

MANUAL II
THE POWER & DUTIES OF ITS OFFICERS AND EMPLOYEES
[SECTION 4(1)(B)(II)]

**Powers and Duties of Officers (Administrative, Financial and Judicial) and
Power and Duties of other Employees**

1. VICE-CHANCELLOR

Sl.No.	Nature of Power	Statutes/ Ordinances/ECR/Rules
1.	Assignment of Duties to the Rector	Statutes 3 (5)
2.	Assignment of Duties to the Registrar	Statutes 4 (4) (i)
3.	Assignment of Duties to the Controller of Examinations	Statutes 5A(3) (C)
4.	Assignment of Duties to the Chief Proctor	Statutes 8 (1)
5.	Assignment of Duties to the Deans of Faculties	Statutes 9 (4)
6.	Assignment of Duties to the Principals/ Directors/Deans as Incharge of the Hostel Administration	Ordinance15.1
7.	Appointment/Extension of Term of Administrative Wardens/ Wardens of the Hostels/Warden-in-Charge of Delegacies	Ordinance 15.6 & 16.6
8.	Temporary appointment not exceeding a period of six months to teaching and administrative posts.	ECR No.202, August 2-3 1984
9.	Creation of temporary posts for a period not exceeding six months.	Do
10.	Permanent Appointment and confirmation of all class II and Class III with maximum of the grade	ECR No.15, dated 06.05.1972 and ECR N0.202 dated 2/3 August, 1984
11.	Sanction of Annual Increment	ECR No.15, dated 06.05.1972
12.	Grant of permission to leave the station	ECR No.202, August 2-3 1984
13.	Sanction of Extra Ordinary Leave, Leave not due, Study leave, Sabbatical Leave, Special Casual Leave and Duty Leave	Do
14.	Sanction of Casual Leave	Do
15.	Sanction of Study Leave	Ord.15.3
16.	Sanction of all kinds of leave	ECR No.202, August 2-3 1984
17.	Sanction of Detention/ Compensatory Leave under Ordinance 43 E	ECR 161, 23-25 Sept. 1987
18.	Approval for detention of IMS teachers during vacations under Ordinance 43 E	ECR 161, 23-25 Sept. 1987
19.	Permission for Conversion of leave	Ord. 3 E
20.	Controlling Officer for the purpose of T.A.	TA & DA Rules
21.	Sanction for actual Taxi/Air fare – TA/DA	ECR No.202, August 2-3 1984
22.	Award of Research Scholarships and Fellowships	Do
23.	Sanction relating to Students Aid Fund	Do

24.	Investment	ECR No.179,23-24.03.2003
25.	Sanction of advance for outside treatment	ECR No.202,August 2-3 1984
26.	Write Off-Irrecoverable Overpayment	ECR No.179,23-24.03.2003
27.	Re-Appropriation of funds from One Revenue Head to another	Do
28.	Re-Appropriation of funds from One Capital Head to another Revenue Head	Do
29.	Re-Appropriation of funds from One Revenue Head to Capital	Do
30.	The Vice-Chancellor shall be appointed by the Visitor	ECR No. 41, January 29, 2009 Act Statue 7B (1)

2. RECTOR

Sl.No.	Nature of Power	Statutes/ Ordinances/ECR/Rules
1.	Approval of Panel of Examiners (RAC/Research)	Orders of the Vice-Chancellor
2.	Extension of residential period of Ph.D. Scholars	DO
3.	Condon delay for claims of Medical Reimbursement	DO
4.	Approval of Out station leave of University teachers	DO
5.	Approval/Extension/Resignation of Services of Jr./Sr. Residents	DO
6.	Appointment/Extension of Chief Warden/Warden	DO
7.	Confirmation of Class III (Technical & Non-technical) employees and engagement/extension of non-teaching employees on contractual basis from approved panels	DO
8.	Sanction of Casual Leave to all statutory officers except for self	DO
9.	Sanction of Extra Ordinary Leave, Leave not due, Sabbatical Leave, Special Casual Leave and Duty Leave to teachers	DO
10.	Sanction of Study Leave to non-teaching staff	DO
11.	Sanction of all kinds of regular leave including Maternity Leave, Paternity Leave, Quarantine Leave etc. to all statutory officers of the University	DO

12.	The Vice-Chancellor has been pleased to order that files/proposals pertaining to the following may now be disposed of at the level of the Rector until further order	Office Order No.AB/2021-22/DP/ dated 14.01.2022 of Registrar, BHU
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3. REGISTRAR

Sl.No.	Nature of Power	Statutes/ Ordinances/ECR/ Rules
1.	Appointment and confirmation of Class IV staff	ECR No.180 13.12.1975
2.	Temporary appointment of Class III staff Ministerial (from the approved panel of candidates maintained in the Registry) and Class III staff Technical (through Internal Selection Committees)	ECR No.15, 6.5.1972
3.	Sanction of Annual increments to all the members of staff of the Department/Offices -	Do
4.	Permission to leave the station on duty	Do
5.	Grant of Earned Leave, Half Pay Leave, Commuted Leave, Maternity Leave, Quarantine Leave, Compensation Leave	ECR No. 258, Dec.19-20, 1981 & ECR No.202, August 2-3 1984
6.	Sanction of Casual Leave	ECR No.80 ,13.12.1975 ECR No. 258, Dec.19-20, 1981 & ECR No.202, August 2-3 1984
7.	Sanction of Leave of all kinds (except Study Leave and Casual Leave)	ECR No.80 ,13.12.1975 & ECR No.45,15.7.1978
9.	Controlling Officer for purposes of T.A.	Rule 46 of the TA & DA Rules
10.	Forwarding of application for outside employment	ECR 202, August 2/3 1984
11.	Permission for sending University vehicle outside Corporation limits	Rules 16.1(b) ECR 116, dt. 6.10.1978
12.	Extension and renewal of Research Scholarships/ Fellowships	ECR 202, August 2/3 1984
13.	Change of Name	Do
14.	Refund of Fees	Do
15.	Re-imburement of medical charges	Do
16.	Controlling Officer for University Guest House, Press & Publication, PROs Office	Do

4. FINANCE OFFICER

Sl.No.	Nature of Power	Statutes/ Ordinances/ECR/ Rules
1.	Sanction of Annual increments	ECR No.202, August 2-3 1984
2.	Casual Leave	Do
3.	Permission to leave the station on duty	Do
4.	Allotment of residential accommodation	ECR No.202, August 2-3 1984
5.	Payment of scholarship against scheme in anticipation of funds	Do
6.	Advance payment of scholarships to foreign students	Do
7.	Sanction of Advance/Withdrawal	ECR No.179,23-24.03.2003
8.	Proforma Bills	Do
9.	Other Advances	Do
10.	L.C./Foreign Draft	Do
11.	Second & Subsequent Advances	Do
12.	Signing of Cheques – Others (other than salary/scholarship/ PF)	Do
13.	Re-Appropriation of funds from one Revenue Head to another	Do
14.	Re-Appropriation of funds from one Capital Head to another Revenue Head	Do
15.	Re-Appropriation of funds from on Revenue Head to Capital	Do
16.	Investments: Short term deposit with banks up to 91 days	Do
17.	Investment/Re-investment as per guideline of Investment Committee	Do
18.	Final Payment of G.I.S.	Do
19.	Final Payment of Provident Fund (including interest)	Do
20.	Disposal of Pension and Gratuity cases	ECR No.202,2-3.08.1984
21.	Signing all financial papers relating to investment etc.	Do

5. CONTROLLER OF EXAMINATIONS

Sl.No.	Nature of Power	Statutes/ Ordinances/ECR/Rules
1.	Sanction of Annual increments to all the members of staff of the Department/Offices	ECR No.202,2-3.08.1984
2.	Permission to leave the station on duty	Do
3.	Sanction of Casual Leave	ECR No.202,2-3.08.1984

6. DIRECTORS OF INSTITUTES

Sl.No.	Nature of Power	Statutes/ Ordinances/ECR/Rules
1.	Sanction of Annual increments to all the members of staff of the Department/Offices -	Ord.3.5(d) Ch.III of BHU Calendar Pt.I, Vol.I
2.	Transfer of all non-teaching staff within the Institute/Faculty	ECR No.15, 6.5.1972
3.	Permission to leave the station on duty	Do
4.	Sanction of Casual Leave	ECR No. 258, 19-20.12.1981
5.	Sanction of Leave of all kinds (except Study Leave)	ECR No.180,13.12.1975
6.	Controlling Officer for the purpose of T.A.	TA & DA Rules
7.	Purchase of Books, equipments and other materials	Ord.3.5(d) (vii)
8.	Purchase of Newspapers/ Periodicals/ Journals	ECR No.179,23-24.03. 2003
9.	Purchase of Teaching Articles under 'R' Account	Do

