



**SHRILAL BHADUR SHASTRI NATIONAL SANSKRIT UNIVERSITY
(CENTRAL UNIVERSITY)**

B-4 QUTAB INSTITUTIONAL AREA, NEW DELHI-110016

F.No.(ii)LBANU/REG/(11)/Rules/2025 /634

Dated: 03.12.2025

NOTIFICATION

In accordance with the provisions prescribed under Clause-29 (1) & (2) and 30 of the Central Sanskrit Universities Act, 2020 and Clause-39 of the Statutes of the University, the following revised Ordinances and Regulations of Shri Lal Bahadur Shastri National Sanskrit University, New Delhi duly approved by the Executive Council are hereby notified for implementation and information of all concerned:-

ORDINANCE NO.	TITLE OF ORDINANCE
13	Ordinance on School Board
14	Ordinance on Constitution of Board of Studies
15	Ordinance on University Research Board
16	Cadre Recruitment Rules for appointment on Non-Teaching Posts, 2025
17	The Proctor
18	Procedure/norms for appointment to the posts of Professor, Associate Professor and Assistant Professor
19	Norms/ordinance for promotion through Career Advancement of Assistant Professors, Associate Professors and Professors
20	Written Contract of Appointments
21	Conditions of Service of Teachers of the University
22	Curbing the menace of ragging in university and Higher Education Institutions under its jurisdiction
23	Employees and Students' Grievances Redressal Committees
24	Heads of Departments
25	Functions and duties of the Departments in the School
26	Appointment of Examiners
27	Appointment of adjunct faculty members & scholars in residence
29	Deans' Committee
30	Sensitization, Prevention and Redressal of Sexual Harassment
31	Conditions of residence of the students of the University
32	Courses of Study
33	The Deans of Schools of Studies
34	Admission, Enrolment, Migration and Transfer of Students
35	Committee on Equivalence of Examinations
36	Transfer of Credit
37	Visiting Fellow
38	Visiting Professors
39	Ordinance on governing integrated shastri/bachelor's degree-archarya/master's degree programmes offered in the university
40.	Ordinance on doctor of philosophy (ph.d.)/ vidyavaridhi programme

41.	Purchase Committee
42.	Procedure for considering proposals for Affiliation of Colleges, Institutions and Gurukula etc.
REGULATION NO.	TITLE OF REGULATIONS
04	Regulations on governing integrated shastri/bachelor's degree-acharya/master's degree programmes offered by the university.
05	Regulations on Establishment and operation of academic bank of credits (ABC) at under graduation level and Post- Graduation level courses.

The above-mentioned Ordinances and Regulations shall apply to all concerned with effect from the date of issue of this notification. Anomaly, if any, in the implementation of the aforementioned Ordinances and Regulations, shall be rectified as per rule

This issues with the approval of the Vice-Chancellor.

(PROF. PAWAN KUMAR SHARMA)

Registrar

Copy for information and necessary action to:-

1. Chief Vigilance Officer
2. Director-IQAC
3. All Sectional Heads/Unit-In-charges of SLBSNSU, New Delhi
4. Library (In-charge)/Assistant Librarian
5. All Deputy Registrars
6. Executive Engineer (Civil)
7. System Administrator (Computer Centre) is required to place this Notification along with the above-mentioned Ordinances and Regulations on the website of this University for information of all concerned.
8. All Assistant Registrars
9. OSD to VC
10. PS to VC/ Registrar/Finance Officer
11. Notice Boards
12. Concerned file

(PROF. PAWAN KUMAR SHARMA)✓

Registrar

SHRI LAL BAHADUR SHASTRI NATIONAL SANSKRIT UNIVERSITY

Ordinance No. 13

School Board

[Under Section 17 (3) of the Act]

The University consists of the following Schools of Studies:-

- i. School of Sahitya and Sanskriti
- ii. School of Veda-Vedanga
- iii. School of Darshan Shastra
- iv. School of Adhunik Vidya
- v. School of Shikshashastra
- vi. School of Puranvidya
- vii. Any new school to be established

1. The Composition of each School Board shall be as under:

(i)	Dean of the School	Chairperson
(ii)	All Heads of the Departments of the School	Members
(iii)	All Professors in the School	Members
(iv)	One Associate Professor and one Assistant Professor from each Department in the School by rotation on the basis of seniority nominated by the Vice-Chancellor	Member
(v)	One representative from other School of Studies which have inter-disciplinary work with the School, to be nominated by the Vice-Chancellor on the recommendations of the School Board concerned	Member

- a) Not more than one person per subject shall be nominated for the Board.
- b) The term of members, other than that of the Dean and Professors shall be three years.
- c) The Dean of the School shall convene and preside over the meetings of the Board.

2. Powers and Functions

The powers and functions of the School Board shall be as follows:

- (i) To prescribe the eligibility criteria for admission of candidates to the various programmes of studies in the Departments;
- (ii) To co-ordinate the teaching, evaluation, research and extension work in the Departments of the School;
- (iii) To approve subjects for research for various Degrees.
- (iv) To constitute Committees to organise the teaching and research work in subjects or areas which do not fall within the sphere of any Department in the School and to supervise the work of such Committees;

- (v) To recommend to the Academic Council the creation or abolition of teaching posts, and to consider proposals received from the Department or committees mentioned in clause(iv) above;
- (vi) To consider Schemes for the advancement of the standards of teaching and research, and to submit proposals in this regard to the Academic Council;
- (vii) To formulate arrangements for the School to participate in the work of the different Centres of Studies in the University;
- (viii) To promote and review research within the School and to submit reports on research to the Academic Council;
- (ix) To frame general Rules for continuous internal evaluation and end-semester examinations;
- (x) To recommend to the Academic Council, the panel of examiners for the evaluation of the thesis after considering proposals received in this regard from the Board of Studies;
- (xi) To recommend to the Academic Council, the award of research Degrees to candidates who have been found qualified and fit to receive such Degrees;
- (xii) To consider and act on any proposal regarding the welfare of the students of the Schools;
- (xiii) To perform all other functions which may be prescribed by the Act, Statutes and Ordinances, and to consider all such matters as may be referred to it by the Executive Council, the Academic Council or the Vice-Chancellor; and
- (xiv) 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 upon by the Board from time to time.

3. Meetings

- (a) The School Board shall hold at least two ordinary meetings in an Academic year, one in each semester;
- (b) The Dean may convene special meetings of the Board at his/her own initiative or on the direction of the Vice-Chancellor or on a written request from at least one-fifth of the members of the Board.

4. Quorum

The quorum for the meeting of the School Board shall be half of its total members.

5. Notice

Notice for any meeting of the Board shall be issued at least 10 days before the date fixed for the meetings.

The Dean may convene emergency meeting of the School board at short notice.

SHRI LAL BAHADUR SHASTRI NATIONAL SANSKRIT UNIVERSITY

Ordinance No. 14

Constitution of Board of Studies

[Under Statute 18(2) of the Act]

Each Department shall have a Board of Studies comprising of the following members:

1.	Head of the Department	Chairperson & Convener
2.	All Professors of the Department	Members
3.	Two Associate Professors of the Department by rotation on seniority basis to be nominated by Vice-Chancellor	Members
4.	Two Assistant Professors of the Department by rotation on seniority basis to be nominated by Vice-Chancellor	Members
5.	One faculty member from inter-disciplinary Departments within the school to be nominated by the Vice-Chancellor	Member
6.	Two outside subject experts to be nominated by the Vice-Chancellor from a panel of six experts, proposed by the concerned Head of the Department	Members

- a. The tenure of the members of the Board of Studies shall be three years.
- b. Any casual vacancy may be filled-up for the residual period.
- c. The Board of Studies shall meet at least once in each semester, twice in a year and on such occasions as may be determined by the Vice-Chancellor.
- d. The quorum for the Board of Studies meetings shall be 50% of the members which shall include at least one outside expert.
- e. In the absence of the Chairperson, the senior-most member present shall act as Chairperson for that meeting.
- f. If in the opinion of the Chairperson, it is not necessary or expedient to convene a meeting of the Board of Studies to consider any item and if he/she considers that a matter could be disposed off by circulation among the members of Board of Studies, he/she may issue necessary instructions to that effect.

SHRI LAL BAHADUR SHASTRI NATIONAL SANSKRIT UNIVERSITY

Ordinance No. 15

University Research Board

[Under Section 29(1) (I) and (O) of the Act]

1. There shall be a constituted University Research Board Studies to monitor and address issues related to research. University Research Board shall be constituted comprising of the following:

1	Vice-Chancellor	Chairman
2	Dean Academic Affairs	Member
3	Deans of Schools of Studies	Members
4	Heads of Departments (Not exceeding 5 by rotation)	Members
5	Professors other than Deans of Schools and Heads of Departments (not exceeding 5 by rotation)	Members
6	Four Associate Professors to be nominated by the Vice-Chancellor representing different disciplines in the University	Members
7	Four external experts(preferably one from industries/corporates/NGOs) to be nominated by the Vice-Chancellor representing different disciplines in the University	Members
8	HoD, Research	Member-Secretary

2. Functions of the University Research Board:

Subject to the overall guidance of the Academic Council, the University Research Board shall perform, inter-alia, the following functions:

- To prepare a perspective of research and major thrust areas for research, if any, in the disciplines under its purview;
- To evaluate institutional research projects for funding by National/International agencies;
- To review the current status of research in each department and
- To indicate the priority areas of research in the departments particularly with reference to the role and responsibility of the of the University under the University Act taking into account the facilities available in the University and also create facilities wherever necessary in keeping with the major thrust areas accepted for the concerned Departments and individual interest of the members of the faculty;
- To evolve norms for consultancy and sharing of the revenue between the Principal investigator and the University for approval of the Executive Council; and
- To perform such other functions as may be assigned to it by the Academic Council.
- To create awareness about responsible conduct of research, thesis, dissertation, promotion of academic integrity and prevention of misconduct including plagiarism in academic writing among the students, faculty researchers and staff,
- To develop system to detect plagiarism and to setup mechanism to prevent plagiarism and punish a student, faculty , researchers or staff committing the act of plagiarism

3. The University Research Board shall meet regularly at least twice a year.
4. The University Research Board shall determine its own procedures for working.
5. The quorum of the Board shall be half of the total members;
6. The term of Office of the members other than ex-officio members shall be for a period of three years.
7. There shall be Academic Ethics Committee constituted for each and every department with research programme under the supervision of University Research Board.

SHRI LAL BAHADUR SHASTRI NATIONAL SANSKRIT UNIVERSITY

Ordinance No. 17

The Proctor

[Under Section 29 (1) (o) of Central Sanskrit Universities Act-2020]

1. The Proctor shall be appointed by the Vice-Chancellor from amongst the teachers, of the University not below the rank of Professor and shall exercise such powers and perform such duties in respect of the maintenance of discipline among students, as may be delegated/assigned to him/her by the Vice-Chancellor.
"Students", referred to above, mean regular, Part-Time/ex-students of the University on the rolls of Departments of Studies/Hostels/Centres/Schools.
2. The Proctor may hold office for a period of three years and may be eligible for re-appointment.
3. The Proctor may have all such powers delegated to him/her by the Vice-Chancellor.
4. The Proctor shall be entitled to such allowances and amenities as the Executive Council may approve from time to time.
5. The Proctor shall be the Secretary of the Discipline Committee, and he/she shall convene the meetings of the Committee.
6. The Proctor shall be assisted by the Deputy and Assistant Proctor appointed by the Vice-Chancellor for the term of three years.
7. The Proctor shall have the power to take cognizance of any breach of discipline, and if the circumstances so require, to take immediate disciplinary action in such cases.
8. The Proctor shall :
 - (i) monitor the disciplinary climate prevailing in the student community;
 - (ii) take preventive steps such as issue of notices, warnings, Instructions regulating certain acts, and other arrangements for the purpose of forestalling acts of individual or collective indiscipline;
 - (iii) collect relevant facts about the incidents of indiscipline, evaluate the evidence and decide/recommend the quantum of punishment to be imposed on the erring students. Whenever considered necessary, the Proctor shall place the relevant information before the Vice-Chancellor or the Discipline Committee for their decision; and
 - (iv) issue all orders relating to disciplinary proceedings against students.
9. The Proctor shall ensure the maintenance of security arrangements and discipline in the University premises.
10. The Proctor shall maintain liaison with the local Administration in matters regarding the law and order situation in the University Campus.
11. The Proctor shall have the power:
 - (i) to suspend or institute proceedings in cases of breach of discipline, referred to him/her by the Vice-Chancellor or reported to him/her by any other person or noticed by himself/herself;
 - (ii) to suspend or rusticate a student up to a maximum period of two weeks; and
 - (iii) to impose a fine as prescribed from time to time.

12. In all cases of disciplinary action, where the Proctor dealing with the matter considers that a higher punishment than he/she has power to impose is required, he/she shall report the same to the Discipline Committee for suitable action.
13. Foreign students' welfare (visa etc.)
14. VIP Security
15. Protection of University property
16. The Proctor shall perform such other functions as the Vice- Chancellor may direct from time to time.

SHRI LAL BAHADUR SHASTRI NATIONAL SANSKRIT UNIVERSITY

Ordinance No. 18

Procedure/Norms for Appointment to the Posts of Professor, Associate Professor, Assistant Professor and other Academic Staff

[Under Section 29 (1) (o) of Central Sanskrit Universities Act-2020]

1. The University will issue all-India advertisement for recruitment to the teaching posts in leading national dailies, University website or on the portals of the UGC/MoE from time to time giving at least 30 days time and make appointments there-to on all India basis on the recommendations of the Selection Committee as constituted in Statute 20.
2. The Registrar shall issue to each member a Notice, not less than ten days before the meeting, stating the time and venue of the meeting. Meeting of the Selection Committee shall be fixed after prior consultation with, and subject to the convenience of Visitor's nominee/Central Government nominee and of the experts nominated by the Executive Council.
3. The Chairman shall be entitled to vote at the Selection Committee meeting and shall have a casting vote in the case of a tie.
4. The recommendations of the Selection Committee shall be submitted to the Executive Council and orders of appointment shall be issued after the approval of the Executive Council in accordance with Statute 12(2) (ii).
5. The terms and conditions with regard to the minimum qualifications and other terms and conditions as prescribed by the UGC from time to time, shall be followed.
 - i. In addition to the above, the Vice-Chancellor may prescribe, in consultation with the concerned Dean and Head of the Department, to the Academic Council such specifications or any other conditions as required for the post to be filled up.
6. The prescribed qualification and experience will be minimum, and the mere fact that a candidate possessing the same will not entitle him/her for being called for the interview.
7. The University will have the right to restrict the number of candidates to be called for interview, based on the recommendations of the Screening Committee constituted for this purpose, to a reasonable number on the basis of qualifications and experience higher than the minimum prescribed or by any other condition that it may deem fit.
8. The rules and procedures prescribed by the Govt. of India in respect of the Reserved Categories shall be followed as provided in Section 7 of the University Act.
9. The selection procedure shall be as laid down by the Central Sanskrit Universities Act, 2020, Statutes of the University and the UGC Regulations on Minimum Qualifications for Appointment of Teachers and Other Academic staff in Universities and Measures for Maintenance of Standards in Higher Education –2018 as amended from time to time.
10. In case of selection of two or more candidates on the same date and same posts in the same department, the recommendations shall invariably be made in order of merit of the selected candidates for the purpose of determining seniority in service.
11. No recommendations should be made with a condition attached to the occurrence of the future events.
12. If any candidate is recommended by the Selection Committee for appointment in relaxation of any of the prescribed conditions relating to qualifications, age, experience etc., it shall be so stated and recorded.
13. When the Selection Committee considers it fit to recommend a higher initial pay or advance increments to be offered to a selected candidate, it shall be as per the UGC Regulation referred to above.

14. Number of posts advertised may be treated as tentative. The University shall have the right to increase/decrease the number of posts at the time of selection and make appointments accordingly.
15. The in-service candidates should apply through Proper Channel.
16. Outstation candidates belonging to SC/ST categories called for interview will be paid equivalent to return single second class railway fare towards journey, expenses on production of Ticket numbers / proof.
17. Canvassing in any form on behalf of any candidate will disqualify such candidate.
18. The Chairman - Convenor shall have the power to lay-down the procedure in respect of any matter not mentioned in the Act / Statute / Ordinance.
19. The Selection Committee's recommendations, when approved by the Executive Council, shall remain valid for a period of one year from the date of such approval.
20. The application forms will be sold and registration fee collected at the rates prescribed by the University from time to time. The registration fee from the candidate belonging to SC/ST /OBC/PH/EWS etc. categories will be charges as per rules of the Govt. of India/UGC.
21. The eligibility criteria shall be assessed by the Screening Committee consisting of concerned Dean of School of Study, Head of Department and atleast one external subject expert to be nominated by the Vice-Chancellor.
22. In case no candidate has been found suitable for the post, the University shall re-advertise the post.
23. Number of candidates to be called for interview shall be decided by the University.
24. In cases of any disputes any suites or legal proceedings against the University, the jurisdiction shall be restricted to Delhi.
25. Notwithstanding anything contained in this ordinance, the Vice-Chancellor may take such measures as may be necessary for removal of difficulties and to resolve any other extra ordinary issues keeping in view the provisions of Central Sanskrit Universities Act, 2020, Statutes of the University and UGC Regulations as referred above.

SHRI LAL BAHADUR SHASTRI NATIONAL SANSKRIT UNIVERSITY

ORDINANCE No. 19

Norms / Ordinance For Promotion Through Career Advancement of Assistant Professors,

Associate Professors And Professors

[Section 29 (1) (o) of Central Sanskrit Universities Act-2020]

1. The University is empowered to make promotion of Assistant Professor, Associate Professor, Professor, Senior Professor and other Academic Staff under Career Advancement Scheme of University Grants commission.
2. Promotion of Assistant Professor, Associate Professor, Professor Senior Professor and other Academic Staff under Career Advancement Scheme of UGC shall be made as per the Guidelines and Regulations issued by the University Grants Commission from time to time,
3. The Pay structure, eligibility, service conditions, duties and responsibilities shall be applicable to the Assistant Professor, Associate Professor, Professor, Senior Professor and other Academic Staff as per UGC regulations and rules issued by the Government of India from time to time.
4. Notwithstanding anything contained in this ordinance, the Vice Chancellor may take such measures as may be necessary for removal of difficulties and to resolve any other extra ordinary issues.

SHRI LAL BAHADUR SHASTRI NATIONAL SANSKRIT UNIVERSITY

ORDINANCE No. 20

Written Contract of Appointments

[Under Section 29 (1) (o) of Central Sanskrit Universities Act-2020]

Every teacher and member of the academic staff of the University shall be appointed on a written contract, the form of which is hereby prescribed and appended to this ordinance".

TO BE TYPED ON NON-JUDICIAL STAMP PAPER & SUBMIT ONE ORIGINAL AND TWO COPIES THEREOF.

SERVICE CONTRACT

Articles of agreement executed his / her the _____ day of the year Two Thousand the Year of the Republic of India between S/O/D/ONV/O _____ aged _____ years, residing at _____ of the first part (hereinafter called 'the party of the first part') and the Shri Lal Bahadur Shastri National Sanskrit University, New Delhi of the second part.

WHEREAS the Shri Lal Bahadur Shastri National Sanskrit University, New Delhi (hereinafter referred in as "the University") have engaged the party of the first part as _____ (Designation) and the party of the first part has agreed to serve the University on the terms and conditions hereinafter contained;

Now these present witness and the parties here to respectively agree as follows:

1. The party of the first part shall submit to the orders of the University and of the authorities under whom he/she may from time to time, be placed by the University and shall remain in the service commencing from the date of joining duty (Date) subject to the terms and conditions herein contained.
2. The party of the first part shall devote his / her whole time and attention efficiently and diligently to his/her duties and at all time obey the rules including the University Servants Conduct
Rules prescribed for the time being for the regulations of the branch of the University to which he may be attached and shall whenever required to perform such duties as may be assigned to him/her from time to time.
3. The party of the first part shall be of the Teacher's/ Officer's rank and his / her status shall be that of (Designation) in (Department/Centre/Office) as on the date of appointment.
4. The party of the first part shall be from the date of coming into force of these presents, be granted Rs. _____ (Basic Pay including the grade pay of Rs. _____ in the pay scale of Rs. _____ He/she shall also be eligible for the usual allowance admissible under the rules of the University / Govt. of India in force.
5. The party of the first shall, during the period of this / her agreement earn leave according to the rules applicable to him/her.
6. If the party of the first part is required to travel in the interest of the University Service; he/she shall be entitled to travelling allowance on the scale applicable to the Officers of his / his equal rank in the University.
7. This his/her agreement may be terminated at any time within the said period of the age of superannuation by either party, by giving three months' notice in writing to the other. Provided always that either party may in lieu of the notice, give to the

other party a sum equal to the salary of the period which may fall short of three months.

