



**SHRI LAL BAHADUR SHASTRI NATIONAL SANSKRIT UNIVERSITY
(CENTRAL UNIVERSITY)**

B-4, QUTAB INSTITUTIONAL AREA, NEW DELHI-110016

F.No.(ii)LSNU/REG/(11)/Ordinance/2023/754

Dated: 14.09.2023

NOTIFICATION

In accordance with the Clause-29 (1) & (2) and 30 of the Central Sanskrit Universities Act, 2020 and Clause-39 of the Statutes of the University, the following 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 Nos.	Ordinances
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
28	Powers and functions of the Dean, Students' Welfare (The Ordinance No.28 has been withdrawn as per the directive of the Ministry)
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-Acharya/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.

**सत्यापित
VERIFIED**

कुलसचिव/Registrar
श्री लाल बहादुर शास्त्री राष्ट्रीय संस्कृत विश्वविद्यालय
Shri Lal Bahadur Shastri
National Sanskrit University
बी-4, कुतुब सांस्थानिक क्षेत्र, नई दिल्ली-110016
B-4, Qutub Institutional Area, New Delhi-110016

Regulations Nos.	Regulations
3	Regulation on rules for engaging Professor of practice (The Regulation No.03 has been withdrawn as per the directive of the Ministry)
4	Regulations on governing integrated Shastri/Bachelor's degree-Acharya/Master's degree programmes offered by the university.
5.	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 afore-mentioned Ordinances and Regulations, shall be rectified as per rule.

This issues with the approval of the Vice-Chancellor.

(Prem Kumar Sharma)
Registrar(i/c)

Copy for information and necessary action to:-

1. All Deans/HoDs
2. Director-IQAC
3. Chief Vigilance Officer
4. All Sectional Heads/Unit-In-charges of SLBSNSU, New Delhi
5. 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.
6. OSD to VC
7. PS to VC/Registrar/Finance Officer
8. Concerned File



(Prem Kumar Sharma)
Registrar (i/c)

कुलसचिव / Registrar
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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 Proctor appointed by the Vice-Chancellor for a 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 make arrangement for the maintenance of Cycle/Scooter Stands in the University.
10. The Proctor shall maintain liaison with the local Administration in matters regarding the law and order situation in the University Campus.
12. 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;

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[Signature]

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- (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.
13. 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.
 14. Foreign students welfare (visa etc.)
 15. VIP Security
 16. Protection of University property

The Proctor shall perform such other functions as the Vice- Chancellor may direct from time to time.



[Signature]

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SHRI LAL BAHADUR SHASTRI NATIONAL SANSKRIT UNIVERSITY
ORDINANCE No. 18

**PROCEDURE/NORMS FOR APPOINTMENT TO THE POSTS OF PROFESSOR,
 ASSOCIATE PROFESSOR AND ASSISTANT PROFESSOR**

[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(1).
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 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 as per the Regulations 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. If case of selection to two or more posts on the same date, 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.

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12. The Selection Committee, after considering a candidate for the post of Professor or Associate Professor, may, if it is of the opinion that he or she will be suitable choice for the next lower post, can make such recommendation. The statutory provision for relaxing of age, minimum qualification, experience etc. prescribed in case of the candidates belonging to SC/ST/OBC/PH/EWS categories will be made applicable to them.
13. 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.
14. 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.
15. 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.
16. The in-service candidates should apply through Proper Channel.
17. 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.
18. Canvassing in any form on behalf of any candidate will disqualify such candidate.
19. The Chairman - Convenor shall have the power to lay-down the procedure in respect of any matter not mentioned in the Act / Statute / Ordinance.
20. 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.
21. 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.
22. In cases of any disputes any suites or legal proceedings against the University, the jurisdiction shall be restricted to Delhi.
23. 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.

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[Signature]
कुलसचिव / Registrar
श्री लाल बहादुर शास्त्री राष्ट्रीय संस्कृत विश्वविद्यालय
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SHRI LAL BHADUR 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 norms issued by the Government of India University 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.

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[Signature]

SHRI LAL BHADUR SHASTRI NATIONAL SANSKRIT UNIVERSITY

कुलसचिव / Registrar
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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

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VERIFIED

Registrar
श्री लाल बहादुर शास्त्री राष्ट्रीय संस्कृत विश्वविद्यालय
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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.
10. 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

सत्यापित
VERIFIED

[Signature]

कुलसचिव/Registrar
श्री लाल बहादुर शास्त्री राष्ट्रीय संस्कृत विश्वविद्यालय
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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 confirmation at the end of one year shall be automatic, unless extended for another year by a specific order, before expiry of the first year.

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.



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कुलसचिव / Registrar
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Confirmation

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

In case the Executive Council decides not to confirm the teacher, whether before the end of twenty-four months' period of his / her probation, or before the end of the extended period of probation, as the case may be, he shall be informed in writing to that effect, not later than thirty days before the expiration of that period.

Provided that the decision not to confirm a teacher shall require a two-third majority of the members of the Executive Council present and voting.

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

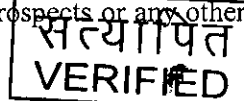
Every teacher shall be bound to act in conformity with the Statutes, Ordinances, Regulations and rules of the University as well as a code of professional ethics as may be formulated by the University.

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.



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- 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

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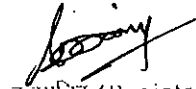
SHRI LAL BAHADUR SHASTRI NATIONAL SANSKRIT UNIVERSITY
ORDINANCE No. 22

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]

Ragging is prohibited and punishable under the UGC Regulations on "Curbing the Menace of Ragging in Higher Educational Institutions (2009)" as issued and amended by the UGC from time to time.

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कुलसचिव/Registrar

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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]

There shall be a constituted Mechanism for the redressed of the grievances of Employees and Students of the University.

Unless otherwise mentioned:

Student means all students who are registered for a Programme of study in any School Centre/Department / College or Campus maintained by the University.

Employee means any person appointed by the University and includes teachers and other staff of the University.

The Grievances Committee shall observe the following general principles:

1. The Campus Community should be made fully aware of the grievance redressal Mechanism;
2. Every grievance from the student / staff should be registered and acknowledged;
3. If a final decision is not possible within a fortnight, an acknowledgement should be sent to the applicant along with an indication as to when he/she can expect a final reply;
4. As a matter of general rule no grievances should be pending beyond the limit of three months;
5. The officer nominated by the Vice-Chancellor and the person responsible for addressing grievances should make himself/herself freely available to hear the grievances personally, at least once a week at fixed timings; and
6. He / she will take decisions on grievances which are pending for more than three months. Aggrieved parties who are not satisfied with redressal in subordinate/attached formation can approach the Vice-Chancellor or (in case of student) may refer an appeal to Ombudsperson, within a period of fifteen days from date of receipt of such decision.
7. The tenure of each committee shall be for a period of two years from the date of the notification.

I. STUDENTS GRIEVANCE REDRESSAL COMMITTEE

Chairman: to be nominated by the Vice- Chancellor.