7. DEANS OF THE FACULTIES

Sl.No.	Nature of Power	Statutes/ Ordinances/ECR/Rules
1.	Sanction of Annual increments to all the members of staff of the Department/Offices -	ECR No.15, 6.5.1972
2.	Transfer of all non-teaching staff within the Faculty	Do
3.	Permission to leave the station on duty	Do
4.	Sanction of Casual Leave	ECR No.202, 2-3.08.1984
5.	Sanction of Leave of all kinds (except Study Leave)	ECR No.180, 13.12.1975
6.	Controlling Officer for the purpose of T.A.	TA & DA Rules
7.	Admission of Foreign Students	ECR No.202, 2-3.08.1984
8.	Purchase of Newspapers/ Periodicals/ Journals	ECR No.179,23-24.03.2003
9.	Purchase of Teaching Articles under 'R' Account	Do

8. DEAN OF STUDENTS

Sl.No.	Nature of Power	Statutes/ Ordinances/ECR/Rules
1.	Sanction of Annual increments to all the members of staff of the Department/Offices -	ECR No.202, 2-3.08.1984
2.	Permission to leave the station on duty	DO
3.	Sanction of Casual Leave	ECR No.202, 2-3.08.1984

9. LIBRARIAN

Sl.No.	Nature of Power	Statutes/ Ordinances/ECR/Rules
1.	Sanction of Annual increments to all the members of staff of the Department/ Offices	ECR No.202, August 2-3 1984
2.	Permission to leave the station on duty	DO
3.	Sanction of Casual Leave	ECR No.202, August 2-3 1984

10. MEDICAL SUPERINTENDENT

Sl.No.	Nature of Power	Statutes/ Ordinances/ECR/Rules
1.	Sanction of Annual increments	ECR No.202, August 2-3 1984
2.	Permission to leave the station on duty	DO
3.	Sanction of Casual Leave	ECR No.202, August 2-3 1984
4.	To incur expenditure from the Budget under his control	Statute 6A(5)

11. PRINCIPAL, MMV

Sl.No.	Nature of Power	Statutes/ Ordinances/ECR/Rules
1.	Sanction of Annual increments to all the members of staff of the Department/Offices	ECR No. 258,Dec.19-20, 1981 & ECR No.202, 2-3.08.1984
2.	Transfer of all non-teaching staff within the Institute/Faculty	Do
3.	Permission to leave the station on duty	Do
4.	Sanction of Casual Leave	ECR No. 258,Dec.19-20, 1981 & ECR No.202, 2-3.08.1984
5.	Sanction of Leave of all kinds (except Study Leave)	ECR No.180, 13.12.1975
6.	Controlling Officer for the purpose of T.A.	TA & DA Rules
7.	Petty Purchases	ECR 179 March 23-24.2003
8.	Purchase of Teaching Articles under 'R' Account	Do

12. HEADS OF THE DEPARTMENTS/OFFICES/UNITS

Sl.No.	Nature of Power	Statutes/ Ordinances/ECR/Rules
1.	Sanction of Annual increments to all the members of staff of the Department/Offices	ECR No.15,6.5.1972
2.	Permission to leave the station on duty	Do
3.	Sanction of Casual Leave	ECR No.202, August 2-3 1984
4.	Petty Purchases	ECR No.179,23-24.03.2003
5.	Purchase of Teaching Articles under 'R' Account	Do

Statutes & Ordinances of the University

- <https://www.bhu.ac.in/guidelines/acts.pdf>
- https://www.bhu.ac.in/law/content/BHU_ACT.pdf
- <https://www.bhu.ac.in/aboutus/act.php>

ECR = Executive Council Resolution

- <https://www.bhu.ac.in/ec/>

Exercised and Work Allocation duties of Officers and Employees

Power and Duties of other employees have been given in the Office Procedure Manual of the University which is available in printed form.

- https://www.bhu.ac.in/rtiact/pdf_files/BHU-OPM-Updated.pdf

Rules/Orders under which Powers and Duties and process of Decision Making

GUIDELINES & ORDINANCES

S.No.	GUIDELINES & ORDINANCES	PARTICULARS LINKS
1	BHU Act and Statues	https://www.bhu.ac.in/guidelines/acts.pdf
2	Guidelines on Institutional Biosafety	https://www.bhu.ac.in/research/INSTITUTIONALBIOSAFETY.pdf
3	Ordinances related to Examinations	https://www.bhu.ac.in/ordinances/566.pdf
4	Ordinances Governing Intellectual Property Policy	https://www.bhu.ac.in/ordinances/ipp.pdf
5	Internal Audit Manual	https://www.bhu.ac.in/guidelines/audit.php
6	Project Guidelines-2018	https://www.bhu.ac.in/guidelines/project.php
7	Non-NET Fellowship Guidelines	https://www.bhu.ac.in/guidelines/nonnet.php
8	Intellectual Policy Ordinances	https://www.bhu.ac.in/ordinances/intell.php
9	Office Procedure Manual	https://www.bhu.ac.in/rtiact/pdf_files/BHU-OPM-Updated.pdf
10	Executive Council Resolution (Agendas and MOMs)	https://www.bhu.ac.in/ec/
11	Amended Ordinance Governing the award of the Degree of Philosophy/Vidyavardhi	https://www.bhu.ac.in/academic/research/phd_ordinance.pdf
12	Powers and duties of officers (administrative, financial and judicial)	http://bhu.ac.in/bhuact/bhuact_chap11.htm#4A.chap1 http://bhu.ac.in/aboutus/act.php https://www.bhu.ac.in/guidelines/audit.php
13	Power and duties of other employees	http://bhu.ac.in/bhuact/bhuact_chap11.htm#4A.chap1 http://bhu.ac.in/aboutus/act.php https://www.bhu.ac.in/guidelines/audit.php
14	Rules/ orders under which powers and duty are derived and	http://bhu.ac.in/bhuact/bhuact_chap11.htm#4A.chap1 http://bhu.ac.in/aboutus/act.php https://www.bhu.ac.in/guidelines/audit.php
15	Exercised	http://bhu.ac.in/bhuact/bhuact_chap11.htm#4A.chap1 http://bhu.ac.in/aboutus/act.php https://www.bhu.ac.in/guidelines/audit.php
16	Work allocation	http://bhu.ac.in/bhuact/bhuact_chap11.htm#4A.chap1 http://bhu.ac.in/aboutus/act.php https://www.bhu.ac.in/guidelines/audit.php

**RULES/ORDERS UNDER WHICH POWERS AND DUTY ARE DERIVED AND
EXERCISED AND WORK ALLOCATION**

CHAPTER 15

DELEGATION OF POWERS UNDER STATUTES 15 (XVIII)

Delegation of Powers under statutes 15 (XVIII)

Sl. No.	Nature of Powers	Authority to whom delegated	Remarks
1	Permanent appointment and confirmation of all Class III Staff (non-technical) and Class III Technical Staff	Vice Chancellor in consultation with the Appointments Committee	Full Powers - ECR No. 15 dated 6.5.1972
2	Permanent appointment and confirmation of all Class II Staff (Technical and Non-technical) with maximum of the grade upto Rs.1200/-	Vice Chancellor in consultation with the Appointments Committee	Full Powers - ECR No. 15 dated 6.5.1972
3	Permanent appointment and confirmation of Teaching Staff, administrative staff of the grades Rs.700-1300 and above and other technical staff of the grades Rs.700-1300 and above	Executive Council	Full Powers

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Delegation of Powers under statutes 15 (XVIII) *(Continued)*

Sl. No.	Nature of Powers	Authority to whom delegated	Remarks
4	Appointment and confirmation of of Class IV staff (against clear permanent vacancies duly certified by administration - Registrar's Office)	(i) Directors of the Institutes in respect of Class IV staff of the Institute	Based on ECR No. 180 dated 13.12.1975

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Delegation of Powers under statutes 15 (XVIII) (Continued)

Sl. No.	Nature of Powers	Authority to whom delegated	Remarks
	<p>Note : In regard to appointment of Class IV employees, the Central Directives including reservation percentages for Scheduled Castes / Scheduled Tribes candidates and that the Heads of the Departments will follow the prescribed selection procedure. Further they will have the powers of making appointments subject to the approval of the Registrar (ECR 249 (B) (i) of the 5th / 6th January, 1981).</p>	<p>(ii) Deans of Faculties (except the Deans of the Institutes in respect of Class IV Staff of the Faculties</p> <p>(iii) Principal, Mahila Mahavidyalaya in respect of Class IV Staff of Mahila Mahavidyalaya</p> <p>(iv) Principal, Evening College - in respect of Class IV Staff of Evening College</p> <p>(v) Registrar - in respect of Class IV Staff of the Central Registry including Finance Wing, Vice Chancellor's Office, Examination, Estate Office, University Works Department, Telephone Exchange (P.A.B.X.), Shree Vishwanath Temple, Town Committee, Students' Union, BHU Press, Electric & Water Supply Service, Horticulture Unit, LD Guest House and University Guest House</p>	