8. The party of the first part shall be eligible to the benefit of the University Provident Fund/Pension/New Pension Scheme according to the rules applicable.
9. The Party of the first part shall submit himself/herself for Self-Appraisal PABS methodology as prescribed by the UGC as notified and amended from time to time and shall submit the Annual Property Return as per the Govt. of India Rules failing which the employer shall be at liberty to take any action as deemed fit.
10. The party shall be governed by CCS (CCA) Rules 1965, CCS (Conduct) as amended from time to time, UGC Regulations/guidelines, Govt. of India instructions and orders as issued from time to time.
11. In regard to any matter in respect of which no provision has been made in this agreement, the provision of the rules made or deemed to have been made under Article 309 B & 313 of the Constitution of India, the provisions of any Act or Rule made by the University in regard to the employees borne in the category of the Teacher/Officer in the University service shall apply to the extent to which they are applicable to the service of the party of the first part under this agreement and the decision of the University as their applicability shall be final.

IN WITNESS WHEREOF _____ the party of the first part and the Registrar acting for and on behalf of and by the order and direction of the Executive Council, have hereunto set their hands in the year of the REPUBLIC OF INDIA.

SIGNED BY THE PARTY OF THE FIRST PART:

IN THE PRESENCE OF:

Witness: 1) _____

Witness: 2) _____

REGISTRAR _____

SHRI LAL BAHADUR SHASTRI NATIONAL SANSKRIT UNIVERSITY

ORDINANCE No. 21

Conditions of Service of Teachers Of The University

[Under Section 29 (1) (o) of Central Sanskrit Universities Act-2020]

Teachers of the University means Professors, Associate Professors, Assistant Professors and such other persons as may be appointed for imparting teaching/instruction or conducting research in the University and are designated as teachers by the Ordinances.

A teacher of the University shall be a whole-time salaried employee of the University and shall devote his/her whole-time to the University and does not include honorary, visiting, part-time and ad-hoc teachers.

Provided that nothing contained in this Ordinance shall apply to the 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/ television talk or extension lectures or, with the permission of the Vice-Chancellor, to any other academic work.

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. However, teachers may engage in consultancy work as per UGC guidelines and with prior approval of the University.

Nature of Duties

Every teacher shall undertake to take part in such activities of the University and perform such duties in the University as may be required by and in accordance with the Act, the Statutes and Ordinances framed there-under, for the time being in force, whether the same relate to organization of teaching, research, extension, examination of students, their discipline, welfare, and generally to act under the direction of the authorities of the University and such other duties as administrative, corporate etc.

Period of probation and confirmation

The minimum period of probation shall be one year extendable by a maximum period of one more year in case of unsatisfactory performance.

The teacher on probation shall be confirmed at the end of one year, unless extended by another year through a specific order, before expiry of the first year.

It is obligatory on the part of the University to issue an order of confirmation to the incumbents within 45 days of completion of the probation period after following the due process of verification of satisfactory performance..

Probation and confirmation rules are applicable only at the initial stage of recruitment, issued from time to time, by Central Government.

All other Central Government rules on probation and confirmation shall be applicable mutatis mutandis.

Confirmation

It shall be the responsibility of the Registrar to place before the Executive Council the case of confirmation of a teacher on probation at appropriate time.

The Executive Council may either confirm the teacher or decide not to confirm him/her, or extend the period of probation so as not to exceed twenty-four months in all.

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.

Increment

Every teacher shall be entitled to increment in his/her scale of pay, unless the same is withheld or postponed by a resolution of the Executive Council and after the teacher has been given due opportunity to make his/her written representation.

Age of retirement

Subject to the provision of Statutes, every teacher confirmed in the service of the University, shall continue in such service until he/she attains the age of superannuation as prescribed by the UGC and Govt. of India from time to time.

Variations in terms and conditions of service

Every teacher shall be bound to act in conformity with the Statutes, Ordinances, Regulations and rules of the University as well as a code of professional ethics as may be formulated by the University.

Provided that no change in the terms and conditions of service of a teacher shall be made after his / her appointment in regard to designation, scale of pay, increment, provident fund, retirement benefits, age of retirement, probation, confirmation, leave; leave salary and removal from service so as to adversely affect him.

Professional Code of Conduct

Every teacher of the University shall abide by the Code of Conduct framed by the University and the following lapses would constitute misconduct on the part of a University teacher.

- i) Any lapses in performing his/her duties as assigned by the university from time to time.
- ii) Inciting students against other students, colleagues or administration (This does not interfere with the right of a teacher to express his/her difference of opinion on principles in seminars and other places where students are present) or any other such actions which are against the interest of the university.
- iii) Indulging in communal activities, or making inappropriate remarks on caste, creed, religion, race or sex in his/her relationship with his/her colleagues and trying to use the above considerations for improvement of his/her prospects or any other such actions which are against the interest of the university.
- iv) Refusal to carry out the decisions by appropriate administrative and academic bodies and / or functionaries of the University.
- v) Indulging in Plagiarism of any sort within the legal meaning, interpretation and expression of the term.

Resignation

A whole-time salaried teacher may, at any time, terminate his/her contract by giving the University three months' notice in writing or on payment to the University of three months' salary in lieu thereof. The notice period shall be one month in case of probationers, contractual, temporary and ad-hoc teachers or salary in lieu thereof.

Provided that the Executive Council may waive the requirement of notice at its discretion.

Contract

The written contract between a teacher and the University required to be entered into under Section 33(1) of Central University Act shall be in the form prescribed by the Ordinances.

Fixation of pay of re-employed pensioners

As per the Government of India Rules issued from time to time.

Teaching Days, Work Load And Leave Rules

The rules and conditions governing number of teaching days, work load and leave rules shall be as prescribed by the UGC and GOI from time to time.

Notwithstanding anything contained in this ordinance, the Vice-Chancellor may take such measures as may be necessary for removal of difficulties and to resolve any other extra ordinary issues keeping in view the provisions of Central Sanskrit Universities Act, 2020, Statutes of the University and UGC Regulations as referred above

SHRI LAL BAHADUR SHASTRI NATIONAL SANSKRIT UNIVERSITY

ORDINANCE No. 22

Curbing the Menace of Ragging in University and Higher Education Institutions Under its

Jurisdiction

[Under Section 29 (1) (o) of Central Sanskrit Universities Act-2020]

According to Rule 6.3(a) of the 'University Grants Commission Ragging Regulations-2009' dated 17 June 2009 and amended from time to time ragging is a punishable offence in educational campuses. For the purposes of these Rules, "ragging" means any act or practice by which the dominant status or power of senior students is brought to bear on students freshly enrolled or students who are in any way considered by such students to be junior or inferior (hereafter in this clause referred to as "the victims") and/or which violates, tends to violate or is perceived as violating the dignity of the victim, and includes individual or collective acts or practices that-

1. Incitement to riot.
2. Criminal conspiracy to ragging.
3. Illegal gathering and creating nuisance during rally time.
4. Disturbing the public during ragging.
5. Violating decency and morality through ragging.
6. Injuring the body.
7. Wrongful Restraining.
8. Use of criminal force.
9. Assault, sexual offences or unnatural offences.
10. Forced adoption.
11. Criminally entering another's place without authority.
12. Crimes related to property.
13. Criminal-Threats.
14. Committing any or all of the above offences against persons in trouble.
15. Threatening to commit any or all of the above offences against the victim.
16. To humiliate physically or mentally.
17. All offences falling under the definition of ragging.

Anti-ragging action by the head of the institution-

On receiving information of ragging from the anti-ragging team or any concerned person, the head of the institution should immediately ensure whether any illegal incident has taken place and if it has taken place, then he himself or through the anti-ragging committee authorized by him should lodge an FIR within 24 hours of receiving the information or give recommendation as per the law related to ragging.

Administrative action on incidents of ragging-

According to Rule 9.1 (b) of the Prohibition of Ragging Act, 2009 and amended from time to time, the following punishments are provided for a student involved in ragging:

Any student found guilty of ragging will be punished by the University as per the following laws.

- a. The Anti-Ragging Committee will take appropriate decision regarding appropriate punishment or depending upon the nature and gravity of the incident of ragging, the Anti-Ragging Squad will give its recommendation for appropriate punishment.

b. Anti-Ragging Committee may impose one or more of the following punishments depending on the nature and gravity of the offence as determined by the opposing team.

1. Suspension from class attendance and educational rights.
2. Withholding or depriving the holder of scholarship/fellowship and other benefits.
3. Debarring from appearing in any test/examination or other assessment process.
4. Withholding the result.
5. To debar from representing the organization in any regional, national or international meet, sports, youth festival etc.
6. Expulsion from the hostel.
7. Cancellation of Admission.
8. Expulsion from the University for a period of upto 04 sessions.
9. Expulsion from the University premises for a specified period.
10. If the persons committing ragging or instigating ragging cannot be identified, the institution may resort to collective punishment.

c. An appeal against the punishment awarded by the Anti-Ragging Committee can be made to the following:

1. From the Vice-Chancellor if the institution is affiliated to a University.
2. If the institution is of national importance established by an Act of Parliament, the Chairman or the Vice-Chancellor thereof or as the case may be.

Special:- In compliance with the guidelines issued from time to time by the 'University Grants Commission' regarding 'prohibition of ragging', all the students registered in the University will have to compulsorily submit an affidavit regarding prevention of ragging as per the link given on the website prescribed by the University Grants Commission.

The Composition of Anti-Ragging Committee shall be as under:

S.No.	Designation of Anti Ragging Committee's Members	Members Name
1.	Head of the Institution	Chairman
2.	Representative of Civil Administration	Member
3.	Representative of Police Administration	Member
4.	Representative of Local Media	Member
5.	Representative of Non-Government Organizations involved in youth activities	Member
6.	Representative of Faculty members	Member
7.	Representative of parents	Member
8.	Representative of Old Students	Member
9.	Representatives of students belonging to the freshers' category	Member
10.	Representatives of Teaching Faculty	Member
11.	Representative of Non-Teaching Faculty	Member

Functions:

It shall be the duty of the Anti-Ragging to ensure compliance with the provisions of these regulations and the law relating to ragging and also to oversee the activities of the Anti-Ragging squad in relation to prevention of ragging.

Anti-Ragging Squad shall be constituted by the University. The Composition of Anti-Ragging Squad is as under:

S.No.	Designation of Anti Ragging Committee's Members	Members Name
1.	Vice Chancellor	Chairman
2.	Representative of various parts of University	Member
3.	Representative of various parts of University	Member
4.	Representative of various parts of University	Member
5.	Representative of various parts of University	Member

The Composition of Anti-Ragging Monitoring Cell is as under:

S.No.	Designation of Anti Ragging Committee's Members	Members Name
1.	Representative of various parts of University	Chairman
2.	Representative of various parts of University	Member
3.	Representative of various parts of University	Member
4.	Representative of various parts of University	Member
5.	Representative of various parts of University	Member

Nodal Officer of Anti Ragging: As per UGC Guidelines a nodal officer for anti-ragging shall be appointed by the University and he may assigned the responsibilities as laid down by the UGC. For any query related to Anti Ragging the students may contact National Anti-Ragging helpline 1800-180-5522 or email at helpline@antiragging.in

SHRI LAL BAHADUR SHASTRI NATIONAL SANSKRIT UNIVERSITY

ORDINANCE No. 23

Employees and Students' Grievances Redressal Committees

[Under Section 29 (1) (o) of Central Sanskrit Universities Act-2020]

A. Students' Grievance

1. Short Title and Commencement:

The Ordinance shall be called as Shri Lal Bahadur Shastri National Sanskrit University, New Delhi, Ordinance, 2024 and shall come into force from the date of its notification.

2. Objective:

To provide opportunities for the redressal of grievances of students already enrolled in the University, as well as those seeking admission to such institutions, and a mechanism thereto.

3. Definition unless the Context Otherwise Requires:

- i. "Act" means the Central Sanskrit Universities Act, 2020, as amended from time to time.
- ii. "Aggrieved Student" means a student, who has any complaint in the matters relating to or connected with the grievances defined under these regulations.
- iii. "Commission" means the University Grants Commission established under the UGC Act, 1956.
- iv. "Declared Admission Policy" means such policy, including the process there under, for admission to a course or program of study as may be offered by the University by publication in the prospectus of the University.
- v. "Department and School of the University" means Departments and Schools of Studies respectively, and includes a Centre of Studies and research established/ maintained/ constituent of the University in accordance with the University Act, Statutes and Ordinances.
- vi. "Government" means Government of India.
- vii. "Ombudsperson" means the Ombudsperson appointed under these Ordinances;
- viii. "Prospectus" means and includes any publication, whether in print or otherwise, issued for providing fair and transparent information, relating to University, to the general public (including to those seeking admission in the University) by the University or any authority or person authorized by the University to do so;
- ix. "Student" means a person enrolled, or seeking admission, in the University;
- x. "Students' Grievance Redressal Committee (SGRC)" means a committee constituted under this Ordinance for dealing with the grievances of students.
- xi. "University" means the Shri Lal Bahadur Shastri National Sanskrit University, New Delhi established under Central Sanskrit Universities Act, 2020.

4. "Grievance" means, and includes, complaint(s) made by an aggrieved student in respect of the following, namely:

- i. admission contrary to merit determined in accordance with the declared admission policy of the institution;

- ii. irregularity in the process under the declared admission policy of the institution;
- iii. refusal to admit in accordance with the declared admission policy of the institution;
- iv. non-publication of a prospectus by the institution, in accordance with the provisions of these regulations;
- v. publication by the institution of any information in the prospectus, which is false or misleading, and not based on facts;
- vi. withholding of, or refusal to return, any document in the form of certificates of degree, diploma or any other award or other document deposited by a student for the purpose of seeking admission in such institution, with a view to induce or compel such student to pay any fee or fees in respect of any course or program of study which such student does not intend to pursue;
- vii. demand of money in excess of that specified to be charged in the declared admission policy of the institution;
- viii. violation, by the institution, of any law for the time being in force in regard to reservation of seats in admission to different category of students;
- ix. non-payment or delay in payment of scholarships or financial aid admissible to any student under the declared admission policy of such institution, or under the conditions, if any, prescribed by the Commission
- x. delay by the institution in the conduct of examinations, or declaration of results, beyond the schedule specified in the academic calendar of the institution, or in such calendar prescribed by the Commission;
- xi. failure by the institution to provide student amenities as set out in the prospectus, or is required to be extended by the institution under any provisions of law for the time being in force;
- xii. non-transparent or unfair practices adopted by the institution for the evaluation of students;
- xiii. delay in, or denial of, the refund of fees due to a student who withdraws admission within the time mentioned in the prospectus, subject to guidelines, if any, issued by the Commission, from time to time;
- xiv. complaints of alleged discrimination of students from the Scheduled Castes, the Scheduled Tribes, Other Backward Classes, Women, Minorities or persons with disabilities categories;
- xv. denial of quality education as promised at the time of admission or required to be provided;
- xvi. harassment or victimization of a student, other than cases of harassment, which are to be proceeded against under the penal provisions of any law for the time being in force;
- xvii. any action initiated/taken contrary to the statutes, ordinances, rules, regulations, or guidelines of the institution; and
- xviii. any action initiated/taken contrary to the regulations and/or guidelines made/issued by the Commission and/or the regulatory body concerned.

4. Mandatory Publication of Prospectus, its Contents and Pricing:

- (1) The University, shall publish and/or upload on its website, before expiry of at least sixty days prior to the date of the commencement of the admission to any of its courses or programs of study, a prospectus containing the following for the information of persons intending to seek admission to the University and the general public, the non-compliance of which shall lead to Grievance of the stakeholders. The following shall be the publications:

- (a) the list of programs of study and courses offered along with the broad outlines of the syllabus specified by the appropriate statutory authority or by the University, as the case may be, for every course or program of study, including teaching hours, practical sessions and other assignments;
- (b) the number of seats approved by the appropriate statutory authority in respect of each course or program of study for the academic year for which admission is proposed to be made;
- (c) the conditions of educational qualifications and eligibility including the minimum and maximum age limit of persons for admission as a student in a particular course or program of study, specified by the University;
- (d) the process of selection of eligible candidates applying for such admission, including all relevant information in regard to the details of test or examination for selecting such candidates for admission to each course or program of study and the amount of fee prescribed for the admission test;
- (e) each component of the fee, deposits and other charges payable by the students admitted to the University for pursuing a course or program of study, and the other terms and conditions of such payment;
- (f) rules/regulations for imposition and collection of any fines in the specified heads or categories, minimum and maximum fine as may be imposed.
- (g) the percentage of tuition fee, caution deposits and other charges refundable to a student admitted to the University in case such student withdraws from the University before or after completion of the course or the program of study and the time within and the manner in which such refund shall be made to that student;
- (h) details of the teaching faculty, including their educational qualifications, along with their type of appointment (Regular/Visiting/Guest/ Contract) and teaching experience of every member thereof.
- (i) information with regard to the physical and academic infrastructure and other facilities including hostel accommodation and its fee, library, hospital or industry wherein the practical training is to be imparted to the students and in particular the amenities accessible by the students on being admitted to the University;
- (j) all relevant instructions in regard to the maintenance of discipline by the students within or outside the campus of the University, and in particular such a discipline relating to the prohibition of ragging of any student and the consequences thereof and for violating the provisions of any regulation in this behalf made by the relevant statutory regulatory authority; and
- (k) Any other information as may be specified by the University/ UGC:

Provided that the University shall publish/upload information referred to in the above-mentioned clauses, (a) to (k) of this ordinance, on its website, and the attention of prospective students and the general public shall be drawn to such publication being on the website through advertisements displayed prominently in different newspapers and through other media:

- (2) The University shall fix the price of each printed copy of the prospectus, being not more than the reasonable cost of its publication and distribution and no profit shall be made out of the publication, distribution or sale of prospectus.

5. Students' Grievance Redressal Committee (SGRC):

- i. The University shall constitute such number of Students' Grievance Redressal Committees (SGRC), as may be required to consider grievances of the students. The composition of the Committee shall be as under:
 - a. A Dean / Professor, nominated by the Vice Chancellor – *Chairperson*
 - b. Four Professors/Associate Professors of the University – *Members*.
 - c. A representative from amongst the students to be nominated by the Vice Chancellor, on academic merit/excellence in sports/performance in co-curricular activities – *Special Invitee*.
 - d. At least one member or the Chairperson shall be a woman and at least one member shall be from the SC/ST/OBC category.
 - e. Deputy Registrar/Assistant Registrar (Academic) shall be the Member Secretary
- ii. While the term of the Chairperson and members shall be for a period of two years,
- iii. The term of the special invitee shall be one year.
- iv. The quorum for the meeting including the Chairperson, but excluding the special invitee, shall be three.
- v. A complaint from an aggrieved student relating to the University shall be addressed to the Chairperson, Students' Grievance Redressal Committee (SGRC).
- vi. In considering the grievances before it, the SGRC shall follow the principles of natural justice.
- vii. The SGRC shall send its report with recommendations, if any, to the competent authority of the University concerned and a copy thereof to the aggrieved student, preferably within a period of 15 working days from the date of receipt of the complaint.
- viii. Any student aggrieved by the decision of the Students' Grievance Redressal Committee may prefer an appeal to the Ombudsperson, within a period of fifteen working days from the date of receipt of such decision.