Members:

3 Representatives of Students' Council.,

3 Nominees of the Vice-Chancellor.

Dean of Students' welfare, Member-Secretary. Dean of the School concerned (special invitee)

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(Signature)
कुलसचिव / Registrar
श्री लाल बहादुर शास्त्री राष्ट्रीय संस्कृत विश्वविद्यालय
Shri Lal Bahadur Shastri National Sanskrit University
बी-4, कुतुब संस्थानिक क्षेत्र, नई दिल्ली-110016
B-4, Qutub Institutional Area, New Delhi-110016

POWERS AND FUNCTIONS

- (i) to entertain written and signed complaints and petitions of students in respect of matters directly affecting them individually or as a group;
- (ii) to enquire into the grievances, and make recommendations and report to the concerned authorities - Academic Council and Executive Council for redressal or suitable action; and
- (iii) to recommend appropriate action against complainant, if allegations made in the documents are found to be baseless.

II. TEACHERS' GRIEVANCES COMMITTEE

There shall be constituted a Committee by the Executive Council consisting of the following:

Vice-Chancellor or his/her representative : Chairman

Five representatives from the teachers community representing gender, minority, SC, ST, OBC

Vice-Chancellor's nominee shall be the Secretary to the Committee.

POWERS AND FUNCTIONS

- (I) to entertain written and signed complaints and petitions of teachers in respect of matters directly affecting them individually or as group;
- (II) to enquire into the grievances, and make recommendations and report to the concerned authorities- Academic Council and Executive Council for redressal or suitable action; and
- (III) to recommend appropriate action against complainant, if allegations made in the documents found to be baseless.

III. NON-TEACHING STAFF GRIEVANCES COMMITTEE

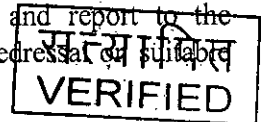
The Chairman - to be nominated by the Vice-Chancellor.

Five representatives from the non-teaching community representing gender, minority, SC, ST, OBC

The Registrar or his nominee shall be the Member- Secretary of the Committee.

POWERS AND FUNCTIONS

- (i) to accept and consider written and signed complaints and petitions of staff (Non-Teaching) in respect of matters directly affecting them individually or as a group;
- (ii) to enquire into the grievances, and make recommendations and report to the concerned authorities- Academic Council and Executive Council for redressal or suitable action; and
- (iii) to recommend appropriate action against complainant, if allegations made in the documents found to be baseless.



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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 Heads of the Departments of concerned subjects in the University.
2. The Head of the Departments shall be appointed by the Vice-Chancellor from amongst the Professors in the concerned departments by rotation in order of seniority for a period of three years.
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.

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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 given in the Statutes 15(5) (b) and also such other persons as are designated members of the Department by the School Board concerned on the recommendations of the Department concerned.

Duties of the Department

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.

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SHRI LAL BAHADUR SHASTRI NATIONAL SANSKRIT UNIVERSITY
ORDINANCE No. 26

APPOINTMENT OF EXAMINERS

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

I. FOR UNIVERSITY CONTINUOUS AND END SEMESTER EXAMINATIONS

The University continuous and end semester examinations shall be conducted by the faculty member concerned who will also decide the format of the examination after consultation and approval of the Head of the Department / Dean of School concerned.

II. FOR AWARD OF Ph.D. DEGREE

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.

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 is conducted, the participating Universities will decide the norm of evaluation.



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SHRI LAL BAHADUR SHASTRI NATIONAL SANSKRIT UNIVERSITY
ORDINANCE No. 27

APPOINTMENT OF ADJUNCT FACULTY MEMBERS & SCHOLARS IN RESIDENCE

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

1. To encourage interdisciplinary collaboration in research and teaching, the Executive Council shall appoint adjunct faculty members, who preferably are relatively younger and mid-career professionals and specialists, from other Universities / reputed research institutions/ organisations & industries.
2. Such faculty should possess postgraduate or doctoral qualifications and have academic and research credentials; will be eligible for appointment as Adjunct Faculty in a University Department and may also include professionals and specialists from PSUs and business corporations,
3. The adjunct faculty member will be appointed on a tenure appointment for one academic year, or for two semesters following the procedures laid down by the UGC.
4. They will be offered a token honorarium of up to Rs.1500/- per teaching hour/session, subject to a maximum of Rs.50,000/- per month or as per the norms prescribed by the UGC.
5. The University will provide them suitable office-space to facilitate their working and interaction with students and peers.
6. There will not be more than 5 such members at any given time in the University.

SCHOLARS-IN-RESIDENCE

1. Senior professionals and specialists from research and professional organizations and those with PSUs and business corporations, with postgraduate or doctoral qualifications and with academic and research credentials will be eligible for appointment as Scholar-in-Residence in a University Department.
2. NRI and PIO professionals and specialists, working in overseas organizations, will also be eligible for these positions. Similarly, these positions will be open to those overseas (non-Indian) professionals and specialists who have been dealing with India issues in their work.
3. The Scholar-in-residence will be appointed on a tenure appointment ranging between six and twenty-four months and will be offered a consolidated remuneration of up to Rs.80,000/- a month, and a contingency grant of Rs.1,00,000/- per annum.
4. Besides, the University will provide them suitable office- space and residential accommodation.
5. There will not be more than 2 such members at any given time in the University.
6. The Vice-Chancellor after consulting the person concerned and the Heads of two concerned Department/Centre/Institute shall make his recommendation to the Executive Council for appointment as adjunct faculty member / scholar in residence.

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SHRI LAL BAHADUR SHASTRI NATIONAL SANSKRIT UNIVERSITY

ORDINANCE No. 29DEANS' COMMITTEE

[Under Section 29 (1) (c) 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.



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 कुलसचिव / Registrar
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SHRI LAL BAHADUR SHASTRI NATIONAL SANSKRIT UNIVERSITY

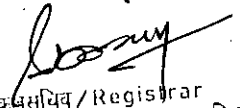
ORDINANCE No. 30

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

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B-4, Qutub Institutional Area, New Delhi-110016

15/02/2022
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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]

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.

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.

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.

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[Signature]

कुलसचिव / Registrar

श्री लाल बहादुर शास्त्री राष्ट्रीय संस्कृत विश्वविद्यालय
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- (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:
- Management, selection and admission of students to the University Halls of Residence.
 - Supervision of the Halls of Residence and advice University on matters of policy, etc; relating to their management;
 - Maintenance of discipline amongst the resident students;
 - Transfer of a student from one Hall to another; and
 - 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.

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:
- Warden- Chairperson;
 - Prefect; and
 - 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.

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ELIGIBILITY AND PROCEDURE

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.

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.

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- (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.

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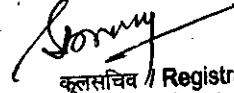
Miscellaneous

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- 6.1. 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.
- 6.2. 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.
- 6.3. 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.

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SHRI LAL BAHADUR SHASTRI NATIONAL SANSKRIT UNIVERSITY

ORDINANCE No. 32COURSES OF STUDY

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

1. 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.
2. 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.
3. 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.
4. 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.

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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 of 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 extra ordinary 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.

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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:

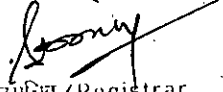
- (a) A migration/no objection certificate from the concerned University/ Board; and
- (b) A certificate from the Principal of the College in which last studied testifying the record of attendance and conduct of the student.

