

THE SIKKIM UNIVERSITY FIRST ORDINANCES 2016

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OA SERIES ON DEPARTMENTS AND SCHOOLS

OA-1
ON THE DEPARTMENTS
[Under Section 15(5)(b) of the SU Statutes, 2006]

- Constitution** 1. Each Department shall consist of the faculty members of the Department and such other persons as may be designated as members of the Department by the School Board on the recommendations of the Department concerned.
- Duties of the Department** 2. Duties of the Department shall be:
- i. To admit students shortlisted by the Central Admission Committee to various programmes offered by the Department and to lay down the procedure for such admissions subject to overall supervision of the Central Admission Committee;
 - ii. To approve the schedule of classes and continuous evaluation for each course offered by the Department;
 - iii. To make proposals to the Academic Council on the creation and abolition of teaching posts;
 - iv. To consider and recommend research proposals for MPhil and PhD degrees to the Board of Studies;
 - v. To frame the syllabi for various courses and suggest revisions on the same from time to time;
 - vi. To constitute committees from its members and to assign to these committees specific roles for smooth functioning of the Department;
 - vii. To appoint from amongst its teachers adviser/mentor to students;
 - viii. To propose schemes for improvement of the standards of teaching and research in the subject; and

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- ix. To perform such other functions as may be assigned to it by the concerned Board of Studies, the Dean or the Vice-Chancellor.
- Overall Workload** 3. The academic work load for every faculty shall not be less than 90 teaching days in a semester. A teacher shall be available for at least 5 hours daily in the University/College for teaching, consultation or any other functions that may be assigned to him by the Head.
- Work Unit** 4. Each lecture shall be of one hour's duration. Practical classes of 90 minutes shall be counted as one hour of duty.
- Number of MPhil and PhD Students** 5. No supervisor shall have more than 5 MPhil scholars at any given time. Professors, Associate Professors and Assistant Professors may be allotted, on completion of their probation, a maximum of 8, 6 and 4 PhD scholars respectively, or as prescribed by the UGC from time to time.
- Quorum** 6. The quorum for meeting shall be one-third of the total members, subject to a minimum of two of which one may be the Dean of the concerned School in case of Departments with very few faculty members.

OA-2
ON THE HEADS OF DEPARTMENTS
[Under Section 30 (I) of the SU Act, 2006]

1. Every Department shall have a Head, appointed by the Vice-Chancellor in consultation with the Dean of the School and according to seniority by rotation, for a period of three years. The Head shall be at least of Associate Professor level. Where there are no Professors or Associate Professors in a Department, the Assistant Professors shall be appointed as In-Charge of the Department according to their seniority.
2. The Head/In-Charge of the Departments shall perform, under the general guidance of the concerned Dean, the following functions:
 - i. Convene and preside over meetings of the Department, prepare the minutes, implement the decisions of the Department and present the ATR in the next meeting.
 - ii. Organise teaching and research work in the Department;
 - iii. Allocate teaching work to the teachers in the Department and assign to them such other duties as may be necessary for the proper functioning of the Department;
 - iv. Communicate on behalf of the Department with all other departments and Authorities of the University;
 - v. Coordinate the functioning of Departmental Committees appointed by him for specific purposes; and
 - vi. Perform such other duties as may be assigned to him by the Dean and the Vice-Chancellor.
3. The Head/In-Charge shall submit their applications for Casual Leave and Special Casual Leave to their respective Deans. For all other leaves they shall submit their applications to the Vice-Chancellor through the Dean.
4. The Head/In-Charge shall, when out of station or indisposed for duty, give the charge to his immediate junior colleague.

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OA-3
ON THE BOARDS OF STUDIES

[Under Section 16 of the SU Statutes, 2006]

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| Composition | 1. | The Board of Studies of each Department shall comprise <ol style="list-style-type: none">i. Head of the Department;ii. All Professors of the Department;iii. One Associate Professor and two Assistant Professors of the Department by rotation, on the basis of seniority;iv. One teacher each from other departments within the School on the recommendation of the Department concerned; andv. Not more than three teachers teaching the concerned subject from affiliated colleges nominated by the Vice-Chancellor on the recommendation of the Director, College Development Council.vi. Not more than three teachers nominated by the Vice-Chancellor from colleges/universities outside Sikkim, provided that at least one such teacher shall be from the region and others from rest of the country. |
| Term of Office | 2. | The term of office of members, other than the Head of the Department and the Professors, shall be three years. However, the members from the Department may be re-nominated if the number of teachers in the Department is not large enough for rotation. |
| Chairman | 3. | Head of the Department shall be the Convener and ex-officio Chairman of the Board. The Vice-Chancellor may also appoint any teacher of the University as Convener and ex-officio Chairman of the Board for subjects that are not taught at the University level and assign the Board to any School that he may deem fit. |
| Functions | 4. | The functions of the Board shall be: <ol style="list-style-type: none">i. To recommend to the School Board all matters related to undergraduate and postgraduate courses of studies offered in the concerned subject in the University;ii. To recommend to the School Board panel of examiners for the undergraduate, integrated, postgraduate, MPhil and PhD programmes;iii. To consider and recommend to the School Board research proposals for MPhil and PhD degrees;iv. To recommend to the Board of the School measures for the improvement of undergraduate and postgraduate teaching; andv. To perform such other functions as may be assigned to it by the School Board, the Academic Council, the Executive Council and the Vice-Chancellor. |
| Quorum | 5. | The quorum for the meeting of the Board shall be one-third of the total members. |
| Meeting | 6. | The Board shall be convened at least once in each semester. Notice of the meetings of the Board shall be issued at least 14 days before the date fixed for the meeting. |
| Minutes | 7. | The Chairman of the Board shall keep the minutes of the meetings of the Board, implement the decisions and present the Action Taken Report in the next meeting. |

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OA - 4
ON THE SCHOOL BOARDS
[Under Section 15 (3) of the SU Statutes, 2006]

**Composition
of the
School Board**

1. The School Board shall consist of
 - i. Dean of the School;
 - ii. Heads/In-charge of the Departments in the School;
 - iii. All Professors in the School;
 - iv. One Associate Professor and one Assistant Professor from each of the Departments by rotation on the basis of seniority;
 - v. One representative each of the Boards of two other Schools closely related with the School, to be nominated by the Vice-Chancellor on the recommendations of the concerned Dean; and
 - vi. Not more than three teachers, including retired teachers nominated by the Vice-Chancellor, who have expertise in the subjects around which the departments in the School are organised and who are not employees of the University or of any of its affiliated colleges/institutions.

Provided that ordinarily at least one person shall be from the region and the rest from the rest of the country.

Terms of Office

2. The term of office of members, other than that of Dean, Heads of Departments and Professors shall be for three years.

Chairman

3. The Dean of the School shall be the Chairman of the Board.

**Powers and
Functions**

4. The powers and functions of the Board shall be as follows:
 - i. To recommend to the Academic Council on various courses of study for various degrees that may be offered by the Departments through their Boards of Studies;
 - ii. To recommend to the Academic Council the creation or abolition of teaching posts and consider research proposals for PhD registration received from the Boards of Studies under the School;
 - iii. To consider schemes for the advancement of the standards of teaching and research and to submit the same to the Academic Council for its consideration;
 - iv. To recommend examiners for appointment for all courses including research degrees offered by the Departments, on the recommendation of the Boards of Studies of the concerned Departments;
 - v. To recommend to the Academic Council the award of research degrees to candidates who have been found qualified and fit to receive such degrees;
 - vi. To consider and act on any proposal regarding the welfare of the students of the School;
 - vii. To perform all other functions which may be prescribed by the Act, Statutes and the Ordinances, and to consider all such matters as may be referred to it by the Academic Council, the Executive Council or the Vice-Chancellor; and
 - viii. To delegate to the Dean, or to any other member of the Board or to a Committee, such powers, general or specific, as may be decided by the Board from time to time.

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| Meetings | 5. | i. The Board shall hold at least one meeting in each semester;
ii. The Dean may convene special meetings of the Board at his own initiative, or at the suggestion of the Vice-Chancellor or on a written request from two-third members of the Board. |
| Quorum | 6. | The quorum for the meeting of the Board shall be one-third of its total members. |
| Notice | 7. | Notice for any meeting of the Board shall be issued at least 14 days before the date fixed for the meeting. However, emergency meetings may be convened, with the approval of the Vice-Chancellor, to consider an urgent matter with a notice of 3 days. |

OA-5
ON THE DEANS OF SCHOOLS
[Under Section 5 of the SU Statutes, 2006]

1. The Dean of the concerned School, in addition to his normal duties as a teacher of a Department, shall:
 - i. Coordinate and generally supervise the teaching and research work in the School through the concerned Heads and In-charges of Departments;
 - ii. Maintain discipline in the classrooms through the Heads of Departments;
 - iii. Be overall in-charge of the examinations in respect of the Departments under the School in accordance with such directions as may be given by the Academic Council from time to time;
 - v. Convene and preside over the meetings of the School Board(s), keep the minutes of the meetings and implement the decisions of the Board. He shall also prepare the ATR and submit it in the next meeting of the Board.
 - vi. Perform such other academic and administrative duties as may be assigned to him by the Academic Council, the Executive Council or the Vice-Chancellor from time to time.

OA-6
ON THE ASSIGNMENT OF DEPARTMENTS TO SCHOOLS
[Under Section 15 of the SU Statutes, 2006]

The assignment of the Departments to the Schools shall be as follows. Assignment of any new department to a School in future shall be with prior approval of the UGC.

1. School of Social Sciences
 - Department of Economics
 - Department of History
 - Department of Law
 - Department of Social Work
 - Department of Sociology
 - Department of International Relations
 - Department of Political Science
 - Department of Peace and Conflict Studies and Management

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2. School of Life Sciences
 - Department of Botany
 - Department of Biotechnology
 - Department of Horticulture
 - Department of Microbiology
 - Department of Zoology
3. School of Physical Sciences
 - Department of Chemistry
 - Department of Computer Applications
 - Department of Geology
 - Department of Mathematics
 - Department of Physics
4. School of Languages and Literature
 - Department of Bhutia
 - Department of Chinese
 - Department of English
 - Department of Hindi
 - Department of Lepcha
 - Department of Limbu
 - Department of Linguistics
 - Department of Nepali
5. School of Human Sciences
 - Department of Anthropology
 - Department of Geography
 - Department of Psychology
6. School of Professional Studies
 - Department of Architecture
 - Department of Management
 - Department of Commerce
 - Department of Music
 - Department of Education
 - Department of Library and Information Science
 - Department of Mass Communication
 - Department of Tourism

OA-7
ON THE DEANS' COMMITTEE
[Under Section 22 of the SU Statutes, 2006]

The University shall constitute a Committee of Deans of the University to be known as the Deans' Committee.

**Composition of
the Committee**

1. The Deans' Committee shall consist of the following:
 - i. The Vice-Chancellor - Chairman, ex-officio
or the Pro Vice-Chancellor, if any
 - ii. All Deans of Schools - Members, ex-officio
 - iii. The Registrar - Member-Secretary

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		iv.	The Finance Officer - Permanent Invitee
Functions	2.		The functions of this Committee shall be as follows: <ul style="list-style-type: none">i. Consider the policies on applications of teachers of the University for financial support to attend national and international conferences;ii. Consider policies on matters arising from conduct of examination, results, etc. of the undergraduate, integrated, postgraduate, MPhil and PhD students;iii. Consider and recommend to the Finance Committee the distribution of funds for books and journals, laboratories, maintenance grant to Departments, and special allocations, if any, among Schools and Departments;iv. Consider and recommend to the Academic Council/Executive Council the allocation of teaching/non-teaching posts sanctioned by the UGC;v. Consider general administrative and financial matters relating to functioning of Schools and Departments; andvi. Such other matters as may be assigned to it by the Executive Council or referred to by the Vice-Chancellor.
Meeting	3.		The meetings of the Committee shall be convened by the Member-Secretary.
Quorum	4.		The quorum for the meeting of the Committee shall be one third of its members.

OB SERIES ON TEACHERS, OFFICERS AND STAFF

OB-1

ON THE SCREENING AND SELECTION OF TEACHERS

[Under Section 18 of the SU Statutes, 2006]

Screening of the applications:

- i. All applications shall be received by the University online and shall be processed in a transparent manner.
- ii. If the number of eligible candidates called for interview against the first advertisement is less than three in all, the post shall be re-advertised with the stipulation that candidates who have applied earlier need not apply again. In such cases, the Vice-Chancellor shall also initiate personal contact with other scholars, including vice-chancellors of other universities, for eligible candidates so that interview can be held. However, if the total number of eligible candidates is less than three even after the post is readvertised interview may be held even with less than three eligible candidates.
- iii. The initial screening of candidates shall be done by an officer of not less than an Assistant Registrar's rank, who will take the help of at least two faculty members of the concerned department.
- iv. All eligible candidates shall be invited to teach the students of concerned department on a topic related to their syllabus for the semester for 10-20 minutes

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each and participate in group discussion. They will be ranked by the students and faculty members and only the top six candidates will be interviewed and paid TA. In case of SC, ST or OBC posts the University may invite 10 eligible candidates per post.

- v. All eligible candidates shortlisted for interview shall be informed through email and sms about the venue and date of interview at least two weeks ahead of the date of interview. The list will also be uploaded in the University website.
- vi. The Vice-Chancellor, under special exigencies to be recorded, may invite one or more candidates, not otherwise shortlisted but eligible, for interview.

Selection Committee:

- i. The composition of the Selection Committee shall be as notified by the UGC/MHRD from time to time;
- ii. The Chairman of the Selection Committee shall fix the date and venue of the meeting.
- ii. Ordinarily, a week's notice shall be given to the members.

Provided that the meetings of the Selection Committee shall be fixed only after ascertaining the convenience of the nominee of Visitor.

Provided further that the proceedings of the Selection Committee shall not be valid unless there is quorum as per the Statutes of the University.

- iii. The Selection Committee shall make recommendations as to the suitability of the candidates for consideration of the Executive Council.
- iv. The decision of the Selection Committee shall be arrived by a majority vote. In case there is a tie, the Chairman shall exercise a casting vote.
- v. The Chairman shall have the power to lay down procedures in respect of matters not specified in these Ordinances.
- vi. The Selection Committee shall interview the candidates belonging to the Scheduled Castes, Scheduled Tribes, and OBC before other candidates are interviewed. The Selection Committee shall also have one member from the reserved category if the committee does not already have a member from the reserved category.
- vii. The Selection Committee may, for reasons to be recorded, consider the curriculum vitae of a candidate in absentia and make recommendations for consideration of the Executive Council.
- viii. Every Selection Committee shall be competent to adopt its own procedure regarding the mode of assessment of the candidates presented before it.
- ix. If more candidates than the number of vacancies are selected, the Selection Committee shall prepare a panel containing names of candidates in order of preference. The extra candidates found suitable shall constitute the reserve list. The reserve list shall remain confidential till an occasion arises for its use or till one year from the date of interview and shall not be used for appointments against posts other than those advertised.
- x. The proceedings of the Selection Committee shall be treated as confidential till the EC has taken its decision on the same.