6. Appointment, Tenure, Removal and Conditions of Services of Ombudsperson:

- i. The University shall appoint Ombudsperson for redressal of grievances of students of the University under this Ordinance, on terms and conditions as stipulated under the University Grants Commission (Redressal of Grievances of Students) Regulation, 2023, as amended from time to time.
- ii. There shall be one or more part-time functionaries designated as Ombudspersons to hear and decide on the appeals preferred against the decisions of the SGRC.
- iii. The Ombudsperson shall be a retired Vice-Chancellor or a retired Professor (who has worked as Dean/HOD) and has 10 years' experience as a Professor at State/Central Universities/Institutions of National Importance/Deemed to be Universities or a former District Judge.
- iv. The Ombudsperson shall not, at the time of appointment, during one year before appointment, or in the course of his/her tenure as Ombudsperson, be in conflict of interest with the University where his/her personal relationship, professional affiliations or financial interest may compromise or reasonably appear to compromise, the independence of judgement towards the University.

- v. The Ombudsperson shall be appointed for a period of three years or until he/she attains the age of 70 years, whichever is earlier, from the date of assuming office, and shall be eligible for reappointment for another term.
- vi. For conducting the hearings, the Ombudsperson shall be paid a sitting fee, per diem, in accordance with the norms fixed by the university and shall, in addition, be eligible for reimbursement of the expenditure incurred on conveyance.
- vii. The University may remove the Ombudsperson from office, on charges of proven misconduct or misbehavior.
- viii. No order of removal of Ombudsperson shall be made except after an inquiry made in this regard by a person, not below the rank of a retired judge of the High Court in which a reasonable opportunity of being heard is given to the Ombudsperson.

7. Functions of Ombudsperson:

- i. The Ombudsperson shall hear appeals from an aggrieved student, only after the student has availed all other remedies provided under this Ordinance.
- ii. While issues of malpractices in the conduct of examination or in the process of evaluation may be referred to the Ombudsperson, no appeal or application for re-evaluation or re-totaling of answer sheets of an examination, shall be entertained by the Ombudsperson unless specific irregularity materially affecting the outcome of specific instance of discrimination is indicated.
- iii. The Ombudsperson may avail assistance of any person, as *amicus curiae*, for hearing complaints of alleged discrimination.
- iv. The Ombudsperson shall make all efforts to resolve the grievances within a period of 30 days of receiving the appeal from the aggrieved student(s).

8. Procedure for Redressal of Grievances by the Students' Grievance Redressal Committee and Ombudspersons:

- i. The University shall, within a period of three months from the date of issue of this Ordinance, shall create an online portal where any aggrieved student may submit his application seeking redressal of grievance(s).
- ii. On receipt of an online complaint, the University shall refer the complaint to the Students' Grievance Redressal Committee, along with its comments within 15 days of receipt of complaint on the online portal.
- iii. The Committee shall fix a date for hearing the complaint which shall be communicated to the university and the aggrieved student.
- iv. An aggrieved student may appear either in person or authorize a representative (not an advocate) to present his/her case.
- v. Grievances not resolved by the Committee (SGRC) within the time period provided in this Ordinance shall be referred to the Ombudsperson.
- vi. The University shall extend co-operation to the Committee or to the Ombudsperson, as the case may be, for early redressal of grievances.
- vii. The Ombudsperson shall, after giving reasonable opportunities of being heard to both parties, on the conclusion of proceedings, pass such order, with reasons therefor, as may be deemed fit to redress the grievance and provide such relief as may be appropriate to the aggrieved student.

- viii. The University, as well as the aggrieved student, shall be provided with copies of the order under the signature of the Ombudsperson.
- ix. The University shall comply with the recommendations of the Ombudsperson.
- x. The Ombudsperson may also recommend appropriate action against a complainant, where any complaint is found to be false or frivolous.

9. Disseminations of Information Regarding Ombudspersons and Student Grievance Redressal Committees:

The University shall furnish, prominently, on its website and in its prospectus, all relevant information in respect of the Students' Grievance Redressal Committee and the Ombudsperson for the purpose of appeal(s).

B. Employees' Grievance

The University is committed to creating a work environment that is free from any feeling of unfair and discriminatory treatment to an employee in the matter of interpretation and application of policies, rules and procedures laid down by the competent authority. To ensure that the employees do perform their duties in a stress-free work environment, and their grievances are redressed in a time bound manner, the University shall lay down the following two-tier 'Grievance Redressal Mechanism'.

Definition :

Employee under this ordinance shall mean any person appointed by the university and includes teachers, other academic staff and non-teaching employees including employees on Deputation/tenure/ contract.

1. Mechanism

- i. Every grievance from the staff should be registered and acknowledged. Any grievance in the first instance shall be submitted to the Registrar who will try to redress it within a period of 30 days, from the receipt of the written representation from the aggrieved employee.
- ii. The individual grievances related to the specific department received by University administration directly shall be forwarded to the respective Head of Departments/Unit/Section as the case may be for redressal.
- iii. In case the grievances are not resolved within a period of 30 days or the employee is not satisfied with the decision of the Registrar/HoD, he/she may make representation to the concerned Grievance Redressal Committee.

2. Teachers' Grievance Redressal Committee

- i. The composition of the Teachers' Grievance Redressal Committee shall be as under:

Vice-Chancellor or his/her representative (Any Dean)	:	Chairperson
Two Professors nominated by Vice-Chancellor	:	Member
Three members of the faculty representing women, minorities and SC/ST/OBC nominated by the Vice- Chancellor	:	Members
Deputy Registrar/Assistant Registrar (Academics) to be nominated by Vice-Chancellor	:	Secretary

- ii. The Powers and Functions of the Grievance Redressal Committee (for Teachers' and other Academic Staff) shall be:

- a. to accept and consider written and signed complaints and petitions of the teachers and other academic staff in respect of the matters directly affecting them;
- b. to summon the relevant records from the concerned officials of the University to facilitate examination of the grievance;
- c. to enquire into the grievances, and make recommendations and report to the Competent Authority for redressal or suitable action; and
- d. to recommend appropriate action against complainant(s), if allegations made are found to be malicious and/or untrue.

- iii. The Committee, if deemed necessary, may invite the aggrieved teacher for personal hearing.
- iv. The Committee shall try to resolve the grievance within a period of 30 days.

3. Non-teaching staff Grievance Redressal Committee

- i. The composition of the Non-Teaching Staff Grievance Redressal Committee shall be as under:

i.	Nominated by the Vice-Chancellor	:	Chairperson
ii.	One Deputy Registrar nominated by the Vice-Chancellor	:	Member
iii.	Three persons from the non-teaching staff representing women, minority, SC/ST/OBC	:	Nominated by the Vice-Chancellor; and
iv.	Head of the concerned Department /Unit/Centre/Section	:	Member
v.	Registrar or his nominee	:	Member Secretary

- ii. Powers and Functions of the Committee:
 - a. to accept and consider written and signed complaints and grievance of non-teaching staff in respect of matters directly affecting them;
 - b. to summon the relevant records from the concerned officials of the University to facilitate examination of the grievance;
 - c. to inquire into the grievances, and make recommendations and report to the Competent Authority for redressal or suitable action; and
 - e. to recommend appropriate action against complainant(s), if allegations made are found to be malicious and/or untrue.
- iii. The Committee, if deemed necessary, may invite the aggrieved employee for personal hearing. The employee may also seek personal audience with the Committee.
- iv. The Committee shall try to resolve the grievance within a period of 30 days.

4. The Grievance Redressal Committee, in its respective jurisdiction, shall observe the following guiding principles:

- i) Create awareness among the staff and teachers about the grievance redressal mechanism;
- ii) Register and acknowledge grievances received and referred to them;
- iii) To the extent possible, all grievances received shall be ordinarily settled within a period of 30 days by arriving at a final decision;
- iv) The Chairperson of the respective Grievance Redressal Committees shall make himself/herself available to hear the grievances personally.

5. Disposal of Grievance by the Vice-Chancellor:

In case the grievance is not resolved at the level of the Committee or the employee is not satisfied with the decision of the Committee, the aggrieved employee may prefer an appeal to the Vice Chancellor, within a period of 30 days.

The Vice Chancellor may dispose off the appeal preferably within a period of 90 days from the date of receipt of the appeal. As regards any interpretation of rules, the decision of the Vice Chancellor shall be final.

5. Right to Appeal :

Every employee of the University shall have the right to appeal against the decision of the Vice Chancellor within a period of 30 days from the date of disposal of his case by the Vice Chancellor. The right to appeal by an employee shall lie with the Executive Council which may confirm, modify or reverse the decision appealed against.

6. Residuary Matters:

In case any particular provision in this ordinance clashes with any provision of the Central Sanskrit Universities Act, 2020, the provision of Central Sanskrit Universities Act, 2020 shall prevail and the provision of this ordinance shall stand superseded. In respect of all matters not specifically provided for in this ordinance, the corresponding provisions as provided by the UGC or as prescribed by the Govt. of India, as amended from time to time will be followed.

SHRI LAL BAHADUR SHASTRI NATIONAL SANSKRIT UNIVERSITY

ORDINANCE No. 24

Heads of Departments

[Under Section 29 (1) (o) of Central Sanskrit Universities Act-2020]

1. There shall be a Head of the Department for each of the Departments in the University who shall be appointed by the Vice-Chancellor from amongst the Professors by rotation in order of seniority in the Department for a period of three years.
2. If there is no Professor in the Department or there is only one Professor in the Department whose term as Head of the Department is ending, the Vice-Chancellor may appoint an Associate Professor as the Head of the Department.
3. The Head of the Department shall:
 - (1) Be the Academic Head of the Department and shall convene and preside over the meetings of the Department and the Board of Studies;
 - (2) Maintain discipline in the Classroom and Laboratories through teachers of the Department;
 - (3) Assign to the teachers in the Department such duties as may be necessary for the proper functioning of the Department;
 - (4) Be responsible for the coordination and supervision of teaching and research in the Department;
 - (5) Recommend leave application of the members of the teaching and non-teaching staff of the Department to the Dean of the School concerned according to the Rules framed for the purpose;
 - (6) Be responsible for the records, equipment and furniture of the Department and the books of the Departmental Library;
 - (7) Shall be responsible for observance of the provisions of the Act/Statutes/Ordinances and Regulations relating to the Department and;
 - (8) Perform such other academic duties as may be assigned to him/her by the Academic Council, the Executive Council or the Vice-Chancellor.

SHRI LAL BAHADUR SHASTRI NATIONAL SANSKRIT UNIVERSITY**ORDINANCE No. 25****Functions and Duties of The Departments in the School**

[Under Section 29 (1) (o) of Central Sanskrit Universities Act-2020]

Constitution of the Department

Each Department in a School shall consist of the members as prescribed under Section -17 (v) of the Statues of the University.

Functions and duties of the Department

Functions and duties of the Department shall be:

- (a) To admit students to the various Courses offered and to suggest the procedure for such admissions;
- (b) To suggest the pattern and the schedule of sessional evaluation for each Course offered by the Department;
- (c) To make proposal to the Academic Council, through the School Board, regarding the creation and abolition of teaching posts;
- (d) To propose research projects to be taken up by the members of the Department individually and in groups;
- (e) To propose and suggest the curriculum and reference and other reading materials for the Programmes of study to the BoS.
- (f) To constitute Committees from its members and to assign to these Committees specific functions falling within its competence;
- (g) To appoint from amongst its teachers advisers to students;
- (h) To propose schemes for and help in the maintenance and improvement of the standards of various Programmes of study and research of the subject in the department; and
- (i) To perform such other functions as may be assigned to it by the concerned School or the Vice-Chancellor.

SHRI LAL BAHADUR SHASTRI NATIONAL SANSKRIT UNIVERSITY**ORDINANCE No. 26****Appointment of Examiners**

[Under Section 29 (I) (o) of Central Sanskrit Universities Act-2020]

I. FOR UNIVERSITY CONTINUOUS AND END SEMESTER EXAMINATIONS

The continuous/internal assessment shall be conducted by the faculty member(s) concerned who will also decide the format of the assessment after consultation and approval of the Head of the Department/Dean of School concerned. While end semester examination shall be conducted by the Examination Cell as per the approved regulations.

II. FOR AWARD OF Ph.D. DEGREE

The University follows the ordinance for the award of Ph.D degree in accordance with the UGC (minimum standards and procedure for Award of Ph.D Degree) Regulations, 2022. Accordingly, the Ph.D thesis submitted by a Ph.D scholar shall be evaluated by his/her Research supervisor and atleast two external examiners who are experts in the field and not in employment of the University. Examiners for Ph.D. shall be appointed by the Vice-Chancellor from amongst a panel of names recommended by the School Board and considered and approved by the Academic and Executive Councils. The appointment of examiners for award of Ph. D degree is to be in accordance with the UGC (Minimum Standards and Procedure for Award of Ph. D Degree Regulation, 2022.

The University shall follow the regulations issued and amended by the UGC from time to time.

III. FOR UNIVERSITY ENTRANCE EXAMINATIONS

The examiners for entrance examinations (if conducted) for admission to various Programmes of the University shall be appointed by the Vice-Chancellor on the basis of the recommendations of the Deans of the Schools concerned who will also recommend the syllabus and format for the same.

However, wherever common entrance exam CUET/or others is conducted by the NTA/other authorized agencies, the University will decide its own norms for evaluation, wherever applicable.

SHRI LAL BAHADUR SHASTRI NATIONAL SANSKRIT UNIVERSITY

ORDINANCE No. 27

Appointment of Adjunct Faculty

[Under Section 29 (1) (o) of Central Sanskrit Universities Act-2020]

1. Empanelment of Adjunct Faculty

1. (a). The University may appoint Adjunct Faculty to attend the following objectives:

- (i) To develop a useful and viable collaboration between University and other institutions/industries and enhancing quality of education and skills by involvement of academicians, scholars, practitioners, policymakers and skilled professionals in teaching, training, research and related services on regular basis;
- (ii) To attract distinguished individuals who have excelled in their field of specialization like Sanskrit language & all its branches, Indian Knowledge System, Ancient wisdom, Arts & Humanities, Social Sciences, Media, Science and Technology, Industry, Commerce, Social Research, Literature, Fine Arts, Civil Services and Public Life into the academic arena, to enrich the overall learning processes by bringing external perspectives to regular teaching. Such interactions are expected to foster trans-disciplinary approach and synergize the outside 'real world' experience with the inside intellectual pursuits in the university;
- (iii) To promote the interaction of skilled professionals with the learners and facilitate the imparting of industry relevant standards in skills, acceptable nationally, which could fulfill the need for skilled workforce and also to undertake R&D in the areas related to skill education & development, entrepreneurship and employability *etc*;
- (iv) To enable University to access the eminent teachers and researchers who have completed their formal association with the university/college, to participate in teaching, to collaborate and to stimulate research activities for quality research at M. Phil and Ph. D. levels; and to play mentoring and inspirational role;
- (v) To recognize the skills of professionals in their respective areas of excellence irrespective of their academic qualifications to impart training to the learners of skill based vocational courses in the University.

1. (b) **Target Groups:**

Professionals, experts, officials and managers having experience of working in:

- (i) Teaching and research organizations supported by bodies like ICPR, ICHR, ICAR, ICSSR, CSIR, ICMR, DRDO, HEIs, *etc*.
- (ii) Central and state public sector undertakings (PSUs), business corporations, NGOs and professional associations.
- (iii) Civil servants (IAS / IPS / officials from Central and Provincial Services) and professionals & officials from professional councils and statutory bodies like UGC and AICTE, both serving and retired;
- (iv) Skill training providers recognized by National Skills Development Corporation and / or Sector Skill Councils in their respective area for skills education and training;

- (v) NRIs and PIOs working with overseas academic, research and business organizations or having a demonstrated interest in Indian issues.
- (vi) Skilled professionals working in organized and unorganized sectors known for their hands-on skilling techniques and expertise.

1. (c) Engagement Modalities:

(i) Qualifications:

Candidate for adjunct faculty should satisfy the following norms:-

- ***For Conventional Higher Education Courses:***

-- Should have the minimum qualifications as prescribed in the regulations framed by UGC / respective statutory councils from time to time. **OR**

-- A person of eminence with or without a postgraduate or Ph.D. qualifications.

- ***For Skill based Courses:***

- i) Should be an accomplished professional / expert in his chosen field of discipline and may not necessarily possess qualifications prescribed under UGC regulations. **OR** ii) Should be a certified professional, for teaching and training on National Occupational Standards under NSQF, by the Sector Skills Council for teaching respective trade / job role.

They are also expected to have an understanding of industry requirements, National Occupational Standards (NOSs) and Assessment & Certification for skills.

In addition to the above, it is expected that the adjunct faculty in both the above streams would be an accomplished scholar in his area of specialization and his association would add value to the academic programmes he/she is associated with.

(ii) Selection Criteria:

Adjunct Faculty will be appointed by the competent authority based on the recommendation of the Selection Committee comprising of the following.

- Head of the Institution or his nominee (Chair).
- Head of the concerned Department.
- Dean (Academic / Research) in case of university / senior most faculty in case of college.
- Atleast One External Expert (Nominated by head of the institution).

OR

Representative of Sector Skill Council / Industry Associations (for skill based courses).

- Registrar or equivalent person (Convener).

If the Selection committee recommends the case, the same would be forwarded to the competent authority for consideration and necessary approval. The strength of Adjunct faculty may not exceed 25 % the sanctioned strength of faculty at any time.

1. (d) Roles and Responsibilities:

The empanelled adjunct faculty is expected to undertake following assignments:

(i) Teaching:

- **Conventional Higher Education Courses:** Adjunct faculty will be expected to teach courses directly related to his specific expertise and professional experience or the areas of

his specialization. He may also contribute to the institution's activities like counselling of students, developing new course(s) and pedagogical improvements.

- **Skill based Vocational Courses:** The core courses pertaining to specialized skills / trades may be imparted by the adjunct faculty from industry, Sector Skill Councils approved trainers or other persons with appropriate skill proficiency. Such faculty, imparting education and training to learners in skill based courses, should have relevant NSQF qualifications, preferably certified by the relevant Sector Skill Council.
 - **Research Courses:** Adjunct faculty may also be involved in the Ph.D. course work / other research programmes based on his professional and research proficiency adjudged by the concerned institution.
- (ii) **Training:** Adjunct faculty will be expected to facilitate the setting of workshops and labs, providing hands on training in the relevant domain areas, development of soft skills, and focus on ensuring competency based learning outcomes among students.
 - (iii) **Research:** Adjunct faculty is expected to interact with and supervise the research students in the area of his specialization or professional proficiency. However, there should be preferably one core faculty member associated as Supervisor / Co-supervisor for smooth induction and coordination of academic procedures. The adjunct faculty may lack a traditional academic background in such case, they are not expected to contribute to the institution's research and creative mission by participating in traditional scholarly activities (*i.e. they are not expected to conduct independent research and/or publish in peer-reviewed journals*). Instead, he may participate by advising faculty on their research projects, serving as a liaison between the institutions and industry or government entities to identify research and/or funding opportunities or by working with faculty to identify research projects that would benefit private industry and/or government entities.
 - (iv) **Services:** Adjunct faculty is also expected to actively participate in service-related activities, such as sitting on departmental committees, serving as advisors to faculty and/or undergraduate and post graduate students, helping students network, and active collaboration with the industry / employer providing internship and job opportunities.

1. (e) Costs and Honorarium :

- (i) Adjunct faculty will be provided travel cost, as per entitlement, from his/her institution/place of stay and back, maximum six (06) times per academic year. No reimbursement for hiring accommodation will be permissible. However, she/he will be provided free lodging and boarding in the Guest House.
- (ii) She/he will be provided an honorarium of Rs. 1000/- (Rs. One Thousand Only) per lecture to a maximum of Rs. 4000/- (Rs. Four Thousand Only) per day of service subject to a maximum ceiling of Rs. 80,000/- (Rs. Eighty Thousand Only) per month. The Adjunct Faculty will work at the University for a minimum of 02 days per visit.

1. (f) Monitoring :

At the end of assignment, every Adjunct Faculty will submit a 'performance report' to the University. The performance report, may be considered for his continuation / renewal of next tenure.