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Delegation of Powers under statutes 15 (XVIII) (Continued)

Sl. No.	Nature of Powers	Authority to whom delegated	Remarks
		(vi) Superintendent, SS Hospital - in respect of Class IV Staff of the Hospital	
		(vii) Dean of Students - in respect of Class IV staff of the Hostels, International House and its Annexe and City Delegacy	
		(viii) Chief, University Employment & Information Bureau in respect of Class IV staff of his office	
		(ix) Director, Bharat Kala Bhavan in respect of Class IV staff of his office	
		(x) Chief Medical Officer - in respect of Class IV staff of the Dispensaries under his charge	
		(xi) Secretary, School Board - in respect of Class IV staff of Ranvir Sanskrit Pathshala, Central Hindu Boys' School and Central Hindu Girls' School	
		(xii) Librarian, Central Library in respect of Class IV staff of Central Library	

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Delegation of Powers under statutes 15 (XVIII) (Continued)

Sl. No.	Nature of Powers	Authority to whom delegated	Remarks
		(xiii) Chief Proctor - in respect of Class IV staff of Chief Proctor's Office	
		(xiv) Director, Physical Education - respect of Class IV staff of his office	

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Delegation of Powers under statutes 15 (XVIII) (Continued)

Sl. No.	Nature of Powers	Authority to whom delegated	Remarks
5.	<p>(a) Sanction of annual increment to all the members of staff of the Department / Offices (Note 2)</p> <p>(b) Temporary appointment of Class III staff Ministerial (from the approved panel of candidates maintained in the Registry) and Class III staff Technical (through Internal Selection Committees) for his Department / Office</p> <p>(c) Permission to leave the Station on duty (Note 3)</p>	<p>(i) Director, Institute of Technology in respect of the staff of his Institute including Workshop</p> <p>(ii) Director, Institute of Medical Sciences in respect of the staff of his Institute</p> <p>(iii) Director, Institute of Agricultural Sciences, in respect of the staff of his Institute</p> <p>(iv) Deans of the Faculties (excluding Dean of the Faculty of Technology, Dean of the Faculty of Medical Sciences and Dean of the Faculty of Agricultural Sciences) for their Faculty offices including offices of Students' Adviser, attached hostels Faculty Athletic Associations and Faculty Common Room</p> <p>(v) Registrar for the Office of the Registrar including Controller of Examinations, Development Section, Estate Office, Public Relations Office, Telephone Exchange (PABX) Shree Vishwanath Temple, Town Committee, Students' Union, Banaras Hindu University Press, Electric and Water Supply Unit</p>	<p>ECR No. 15 dated 6.5.1972</p>

Delegation of Powers under statutes 15 (XVIII) (Continued)

Sl. No.	Nature of Powers	Authority to whom delegated	Remarks
		(vi) Finance Officer for Finance Office including Internal Audit Office and Central Purchase Organization	
		(vii) Heads of Teaching Departments for their Departments and Units attached to their Departments	
		(viii) Heads of Institutions other than those specifically provided elsewhere in the Delegation order for their institutions	
		(ix) Superintendent, SS Hospital for Hospital staff working under him	
		(x) University Engineer for Public Works Department	
		(xi) Dean of Students for his office including International House and its Annexe and City Delegacy	
		(xii) Chief, University Employment and Informaiton Guidance Bureau for his office	

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Delegation of Powers under statutes 15 (XVIII) (Continued)

Sl. No.	Nature of Powers	Authority to whom delegated	Remarks
		(xiii) Director, Bharat Kala Bhavan for his organization	
		(xiv) Chief Medical Officer for Dispensaries under his charge	
		(xv) Secretary, School Board for Ranvir Sanskrit Pathshala	
		(xvi) Principal / Special Officer, Central Hindu Boys' School for the Central Hindu Boys' School	
		(xvii) Principal, Central Hindu Girls' School for the Central Hindu Girls' School	
		(xviii) Librarian for the Library	
		(xix) Chief Proctor for his office	
		(xx) Director, Physical Education for University Athletic Association and Swimming Pool	
		(xxi) Investigator Incharge of Scheme for the staff under the scheme subject to the University Rules and Instructions issued from time to time	
		(xxii) Controller of Examinations for Examination Section	

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Delegation of Powers under statutes 15 (XVIII) (Continued)

Sl. No.	Nature of Powers	Authority to whom delegated	Remarks
		(xxiii) Principal, Mahila Mahavidyalaya all Class IV staff within Mahila Mahavidyalaya	
		(xxiv) Principal, Evening College - all Class IV staff within Evening Col- lege	

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Delegation of Powers under statutes 15 (XVIII) (Continued)

Sl. No.	Nature of Powers	Authority to whom delegated	Remarks
	<p>Note 1 : Nothing in this delegation order will prevent the Officers to whom powers have been delegated from further delegating those powers consistent with the provisions and scheme of this order <i>subject to the specific provisions of this delegation order</i></p> <p>Note 2 :</p> <p>(a) The Vice Chancellor will sanction the annual increment to the following :-</p> <p style="padding-left: 40px;">(i) Director, Institute of Technology</p> <p style="padding-left: 40px;">(ii) Director, Institute of Medical Sciences</p> <p style="padding-left: 40px;">(iii) Director, Institute of Agricultural Sciences</p> <p style="padding-left: 40px;">(iv) Dean of Faculties</p> <p style="padding-left: 40px;">(v) Registrar</p> <p style="padding-left: 40px;">(vi) Finance Officer</p> <p style="padding-left: 40px;">(vii) Heads of the Teaching Departments and all Professors (except the heads of Departments and Professors in the Institute of Technology, Institute of Medical Sciences and Institute of Agricultural Sciences)</p> <p style="padding-left: 40px;">(viii) Heads of Institutions mentioned in No. 5 (viii) above in the delegation order</p>		

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Delegation of Powers under statutes 15 (XVIII) (Continued)

Sl. No.	Nature of Powers	Authority to whom delegated	Remarks
	(ix) Director, Bharat Kala Bhavan		
	(x) Librarian		
	(xi) Chief Proctor		
	(xii) Dean of Students		
	(xiii) Principal, Mahila Mahavidyalaya		
	(b) The Director, Institute of Technology will sanction the annual increments except to cross Efficiency Bar stages, where such stages exist, of all the Heads of Teaching Departments, and the non-teaching staff employed in the Institute		
	(c) The Director, Institute of Medical Sciences will sanction the annual increments, except to cross Efficiency bar stages, where such stages exist, of all Heads of the Teaching Departments, and the non-teaching staff of the Institute including the Superintendent, SS Hospital		
	(d) The Director, Institute of Agricultural Sciences, will sanction the annual increments, except to cross Efficiency Bar stages, where such stages exist, of all the Heads of the Teaching Departments, and the non-teaching staff employed in the Institute		
	(e) The Registrar will sanction the annual increments of the following :-		
	(i) University Engineer		
	(ii) Chief Medical Officer for Dispensaries		
	(iii) Principal / Special Officer, Central Hindu Boys' School		
	(iv) Principal, Central Hindu Girls' School		
	(v) Director, Physical Education		

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Delegation of Powers under statutes 15 (XVIII) (*Continued*)

Sl. No.	Nature of Powers	Authority to whom delegated	Remarks
	Note (3) :		
	(a) The Vice Chancellor will grant permission to leave the station to the following :-		
	(i) Director, Institute of Technology		
	(ii) Director, Institute of Medical Sciences		
	(iii) Director, Institute of Agricultural Sciences		
	(iv) Dean of Faculties		
	(v) Registrar		
	(vi) Finance Officer		
	(vii) Director, Bharat Kala Bhavan		
	(viii) Librarian		
	(ix) Chief Proctor		
	(x) Dean of Students		
	(xi) Principal, Mahila Mahavidyalaya		
	(b) The Director, Institute of Technology, will grant permission to leave the station to all the Heads of the Teaching Departments, and non-teaching staff in the Institute of Technology		
	(c) The Director, Institute of Medical Sciences, will grant permission to leave the station to all the Heads of the Teaching Departments, and the non-teaching staff in the Institute of Medical Sciences including the Superintendent, SSHospital		
	(d) The Director, Institute of Agricultural Sciences, will grant permission to leave the station to all the Heads of the Teaching Departments, and non-teaching staff in the Institute of Agricultural Sciences		
	(e) The Dean of Faculties (excluding the Dean of the Faculty of Technology, the Dean of the Faculty of Medical Sciences and the Dean of the Faculty of Agricultural Sciences) will grant permission to leave the station to all the Heads of the Teaching Departments		