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OB-2
ON THE SERVICE CONDITIONS, SALARY SCALES,
CLASSIFICATIONS AND QUALIFICATIONS OF TEACHERS
[Under Section 23 of the SU Statutes, 2006]

- Members of the Teaching Staff** 1. The members of the Teaching Staff shall be designated as follows:
- i. Professor
 - ii. Associate Professor
 - iii. Assistant Professor
- Scales of Pay** 2. The Scales of Pay for the teaching staff shall be as prescribed by the UGC/MHRD, Government of India from time to time and adopted by the University. In addition to pay such other allowances, increments, facilities and perks will be admissible to the teachers as notified by the UGC/MHRD, Government of India/University from time to time.
- Qualification** 3. The qualifications for the post of Professors, Associate Professors and Assistant Professors shall be as prescribed by the UGC from time to time.
- Teacher to be whole time employees** 4. i. For the purpose of this Ordinance “teacher” means a whole-time salaried teacher of the University and shall devote his whole time to the University.
- ii. No whole-time salaried teacher of the University shall, without the permission of the Executive Council, engage directly or indirectly in any trade or business whatsoever or any private tuition or other work to which any emolument or honorarium is attached.
- Provided that nothing in this Ordinance shall apply to work undertaken in connection with the examination of universities or learned bodies or Public Service Commissions or to any literary work or publication or radio talk or extension lectures or any other work with the permission of the Vice-Chancellor.
- Nature of Duties** 5. i. Every teacher shall undertake such activities of the University and perform such duties in the University as may be required under this Ordinance or as directed by the Authorities of the University from time to time.
- ii. Teaching and evaluation of test papers, assignments, setting papers and evaluation of papers/dissertations submitted by his students, including conduct of practical examinations, shall be the duty of a teacher. In addition he is expected to do research, attend seminars and workshops, and publish his findings in reputed journals and in books.
- ii. A teacher is also expected to participate, without extra remuneration, in various committees and such activities as directed by the Head or Dean concerned and the Vice-Chancellor.
- Probation** 6. The probation period for all teachers shall be one year from the date of assuming the charge of the post.
- Provided that the Executive Council may, for reasons to be recorded, waive the condition of probation or keep a teacher on probation for more than one year.

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- Confirmation** 7. i It shall be the duty of the Registrar to place before the Executive Council the case of confirmation of a teacher on probation.
- ii. The Executive Council may either confirm a teacher or decide not to confirm him. Where the Executive Council decides not to confirm the teacher, he shall be informed in writing to that effect at least 30 days before the completion of the probation period.
- Provided that the decision not to confirm a teacher shall require a two-third majority of the members of the Executive Council present and voting.
- iii. A teacher appointed by the Executive Council under Statute 19 shall be deemed to be confirmed with effect from the date he joins duty.
- Increment** 8. Every teacher shall draw increment in his scale of pay, unless it is withheld or postponed by a resolution of the Executive Council on a reference by the Vice-Chancellor, and after the teacher has been given sufficient opportunity to make his written representation.
- Provided that advance increments shall be admissible to those who enter the University system with select professional degrees, MPhil and PhD degrees, or acquire the same afterwards, in the scale and norm prescribed, and from such dates as provided for, in the UGC Guidelines issued from time to time.
- Age of Retirement** 9. The age of retirement for a teacher shall be 65 or as per UGC/MHRD order issued from time to time.
- Resignation** 10. A teacher may terminate his engagements by giving the Vice-Chancellor three months' notice in writing.
- Provided further that if the notice period ends in the middle of a semester the teacher concerned may be released only at the end of the semester.
- Contract** 11. i. A written contract between a teacher and the University will be required to be signed. If a contract is not executed by a teacher for any reason, he shall be governed by the general principles like equity, fair play, the overall academic interests of the students, harmonious functioning of the institution and healthy development of the University.
- ii Special contract: Notwithstanding anything contained in this Ordinance, the Executive Council may, in special cases, appoint teachers on contract on such terms and conditions as it may deem fit. Such teachers shall execute a contract. Provided that no appointment shall be made under this clause for a period exceeding five years at a time.
- Retirement Benefits** 12. A teacher of the University shall be entitled to such retirement benefits and leave encashment as prescribed by the UGC/MHRD from time to time.

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OB-3
ON GOVERNING LEAVE TO TEACHERS OF THE UNIVERSITY
[Under Section 21 of the SU Statutes, 2006]

A. Permanent Teachers

- Kinds of Leave** 1. i The following kinds of leave shall be admissible to permanent teachers:
- a. Leave treated as duty
 - (i) Casual Leave,
 - (ii) Special Casual Leave, and
 - (iii) Duty Leave
 - b. Leave earned by duty
 - (i) Earned Leave
 - (ii) Half-pay Leave, and
 - (iii) Commuted Leave
 - c. Leave not earned by duty
 - (i) Extra-ordinary Leave, and
 - (ii) Leave not due
 - d. Leave not debited to leave account
 - (i) Leave for academic pursuits
 - (a) Study Leave, and
 - (b) Sabbatical Leave
 - (ii) Leave on grounds of health
 - (a) Maternity leave
 - (b) Paternity leave, and
 - (c) Child care leave
- ii. The Executive Council may, in exceptional cases, grant any other kind of leave subject to such terms and conditions as it may deem fit.
- Casual Leave** 2. i Casual Leave granted to a teacher shall not exceed 4 days in a semester and 8 days in an academic year.
- ii. Casual Leave cannot be combined with any other kind of leave except Special Casual Leave. However, such leave can be combined with holidays, including Saturdays and Sundays. Holidays or Sundays falling within the period of casual leave shall not be counted as casual leave.
- Special Casual Leave** 3. i. Special Casual Leave, not exceeding 5 days in a semester and 10 days in a year, may be granted to a teacher (a) to conduct examination of another university, Public Service Commission, Board of Examination or other similar bodies/institutions, and (b) to inspect academic institutions attached to a statutory board. In computing the leave, the days of actual journey shall be excluded.
- ii. In addition, special casual leave may also be granted (a) to undergo sterilization operation (vasectomy or salpingectomy) under family welfare programme, leave in which case will be restricted to 6 working days; and (b) to a female teacher who undergoes non-puerperal sterilization. Leave in this case will be restricted to 14 days.

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- iii. Special casual leave cannot be accumulated, nor can it be combined with any other kind of leave except casual leave. It may be granted in combination with holidays or vacation.
- Duty Leave** 4. i. The duration of Duty Leave shall ordinarily not exceed 7 days in a semester (excluding holidays and days of travel) and should be such as may be considered necessary by the sanctioning authority on each occasion.
- ii. Duty Leave may be granted for the following purposes:
- a. Attending conferences, congresses, symposia, workshop and seminars on behalf of the University or with the permission of the University;
- b. Delivering lectures at the invitation of institutes or universities;
- c. Participating in a delegation or working on a committee appointed by the Government of India, State Government, the University Grants Commission, or any other academic institution, and also for attending meetings in the UGC, MHRD etc.
- d. For performing any other duty of the University assigned by the Vice-Chancellor.
- iii. Duty Leave shall be sanctioned by the Vice-Chancellor.
- iv. The application for duty leave shall be recommended by the Head of the Department and forwarded by the Dean of the School to the Vice-Chancellor after taking into account the academic needs of the Department. While recommending the application, the Head of the Department shall specify that alternative arrangements for the academic duties of the faculty member concerned have been made without asking for a substitute/extra academic position.
- v. Duty leave may be combined with earned leave, half-pay leave or extraordinary leave.
- Earned Leave** 5. i. Earned Leave admissible to a teacher shall be 1/30th of actual service including vacation plus 1/3rd of the period, if any, during which he is required to perform duty during vacation.
- For purposes of computation of period of actual service, all periods of leave except casual, special casual and duty leave shall be excluded.
- ii. Earned Leave of a teacher shall not accumulate beyond 300 days. The maximum earned leave that may be sanctioned at a time shall ordinarily not exceed 60 days. Earned leave exceeding 60 days may, however, be sanctioned in the case of higher study or training or leave on medical certificate or when the entire leave or a portion thereof is spent outside India.
- Half-Pay Leave** 6. Half-pay leave admissible to a permanent teacher shall be 20 days for each completed year of service. Such leave may be granted on medical certificate, private affairs or for academic purposes.
- Note:** A “completed year of service” means continuous service of specified duration under the University and includes periods spent on duty as well as leave including Extra-Ordinary Leave.
- Commutated Leave** 7. Commuted leave not exceeding half the days of half-pay leave due shall be granted on medical certificate to a permanent teacher subject to the following conditions:

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- i. Commuted leave during the entire service shall be limited to a maximum of 240 days.
- ii. When commuted leave is granted, twice the amount of such leave shall be debited against the half-pay leave due; and
- iii. The total duration of earned leave and commuted leave taken in conjunction shall not exceed 240 days at a time.

Provided that no commuted leave shall be granted under this Ordinance unless the authority competent to sanction leave has reason to believe that the teacher will return to duty on its expiry.

**Extra-Ordinary
Leave**

8. i. A permanent teacher may be granted extra ordinary leave:
- a. When no other leave is admissible; or
 - b. When other leave is admissible but a teacher applies in writing for the grant of extra-ordinary leave.
 - c. Extra-ordinary leave shall be granted to a teacher for holding a salaried appointment or a fellowship outside the University for more than three months at a time.

- ii. This leave can be allowed only to a teacher who has been confirmed in the post held by him and has served the University for a period of at least three years.

Provided further that such leave shall not be granted unless a teacher has returned and served for the number of months/years for which extra-ordinary leave was granted earlier.

The application for such leave shall be sent through the Dean of the School concerned who shall give his recommendations taking into account the strength of the teaching staff in the Department. Except in very special cases, at no time more than 10% of the strength of the teachers in the Department shall be allowed to be absent on extra-ordinary leave, study leave and sabbatical leave.

In case of his failure to return to duty at the end of the period of leave sanctioned to him, the services of a teacher shall be liable to be terminated from the date of commencement of the period of leave granted to him. He shall also refund to the University, pay and allowances, if any, received by him during the leave (including other kinds of leave taken in continuation) sanctioned to him for the purpose.

- iii. a. The Executive Council may also grant, at its discretion, extra-ordinary leave to a permanent teacher who has been selected for a teaching or research assignment in a university, research institute or other similar important institution in India or abroad provided he has served the University for a period of at least three years and the application has been duly forwarded by the Dean;
- b. The leave in such cases shall not exceed a maximum period of two years;
- c. Notwithstanding any other leave which may be due to a teacher of the entire period for which the teacher holds the appointment outside the University shall be without pay; and
- d. The period so spent shall not be counted for increment but shall count for seniority. The period shall not also count for pensionary/contributory provident fund benefits unless the pension /

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contributory provident fund contributions are paid by the teacher or the foreign employer.

- iv. The total amount of extra-ordinary leave granted to a teacher shall not exceed five years during his entire service.
- v. Extra-ordinary leave shall always be without pay.
- vii. Extra-ordinary leave may be combined with any other leave except casual leave and special casual leave provided that the total period of continuous absence from duty or leave (including periods of vacation) shall not exceed three years except in cases where leave is taken on medical ground. The total period of continuous absence from duty shall in no case exceed five years in all.
- viii The authority empowered to grant leave may commute retrospectively period of absence without leave into extra-ordinary leave.

- Leave-not-due** **9.** i. Leave not due may, at the discretion of the Vice-Chancellor, be granted to a permanent teacher for a period not exceeding 360 days during the entire service out of which not more than 90 days at a time and 180 days in all may otherwise be on medical certificate. Such leave may be debited against the half-pay leave earned by him subsequently.

Provided that the teachers who are appointed on probation against substantive posts be treated as 'Probationers' for the purpose of granting leave not due.

- ii. Leave not due shall not be granted unless the Vice-Chancellor is satisfied that the teacher will return to duty on the expiry of the leave and earn the leave granted.
- iii. A teacher to whom leave-not-due is granted shall not be permitted to tender resignation from service so long as the debit balance in his leave account is not covered by active service, or he refunds the amount paid to him as pay or allowances for the period not so earned. Where retirement is unavoidable on account of reason of ill-health incapacitating the teacher for further service, refund of leave salary for the period of leave to be earned may be waived by the Executive Council.

Provided that the Executive Council may waive, for reasons to be recorded, the refund of leave salary for the period of leave still to be earned.

- Study Leave** **10.** i. The scheme of Study Leave provides an opportunity to avail of scholarships/fellowships awarded to the faculty who wish to acquire new knowledge and to improve analytical skills. When a teacher is awarded a scholarship or stipend (by whatever nomenclature used) for pursuing further studies leading to Ph.D / Post doctoral qualification or for undertaking research project in a higher education institution abroad, the amount of the scholarship/fellowship shall not be linked to the recipient's pay/ salary paid to her / him by his / her parent institution. The awardee shall be paid salary for the entire duration of fellowship/ scholarship, provided of course s/he does not take up any other remunerative jobs like teaching, in the host country.

- ii. A teacher on Study Leave shall not take up, during the period of that leave, any regular or part-time appointment under an organisation in India or abroad. S/he may however be allowed to accept a fellowship or a research scholarship or an ad hoc teaching and research assignment with honorarium or any other form of assistance, other than regular employment in an institution either in India or abroad, provided that the Executive Council of his / her parent institution may, if it so desires, sanction study leave on reduced pay and allowances to the extent of any receipt in this regard, in lieu of teaching etc., which may be determined by his / her employer.

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iii. Study leave may be granted to entry-level appointees as Assistant professor /Assistant Librarian/Assistant Director of Physical Education and Sports/College DPE&S (other than an Associate Professor or Professor of a university/college/institution, who is otherwise eligible for sabbatical leave) after a minimum of three years of continuous service, to pursue a special line of study or research directly related to his / her work in the university/college/institution or to make a special study of the various aspects of university organization and methods of education giving full plan of work.

iv. Study Leave shall be granted by the Executive Council on the recommendation of the Head of the Department concerned. The leave shall not be granted for more than three years in one spell, save in very exceptional cases, in which the Executive Council is satisfied that such extension is unavoidable on academic grounds and necessary in the interest of the university/college/institution.

v. Study Leave shall not be granted to a teacher who is due to retire within five years of the date on which s/he is expected to return to duty after the expiry of study leave.

vi. Study Leave may be granted not more than twice during one's career. However, under no circumstances, shall the maximum period of study leave admissible during the entire service exceed five years.

vii. Study Leave may be granted more than once provided that not less than five years have elapsed after the teacher returned to duty on completion of earlier spell of study leave. For subsequent spell of study leave, the teacher shall indicate the work done during the period of earlier leave as also give details of work to be done during the proposed spell of study leave.

viii. No teacher who has been granted Study Leave shall be permitted to alter substantially the course of study or the programme of research without the permission of the Executive council. In the event of the course of study falls short of study leave sanctioned, the teacher shall resume duty on the conclusion of the course of study unless the previous approval of the Executive Council to treat the period of short-fall as Extra-Ordinary Leave has been obtained.

ix. Subject to the maximum period of absence from duty on leave not exceeding three years, Study Leave may be combined with earned leave, half-pay-leave, extra-ordinary leave of vacation provided that the earned leave at the credit of the teacher shall be availed of at the discretion of the teacher. When Study Leave is taken in continuation of vacation, the period of study leave shall be deemed to begin to run on the expiry of the vacation. A teacher, who is selected to a higher post during study leave, shall be placed in that position and shall get the higher scale only after joining the post.

x. The period of Study Leave shall count as service for the purposes of retirement benefits (pension / contributory provident fund), provided that the teacher rejoins the university/college/institution on the expiry of his/her study leave, and serve for the period for which the bond has been executed.

xi. Study Leave granted to a teacher shall be deemed to be cancelled in case it is not availed of within 12 months of its sanction, provided that where study leave granted has been so cancelled, the teacher may apply again for such leave.

xii. A teacher availing herself / himself of study leave, shall undertake that s/he shall serve the university/college/institution for a continuous period of at least three years to be calculated from the date of his/her resuming duty on expiry of the study leave.

xiii. A teacher-

a) who is unable to complete his / her studies within the period of study leave granted to him / her, or

b) who fails to rejoin the service of the university on the expiry of his / her study leave, or

c) who joins the service of the university but leaves the service without completing the prescribed period of service after rejoining the service, or

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d) who within the said period is dismissed or removed from the service by the university shall be liable to refund to the university/college/institution, the amount of leave salary and allowances and other expenses, incurred on the teacher or paid to him/her or on his/her behalf in connection with the course of study.