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 Principal of the College from which the migration is sought;
- (ii) Certified copies of the report of attendance against his name in the register of students of the College concerned; and
- (iii) A certificate from the University / College testifying to the conduct of the student.

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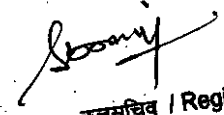
SHRI LAL BAHADUR SHASTRI NATIONAL SANSKRIT UNIVERSITY
ORDINANCE No. 35

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, namely:
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 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.

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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.

In the absence of a national qualification framework and credit transfer scheme, individual Universities can, at the most, create a facilitative mechanism for transfer of credit to other Universities/educational institution by prescribing a procedure for the issue of transcript to students seeking transfer of credit.

As regards acceptance of credit transfer from other Universities, an Individual University can, even in the absence of a national policy, put in place a framework and procedure for accepting transfer of credits earned by their students from other Universities. However, due safeguards will have to be put in place to ensure that the credit transfer does not lead to dilution in the quality.

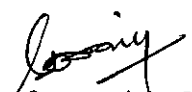
1. This Ordinance is aimed at prescribing:

- (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.

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

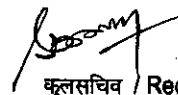
The University shall have a policy of accepting transfer of credits earned by a student from the following Universities/educational institutions/research institutions:

- 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 Association of Indian Universities.
- d) Indian Institutes of Technology (IIT)
- e) Indian Institutes of Management (IIM)
- (a) National Institutes of Technology (NIT)
- (b) Indian Institutes of Science Education and Research (IISER)
- (c) Indian Institutes of Information Technology (IIIT)
- (d) 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:

- b. 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 the University;
 - c. Have to be made by the student concerned within 10 days from the date of his/her admission in the University.
 - d. Have to be made in the prescribed format and along with the fees as prescribed by the Academic Council of the University from time to time.
 - e. 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 committee 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 20% 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.

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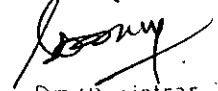
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7. The credit equivalence for accepting credit transfer shall be determined as under:
- for credit earned by students from Universities that have the credit system in place, a Course work requiring 10 hours of contact hours shall be considered as equivalent to 1 credit of the University; and
 - 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 3 credits of the University; and
 - 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:
- The student shall be required to obtain prior approval of the Dean of the School;
 - The Courses can be undertaken only in the institutions specified in para 4 above; and
 - The maximum number of credits that can be accumulated by a student from other institutions shall not exceed 20% of the total credits prescribed for the successful completion of the programme of study.

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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 a Sanskrit Scholar of eminence as Visiting Fellow.
Superannuated persons up to 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- up to 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.

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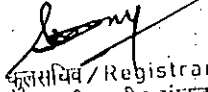
SHRI LAL BAHADUR SHASTRI NATIONAL SANSKRIT UNIVERSITY
ORDINANCE No.38

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.

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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 governed by "Regulations Governing Integrated Shastri/Bachelor's degree- Acharya/Master's Degree Programme, 2022" and amendment made thereunder.

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SHRI LAL BAHADUR SHASTRI NATIONAL SANSKRIT UNIVERSITY

ORDINANCE No.40DOCTOR OF PHILOSOPHY (Ph.D.) VIDYAVARIDHI PROGRAMME

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

1. Admission to Ph.D. Programme:

- 1.1 The student intake in each department shall be as per the availability of seats. Admission to the Ph.D. programme shall be made once in a year. Preferably in the beginning of academic session.
- 1.2 All the available seats shall be notified by the University, in advance.
- 1.3 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) A candidate shall be eligible for admission to the Ph.D. programme, if he/she has completed:

- 2.1 A 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, from 55% to 50% or 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 its equivalent grade may be allowed for those belonging to

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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. Procedure for Admission:

- 3.1 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.
- 3.2 Admission to the Ph.D. programme shall be made using the following methods:
- University may admit students who qualify for fellowship/scholarship in UGC-NET and similar National level tests based on an interview.
 - And/or
 - University may admit students through an Entrance Test conducted at the level of the University or as prescribed by the MOE/UGC/NCTE or any other relevant statutory body of Government of India. The Entrance Test syllabus shall consist of 50% of research methodology and 50% shall be subject specific.
 - Candidates who have secured 50% marks in the entrance test are eligible to be called for the interview.
 - 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.
 - University may decide the number of eligible candidates to be called for the interview based on the number of Ph.D. seats available.
 - Provided that for the selection of candidates based on the entrance test conducted by the University or as prescribed by the MOE/UGC/NCTE or any other relevant statutory body of Government of India, a weightage of 70% for the entrance test and 30% for the performance in the interview/viva-voce shall be given.
- 3.3 University shall:
- 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.
 - Adhere to the National level reservation policy, as applicable.
- 3.4 The University shall maintain a list of Ph.D. supervisors (specifying the name of the supervisor, his or her designation, and the department), 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.



[Signature]

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4. Course Work

- 4.1 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.
- 4.2 There shall be a compulsory course work of a minimum of one semester duration. A candidate must secure at least a B grade (55% or more marks) in each of the pre-Ph.D. courses in order to become eligible for Ph. D registration provisionally.
- 4.3 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.
- 4.4 No student shall be allowed to register for the Course Work after the expiry of the notified deadline.
- 4.5 Those who have completed the course work in M.Phil programme with the required CGPA score, and have been permitted to proceed to the Ph.D. programme in integrated course, may be exempted by the DRC from the Ph.D. course work. In case of a direct Ph.D., the candidates who have passed M.Phil Degree with course work as per the UGC Regulations (Minimum Standards and Procedure for award of M.Phil./Ph.D. Degree, 2009), shall be exempted from the requirements of Course Work. All other candidates admitted to the Ph.D. programme shall be required to complete the Ph.D. course work prescribed by the Department/University.
- 4.6 The Equivalence Committee will decide on the exemption taking into account the above stipulations and the recommendation of the Deans' Committee. Representations in this respect should carry remarks by the Research Supervisor, the Head of the Department and the Dean of the concerned School.
- 4.7 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.
- 4.8 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.

5. Duration of Ph.D. Programme:

- 5.1 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.
- 5.2 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.
- 1.3 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.

सत्यापित
VERIFIED

कुलसचिव / Registrar
श्री लाल बहादुर शास्त्री राष्ट्रीय संस्कृत विश्वविद्यालय
Shri Lal Bahadur Shastri
National Sanskrit University
बी-4, कुतुब सांस्थानिक क्षेत्र, नई दिल्ली-110013
B-4, Qutub Institutional Area, New Delhi-110013

2. 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

3. Research Supervisor:

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

- 7.1 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.

- 7.2 In case of interdisciplinary / multidisciplinary research work, if required, a Co-Supervisor from outside the department/School may be permitted.
- 7.3 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.
- 7.4 In case or 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.

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- 7.5 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.

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

- 8.1 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 7.3 above.
- 8.2 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.
5. 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 7.3 and clause 8.1

6. Ph. D. Registration :

- 10.1 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.
- 10.2 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.