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Delegation of Powers under statutes 15 (XVIII) (Continued)

Sl. No.	Nature of Powers	Authority to whom delegated	Remarks
	(f) The Registrar will grant permission to leave the station to the following :-		
	(i) University Engineer		
	(ii) Chief Medical Officer for Dispensaries		
	(iii) Principal / Special Officer, Central Hindu Boys' Sschool		
	(iv) Principal; Central Hindu Girls' School		
	(v) Director, Physical Education		
6	GRANT OF LEAVE		
	A. Teaching Staff:		
	(i) Earned Leave		Annexure - I to Leave Rules of Teaching staff approved by the Executive Council vide ECR No. 258 dated 19th/20th December, 1981.
	(ii) Half Pay Leave		
	(iii) Commuted Leave		
	(iv) Maternity Leave	Registrar	
	(v) Quarantine Leave	Full power	
	(vi) Compensation Leave		

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Delegation of Powers under statutes 15 (XVIII) (Continued)

Sl. No.	Nature of Powers	Authority to whom delegated	Remarks
	(vii) Extra-ordinary leave		
	(viii) Leave not due		
	(ix) Study Leave	Vice-Chancellor	Full powers. To be reported to the Executive Council
	(x) Sabbatical Leave		
	(xi) Special Leave		
	(xii) Duty Leave		
	(xiii) Casual Leave		
		(i) Registrar - in respect of Directors / Deans Heads of Departments / Principals of Colleges	
		(ii) Heads of Departments / Principals of Colleges in respect of other Teachers of the Departments / Colleges	

B. Non-Teaching Staff :

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Delegation of Powers under statutes 15 (XVIII) (*Continued*)

Sl. No.	Nature of Powers	Authority to whom delegated	Remarks
	(a) Sanction of Leave of all kinds to – (i) Registrar (ii) Controller of Examinations (iii) Finance Officer, and (iv) Librarian, Central Library	Vice-Chancellor	Full Powers
	(b) Sanction of Leave of all kinds (except Study Leave and Casual Leave) to – (i) Deputy Registrar (ii) Assistant Registrar (iii) Finance Officer, and (iv) Internal Audit Officer and other officers of the equivalent grades	Registrar	Full Powers. ECR No. 45 dated 15.7.1978
	(c) Study Leave	Vice Chancellor on the recommendation of the Study Leave Committee	Full Powers. Para 15.4 of Study Leave Rules (Group F of Chapter IV; Calendar Part I, Volume-I)

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Delegation of Powers under statutes 15 (XVIII) (Continued)

Sl. No.	Nature of Powers	Authority to whom delegated	Remarks
	(d) Class II and Class III staff (Technical and Non-Technical)	Concerned Deputy Registrar (Administration) of the Central Registry on the Recommendation of the Head of the Department under whom they work	Full powers as per present practice
	(e) Sanction of Leave of all kinds except 'Study Leave' and Casual Leave - Class IV Staff	Authorities mentioned against item - 4 (Page - 108)	ECR No. 180 dated 13.12.1975
	(f) Casual Leave	(a) Vice Chancellor	Full powers - for (i) Registrar (ii) Finance Officer (iii) Controller of Examinations (iv) Librarian, Central Library (v) Dean of Students (vi) Director, Bharat Kala Bhavan (vii) Chief Proctor & (viii) Heads of Institutions mentioned in 5 (viii)

Continued on the next page

Delegation of Powers under statutes 15 (XVIII) (*Continued*)

Sl. No.	Nature of Powers	Authority to whom delegated	Remarks
		(b) Directors of Institutes	Full powers - in respect of non-teaching staff working in the Director's Office including Workshops
		(c) Deans of Faculties	Full powers - in respect of Non-teaching staff working in the Faculty Office
		(d) Heads of Departments	Full powers - in respect of non-teaching staff working in the Departments
		(e) Principals of Colleges	Full powers - in respect of non-teaching staff working in the Colleges

Continued on the next page

Delegation of Powers under statutes 15 (XVIII) (*Continued*)

Sl. No.	Nature of Powers	Authority to whom delegated	Remarks
		(f) Registrar	Full powers - in respect of Deputy Registrars, Assistant Registrars, and equivalent of the Central Registry (excluding Examinaiton, and Finance Wing), Estate Office and Auxiliary Units of the University, viz. University Works Department, Electric & Water Supply Department, Horticulture Unit, Public Relations Office, Town Committee, BHU Press, etc.

Continued on the next page

Delegation of Powers under statutes 15 (XVIII) (*Continued*)

Sl. No.	Nature of Powers	Authority to whom delegated	Remarks
		(g) Controller of Examinations	Full powers - in respect of officers of the rank of Deputy Registrars and Assistant Registrars of the Examination
		(h) Finance Officer	Full powers - in respect of the officers of the rank of Deputy Registrars, Assistant Registrars and equivalent of the Finance wing including I.A.O.'s office
		(i) Librarian, Central Library	Full powers - in respect of Deputy Librarian and Assistant Librarian
		(j) Head of Offices	Full powers — in respect of staff working under them

Continued on the next page

Delegation of Powers under statutes 15 (XVIII) (*Continued*)

Sl. No.	Nature of Powers	Authority to whom delegated	Remarks
		(k) Dean of Students (l) Director, Bharat Kala Bhavan (m) Chief Proctor and Head of Institutions mentioned in 5 (viii) - (Page - 112)	Full powers — in respect of staff working under them
7	Controlling Officer - for purposes of TA		
	(i) Members of the Executive Council and Finance Committee	Vice Chancellor	Rule - 46 of the TA & DA Rules
	(ii) Rector (iii) Directors (iv) Deans (v) Principals of Colleges (vi) Registrar (vii) Professors and (viii) Librarian	Vice Chancellor	
	(ix) Teaching staff including Professors and non-teaching staff in the respective Colleges / Faculties / Institutes	Directors of Institutes / Deans of Faculties / Principals of Colleges	
	(x) In all other cases	Registrar	

Continued on the next page

Delegation of Powers under statutes 15 (XVIII) (*Continued*)

Sl. No.	Nature of Powers	Authority to whom delegated	Remarks
	Note 1. The Vice Chancellor shall be his own Controlling Officer		
	Note 2. The duties of the Controlling Officer have been prescribed in rule 46 of the T.A. and D.A. Rules (item No. 4 of Chapter - VIII of Calendar Part - I, Volume-I)		
8	Transfer of all non-teaching staff within the Institute / Faculty	Directors / Deans in case of Institutes / Faculties (excluding the Deans of Faculties of Institute of Technology, Institute of Medical Sciences, Institute of Agricultural Sciences)	Authority : ECR No. 15 dated May 6, 1972
9	Appointment of Research Fellows, Research Assistants and Research officers under Schemes like PL 480 etc.	Investigator Incharge, subject to the University Rules and instruction issued from time to time	Authority : eCR No. 15 dated May 6, 1972
10	Temporary appointment not exceeding a period of six months to teaching and Administrative posts	Vice Chancellor	
11	Resignation of staff - Non-teaching staff upto the level of Assistant Registrars and Teaching staff upto the level of Lecturers	Registrar	Other cases of resignation would be submitted to the Vice Chancellor

Continued on the next page

Delegation of Powers under statutes 15 (XVIII) (*Continued*)

Sl. No.	Nature of Powers	Authority to whom delegated	Remarks
12	Permission to cross Efficiency Bar	Appointing authority	Efficiency Br is allowed to be crossed only after the Departmental Promotion Committee has reviewed the work and Confidential Character Roll critically; Efficiency Bar is not to be allowed to cross as a matter of course
13	Forwarding of applications for outside employment	Registrar	Two applications are allowed to be forwarded in a Calendar year
14	Creation of temporary posts for a period not exceeding six months	Vice Chancellor	
15	Permission for sending University vehicle outside Corporation limits	Registrar	Subject to the conditions mentioned in the "Rules & Regulations for maintenance and use of staff Car"

Continued on the next page

Delegation of Powers under statutes 15 (XVIII) (Continued)

Sl. No.	Nature of Powers	Authority to whom delegated	Remarks
16	Allotment of residential accommodation on the recommendation of the Committee	Finance Officer	The allotment of residential accommodation is made on the recommendations of the Committee which are subject to the rules or allotment. These rules do not fetter the hands of the Vice Chancellor in extending out-of-turn priority for cogent reasons
17	Payment of scholarships against scheme in anticipation of funds	Finance Officer	On the recommendations of the concerned Dean / Director and Officer-incharge of the Section dealing with the subject matter in the Registry