EXPLANATION:

If a teacher asks for extension of Study Leave and is not granted the extension but does not rejoin duty on the expiry of the leave originally sanctioned, s/he shall be deemed to have failed to rejoin the service on the expiry of her/his leave for the purpose of recovery of dues under these guidelines.

Notwithstanding the above, the Executive Council may order that nothing in these guidelines shall apply to a teacher who, within three years of return to duty from study leave is permitted to retire from service on medical grounds, provided further that the Executive Council may, in any other exceptional case, waive or reduce, for reasons to be recorded, the amount refundable by a teacher under these guidelines.

xiv. After the leave has been sanctioned, the teacher shall, before availing himself / herself of the leave, execute a bond in favour of the university/college/institution, binding himself/herself for the due fulfillment of the conditions laid down in para 11 above and give security of immovable property to the satisfaction of the Finance Officer or a fidelity bond of an insurance company or a guarantee by a scheduled bank or furnish security of two permanent teachers for the amount which might become refundable to the university/college/institution in accordance with para 11 above.

xv. The teacher on study leave shall submit to the Registrar/Principal of his/her parent university/college/institution six-monthly reports of progress in his/ her studies from his / her supervisor or the Head of the institution. This report shall reach the Registrar/Principal within one month of the expiry of every six months of the study leave. If the report does not reach the Registrar/Principal within the specified time, the payment of leave salary may be deferred till the receipt of such report.

xvi. The teacher on Study Leave shall submit a comprehensive report on the completion of the Study Leave period. A copy of the research document/ monograph/academic paper produced during the period of Study Leave shall be put in the public domain, preferably on the website of the university/college/institution.

xvii. With a view to enhancing knowledge and skills of faculty members, especially junior faculty, at the rank of Assistant Professor, the Heads of universities/colleges/institutions and their subordinate departments are enjoined to be generous in the award of Study Leave in the interest of faculty improvement, thereby impacting academic standards of universities/colleges/institutions in the long run.

- Sabbatical Leave 11.**
- i. Permanent whole time teachers of the University who have completed six years of service may be granted sabbatical leave to undertake study or research or other academic pursuits solely for the object of increasing their proficiency and usefulness to the University. This leave shall not be granted to a teacher who has less than three years of service in the University to retire.
 - ii. The duration of leave shall not exceed one year and shall be eligible for the leave again only after completion of six years in continuous service.
 - iii. The teacher shall execute a bond, with proper sureties as in the case of study leave, that after the expiry of sabbatical leave he will return to the service of the University and serve thereafter at least for three years, failing which he will refund to the University the leave salary and allowances and other expenses, if any, spent on him, or on his behalf plus

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such amount as may be decided by the Executive Council from time to time.

Provided that the Executive Council may, in exceptional cases, waive or reduce, for reasons to be recorded, the amount refundable by a teacher under this Ordinance.

- iv. A teacher shall, during the period of sabbatical leave, be paid full pay and allowances (subject to the prescribed conditions being fulfilled) at the rates applicable to him immediately prior to his proceeding on sabbatical leave. The University shall not, however, fill up the post or make other alternative arrangements involving additional expenditure.
- v. A teacher on sabbatical leave shall not take up, during the period of that leave, any regular appointment under another organization in India or abroad. He may, however, be allowed to accept a fellowship or a research scholarship or ad-hoc teaching and research assignment with honorarium or any other form of assistance, other than a regular employment in an institution of advanced studies, provided that in such cases the Executive Council may, if it so desires, sanction sabbatical leave on reduced pay and allowances.
- vi. During the period of sabbatical leave, the teacher shall be allowed to draw the increment on the due date. The period of leave shall also count as service for purposes of pension/contributory provident fund provided the teacher rejoins the University on the expiry of his leave. On return from leave, the teacher shall report to the University on the nature of studies, research or other work undertaken during the period of leave. He shall also present a resume of his work at a School-level seminar specially organized for the purpose by the Head of the Department.

Maternity Leave 12. i. A woman teacher with less than two surviving children may be granted Maternity Leave for a period of not exceeding 180 days, to be availed

twice in the entire career. Maternity leave may also be granted in case of miscarriage including abortion subject to the condition that the leave applied for does not exceed 45 days in all and the application for leave is supported by a Medical Certificate.

- ii. Maternity leave may be combined with earned leave, half pay leave or extra-ordinary leave but any leave applied for in continuation of maternity leave may be granted if the request is supported by a medical certificate.

Paternity Leave 13. i. Paternity leave of 15 days may be granted to a male teacher during the confinement of his wife, provided the limit is up to two children.

- ii. Adoption leave may be granted as per the rules of the Central Government.

Child Care leave 14. Women teachers having minor children may be granted leave up to two years for taking care of their minor children. Child care leave for a maximum period of two years (730 days) may be granted to the women teachers during entire service period in lines with Central Government women employees. In the cases where the child care leave is granted more than 45 days the University may appoint a part time/guest substitute teacher with intimation to the UGC.

Vacation 15. i. All teachers, except those posted in research departments, shall be entitled to vacation. Vacation may be taken in combination with any kind of leave except casual and special casual leave provided that vacation shall not be both prefixed and suffixed to leave.

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- ii. Except in special circumstances, vacation and earned leave taken together shall not extend beyond six months in an academic year.
- iii. When vacation falls between two periods of leave so as to result in a continuous period of absence from duty during the entire period, such vacation shall be treated as part of the leave.
- iv. For the vacation period, a teacher shall be entitled to the same pay as when on duty. A teacher shall, however, be entitled only to half of such pay if he has given notice of resignation and the period of such notice expires during the vacation or within one month from the last day thereof.

B. Teachers on Probation

16. A teacher appointed as a probationer against a substantive vacancy and with definite terms of probation shall, during the period of probation, be granted leave as admissible to a permanent teacher.

C. Temporary Teachers

17. A teacher appointed as a Temporary Teacher shall be granted leave as admissible to a permanent teacher subject to the following conditions:
- i. No half-pay leave may be granted to a temporary teacher unless the authority competent to sanction leave has reason to believe that the teacher will return to duty on the expiry of such leave.
 - ii. Temporary teachers shall not be entitled to commute any portion of the half-pay leave.
 - iii. In the case of a temporary teacher the duration of extra-ordinary leave on any occasion shall not exceed the following limits:
 - a. Three months at a time;
 - b. Six months where a teacher has completed three years' continuous service and the leave application is supported by a medical certificate;
 - c. Eighteen months where a teacher is undergoing treatment for tuberculosis, cancer or leprosy;
 - d.
 - i. Twenty-four months in cases where the leave is required for prosecuting studies, certified to be in the University's interest, provided that the teacher has completed three years' continuous service on the date of commencement of extraordinary leave. In cases where this condition is not satisfied, extra-ordinary leave to this extent may be sanctioned in commutation of any other kind of leave due and applied for (including three months extra-ordinary leave under (a) above) if the teacher completes three years' continuous service on the date of expiry of such leave.
 - ii. When a temporary teacher fails to resume duty on the expiry of the maximum period of extra-ordinary leave granted to him or where a teacher who is granted a lesser amount of leave remains absent from duty for any period which exceeds the limit up to which he could have been granted such leave under (a) above, he shall, unless the Executive Council in view of the exceptional circumstances of the case otherwise determine, be deemed to have resigned and shall accordingly cease to be in the University employee.
 - iii. Temporary teachers shall not be entitled to the grant of leave-not-due, study leave and sabbatical leave.

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- iv. A temporary teacher shall be entitled to pay for the following winter vacation only if he joined duty within two months of the beginning of the academic year and has worked continuously and satisfactorily from the date of joining up to the last working day of the session.
- v. The vacation salary may be paid to a temporary teacher if his appointment continues for a part or whole of the next semester and the teacher joins on the opening day and has also served on the last working day before the vacation.

D. Teachers on Contract

18. Teachers appointed on contract shall be granted leave in accordance with the terms of the contract.

E. Honorary and Part-Time Teachers

19. Honorary and part-time teachers of the University shall be entitled to leave on the same terms as are applicable to whole-time temporary teachers of the University.

F. General

Leave how Earned

20. i. Leave is earned by duty only. The period spent in foreign service counts as duty if contribution towards leave salary is paid for such period.
- ii. a. Leave cannot be claimed as a matter of right. Leave of any kind may be refused or revoked by the competent authority without assigning any reason, if such action is in the interest of the University.
- b. No leave shall be granted to a teacher when a competent authority has decided to dismiss, remove or compulsorily retire from service nor shall any leave be granted to a teacher when he is under suspension.

Application for Leave

- iii. Leave should always be applied for in advance and the sanction of the competent authority obtained before it is availed except in cases of emergency and for satisfactory reasons.

Rejoining of Duty before the Expiry of Leave

- iv. A teacher on leave may not return to duty before the expiry of the period of leave granted to him unless he is permitted to do so by the authority sanctioning the leave to him.

Leave on Medical Grounds

- v. A teacher who applies for leave on medical grounds shall support his application with a medical certificate from the Medical Officer of the University or where no such Medical Officer has been appointed, from an Authorised Medical Practitioner. The authority competent to sanction leave may, however, require the applicant to appear before a Medical Board.

Leave or extension of leave on medical certificate shall not be granted beyond the date a teacher is pronounced by a Medical Officer or Board to be permanently incapacitated for further service.

Rejoining duty on return from leave on medical ground

- vi. No teacher who has been granted leave (other than casual leave) on medical certificate shall be allowed to return to duty without producing a medical certificate of fitness.

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Employment during leave

- vii. A teacher on leave shall not, without the written permission of the University, engage directly or indirectly in any trade or business to which any emolument or honorarium is attached but this prohibition shall not apply to work undertaken in connection with the examination of a University, Public Service Commission, Board of Education or similar bodies/institutions of any literary work or publication or radio or extension lectures or with the permission the Vice-Chancellor, to any other academic work.

The leave salary of a teacher who is permitted to take up any employment during leave shall be subject to such restrictions as the Executive Council may prescribe.

Absence without leave or overstayed of leave

- viii. A teacher who absents himself without leave or remains absent after the expiry of the leave granted to him, shall be entitled to no leave allowance or salary for the period of such absence. Such period shall be debited against his leave account. Willful absence from duty may be treated as misconduct.

Increment during Leave

- ix. If the increment of pay falls during any leave, other than casual leave, special casual leave, duty leave or sabbatical leave, the effect of increase of pay will be given from the date the teacher resumes duty without prejudice to the normal date of his increment, except in those cases where the leave does not count for increment.

Leave Year

- x. For the purpose of this Ordinance, unless otherwise specified, the term 'year' shall mean an academic year running from the commencement of the academic session to the end of the academic session.

Authorities empowered to sanction Leave

21. i. The Head of the Department shall have the powers to sanction Casual Leave and Special Casual Leave to teachers within the limits specified in relevant sections of this Ordinance.

ii. The Deans of Schools shall have the powers to sanction Casual Leave and Special Casual Leave to Heads and I/Cs of Departments within the limits specified in relevant sections of this Ordinance.

iii. The Vice-Chancellor shall have the powers to sanction Casual Leave and Special Casual Leave to the Deans and all other kinds of leave to all employees of the University as permissible under this Ordinance.

OB-4

ON CAREER ADVANCEMENT SCHEME

[Under Section 30 (p) of the SU Act, 2006]

1. There shall be a Career Advancement Scheme (CAS) for placement/promotion of teachers of the University from Assistant Professor Stage I to Stage II, III and IV/ Associate Professor, from Associate Professor (Stage IV) to Professor (Stage V) and from Stage V to Stage VI (HAG).
2. Selection committees for CAS shall be as specified by the UGC from time to time.
3. The existing scheme of career advancement for other academic staff shall continue.

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4. Qualification and requirements for promotion under CAS shall be as per the UGC Regulations adopted by the University from time to time.

OB-5
ON THE TERMS AND CONDITIONS OF THE
SERVICE OF THE VICE-CHANCELLOR
[Under Section 2 and 3 of the SU Statutes, 2006]

1. The Vice-Chancellor shall receive a salary as fixed by the Govt. of India/UGC from time to time plus such other allowances as admissible from time to time.
2. During the tenure of his office, the Vice-Chancellor shall be entitled to have a rent-free furnished residential accommodation maintained by the University.
3. The Vice-Chancellor shall be entitled to use a University vehicle for official purposes. He shall also be eligible to use the University vehicle for private purposes and for such journeys he will be liable to pay such charges as are prescribed by the government for private use of government vehicle by officers on the basis of kilometres involved in private use.
4. The Vice-Chancellor shall be eligible to opt for the General Provident Fund-Pension-Gratuity Scheme of the University if he has not attained the normal age of superannuation prior to commencement of his tenure and provided he has been eligible for pension scheme as an employee of the Central/State Government or a Central/State autonomous body or a Central/State University before joining as Vice-Chancellor. If he opts to join GPF-cum-Pension Gratuity Scheme of the University, the Vice-Chancellor shall be entitled to the benefit of combining his past services with the services as Vice-Chancellor up to the normal age of superannuation for the purpose of pension. For this purpose the University will receive the pension/contributory provident fund liability from the previous organizations. The period of service rendered by him in the University beyond the normal age of superannuation shall not qualify for the purpose of pensionary benefits. Pension-cum-gratuity benefits shall be payable on the date of normal superannuation. If the Vice-Chancellor assumes his office either after superannuation or superannuates during the tenure, he shall be entitled to join Contributory Provident Fund-Gratuity Scheme from the date of his joining the post if already superannuated or the date of his superannuation during the tenure as applicable.
5.
 - i. The Vice-Chancellor shall be entitled to leave on full pay @30 days in a calendar year. The leave shall be credited to his account in advance in two half yearly installments of 15 days each on the first day of January and first day of July every year, provided that if the Vice-Chancellor assumes/relinquishes charge of the office of Vice-Chancellor during the currency of a half year, the leave shall be credited proportionately at the rate of 21/2 days for each completed month of service.
 - ii. The leave at the credit of the Vice-Chancellor at the close of the previous half year shall be carried forward to the new half year, subject to the condition that the leave so carried forward does not exceed the maximum limit as prescribed by the Government of India from time to time.
 - iii. The Vice-Chancellor on relinquishing the charge of his office shall be entitled to receive a sum equivalent to the leave salary admissible for the number of days of leave on full pay due to him at the time of his relinquishment of charge subject to a maximum of the number of days as prescribed by the Government of India from time to time.

