **COURSES OF STUDY FOR DEGREES AND DIPLOMAS OF THE UNIVERSITY**

#### **Section 33 (n)**

1.
  - (i) The courses of studies for various courses shall be such as may be laid down by' the Academic Council from time to time.
  - (ii) The authority to alter a particular course of study shall also lie with the Academic Council.
  - (iii) While adopting or altering the courses of studies, the Academic Council shall take into consideration the recommendations of the respective Boards of Faculties.
  - (iv) Each course shall carry credits as approved by the Academic Council. The credit rating of each course shall be such as may be

prescribed in the Regulations. The actual requirement for various degrees and diplomas of the University shall be fixed in terms of minimum credit requirements of the approved courses.

- (v) In addition, the Academic Council may prescribe a thesis by research as part of the requirements for any of the degrees or diplomas of the University. Details of such requirement shall be such as may be laid down in the Regulations.
- (vi) The research work for the degrees and diploma of the University may be completed at the University or in an institution approved for the purpose by the Academic Council. Where the research has been conducted in an institution other than the University, it may be submitted as a thesis to the University in partial fulfilment of the degree or diploma concerned.

## **CHAPTER-XIX**

### **CONDITIONS UNDER WHICH STUDENTS SHALL BE ADMITTED TO THE DEGREES, DIPLOMAS OR OTHER COURSES AND TO THE EXAMINATIONS OF THE UNIVERSITY AND SHALL BE ELIGIBLE FOR THE AWARD OF DEGREES AND DIPLOMAS**

#### **Section 33 (o)**

1. The conditions under which students shall be admitted to the degrees, diplomas and other courses shall be such as may be laid down in the Regulations.
2. Detailed procedure of examination and conditions of eligibility for the award of degrees and diplomas shall be as laid down by the Academic Council in the Regulations.
3. (a) Degrees and diplomas shall be conferred either at a convocation or otherwise and may be received in person or in absentia. A special

convocation may be held, if necessary, with the prior approval of the Chancellor.

- (b) Procedure of holding and conducting convocations and other requirements shall be as may be prescribed by regulations from time to time.

## **CHAPTER- XX**

### **CONDITIONS OF RESIDENCE OF THE STUDENTS OF THE UNIVERSITY AND THE LEVYING OF FEES FOR RESIDENCE IN HOSTELS MAINTAINED BY THE UNIVERSITY**

#### **Section 33 (p)**

1. Subject to the approval of the Board of Management, the Vice-chancellor shall, on the recommendation of Dean of Student Welfare, determine by framing rules regarding the conditions of residence of the students of the University, provision of cafeteria and other food services, observance of discipline in the hostels and colleges and other allied matters.
2. Admission to and continuance in the hostels shall be restricted to the registered students of the University in accordance with the rules framed in this behalf by the Vice-chancellor subject to the approval of the Board on the recommendation of the Dean of Student Welfare.
3. The Vice-chancellor, subject to the approval of the Board shall determine, by rules framed on the recommendation of the Academic Council, Extension of the Advisory system to the hostels and the role and the functions of the academic staff in this connection.
4. (a) Any boarder violating hostel discipline, disobeying the instructions of hostel authorities, found guilty of immoral conduct or disorderly behaviour or taking recourse to ragging may be removed from the hostel under the orders of Dean of students welfare with the concurrence of the Dean of the Faculty concerned. Before passing



such orders, the concerned boarder may be given an opportunity to show cause why he/she should not be removed from the hostel.

- (b) When a student is removed from the hostel under the provisions of sub para (a) supra, the shall also be liable for expulsion from the college, the nature and gravity of offence so warrants, under the orders of the Vice-chancellor.
5. Any loss or damage caused to the hostel/University property by any student shall be recovered from the person responsible for such loss or damage and in case such loss or damage is caused by the concerted action of a group of students and it is difficult to identify the offenders who directly caused such loss or damage, collective fine may be imposed on all of them 'under the orders of the Vice-chancellor.

## **CHAPTER- XXI**

### **RECOGNITION AND MANAGEMENT OF HOSTELS NOT MAINTAINED BY THE UNIVERSITY**

#### **Section 33 (q)**

1. In the event of non-availability of accommodation in the hostels maintained by the University, students may also be permitted to reside at such privately maintained places as would provide living comforts sanitation and proper atmosphere of study.
2. Such residences shall be inspected by the Dean of Students Welfare who shall make necessary recommendations to the Vice-chancellor in regard to the suitability.
3. The Dean of Students Welfare shall issue a formal certificate of recognition to the persons maintaining the building as a hostel or a lodge for residence of students, after obtaining the approval of the Vice-chancellor. The Certificate shall be displayed properly in the premises.

4. The Dean of Students Welfare shall pay frequent visits to these places to satisfy himself that the minimum conditions in regard to residential comforts, sanitation and atmosphere for study are observed and maintained by the owners and the students.
5. A list showing the location, nature and cost of accommodation available in the recognised places shall be maintained in the office of the Dean of Students Welfare for the guidance of students.
6. The Dean of Students Welfare shall maintain a register containing up-to-date list of the residential address, room number etc. of each student of the University living in private recognised hostels.