11. Duration:

- 11.1 A scholar shall not be permitted to submit the thesis for the Ph.D. degree unless he/she has pursued research at the University for not less than three years from the date of his/her registration.
- 11.2 The name of a scholar will be removed from the roll of the University if he/she fails to submit his/her thesis within the specified period from the date of his/her registration or as per the guidelines issued by the UGC.

12. Requirement during Registration Period:

- 12.1 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.
- 12.2 Every research scholar shall be required to submit half-yearly report.
- 12.3 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.

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- 12.4 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.
- 12.5 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.
- 12.6 Every research student shall pursue full time research as a regular student for a minimum period of three years from the date of registration.
- 12.7 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.

13. 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 peruse 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.

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

- 14.1 The name of a student shall be removed from the rolls of the University if he/she
- fails to qualify any pre-requisite course within the stipulated duration
 - fails to secure of CGPA of 5.5 in the course work
 - fails to submit the two satisfactorily half-yearly reports consecutively
 - fails to deposit the registration/annual/continuation fee within the stipulated time
 - fails to submit his/her thesis within six years from the date of admission to the Ph.D. programme, Provided further that the Vice-Chancellor may, on the recommendation of the University grant extension to the scholar to submit the thesis for a maximum period of one year.
- 14.2 The Board of Studies/School Board, 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-admitted and become eligible for submission of his/her thesis, provided he/she submits his/her thesis within one year from the date of such re-admission or within maximum seven years of the date of his/her admission, whichever is earlier.

15. Research Advisory Committee:



[Signature]
 कुलसचिव / Registrar
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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. 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. A research scholar shall appear before the Research Advisory Committee once in six months to make a presentation of the progress of his/her work for evaluation and further guidance. The six monthly progress reports shall be submitted by the Research Advisory Committee to the University with a copy to the research 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.

RAC shall consist of following members:

- i. Research Supervisor: Convener
- ii. One member to be nominated by Head/TIC (Out of the panel of three names to be proposed by the Convener)
- iii. One member to be nominated by Dean of Concerned School/Director Research (Out of the panel of three names to be proposed by the Convener)

[A DRC will have the functions: (i) monitoring the scholar's progress (ii) conducting the annual seminar (iii) recommending change of title if necessary / holding pre-submission seminar (iv) issuing a letter permitting him/her to give the pre-submission seminar (v) assessing readiness of the scholar to submit the thesis and (vi) recommending a panel of examiners]

16. Modification of title

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 School Board/Research Advisory Committee will take the appropriate decision.

17. Pre- Submission Seminar

- 17.1 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.
- 17.2 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
- 17.3 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



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members of the committee shall participate in the discussion only after the members of the committee.

- 17.4 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.
- 17.5 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 Academic Division of the University while one copy shall be retained for the record of the School Board.

18. Submission of thesis

- 18.1 Before the submission of his/her thesis for evaluation and assessment, a Ph.D. candidate shall publish at least one research paper related to his research topic in a refereed/UGC care list Journals and produce evidence to this effect in the form of a reprint or a letter of acceptance of the paper
- 18.2 A scholar shall submit four soft-bound copies, typed on both sides of the page, of his/her thesis along with one in electronic form. The thesis must be prepared and bound as per the templates which will be available on the University's website.
- 18.3 A Ph.D. thesis must contain original contribution by the scholar; it may incorporate the text of any work which the candidate may have published on the subject. A scholar will not be allowed to submit in his/her thesis any work for which a Degree / Diploma has already been conferred on him/her by this or any other University.
- 18.4 The supervisor shall satisfy himself before submission of the thesis that it is a piece of research work characterised either by discovery of new facts or by fresh interpretation of facts or theories. In either case, it should provide evidence of the candidate's capacity for critical examination, original thinking and judgment. The thesis shall also be satisfactory in respect of clarity and correctness of language.
- 18.5 The Supervisor will also certify, after verification using appropriate software, that the contents of the thesis are free of plagiarism and copyright regulations. The Ph.D scholar shall submit a copy of the thesis in the form of a CD/Pen drive/official e-mail to the Academic Branch of the University for Plagiarism Check and he/she shall be eligible for submission on production of satisfactory report of the plagiarism check.
- 18.6 The thesis shall include a certificate from the Supervisor to the effect, inter alia, that the recommendations made by the evaluation committee have suitably been incorporated and a declaration that the thesis incorporates the student's bona-fide research and that the findings have not been submitted for award of any degree / diploma in this or any other University or Institute of learning.
- 18.7 The application for submission of thesis shall be countersigned by the Head of the concerned Department. The Head of the Department will then forward the thesis to the Academic Division for further necessary action.
- 18.8 On successful presentation of the Pre-Thesis submission seminar, the research scholar is required to submit the thesis within three months from the date of pre-submission seminar, failing which he/she shall have to repeat the pre-submission seminar.
- 18.9 In the case of a candidate who is not pursuing research on a full time basis, submission of the thesis shall be permitted only (i) If the candidate has participated in such academic programmes as may be decided by the Department for a total required period and (ii) If the DRC has permitted the candidate to submit the thesis on satisfactory completion of all the requirements stated elsewhere in this ordinance.

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19. Panel of Examiners for Evaluation

- 19.1 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.
- 19.2 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.

20. Examiners' Reports

- 20.1 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
- 20.2 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.
- 20.3 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.
- 20.4 A thesis shall be accepted for the award of the Degree of Doctor of Philosophy on the unanimous recommendation of the examiners.

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.

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21. Re-submission of Thesis

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- 21.1 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.
- 21.2 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.

22. Declaration of Result and Award of Degree

- 22.1 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 Council 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.
- 22.2 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.
- 22.3 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.
- 22.4 The date of receipt of the report of the viva-voce examination shall be deemed to be the date of award of the degree.

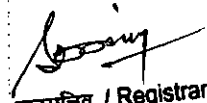
23. Copyrights

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

24. 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. ****

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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 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 Department/Institution concerned;
 - V. Officer in charge of Purchase & Procurement- (Convenor).
2. The above Committee shall be responsible for procurement of Goods as defined hereunder:

The term "goods" includes all articles, material, commodities, livestock, furniture, fixtures, raw material, spares, instruments, machineries, equipment etc. Purchased or otherwise acquired for the use of the University but excludes books, publications, periodicals etc. for a library
3. The procedure to be followed in making procurement for the university School/ Department / Centre / Division / Sections/ 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 School/ Department/Centre/ Division/Section.
 - II. The specifications so worked out should meet the basic needs of the Department/Centre/Section 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. School/ Department/Centre/Division/Section may with the approval of competent authority procure the required goods from firms under DGS&D rates.
 - 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:

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4. Purchase of goods

Rule 149 of GFR -2017: Government e-Market place (GeM). Government of India has established the Government e-Marketplace (GeM) for common use Goods and Services. GeM SPV will ensure adequate publicity including periodic advertisement of the items to be procured through GeM for the prospective suppliers. The Procurement of Goods and Services by University will be mandatory for Goods or Services available on GeM. The credentials of suppliers on GeM shall be certified by GeM SPV. The procuring authorities will certify the reasonability of rates. The GeM portal shall be utilized by the University buyers for direct on-line purchases as under:

- (i) Up to {Rs.25,000/- through any of the available suppliers on the GeM, meeting the requisite quality, specification and delivery period.
- (ii) Above Rs.25,000/- and up to Rs.5,00,000/- through the GeM Seller having lowest price amongst the available sellers (excluding Automobiles where current limit of 30 lakh will continue), of at least 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 can be used by the Buyer even for procurements less than Rs 5,00,000.
- (iii) Above Rs.5,00,000/- through the supplier having lowest price meeting the requisite quality, specification and delivery period after mandatorily obtaining bids, using online bidding or reverse auction tool provided on GeM (excluding Automobiles where current limit of 30 lakh will continue).J7
- (iv) The invitation for the online e-bidding/reverse auction will be available to all the existing Sellers or other Sellers registered on the portal and who have offered their goods/services under the particular product/service category, as per terms and conditions of GeM.
- (v) The above mentioned monetary ceiling is applicable only for purchases made through GeM. For purchases, if any, outside GeM, relevant GFR Rules shall apply.
- (vi) The University shall work out their procurement requirements of Goods and Services on either "OPEX" or "CAPEX" model as per their requirement/ suitability at the time of preparation of Budget Estimates (BE) and shall project their Annual Procurement Plan of goods and services on GeM portal within 30 days of Budget approval.
- (vii) The University Buyers may ascertain the reasonableness of prices before placement of order using the Business Analytics (BA) tools available on GeM including the Last Purchase Price on GeM, Department's own Last Purchase Price etc.
- (viii) A demand for goods shall not be divided into small quantities to make piecemeal purchases to avoid procurement through L-1 Buying / bidding / reverse auction on GeM or the necessity of obtaining the sanction of higher authorities required with reference to the estimated value of the total demand.

4. Purchase of goods without quotation

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Rule 154 Purchase of goods without quotation Purchase of goods upto the value of Rs. 25,000 (Rupees twenty five thousand only) only on each occasion may be made without inviting quotations or bids on the basis of a certificate to be recorded by the competent authority in the following format.

"I am personally satisfied that these goods purchased are of the requisite quality and specification and have been purchased from a reliable supplier at a reasonable price."

5. Purchase of goods by Purchase Committee

Under Rule 155 of GFR-2017 Purchase of goods by Purchase Committee. [In case a certain item is not available on the GeM portal,]13Purchase of goods costing above [Rs.25,000 (Rupees twenty five thousand only) and upto Rs.2,50,000/- (Rupees two lakh and fifty thousand only)]14 on each occasion may be made on the recommendations of a duly constituted Local Purchase Committee consisting of three members of an appropriate level as decided by the Head of the Department. The committee will survey the market to ascertain the reasonableness of rate, quality and specifications and identify the appropriate supplier. Before recommending placement of the purchase order, the members of the committee will jointly record a certificate as under:

"Certified that we, members of the purchase committee are jointly and individually satisfied that the goods recommended for purchase are of the requisite specification and quality, priced at the prevailing market rate and the supplier recommended is reliable and competent to supply the goods in question, and it is not debarred by the University.

Rule 157 of GFR-2017: A demand for goods should not be divided into small quantities to make piecemeal purchases to avoid the necessity of obtaining the sanction of higher authority required with reference to the estimated value of the total demand.

Rule 158 of GFR-2017: Purchase of goods by obtaining bids. Except in cases covered under Rule 154,155, University shall procure goods under the powers referred to in Rule 147 by following the standard method of obtaining bids in:

- (i) Advertised Tender Enquiry
- (ii) Limited Tender Enquiry
- (iii) Two-Stage Bidding
- (iv) Single Tender Enquiry
- (v) Electronic Reverse Auctions

Rule161 of GFR-2017: Advertised Tender Enquiry

- (i) Subject to exceptions incorporated under Rule154, 155,162 and 166, invitation to tenders by advertisement should be used for procurement of goods of estimated value of Rs.25 lakhs (Rupees Twenty Five Lakh) and above. Advertisement in such cases should be given on Central Public Procurement Portal (CPPP) at www.eprocure.gov.in and on GeM. An organisation having its own website should also publish all its advertised tender enquiries on the website.
- (ii) (ii) The organisation should also post the complete bidding document in its website and on CPPP to enable prospective bidders to make use of the document by downloading from the web site.
- (iii) The advertisements for invitation of tenders should give the complete web address from where the bidding documents can be downloaded.
- (iv) [Global Tender Enquiry (GTE):



[Signature]
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- (a) Where the University feels that the goods of the required quality, specifications etc., may not be available in the country and it is necessary to also look for suitable competitive offers from abroad, the University may send copies of the tender notice to the Indian Embassies abroad as well as to the Foreign Embassies in India. The selection of embassies will depend on the possibility of availability of the required goods in such countries. In such cases e-procurement as per Rule 160 may not be insisted.
- (b) No Global Tender Enquiry (GTE), however shall be invited for tenders up to Rs.200 crore or such limit as may be prescribed by the Department of Expenditure from time to time. Provided that for tenders below such limit, in exceptional cases, where the Ministry or Department feels that there are special reasons for GTE, it may record its detailed justification and seek prior approval for relaxation to the above rule from the Competent Authority specified by the Department of Expenditure.
- (v) In order to promote wider participation and ease of bidding, no cost of tender document may 18 Amended vide DoE OM No. F.12/17/2019-PPD dated 15.05.2020. be charged for the tender documents downloaded by the bidders.
- (vi) Ordinarily, the minimum time to be allowed for submission of bids should be **three weeks** from the date of publication of the tender notice or availability of the bidding document for sale, whichever is later. Where the University also contemplates obtaining bids from abroad, the minimum period should be kept as four weeks for both domestic and foreign bidders.

Rule 162 of GFR-2017: Limited Tender Enquiry

- (i) This method may be adopted when estimated value of the goods to be procured is up to Rupees Twenty five Lakhs. Copies of the bidding document should be sent directly by speed post/registered post/courier/ email to firms which are borne on the list of registered suppliers for the goods in question as referred under Rule 150. The number of supplier firms in Limited Tender Enquiry should be **more than three**. Efforts should be made to identify a higher number of approved suppliers to obtain more responsive bids on competitive basis. Further, an organisation should publish its limited tender enquiries on Central Public Procurement Portal (CPPP) as per Rule 159. Apart from CPPP, the organisations should publish the tender enquiries on the University's web site.
- (ii) The unsolicited bids should not be accepted. However, University should evolve a system by which interested firms can register and bid in next round of tendering.
- (iii) Purchase through Limited Tender Enquiry may be adopted even where the estimated value of the procurement is more than Rupees twenty-five Lakhs, in the following circumstances.
- (a) The competent authority of University certifies that the demand is urgent and any additional expenditure involved by not procuring through advertised 38 tender enquiry is justified in view of urgency. The University should also put on record the nature of the urgency and reasons why the procurement could not be anticipated.
- (b) There are sufficient reasons, to be recorded in writing by the competent authority, indicating that it will not be in public interest to procure the goods through advertised tender enquiry.
- (c) The sources of supply are definitely known and possibility of fresh source(s) beyond those being tapped is remote.
- (iv) Sufficient time should be allowed for submission of bids in Limited Tender Enquiry cases.