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- iv. The Vice-Chancellor shall also be entitled to half pay leave at the rate of 20 days for each completed year of service. This half pay leave may only be availed of as commuted leaves on full pay on medical certificate. When commuted leave is availed, twice the amount of half pay leave shall be debited against half pay leave due.
- v. The Vice-Chancellor shall also be entitled to avail himself extra-ordinary leave without pay for a maximum period of three months during full term of five years on medical ground of otherwise.
6. The Vice-Chancellor shall be reimbursed the actual expenditure incurred while on official tour in addition to the TA/DA entitled as per rules.
7. Further, if in case accommodation as per entitlement of the staff accompanying the Vice-Chancellor is not available, the Vice-Chancellor may provide them accommodation and other facilities which will be reimbursed to him and the staff shall be entitled to 1/4th DA only.
8. In addition to the other staff allotted to the official residence of the Vice-Chancellor, the Vice-Chancellor shall be entitled to a personal orderly.
9. The Vice-Chancellor shall be entitled to all other benefits such as medical attendance and Leave Travel Concession as admissible to other University employees.
10. The Vice-Chancellor shall be entitled to Travelling Allowance on Transfer on his appointment as Vice-Chancellor and after relinquishment of his charge.

OB-6
ON THE TERMS AND CONDITIONS OF SERVICE
OF THE REGISTRAR

[Under Section 6 of the SU Statutes, 2006]

This Ordinance shall be called the Ordinance on the Terms and Conditions of Service of the Registrar, Sikkim University.

1.
 - i. The Registrar shall be paid a monthly salary and allowances and perks as prescribed by the UGC/MHRD, Government of India and accepted by the University from time to time.
 - ii. All appointments to the post of Registrar shall be through advertisement and interview for a tenure of 5 years, which may be renewed on similar terms, except the appointment of the First Registrar who shall be appointed by the Visitor for a period of 3 years only.
2. The minimum qualification for the post of Registrar shall be as follows:
 - a. A Master's degree with at least 55% marks or its equivalent in any subject from any university recognized by the University.
 - b. At least 15 years' experience as Assistant Professor in a University or equivalent grade of which at least 8 years shall be in Associate Professor's grade along with experience in educational administration.

or

Comparable experience in establishments and other institutions of higher education.

or

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15 years of administrative experience of which 8 years as Deputy Registrar or an equivalent post.

Note: The minimum requirement of 55% marks at (a) above shall be relaxed by 5% for SC/ST/OBC candidates or candidates already in the University system.

3. The Registrar shall be entitled to leave, leave-salary, allowances, provident fund and other benefits as prescribed by the University from time to time for employees of the University.
4. The University shall provide him with unfurnished residential accommodation for which he will pay rent at the rate fixed by the University from time to time.
5. Notwithstanding anything contained in these Ordinances, the Registrar shall be governed by such terms and conditions of service as the Executive Council may specify from time to time.

OB-7
ON THE TERMS AND CONDITIONS OF SERVICE
OF THE FINANCE OFFICER

[Under Section 7 of the SU Statutes, 2006]

1. This Ordinance may be called 'Ordinance on the Terms and Conditions of the Service of the Finance Officer, Sikkim University'
2. The minimum qualification for the post of Finance Officer shall be as follows:
 - a. A Master's degree with at least 55% marks or its equivalent grade of 'B' in the UGC 7 point scale.
 - b. At least 15 years' experience as Assistant Professor in the AGP of Rs.7000 and above or with 8 years' of service in the AGP of Rs.8000 and above including as Associate Professor along with experience in educational administration.

or

Comparable experience in research establishment and/or other institutions of higher education.

or

15 years of administrative experience of which 8 years shall be as Deputy Registrar or an equivalent post.

Note: The minimum requirement of 55% marks at (a) above shall be relaxed by 5% for SC/ST/OBC candidates or candidates already in the University system.

3.
 - i. The Finance Officer shall be paid a monthly salary and allowances as prescribed by the UGC/MHRD, Government of India and accepted by the University from time to time.
 - ii. The Finance Officer shall be entitled to leave, leave salary, allowances, provident fund and other benefits as prescribed by the University from time to time for employees of the University.

Provided that, a person appointed as Finance Officer on deputation shall be entitled to the benefits under the usual deputation terms as contained in the Government of India rules from time to time.

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[Approved by MHRD, GOI, vide F.No. 36-8/2009 Desk (U) dated 02.02. 2016]

- (iii) Appointment to the post of Finance Officer shall be through advertisement and shall require the following minimum qualifications:
 - (a) "Members of any of the Central Accounts Services in the same scale of pay or with 5 years' service in the next below grade, or
 - (b) A Chartered Accountant having minimum experience of 10 years as Chartered Accountant.
- 4. The University shall provide him with unfurnished residential accommodation for which he will pay rent at the rate fixed by the University from time to time.
- 5. The Finance Officer shall exercise his powers and discharge his duties under the immediate direction of the Vice-Chancellor.

OB-8
ON THE TERMS AND CONDITIONS OF SERVICE OF
THE CONTROLLER OF EXAMINATIONS
[Under Section 8 of the SU Statutes, 2006]

- 1. This Ordinance shall be called 'Ordinance on the Terms and Conditions of the Service of the Controller of Examinations, Sikkim University'.
 - 2.
 - i. The Controller of Examinations shall be paid a monthly salary and allowances as prescribed by the UGC/MHRD, Government of India and accepted by the University from time to time.
 - ii. The Controller of Examinations shall be entitled to leave, leave salary, allowances, Provident Fund and other benefits as prescribed by the University from time to time for employees of the University.
 - iii. The University shall provide him with unfurnished residential accommodation for which he will pay rent at the usual rate.
 - iv. Appointment to the post of Controller of Examinations shall be through advertisement and selection for a tenure of 5 years which can be renewed on similar terms. The minimum qualifications should be read as follows:
 - a. A Master's degree with at least 55% marks or its equivalent grade.
 - b. At least 15 years' experience as Assistant Professor in a University or Post Graduate College of which eight years shall be in the Associate Professor's grade along with experience in educational administration.
- or
- Comparable experience in research establishments and other institutions of higher education.
- or
- 15 years of administrative experience of which 8 years as Deputy Registrar or an equivalent post.

Note: The minimum requirement of 55% marks at (a) above shall be relaxed by 5% for SC/ST/OBC candidates or candidates already in the University system.

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[Approved by MHRD, GOI, vide F.No. 36-8/2009 Desk (U) dated 02.02. 2016]

3. Subject to the provisions of the Act, Statutes and Ordinances, the Controller of Examinations shall perform the duties concerning the conduct of the examinations and such duties and functions as may be assigned to him from time to time by the Executive Council.
4. The Controller of Examinations shall exercise his powers and discharge his duties under the immediate direction of the Vice-Chancellor.

OB-9
ON THE TERMS AND CONDITIONS OF SERVICE OF
THE LIBRARIAN

[Under Section 24 of the SU Statutes, 2006]

1. This Ordinance shall be called 'Ordinance on the Terms and Conditions of the Service of the Librarian, Sikkim University'.
 2.
 - i. The Librarian shall be paid a monthly salary and allowances as prescribed by the UGC/MHRD, Government of India and accepted by the University from time to time.
 - ii. The Librarian shall be entitled to leave, leave salary, allowances, Provident Fund and other benefits as prescribed by the University from time to time for employees of the University.
 - iii. The University shall provide him with unfurnished residential accommodation for which he will pay rent at the usual rate.
 3. Subject to the provisions of the Act, Statutes and Ordinances, the Librarian shall perform the duties concerning the library and such duties and functions as may be assigned to him from time to time by the Executive Council.
 4. The Librarian shall exercise his powers and discharge his duties under the immediate direction of the Vice-Chancellor.
 5. The minimum qualification of a University Librarian shall be as follows:
 - i. Master's degree in library science/ information science / documentation with at least 55% marks or its equivalent grade and consistently good academic record. Relaxation of 5% for SC/ST/OBC candidates stands.
 - ii. At least 13 years as a Deputy Librarian in a university library or 18 years as a PG College Librarian.
 - iii. Evidence of innovative library service and organization and/or published work.
- Desirable: MPhil/PhD degree in library science/information science/ documentation/ archives and manuscript keeping.

THE SIKKIM UNIVERSITY FIRST ORDINANCES
[Approved by MHRD, GOI, vide F.No. 36-8/2009 Desk (U) dated 02.02. 2016]

OB 10
ON THE SCALES OF PAY AND ALLOWANCES AND SERVICE CONDITIONS OF NON-TEACHING
(OTHER THAN STATUTORY) EMPLOYEES OF THE UNIVERSITY FROM GROUP A TO C
[Under Section 24 of the SU Statutes, 2006]

1. The scales of pay, allowances and service conditions of the Non-teaching (other than Statutory) employees of the University from Groups A, B, and C shall be the same as prescribed by the UGC/MHRD, Government of India and accepted by the University from time to time.
2. The date of retirement of such employees shall be the same as prescribed by the UGC/MHRD, Govt. of India and accepted by the University from time to time.
3. They shall be entitled to such allowances and perks as may be prescribed by the Govt. of India/ UGC/University from time to time.
4. The recruitment and promotion policy in relation to such posts shall be in accordance with the Government of India rule framed and adopted by the University from time to time.
5. The Recruitment and Promotion policy in relation to such posts shall be as framed and adopted by the University from time to time.
6. Other conditions of service such as leave, pay fixation, probation period, retirement benefits etc. of this category of employees shall be as prescribed by the Govt. of India from time to time.
7. The probation period shall be one year from the date of joining.

OB-11
ON THE MINIMUM QUALIFICATIONS FOR DIRECT RECRUITMENT TO THE POSTS OF DEPUTY
LIBRARIAN, ASSISTANT LIBRARIAN, DEPUTY REGISTRAR, ASSISTANT REGISTRAR, DIRECTOR OF
PHYSICAL EDUCATION, DEPUTY DIRECTOR AND ASSISTANT DIRECTOR OF PHYSICAL EDUCATION

[Under Section 24 of the SU Statutes, 2006]

University Deputy Librarian 2. Minimum Qualifications:

- i. Master's degree in library science/ information science / documentation with at least 55% marks or its equivalent grade and consistently good academic record. Relaxation of 5% for SC/ST/OBC candidates stands.
- ii. Five years experience as University Assistant Librarian / College Librarian.
- iii. Evidence of innovative library services, published work, professional commitment and computerization of library.

Desirable: MPhil/PhD degree in library science/ information science / documentation /archives and manuscript keeping, computerization of library.

University Assistant Librarian / College Librarian / Documentation Officer 3. Minimum Qualification:

- i. PhD or qualifying in the national level-test conducted for the purpose by the UGC.

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[Approved by MHRD, GOI, vide F.No. 36-8/2009 Desk (U) dated 02.02. 2016]

- ii. Master's degree in library science/information science/documentation or an equivalent professional degree with at least 55% marks or its equivalent grade. Relaxation of 5% for SC/ST/OBC candidates stands.

Deputy Registrar 4. Minimum Qualification:

- i. A Master's degree with at least 55% marks or its equivalent grade. Relaxation of 5% for SC/ST/OBC candidates stands.
- ii. Eight years' experience as an Assistant Professor in a university or college with experience in educational administration.

or
Comparable experience in research establishment and / or other institutions of higher education.

or
Eight years of administrative experience as Assistant Registrar or in an equivalent post.

Assistant Registrar 5. Minimum Qualification:

Good academic record plus Master's degree with at least 55% marks or its equivalent grade. Relaxation of 5% for SC/ST/OBC candidates stands.

University Assistant Director of Physical Education and Sports/College DPEs (Assistant Professor's Scale) 6. Minimum Qualification:

- i. Master's degree in Physical Education (two years' course) or Master's degree in Sports or an equivalent degree with at least 55% marks or its equivalent grade plus consistently good academic record. Relaxation of 5% for SC/ST/OBC candidates stands.
- ii. Record of having represented the University/College at the inter-university/inter-collegiate competitions or the state/national championship.
- iii. Passed the physical fitness test.
- iv. PhD or certificate of having cleared in the national test conducted for the purpose by the UGC.

University Assistant DPEs/College DPEs (Senior Scale) 7. Minimum Qualification:

- i. Should have completed six years of service as University Assistant DPEs/College DPEs with a benefit of two years for PhD and one year for MPhil Degree holders.
- ii. Passed the physical fitness test.
- iii. Possesses satisfactory self-appraisal reports.
- iv. Should have attended at least one orientation and one refresher course of about three to four weeks' duration each with proper and well-defined evaluation procedure (exemption from one refresher course is granted to PhD degree holders).

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University Assistant DPEs/College DPEs (Selection Grade) 8. Minimum Qualification:

- i. Completed five years of service as University Assistant DPEs/College DPEs in the senior scale.
- ii. Has attended at least two refresher courses of about three-four weeks duration with proper and well-defined evaluation procedure after placement in the senior scale.
- iii. Shown evidence of having produced good teams/athletes and of having organized and conducted coaching camps of at least two weeks' duration.
- iv. Passes the physical fitness test.
- v. Possesses satisfactory self-appraisal reports.

University Deputy DPEs/College DPEs (Reader's scale) 9.

- i. PhD in physical education. Candidates from outside the University system, in addition, shall also possess at least 55% marks or an equivalent grade at the Master's degree level. Relaxation of 5% for SC/ST/OBC candidates stands.
- ii. Five years' experience as University Assistant DPEs/College DPEs, with a benefit of two years and one year for PhD and MPhil degree holders respectively.
- iii. Evidence of organizing competitions and conducting coaching camps of at least two weeks' duration.
- iv. Evidence of having produced good performance team/athletes for competitions at state/national/inter-university/combined university level, etc.
- v. Passed the physical fitness test.
- vi. Possesses satisfactory self-appraisal reports.

University DPEs 10. Minimum Qualification:

- i. PhD in Physical Education.
- ii. Experience of at least 10 years as University deputy of 15 years as University Assistant DPEs/College/DPEs (selection grade)
- iii. Participation in at least two national/international seminars/conferences.
- iv. Possesses satisfactory self-appraisal reports.
- v. Evidence of organizing competitions and conducting coaching camps of at least two weeks' duration.
- vi. Evidence of having produced good performance teams/athletes for competitions at stat/national/inter-University/combined University, etc.

OC SERIES ON STUDENTS

OC-1

ON THE ADMISSION OF STUDENTS TO THE UNIVERSITY INCLUDING ITS AFFILIATED COLLEGES

[Under Section 5(xx) of the SU Act, 2006]

1. Without prejudice to the provisions of the Act, Statutes, and Ordinances of the University a student shall be eligible for admission to any Under-Graduate, Integrated, Post-Graduate, MPhil or PhD programmes under the University if he has passed the qualifying examination or examinations with the subjects and minimum percentage of marks prescribed by the University for admission to the concerned course or programme.
2. The candidates seeking admission to a programme/course of study in the University, including its affiliated colleges, must satisfy the rules of the University.
3. Foreign students may be admitted to various programmes of study on extra-numerary basis, not exceeding 10% of the total seats, provided they are able to secure the required visa and are otherwise eligible for admission. They shall pay the same fees as paid by Indian students and shall be given the same facilities as provided for other Indian students.

OC-2

ON THE MEDIUM OF INSTRUCTION AND EXAMINATION

[Under Section 5(xx) of the SU Act, 2006]

1. English shall be the medium of instruction and examination in the research and study programmes of the University.

Provided that for certain subjects like Hindi, Chinese, Nepali, Lepcha, Bhutia and Limboo the medium of instruction and examination in the research and study programmes of the University may be the respective languages.