Continued on the next page

Delegation of Powers under statutes 15 (XVIII) (Continued)

Sl. No.	Nature of Powers	Authority to whom delegated	Remarks
18	Matters concerning award of Research Scholarships and Fellowships	Vice Chancellor	Vice Chancellor presides over meetings for the initial award of Research Scholarships / Fellowships
19	Extension and renewal of Research Scholarships / Fellowships	Registrar	On the basis of progress reports received from the departments
20	Admission of foreign students	Dean of the Faculty concerned	On the specific recommendations of the concerned Dean / Director and the Registrar
21	Advance payment of scholarships to foreign students	Finance Officer	
22	Change of names	Registrar	After verification from the Finance Section that the fees had actually been realised
23	Refund of fees	Registrar	
24	Reappropriation of funds upto Rs.25,000/-	Finance Officer	

Continued on the next page

Delegation of Powers under statutes 15 (XVIII) (Continued)

Sl. No.	Nature of Powers	Authority to whom delegated	Remarks
25	Sanction relating to students Aid Fund (on the advice of dean of Students and the concerned Committee)	Vice Chancellor	
26	Disposal of Pension and Gratuity cases	Finance Officer	
27	Investment as proposed by Finance Officer upto Rs. 1 lakh	Vice Chancellor	
28	Sanction for actual Taxi / Air fare - TA/DA	Vice Chancellor	
29	Signing all financial papers relating to investment etc.	Finance Officer	
30	Reimbursement of medical charges	Registrar	
31	Will preside over the following Committees		
	(a) Tender Committee / Technical Sub Committee, now called Building Committee	Vice Chancellor	
	(b) Purchase Committee	Vice Chancellor or his nominee	the present composition of the Committee may continue
	(c) Central Hindu School Board	Vice Chancellor may nominate a Chairman	
	(d) Kendriya Vidyalaya Management	Vice Chancellor	
	(e) Temple Committee		
	(f) Gita Samiti		

Continued on the next page

Delegation of Powers under statutes 15 (XVIII) (*Continued*)

Sl. No.	Nature of Powers	Authority to whom delegated	Remarks
	(g) Bharat Kala Bhavan		
	(h) Bharat Kala Bhavan Purchase Committee	Vice Chancellor or his nominee	
32	Controlling Officer for Guest Hosue	Registrar	University Guest House
33	Press and Publication	Registrar	
34	Preside over the Committee for grant to Cultural Association	Vice Chancellor	
35	Controlling Officer for Public Relations Office	Registrar	Authority for items 10 to 35 - 45 ECR dated July 15, 1978

POWERS OF RECTOR DUTIES

काशी हिन्दू
विश्वविद्यालय



BANARAS HINDU
UNIVERSITY

An Institution of National Importance established by an Act of Parliament

कुलसचिव कार्यालय
प्रशासन - शिक्षण

Office of the Registrar
(Administration-Teaching)

Ref.No.AB/2022-23/DP/

Dated: 01.06.2022

OFFICE ORDER

In continuation to this Office Order No.AB/2021-22/DP/ dated 14.01.2022, the Vice-Chancellor has been pleased to order that the files/proposals pertaining to the following may now be disposed of at the level of the Rector until further orders:

1. Matters related to write-off.
2. Approval of Pension Commutation.
3. Permission for air fare.
4. NOC for foreign travel.
5. PF interest charges.
6. Fellowship transfer to and from elsewhere.


(Prof. Arun Kumar Singh)
REGISTRAR

No.AB/2022-23/DP/1444

; of date: 01.06.2022

COPY forwarded for information and necessary action to the following:

- 1) All the Directors of Institutes/Deans of Faculties/Heads of the Deptts./Offices/Units
 - 2) The Principals of Colleges/Schools
 - 3) The Coordinators of Schools/Centers
 - 4) The Coordinators/Admin. Wardens/Wardens of the Hostels
 - 5) The Finance Officer
 - 6) The Controller of Examinations
 - 7) The Internal Audit Officer
 - 8) The Information & Public Relations Officer, PRO Office
 - 9) The Joint Registrars/Dy.Registrars/Asstt.Registrars
 - 10) The Asstt.Registrar & Secretary to V.C.
 - 11) The Asstt.Registrar, Registrar's Office
 - 12) P.A. to the Rector
- Banaras Hindu University.


(Prof. Arun Kumar Singh)
REGISTRAR



Ref.No.AB/2021-22/DP/

Dated: 14.01.2022

OFFICE ORDER

In supersession of this Office Order No.R/V&CS/08-09/DP/1995 dated 31.10.2008, the Vice-Chancellor has been pleased to order that the files/proposals pertaining to the following may now be disposed of at the level of the Rector until further orders:

1. Approval of Panel of Examiners (RAC/Research).
2. Extension of residential period of Ph.D. Scholars/Change of supervisor.
3. Permission for conducting sessional examination for left over students on the recommendation of concerned Head/Dean.
4. First engagement after superannuation and extension of reengagement beyond 62 years of non-teaching employees.
5. Appointment/Extension of Admin. Wardens/Wardens of Hostels.
6. File of RDCU.
7. Grant of permission to leave the country in all cases.
8. Grant of permission to leave the station to all statutory officers except for self.
9. Sanction of Casual Leave, Special Casual Leave, Duty Leave, Restricted Holidays (RH), Earned Leave, Compensatory Leave, Half-pay Leave/ Commuted Leave, Detention Leave, Maternity Leave, Paternity Leave, Adoption Leave and Quarantine Leave to all statutory officers except for self.
10. Sanction of Extra Ordinary Leave, Leave not due, Sabbatical Leave, Study Leave, Special consultancy leave to the teachers.
11. Sanction of Study Leave to non-teaching staff.
12. Grant of permission to teachers of the University (other than that of IMS) to work during vacation.


REGISTRAR

; of date:

No.AB/2021-22/DP/

CDPY forwarded for information and necessary action to the following:

- 1) All the Directors of Institutes/Deans of Faculties/Heads of the Deptts./Offices/Units
- 2) The Principals of Colleges/Schools
- 3) The Coordinators of Schools/Centers
- 4) The Coordinators/Admin. Wardens/Wardens of the Hostels
- 5) The Finance Officer
- 6) The Controller of Examinations
- 7) The Internal Audit Officer
- 8) The Information & Public Relations Officer, PRO Office
- 9) The Joint Registrars/Dy.Registrars/Asstt.Registrars
- 10) The Asstt.Registrar & Secretary to V.C.
- 11) P.A. to the Rector
- 12) The Asstt.Registrar, Registrar Office
Banaras Hindu University


REGISTRAR



Date: 16.02.2019

NOTIFICATION

In order to reduce the time taken in movement of the files for disposal of the routine matters in different units of Registrar's Office and to bring efficiency in functioning, the Vice-Chancellor has been pleased to **delegate** the following **authorities** to the **Joint Registrars / Deputy Registrars** of the concerned wing of Administration, in addition to the authority already delegated, with immediate effect till further orders:

1. Sanction of HRA to all categories of eligible employees;
2. Return of Bond/Deed after full re-payment of House Building Loan;
3. Extension in joining time at the time of first appointment by maximum 03 (three) months for teaching and non-teaching employees on the merit of the case;
4. Sanction of encashment of leave at the time of availing LTC (10 days only) to regular employees;
5. Forwarding of applications for orientation / refresher course of employees on forwarding by the concerned HoD;
6. Permission to regular employees to join part-time or correspondence course;
7. Forwarding applications for outside employment (upto 04 applications in a year) on forwarding by the concerned HoD/Dean in respect of all non-teaching and teaching employees as per GoI rules;
8. Sanction of Festival Advance;
9. Change of Home Town as per rules;
10. Condonation of delay in medical reimbursement (maximum upto 3 months once in a year) for regular employees;
11. Forwarding of cases to the Medical Board. Action on recommendation of Medical Board;
12. Forwarding of bills for medical reimbursement to Finance;
13. Temporary allotment of quarter to University employees for carrying out personal ceremonial function;
14. Issuing notices for payment of licence fee, temporary disconnection of electric/water supply and temporary closure of shops till realization of dues, etc.;
15. Renewal of Licence Deed on recommendation of Licence Committee;
16. Issuance of No Objection Certificate (NOC) to the employees for obtaining Passport;
17. Approval for change of language of thesis on recommendation of concerned DRC;
18. Cases of temporary semester withdrawal on recommendation of the concerned DRC;
19. Approval to publish thesis on recommendation of appropriate body;
20. Approval of change of surname of female employees/students after marriage following formalities;
21. Approval of guest speaker for delivering extension lectures in the department concerned as per existing norms;
22. Extension of re-engagement of non-teaching employees (if starvation index is more than prescribed limit viz. 30%) upto the age of 62 years;
23. Extension of contractual / daily wage engagement of non-teaching employees selected through Recruitment & Assessment Cell / Outsourcing agencies;
24. Matters to be referred to the Coordinator, Legal Cell for his opinion;
25. Endorsement of various grievances to the concerned Deptt./Unit for ATR;
26. Collection of desired information / action taken report from different Departments / Units as required by UGC/MHRD/any other agency or for any other purpose;
27. All kinds of leave except Study Leave, Sabbatical Leave and Visit Abroad.