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Rule 163 of GRF-2017: Two bid system (simultaneous receipt of separate technical and financial bids): For purchasing high value plant, machinery etc. of a complex and technical nature, bids may be obtained in two parts asunder:

- (i) Technical bid consisting of all technical details along with commercial terms and conditions; and (ii) Financial bid indicating item-wise price for the items mentioned in the technical bid. The technical bid and the financial bid should be sealed by the bidder in separate covers duly super-scribed and both these sealed covers are to be put in a bigger cover which should also be sealed and duly super-scribed. The technical bids are to be opened by the purchase Committee at the first instance and evaluated by a competent committee or authority. At the second stage financial bids of only these technically acceptable offers should be opened after intimating them the date and time of opening the financial bid for further evaluation and ranking before awarding the contract.

Rule 164 of GFR-2017 Two-Stage Bidding (Obtain bids in two stages with receipt of financial bids after receipt and evaluation of technical bids)

- (i) University may procure the subject matter of procurement by the method of two-stage bidding, if:

(a) it is not feasible to formulate detailed specifications or identify specific characteristics for the subject matter of procurement, without receiving inputs regarding its technical aspects from bidders; or

(b) the character of the subject matter of procurement is subject to rapid technological advances or market fluctuations or both; or

(c) University seeks to enter into a contract for the purpose of research, experiment, study or development, except where the contract includes the production of items in quantities sufficient to establish their commercial viability or to recover research and development costs; or

(d) The bidder is expected to carry out a detailed survey or investigation and undertake a comprehensive assessment of risks, costs and obligations associated with the particular procurement.

- (ii) The procedure for two stage bidding shall include the following, namely:—

(a) in the first stage of the bidding process, the University shall invite bids through advertised tender containing the technical aspects and contractual terms and conditions of the proposed procurement without a bid price;

(b) all first stage bids, which are otherwise eligible, shall be evaluated through an appropriate committee constituted by the University;

(c) the committee may hold discussions with the bidders and if any such discussion is held, equal opportunity shall be given to all bidders to participate in the discussions;

(d) in revising the relevant terms and conditions of the procurement, the procuring entity shall not modify the fundamental nature of the 39 procurement itself, but may add, amend or omit any specification of the subject matter of procurement or criterion for evaluation;



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(e) in the second stage of the bidding process, the procuring entity shall invite bids from all those bidders whose bids at the first stage were not rejected, to present final bid with bid prices in response to a revised set of terms and conditions of the procurement;

(f) any bidder, invited to bid but not in a position to supply the subject matter of procurement due to modification in the specifications or terms and conditions, may withdraw from the bidding proceedings without forfeiting any bid security that he may have been required to provide or being penalised in any way, by declaring his intention to withdraw from the procurement proceedings with adequate justification.

Rule 166 of GFR-2017 : Single Tender Enquiry. Procurement from a single source may be resorted to in the following circumstances :

- (i) It is in the knowledge of the user department that only a particular firm is the manufacturer of the required goods
- (ii) In a case of emergency, the required goods are necessarily to be purchased from a particular source and the reason for such decision is to be recorded and approval of competent authority obtained.
- (iii) For standardisation of machinery or spare parts to be compatible to the existing sets of equipment (on the advice of a competent technical expert and approved by the competent authority), the required item is to be purchased only from a selected firm

Note: Proprietary Article Certificate in the following form is to be provided by the University before procuring the goods from a single source under the provision of sub Rule 166 (i) and 166 (iii) as applicable.

- (i) The indented goods are manufactured by M/s
- (ii) No other make or model is acceptable for the following reasons:
- (iii) Concurrence of finance wing to the proposal vide:
- (iv) Approval of the competent authority vide: (Signature with date and designation of the indenting officer)

Rule 167 of GFR-2017: Electronic Reverse Auction

- (i) Electronic Reverse Auction means an online real-time purchasing technique utilised by the procuring entity to select the successful bid, which involves presentation by bidders of successively more favourable bids during a scheduled period of time and automatic evaluation of bids;
- (ii) A procuring entity may choose to procure a subject matter of procurement by the electronic reverse auction method, if:
 - (a) It is feasible for the procuring entity to formulate a detailed description of the subject matter of the procurement;
 - (b) There is a competitive market of bidders anticipated to be qualified to participate in the electronic reverse auction, so that effective competition is ensured;
 - (c) The criteria to be used by the procuring entity in determining the successful bid are quantifiable and can be expressed in monetary terms; and
- (iii) The procedure for electronic reverse auction shall include the following, namely:

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- (a) The procuring entity shall solicit bids through an invitation to the electronic reverse auction to be published or communicated in accordance with the provisions similar to e-procurement; and
- (b) The invitation shall, in addition to the information as specified 40 in e-procurement, include details relating to access to and registration for the auction, opening and closing of the auction and Norms for conduct of the auction.

Rule 170 of GFR-2017: Bid Security

- (i) To safeguard against a bidder's withdrawing or altering its bid during the bid validity period in the case of advertised or limited tender enquiry, Bid Security (also known as Earnest Money) is to be obtained from the bidders except Micro and Small Enterprises (MSEs) as defined in MSE Procurement Policy issued by Department of Micro, Small and Medium Enterprises (MSME) or are registered with the Central Purchase Organisation or the concerned Ministry or Department [or Startups as recognized by Department for Promotion of Industry and Internal Trade (DPIIT)]¹⁹. The bidders should be asked to furnish bid security along with their bids. Amount of bid security should ordinarily range **between two per cent to five per cent** of the estimated value of the goods to be procured. The amount of bid security should be determined accordingly by the Ministry or Department and indicated in the bidding documents. The bid security may be accepted in the form of [Insurance Surety Bonds]²⁰, Account Payee Demand Draft, Fixed Deposit Receipt, Banker's Cheque or Bank Guarantee from any of the Commercial Banks or payment online in an acceptable form, safeguarding the purchaser's interest in all respects. The bid security is normally to remain valid for a period of forty-five days beyond the final bid validity period.
- (ii) Bid securities of the unsuccessful bidders should be returned to them at the earliest after expiry of the final bid validity and latest on or before the 30th day after the award of the contract. However, in case of two packet or two stage bidding, Bid securities of unsuccessful bidders during first stage i.e. technical evaluation etc should be returned within 30 days of declaration of results of first stage i.e. technical evaluation etc.]
- (iii) In place of a Bid security, the University may require Bidders to sign a Bid securing declaration accepting that if they withdraw or modify their Bids during the period of validity, or if they are awarded the contract and they fail to sign the contract, or to submit a performance security before the deadline defined in the request for bids document, they will be suspended for the period of time specified in the request for bids document from being eligible to submit Bids for contracts with the entity that invited the Bids.

Rule 171 of GFR-2017: Performance Security

- (i) To ensure due performance of the contract, Performance Security is ¹⁹ Inserted vide DoE OM No. F.20/2/2014-PPD (Pt.) dated 25.07.2017. ²⁰ Inserted vide DoE OM No.

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F.1/1/2022-PPD dated 02.02.2022. 21 Amended vide DoE OM No. F.1/2/2022-PPD dated 01.04.2022. 41 to be obtained from the successful bidder awarded the contract. Unlike contracts of Works and Plants, in case of contracts for goods, the need for the Performance Security depends on the market conditions and commercial practice for the particular kind of goods. Performance Security should be for an amount of **five to ten per cent** of the value of the contract as specified in the bid documents. Performance Security may be furnished in the form of [Insurance Surety Bonds], Account Payee Demand Draft, Fixed Deposit Receipt from a Commercial bank, Bank Guarantee from a Commercial bank or online payment in an acceptable form safeguarding the purchaser's interest in all respects.