OC-3

ON FEES PAYABLE BY STUDENTS

[Under Section 5 (xxi) of the SU Act, 2006]

1. Students admitted to various programmes of study offered by the University on its campus shall pay the fees as specified below with 2% non-cumulative increase every year. The fees for college students shall be decided by the state government in case of government colleges and Governing Body in case of missionary/private colleges. The admitted college students shall however pay Registration Fee, Marksheet Fee, Certificate Fee, and Examination Fee to the University through their respective colleges.
2. A. To be paid one time only at the time of admission by all students.

Sl. No	Type of Fees	UG (with lab)	UG (without lab)	PG (with lab)	PG (without lab)	MPhil/ PhD (All)	Cert/ Dip (All)
1	Admission	500	200	1000	500	1500	300
2	Marksheet	200	200	200	200	200	200
3	Certificate	300	300	300	300	300	300

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4	Examination	2000	1000	2000	1000	8000	1000
5	Registration	200	200	200	200	200	200
6	Library	500	500	500	500	500	200
7	Medical Insurance	300	300	300	300	300	300
8	Students' Council	200	200	200	200	200	200
9	Identity Card	100	100	100	100	100	100
10	Hostel Admission	500	500	500	500	500	500
	Total	4800	3500	5300	3800	11800	3300

B. To be paid in the beginning of every semester by all students.

Sl. No	Type of Fees	UG (with lab)	UG (witho ut lab)	PG (with lab)	PG (without lab)	MPhil and PhD with lab	MPhil and PhD with-out lab	Cert/ Dip (with/o ut lab)
1	Tuition Fees for non-professional students	1000	600	1000	600	3000	1000	1200
2	Tuition Fees for professional students*	6000	4000	8000	6000	10,000	8,000	10,000
3	Hostel Accommodation (1/2/3/4 bedded)	1800/ 900/ 600/ 450	1800/ 900/ 600/ 450	1800/ 900/ 600/ 450	1800/ 900/ 600/ 450	1800/ 900/ 600/ 450	1800/ 900/ 600/ 450	1800/ 900/ 600/ 450

Note: The mess fees will be paid by the students as per rates agreed between the University and the caterer from time to time.

3. The following are categorized as Professional Courses* by SU:

1. Bachelor of Education (B.Ed) and Master of Education (M.Ed)
2. Bachelor of Law (B.A. LL.B) and Master of Law (LLM)
3. B.Sc. Nursing
4. Bachelor of Business Administration (BBA) and Master of Business Administration (MBA)
5. Bachelor of Computer Applications (BCA) and Master of Computer Applications (MCA)
6. Bachelor and Master of Engineering
7. Bachelor and Master of Medicines
8. Bachelor and Master of Architecture
9. Bachelor of Social Work (BSW) and Master of Social Word (MSW)
10. Bachelor and Master of Horticulture
11. Bachelor and Master of Tourism
12. Bachelor and Master of Pharmacy

4. The fees may be paid in cash in the designated bank(s) or by cheque/draft in the office of the Head of the Department at any time during the semester but positively before 30 days of the end-semester examination. The fees mentioned under A however must be paid at the time of admission and must be paid by all categories of students.

5. Permission to appear in an examination shall be subject to clearance of all fees and at least 75% attendance, which may be condoned by the Principal/Dean concerned up to 5% shortage on production of documents that establish the reason for shortage of attendance.

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6. Tuition Fees shall be relaxed by 50% for SU employees, wards of SU employees and Yangang villagers. The same shall be relaxed by 100% for the Differently Abled students, the people of Yangang who sold their lands to the state government for the University campus, and the people belonging to the “ Primitive Tribe” of Sikkim.
7. If after having paid the fees, a candidate desires to withdraw his candidature before the starting of the course, he shall be refunded all fees and deposits after deducting Rs.1000/- as processing fee as per the UGC Public Notice in this regard dated 23rd April 2007.

OC-4

ON THE BACHELOR OF ARTS, SCIENCE, LAW, MEDICINE, EDUCATION, HOME SCIENCE, COMMERCE AND PROFESSIONAL COURSES (STAND ALONE AND INTEGRATED)

[Under Section 30 (b) of the SU Act, 2006]

There shall be courses of study leading to the Degrees of Bachelor of Arts, Bachelor of Science, Bachelor of Law, Bachelor of Medicine, Bachelor of Education, Bachelor of Home Science, Bachelor of Commerce, and Bachelor of Professional Courses (stand alone and integrated).

Eligibility

1. Students who have passed Class XII examination from any recognised University/Board shall be eligible to seek admission to the first year of the Degree course. However, the candidates desiring to opt for Honours shall be required to have minimum 45% marks in the concerned subject or in the aggregate if that particular subject is not offered at Class XII or equivalent level.

Duration and Structure

2. The duration of the Degree courses with or without Honours shall ordinarily be six semesters or three years. This may however vary in case of professional courses from three to five years. There shall be continuous evaluation of the progress of students throughout the semester in a manner approved by the Academic Council and an End-Term examination at the end of each semester.

Award of Degree with Class

4. The following classes shall be awarded according to the CGPA obtained by a student:
 - i. Pass: 4.0 in Honours and 3.5 in Pass.
 - ii. Second Class: 5.0-5.9
 - iii. First Class: 6.0-6.9
 - iv. First Class with Distinction: 7.0 and above

Further, First Class First and First Class Second in each subject shall be awarded Gold and Silver medals respectively.

Besides the above the marksheet and certificate shall also indicate the alphabetical grade and numerical grade point in a 10 point scale to facilitate the students.

Course Structure

5. The distribution of papers shall be as follows:

Table 1. Distribution of Papers for Bachelor of Arts, Commerce, Science, Law, Home Science and other Professional Courses (Pass and Honours) etc.							
Semester/	Semester	Semester	Semester	Semester	Semester	Semester	Total

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Subject/Paper	I	II	III	IV	V	VI	Marks
English	100	-	-	-	-	-	100
GFC	-	100	-	-	-	-	100
EH/HR/GS	-	-	100	-	-	-	100
Elective-I (Hons)	100	100	100	200	200	200	900
Elective-2	100	100	100	-	-	-	300
Elective-3	-	-	-	100	100	100	300
Total Marks	300	300	300	300	300	300	1800

Note: English and GFC shall be common for all UG courses. Elective-2 and Elective-3 shall be common for all UG students.

A student shall opt for a Pass or Honours (Elective) in a subject and any one of the Elective Subject Combination groups (A or B and not one each from both A and B) of the following:

Pass/Honours (Elective 1)	Group-A Elective 2 and 3	Group-B Elective 2 and 3
Chemistry	Physics, Mathematics	Botany, Zoology
Physics	Maths, Chemistry	Maths, Computer Sc
Mathematics	Physics, Chemistry	Physics, Commerce, Stats
Computer Science	Electronics, Physics	Physics, Maths, Stats
Economics	Maths, Commerce	History, Pol. Science
Earth Sciences	Physics, Mathematics	Chemistry, Mathematics
Geography	Chemistry, Physics	Sociology, History
Botany	Chemistry, Zoology	Geography, Tourism
Zoology	Chemistry, Botany	Geography, Anthro
English	El. Lang, Education	Pol. Science, History
Nepali	El. Lang, Education	History, Pol. Sc.
Lepcha	El. Lang, Education	History, Pol. Sc.
Limbu	El. Lang, Education	History, Pol. Sc.
Bhutia	El. Lang, Education	History, Pol. Sc.
Education	History, Pol Sc	El. Lang, Sociology
History	Sociology, Political Sc.	El. Lang, Pol. Sc.
Political Science	El. Lang, Geography	History, Sociology
Economics	Pol. Sc, History	Pol. Sc., Sociology
Sociology	Economics, Pol. Sc	El. Lang, Geography
Commerce	Account & Finance group	Management group
Tourism	English, Geography	History, Geography
Physical Education	History, El. Lang.	Education, Geography

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Journalism and Mass Communication	History, El. Lang	Education, Geography
Statistics	Mathematics, Economics	Physics, Chemistry
Microbiology	Botany, Zoology	Geography, Anthropology

Note: El. Lang refers to English, Nepali, Lepcha, Bhutia, and Limbu, provided that the same language cannot be taken as two elective papers. There shall be no Elective 2 or 3 for subjects like Horticulture, Music and Law, as they are self-contained courses.

OC-5

ON THE MASTER'S DEGREE PROGRAMME IN ARTS, SCIENCE, LAW, MEDICINE, EDUCATION, HOME SCIENCE, COMMERCE AND PROFESSIONAL COURSES (STAND ALONE AND INTEGRATED)

[Under Section 30(b) of the SU Act, 2006]

The Master's Degree Programmes in Arts, Science, Law, Medicine, Education, Home Science, Commerce and Professional Courses (stand alone or integrated) under the University shall be full time courses of study spread over a period of four Semesters or two academic years.

1.
 - i. A candidate seeking admission to any of the courses must possess the qualifications prescribed by the University for the same from time to time.
 - ii. Admissions to different courses shall be made only in the first semester at the beginning of each academic year unless specifically decided for a course by the Academic Council.
 - iii. Candidates who have taken the Bachelor's Degree (Honours or Integrated), of this University or any other recognised university shall be eligible to apply for admission to the courses offered by the Departments subject to provisions relating to prerequisites if any. The minimum marks and subjects qualifying for admission to the different courses shall be prescribed in the prospectus.
 - iv. Admission to a course shall be made on the basis of a candidate's marks and subjects taken in the qualifying degree and admission test, if any, conducted by the concerned Department besides the Government of India rules and notifications issued from time to time.
2.
 - i. Subject to the general guidance of the Dean, the instruction and routine in each course shall be under the control and direction of the Head of the Department concerned.
 - ii. Each student, with respect to his work in the course as well as his general conduct in the University, shall remain under the control of the School and the discipline of the concerned Department.
3. Ordinarily, a student shall earn 64 credits during the period of four semesters. Out of this total 56 credits shall be earned from the core courses of the programme to which he is admitted. The balance 8 credits may be earned by the student from the courses offered by other departments during II (4 Credit) and III (4 Credit) semesters only. A student shall, however, earn 64 credits within a maximum period of six semesters.
4. A student must have attended a minimum of 75% of the lectures during a semester to be eligible to appear at the End Semester examination. A maximum of 5% shortage of attendance may be condoned by the concerned Dean on the recommendation of the HoD/IC of the department concerned and production of valid documents to prove that the shortage of attendance was for some genuine reasons.

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5. The Dean of the School or Principal of a college may, on the recommendation of the Head of the Department concerned, condone the shortage of attendance up to 5% under exceptional cases.
6. A student who fails in one or all the courses in a given semester, for whatsoever reasons, may repeat the examination for those courses during the next academic year. If an SC/ST/OBC student does not pass all the core courses with a minimum of 50% within six semesters he may pray within the prescribed date for reevaluation of his answer scripts for those courses where he has scored less than 50% after paying the fees decided by the University but shall not be eligible for any awards, prizes, medals etc.
7.
 - i. Each semester shall have at least 90 working days excluding examination days.
 - ii. The dates of commencement and termination of each semester shall be fixed by the Academic Council.
8. Examiners for each course of study shall be appointed by the Controller of Examinations on the recommendation of the Board of Studies and from the panel approved by the Academic Council.
9. A candidate shall apply for admission to the End-Semester examination in the prescribed form to the Dean of the concerned School through the Head/IC of the Department who shall certify that:
 - i. The candidate has attended the minimum number of lectures etc. in respect of Core courses as well as Open courses in II and III semesters.
 - ii. All dues including prescribed examination fees have been deposited.
10. The End-Semester results shall be moderated by the Result Moderation Board chaired by the Vice-Chancellor and convened by the Controller of Examinations.
11. Successful candidates with the following CGPA shall be awarded the Degree under the following categories:

First Class: 6.0 and above

First Class with Distinction: 7.0 and above

Second Class: 5.0 to 5.9 Pass: 4.0 to 4.9

Further, the candidate scoring the highest CGPA with a minimum of 6.0 shall be awarded a Gold Medal and the candidate scoring the second highest with a minimum of 6.0 shall be awarded a Silver Medal.

Besides the above the marksheet and certificate shall also indicate the alphabetical grade and numerical grade point in a 10 point scale to facilitate the students.

OC-6
ON THE MASTER OF PHILOSOPHY PROGRAMME
[Under Section 30(d) of the SU Act, 2006]

- Objectives**
1. i. The University shall have M.Phil. programme with the objective of providing deeper insight in the relevant subject, broadening horizons, emphasising the unity of all knowledge normally divided in numerous disciplines, equipping scholars with necessary tools and practical experience for further research in different fields. The M.Phil. degree shall be the first research degree of the University.

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- ii.. The M.Phil. programme shall consist of two parts: (a) course work, and (b) dissertation/project work, both the parts having equal weightage, i.e., 12 credits each.
- Coursework** 2. i. The coursework of one semester shall consist of three papers offered by the Department out of which one shall be on research methodology. A teacher of this University having M.Phil./PhD degree shall be eligible to teach M.Phil. courses. The coursework shall be for one semester only.
- ii. The M.Phil. scholars shall be required to attend and participate in seminars organised by the Department for the purpose of discussing new results, developments in the subject and/or interpretation of data. Each scholar shall be required to present two seminars, one in the early phase of his dissertation/project work and the other just before submission of his thesis.
- Admission** 3. i. The admission to M.Phil. programme shall be done once in a year together with admission to other programmes of the University.
- ii. The candidates with at least 55% (50% in the case of candidates belonging to SC/ST/OBC) marks in the Master's Degree in the subject concerned or cognate subject shall be required to appear in a written test and an interview to be conducted by the Department. The candidates shall be selected according to merit determined after considering the following: (i) CGPA or percentage of marks in the Master's Degree or equivalent, (ii) performance in the admission test and interview. The admission shall be finalised on the basis of the number of seats available and the performance of the candidates. A candidate shall be assigned a supervisor by the Department after successful completion of the coursework and securing the required CGPA in the same.
- iii. A candidate who has qualified UGC/CSIR (JRF) Examination/SLET/GATE/Teacher Fellowship shall be exempted from appearing in admission test but shall have to attend the interview.
- Registration** 4. A candidate shall apply through the Department's Board of Studies for registration along with the synopsis which shall be considered for approval by the School Board. The date of registration shall be the date of approval by the School Board.
- Duration** 5. i. A scholar shall normally complete his M.Phil. in not more than three semesters. An extension of only one semester shall be allowed in suitable cases on the recommendation of the supervisor. In the case of college teachers undertaking M.Phil. programme, one extra semester time may be given for completing the programme over and above that allowed for regular candidates.
- ii. If a candidate after clearing the course work of one semester, out of which at least one paper shall be on research methodology, discontinues his dissertation work for some unforeseen reason, the School Board may condone a break of not more than two semesters and the candidate may be allowed to resume his work. If the break is for more than two semesters, the scholar shall seek fresh admission to the M.Phil. programme. The period of the break shall be computed from the date of publication of the course work result.

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the Supervisor. Where a candidate is related to the Supervisor, the dissertation submitted by a candidate for M.Phil. degree shall be sent to another examiner selected from the panel of examiners. In such cases, the panel of examiners will be submitted by the HoD/IC of the department and if the HoD/IC happens to be the supervisor the same will be submitted by the Dean of the School.