SHRI LAL BAHADUR SHASTRI NATIONAL SANSKRIT UNIVERSITY
ORDINANCE No. 29

Deans' Committee

[Under Section 29 (1) (o) of Central Sanskrit Universities Act-2020]

1. The University shall constitute a Committee of Deans of the University to be known as the Deans' Committee.
2. The Deans' Committee shall comprise the following:
 - (i) The Vice-Chancellor- Chairperson (Ex-Officio)
 - (ii) All Deans of Schools Members (Ex-Officio)
 - (iii) Registrar- Secretary
3. The functions of this Committee will be as follows :
 - a. To recommend deputation of teachers for International Conferences etc;
 - b. To consider any such matters as may be arising in the University.
 - c. To consider general administrative matters relating to functioning of Schools and Departments; and
 - d. To consider such other matters as may be assigned to it by the Executive Council or may be referred to by the Vice- Chancellor.
4. The meetings of the Deans' Committee shall be convened by the Chairperson.
5. The quorum of the Committee shall be 1/3rd of the total number.
6. The rules of conduct of meetings shall be as may be prescribed by Regulations in this regard.

SHRI LAL BAHADUR SHASTRI NATIONAL SANSKRIT UNIVERSITY

ORDINANCE No. 30

Sensitization, Prevention and Redressal Of Sexual Harassment

[Under Section 29 (1) (o) of Central Sanskrit Universities Act-2020]

The provisions/guidelines as laid down in the POSH ACT, 2013 and the Ministry of Human Resource Development (University Grants Commission) Notification No.91-1/2013 (TFGS) dated 2nd May, 2016 along with the instructions as issued by the Ministry of Education, Government of India and UGC from time to time regarding Prevention, Prohibition and Redressal of Sexual Harassment of Women Employees and Students in Higher Educational Institutions) Regulations, 2015 shall be followed in Shri Lal Bahadur Shastri National Sanskrit University, New Delhi.

The University will introduce ordinance entitled "Sensitization, Prevention and Redressal of Sexual Harassment" (SPARSH).

The University shall:-

- I. follow the University Grants Commission (Prevention, Prohibition and redressal of sexual harassment of women employees and students in higher educational institutions) Regulations, 2015 read with "The Sexual Harassment of Women Workplace Prevention, Prohibition and Redressal Act, 2013"
- II. constitute an Internal Complaint Committee (ICC) and a Special /Women Cell to deal with the gender-based violence and conduct gender sensitization programs as per the University Grants Commission (Prevention, Prohibition and redressal of sexual harassment of women employees and students in higher educational institutions) Regulations, 2015.
- III. display banners and posters at conspicuous places in the buildings to create awareness amongst the employees about sexual harassment and the ways and means to prevent it.
- IV. display the names and contact details of the members of the Internal Complaints Committee on notice boards and website of the University.
- V. place a billboard showing the penal consequences of Sexual Harassment. A toll-free dedicated phone number should be allotted and posted on the billboard and displayed on the website prominently.
- VI. display the Women's Helpline Number 181 and Emergency Response Support Number 112 for ease of access to women in distress
- VII. follow the guidelines/notifications of the University Grants Commission/GoI in this regard issued from time to time.

SHRI LAL BAHADUR SHASTRI NATIONAL SANSKRIT UNIVERSITY

ORDINANCE No. 31

Conditions of Residence of the Students of the University

[Under Section 29 (1) (o) of Central Sanskrit Universities Act-2020]

I. The objectives of the Halls of Residence (Hostels) are as follows:

- (a) to provide to the students of the University a congenial place to live so that they can devote themselves to pursuit of higher learning;
- (b) to provide enlightened guardianship to the students during an impressionable age when they are living away from their parents/guardians;
- (c) to ensure that students coming from different backgrounds have an opportunity to live together, imbibe a spirit of co-operation and goodwill and acquire broader societal frame;
- (d) to provide opportunities for co-curricular and extra-curricular activities for all round development or individual personality and for giving expression to their artistic and creative talent; and
- (e) to develop in the students the capacity to govern their own affairs.

II. Residence in Campus

- (a) The students residing in the Halls of Residence shall pay such fee as may be prescribed by the relevant Ordinance from time to time.
- (b) The University shall maintain such Halls of Residence as may be necessary to fulfill the objectives of residence.
- (c) Every Hall of Residence shall have a name as the University may assign to it.
- (d) A Hall of Residence may accommodate reasonable number of students preferably not accommodating more than two students in a room.
- (e) Each Hall of Residence shall be under the charge of a Warden.

III. Supervision and Control - Central Committee on Residence

- (a) The supervision and control of the Hall of Residence is vested in the Vice - Chancellor. The Chief Warden will assist the Vice-Chancellor in performing his function with the help of a Central Committee on Residence.
- (b) The Central Committee shall be appointed by the Vice-Chancellor or by such person he may specify on his behalf and shall comprise the following:
 - (i) Dean, Students' Welfare;
 - (ii) Chief Warden;
 - (iii) Incharge, Sports
 - (iv) Warden of Halls of Residence maintained by the University.
- (c) The term of office of the Central Committee shall be two years in the first instance.
- (d) The functions of the Committee shall be as follows:

- (i) Management, selection and admission of students to the University Halls of Residence.
- (ii) Supervision of the Halls of Residence and advice University on matters of policy, etc; relating to their management;
- (iii) Maintenance of discipline amongst the resident students;
- (iv) Transfer of a student from one Hall to another; and
- (v) Such other duties as may be assigned by the Vice- Chancellor.
- (e) The Committee may admonish a student for misconduct, may impose a fine as fixed by the University on a student, may remove a student from the Hall of Residence.
- (f) The Central Committee shall meet as often as necessary and at least twice in every semester. Meetings shall be convened and presided over by the DSW and 1/3 of its members shall form the quorum.
- (g) The DSW shall submit the decision of the Committee to the Vice -Chancellor who will, wherever necessary, place it before the Executive Council for consideration and further action.

IV. Warden, Prefect and Local Committee

- (a) The management of each Hall of Residence and the Mess attached to it shall vest in the Warden who will be assisted by the Prefect, appointed by the Warden, and a Local Committee which may consist of:
 - (i) Warden- Chairperson;
 - (ii) Prefect; and
 - (iii) Three to five students of the Hall of Residence.
- (b) The Local Committee shall be appointed by the Warden and its term of office shall be one year.
- (c) One or more Prefects may be appointed by the Warden who shall assign him/her such duties as he may deem proper for the smooth functioning of the Hall of Residence.
- (d) The Prefect shall hold office for one year and shall be entitled to free accommodation in the Hall of Residence during the period of office.

V. ELIGIBILITY AND PROCEDURE

1. Admissions to Halls of Residence

- a. All students registered for full-time Programmes of study, and who are not employed anywhere, are eligible to apply for accommodation in the Halls of Residence of the University and will be given first preference.
 - i. As soon as a student ceases to satisfy any one of the conditions in (a) above, he will become ineligible for accommodation in the Hall of Residence.
 - ii. Students desirous of residing in University hall may apply in the prescribed form after admission to the Course in the Department.

- iii. The Heads of Departments may forward all applications of selected candidates for admission to their respective departments to the Dean, Student's Welfare. The applications shall be scrutinized by the Central Committee which will allot a room in the Hall of Residence to each applicant.
- iv. Students joining the University for the first time and those from distant places will be given preference for accommodation in the Hall of Residence.
- v. The accommodation will be allotted for one academic year at a time. Every student shall submit a fresh application for admission to Hall of Residence in every subsequent year of study. The applications should reach the Warden of the Hall of Residence concerned at least 15 days before the commencement of the academic session each year. Re-admission will be permitted only after the resident is admitted to a Programme of study and after furnishing proof of having paid all Hall/tuition dues.
- b. Research personnel on projects sponsored by organizations like ICSSR, CSIR, UGC, ICAR. ICSSR in the University on a salary not exceeding the amount of UGC, ICAR and other recognized funding agencies will be accommodated in a Hall of Residence during the tenure of the project subject to availability.

2. Appointment, Powers and Functions of Wardens

Wardens of Halls of Residence shall be appointed by the Vice- Chancellor for a period of two years and they shall be eligible for reappointment.

1. The Wardens of the Halls of Residence 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 Chief Warden.
2. Subject to the guidelines of the Central Committee the Warden shall allot rooms to the students and maintain a list of students along with permanent addresses of guardians and such other information as may be required, in a form prescribed by the appropriate authority.
3. In addition to the specific duties assigned by the Vice - Chancellor the Wardens shall perform the following duties:
 - (i) Welfare of and discipline amongst the residents in the Halls of Residence and to maintain daily record of the resident students such as students present each day, students absent from the Halls of Residence together with reasons for absence.
 - (ii) Oversee health, hygiene and general life of the students in the Halls of Residence and to ensure that the students observe the Regulations and discipline in accordance with the Rules framed thereof.
 - (iii) Report to the Chief Warden all cases of misbehaviour, indiscipline and illness of students residing in his Hall of Residence.
 - (iv) Safe custody and maintenance of such properties of the concerned Hall of Residence as are entrusted for their repairs within the funds allotted and norms laid down by the University authorities for the same.
4. The Warden shall have the right to inspect rooms.
5. The Wardens shall have administrative control over the staff assigned to the Hall of Residence.
6. The Warden be available in the Hostel Office every day at specified hours to attend to official business and to the problems of resident students.

7. The Warden shall be responsible for the proper up keep and maintenance of such properties of the concerned Hall of Residence, as are under his/her charge.
8. The Warden shall allot and supervise Rooms and Guest Rooms.
9. The Warden shall check the Resident Student's Register and the Guest Room Register.
10. The Warden shall take disciplinary action against a resident student for keeping any unauthorized guest.
11. The Warden shall order double-locking of rooms of resident students and their re-opening, when required.
12. The Warden shall take action for the eviction of resident students in consultation with the Chief Warden.
13. The Warden shall periodically verify the furniture and fittings of the rooms with the assistance of the Caretaker and take action for their repairs/replacement for obtaining additional furniture.
14. In case of misuse / damage of the property in the Hall of Residence by the students, the Warden shall impose necessary fines including withholding of the hostel deposit amount. Unfurnished residential accommodation will be provided to a Warden on rent-free basis for the period of the Wardenship,

He/she shall be entitled to such allowance/special pay as the Executive Council may determine from time to time. On the expiry of his/her term or on the termination of his/her appointment, the Warden shall be required to vacate his/her accommodation. The Warden shall also be required to vacate the room before proceeding on leave for a period exceeding 90 days during his/her tenure, unless he/she is granted - special permission by the Vice- Chancellor on the recommendation of the Chief Warden concerned for retaining the room.

Miscellaneous

1. All students of the University, residing on campus, shall be under the disciplinary control of the Vice- Chancellor, and of the authorities of the University.
2. The conditions of admission, accommodation and the organisation of mess in the Hall of Residence maintained by Warden shall be in accordance with the Rules which may be framed in this regard by the University.
3. The prior approval of the Chief Warden shall be necessary for a Warden to go on leave.

When a Warden is on leave his/her responsibilities and functions will be distributed among other Wardens for the duration of his/her absence.

SHRI LAL BAHADUR SHASTRI NATIONAL SANSKRIT UNIVERSITY**ORDINANCE No. 32****Courses of Study**

[Under Section 29 (1) (o) of Central Sanskrit Universities Act-2020]

1. The University shall follow the University Grants Commission (Miscellaneous Notification including Notifications, Orders, Advertisements and Notices issued by Statutory Bodies on specification of degrees), 2014 and as amended from time to time.
2. There shall be Courses of study in the University for the Degrees, Diplomas and Certificates in various Schools as decided by the University and approved by the competent body from time to time.
3. The Regulations in respect of all the Courses above shall be framed by the University.
In addition to the above the Academic Council shall have the power to introduce, modify or discontinue a programme on the recommendations of the concerned School Board.
4. The percentage of marks as given in the minimum eligibility requirements and allotted seats shall be approved by the Academic Council from time to time.
5. The Degrees/Diplomas/Certificates as decided by the University in the minimum eligibility conditions shall be from those Universities/ Institutions/ Boards which have been recognised by the University. The nomenclatures of degrees and eligibility requirements for admission to a degree programme will be as per UGC notification¹ on specification of degrees.

SHRI LAL BAHADUR SHASTRI NATIONAL SANSKRIT UNIVERSITY

ORDINANCE No. 33

The Deans of Schools of Studies

[Under Section 29 (1) (o) of Central Sanskrit Universities Act-2020]

1. There shall be Deans of Schools of Studies in the University.
2. Every Dean of School of Studies shall be appointed by the Vice-Chancellor from amongst the Professors in the School of Studies by rotation in the order of seniority for a period of three years:

Provided that in case there is only one Professor or no Professor in a School of Studies, the Dean shall be appointed, for the time being, from amongst the Professors, if any, and the Associate Professors in the School of Studies by rotation in the order of seniority:

Provided further that a Dean on attaining the age of sixty-five years shall cease to hold office as such.
3. When the office of the Dean is vacant or when the Dean is, by reason of illness, absence or any other cause, unable to perform duties of his office, the duties of the office shall be performed by the senior-most Professor, as the case may be, in the School of Studies.
4. The Dean shall be the Head of the School of Studies and shall be responsible for the conduct and maintenance of the standards of teaching and research in the School of Studies and shall have such other functions as may be prescribed by the Ordinances.
5. The Dean shall have the right to be present and to speak at any meeting of the Boards of Studies or Committees of the School of Studies, as the case may be, but shall not have the right to vote thereat unless he is a member thereof.
6. The Dean of School of Studies shall coordinate with the Dean of Academic Affairs.
7. The Dean of School of Studies shall be responsible for observance of the provisions of the Act/Statutes/Ordinances and Regulations relating to the Departments and the School of Studies.
8. Notwithstanding anything contained in this ordinance, the Vice-Chancellor may take such measures as may be necessary for removal of difficulties and to resolve any other extraordinary issues.
9. The Dean shall be responsible to make necessary arrangements for the examinations of the University in respect of the students of the School in accordance with such directions as may be given by the University.
10. The Dean shall be responsible to convene and preside over the meetings of the School Board and keep the minutes of the meetings of the Board; and
11. The Dean of School of Studies shall be answerable to the Vice-Chancellor, Academic Council and Executive Council for the activities relating to the subject assigned as Dean of School of Studies.

SHRI LAL BAHADUR SHASTRI NATIONAL SANSKRIT UNIVERSITY**ORDINANCE No. 34****Admission, Enrolment, Migration and Transfer of Students**

[Under Section 29 (1) (o) of Central Sanskrit Universities Act-2020]

1. No student shall be eligible for admission to any Under-Graduate or Post-Graduate Course of study under this University on migration from any other University or Board unless he has passed the equivalent examination or examinations of the University or Board as prescribed by the Ordinances for admission to the concerned Course or Courses by this University.

Provided that the application for admission must be supported by:

- (a) A migration/no objection certificate from the concerned University/Board
 - (b) A certificate from the Principal of the College in which last studied testifying the record of requisite number of credits; and
 - (c) A character certificate from the Competent Authority of the last attended Institution.
2. Provided that the application of a student who has not completed his Course of study and has not appeared at the examination for which he was reading in any other University or Board in India shall be considered for admission in a Course of this University whose pattern and syllabi are similar to that Course studied by him in the former University/Board.

Transfer of a student from one affiliated College to another (wherever applicable) during a particular Course of study shall be permitted only on the production of:

- (i) A transfer/no objection certificate issued by the Competent Authority of the last attended Institution from which the migration is sought;
- (ii) A certificate from the University/College testifying to the conduct of the student.

SHRI LAL BAHADUR SHASTRI NATIONAL SANSKRIT UNIVERSITY**ORDINANCE No. 35****Committee on Equivalence of Examinations**

[Under Section 29 (1) (o) of Central Sanskrit Universities Act-2020]

1. There shall be a Standing Committee on Equivalence of Examinations consisting of the following members:-
 - i) Dean Academic, Chairperson
 - ii) Two Deans of the school to be nominated by the Vice Chancellor
 - iii) External Expert to be nominated by the Vice Chancellor
 - iv) Controller of Examination
 - v) Deputy Registrar/Assistant Registrar(Academics), Convener
2. The functions of the Committee shall be:
 1. to consider the proposal in respect of the recognition of new courses/examinations of other Universities/Boards/Institutions/MOOCs/NPTEL or any other online courses recognized by the UGC together with the report of the Dean of the School concerned who has examined the courses of study and the standard of the Courses and to recommend to the Academic Council the Examinations of other Universities/Boards/Institutions as equivalent to the corresponding Examinations of the University;
 2. to report to the Academic Council on all matters, which are referred to it;
 3. to consider requests for recognition of Examinations received from other Universities and Institutions and submit its recommendations to the Academic Council; and
 4. to prepare a case of moving application for seeking recognition of Degrees/Diplomas and Certificates awarded by the University equivalent to the corresponding Degrees, Diplomas and Certificates of Universities and other institutions within and outside the country.
3. Not less than half the total number of members of the Committee shall constitute the quorum for a meeting of the Committee.

SHRI LAL BAHADUR SHASTRI NATIONAL SANSKRIT UNIVERSITY

ORDINANCE No. 36

Transfer of Credit

[Under Section 29 (1) (o) of Central Sanskrit Universities Act-2020]

This Ordinance is aimed at providing a framework for promoting and facilitating the Inter-university transfer and mobility of students across the different Universities of India and abroad can work well. A fully evolved credit transfer scheme involves (a) transfer of credits by students of the University to other Universities/educational institutions; and (b) acceptance of credits earned by a students from other Universities.

The NEP-2020 envisages flexible curricular structures to enable creative combinations of disciplinary areas of study in multidisciplinary context. It also envisages multiple entry and exit points and re-entry option. The programme and course structure will be as prescribed in the UGC guidelines of **National Higher Education Qualifications Framework-2023 (NHEQF)**, and other guidelines and UGC Regulations issued from time to time.

ABC mean an individual account with the Academic Bank of Credits opened and operated by a students to which all academic credits earned by the students from course(s) of study are deposited recognized, maintained, accumulated transferred, validation or redeemed for purposes of the award of degree/diploma/certificates etc. by this University.

1. This Ordinance is aimed at prescribing:

- (a) procedure for facilitating and promoting transfer of credits earned by the students of the University to other Universities/educational institutions; and
- (b) Policy framework, procedure and conditions for accepting transfer of credits earned by a student from other Universities/educational institutions.

2. Facilitation for Transfer of Credits to other Universities/ educational institutions

- 1) The University shall facilitate transfer of credits earned by its students to other Universities/educational institutions.
- 2) A student of the University seeking transfer of credit to other Universities/educational institutions shall submit a written request, along with the fee as prescribed by the Academic Council from time to time, to the Controller of Examination.
- 3) The Controller of Examination, upon receipt of such request, shall issue a complete transcript of the Courses taken by the student in the University and shall forward the application of the students to the University/educational institution concerned.

3. Policy and Procedure for accepting Credit Transfer from other Universities

The University shall have a policy of accepting transfer of credits earned by a student from the following Universities/educational institutions/research institutions:

- a) Universities recognised under Section 12(b) of the UGC Act.
- b) Universities that are members of the Association of Indian Universities.

- c) Such foreign University, the Courses/Programmes of which are recognised as equivalent to those of Indian Universities by the University Grants Commission (UGC) and/or Association of Indian Universities (AIU).
- d) All Indian Institutes of Technology (IITs)
- e) All Indian Institutes of Management (IIMs)
- (a) All National Institutes of Technology (NITs)
- (b) All Indian Institutes of Science Education and Research (IISERs)
- (c) All Indian Institutes of Information Technology (IIITs)
- (d) All Schools of Planning and Architecture (SPA)
- (e) All India Institute of Medical Sciences (AIIMS)
- (f) Such Indian or Foreign University/educational institution/ research institution with which the University has signed an MOU for students and faculty exchange.
- (g) Any other University/ educational institution/ research institution that has been recognised and approved for the purpose of credit transfer by the Academic Council of the University.

4. Request for acceptance of transfer of credits shall:

- a. Be entertained only if received from such candidates who have been duly selected for admission in a Programme of study, as per the Rules and regulations governing admission in a the University;
 - b. Have to be made by the student concerned within 10 days from the date of his/her admission in the University.
 - c. Have to made in the prescribed format and along with the fees as prescribed by the Academic Council of the University from time to time.
 - d. Have to be supported by such documents as may be prescribed by the Academic Council.
5. Dean of the School concerned shall be the Nodal Office for receiving and processing the request for accepting the transfer of credits. To facilitate and expedite the process, the Dean may constitute a comprising a senior faculty as chairman and two to three faculty members to process and finalise the request for acceptance of credit.
6. The maximum credits that can be accepted for transfer shall not exceed 40% of the total credits required for the completion of the Programme of study in which a student has been admitted. Only such Courses may be considered for acceptance of credit transfer, in which the student has secured at least B grade or GPA of 2 or 50% marks, as the case may be. In case a student has earned more credits from other Universities/educational institutions/research institutions, the student may indicate his/her preference for credit transfer. However, the decision of the Dean of the School concerned in this regard shall be considered as final.