- (ii) Performance Security should remain valid for a period of sixty days beyond the date of completion of all contractual obligations of the supplier including warranty obligations.
- (iii) Bid security should be refunded to the successful bidder on receipt of Performance Security.

Rule 172 of GFR-2017 : (1) Advance payment to supplier

Ordinarily, payments for services rendered or supplies made should be released only after the services have been rendered or supplies made. However, it may become necessary to make advance payments for example in the following types of cases:-

- (i) Advance payment demanded by firms holding maintenance contracts for servicing of Air conditioners, computers, other costly equipment, etc.
- (ii) Advance payment demanded by firms against fabrication contracts, turn-key contracts etc. Such advance payments should not exceed the following limits:
 - (a) Thirty percent. of the contract value to private firms;
 - (b) Forty percent. of the contract value to a State or Central Government agency or a Public Sector Undertaking; or
 - (c) in case of maintenance contract, the amount not exceed the amount payable for six months under the contract.

University may relax, in consultation with their Financial Advisers concerned, the ceilings (including percentage laid down for advance payment for private firms) mentioned above. While making any advance payment as above, adequate safeguards in the form of bank guarantee etc. should be obtained from the firm.

Rule 172 (2) of GFR-2017: Part payment to suppliers:

Depending on the terms of delivery incorporated in a contract, part payment to the supplier may be released after it dispatches the goods from its premises in terms of the contract.

Rule 173 of GFR -2017: Transparency, competition, fairness and elimination of arbitrariness in the procurement process. All university purchases should be made in a transparent, competitive and fair manner, to secure best value for money. This will also enable the prospective bidders to formulate and send their competitive bids with confidence. Some of the measures for ensuring the above are as follows:-

- (i) the text of the bidding document should be self-contained and comprehensive without any ambiguities. All essential information, which a bidder needs for sending responsive bid, should be clearly spelt out in the bidding document in simple language. The condition of prior turnover and prior experience may be relaxed for Startups (as defined by Department for Promotion of

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Industry and Internal Trade) subject to meeting of quality & technical specifications and making suitable provisions in the bidding document. The bidding document should contain, inter-alia.

- (a) Description and Specifications of goods including the nature, quantity, time and place or places of delivery.
- (b) the criteria for eligibility and qualifications to be met by the bidders such as minimum level of experience, past performance, technical capability, manufacturing facilities and financial position etc or limitation for participation of the bidders, if any.
- (c) eligibility criteria for goods indicating any legal restrictions or conditions about the origin of goods etc which may be required to be met by the successful bidder.
- (d) the procedure as well as date, time and place for sending the bids.
- (e) date, time and place of opening of the bid.
- (f) Criteria for evaluation of bids
- (g) special terms affecting performance, if any.
- (h) Essential terms of the procurement contract.
 - (i) Bidding Documents should include a clause that "if a firm quotes NIL charges/consideration, the bid shall be treated as unresponsive and will not be considered".
 - (ii) Any other information which the procuring entity considers necessary for the bidders to submit their bids.
 - (iii) Modification to bidding document:
 - (a) In case any modification is made to the bidding document or any clarification is issued which materially affects the terms contained in the bidding document, the procuring entity shall publish or communicate such modification or clarification in the same manner as the publication or communication of the initial bidding document was made.
 - (b) In case a clarification or modification is issued to the bidding document, the procuring entity shall, before the last date for submission of bids, extend such time limit, if, in its opinion more time is required by bidders to take into account the clarification or modification, as the case may be, while submitting their bids.
 - (c) Any bidder who has submitted his bid in response to the original invitation shall have the opportunity to modify or resubmit it, as the case may be, or withdraw such bid in case the modification to bidding document materially affect the essential terms of the procurement, within the period initially allotted or such extended time as may be allowed for submission of bids, after the modifications are made to the bidding document by the procuring entity: Provided that the bid last submitted or the bid as modified by the bidder shall be considered for evaluation
- (iv) Suitable provision should be kept in the bidding document to enable a bidder to question the bidding conditions, bidding process and/ or rejection of its bid. The reasons for rejecting a tender or non -issuing a tender document to a prospective bidder must be disclosed where enquiries are made by the bidder.
- (iv) Suitable provision for settlement of disputes, if any, emanating from the resultant contract, should be kept in the bidding document.
- (v) The bidding document should indicate clearly that the resultant contract will be interpreted under Indian Laws.
- (vi) The bidders should be given reasonable time to prepare and send their bids.
- (vii) The bids should be opened in public and authorised representatives of the bidders should be permitted to attend the bid opening.

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- (viii) The specifications of the required goods should be clearly stated without any ambiguity so that the prospective bidders can send meaningful bids. In order to attract sufficient number of bidders, the specification should be broad based to the extent feasible.
- (ix) Pre -bid conference: In case of turn -key contract(s) or contract(s) of special nature for procurement of sophisticated and costly equipment or wherever felt necessary, a suitable provision is to be kept in the bidding documents for one or more rounds of pre -bid conference for clarifying 43 issues and clearing doubts, if any, about the specifications and other allied technical details of the plant, equipment and machinery etc. projected in the bidding document. The date, time and place of pre-bid conference should be indicated in the bidding document. This date should be sufficiently ahead of bid opening date. The records of such conference shall be intimated to all bidders and, shall also be exhibited on the website(s) where tender was published.
- (x) Criteria for determining responsiveness are to be taken into account for evaluating the bids such as:
- (a) time of delivery.
 - (b) Performance/ efficiency/ environmental characteristics.
 - (c) the terms of payment and of guarantees in respect of the subject matter of procurement.
 - (d) price.
 - (e) cost of operating, maintaining and repairing etc.
- (xii) Bids received should be evaluated in terms of the conditions already incorporated in the bidding documents; No new condition which was not incorporated in the bidding documents should be brought in for evaluation of the bids. Determination of a bid's responsiveness should be based on the contents of the bid itself without recourse to extrinsic evidence.
- (xiii) Bidders should not be permitted to alter or modify their bids after expiry of the deadline for receipt of bids.
- (xiv) Negotiation with bidders after bid opening must be severely discouraged. However, in exceptional circumstances where price negotiation against an adhoc procurement is necessary due to some unavoidable circumstances, the same may be resorted to only with the lowest evaluated responsive bidder.
- (xv) Deleted.23 vide DoE OM No. F.1/26/2018-PPD dated 02.04.2019
- (xvi) Contract should ordinarily be awarded to the lowest evaluated bidder whose bid has been found to be responsive and who is eligible and qualified to perform the contract satisfactorily as per the terms and conditions incorporated in the corresponding bidding document. However, where the lowest acceptable bidder against ad-hoc requirement is not in a position to supply the full quantity required, the remaining quantity, as far as possible, be ordered from the next higher responsive bidder at the rates offered by the lowest responsive bidder.
- (xvii) Procurement of Energy Efficient Electrical Appliances: Ministries/ Departments while procuring electrical appliances notified by Department of Expenditure shall ensure that they carry the notified threshold or higher Star Rating of Bureau of Energy Efficiency (BEE).
- (xviii) The name of the successful bidder awarded the contract should be mentioned in the CPPP, University's website and their notice board or bulletin.
- (xix) Rejection of all Bids is justified when
- (a) effective competition is lacking.
 - (b) all Bids and Proposals are not substantially responsive to the requirements of the Procurement Documents.
 - (c) the Bids/Proposals' prices are substantially higher than the updated cost estimate or available budget; or
 - (d) none of the technical Proposals meets the minimum technical qualifying score.