Award of the Degree

12. i. The dissertation work shall be accepted for the award of the M.Phil. degree on the unanimous recommendation of both the examiners.
- ii. If there is a difference of opinion between the two examiners the matter shall be referred to a third examiner to be appointed by the Vice-Chancellor out of the panel already submitted. The third examiner will act as the adjudicator and his decision shall be final.
- iii. In case the examiner suggests some modifications for improvement of the dissertation or points out certain lacunae in the same, the candidate shall be asked to reply or to modify the dissertation on the suggested lines and resubmit the dissertation within a period of six months of the communication of the decision.
- iv. In the event of unanimous recommendation by both the examiners, the final grade point may be computed keeping in mind the average of both coursework and dissertation grade points. In the event of one of the examiners for dissertation not recommending, the final grade point may be computed keeping in mind the average of the course work and the grade point awarded to the candidate by the third examiner.
- v. All the reports of the examiners shall be submitted to the School Board, which, on being satisfied, may recommend to the Academic Council that the M. Phil. Degree may be awarded to the candidate. A copy of the recommendation of the School Board may be sent to the Controller of Examinations for declaration of the result.

Removal of Difficulties

13. Notwithstanding anything contained in this Ordinance, the Vice-Chancellor may take such measures as may be necessary for removal of difficulties.

OC-7

ON THE DOCTOR OF PHILOSOPHY PROGRAMME

[Under Section 30(d) of the SU Act, 2006]

Admission and Eligibility

1. The admission to the PhD Programme shall be in the beginning of each academic year. The candidates with at least 55% (50% for SC/ST/OBC) marks in their Master's Degree in the subject concerned or allied/cognate subject offered by the Departments shall be required to appear in a written test and interview to be conducted by the University. The candidates shall be selected according to merit determined after considering the following:

- i. Performance in the entrance test and interview.

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- ii. Candidates with MPhil/NET/CSIR (JRF) /SLET/GATE/ Teacher Fellowship shall be exempted from appearing in admission test but shall have to face the interview.

- Coursework** 2. Coursework of minimum one semester and 12 credits, out of which one shall be on research methodology, is compulsory except for those who have completed MPhil degree from any university recognized by the University.
- Supervisor** 3. The Department shall appoint a supervisor. The supervisor shall be a Professor, Associate Professor or Assistant Professor of the University with PhD. The Department may, in addition and with the approval of the School Board, appoint one or two joint supervisors in which case the Supervisor shall be in overall charge of the supervision. A joint supervisor need not necessarily be a teacher of the University but should be a person recognised by the University as qualified and knowledgeable enough to supervise a doctoral work.
- Registration** 4. The application for registration of PhD shall be made to the Department concerned in the proforma as may be prescribed by the University along with a detailed research proposal including the topic, statement of research, objectives, research questions, and research methodology. The Department shall forward the research proposal to the School Board through the Board of Studies. The date on which the School Board accepts the proposal for registration shall be the date of registration of the scholar for the purpose of this Ordinance. However, the maximum permissible period between the date of admission and the date of registration for PhD programme shall be 3 semesters or 18 months.
- Duration** 5. A scholar shall be permitted to submit the thesis for the PhD degree if he has pursued research at the University for not less than two years from the date on which his synopsis has been registered. The name of a scholar shall be removed from the rolls of the University if he fails to submit his thesis within four years from the date of his registration.
- Provided in exceptional circumstances, the School Board, on the recommendation of the Board of Studies, may extend the date for submission of his thesis for a maximum period of one more year. If the candidate fails to submit his thesis within the extended period his registration shall lapse automatically.
- Review of Progress** 6. The Supervisor shall regularly monitor the progress of the research work of the candidate. If the Supervisor finds that the progress of the scholar's work is not satisfactory, a report to that effect shall be submitted to the School Board through the Department for appropriate action.
- Pre-Submission Seminar** 7. When the Supervisor is of the opinion that the thesis is in the final stage of completion, the scholar shall be required to give a pre-submission seminar on his research findings. This seminar will be given in the presence of an evaluation committee of at least three faculty members, of which one will be from outside the Department, who will be nominated by the Dean of the concerned School. The candidate may incorporate the recommendations of the Committee in the thesis.
- Modification of Title** 8. If there is a need for modification of the title of research the candidate shall submit an application to the Dean through the Head/IC at least six months before the date of submission of the thesis for approval of the concerned boards.
- Submission of**

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| Thesis | 9. | i. A candidate shall submit his thesis for PhD in which he may incorporate the text of any work which he may have published on the subject. But he shall not submit as his thesis any work for which a degree has already been conferred on him by this or any other university. |
| | | ii. A PhD candidate shall publish at least one research paper in a refereed journal before the submission of his thesis, and produce evidence of the same in the form of acceptance letter or reprint. |
| | | iii. The scholar shall satisfy that it is a piece of research work characterised either by discovery of new facts or by fresh interpretation of facts or theories. In either case it should evince his capacity for critical examination, original thinking and judgment. Its literary presentation should also be satisfactory. |
| | | iv. The thesis shall include a certificate from the Supervisor and the declaration from the candidate that the thesis incorporates the student's bonafide research and that the same has not been submitted for award of any degree in this or any other university or institute of learning. |
| | | iv. The application for submission of thesis shall be countersigned by the Head of the concerned Department. The Head of the Department shall forward the thesis together with the observations of the Evaluation Committee for pre-submission seminar to the Controller of Examinations for further necessary action. |
| | | v. If the office of the Controller of Examinations is convinced that plagiarism has been committed in the thesis the same shall not be sent to the examiners for evaluation. Such a candidate may be given six months to rewrite his thesis, failing which his registration shall stand cancelled. |
| Panel of Examiners | 10. | The Supervisor shall submit a panel of six examiners, including his own name as Internal Examiner, with postal address, email id and mobile phone number, in the prescribed proforma to the School Board through the Head of the Department for approval and submission to the Controller of Examinations. The School Board shall also submit a copy of the panel of examiners to the Chairman of the Academic Council. |
| Evaluation | 11. | <p>The thesis submitted by the candidate for PhD shall be examined by at least three examiners from a panel approved by the Executive Council on the recommendation of the Academic Council. Two of the examiners shall be those who are not in the roll of the University and at least one of them shall be from outside the state, while the third examiner shall be the Supervisor.</p> <p>Provided that the Supervisor shall not serve as examiner where the candidate is a wife or husband, son or daughter, brother or sister. In such a situation the panel of experts shall be submitted by the HoD/IC of the department and if the supervisor happens to be holding such a position the same shall be submitted by the Dean of the School.</p> |
| Examiner's Report and Viva-Voce | 12. | i. Each examiner shall, after examining the thesis submit a report in a prescribed proforma to the University clearly stating that in |

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his opinion (a) the thesis is recommended for the award of PhD Degree, or (b) the thesis should be modified/revised, or (c) the thesis may be rejected.

- ii. In case an examiner suggests some modifications/improvements of the thesis or points out certain lacunae in the thesis, the candidate should be asked to reply or modify the thesis as suggested and resubmit the thesis to be forwarded to the concerned examiner within a period of one year from the date of intimation of the requirement of modification by the University. If the examiner is still not satisfied the matter shall be referred to a Committee of Experts to be appointed by the Vice-Chancellor.
- iii. A thesis shall be accepted for the award of the Degree of Doctor of Philosophy on unanimous recommendation of the examiners. If both the external examiners reject the thesis, no degree will be awarded. If there is a difference of opinion between the external examiners it should be referred to a fourth examiner to be nominated by the Vice-Chancellor out of the panel already approved by the Academic Council and the Executive Council. The opinion of the 4th Examiner shall be final.
- iv. If the reports are satisfactory he will undergo a viva voce examination which shall be openly defended.

Award of Degree

13. Based on the reports of the examiners and the viva-voce the School Board shall recommend to the Executive Council through the Academic Council for the award of the degree or otherwise.

Removal of Difficulties

14. Notwithstanding anything contained in the above Ordinance, the Vice-Chancellor may take such measures or make such regulations as may be necessary for removal of difficulties.

OC-8

ON THE AWARD OF DEGREES, DIPLOMAS AND CERTIFICATES

[Under Section 5(2) of SU Act, 2006]

The following Degrees, Diplomas and Certificates in accordance with conditions, which may be laid down from time to time in each case by a Regulation or otherwise, shall be awarded by the University:

1. Research Degrees of Doctor of Philosophy, Doctor of Science, Doctor of Literature, Doctor of Law, and Doctor of Medicine;
2. Master's Degree in Arts, Sciences, Commerce, Education, Home Science, Law, Agriculture, Professional Courses, Management Studies, Pharmacology, Medicine and Engineering;
3. Bachelor's Degree (Pass and Honours) in Arts, Science, Commerce, Home Science, Pharmacology, Education, Agriculture, Professional Courses, Medicine, Engineering and Law;
4. Post Graduate Certificate and Diploma in special branches of learning or practical skills;

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5. Diploma in Civil, Mechanical and Electrical Engineering, Electronics, Agriculture and such other fields as may be approved by the Academic Council from time to time;
6. Certificates and Diplomas in special branches of learning or practical skills, technical subjects, foreign languages, etc.;
7. Honorary Degrees; and
8. Degrees, diplomas and certificates in various professional courses introduced by the University from time to time.

OC-9
ON THE POWERS AND FUNCTIONS OF THE
DEAN, STUDENTS' WELFARE
[Under Section 30(p) of the SU Act, 2006]

The Dean, Students' Welfare shall:

1. Advise the Vice-Chancellor on the policies and procedures of the admissions to the various Undergraduate, Integrated and Postgraduate courses, research degrees, certificate/diploma courses, and other full-time and part-time courses as approved by the University from time to time.
2. Coordinate through the Provost the admission to hostels in the University.
3. Advise the Vice-Chancellor on the appointment of the Provost and Wardens and their powers and functions.
4. Deal with the matters of overall discipline and conditions of living in the halls of residence maintained by the University.
5. Advise the Vice-Chancellor on all matters related to students, including their association/council and activities.
6. Coordinate the elections of the Students' Association duly recognized by the University.
7. Advise the Vice-Chancellor on the nomination of student representatives to various bodies of the University.
8. Supervise and fund various co-curricular and sports activities of the students and Research Scholars.
9. Issue travel concession forms to the students and recommend educational tours/excursions of the students to various parts of India.
10. Supervise career guidance and counseling activities for the welfare of the students.
11. Organise such programmes and activities which shall strengthen the student-teacher, student-administration and student-society relationships.
12. Undertake such other activities that are desirable for the welfare of the students, or as directed by the Vice-Chancellor from time to time.

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OC-10
ON THE AWARD OF FELLOWSHIPS, SCHOLARSHIPS,
STUDENTSHIPS, MEDALS AND PRIZES
[Under Section 5(xiii) of the SU Act, 2006]

Objective	1.	To prevent hardship to poor and meritorious students who are pursuing their studies at this University in various Departments.
Eligibility	2.	Students who have secured 55% (50% for SC/ST/OBC) at the qualifying examinations for admission to various Departments of the University are eligible for consideration of the award of SU Fellowships, Scholarships, and Studentships. Those who secure First Class First and First Class Second in each programme shall be awarded, on the Convocation Day, Gold and Silver medals respectively and such other prizes as the University may decide from time to time.
Selection	3.	Selection for the award of SU Fellowships, Scholarships and Studentships shall be made by a committee to be appointed by the Vice-Chancellor consisting of not less than three persons including the Dean of Students' Welfare who shall be the Chairman thereof. The selection by the Committee shall be on the basis of merit and income, and shall be subject to the approval of the Vice-Chancellor.
Renewal	4.	The SU Fellowships, Scholarships and Studentships may be renewed provided the student secures at least 50% marks in I and II Semester examinations and maintains an all round satisfactory record of work and attendance, to be certified by the Head of the Department concerned.
Value	5.	The value of the SU Fellowships, Scholarships and Studentships shall be as determined from time to time by the University.
Conditions of Award	6.	The selected students for SU Fellowships, Scholarships and Studentships shall not accept or hold any appointment, paid or otherwise, and will not receive any Fellowships, Scholarships and Studentships from any other source during the tenure. The offer may be suspended on grounds of indiscipline or negligence of study.
Application for Award	7.	Applications in the prescribed form duly completed by the candidates along with relevant enclosures should reach the Dean, Students' Welfare within the date to be notified by the University.

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OC-11
ON THE CONDITIONS OF RESIDENCE OF THE
STUDENTS

[Under Section 5(xxii) of the SU Act, 2006]

- Objectives** 1. The objectives of establishing halls of residence for students are as follows :
- i. To provide to the students of the University a congenial atmosphere to live so that they can devote themselves to the pursuit of higher learning;
 - ii. To provide enlightened guardianship to the students during an impressionable age when they are living away from their parents/guardians;
 - iii. To ensure that students coming from different backgrounds have an opportunity to live together, imbibe a spirit of cooperation and goodwill and acquire broader societal frame of mind;
 - iv. To provide opportunities for co-curricular and extra-curricular activities for all round development of individual personality and for giving expression to their artistic and creative talent; and
 - v. To develop in the students the capacity to govern their own affairs.

- Halls of Residence** 2.
- i. The University shall maintain such hostels as may be necessary to fulfill the objectives of residence;
 - ii. There shall be separate halls of residence for girls and boys;
 - iii. Every hostel shall have a name as the University may assign to it; and
 - iv. Each hostel shall be under the charge of one Warden.

- Supervision and Control** 3.
- The supervision and control of the residence of all students is vested in the Dean of Students' Welfare who shall be assisted by the Provost and Wardens in performing his function. The Wardens in turn shall be assisted by Prefects.

- Admission** 4.
- i. Students desirous of residing in the University hostel may apply in the prescribed form after admission to the academic departments.
 - ii. The Heads of the Departments may forward all hostel applications of admitted candidates to the Dean, Students' Welfare. The applications shall be scrutinised by a committee headed by the Provost who shall allot seats in the hostel.
 - iii. Students from distant places shall be given preference for hostel accommodation.
 - iv. Hostel accommodation shall be allotted for one academic year at a time. Every student shall submit a fresh application for admission to the hostel in every subsequent year of study. The applications should reach the office of the Dean, Students' Welfare at least 15 days before the commencement of the classes for the III, V, VII, or IX semester. Re-admission will be permitted only after the resident furnishes proof of having paid all hostel/tuition dues.
 - v. The students must vacate their rooms within one week from the end of their last semester examination. They may stay in the dormitory or as guest if they need to come again for appearing in any examination held in the University.
 - vi. The students shall sign an affidavit on Anti-Ragging and submit the same to the office of the Dean of Students' Welfare.

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Appointments, Powers and Functions of Wardens 5.