7. The credit equivalence for accepting credit transfer shall be determined as under:
- a. For credit earned by students from Universities that have the credit system in place, a Course work requiring 15 hours of contact hours shall be considered as equivalent to 1 credit of the University.
 - b. For Courses completed from Universities/ educational institutions/research institutions that do not follow credit system but have semester system in place, a course work requiring a minimum 30 lecture hours per semester shall be considered as equivalent to 2 credits of the University.
 - c. For Courses completed from Universities/educational institutions/ research institutions that neither follow the credit system nor have the semester system, a Course work requiring formal classroom instruction/lab work of at least 3 hours per week it shall be considered as equivalent to 3 credits of the University.
8. The University may also permit its students to accumulate certain credits from other Universities/educational institutions/ research institutions in full or partial fulfilment of the required Course work. In such cases:
- a. The student shall be required to obtain prior approval of the Dean of the School;
 - b. The Courses can be undertaken only in the institutions specified in para 4 above; and
 - c. The maximum number of credits that can be accumulated by a student from other institutions shall not exceed 40% of the total credits prescribed for the successful completion of the programme of study.

SHRI LAL BAHADUR SHASTRI NATIONAL SANSKRIT UNIVERSITY**ORDINANCE No.37****Visiting Fellow****[[Under Section 29 (1) (o) of Central Sanskrit Universities Act-2020]**

1. The University may appoint Eminent Scholars as Visiting Fellows.
Superannuated persons upto the age of 70 years may also be considered for appointment as Visiting Fellow. The minimum tenure of a Visiting Fellow should not be less than a week and maximum - upto three months.
2. The honorarium to the Visiting Fellow shall be decided by the University as per UGC norms.
3. Travel expenses may be met in accordance with the Rules of the University.
4. The parent institution will grant academic leave with pay and usual allowance for the duration of the appointment as Visiting Fellow.
5. The host University would provide accommodation to the Visiting Fellow in the University Guest House free of charge, but food charges would be paid by the Visiting Fellow.
6. The same person may not be invited as Visiting Fellow more than once in a year in the same University, but the period of 3 months can be split up as desired by the University within the period of one year.
7. Notwithstanding anything contained in this ordinance, the Vice-Chancellor may take such measures as may be necessary for removal of difficulties and to resolve any other extra ordinary issues.

SHRI LAL BAHADUR SHASTRI NATIONAL SANSKRIT UNIVERSITY**ORDINANCE No.38****Visiting Professors**

[Under Section 29 (1). (o) of Central Sanskrit Universities Act-2020]

1. A visiting Professor should be an eminent scholar in his/her field. Generally a person who has held or is holding the post of Professor or a person who has achieved distinction outside the University sector, should be considered for appointment as Visiting Professor.
2. The maximum tenure of appointment of a Visiting Professor shall be two years and the minimum – not less than three months.
3. The University may appoint a person up to the age of 70 years as a Visiting Professor.
4. A Professor should not be appointed as a Visiting Professor in the same University in which he/she holds a post immediately before or after superannuation.
5. If a superannuated person is appointed as a Visiting Professor, the honorarium shall be decided by the Vice-Chancellor as per the norms of the UGC.
6. A person appointed as Visiting Professor from outside the country, the honorarium shall be decided by the Vice-Chancellor as per the norms of the UGC.
7. In case a person serving in an Indian University is appointed as Visiting Professor, the honorarium payable should be determined on the basis of salary plus 10% of the basic pay plus dearness allowance, and other allowances, if any admissible (except conveyance allowance, if any) as per the rates of the parent University. The receiving University would also contribute towards pensionary benefits or CPF/GPF as per usual Rules.
8. It is expected that when a serving person is appointed as Visiting Professor, the parent University would give him/her duty leave without pay.
9. If a person working abroad on a permanent basis is invited as a Visiting Professor, the University may meet the cost of international air travel from its own resources. Visiting Professor appointed may be paid travel expenses within India in accordance with the Rules of the University.
10. Guest House accommodation will be provided free of charge by the host University, but food charges would be paid by the Visiting Professor.

SHRI LAL BAHADUR SHASTRI NATIONAL SANSKRIT UNIVERSITY**ORDINANCE No. 39****Ordinance Governing Integrated Shastri/Bachelor's Degree-Acharya/Master's Degree****Programmes Offered in the University****[Under Section 29 (1) (d) of the Central Sanskrit Universities Act, 2020]**

The Integrated Shastri/Bachelor's degree-Acharya/Master's degree programmes offered by the University shall be followed by **"Regulations Governing Integrated Shastri/Bachelor's Degree-Acharya/Master's Degree Programme, 2022"** and amendment made thereunder. The details of the programmes have been given in the *"Regulations on governing integrated shastri/bachelor's degree-acharya/master's degree programmes offered by the university"* (Regulation No. 4) and *"Regulations on Establishment and operation of academic bank of credits (ABC) at under graduation level and Post-Graduation level courses of the University"* (Regulation No. 5).

SHRI LAL BAHADUR SHASTRI NATIONAL SANSKRIT UNIVERSITY

ORDINANCE No. 40

Doctor of Philosophy (Ph.D.) Vidvavaridhi Programme

[Under Section 29 (1) (o) of the Central Sanskrit Universities Act, 2020]

1. Admission to Ph.D. Programme:

- i. The student intake in each department shall be as per the availability of seats. Admission to the Ph.D. programme shall be made twice a year. Preferably in the beginning of the semester.
- ii. All the available seats shall be notified by the University, in advance.
- iii. Reservation of seats shall be made in accordance with the latest guidelines issued by the GOI/UGC, amended from time to time.

2. Eligibility criteria for admission to the Ph.D. Programme : -

The following are eligible to seek admission to the Ph.D. programme:

- (A) The candidate shall be eligible for admission to the Ph.D. programme, if he/she has completed:
1-year/2-semester master's degree programme after a 4-year/8-semester bachelor's degree programme or a 2-year/4-semester master's degree programme after a 3-year bachelor's degree programme or qualifications declared equivalent to the master's degree by the corresponding statutory regulatory body, with at least 55% marks in aggregate or its equivalent grade in a point scale wherever grading system is followed.

or

an equivalent qualification from a foreign educational Institution accredited by an Assessment and accreditation Agency which is approved, recognised or authorised by an authority, established or incorporated under a law in its home country, or any other statutory authority in that country to assess, accredit or assure quality and standards of the educational institutions.

A relaxation of 5% of marks, an equivalent relaxation of grade, may be allowed for the candidates belonging to SC/ST/OBC (Non-creamy layer)/Differently-abled, economically weaker section (EWS) and other category of candidates as per the decision of the UGC from time to time,

Provided that a candidate seeking admission after a 4-year/8-semester bachelor's degree programme should have a minimum of 75% marks in aggregate or its equivalent grade on a point scale wherever the grading system is followed. A relaxation of 5% marks or its equivalent grade may be allowed for those belonging to SC/ST/OBC (non-creamy layer)/Differently-Abled, Economically Weaker Section (EWS) and other categories of candidates as per the decision of the Commission from time to time.

- (B) Candidates who have completed the M.Phil. programme with at least 55% marks in aggregate or its equivalent grade in a point scale wherever grading system is followed or equivalent qualification from a foreign educational institution accredited by an assessment and accreditation agency which is approved, recognized or authorized by an authority, established or incorporated under a law in its home country or any other statutory authority in that country to assess, accredit or assure quality and standards of educational institutions, shall be eligible for admission to the Ph.D. programme. A relaxation of 5% marks or its equivalent grade may be allowed for those belonging to SC/ST/OBC

(non-creamy layer)/Differently-Abled, Economically Weaker Section (EWS) and other categories of candidates as per the decision of the Commission from time to time.

3. Duration of Ph.D. Programme:

- i. The Ph.D. Programme shall be for a minimum duration of three years, including course work and a maximum of six years from the date of admission to the Ph.D. programme.
- ii. A maximum of an additional two (2) years can be given through a process of re-registration, provided, however, that the total period for completion of a Ph.D. programme should not exceed (8) years from the date of admission in the Ph.D. programme.
Provided further that, female Ph.D. scholars and Persons with Disabilities (having more than 40% disability) may be allowed an additional relaxation of two (2) year; however, the total period for completion of a Ph.D. programme in such cases should not exceed ten (10) years from the date of admission in the Ph.D. programme.
- iii. Female Ph.D. Scholars may be provided Maternity Leave/Child Care Leave for up to 240 days in the entire duration of the Ph.D. programme.

4. Procedure for Admission:

- 4.1 The admission shall be based on the criteria notified by the University, keeping in view the guidelines/norms in this regard issued by the UGC and other statutory/regulatory bodies concerned, and taking into account the reservation policy of the Central Govt. time to time.
- 4.2 Admission to the Ph.D. Programme shall be made using the following methods:
 - i. University may admit students who qualify for fellowship/scholarship in UGC-NET and similar National level tests based on an interview.
And/or
 - ii. University may admit students through an Entrance Test conducted at the level of the University. The Entrance Test syllabus shall consist of 50% of research methodology, and 50% shall be subject specific.
 - iii. Candidates who have secured 50% marks in the entrance test are eligible to be called for the interview.
 - iv. A relaxation of 5% marks will be allowed in the entrance examination for the candidates belonging to SC/ST/OBC/differently-abled category, Economically Weaker Section (EWS), and other categories of candidates as per the decision of the Commission from time to time.
 - v. University may decide the number of eligible candidates to be called for the interview based on the number of Ph.D. seats available.
 - vi. Provided that for the selection of candidates based on the entrance test conducted by the University, a weightage of 70 % for the entrance test and 30 % for the performance in the interview/viva- voce shall be given.
- 4.3 University shall:
 - i. Notify a prospectus well in advance on the University website specifying the number of seats for admission, subject/discipline-wise distribution of available seats, criteria for admission, the procedure for admission, and all other relevant information for the candidates.
 - ii. Adhere to the National level reservation policy, as applicable.

- 4.4 The University shall maintain a list of Ph.D. supervisors (specifying the name of the supervisor, his or her designation, and the department/school), along with the details of Ph.D. scholars (specifying the name of the registered Ph.D. scholar, the topic of his/her research and the date of admission) admitted under them on the website of the university and update this list every academic year.

5. Ph. D. Registration :

- 5.1 The application for registration for Ph.D. shall be made to the Department concerned in the prescribed proforma along with a detailed research proposal including the proposed title, introduction, scope of the study, review of literature, objectives, research methodology including sampling and design, wherever necessary, and references. The Department shall forward the research proposal to the School Board/Research Advisory Committee through the Board of Studies. The date on which the School Board/Research Advisory Committee accepts the proposal for registration shall be the date of registration of the scholar.
- 5.2 In case a candidate wishes to change the topic of research, he/she may be permitted to do so within one year from the date of his/her registration. The modified research proposal shall be submitted to the School Board/Research Advisory Committee through the concerned Board of Studies for its consideration and approval.

6. Allocation of Research Supervisor:

Eligibility criteria to be a Research Supervisor, Co-Supervisor, Number of Ph.D. scholars permissible per supervisor, etc.

- i. Permanent faculty members working as Professor/Associate Professor of the University with a Ph.D., and at least five research publications in peer-reviewed or refereed journals and permanent faculty members working as Assistant Professors in the University with a Ph.D., and at least three research publications in peer-reviewed or refereed journals may be recognized as a Research Supervisor in the university.

Provided that in areas/disciplines where there is no, or only a limited number of peer-reviewed or refereed journals, the University may relax the above condition for recognition of a person as Research Supervisor with reasons recorded in writing.

Co-Supervisors from within the same department or other departments of the same University or other institutions may be permitted with the approval of the competent authority.

Adjunct Faculty members shall not act as Research Supervisors and can only act as co-supervisors.

- ii. In case of interdisciplinary / multidisciplinary research work, if required, a Co-Supervisor from outside the department/School may be permitted.
- iii. An eligible Professor/Associate Professor/Assistant Professor can guide up to eight (8) / six (6) / four (4) Ph.D. scholars, respectively, at any given time.
- iv. In case of relocation of a female Ph.D. scholar due to marriage or otherwise, the research data shall be allowed to be transferred to the University to which the scholar intends to relocate, provided all the other conditions in these Regulations are followed, and the research work does not pertain to a project sanctioned to the parent Institutions/Supervisor by any funding agency. Such scholar shall, however, give due credit to the parent institution and the supervisor for the part of research already undertaken.

- v. Faculty members with less than three years of service before superannuation shall not be allowed to take new research scholars under their supervision. However, such faculty members can continue to supervise Ph.D. scholars who are already registered until superannuation and as a co-supervisor after superannuation, but not after attaining the age of 70 years.

7. Supernumerary seats:

To enhance the University linkage and to increase the collaboration with the Central Institutions/Universities by having MoU with them, collaboration in R&D is required. For this, sometimes the Institutes/Universities want that their eligible employees are allowed to pursue Ph.D. in such cases, some supernumerary seats, not more than two, in each department may be allowed. If there are more than two such sponsored candidates, then best two out of them would be chosen on the basis of merit of entrance test and/or interview. Residency period will be counted even if he/she is residing/working in his/her own university/institute where facilities for such research exist and the said residency period is certified by the Head of the University/Institute. The said Institutions/Universities may sponsor their research scholars who are working in their University/Institute with scholarships. However, such students will be required to attend the regular one semester course work prescribed by the University along with the other candidates and all the rules governing the Ph.D. scholars of the University will be applicable to them.

8. Admission of International students in Ph.D. programme:-

- i. Each supervisor can guide up to two international research scholars on a supernumerary basis over and above the permitted number of Ph.D. scholars as specified in clause 6 (iii) above.
 - ii. The University may decide its own selection procedure for Ph.D. admission of international students keeping in view the guidelines/norms in this regard issued by statutory/regulatory bodies concerned from time to time.
9. At any point, the total number of Ph.D. scholars under a faculty member, either as a supervisor or a co-supervisor, shall not exceed the number prescribed in clause 6(iii) and clause 8 (i) above.

10. Requirement during Registration Period:

- i. Every research scholar shall be required to show continuous progress during the period of his/her registration and it shall be monitored by the supervisor of the candidate.
- ii. Every research scholar shall be required to submit half-yearly report.
- iii. The supervisor of the research scholar shall give his/her assessment about the progress of the scholar as whether satisfactory or not. The Report shall be placed before the Departmental Research Committee for its evaluation in its forthcoming meeting.
- iv. In case two consecutive half-yearly reports are found unsatisfactory, Head of the Department, on the recommendations of the Departmental Research Committee (DRC) may recommend to the Board of Studies for the necessary action.
- v. The research scholar shall present a seminar on his/her research at the completion of each year after his/her registration to Ph.D. programme till submission of Ph.D. thesis. This seminar will be organized by the concerned Department.

- vi. Every research student shall pursue full time research as a regular student for a minimum period of three years from the date of registration.
- vii. Candidates already in employment shall also have to pursue full-time research as a regular student for the minimum period of three years after registration of Research Topic.

11. Course Work-Credit requirements, number, duration, syllabus, minimum standards for completion, etc.

- i. The credit requirement for the Ph.D. course work is a minimum of 12 credits, including a "Research and Publication Ethics" course as notified by the UGC vide DO No.F.1-1/2018 Journal/CARE) in 2019 and a research methodology course. The Research Advisory Committee can also recommend UGC recognised online courses as part of the credit requirements for the Ph.D. programme.
- ii. There shall be a compulsory course work of a minimum of one semester duration. A candidate must secure at least 55% marks or equivalent grade in the UGC-10 points scale in courses work to be eligible to continue in the programme and submit his thesis.
- iii. If the Research Advisory Committee so desires, the contents of Course may be replaced by core topics in the subject and made common to all candidates in the particular department, the syllabus for which could be prepared by the Board of Studies of the respective department.
- iv. If a student has taken more number of courses than the prescribed number and has secured the grade higher than 'F' in each course, then the best grades of the required number of course shall be taken into account for the calculation of CGPA for the purpose of deciding his/her case for confirmation to the Ph.D. programme.
- v. All Ph.D. scholars, irrespective of discipline, shall be required to train in teaching/education/pedagogy/writing related to their chosen Ph.D. subject during their doctoral period. Ph.D. scholars may also be assigned 4-6 hours per week of teaching/research assistantship for conducting tutorial laboratory work and evaluations.

12. Research Advisory Committee and its function:

There shall be a Research Advisory Committee or an equivalent body for similar purpose for each Ph.D. scholar. The Research Supervisor of the scholar shall be the Convener of this Committee.

i.	Dean of concerned School	-	Chairperson
ii.	Head of the concerned Department	*	Member
iii.	All the teachers of the concerned Department	-	Member
iv.	One external expert	-	Member
v.	Supervisor	-	Convener

This Committee shall have the following responsibilities:

- i. To review the research proposal and finalize the topic of research;
- ii. To guide the research scholar to develop the study design and methodology of research and identify the course(s) that he/she may have to do.

- iii. To periodically review and assist in the progress of the research work of the research scholar.
- iv. Each semester, a Ph.D. scholar shall appear before the Research Advisory Committee to make a presentation and submit a brief report on the progress of his/her work for evaluation and further guidance. The Research Advisory Committee shall submit its recommendations along with a copy of Ph.D. scholar's progress report to the concerned Authority of the University. A copy of such recommendations shall also be provided to the Ph.D. scholar.
- v. In case the progress of the research scholar is unsatisfactory, the Research Advisory Committee shall record the reasons for the same and suggest corrective measures. If the research scholar fails to implement these corrective measures, the Research Advisory Committee may recommend with specific reasons for cancellation of the registration of the research scholar.
- vi. The recommendations of the Departmental Research Committee shall be placed before the Research Advisory Committee.
- vii. If there is any need for the modification of title of research work, the scholar shall submit an application of this effect to DRC through his/her supervisor. On the recommendation of DRC the Research Advisory Committee will take the appropriate decision.

13. Departmental Research Committee (DRC)

In each Department of the University, academic matters related to the Ph.D. programme shall be supervised by the Departmental Research Committee consisting of the following:

- i. Head of the Department: Chairperson (ex-officio)
- ii. All the Professors of the Department: (ex-officio)
- iii. Associate Professors in the Department, subject to a maximum of two, by rotation according to the seniority;
- iv. Two Assistant Professor in the Department, qualified to be Research (Ph.D.) Supervisor(s), by rotation according to seniority; and
- v. One external expert to be called by the Head of Department out of the panel drawn by the BoS.

Where a Department has a strength of less than ten teachers, all faculty member eligible to be Research (Ph.D.) Supervisors shall be members of the DRC. The term of the members of DRC, except the ex-officio members, shall be for two years.

At least, 50% of the members shall be required to be present in the meeting to form the quorum with the presence of the Chairman or his/her representative as mandatory.

Where no teacher in the Department is eligible to be the Head, the Teacher-in-charge, if eligible to be Research (Ph.D.) Supervisor, shall convene the meetings of the DRC, failing which the members of the DRC may elect one of the members.

Functions of Departmental Research Committee:

- i. Monitoring the scholar's progress
- ii. Conducting the annual seminar

- iii. Recommending change of title if necessary to RAC
- iv. Holding pre-submission seminar
- v. Issuing a letter permitting him/her to give the pre-submission seminar
- vi. Assessing readiness of the scholar to submit the thesis and
- vii. Recommending additional panel of examiners.