Further the practice of sending files to the Registrar from Finance Office (In case of opinion cases sent to JAO) has been discontinued and such files are now to be sent directly to the concerned section and the decision thereon will be implemented after taking approval of the Registrar by the concerned Unit.

The aforesaid arrangements have come into force with immediate effect.

**JOINT REGISTRAR
(ADMIN.-TEACHING)**

No. AB/Teaching-(Authority)/2019/ 56471-499 of date: 16.02.2019

Copy forwarded for information & necessary action to:-

1. The Finance Officer
2. The Controller of Examinations
3. The Coordinator, Legal Cell
4. The Vice-Chairman, IQAC
5. The Joint Registrar – Admin. (Teaching)
6. The Joint Registrar – Admin. (Non-Teaching)
7. The Joint Registrar – Recruitment & Assessment Cell
8. The Joint Registrar – Development
9. The Joint Registrar – General Administration
10. The Deputy Registrar – Academic
11. The Deputy Registrar – Estates
12. The Assistant Registrar – Admin. (Teaching)
13. The Assistant Registrar – Admin. (Non-Teaching)
14. The Assistant Registrar – General Administration
15. The Assistant Registrar – Academic
16. The Assistant Registrar – Admin. (Coordination Cell)
17. The Asstt. Registrar & Secretary to Vice-Chancellor
18. The Internal Audit Officer
19. The Law Officer, Legal Cell
20. The PS to Registrar
21. The Section Officer, Teaching Unit, RO (Admin.)
22. The Section Officer, NT-I Unit, RO (Admin.)
23. The Section Officer, NT-II Unit, RO (Admin.)
24. The Section Officer, LTC Cell, RO (Admin.)
25. The Section Officer, SB & P Unit, RO (Admin.)
26. The Section Officer, Teaching-Leave Unit, RO (Admin.)
27. The Section Officer, Non Teaching-Leave Unit, RO (Admin.)
28. The Section Officer, Vigilance & Confidential Section, RO (Admin.)
29. The Section Officer, Grievance Redressal Cell, RO (Admin.)

Banaras Hindu University.

JOINT REGISTRAR

RULES/ORDERS UNDER WHICH POWERS AND DUTY ARE DERIVED AND EXERCISED AND WORK ALLOCATION

Audit Manual – Preliminary Assessment

The Comptroller and Auditor General of India (CAG) widely known as the Government Auditors in the University has stipulated the audit process inclusive of the following steps :-

- Planning
- Definition of audit objectives and scope
- Evaluation of controls
- Evidence collection
- Evaluation of evidence
- Reporting and follow up

Planning

The Auditing standards of CAG of India state that:

- The auditor should plan the audit in a manner, which ensures that an audit of high quality is carried out in an economic, efficient and effective way and in a timely manner.
- The work of the audit staff at each level and audit phases should be properly supervised during the audit, and a senior member of the audit staff should review documented work.
- The auditor, in determining the extent and scope of the audit, should study and evaluate the reliability of internal control.

Perhaps the most important activity of any audit is planning. The greater the care taken in the planning, the more precise and effective will be the audit. Although concentrated at the beginning of an audit, planning is an iterative process performed throughout the audit. This is because the results of preliminary assessments provide the basis for determining the extent and type of subsequent testing. If auditors obtain evidence that specific control procedures are ineffective, they may find it necessary to reevaluate their conclusions and other planning decisions made based on those conclusions.

Understanding the Organization

The auditor has to perforce gather knowledge and inputs on the following aspects of the entity to be audited:

- Organizational function and the operating environment

- Organizational structure
- Criticality of systems
- Nature of hardware and software used
- Nature and extent of Risks affecting the systems

An understanding of the overall environment can be developed by:

- Reading background material including organization publication, annual reports and independent audit/analytical reports
- Reviewing prior reports
- Reviewing long-term strategic plans
- Interviewing key personnel to understand business issues
- Visiting key organization facilities

The extent of the knowledge of the organization and its processes required by the auditor will be determined by the nature of the organization and the level of detail at which the audit work is being performed. Knowledge of the organization should include the extent to which the organization relies on outsourcing to meet its objectives. The auditor should use this information in identifying potential problems, formulating the objectives, scope of the work and performing the work.

Organizational Environment

As part of the planning process, auditors should obtain an understanding of the overall environment of the entity. This should include a general understanding of the various business practices and functions relating to the auditee, the types of information systems supporting the activity, as well as environment it is operating in. Understanding the organization helps decide what to audit, at what frequency, when, how and to what extent.

Some essential aspects to understand about the organizations are as follows:

- The organization's functions/business (what it does and how it does it) and its strategic goals and objectives
- The major types, classes and volume of transaction and assets involved in carrying out the business
- The critical organizational units or functions involved in conducting the business
- The number of operating units or locations and their geographic dispersion

- The key computer based application systems used to process and control these transactions and assets
- The types of risks faced by the transactions and assets, computer systems, organizational units, functions, projects and programs involved in the environment within which the business operates and competes
- The regulatory frame work within which the business is carried out

Organizational Structure

Organizational structure and management controls are an important area of auditor's evaluation to decide upon identification of the line of audit enquiry, determination of audit areas and audit objectives. Organization and management controls include these controls that provide protection for the actual or tangible physical environment, as well as for the staffing and operation of the information processing facility (IPF).

Criticality of IT Systems

With the increase in the investment and dependence on computerized systems by the auditee, it has become imperative for audit to change the methodology and approach to audit because of the risks to data integrity, abuse, privacy, etc. In an information technology (IT) system, especially implemented in an environment of deficient controls as compared to a manual system, an independent audit is required to provide assurance that adequate measures have been designed and are operated to minimize the exposure to various risks.

As the general audit process and its related planning activity described above are equally applicable to audit in the environment of information systems. The above needs to be kept in mind while considering the audit of Computer Centre in the University system. In this connection Organizational and management controls within the IPF encompass the following:

- Sound human resource policies and management practices
- Separation of duties between the information processing environment and other organizational environment or functions
- Separation of duties within the information processing environment
- Methods to assess effective and efficient operations

The auditor needs to obtain an understanding of the organizational hierarchy as well as the structure and hierarchy of the department. The knowledge of the organizational levels and

delineation of the responsibilities provides valuable inputs into supervisory controls and responsibility centres.

Further the major spending projects or programmes in progress or planned for computer systems and equipments needs to be understood.

For better understanding of the IT environment, IT systems can be categorized as Mission Critical Systems and Support Systems. Mission Critical Systems are those whose failure would have very serious impact on the organization. Support Systems are those that support management decision making the absence of which may not result in as serious an impact as Mission Critical Systems. For example, failure of Air traffic Control Systems or Railway Reservation System will have serious consequences that may not be the case with failure of a file management system in education department. The scope and extent of audit would be specific to each IT system. Therefore, in planning audit, the auditor needs to carefully consider the nature of the programmes or functions and the importance to the organization.