- i. Wardens of Hostels shall be appointed by the Vice-Chancellor on the recommendation of the Dean, Students' Welfare for a period of three years and they shall be eligible for reappointment.
- ii. The Wardens of Hostels shall perform such duties as are assigned to them by the Vice-Chancellor from time to time and they shall function in consultation with the Provost and Dean, Students' Welfare.
- iii. The Warden shall allot rooms to the students as per the list given by the Provost, maintain a list of students along with permanent addresses of guardians and such other information as may be required for emergency purposes, and maintain discipline among them.
- iv. Maintain daily record of the resident students such as students present each day, students absent from the Hall together with reasons for absence;
- v. Oversee health, hygiene and general life of the students in the hostels and to ensure that the students observe discipline;
- vi. Report to the Dean, Students' Welfare all cases of misbehaviour, indiscipline and illness of students residing in his/her hostel;
- vii. Safe custody and maintenance of such properties of the concerned hostel as are entrusted to him and for their repairs within the funds allotted and norms laid down by the University authorities for the same;
- viii. The Dean of Students' Welfare, Provost and Wardens shall have the right to inspect hostel rooms and shall have administrative control over the staff assigned to the hostel;
- ix. Free unfurnished residential accommodation with free local telephone facilities will be provided to a Warden on rent-free basis for the period of his wardenship.

Appointments, Powers and Functions of Prefects 6.

- i. Each hall of residence shall have Prefect(s) appointed by the Provost, in consultation with the concerned Warden;
- ii. Choice of the Prefect(s) shall be from the senior-most batch of students;
- iii. Appointment shall be made for one year and may be extended if duly recommended by the Warden;
- iv. A Prefect shall look after the health, hygiene and general welfare in the hostel; assist the Warden in roll calls and ensuring discipline; and monitor catering facilities in the mess;
- v. The Prefect shall be entitled to a free single room during the tenure of his appointment but he will have to pay the hostel admission fees and mess fees.

OC-12
ON THE MAINTENANCE OF DISCIPLINE
[Under Section 29 of the SU Statutes, 2006]

1. During the entire period of their study, the students, including research scholars, shall maintain discipline in the hostels, classrooms, examination halls, laboratories, libraries, on campus as well as off campus and behave in a manner expected of the students of the University.

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2. The students shall be in the overall control and guidance of the Wardens, the Provost, the Dean of Students' Welfare, the Heads of the Departments and the Deans of the School, depending on the nature of their activities.
3. In case of any complaint against any student from any source, the complaint shall be addressed to the Dean of Students' Welfare who shall ask the Provost to examine the veracity of the complaint against a student.
4. If the student is prima facie found guilty of breach of discipline, the Dean of Students' Welfare may take necessary action at his own level either by reprimanding the guilty student, imposing a fine, or issuing a warning. If the nature of breach of discipline is serious in his opinion the matter shall be referred to the University Disciplinary Committee consisting of the following members of which three must be present to form the quorum:
 - i. The Dean, Students' Welfare Chairman
 - ii. The Provost Member-Secretary
 - iii. The Dean of the concerned School Member
 - iv. The Head of the concerned Department Member
 - v. The Warden of the concerned Hostel Member
 - vi. Any other person the Vice-Chancellor may like to nominate depending on the nature of breach of discipline.
5. The University Disciplinary Committee shall submit its report to the Registrar of the University who shall place the same before the Vice-Chancellor with his comments on the report.
6. The Vice-Chancellor shall have the powers to take such punitive action as he deems fit and bring the matter for ratification in the Executive Council at the earliest.
7. The student shall have the right to appeal before the Executive Council against the decision of the Vice-Chancellor.

OD SERIES ON AFFILIATED COLLEGES

OD-1

ON THE ADMISSION OF COLLEGES AND INSTITUTIONS TO THE PRIVILEGES OF THE UNIVERSITY

[Under Section 5(xvii) of the SU Act, 2006]

- Definition** For the purpose of this Ordinance, colleges/institutions mean colleges/institutions imparting education at UG or PG level in various subjects/courses of study; the word "subjects" refer to subjects like History, Economics, and Geography; the word "courses" refer to Pass, Honours and Professional courses; and the word "programme" refers to Bachelor's, Integrated, Master's, MPhil and PhD programmes (stand alone or integrated).
- Affiliation Committee**
1. The Academic Council shall constitute an Affiliation Committee for Colleges/ Institutions/Subjects/Courses under the University. The composition of the Committee shall be as follows:
 - i. Vice-Chancellor or Pro-Vice-Chancellor Chairman
 - ii. Director of Public Member

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		Instruction/Higher Education or his nominee	
	iii.	Two nominees of the Academic Council	Members
	iv.	Controller of Examinations	Member
	v.	Director, College Development Council	Member-Secretary
Powers and Functions	2.	The Affiliation Committee shall scrutinize the applications for affiliation and recommend to the Academic Council affiliation of Colleges/ Institutions/Subjects/Courses. Withdrawal of affiliation, if any, of Colleges/Institutions/Subjects/Courses, shall also be recommended by the Affiliation Committee.	
Meetings	3.	The Affiliation Committee shall meet as and when necessary.	
Quorum	4.	The Quorum for the meeting of the Committee shall be one-third of its total members.	
Degree College/ Institution	5.	The college/institution for the purpose of this Ordinance shall be UG/PG college/institution providing instructions in subjects for relevant degrees.	
Admission to the Privileges of the University	6.	Admission of a college/institution to the privileges of the University shall mean affiliation for the purposes of this Ordinance.	
Affiliation of a Subject/Course of Study	7.	Admission to the privileges of the University of various courses (Pass/Honours/Professional) leading to relevant degrees shall mean affiliation and shall be granted as per this Ordinance.	
Stages of affiliation of a college/ course of study	8.	Affiliation of a college/institution/subjects/courses of study as per the provisions of this Ordinance shall be granted to institution/subject in two stages: (i) temporary affiliation and (ii) permanent affiliation.	
Starting a New Course/Subject/ College/Institution	9.	When it is proposed to start a new college/institution/subject/course of study, the sponsoring body, or in the case of a Government College/Institution the authority concerned, shall submit an application to the Registrar on the prescribed proforma on or before 15 th of August of the year prior to which it is intended to start the college/ institution/subject/course of study.	
Initial Screening of the Application	10.	On receipt of the application, the Affiliation Committee shall scrutinize the application and may seek further clarification, if necessary, from the applicant concerned in writing. If the Committee is satisfied with the project report and having found that there is a prima facie case for starting a new college/institution, then it shall recommend constitution of an inspection team.	
Inspection Team	11.	The inspection team shall be constituted in a manner instructed by the UGC from time to time.	
Inspection	12.	The Inspection Team shall submit its report, within 7 days of the visit, to the Director, College Development Council. The Inspection Team shall report on suitability of the site, feasibility of the plan, adequacy	

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of human, physical and financial resources, library/laboratory facilities and other requirements as prescribed by the UGC from time to time. If the Affiliation Committee is satisfied with the report, it shall recommend to the Academic Council starting the college/institution/subject/course of study. The Academic Council shall send its recommendations to the Executive Council for grant of permission.

Preliminary Steps by the Sponsoring Agency/Authority for

Temporary Affiliation 13.

On receipt of permission to open a college/institution/subject/course of study, the applicant shall deposit the fees approved by the Authorities of the University from time to time and other such documents that the University may seek such as the evidence of fixed deposits for amounts prescribed by the UGC from time to time for Arts, Science, Commerce and Professional Courses. On completion of this the college/institution/subject/course of study is considered as temporarily affiliated and such affiliation shall remain valid for one year only. The application for renewal of affiliation must be made at least one semester before the termination of the temporary affiliation.

Grant of Renewal

14.

The Chairman of the Affiliation Committee shall constitute an Inspection Team to inspect the college/institution for renewal. The Inspection Team shall submit its report, within 7 days of the visit, to the Director, College Development Council. The Affiliation Committee after receiving the report shall forward the same to the Academic Council along with its comments and observations. If the Academic Council is satisfied with the report, it may recommend to the Executive Council for the renewal of temporary affiliation for a period of another one year.

Permanent Affiliation

15.

A college/institution which has been granted provisional affiliation for five years and fulfills such other conditions as prescribed by the UGC for the purpose from time to time, may apply for permanent affiliation to the Director, College Development Council, on the prescribed proforma with the required fee.

Grant of Permanent Affiliation

16.

The Chairman of the Affiliation Committee shall constitute an Inspection Team to inspect the college/institution for permanent affiliation of the college/institution or subject/course of study or both. The Inspection Team shall submit its report, within 7 days of the visit, to the Director, College Development Council. The Affiliation Committee, after receiving the report, shall forward the same to the Academic Council along with its comments and observations. If the Academic Council is satisfied with the report, it may recommend to the Executive Council for grant of permanent affiliation to a college/institution or subject/course within it. The grant of permanent affiliation to a college/institution does not entitle it to claim, ipso facto, permanent affiliation to a subject/course of study and vice versa.

Power to lay down New Conditions

17.

The Executive Council may, on the recommendation of the Academic Council, lay down new conditions for affiliation from time to time, which shall be binding on the college/institution admitted to the privileges of the University.

Admission of Students

18.

No student shall be admitted to any college/ institution/subject/ course of study before expressed permission is granted by the

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University. Breach of this rule may invite refusal of affiliation to the college/institution.

Power to withdraw Permission of any Affiliation

19. The Executive Council shall have the powers to withdraw any affiliation from a college/institution if, in its opinion, the college/institution has failed to comply with the Ordinances on Affiliation or any other directives of the University.

Fees

20. The following shall be the fees to be paid by the affiliated colleges with 2% non-cumulative increase every year from the date of adoption of this Ordinance:

Sl. No	Nature of Affiliation applied for	Amount of Fees to be paid in Rs.
1	Temporary Affiliation of Institution	10,000
2	Permanent Affiliation of Institution	50,000
3	Temporary Affiliation of UG Pass Subject	5,000
4	Permanent Affiliation of UG Pass Subject	25,000
5	Temporary Affiliation of UG Honours Subject	8,000
6	Permanent Affiliation of UG Honours Subject	40,000
7	Temporary Affiliation of UG Professional Subject	10,000
8	Permanent Affiliation of UG Professional Subject	50,000
9	Temporary Affiliation of Certificate Course	3,000
10	Permanent Affiliation of Certificate Course	15,000
11	Temporary Affiliation of Diploma Course	5,000
12	Permanent Affiliation of Diploma Course	25,000
13	Temporary Affiliation of PG Subject	5,000
14	Permanent Affiliation of PG Subject	25000
15	Fixed Deposit for starting UG Programmes in Arts, Commerce and Science	15 lakhs or as prescribed by UGC
16	Fixed Deposit for UG Programmes in Professional Courses	35 lakhs or as prescribed by UGC

Removal of Difficulties

21. Any difficulty arising in interpretation of or giving effect to any provisions of this Ordinance, shall be referred to the Vice-Chancellor, whose interpretation or decision thereon shall be final.

OD-2
ON THE COLLEGE DEVELOPMENT COUNCIL
 [Under Section 24 of the SU Act, 2006]

A College Development Council, to be known as the "Council" hereinafter, shall be established by Sikkim University.

1. Without prejudice to the generality of the provisions of the Act, the Statutes and the Ordinances of the University, the objects of the Council shall be to provide a

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leadership role and generally extend help, guidance and advice to the Colleges admitted to the privileges of the University.

2. The Council shall be the Principal Advisory Body to the Academic Council in all matters relating to the affiliated colleges/institutions.
3. Composition of the Council shall be as under:

i.	Vice-Chancellor	Chairman	Ex-Officio
ii.	Pro-Vice-Chancellor (if any)	Member	”
iii.	Two teachers of the Postgraduate Departments, of which one shall be from Sciences and another from Humanities and Social Sciences, to be nominated by the Vice-Chancellor	Members	
iv.	Two Principals of affiliated colleges, of which one shall be from government college and one from private/missionary college by rotation in order of the date of establishment of a college	Members	
v.	Two teachers of the affiliated colleges to be nominated by the Vice-Chancellor	Members	
vi.	Director of Public Instruction/ Higher & Technical Education of the State	Member	Ex-Officio
vii.	The Dean of Students' Welfare	-do-	”
viii.	The Finance Officer	-do-	”
ix.	The Controller of Examinations	-do-	”
x.	The Librarian	-do-	”
xi.	Registrar	Secretary	”
4. The term of office of members, other than ex-officio, shall be three years.
5. Any vacancy arising due to illness, death or resignation or otherwise, shall be filled up as soon as possible and the member(s) so appointed shall continue in office for the residual term.
6. One-third of the actual members of the Council shall form the quorum for the meetings of the Council.
7. The Council shall meet at least twice in an academic year and meetings shall be convened by the Registrar in consultation with the Vice-Chancellor. A special meeting of the Council may be convened if a request to that effect is received by the Vice-Chancellor in writing from not less than six members of the Council giving a notice of at least 21 days.

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8. It shall be the duty of the Registrar to keep record of the proceedings of the Council meetings and generally look after the day to day business of the Council.
9. The Council shall have the following functions:
 - i. To provide a forum for consideration of various aspects of education in the affiliated colleges/institutions of the University with a view to continuously improve the general educational standards in the colleges;
 - ii. To help the affiliated colleges prepare developmental projects which may be financed by the state government or other funding agencies such as University Grants Commission;
 - iii. To assess periodically the physical facilities in the affiliated colleges with reference to the number of students and the subjects taught and make recommendations to the UGC or state government for their improvement;
 - iv. To review the academic performance of affiliated colleges from time to time and make suggestions for improvement;
 - v. To review the examination systems and suggest innovations and improvement from time to time;
 - vi. To take action on the Inspection Reports on various colleges/institutions;
 - vii. To prepare and maintain an up-to-date profile on each college/institution/subject/courses of study affiliated to the University, revising the existing facilities and identifying the needs and gaps that need to be filled for their development; and
10. The Office of the Council shall be located at SU campus.
11. Any difficulty arising in giving effect to or interpreting any of the provisions of this Ordinance shall be referred to the Vice-Chancellor whose decision thereon shall be final.

OD-3
ON THE PG DEPARTMENTS IN COLLEGES AFFILIATED TO THE UNIVERSITY
[Under Section 5(xvii) of the SU Act, 2006]

An affiliated college/institution may be granted the permission to teach PG courses in selected subjects on fulfillment of the criteria laid down in this Ordinance.

Application

1. The application shall be made in the proforma, as prescribed by the Affiliation Committee and made available by the Director, College Development Council, after approval of the Academic Council. The application shall include the details specified by the UGC from time to time, including the following:

- i. The subject(s) proposed to be started stating Pass or Honours or Professional;
- ii. Justification (in about 500 words) for starting the proposed subject(s);
- iii. Adequate classroom, library books in the concerned subject(s), laboratory facilities, and minimum number of staff prescribed for the proposed course.
- vi. Enclose a non-refundable application fee as per OD-1, Section 20, payable by cheque/draft in favour of Sikkim University.

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- Number of Seats** 2. As recommended by the Inspection Team and approved by the Academic Council.
- Admission** 3. The colleges may have their own admission criteria but the same shall be implemented only with prior approval of the Academic Council of the University.
- Syllabus** 4. Syllabi shall be prepared by the concerned college, recommended by the Board of Studies and School Board, and approved by the Academic Council.
- Fees** 5. Fees shall be specified and collected by the colleges concerned. However, half of the examination fees and 100% of marksheet, registration and certificate fees, as prescribed by the University from time to time and paid by the students shall be deposited with the University.
- Qualifications and Number of Teachers** 6. The qualification and number teachers shall be as prescribed by the UGC from time to time.
- Work Load** 7. The academic workload for every faculty member shall not be less than 90 teaching days per semester, as in the University PG departments.
- Removal of Difficulty** 8. Any difficulty arising out of giving effect to or interpreting any of the provisions of this Ordinance shall be referred to the Vice-Chancellor whose decision thereon shall be final and binding.