14. Evaluation and Assessment Methods, minimum standards/credits for award of the degree etc.

- i. Upon satisfactory completion of course work and obtaining the marks/grade prescribed in 11 (ii) of clause 11 above, the Ph.D. scholar shall be required to undertake research work and produce a draft dissertation/thesis.
- ii. Before submitting the dissertation/thesis, the Ph.D. scholar shall make a presentation before the Research Advisory Committee of the University, which shall also be open to all faculty members and other research scholars/students.
- iii. The University shall have a mechanism using well-developed software applications to detect Plagiarism in research work and the research integrity shall be an integral part of all the research activities leading to the award of a Ph.D. degree.
- iv. A Ph.D. scholar shall submit the thesis for evaluation, along with (a) an undertaking from the Ph.D. scholar that there is no plagiarism and (b) a certificate from the Research Supervisor attesting to the originality of the thesis and that the thesis has not been submitted for the award of any other degree/diploma to any other University.
- v. The Ph.D. thesis submitted by a Ph.D. scholar shall be evaluated by his/her Research Supervisor and at least two external examiners who are experts in the field and not in employment of the University. Such examiner(s) should be academics with a good record of scholarly publications in the field. Wherever possible, one of the external examiners should be chosen from outside India. The viva-voce board shall consist of the Research Supervisor and at least one of the two external examiners. The viva-voce shall be open to the members of the Research Advisory Committee/faculty members/research scholars, and students. University may formulate appropriate rules/ordinances to effect the provisions of this Regulations.
- vi. The viva-voce of the Ph.D. scholar to defend the thesis shall be conducted if both the external examiners recommends acceptance of the thesis after incorporating any corrections suggested by them. If one of the external examiners recommends rejection, the University shall send the thesis to an alternate external examiner from the approved panel of examiners, and the viva-voce examination shall be held only if the alternate examiner recommends acceptance of the thesis. If the alternate examiner does not recommend acceptance of the thesis, the thesis shall be rejected, and the Ph.D. scholar shall be declared ineligible for the award of a Ph.D.
- vii. The University shall complete the entire process of evaluating a Ph. D. thesis, including the declaration of the viva-voce result, within a period of six (6) months from the date of submission of the thesis.

15. Removal of the Name from the Rolls of the University:

1. The name of a student shall be removed from the rolls of the University if he/she
 - i. fails to qualify any pre-requisite course within the stipulated duration
 - ii. fails to secure of marks as per 11(ii) of this ordinance
 - iii. fails to submit the two satisfactorily half-yearly reports consecutively
 - iv. fails to deposit the registration/annual/continuation fee, within the stipulated time
 - v. fails to submit his/her thesis within a maximum period of six years from the date of admission to the Ph.D. programme.
2. The RAC, on the recommendation of the Departmental Research Committee, may however, accept the request of a candidate whose name has been removed from the rolls of the University to get re-registration subject to approval of the Vice-Chancellor and become eligible for submission of his/her thesis, provided he/she submits his/her thesis within two year from the date of such re-registration or within maximum eight years of the date of his/her initial admission to the programme, whichever is earlier.

16. Panel of Examiners for Evaluation

- i. A Supervisor shall submit a panel of five names of examiners from the concerned area of Research along with their specialisations (and lists of publications wherever possible) including his/her own name in the prescribed proforma to the School Board through the Head of the Department for approval and submission to the Controller of Examination. At least three names in the panel shall be from outside the State. The Vice-Chancellor, while appointing two examiners may ensure that at least one examiner is from outside the State. The Third Examiner shall be the concerned Supervisor in both cases. The thesis shall, thus, be evaluated by two external Examiners.
- ii. The viva-voce examination, based among other things, on the critiques given in the evaluation report, shall be conducted by the Research Supervisor and atleast one of the two external examiners, and shall be open to be attended by members of the Research Advisory Committee, all faculty members of the Department, other research scholars and other interested experts/researchers/students.

17. Examiners' Reports

- i. Each examiner shall, after carefully examining the thesis submit a report in the prescribed proforma to the University containing a clear recommendation that in his/her opinion the thesis (i) is recommended for the award of Ph.D. Degree (ii) should be modified / revised; or (iii) may be rejected
- ii. On receipt of satisfactory evaluation reports, the candidate shall undergo a viva-voce Examination which shall also be openly defended. A Board consisting of the Supervisor and one of the External Examiners shall be constituted by the Vice-Chancellor for the viva-voce examination. The University shall ensure that as far as possible and practicable, the viva-voce examination shall be held within a period of six months from the receipt of the examiners reports. The Convenor shall submit a report of viva-voce examination to the Controller of Examinations.

- iii. In case an examiner suggests some modification / improvement in the thesis on certain specific lines or points out certain lacunae in the thesis, the candidate shall be asked to reply or modify the thesis as suggested, within one year from the date of intimation of the requirement of modification by the University, and resubmit the thesis for forwarding to the concerned examiner. If the candidate decides not to accept the suggested modifications or reply to the queries, or when he replies to the points/observations raised by an examiner but the reply is not accepted by the examiner, the matter shall be further referred to the Committee of experts to be appointed by the Vice-Chancellor.
- iv. A thesis shall be accepted for the award of the Degree of Doctor of Philosophy on the unanimous recommendation of the examiners.
- v. In case both the external examiners reject the thesis, no degree shall be awarded. If there is a difference of opinion between the external examiners, it shall be referred to a third external 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 fourth examiner shall be final.

18. Re-submission of Thesis

A candidate whose thesis has been referred back for revision shall resubmit it for the award of the Ph.D. Degree within one year of the intimation of the decision of the University.

A thesis which has been re-submitted shall be examined by the same external examiner(s). In case any examiner(s) is (are) unwilling to act as such, another examiner(s) may be appointed by the Vice - Chancellor from the approved panel of examiners.

19. Issuing a Provisional certificate

Along with the award of the Degree, the University shall also issue a certificate stating that the Degree has been awarded in accordance with the provisions of the UGC (Minimum Standards and Procedure for the award of Ph. D. degree) Regulations in force at the time of the award of the Degree.

The date of receipt of the report of the viva-voce examination shall be deemed to be the date of award of the degree.

20. Declaration of Result and Award of Degree

On the basis of the reports of the examiners and the viva-voce, the same shall be placed before the Research Degree Committee (RDC). On the recommendation of Research Degree Committee, the notification will be issued by the Examination Division and the provisional certificate shall be issued by the Controller of Examination. Similarly, the action taken report of Research Degree Committee shall be placed before the Executive Council through the Academic Council for the reporting of the result and the award of the degree or otherwise. However, as the interim measure, the Vice-Chancellor may grant permission for the declaration of the result and the award of the degree.

21. Award of Ph.D. degrees prior to Notification of UGC Regulations(2022)

Award of degrees to candidates registered for the Ph.D. programme on or after July 11, 2009, till the date of Notification of these Regulations shall be governed by the provisions of the UGC (Minimum Standards and Procedure for Award of M.Phil./Ph.D. Degree) Regulations, 2009 or the UGC (Minimum Standards and Procedure for Award of M.Phil./Ph.D. Degrees) Regulations, 2016 as the case may be. Further, the award of degrees to candidates already registered and pursuing

Ph.D. shall be governed by these Regulations or UGC (Minimum Standards and Procedure for Award of M.Phil./Ph.D. Degree) Regulations, 2016. Nothing in these Regulations shall impact the M.Phil. degree programmes commencing prior to the enactment of these Regulations.

22. Ph.D through Part-time Mode-

1. Ph.D programmes through part-time mode will be permitted, provided all the conditions stipulated in these Regulations are fulfilled.
2. The University shall obtain a "No Objection Certificate" through the candidate for a part-time Ph.D programme from the appropriate authority in the organization, where the candidate is employed, clearly stating that:
 - i. The candidate is permitted to pursue studies on a part-time basis.
 - ii. His/her official duties permit him/her to devote sufficient time for research.
 - iii. If required, he/she will be relieved from the duty to complete the course work.

23. Pre- Submission Seminar

- i. When the DRC is of the opinion that the thesis is in the final stage of completion, the scholar shall give a pre-submission presentation on his/her research findings at least two months prior to the submission. This presentation will be given in the presence of the DRC and one faculty member (a recognized supervisor) nominated by the Dean from an allied department in the School. .
- ii. After the notification of the Dean's nominee, the DRC shall fix the date and time of the pre-submission seminar through mutual consent. The supervisor shall issue the notice of the seminar
- iii. The pre-submission seminar shall be public and open to all the faculty members and students of the departments in the School concerned. However, any person other than the members of the committee shall participate in the discussion only after the members of the committee.
- iv. The unanimous recommendation shall be clearly and specifically recorded on a standard format in triplicate and shall be duly signed on each proforma by all members of the DRC, who are present at the seminar, and the Dean's nominee. However, this committee shall not recommend any modification in the registered title of the thesis. The candidate shall be required to suitably incorporate the recommendations of the Committee in his/her thesis.
- v. Two copies of the report shall be forwarded to the Dean through the Head of the Department while one copy of the report shall be kept in the Department. The Dean of the School shall forward one copy of the report to the Research and Development Cell of the University while one copy shall be retained for the record of the School Board.

24. Copyrights

SLBSNSU reserves the copyright in respect of all theses on which the University has awarded PhD degrees.

25. Depository with INFLIBNET

After announcement of the award of the PhD degree, the University will submit an electronic copy of the PhD thesis to the UGC within a period of thirty days for uploading the thesis to INFLIBNET, Shodhganga accessible to all Universities/Institutes.

26. Removal of Difficulties

Not with standing anything contained in this Ordinance, the Vice-Chancellor may take such measures as may be necessary for removal of doubts/difficulties and to resolve any other extraordinary issue.

SHRI LAL BAHADUR SHASTRI NATIONAL SANSKRIT UNIVERSITY

ORDINANCE No.41

Purchase Committee

[Under Section 29(1)(O) of Central Sanskrit Universities Act-2020]

1. There shall be a Purchase Committee of the University for the purchase of goods and services consisting of the following members, namely :
 - i. One of the Deans to be nominated by Vice-Chancellor (Chairman)
 - ii. The Registrar or his nominee
 - iii. The Finance Officer or his nominee
 - iv. Head of the concerned Department/Institute/Centre/Section/Unit;
 - v. Officer in charge of Purchase & Procurement- (Convener).
2. The above Committee shall be responsible for procurement of Goods and Services as defined hereunder:

“Goods” include all articles, material, commodity, livestock, medicines, furniture, fixtures, raw material, consumables, spare parts, instruments, machinery, equipment, industrial plant, vehicles, aircrafts, ships, railway rolling stock assemblies, sub-assemblies, accessories, a group of machines comprising an integrated production process or such other categories of goods or intangible, products like technology transfer, licenses, patents or other intellectual properties (but excludes books, publications, periodicals, etc., for a library), procured or otherwise acquired by a Procuring Entity. Procurement of goods may include certain small work or some services, which are incidental or consequential to the supply of such goods, such as transportation, insurance, installation, commissioning, training and maintenance; but excludes books, publications, periodicals etc. for a library.

“Other services” (including the term ‘Non-consultancy services’ in certain contexts) are defined by exclusion as services that cannot be classified as Consultancy Services. Other services involve routine repetitive physical or procedural non-intellectual outcomes for which quantum and performance standards can be tangibly identified and consistently applied and are bid and contracted on such basis. It may include small works, supply of goods or consultancy service, which are incidental or consequential to such services. Other services may include transport services; logistics; clearing and Forwarding; courier services; upkeep and maintenance of office/buildings/Estates (other than Civil & Electrical Works etc.); drilling, aerial photography, satellite imagery, mapping and similar operations etc;

“Outsourcing of Services” means deployment of outside agencies on a sustained longterm (for one year or more) for performance of other services which were traditionally being done in-house by the employees of Ministries/Departments (e.g. Security Services, Horticultural Services, Janitor/Cooking/Catering/Management Services for Hostels and Guest Houses, Cleaning/Housekeeping Services, Errand/Messenger Services and so forth). Besides outsourcing, other services also include procurement of short-term standalone services.

3. The procedure to be followed in making procurement for the university Department/Institute/Centre/Section/Unit should conform to the following yardsticks and guidelines issued from time to time:

- i) The specifications in terms of quality, type etc., and also quantity of goods to be procured, should be clearly spelt out keeping in view the specific needs of the procuring Department/Institute/Centre/Section/Unit.
- ii) The specifications so worked out should meet the basic needs of the Department/Institute/Centre/Section/Unit without including superfluous and non-essential features, which may result in unwarranted expenditure.
- iii) Care should also be taken to avoid purchasing quantities in excess of requirement to avoid inventory carrying costs;
 - a. Offers should be invited following a fair, transparent and reasonable procedure;
 - b. The procuring authority should be satisfied that the selected offer adequately meets the requirement in all respects;
 - c. The procuring authority should satisfy itself that the price of the selected offer is reasonable and consistent with the quality required.
 - d. At each stage of procurement, the concerned procuring authority must place on record, in precise terms, the considerations which weighed with it while taking the procurement decision.
 - e. Department/Institute/Centre/Section/Unit may with the approval of competent authority procure the required goods from firms registered under GeM.
 - f. The University may utilize the approved registered suppliers for procurement of goods through Limited Tender Enquiry. A Head of Department may also register suppliers of goods which are specifically required by the Department or Office, subject to GFR provisions and on-availability of goods and services under GeM.
 - g. Further, the Committee shall ensure that the goods procured are duly entered into the relevant Stock Registers and proper Inventory Management System is put in place in the University.
 - h. The Committee may also consider and order for regular stock inventory verification to prevent any slippages and the goods procured are in safe custody.
 - i. The Committee may also review the goods procured once in six months to see that they are properly utilized and are not lying idle. Any such aberrations shall have to be brought to the notice of the Committee who may direct the purchase officer concerned and seek his explanation for non-utilization of such goods so procured.

4. Purchase of Goods and Services:

Provisions contained in Chapter 6 of the GFR, 2017 as amended from time to time may be strictly adhered to. Rule 142 to Rule 206 may be consulted while undertaking the Goods and Services by the Purchase Committee.

Some of the key features of Purchase of Goods and Services under GFR are as under:

The key features of goods and services under the General Financial Rules (GFR) 2017 include the mandatory procurement of goods and services from the Government e-Marketplace (GeM). GFR 2017 also outlines the procedure for procuring goods and services, including provisions for purchase without inviting quotations or bids for items up to a certain value and the requirement for a Local Purchase Committee for purchases above a certain threshold.

Here's a more detailed breakdown:

Mandatory Procurement from GeM:

- Rule 149 of the GFR 2017 mandates that Ministries and Departments procure goods and services from the Government e-Marketplace (GeM).
- This includes common use items like computer hardware, software, and accessories.

Purchase Procedures:

- **Up to Rs. 50,000:**

Purchases up to Rs. 50,000 on each occasion can be made without inviting quotations or bids, based on a certificate from a competent authority.

- **Above Rs. 50,000 and upto Rs.10,00,000/-.**

Purchases above Rs. 50,000 and upto Rs.10,00,000 on each occasion through the GeM Seller having lowest price amongst the available sellers of atleast three different manufacturers, on GeM, Meeting the requisite quality, specification and delivery period. The tools for online bidding and online reverse auction available on GeM, meeting the requisite quality, specification and delivery period. The tools for online bidding and online reverse auction available on GeM can be used by the Buyer even for procurements less than Rs.10,00,000/-.

- **Above Rs. 10,00,000/-**

For purchases exceeding Rs. 10 Lakh, the procurement must be done through the supplier with the lowest price, meeting the required quality, specifications, and delivery period, after mandatorily obtaining bids, ideally using the online bidding or reverse auction tools available on GeM.

General Principles of Procurement:

- **Transparency and Fairness:**

The GFR 2017 emphasizes the importance of fairness, transparency, and a reasonable procurement procedure.

- **Quality:**

The procuring authority should be satisfied that the selected offer meets all requirements in terms of quality and specifications.

- **Reasonable Price:**

The price of the selected offer should be reasonable and consistent with the quality required.

Other Key Aspects:

- **Bid Security:**

Performance security is required from successful bidders, typically a percentage of the contract value.

- **Late Bids:**

Late bids are not to be considered.

- **Withdrawal of Bids:**

Bidders may withdraw their bids without penalty if there are modifications in specifications or terms and conditions.

- **Disposal of Goods:**

GFR 2017 also includes provisions for the disposal of goods, including through advertised tenders, auctions, or by scrap value.

- **Public Finance Management:**

The GFR 2017 also emphasizes the use of Public Finance Management System (PFMS) and Direct Benefit Transfer (DBT) for efficient delivery of entitlements. In addition, in terms of Department of Higher Education directives, usage of SAMARTH portal may widely be used by the stake holders and it may be encouraged by the Committee.

5. Inventory Management :

Goods procured are immediately to be entered in the respective Stock Registers and the Store Officer has to certify that the material purchased has been duly entered into the Stock Register and a certificate in this regard has to be issued by the person who maintains the Stock Register as under and given to the Store Officer:-

The material _____ (name and quantity) purchased by Purchase Officer (name and designation) has been duly entered at Sl. No. ____ & Page No. _____ of Stock Register maintained by the University.

Further, provisions contained in Chapter 7 of the GFR, 2017 as amended from time to time. Rule 207 to Rule 233 may be strictly adhered to in respect of Inventory Management and timely disposal of obsolete items/unused items.

Some of the key features of Inventory Management are as under:

- **Asset Recording:**

The GFRs mandate the proper recording of both physical and financial assets, ensuring a comprehensive view of the government's holdings,

- **Fixed Asset Registers:**

Rule 211 specifically prescribes the format for the Register of Fixed Assets, requiring detailed information about each asset. This register is a key tool for tracking and managing government property.

- **Officer-in-charge's Responsibility:**

The Officer-in-charge of purchase/stores is responsible for maintaining the Register of Fixed Assets and ensuring that accurate records are kept,

- **Item-wise Lists and Accounts:**

The GFRs also emphasize the need for item-wise lists and accounts, allowing for easy verification of actual balances against book balances

- **Safe Custody and Storage:**

The GFRs also address the safe custody and proper storage of goods and materials, particularly valuable or combustible items, including measures for maintaining appropriate temperature and dust-free environments

6. Meetings of the Committee:

The Committee meetings may be convened at regular intervals and at least once in three months to take stock of the Procurement and Inventory management systems and issue necessary advisories and guidance to the Purchase Officers as well as Store Officer.

7. Procurement and Inventory Audit:

The Committee may also consider resorting to Procurement and Inventory Audit if some misappropriations or slippages are reported or brought to its notice either directly or indirectly as well as suo-moto as part of transparency mechanism. The Audit may be either once in six months or once in a year and in any case annual audit of such public procurements and inventory management systems and issue necessary guidelines and advisories to further strengthen procurement and inventory management to protect them from pilferages, misappropriations and cartel etc.,

8. Term of the Committee:

The term of the Committee shall be decided by the Vice Chancellor at the time of Constitution. However, the minimum term of Committee shall be of twelve months from the date of notification of constitution of such Committee, except Ex-officio members.

9. Value:

Indent value above rupees one lakh shall be placed before Purchase Committee. In case of urgency or otherwise, the Vice-Chancellor can approve procurement upto value of Rs. 5 lakh without recommendation of Purchase Committee, however, each such purchase needs to be reported to Purchase Committee in subsequent meetings.

10. The Vice-Chancellor, if considers necessary, may refer the matter to an appropriate Technical Committee for advice.
11. Provision containing in GFR- 2017 or any amendment made thereafter, will remain applicable. In case of any difficulty in purchasing any goods, the Vice-Chancellor is competent to approve any purchase, subject to recommendations of Purchase Committee:

SHRI LAL BAHADUR SHASTRI NATIONAL SANSKRIT UNIVERSITY

ORDINANCE NO. 42

REGULATIONS FOR AFFILIATION

[Under Section 29(1)(o) of Central Sanskrit Universities Act-2020]

ENACTED UNDER

Clause 6(1)(xiii) and Clause 29(1)(o) of the Statute of the Central Sanskrit University Act, 2020, and as per UGC Regulations for Affiliation of Colleges by Universities (2009 & 2012 Amendments wherever required)

PURPOSE

To establish guidelines and procedures for extending affiliation to the institutions, seeking affiliation with Shri Lal Bahadur Shastri National Sanskrit University, (SLBSNSU - Central University), New Delhi-110016.

FRAMEWORK FOR AFFILIATION

This ordinance outlines the rules and regulations for affiliation, ensuring academic excellence and compliance with Central University standards.

AUTHORITY

SLBSNSU, empowered by the Central Sanskrit University Act, Statute, and its amendments, UGC Regulation for affiliation of colleges by Universities, (wherever applicable) regulates affiliation processes.

REGULATIONS

Detailed guidelines for affiliation, including eligibility, application, inspection, and quality assurance measures etc.