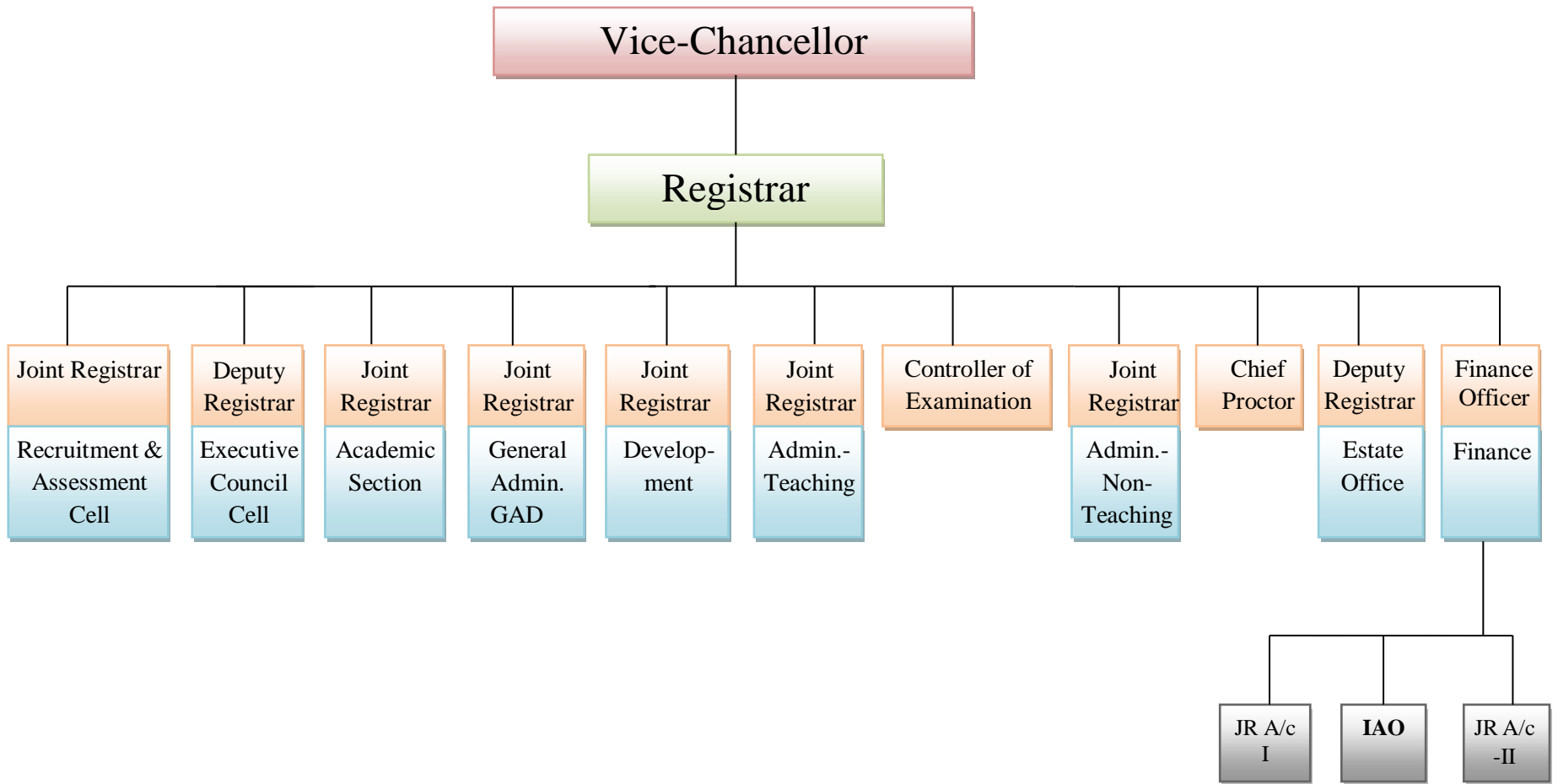
Nature of Hardware and Software Used

Understanding the hardware details of the organization in general and IT system in particular is of critical importance to the auditor. This information provides the auditor an understanding of the risks involved. Though the world is moving towards standardized hardware, differences still exist and each type of hardware comes with its own vulnerabilities that require specific controls. The auditor should also evaluate the hardware acquisition and maintenance process as a part of his/her preliminary assessment.

The auditor needs to understand the type of software used in the organization. Broadly software can be either developed in house or purchased as a commercial product off the shelf. The policy regarding decision on whether to develop software in-house or buy commercial products needs to be understood. The auditor needs to collect details of operating systems, application systems and Database Management Systems used in the organization. The auditor as a part of the preliminary information gathering exercise also needs to collect information relating to network architecture used, the technology to establish connectivity, where firewalls are placed etc. Preliminary assessment of hardware and software would enable planning the audit approach and the resources required for evidence collection.

With this backdrop the organization of Banaras Hindu University needs to be introduced to the auditor for understanding the extent and scope of internal audit to be carried out as programmed by the Internal Audit Officer (IAO). The details of the organizational activities being carried out in the respective Units, Departments, Faculties, Institutes etc., are provided in the succeeding paragraphs.

ORGANIZATIONAL CHART - ADMINISTRATION



Recruitment and Assessment Cell (RAC)

The Mandate of Recruitment and Assessment Cell (RAC) is as under:

1. Inviting Draft Advertisement for teaching and non-teaching posts from various departments/office for advertisement.
2. Preparation of Reservation Rosters for teaching and non-teaching posts of the University.
3. Inviting online applications for recruitment of teaching and non-teaching posts through Advertisement.
4. Short-listing of candidates online by the Faculty Affairs Committee of the various Departments/Schools/Centres as per UGC guidelines, Ordinance 11.A (1) and Short-listing guidelines of the University for teaching positions.
5. Issue interview letter to the candidates through e-mail based on the recommendation of the Faculty Affairs Committee of the various Departments/Schools/Centres.
6. Holding meeting of Selection Committee as per consent of the Visitor's Nominee.
7. Place the sealed envelopes of recommendation of Selection Committee to the Executive Council for its approval and after approval of the recommendation of the Selection Committee of teaching and other academic staff, Group-A posts and School teaching post, appointment letter is prepared and sent to the selected candidates for their joining.
8. In addition to above, promotion of teachers on various stages is done under Career Advancement Scheme as per UGC guidelines, Medical Officers under DACP Scheme and promotion of Group-A Officer (SO/PS to AR & AR to DR) under CAS.
9. Date of eligibility on promotion of teachers is also decided by the concerned Head, Dean and Director of the Faculty/Institute.
10. Short-listing of candidates by the Committee constituted by the Vice-Chancellor of non-teaching posts of the various Departments/Schools/Centres as per prescribed guidelines and issue letter of written Test/Skill Test to the eligible candidates.
11. Checking of OMR Answer Sheet and declare the result strictly based on the merit list prepared based on the score obtained by the candidate for Group-B and C posts and after verification of documents, appointment letter is issued.
12. The application form as well as the copy of appointment letter is sent to the Administration Section of the University of teaching and non-teaching post for their record and further course of action like fixation of pay, confirmation etc.
13. Correspondence of various data related to teaching and non-teaching posts to the MHRD/UGC/National Commissions etc. from time to time.

Executive Council Cell

Structure and Functions of the Executive Council Cell are as under:-

Act 10 - The Executive Council:

1. The Executive Council staff, subject to the control of the Visitor, be the executive body of the University and shall have charge of the management and administration of the revenue and property of the University and the conduct of all administration affairs of the University not otherwise provided for.
2. Subject to the provisions of this Act, the Executive Council (E.C.) shall exercise such other powers and perform such other duties as may be conferred or imposed on it by the Statutes or the Ordinances.

Statute 14 - The Executive Council:

1. The Executive Council shall consist of the following members, namely :-
 - (a) The Vice-Chancellor, ex-officio Chairman
 - (b) Eight persons nominated by the Visitor
2. Five members of the Executive Council shall form the quorum.
3. The members of the Executive Council shall hold office for a term of three years.

Functions of the Executive Council:

1. Preparation of the Agenda for the meeting of the Executive Council and after that preparation of its Minutes.
2. Preparation of the Agenda for the annual meeting of the BHU Court and after that preparation of its Minutes.
3. Correspondence of RTI matters and any other work entrusted by the authority from time to time.

RO - Academic

Broad Functions of RO Academic/ Outline of procedure

RO Academic primarily functions as the Secretariat of the Academic Council (A.C.). All matters connected with powers and duties (broadly 24 distinct functions) assigned to the Academic Council under Statute 18 of the Banaras Hindu University are processed in RO Academic. The wing has six units, which perform the role of policy formulators (meeting/ Establishment-deputation/research/admission units) based on the recommendations of various Committees (as approved by the AC/EC) as also part-executors of policy (Deputation/admission/research units/statistical/prospectus).