OE SERIES ON MISCELLANEOUS SUBJECTS

OE-1
ON ACADEMIC CALENDAR OF THE UNIVERSITY
 [Under Section 30(p) of the SU Act, 2006]

1. The University shall have at least 90 days of actual teaching in a semester.
2. The University shall have the following calendar:

Table 1. Calendar for Sikkim University		
	Academic Activity	Date/Period
1	Admission to Semester I	July 16 to 30
2	Commencement and end of the classes for Odd Semesters (Semesters I, III and V)	August 1-November 21 (Nov 22 - 30 Preparatory for Students, which period may be used for completion/revision of courses.)
3	Examinations of Odd Semesters	December 1 - 15
4	Commencement and end of Winter Vacation	December 16 - February 15
5	Commencement and end of the classes for	February 16 – June 24

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	Even Semesters (Semesters: II, IV and VI)	(June 25 - July 4 Preparatory for Students, which period may be used for completion/revision of the courses.)
7	Examinations of Even Semesters	July 5 - 19
8	Semester Break/Varsity Week	July 20-30
9	Publication of Results of IV Semester	August 15

NB. If the first day for classes and examinations is a holiday it will start on the next working day. The Semester Break is neither vacation nor holiday.

Table 2. Calendar for Colleges/Institutions affiliated with the University		
	Academic Activity	Date
1	Examination of Odd Semesters	November 15 – 30
2	Examination of Even Semesters	June 5 – 20
3	College Week for Extra-Curricular Activities	June 21 - 30

OE-2
ON THE SCHEDULE OF MEETINGS
 [Under Section 10(1) of the SU Statutes, 2006]

Names of the Authorities	Date for meeting
Board of Studies	May 1 st week and October 1 st week
School Board	May 2 nd week and October 2 nd week
Finance Committee	February 4 th week, May 4 th week, and October 4 th week
College Development Council	May 3 rd week and October 3 rd week
Academic Council	May 4 th week and October 4 th week
Executive Council	June 1 st week and November 1 st week
Court and Convocation	November 3 rd week

OE-3
ON THE CONVOCATION
 [Under Section 32 of the SU Statutes, 2006]

- Convocation**
1. i. A Convocation for the purpose of conferring degrees shall ordinarily be held once in a year on such date and place as may be fixed by the Vice-Chancellor with prior approval of the Chancellor.
 - ii. The Convocation fees shall be as decided by the University from time to time.

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- iii. The Chancellor shall, if present, preside over the Convocation of the University for conferring degrees. In the absence of the Chancellor, the Vice-Chancellor shall preside over the convocation.
- Notice** 2. i. Not less than three weeks' notice shall be given by the Registrar for the Convocation.
- ii. The candidates who have passed their examinations before the year in which the Convocation is held shall be eligible to be admitted to the Convocation. If the Convocation is not held for some years, the Vice-Chancellor shall be competent to authorise admission of successful candidates in the previous years to their respective degrees in absentia and issue the degrees on payment of prescribed fees.
- Application** 3. i. A candidate for the degree must submit to the Registrar his application at least 7 days before the date prescribed for admission to the degree at the Convocation in person along with the prescribed fees.
- ii. The candidates who are unable to present themselves in person at the Convocation shall be admitted to the degree in absentia by the Chancellor or in his absence by the Vice-Chancellor and their certificates shall be given by the Registrar on payment of the prescribed fees.
- Fees** 4. The fees for admission to the degree at the Convocation in person shall be decided by the University from time to time.
- Honorary Degree** 5. i. Honorary degree shall be conferred only at a Convocation and may be taken only in person.
- ii. The presentation of the person(s) at the Convocation on whom honorary degrees are to be conferred shall be made by the Vice-Chancellor or in his absence the senior-most Dean of the University.
- iii. Candidates at the Convocation shall wear gowns and hoods appropriate to their respective degrees. No candidate shall be admitted to the Convocation who is not in proper convocation dress prescribed by the University.
- Convocation Procedure** 6. i. For the award of degree at the Convocation, candidates present shall be formally presented to the Chancellor/Vice-Chancellor for admission to their respective degrees. The Deans of respective Schools shall present the Master students of their Schools. The Principals of the affiliated colleges, nominated for the purpose by the Vice-Chancellor, shall present the undergraduate candidates for various degrees. The names of the recipients of medals and prizes shall be read out by the Registrar who shall also present the candidates for their degrees in absentia for admission to their respective degrees.
- ii. The Chancellor, the Chief Rector, the Chief Guest, the Vice-Chancellor, the Pro-Vice-Chancellor (if any), the Registrar, the Finance Officer, the Deans of Schools and the members of the University authorities shall wear their special robes prescribed by the University and shall walk in procession in the following order to the convocation hall:
- a. The Registrar with the University flag
- b. Members of the Authorities
- c. The Court Members

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- d. The Academic Council Members
 - e. The Executive Council Members
 - f. The Members of School Boards
 - g. The Deans of Schools
 - h. The Librarian
 - i. The Controller of Examinations
 - j. The Finance Officer
 - k. The Pro Vice-Chancellor
 - l. The Vice-Chancellor
 - m. The Chief Guest
 - n. The Chief Rector
 - o. The Chancellor
- iii. The Chancellor, the Chief Rector, the Chief Guest, the Vice-Chancellor, the Pro-Vice-Chancellor (if any), the Registrar, the Deans, the Finance Officer, and the Members of University Authorities shall take their seats in places reserved for them.
- iv. When the procession enters the Convocation Hall, the candidates and the audience shall rise and remain standing until the members of the procession have taken their seats.
- v. When the Chancellor and the Chief Guest are present, the Vice-Chancellor will welcome them.
- vi. The Convocation address will be delivered by the appointed speaker.
- vii. Having obtained the permission of the Chancellor/Vice-Chancellor, the Registrar shall declare the convocation open. The Chancellor/Vice-Chancellor shall then say, "Let the candidates be presented".
- viii. The persons appointed for the purpose of presentation of candidates for their respective degrees shall present in the manner prescribed in the following form. The candidates when presented shall rise and remain in standing position they have been admitted.

"Madam Chancellor/Vice-Chancellor or Chancellor/Vice-Chancellor Sir, I present to you ...(No)... candidates who have been examined and found qualified for the Degree of ...(Bachelor/Master of...in...)...to which I pray that they may now be admitted".

The Chancellor/Vice-Chancellor will admit the candidates to the degree in the following words:

"By virtue of the powers vested in me as the Chancellor/Vice-Chancellor of Sikkim University, I admit you to the Degree ofand I charge you that ever in your life and conversation you show yourselves worthy of the same".

The candidates will then take their seat.

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- ix. The Registrar or the person appointed for the purpose shall then request the Chancellor/Vice-Chancellor to admit the candidates in absentia to the various Degrees in the following words:

“Madam Chancellor/Vice-Chancellor or Chancellor/Vice-Chancellor Sir, on behalf of the other..... candidates who have been examined and found qualified for the Degree of and have been permitted to receive their Degrees in absentia, I pray that they be admitted to their respective degrees”.

The Chancellor/Vice-Chancellor shall admit those candidates to their respective degrees in the following words:

“By virtue of the powers vested in me as the Chancellor/Vice-Chancellor of Sikkim University, I admit the candidates to their respective degrees in absentia”.

- x. When all candidates have been admitted to their degrees, medals and prizes the Registrar shall propose a vote of thanks. After this the Registrar shall, with the permission of the Chancellor/Vice-Chancellor, declare the Convocation Closed.
- xi. The procession shall then leave the Convocation Hall in the reverse order, while the graduates and the audience keep standing.

OE-4
ON THE WOMEN'S CELL
[Under Section 30(o) of the SU Act, 2006]

1. A Women's Cell shall be set up in the University to assist the Vice-Chancellor in realising the following aims and objectives.
- i. Gender sensitization.
 - ii. Create awareness about the rights of women.
 - iii. Prevention of discrimination on the basis of gender in job and career opportunities.
 - iv. Prevention of sexual harassment in the University.
 - v. Mediation and redressal as may be necessary following any case of discrimination or harassment on the basis of gender.

Explanatory Note: “Sexual harassment” includes such unwelcome sexual behaviours as the following:

- a. Physical contacts and advances
- b. Demand for sexual favours
- c. Sexually coloured remarks
- d. Showing pornography
- e. Any other unwelcome physical, verbal or non-verbal conduct of sexual nature which directly or impliedly humiliates or intimidates women or harasses them psychologically.

2. The Women's Cell shall be constituted as under:
- i. A Chairperson to be nominated by the Vice-Chancellor from amongst senior women employees not below the rank of an Associate Professor or Deputy Registrar.

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- ii. Dean, Students' Welfare as Ex-Officio member.
 - iii. Two women belonging to the students' community to be nominated by the Vice-Chancellor on the recommendation of the Dean, Students' Welfare.
 - iv. Four persons belonging to the employees' community — two representing the non-teaching community and two representing the teaching community to be nominated by the Vice-Chancellor provided at least one shall be a woman.
 - v. One legal expert with expertise in handling cases of women's issues to be nominated by the Vice-Chancellor on the recommendation of the Chairperson of the Cell.
 - vi. Two Social Workers working in the relevant field to be nominated by the Vice-Chancellor on the recommendation of the Chairperson of the Cell, one of whom should be a woman.
 - vii. Any other member(s) to be co-opted by the Cell as and when necessary with the approval of the Vice-Chancellor.
3. The terms of the members except ex-officio members shall be three years.
4. The powers and functions of the Women's Cell shall be:
- i. To organise seminars, workshops, lectures, awareness camps and such other activities necessary to sensitise the University community on issues of gender justice and sexual harassment.
 - ii. To recommend to the Chairman, Executive Council, measures for creation of a secure and cordial learning/working atmosphere between men and women.
 - iii. To examine complaints against sexual harassment or sexual discrimination and take necessary remedial measures wherever possible or submit its findings along with recommendations to the Chairman, Executive Council.
 - iv. To pursue time-bound treatment of the complaints, wherever necessary.
 - v. To engage qualified counsellors to the victim as and when necessary.
 - vi. To report to the Chairman, Executive Council, if there is a prima-facie case for legal or disciplinary action against the perpetrator of the crime and to pursue the case to its logical end.
 - vii. To suggest measures and ensure protection of the general welfare of the women in the University community.
5. Modalities of Functioning:
- i. Complaints shall be lodged with the Chairperson of the Cell by the victim concerned not later than 30 days from the date of occurrence of the incident of sexual harassment or sex discrimination. Complaints may also be lodged by a third party or any member of the University community about any undesirable situation which directly or indirectly affects the women of the University community in general.
 - ii. The Cell should have a regular office space with the necessary infrastructure to be provided by the University to facilitate meetings with the complainants and to provide expert/professional counselling, when necessary.
 - iii. The Cell should meet at least two times a year. Emergency meetings may also be held on any occasion.
 - iv. The Cell should maintain due confidentiality while dealing with complaints of sexual harassment if it is convinced that transparency would directly or indirectly humiliate the parties concerned.
6. Conduct of Meetings:
- i. Quorum: One third of the total members, subject to a minimum of four members of the Cell, shall make the quorum for a meeting of the Cell.

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- ii. The Chairperson shall preside over all the meetings of the Cell. In the absence of the Chairperson, the senior-most woman member of the Cell shall preside over the meetings.
- iii. The Women's Cell shall, as far as possible, try to arrive at a consensus on cases decided. However, should there be a division resulting in a tie, the Chairperson shall have the casting vote.

OE-5
ON THE ALUMNI ASSOCIATION
[Under Section 38 of the SU Statutes, 2006]

1. There shall be an Alumni Association coordinated by the Dean of Students' Welfare.
2. The objectives of this Association shall be as follows:
 - a. To create a bridge between the past and present students of the University,
 - b. To enable the past students to interact with and guide the present students,
 - c. To enable the present students to benefit personally, academically and professionally from their contacts with the past students, and
 - d. To enable the alumni students to contribute academically, financially and administratively to build the University, as they have a permanent stake in the reputation of the same.
3. The University shall create the necessary facilities for the Association to function smoothly. The Dean of Students' Welfare shall create and maintain data bank on permanent addresses, telephone numbers, email ids and current employment status of the past students.

OE-6
ON THE REDRESSAL OF GRIEVANCES
[Under Section 30(o) of the SU Act, 2006]

1. Any employee or student of the University who is aggrieved by a decision of any authority or officer of the University may represent to the Registrar through proper channel within 7 days of receipt of such orders or copy of such resolution clearly stating how he is affected by such a decision along with any documentary evidence on the matter supporting the representation.
2. The Registrar upon scrutiny of the representation shall forward the same to the Grievance Redressal Cell within 7 days of receipt of the representation.
3. The Grievance Redressal Cell shall submit its recommendations on the representation to the Registrar within 15 days of receipt of such a reference.
4. The report of the Grievance Redressal Cell may be placed before the next meeting of the Executive Council whose decision on the matter shall be final.
5. The Cell shall constitute a committee as follows after receiving a representation from the Registrar:
 - i. Chairman - Coordinator & Convener, Grievance Redressal Cell
 - ii. Nominee of the Association to which the Appellant belongs - Member

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| iii. | Nominee of the Appellant | - | Member |
| iv. | Senior-most Dean | - | Member |
| v.. | One SC/ST/OBC officer not connected with the case to be nominated by the Vice-Chancellor. | - | Member |

OE-7
ON RESEARCH PROJECTS
[Under Section 5 (xv) of the SU Act, 2006]

1. A 'research project' is defined hereunder as a 'scheme' or 'project' funded by government, semi-government, autonomous body, public sector undertaking, public/private limited company, private trust/foundation and registered body. Such project funding shall be for the following purposes:
 - a. Academic investigations,
 - b. Development of technology,
 - c. Monitoring and evaluation work,
 - d. Training & development activities,
 - e. Extension activities including action research, and
 - f. Carrying out surveys and documentation.
2. A teacher desirous of seeking financial support (referred to hereafter as Principal Investigator or PI or such other designation as may be given by the funding agency) from an external organisation shall prepare the project proposal as per the requirements of the funding/sponsoring organisation concerned.
3. The project shall be forwarded by the Head/IC of the Department (or Dean if the PI happens to be the Head/IC), and in case of Deans the Vice-Chancellor/Registrar shall forward it if it has been duly certified by the applicant that it is possible to carry out the project in the Department if it is funded ultimately.
4. The Registrar shall send the proposal to the funding agency with a forwarding letter on his office stationery.
5. When securing a major project, if the funding agency stipulates execution of a Memorandum of Understanding or such other instruments the University shall consider signing it after due scrutiny by the Legal Cell of the University.
6. The University shall claim Overhead Charges as admissible by the funding agency. The PI shall be entitled to claim a sum not exceeding 50% of the overhead amount which shall be used for purchase of furniture and office stationery for the project.
7. The University shall have separate bank accounts for each sponsored project. Transactions pertaining to individual projects shall be closely monitored and final settlement of accounts, including auditor's report and utilization certificate, submitted to the funding

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organization on submission of the project report. On acceptance of the final project account, the bank account shall be closed under intimation to the funding organization.

8. The Principal Investigator and the Drawing and Disbursing Officer shall ensure that all periodical reports and returns are forwarded to the sponsoring agency within the stipulated time.
9. Anything not covered under the above provisions of this Ordinance shall be referred to the Vice-Chancellor whose decision on the matter shall be final.