COMPLIANCE

Institutions seeking affiliation must adhere to these regulations, ensuring academic integrity and excellence. Shri Lal Bahadur Shastri National Sanskrit University (SLBSNSU), a Central University in New Delhi, offers education and courses from undergraduate to doctoral levels, invites applications for affiliation in various courses of study, providing opportunities for institutions to offer academic programs in **Sanskrit Shastric Traditional Studies** and other related fields as per Central Sanskrit University Act-2020 & as are in the opinion of University, necessary for the furtherance of its object generally for the followings :

1. **Foundational Courses/ Programs**
 - Prak-Shastri/Uttar-Madhyama (10+2)
2. **Undergraduate Programs**
 - Shastri/Under Graduate/B. A
 - BNYS 5^{1/2} Years Course

- Shiksha-Shastri/B.Ed

3. Postgraduate Programs

- Acharya/Post Graduate/M. A
- Shiksha-Acharya/M.Ed.

4. Certification Programs

- Certificate/Diploma Courses/PQ Diploma

And More...

Additional courses added from time to time or any other programme applicable under Central Sanskrit University Act-2020 clause 6(i) (xiii)

Institutions seeking affiliation with Shri Lal Bahadur Shastri National Sanskrit University (SLBSNSU), New Delhi, must submit applications in the prescribed format (**Appendix-I**) and demonstrate adequate infrastructure, including buildings, necessary equipments, and qualified teachers and staff, as detailed in (**Appendix-II**), to ensure smooth conduct of SLBSNSU-prescribed courses, with the option to apply for affiliation in one or multiple courses.

1. General norms:-

This Ordinance related to affiliation shall apply to all colleges/institutions seeking affiliation and/or already affiliated to other Universities/Boards in India established or incorporated by or under a Central Act, a Provincial Act, or a State Act.

2. Definitions: In this ordinance:

- i. "Affiliation" together with its grammatical variations, includes, in relation to a college, recognition of such colleges/Institution by, association of such college with, and admission of such college to the privileges of, a university.
- ii. Colleges/Institution " means any institution, whether known as such or by any other name which provides for a programme of study beyond 12 years of schooling for obtaining any qualification from a university and which, in accordance with the rules and regulations of the university, is recognized by the UGC as competent to provide for such programme of study and present students undergoing such programme of study for the examination for the award of such qualification; for Prak-Shastri/Uttar-Madhyama (10+2) programs.
- iii. "SLBSNSU" means the Shri Lal Bahadur Shastri National Sanskrit University, (a Central University), New Delhi-110016 established under the Central Sanskrit University Act-2020
- iv. "course" means one of the units which comprise a programme of study,
- v. Programme"/"programme of study" means a higher education programme and others like Prak-Shastri/Uttar-Madhyama (10+2) programs pursued for a degree specified by SLBSNSU.
- vi. "programme"/"programme of study" means a higher education a programme pursued for a degree specified by the Commission under Section 22(3) of the UGC Act;
- vii. "Student" means a person admitted to and pursuing a specified programme of study in the college/institution etc... seeking affiliation,

3. Eligibility Criteria for Temporary Affiliation

- I. The proposed college seeking affiliation, at the time of inspection by the university, shall satisfy the following requirements, or the requirements in respect of any of them prescribed by the Statutory/Regulatory body concerned in the case of technical/ professional courses only whichever is higher.
 - a. College/ Institution seeking affiliation should have undisputed ownership and possession of land free from any or all encumbrances measuring not less than 1.5 acres if it is located in mega cities, 2 acres if it is located in metropolitan cities and 5 acres if it is located in other cities. Provided that this sub-clause shall not apply to colleges already affiliated to the Universities in India. Provided further that the lesser land requirement in mega cities shall not compromise extracurricular/extra-mural curricular activities of the college/institutions. Provided also that the requirement of 5 acres in hilly areas could be contiguous or up to three places which are not separated by more than 2 kilometres. However this clause may be relaxed by the Vice-Chancellor of SLBSNSU on recommendation of Board of Affiliation of the University.
 - b. Administrative, academic and other buildings with sufficient accommodation to meet the immediate academic and other space requirements as specified by the SLBSNSU for each of the higher education course/programme with adequate scope for future expansion in conformity with those prescribed by the SLBSNSU/UGC/Statutory/Regulatory body concerned, taking care that all buildings constructed in the colleges/Institution are disabled friendly wherever applicable.
 - c. Academic building sufficient to accommodate the faculties, lecture/ seminar rooms, library and laboratories with adequate space per student in lecture/seminar rooms/library and laboratories. Provided that this shall not apply to colleges already affiliated to the Universities in India.
 - d. Number of teaching and non-teaching staff as per University norms.
 - e. Adequate civic facilities for essentials like water, electricity, ventilation, toilets, sewerage, etc. in conformity with the norms laid down by the Central/State PWD
 - f. Adequate measures for safety, security, pollution control, etc.
 - g. A library with at least 1000 books, or 100 books in different titles on each programme, whichever is more, of the proposed programmes to include both text books and reference books, besides two periodicals per programme, along with a book bank facility for students belonging to the Scheduled Castes, Scheduled Tribes and such other sections as may be specified by the UGC from time to time. Subscription of two periodicals will particularly be applicable for UG/PG classes/courses.
 - h. Necessary laboratory equipment as prescribed by the SLBSNSU/Statutory/Regulatory body concerned, for each of the higher education programmes;
 - i. A multi-purpose complex / an auditorium and facilities for sports, canteen, health care, separate common rooms and separate hostels for boys and girls as per the local requirements, as decided by the SLBSNSU.
 - j. Appropriate furniture for lecture/seminar rooms, laboratories, library, faculty rooms, rooms for administrative staff including the Principal, multi-purpose complex/auditorium, common rooms and hostel rooms, and for other facilities;
 - k. A duly constituted managing body with a representative of the SLBSNSU.

II. Norms for the Non-Government college/institution

- a. College/Institution Shall be managed by a duly constituted and registered Society or Trust.

- b. College/*Institution* Shall satisfy to the *SLBSNSU* that adequate financial provision is available *with them* for running the College/*Institution* for at least three years without any aid from any external source. In particular, it shall produce evidence of creating and maintaining a Corpus Fund, permanently in the name of the College/*Institution* by way of irrevocable Government Securities of Rs.15 lakh per programme, if the College/*Institution* proposes to conduct programme only in Arts, Science and Commerce, Rs.35 lakh per programme or as prescribed by the relevant Statutory/Regulatory body, if it proposes to offer professional programmes, or FDRs for like amounts jointly held by the College/*Institution* and the *SLBSNSU* for a minimum lock in period of three years. The interest accrued out of it may be utilized by the College/*Institution* with the prior permission of the *SLBSNU* for strengthening its infrastructure facilities;
- c. College/*Institution* Shall also provide an undertaking to the University that it has adequate recurring income from its own resources for its continued and efficient functioning.

III. The Registered Society/ Trust in justified exceptional cases may be allowed to start the College/*Institution* for the first year of the programmes in a readily available building, with the condition that all other academic and administrative requirements are satisfied under the Regulations and the college/*institution* shall complete the buildings as per the norms mentioned in this ordinance and other requirements cited in the detailed project report by the end of the second year and the College/*Institution* is moved completely to the proposed permanent building by the beginning of the third year, failing which the College/*Institution* shall not be granted, renewal of temporary affiliation until the College/*Institution* moves to the permanent buildings. Under no circumstances, extension of time for this movement to the permanent building shall be granted by the *SLBSNSU*, beyond five years.

IV. The Registered Society/Trust proposing the College/*Institution* shall execute a bond:

- a. To impart instruction only in the subjects and for the courses/programmes in the faculties for which affiliation has been granted by the *SLBSNSU* and shall not seek retrospective affiliation. All such courses/programmes shall follow the syllabi approved by the appropriate academic bodies of the *SLBSNSU*.
- b. To comply with all the provisions of the Act, the Statutes and the Ordinances, Rules and Regulations of the *SLBSNSU*, framed in this regard from time to time :
- c. To follow the Rules, Regulations and Guidelines of the *SLBSNSU*/ Statutory /Regulatory bodies issued from time to time;
- d. To the effect that the number of teaching posts, the qualification of teaching staff and their recruitment/ promotion procedures as prescribed by the UGC and conditions of service shall be in accordance with the Statutes/Ordinance/ Regulations of the *SLBSNSU*/State Government / UGC, and shall ensure imparting of adequate instruction to the students in the courses/programmes of studies to be undertaken by the College/*Institution* and that the Student-Teacher Ratio in the colleges/*Institution* shall be as per the UGC/*University* norms, wherever applicable.
- e. To the effect that the members of the teaching and non-teaching staff shall be regularly and fully paid in the pay scales along with applicable allowances as per the pay scales prescribed by the UGC/ Central/State Govt., as the case may be, from time to time.
- f. To the effect that appointment of members of the teaching and the non-teaching staff shall be made only on considerations of merit, based on qualifications and experience prescribed for them and not by demanding or accepting any donation or other consideration.
- g. To the effect that the colleges/*Institution* shall obtain the eligibility approval of the appointed teaching staff from the *SLBSNSU* within three months of affiliation and shall report all changes in the teaching

staff and all other changes that may affect the fulfilment of the conditions for affiliation to the SLBSNSU, within a fortnight of changes coming into effect.

- h. To the effect that all fees to be charged from the students shall be as per the fee structure approved by the SLBSNSU **baesd on the norms of the UGC from time to time.**
- i. To the effect that the College/Institution shall not collect any capitation fee or donation in any form amounting to corrupt practices from or on behalf of any of its students or their parents/guardians except the prescribed fee and other charges as approved by the University **based on the norms of the UGC.**
- j. To the effect that no student shall be admitted to any programme of study by the College/Institution in anticipation of grant of affiliation or in excess of the number of seats sanctioned per programme of study, by the SLBSNSU:
- k. To the effect that the colleges/Institution shall not, without the previous permission of the SLBSNSU, suspend **offering** an already approved course/programme of study,
- l. To the effect that the academic and welfare activities of the students belonging to the Scheduled Castes, Scheduled Tribes and other disadvantaged groups, including minorities, wherever applicable, shall be properly taken care of by the College/Institution.
- m. To the effect that all registers and records, including audited statement of accounts, as required to be maintained under the Regulations / Orders of the SLBSNSU / UGC/Government shall be maintained and made available as and when required for inspection.
- n. To the effect that the College/Institution shall furnish all such returns and other information as the UGC/SLBSNSU/ Government may require to enable it to monitor and judge the performance of the colleges/Institution with regard to maintenance of academic standards and shall take such action as the SLBSNSU / UGC/ Government may direct to maintain the same.

4. Procedure for granting Temporary Affiliation:

- i. The application to start a new College/Institution and to get it affiliated to the SLBSNSU can be submitted by Central/State Government Institutions and Registered Society/Trust.
- ii. If the applicant is a Society/ Trust, it shall have been registered under Registration of Societies Act, the Trusts Act or any other Act of the Central/State Government on or before the date of submission of the application.
- iii. The Government / Society/ Trust which proposes to start the College/Institution and wishes to get it affiliated to the SLBSNSU in whose jurisdiction the location of College/Institution falls shall make an application within the stipulated time to the SLBSNSU in the prescribed proforma along with the prescribed fee in the form of Demand Draft, drawn in favour of the Registrar of the SLBSNSU.
- iv. **The application shall be submitted with certified copies of the following documents:**
 - a) Registration of the Society/Trust along with details of Constitution and Memorandum of Association/ **By-Laws of the society/trust.**
 - b) Letter from the Competent Authority, designated by the Government concerned for classification of land and its location as Metropolitan or other areas.
 - c) Land Use Certificate from the Competent Authority designated by the Government concerned.
 - d) Registered land/Govt. leased land documents in the name of the applicant.

- e) Appropriate order from the Govt. permitting the Society/ Trust to start the colleges/Institution with details of the courses/ programmes intended to be offered.
- f) Building Plan of the proposed colleges/Institution prepared by a registered Architect and approved by the Competent Authority, designated by the Govt. concerned.
- g) Registration documents of the registered Society/Trust/ earmarking land and buildings for the proposed College/Institution.
- h) Details of the latest fund position along with photocopies of relevant bank accounts, including the evidence of the Corpus Fund earmarked for the purpose, as specified under Clause 3 (II) (b)
- i) Detailed Project Report :
 - i. Background of the Society/ Trust with reference to its experience in promoting, managing and operating educational institutions; details of its promoters including their background; its activities in the social, charitable and educational spheres since its inception and its Vision and Mission;
 - ii. Development plan for the College/Institution with timeline, spelling out its growth plan over the first 10 year period in terms of phasing of academic programmes, increase in students' intake and introduction of postgraduate programmes/ research, and the time schedule for stage-wise development of the academic infrastructure, like recruitment of faculty, and other support facilities, including student amenities, such as hostels, sports and recreational facilities
 - iii. Architectural master plan indicating the land use pattern including those for the future;
 - iv. Policy with regard to faculty recruitment, retention and development
 - v. Structure of academic and administrative governance;
 - vi. Sources of financing of capital and operating expenditure, besides funds to be generated through students' fees; and
 - vii. Resource projections and their utilization schedule
- v. The SLBSNSU shall make a preliminary scrutiny of the application by screening-cum-Board of Affiliation and if found satisfactory, issue a letter to cause an inspection for physical verification of all requirements for the grant of temporary affiliation.
- vi. The College/Institution shall be subjected to an inspection by the University through a committee of experts nominated by the Vice chancellor consisting of:
 - a) One Expert for each of the subject areas proposed,
 - b) Dean, of the concerned school / an equivalent academician of the University,
 - c) A representative of the higher education department of the Government not below the rank of Deputy Director, or an equal rank officer from UGC and
 - d) An Engineer from the PWD/CPWD or the SLBSNSU not below the rank of Executive Engineer.

One of the subject experts at the level of Professor, as nominated by the Vice-Chancellor, shall be the Chairperson of the Committee

- vii The report of the inspection committee shall be submitted by the Chairperson to the SLBSNSU duly filled in and signed by all the members. The SLBSNSU shall process the report through its appropriate Bodies and decide to grant, or not to grant, temporary affiliation to the College/Institution, recording the reasons in writing for its decision within three months of inspection.

- viii On the basis of the infrastructure and other facilities available at the College/Institution, the University shall decide the number of seats for each programme in the College/Institution.
- ix The Executive Council of the University shall be the ultimate authority to decide granting, or not granting, affiliation.
- x Continuation of temporary affiliation of the programmes of study and the College/Institution itself shall be granted by the SLBSNSU on a year to year basis through inspection process prescribed in these ordinance.
- xi If the SLBSNSU decides not to grant affiliation to the College/Institution for reasons, recorded in writing, of its failure to meet the conditions/ requirements for getting affiliation, the College/Institution may apply again if it fulfills the conditions/requirements subsequently, but not earlier than six months from the date of rejection of its earlier application.

5. Eligibility Criteria for Permanent Affiliation:

- i. The College/Institution shall have completed at least five years of satisfactory performance after getting temporary affiliation and attained the academic and administrative standards as prescribed by the SLBSNSU/ Statutory/Regulatory Body concerned from time to time.
- ii. The College/Institution shall have completed construction of buildings and all infrastructure/facilities as stipulated in the Regulations.
- iii. All the teaching and non-teaching staff are appointed on permanent (appointed on regular basis, in case of a Government college) on the UGC/Government scales of pay.
- iv. The College/Institution shall have its duly constituted Council as per the norms.
- v. The College/Institution shall be accredited by NAAC or any other statutory accreditation agency by State/Central Government." Whichever applicable.

6. Procedure for granting Permanent Affiliation:

- i. A College/Institution which wishes to get permanent affiliation shall apply to the University any time after completing five years of temporary affiliation in the proforma along with the prescribed fee in the form of Demand Draft drawn in favour of the Registrar of the University.
- ii. The procedure for according permanent affiliation shall be the same as for granting temporary affiliation given in the ordinance.
- iii. If the SLBSNSU decides not to grant permanent affiliation to the College/Institution for reasons, to be recorded in writing, of its failure to meet the conditions/ requirements for getting such affiliation, the college/Institution may apply again if it fulfils the conditions/requirements subsequently, but not earlier than six months from the date of rejection of its earlier application.

7. Eligibility to apply for addition of new programmes of study:

- i. Any proposal for adding new programmes shall be considered by the SLBSNSU only after ensuring equitable distribution of facilities for higher education, having due regard, in particular, to the needs of the unserved, underdeveloped, rural, hilly, tribal and backward areas within its jurisdiction.
- ii. Any proposal for raising the existing under graduate college to post- graduate studies level shall be considered by the SLBSNSU only after satisfactory completion of two years of the under-graduate programme and the proposed buildings, qualified faculty and other infrastructure facilities are fully created as per this ordinance.

- iii. Each application for addition of a new programme or for upgrading the existing programme to post-graduate level shall be accompanied by the prescribed fee in the form of Demand drafts drawn in favour of the Registrar of the SLBSNSU.
- iv. The procedure for according temporary affiliation to additional programmes of study or for upgrading the existing programmes in the College/Institution shall be the same as prescribed under the ordinance for temporary affiliation.

8. Withdrawal of Affiliation:

- i. The privileges conferred on a College/Institution by affiliation may be withdrawn in part or in full, suspended or modified, if the College/Institution, on due enquiry, is found to have failed to comply with any of the provisions of the Act, the Statutes, the Ordinances, the Rules and Regulations or any other direction or instruction of the University/Statutory/Regulatory body concerned, or failed to observe any of the conditions of affiliation, or has conducted itself in a manner prejudicial to the academic and administrative standards and interests of the SLBSNSU.
- ii. If an affiliated College/Institution ceases to function or is shifted to a different Location or is transferred to a different Society, Trust, individual or a group of individuals without the prior approval of the SLBSNSU, the affiliation granted to the College/Institution shall lapse automatically on such ceasing, shifting or transfer, as the case may be, and it shall be treated as a new College/Institution for the purposes of future affiliation. The SLBSNSU/Government shall have the duty to alleviate the educational future of the affected students in an appropriate manner as per its decision.
- iii. Without prejudice to this ordinance, the SLBSNSU on its own, or on the basis of any complaint or any other information or report from any other source, can cause an enquiry in respect of the concerned Institution, and after giving the College/Institution a reasonable opportunity of being heard, may inform the UGC to pass an order under Section (12A) (4) of the UGC Act prohibiting such College/Institution from presenting any student then undergoing such specified course/programme of study therein to the SLBSNSU for the award of the qualification concerned and the affiliation of the College/Institution shall stand terminated as per Section (12A) (5) of the UGC Act
- iv. If the SLBSNSU decides to withdraw the affiliation of the College/Institution or the affiliation stands terminated by the order of the SLBSNSU, temporarily or permanently, such decision shall not affect the interests of the students of the college/Institution who were on its rolls at the time of issue of the order till they pass out the normal duration of programmes to which they are registered at that time. The SLBSNSU/ Government shall have the duty to alleviate the educational future of the affected students in an appropriate manner, as per its decision.

9. Removal of Difficulties

Notwithstanding anything contained in the ordinance, the Vice-Chancellor may take such measures as may be necessary for removal of difficulties and to resolve any other extra ordinary issues.