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- (xx) Lack of competition in rule 173(xix) shall not be determined solely on the basis of the number of Bidders. Even when only one Bid is submitted, the process may be considered valid provided following conditions are satisfied:
- (a) the procurement was satisfactorily advertised and sufficient time was given for submission of bids.
 - (b) the qualification criteria were not unduly restrictive; and
 - (c) prices are reasonable in comparison to market values
- (xxi) When a limited or open tender results in only one effective offer, it shall be treated as a single tender contract.
- (xxii) In case a purchase Committee is constituted to purchase or recommend the procurement, no member of the purchase Committee should be reporting directly to any other member of such Committee in case estimated value of procurement exceeds Rs. 25 lakhs.

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प्रमाणित/Authenticated
दिनांक/Date
स्थान/Place
हस्ताक्षर/Signature

SHRI LAL BAHADUR SHASTRI NATIONAL SANSKRIT UNIVERSITY

ORDINANCE No.42

PROCEDURE FOR CONSIDERING PROPOSALS FOR AFFILIATION OF COLLEGES, INSTITUTIONS AND GURUKULA ETC.

(Under Clause 6 (I)(xiii) of University Act and Clause 29 (I)(o) of Statute)

In pursuance of the provisions of Central Sanskrit Universities Act - 2020, (No.5 of 2020) Shri Lal Bahadur Shastri National Sanskrit University hereby makes the following ordinances relating to the procedure for considering proposals of affiliation of colleges, institutions and gurukula etc. to the said University, namely:

1:0 Short title and commencement

- 1.1 These ordinances may be called the Shri Lal Bahadur Shastri National Sanskrit University ordinance, 2022
- 1.2 They shall come into force on the date of approval of the Executive Council

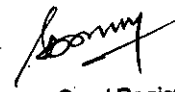
2.0 Definitions

- 2.1 In these ordinances, unless the context otherwise requires:-
 - (a) "Act" means the Central Sanskrit Universities Act - 2020 (No.5 of 2020).
 - (b) "Clause" means a clause of the ordinances in which that expression occurs.
- 2.2 Words and expressions used in these ordinances shall have the meanings assigned to them in the Act and statutes.

3.0 Procedure of affiliation

- 3.1 A college, institution or gurukula etc. applying for affiliation to the University shall apply to the Registrar in charge of affiliation in the prescribed form within the time limit fixed by the University; accompanied by the fees as may be prescribed in this behalf by the University and shall satisfy the University that it fulfils all the conditions prescribed for affiliation by the Act, the Statutes, the Ordinances, the Regulations and the instructions issued by the University from time to time.
- 3.2 On receipt of such applications, the Registrar shall conduct a scrutiny of the application and submit a report to the Vice-Chancellor.
- 3.3 Such inquiry and inspection shall be made, as the Vice-Chancellor deems necessary, by a Competent person or persons authorize in this behalf by the Vice-Chancellor with regard to the fulfillment of conditions of affiliation and such other matters as he may think necessary and relevant.
- 3.4 The Board of affiliation shall take a final decision on the application for affiliation after considering the report of enquiry and inspection referred to in Sub-clause (3) and the decision shall be communicated to the applicant by the Registrar.
- 3.5 An application for affiliation made under Sub-clause (3.1) may be withdrawn at any time before any communication is made under sub-clause (3.4).

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3.6 The procedure followed for the grant of application shall apply mutatis mutandis to continuation of affiliation from time to time and for opening of new courses, subjects and programmes.

3.7 Where affiliation to a college, institutions and gurukula etc. is refused, the society or trust, as the case may be, aggrieved by such refusal may, within thirty days from the date of communication of such refusal, request the Registrar for reconsideration of the decision by the University in such manner and with such fees as specified in the regulations, and the decision of the Board of Affiliation on the request shall be final:

Provided that no request for reconsideration shall be entertained once such request has already been rejected.

3.8 Where a college, institution and gurukula etc. obtains affiliation by fraud, misrepresentation or suppression of material facts and particulars, the Executive Council may, after giving the governing body of the college, institution and gurukula etc., as the case may be, a reasonable opportunity of showing cause against the proposed action, in addition to any other action under any other law, withdraw the affiliation granted to the college, institution and gurukula etc., as the case may be.

4.0 Provisional and permanent Affiliation

4.1 Affiliation granted initially to a college, institution and gurukula etc. shall be provisional in nature and shall be required to be renewed on a year to year basis.

4.2 Request for permanent affiliation may be considered only after atleast two batches of the college, institution and gurukula etc., as the case may be, have successfully completed their degree course and it has fulfilled all the conditions of affiliation and attained academic standards prescribed by the University from time to time.

5.0 Regulations

5.1 Regulations made under clause (30) of the act may laid down any other requirement which may be considered by the university for affiliation of a college, institution and gurukula etc.



[Signature]
कुलसचिव / Registrar
श्री लाल बहादुर शास्त्री राष्ट्रीय संस्कृत विश्वविद्यालय
Shri Lal Bahadur Shastri
National Sanskrit University
बी-4, कुतुब सांस्थानिक क्षेत्र, नई दिल्ली-110016
B-4, Qutub Institutional Area, New Delhi-110016

Composition of Screening Committee

1	Deans, Academic	Chairperson
2	All Deans of the School of Studies	Member
3	Subject Expert of the Courses to be nominated by the Vice-Chancellor	Member
4	Assistant Registrar (Academic)/AR (Affiliation Cell)	Member Secretary

Composition of Inspection Committee

1	Nominee of the Vice-Chancellor	Chairperson
2	Minimum two subject experts to be nominated by the Vice-Chancellor	Member
3	One Officer from Administration to be nominated by the Vice-Chancellor	Member
4	Finance Officer of his/her representative to be nominated by the Vice-Chancellor	Member
5	Member Secretary to be nominated by the Vice-Chancellor	Member Secretary/Convener

Composition of Board of Affiliation

1	Dean Academic	Chairperson
2	All Deans of the School of Studies	Member
3	Head of the department of the concerned courses to be nominated by the Vice-Chancellor	Member
4	Director, IQAC	Member
5	Assistant Registrar (Academic)/AR (Affiliation Cell)	Member Secretary/Convener

Composition of Standing Appeal Committee

1	Vice-Chancellor or his nominee	Chairperson
2	Registrar	Member
3	Any Academician from Government Institution to be nominated by the Vice-Chancellor	Member
4	Assistant Registrar to be nominated by the Vice-Chancellor	Member Secretary/Convener

सत्यापित
VERIFIED

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कुलसचिव / Registrar
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