Guidelines

1. For institutions seeking affiliation to teach School level Prak-Shastri/Uttar-Madhyama (10+2) and Certificate/Diploma programs, it is mandatory to have a faculty comprising capable teachers of both traditional and modern subjects. When applying for affiliation, institutions must explicitly mention all subjects, for which affiliation is sought, ensuring a comprehensive academic framework.
2. For institutions seeking affiliation to teach Graduate (Shastri/ B. A) and Post Graduate (Acharya/ M. A) levels, it is imperative to have a faculty comprising UGC-qualified teachers of traditional and modern subjects. When applying for affiliation, institutions must explicitly mention all traditional and modern subjects for which affiliation is sought, ensuring a robust academic framework that integrates classical knowledge with contemporary perspectives, thereby meeting the stringent affiliation criteria.
3. For institutions seeking affiliation to teach Shiksha Shastri (B. Ed) and Shiksha Acharya (M.Ed.) programs, it is essential to have a faculty comprising NCTE and qualified teachers as per UGC norms across all subjects, ensuring expertise in both education and specialization. Prior to applying for affiliation, institutions must meticulously fulfill all organizational criteria, guaranteeing a comprehensive and compliant academic framework that meets the rigorous standards for teacher education, paving the way for successful affiliation.
4. To be eligible for affiliation, institutions must demonstrate a robust student enrolment across various levels, including Prak-Shastri (Uttar-Madhyama), Shastri (Undergraduate), and Acharya (Postgraduate) programs, ensuring a vibrant academic community. An adequate number of students in these programs is essential, indicating a thriving institution capable of sustaining affiliation requirements and providing a conducive learning environment.
5. Affiliation will be granted to institutions for specific courses of study where they demonstrate sufficient capacity and resources to effectively conduct those programs, ensuring academic excellence and quality education. The affiliation scope will be limited to the approved courses, empowering institutions to focus on delivering exceptional learning experiences in their areas of strength.
6. Institutions seeking affiliation must submit their applications, complete with all requisite facts and details, to The Registrar, Shri Lal Bahadur Shastri National Sanskrit University, accompanied by a non-refundable processing fee of Rs. 5,000 (Five Thousand Rupees Only). This application package will facilitate a thorough evaluation, enabling the University to assess the institution's readiness for affiliation.
7. Upon receiving affiliation applications, the Screening cum Board of Affiliation Committee (as per Appendix-III) as constituted by the Vice-Chancellor will thoroughly scrutinize the submissions, assessing institutional eligibility and readiness. Following a meticulous evaluation, the Committee will compile a comprehensive report, presenting its findings and recommendations to the Vice-Chancellor, for further consideration and taking decision.
8. The Vice-Chancellor of SLBSNSU, guided by the application details and Screening cum Board of Affiliation Committee's report, will establish an Inspection Committee as outlined in **Appendix-III**. This committee will conduct a comprehensive on-site evaluation to assess the institution's affiliation readiness. The Vice-Chancellor will schedule the inspection date, marking a crucial step in the affiliation process, ensuring a thorough assessment of the institution's academic and infrastructural capabilities.

9. The constituted Inspection Committee will conduct a rigorous on-site evaluation of the institution seeking affiliation, adhering to the guidelines outlined in this document. This comprehensive inspection will assess the institution's academic standards, infrastructure, faculty, resources, and overall readiness to offer affiliated programs, ensuring compliance with regulatory requirements.
10. The Inspection Committee's report, complete with recommendations, will be presented to the Screening cum Board of Affiliation Committee for review and consideration. This report will provide a detailed assessment of the institution's affiliation readiness, highlighting strengths and areas for improvement, enabling the Screening cum Board of Affiliation Committee to make informed decisions regarding the institution's eligibility for affiliation.
11. The Screening cum Board of Affiliation Committee's recommendations, accompanied by the Inspection Report, will be presented to the Vice-Chancellor & on consideration of The Vice-Chancellor same will be placed before University's Academic Council/Executive Council for approval. The Vice-Chancellor, as Chairman of the Academic Council/Executive Council, may grant provisional affiliation for one year, if deemed necessary, pending ratification at the next meeting of Academic Council/Executive Council of SLBSNSU, thereby providing a conditional approval for the institution to commence affiliated programs, subject to final confirmation.
12. SLBSNSU reserves the right to impose additional requirements, but the following essential conditions must be strictly adhered to, in order to obtain and maintain affiliation.
 - i) SLBSNSU shall have a designated representative on the institution's Managing Committee, ensuring direct involvement and oversight, effective monitoring upon granting of affiliation.
 - ii) Private institutions must register under Societies Registration Act. No courses, including SLBSNSU's or external programs, can be offered without SLBSNSU's prior approval.
 - iii) Teaching of any recognized course cannot be started or stopped without SLBSNSU's prior permission.
 - iv) The institution's teaching faculty must possess qualifications and experience identical to those prescribed by the University Grants Commission (UGC), NCTE and Government of India for their respective roles, ensuring adherence to established standards.
 - v) New teacher appointments will be based on recommendations from a duly constituted Selection Committee, which must include a mandatory representative from SLBSNSU, ensuring their involvement in the selection process.
 - vi) Affiliated institutions must comply with SLBSNSU's rules and regulations for conducting examinations, which will be held in designated centres notified by SLBSNSU, ensuring uniformity and centralized control.
 - vii) SLBSNSU reserves the right to withdraw affiliation at any time if an institution fails to meet prescribed terms and conditions, and may inspect institutions at its will. Affiliation can be revoked even mid-session if activities contradict guidelines, without any liability for consequences.
 - viii) SLBSNSU may conduct inspections of affiliated institutions at any time, as deemed necessary, and report findings to the Academic Council/Executive Council for review and reconsideration, ensuring ongoing monitoring and evaluation.

- ix) The Vice-Chancellor of SLBSNSU reserves the right to cancel an institution's affiliation at any time for non-compliance with prescribed conditions, subject to review by the Academic Council/ Executive Council.
 - x) The Vice-Chancellor's decision, subject to Academic Council/ Executive Council concurrence, is final and binding in cases of doubt or controversy, ensuring authoritative resolution.
 - xi) Affiliation with SLBSNSU does not entail any financial assistance or funding, with institutions remaining responsible for their own financial management and resources.
 - xii) Affiliated institutions must strictly adhere to and implement the reservation policies of the Government of India and respective State, in all aspects, ensuring compliance and promoting diversity and inclusivity.
 - xiii) Affiliated institutions must undergo annual audits and submit their audited accounts to SLBSNSU within the stipulated timeframe, ensuring transparency and accountability in financial management.
 - xiv) Affiliated institutions are required to provide local accommodation, cover travel expenses, and pay honorarium for officials nominated by SLBSNSU.
 - xv) The same procedures used for granting initial affiliation will also apply to renewals, continuations, and approvals for new courses, subjects, and programs, ensuring consistency and standardization in the evaluation process.
13. Affiliated institutions shall remit 30% of course fees collected from registered students in professional and other courses to SLBSNSU, retaining 70% for themselves, as per mutual agreement, ensuring a shared revenue model.
 14. Affiliated institutions are required to deposit the prescribed examination fee to SLBSNSU for conducting sessional exams and other course-related activities, ensuring timely and smooth execution of academic assessments.
 15. SLBSNSU will periodically review the academic quality of each affiliated institution through a designated committee, providing recommendations for improvement, and issuing guidelines to ensure maintenance of academic standards and excellence.
 16. Institutions seeking affiliation must submit a duly filled bond as per **Appendix-IV** on a non-judicial stamp paper valued at Rs. 100/- to SLBSNSU, formalizing their commitment to adhere to the affiliation terms and conditions.
 17. SLBSNSU reserves the right to withdraw affiliation from any college/institution, found to have obtained it through fraudulent means, misrepresentation, or concealment of vital information, following a fair show-cause notice to the governing body, and may take additional legal action as deemed necessary.
 18. Initially granted affiliation to colleges/institutions is temporary and subject to annual renewal upon request, ensuring ongoing evaluation and compliance with affiliation criteria and standards.
 19. Colleges/institutions may apply for permanent affiliation after successfully completing 05 years, meeting all affiliation conditions of SLBSNSU, and achieving prescribed academic standards, which are subject to revision, demonstrating sustained academic excellence and compliance.

20. SLBSNSU reserves the right to establish additional requirements for affiliation through regulations under clause (30) of the act, ensuring flexibility to adapt to evolving academic standards and institutional needs, beyond the existing criteria
21. Any legal disputes or litigation arising shall be subject to the exclusive jurisdiction of Delhi courts, providing a designated legal framework for resolving disputes related to SLBSNSU affiliations and academic matters.

In case of any ambiguity in clauses mentioned above, the provision contained in the relevant UGC regulations and / or decision of Executive Council will prevail

Appendix-I

APPLICATION FOR AFFILIATION

To
The Registrar
Shri Lal Bahadur Shastri National Sanskrit University,
B-4 Qutub Institutional Area,
New Delhi-110016.

Subject: - Affiliation for (*the courses of studies*) _____

Sir/Madam,

I, _____ being the President/Secretary/Principal of the Institution named _____, request you to affiliate our institution for teaching of courses of studies prescribed by the Shri Lal Bahadur Shastri National Sanskrit University, New Delhi:-

A Demand Draft amounting to Rs. 5000/- in respect of processing fee is attached to this application. Requisite information about our institution is given here under: -

1. Name of Institution/Organization _____
2. Postal Address _____
3. E-mail _____
4. Telephone (Office): _____ Mobile No.: _____
5. Website _____
6. Date of Establishment _____
7. Registration No.(Under Societies Registration) _____
8. Managing Committee (Attach details) _____
 - (i) Name of President _____
 - (ii) Name of Secretary _____
 - (iii) Date of constitution of present Managing Committee _____
9. Name of Board/University to which affiliated, earlier (if any) _____
10. Description of the course for which affiliation is sought:-

(i) *Prak-Shastri/ Uttar- Madyama (10+2)*

	The Course for which the affiliation is required			Traditional Subjects	Modern subjects
	Name of Course	Duration of Course	Subject		

(ii) *Shastri/Undergraduate/B.A./Shiksha Shastri/B.Ed*

	The Course for which the affiliation is required			Optional Traditional Subjects	Optional Modern subjects
	Name of Course	Duration of Course	Subject		

(iii) *Acharya/Postgraduate/M.A./Shiksha Acharya/M.Ed*

	The Course for which the affiliation is required			Optional Traditional Subjects	Optional Modern subjects
	Name of Course	Duration of Course	Subject		

(iv) Certificate/Diploma/P.G. Diploma

The Course for which the affiliation is required			Optional Traditional Subjects	Optional Modern subjects
Name of Course	Duration of Course	Subject		

11. Details of Study-Teaching and other facilities: -

Space available	Owned/Rented		
Principal Room			
Office			
Rooms for Teaching			
Rest rooms for teachers			
Rest rooms for students			
Library			
Number of books in Library			
Reading room			
Auditorium			
Any other facility			


12. Details of Teachers: -

	General Qualification	NET/Ph.D.	Scale of pay/Gross pay
Modern Subject.			
English			
Indian Language (i)			
(ii)			
(iii)			
Other subjects			

13. Details of Officers and Staff:-

	Designation	Pay/Gross Pay
	Account Officer/Section Officer	
	Clerk	
	Stenographer	
	Group(C)	
	Other	

14. Whether Hostel facility is available?
Yes/No(If Yes)

(i)		For Boys- _____ Area	For Girls- Area _____
		Area _____	
(ii)		Details _____	

15. Details of Bank Account, with Deposits/Balance- _____

16. Financial Resources _____

17. Annual Income of Previous Year _____

Expenditure _____

Balance: _____

18. Details of processing fee - _____

Name of issuing branch- _____ Demand Draft No.- _____

Date:- _____

19. The application is to be submitted along with attested copies of the following documents (if available with the College/Institute requesting for affiliation):-

- (i) Registration of the society/trust and formation of the firm along with details of the memorandum of association;
- (ii) Letter from the competent authority appointed by the concerned Government regarding the classification of the land and its location as metropolitan or other areas.
- (iii) Utilization certificate issued by the competent authority appointed by the concerned Government
- (iv) Document in respect of Land registered in the name of the applicant/land lease document if any -

- (v) Order regarding permission given by the government to the society/trust to start the college / Vidyalaya/institute along with details of the courses/programs to be started.
- (vi) Plan of the building prepared by a registered architect and approved by the competent authority appointed by the concerned government.
- (vii) Registered society for the proposed college/registration document, in which the land has been identified for the proposed college.
- (viii) Copy of bank statement for last three years
- (ix) Detailed project report giving the following details:-
 - (a) Its experience in promoting, managing and operating educational institutions, the background of the Society/Trust, details of its promoters and their backgrounds, its vision and mission in the field of social charity and education since its inception;
 - (b) Details of Phase-wise development of plan of the college/Vidyalaya, indicating its development plan during the first 10 years in respect of phasing out of academic programmes, increase in the number of students and starting of postgraduate programmes/research, and level-wise time schedule for development of academic infrastructure such as appointment of faculty and other supporting facilities including hostels, sports and recreational facilities.
 - (c) Architectural master plan, showing land use pattern and future pattern.
 - (d) Policy regarding faculty appointment, retention and development
 - (e) Structure of educational and administrative governance
 - (f) sources of capital financing and operational expenses other than funds generated through student fees and
 - (g) Resource estimates and utilization schedule

I hereby certify that the information provided in the application for affiliation is true. I also hereby agree that if any information is found false, application may be rejected and the amount deposited may not be refunded.

Date:

Signature of Authorized Person
(Seal)

	Examination Name	Equivalence
	Prak-Shastri (Two year course/4 Semesters)	Higher Secondary / Intermediate
	Shastri (Three year course/ 6 Semesters)	Graduation(B.A.)
	Shastri Honors (Four year course/ 8 Semesters)	Bachelor of Art (Honors)
	Acharya (Two year course/ 4 Semesters)	Master of Arts (M.A.)
	Diploma/Certificate	Diploma / Certificate

CRITERIA FOR AFFILIATION

Teaching Faculty	Prak-Shastri		Shastri		Acharya		Diploma/Certificate
Subject-wise details of Teachers	Sanskrit	2	Sanskrit	2	Per Subject	3	Per Diploma - 1
	English	1	English	1			
	Hindi/Regional Language	1	Hindi/Regional Language	1			
	Modern optional subject	1	Modern optional subject	1	Compulsory Subject	1	
	Traditional Subject	1	Traditional Subject	1			
			Computer	1			
Total No. of Teachers	6		7		4		1
Qualification of Teachers	P.G.T.		Acharya/M.A. NET/P.hd		Acharya/M.A. NET/P.hd		P.G.T./T.G.T.
Numbers of Class Rooms	4		3		2		1
Office	1		1		1		1
Library	1		1		1		1
Minimum Numbers of	As mentioned in the clause 3.1.6 of the ordinance						

Books	
Affiliation fee per year	As notified from time to time by the SLBSNSU
Admission/ Examination fee etc.	As notified from time to time by the SLBSNSU
Application Processing Fes (One Time)	Rs. 5000/- Only

S No	Examination Name	Equivalence
1	BNYS Bachelor of Naturopathy and Yogic Sciences (5 and half year course)	Graduate and equivalent to BAMS, BHMS, MBBS

Criteria For Affiliation: For 1st Year (18 Months)

Teaching Faculty	Professor
Subject wise details of Faculty	Anatomy
	Physiology
	Biochemistry
	Principles of Naturopathy
	Philosophy of Yoga
	Sanskrit
Total No of Teachers	6
Qualification	BNYS, MD
Number of Class Room	6
Office	1
Library	1
Minimum No of Books	As mentioned in the clause 3.1.6 of the ordinance

Shiksha-Shastri/B.Ed:- As per NCTE norms

Shiksha-Acharya/M.Ed:- As per NCTE norms

- For Sanskrit and Traditional Subjects Full time teachers required
- Guest Teacher can be appointed for language and modern subject teaching as per work load.
- It is mandatory to have a laboratory in the school for practical subjects.

Appendix III

Composition of Screening cum Board of Affiliation Committee

1	Dean Academic	Chairperson
2	All Deans of the School of Studies	Member
3	Subject expert/ experts and one representative from University administration to be nominated by the Vice-Chancellor	Member
4	Director, IQAC	Member
5	Assistant Registrar (Academic)/AR (Affiliation Cell)	Member Secretary/Convener

Composition of a Committee of experts nominated by the Vice-Chancellor for Inspection

1	One expert for each of the subject areas proposed
2	Dean of the concerned school/ an equivalent academician of the University
3	A representative of the higher education department of the Government not below the rank of Deputy Director or an equal rank officer from UGC.
4	An Engineer from the PWD/CPWD or the University not below the rank of Executive Engineer
5	One of the subject experts at the level of Professor, as nominated by the Vice-Chancellor, shall be the Chairperson of the Committee

Appendix-IV

(To be submitted by the Director/Principal or authorized person of the Sanskrit College/Research Institute/Institute/Registered Society/Trust etc. for obtaining affiliation)

The Sanskrit College/Research Institute/Institute/Registered Society/Trust etc. for proposing affiliation with University shall execute a bond, as following:

Bond

(Name of the Director/Principal) Director/Principal (Name of the Sanskrit College/Research Institute/Institute) represent with full responsibility that my institution will abide by the terms and conditions made by the SLBSNS University for obtaining affiliation from the University. I will follow it completely and agreeing for the following:

1. To impart instruction only in the subjects and for the courses/programmes in the faculties for which affiliation has been granted by the SLBSNS University and shall not seek retrospective affiliation. All such courses/programmes shall follow the syllabi approved by the appropriate academic bodies of SLBSNS University.
2. To comply with all the provisions of the Act, the Statutes and the Ordinances, Rules and Regulations of the SLBSNS University, framed and applicable in this regard.
3. To follow the Rules, Regulations and Guidelines of the Statutory/Regulatory bodies issued from time to time, by SLBSNS University.
4. To the effect that the number of teaching posts, the qualification of teaching staff and their recruitment/promotion procedures as prescribed by the UGC and conditions of service shall be in accordance with the Statutes/Ordinance/ Regulations of the SLBSNS University/State Government/ UGC, and shall ensure imparting of adequate instruction to the students in the courses/programmes of studies to be undertaken by the college and that the Student-Teacher Ratio in the college shall be as per the UGC norms.
5. To the effect that the members of the teaching and non-teaching staff shall be regularly paid salary in the pay scales along with applicable allowances as per the pay scales prescribed by the UGC/ Central/State Govt., as the case may be, from time to time. If the employee wishes to voluntarily surrender his salary and allowances to the Institute, then the salary and allowances should be utilized by the Institute and the relevant tax exemption (if applicable) in this regard should be taken from Central / State Government / Competent Body.
6. To the effect that appointment of members of the teaching and the non-teaching staff shall be made only on considerations of merit based on qualifications and experience prescribed for them and not by demanding or accepting any donation or other consideration.
7. To the effect that the College/Research Institute/Institute shall obtain the eligibility approval of the appointed teaching staff from the SLBSNS University within three months of affiliation and shall report all changes in the teaching staff and all other changes that may affect the fulfillment of the conditions for affiliation to the University, within a fortnight of changes coming into effect.
8. To the effect that all fees to be charged from the students shall be as per the fee structure approved by the SLBSNS University.

9. To the effect that the College/Research Institute/Institute shall not collect any capitation fee or donation in any form amounting to corrupt practices from or on behalf of any of its students or their parents/guardians except the prescribed fee and other charges as approved by the SLBSNS University, based on the norms of the UGC.
10. To the effect that the College/Research/Institute shall not, without the previous permission of the SLBSNS University, suspend offering an already approved course/programme of study.
11. To the effect that the academic and welfare activities of the students belonging to the Scheduled Castes, Scheduled Tribes and other disadvantaged groups, including minorities, wherever applicable, shall be properly taken care of by the College/Research Institute/Institute.
12. To the effect that all registers and records, including audited statement of accounts, as required to be maintained under the Regulations / Orders of the UGC/SLBSNS University/Government shall be maintained and made available as and when required for inspection.
13. To the effect that the College/Research Institute/Institute shall furnish all such returns and other information as the UGC / SLBSNS University / Government may require, to enable it to monitor and judge the performance of the College/Research Institute/Institute with regard to maintenance of academic standards and shall take such action as the UGC/SLBSNS University/Government may direct to maintain the same.
14. To the effect that an authorised representative of SLBSNSU will be there in the Institution Management Committee ensuring direct involvement and oversight, effective upon granting of affiliation. SLBSNSU's representative will be paid the sitting allowance, TA/DA etc. as per SLBSNSU norms by the affiliation Institution.
15. To the effect that Appointment of New Teacher/ Non-Teacher will be based on recommendations from a duly constituted selection committee, which must include a mandatory representative from SLBSNSU.
16. Conduct of exam and its evaluation will be as per norms prescribed/decided by the SLBSNSU, New Delhi.

Signature:.....
President/Secretary of Society/Trust
 Name:
 Post:
 Date :
 Seal of Society/Trust

Signature:.....
Director/Principal of the institution
 Name:
 Post:
 Date:.....
 Seal of Institution

Signature of Witness :.....
 Name:
 Address :
 Phone No:.....

(The above bond will have to be submitted on non-judicial stamp paper of Rs 100/-.)