1. Meeting Unit-Prospectus Unit

It is processing all such academic policy matters as are provided under Statute 18 laying therein the powers and duties of the Academic Council. Some of the salient activities of the Unit are as under:

S.No.	Broad function	Broad procedure
1.	Appointment of External Members - Board of Studies (BOS)/Faculty and Academic Council	<ul style="list-style-type: none"> • Seeking approval of the Dean (in case of BOS), Vice-Chancellor/Academic Council. • Communication of appointment and seeking consent • Notification • Record Keeping for timely updating.
2.	Constitution of <i>Ad-hoc</i> Board of Studies	<ul style="list-style-type: none"> • Seeking approval of the Vice-Chancellor/Academic Council. • Notification • Record Keeping for timely updating.
3.	Processing establishment of a new Institute/Faculty/Department/Centre in the University or amalgamation/division/ abolition of an existing unit	<ul style="list-style-type: none"> • Agenda- Minutes of AC • Agenda for EC • Processing statutory amendment • Notification (in case of Centres)
4.	Processing institution of new Courses/programmes 1.1 Organizing framing of Syllabus	<ul style="list-style-type: none"> • Organizing meeting of the Board of Studies of the Department (Notice) • Organizing meeting of the Faculty concerned (Agenda/ Minutes) • Organizing meeting of the Academic Council (Agenda/minutes) • AC agenda-minutes for consideration of

	1.2 Organizing framing of Ordinances governing the programme	<p>EC</p> <ul style="list-style-type: none"> • Communication of approvals • Organizing preparation of prospectus of studies for courses/ programmes • Record keeping of all the above
5.	<p>Processing amendment in syllabus/ordinances of an existing Course/programme</p> <p>Summary of revision/amendment in syllabus</p> <p>Summary of revision/amendment in Ordinances of a programme</p>	As above
6.	Amendment in existing academic ordinances (General Ordinances)	<ul style="list-style-type: none"> • Meeting of the Committees (for general Ordinances) • Obtaining inputs from the Faculty concerned • Meeting of the Academic Council (for all academic Ordinances needing approval/ratification of AC) • AC agenda-minutes for consideration of EC • Communication/notification of revised academic policies/ ordinances • Record keeping of all the above
7.	Processing requests received from the Departments/ faculties/ institutes regarding application or interpretation of academic ordinances on case to case basis.	Placing the matter for consideration of the Vice-Chancellor (V.C.) and communication of his orders thereon to the concerned.
8.	Processing representations on removal of difficulties arising out of application of any provision of an academic ordinance	Case goes upto VC and the orders are communicated. If any provision is amended under administrative order, the same is prepared as an agenda item for ratification by AC.
9.	Processing all policy matters connected with the Colleges admitted to the privileges of the University	<ul style="list-style-type: none"> • Inspection; Report of the Inspection Committee for consideration of AC; • EC approval to AC recommendations; • Notifications and record keeping.
10.	Processing of all miscellaneous matters arising out of communication from UGC/ MHRD under the ambit of powers and functions of the AC	<ul style="list-style-type: none"> • Issues connected with existing policies are appropriately processed and responded. • Issues necessitating formulation of new policy/ amendment in existing policies are processed as detailed at Para 4 above.

11.	Organizing Convocation	Through Registrar/Controller of Examination (C.E.)/VC
12.	Matter connected with Constitution of Students' Council	Through Registrar-Vice-Chancellor
13.	Handling RTI/VIP Reference/Parliament Questions matters	

2. Establishment - Deputation Unit

S.No.	Broad function	Broad procedure
1.	All establishment related matter of the Officials posted in R.O. (Academic)	
2.	Maintenance of Equipment of R.O. (Academic)	Through Registrar/ Finance Officer (F.O.)
3.	All Financial matter including maintenance of stores of R.O. (Academic)	Through Registrar/FO
4.	Implementation of Guidelines of Teachers Development and Faculty Development Committee (TDFDC) and Non-Teaching Employee's Development Committee (NTEDC)	Through Registrar/VC
5.	Revision of Teachers Development and Faculty Development Committee (TDFDC) and Non-Teaching Employee's Development Committee (NTEDC) Guidelines	<ul style="list-style-type: none"> Organizing Committee meetings, minuting the recommendations and seeking the approval of the Vice-Chancellor/Academic Council/ Executive Council for implementation.
6.	Organizing meetings of Teachers Development and Faculty Development Committee (TDFDC) and Non-Teaching Employee's Development Committee (NTEDC)	<ul style="list-style-type: none"> Agenda, Minutes, Vice-Chancellor's approval and communication to the Faculty members/employees. Control of expenditure within the budgeted amount.
7.	Processing the cases of Teachers/Employees of the University seeking funding from external agencies for foreign deputation.	Through Registrar's/Vice-Chancellor's approval.

3. Research Unit

S.No.	Broad function	Broad procedure
1.	Review of entire Ph.D. Ordinances through Committee constituted by the Vice-Chancellor from time to time.	Holding meetings, minuting the recommendations and obtaining the approval of the competent body thereon. Drafting Ordinances and notifying them.
2.	Amendment in certain existing provisions of the Ordinances as warranted from time to time.	As above.
3.	Preparation of Research Entrance Test (RET) Information Bulletin	Calling for inputs for change in the eligibility conditions, allied disciplines, intake and any other procedure from the Departments/ Faculties. Processing for University Admission Coordination Board (UACB) recommendations Processing the University Admission Coordination Board (UACB) recommendations for Vice-Chancellor/Academic Council approval.
4.	Processing isolated requests from the Departmental Research Committee (DRC) / Faculties regarding change in eligibility conditions, allied disciplines, non-degree awarding institutions etc. for University Admission Coordination Board (UACB)/Academic Council approval.	As detailed above.
5.	Sending finalized bulletins to the Office of the Controller of Examinations for printing and conduct of Research Entrance Test (RET).	Through University Admission Coordination Board (UACB)/ Registrar/VC
6.	Framing counseling policies and procedures and deadlines through University Admission Coordination Board (UACB) up to admission of	Through University Admission Coordination Board (UACB)/ Registrar/VC

	candidate in the Ph.D. Programme.	
7.	Creation of files in respect of each admitted candidate, based on the admission records furnished by the Admission Committee/Head of the Department	At unit level
8.	Administration of all matters of Research Scholars as per provisions contained in the Ph.D. Ordinances such as monitoring of progress reports, appointment/change of Supervisor/Co-Supervisor/External Supervisor, title of research, synopsis, extension of residency period, cancellation of Ph.D., permission to work outside, submission of thesis evaluation, Research Degree Committee of the University (RDCU), communication to Controller of Examination regarding Research Degree Committee of the University (RDCU) approval and other miscellaneous matters.	Processed for approval of Registrar/VC and communicated thereafter.
9.	Processing requests received from the Departments/ Faculties/ Institutes regarding application or interpretation of Ph.D. ordinances on case to case basis.	Placing the matter for consideration of the Vice-Chancellor and communication of his orders thereon to the concerned.
10.	Processing representations on removal of difficulties arising out of application of any provision of the Ph.D. ordinances.	Case goes upto VC and the orders are communicated. If any provision is amended under administrative order, the same is prepared as an agenda item for ratification by AC.
11.	Maintenance of records of research scholars	
12.	Processing cases of Plagiarism by Research Scholars/Faculty Members	Standing Committee of Plagiarism-Registrar-Vice-Chancellor
13.	Handling RTI/VIP Reference/Parliament Questions.	

4. Admission Unit

S.No.	Broad Function	Broad Procedure
1.	Secretariat of University Admission Coordination Board constituted by the Vice-Chancellor from time to time	All matters connected with formulation of admission policies related to various courses in the University (through UET/PET)/Diploma-Certificate/VIP Reference/ Parliament Questions)
2.	Preparation of UET/PET/ Diploma - Certificate RTI/VIP Reference/ Parliament Questions / Information Bulletin	<p>Calling for inputs for change in the eligibility conditions, intake and any other procedure from the Departments/ Faculties.</p> <p>Processing for University Admission Coordination Board (UACB) recommendations</p> <p>Processing the University Admission Coordination Board (UACB) recommendations for Vice-Chancellor/ Academic Council approval.</p>
3.	Sending finalized bulletins to the Office of the Controller of Examinations for printing and conduct of UET/PET.	Through University Admission Coordination Board (UACB)/ Registrar/VC
4.	Appointment of Medical Board for Physically Challenged candidates for admission to various courses	Through Director, IMS
5.	Framing counseling policies, procedures, Academic Calendar, Admission Call Letters, Dossier forms, Option forms for paid seat, Employee ward forms and its distribution in connection with their admission and deadlines through University Admission Coordination Board (UACB) up to admission of candidates in various programmes.	Through University Admission Coordination Board (UACB)/ Registrar/VC
6.	To deal with the grievances of students related to admission/examination.	Through University Admission Coordination Board (UACB)/ Registrar/VC

7.	All matters related to Admission/ Re-admission to all courses	Through University Admission Coordination Board (UACB)/ Registrar/VC
8.	Appointment of the Visiting Professor/ Fellow/ Honorary Professor/ Adjunct Faculty member/ foreign language teachers/ Course Coordinators for Special Courses/ contractual staff under Special Courses/ internal Guest Faculty members/Ph.D. Scholars for taking classes on honorarium basis	Through Registrar/VC
10.	Matter related to selection of teachers in Affiliated Colleges	Through Registrar/VC
11.	Matters related to the approval of courses from statutory bodies (for B.Ed/M.Ed, B.P.Ed/M.P.Ed courses from NCTE)	Through Registrar/VC
12.	Processing requests received from the Departments/ faculties/ institutes regarding application or interpretation of the concerned ordinances on case to case basis.	Placing the matter for consideration of the Vice-Chancellor and communication of his orders thereon to the concerned.
13.	Processing representations on removal of difficulties arising out of application of provision of admission as per the existing ordinance.	Case goes upto VC and the orders are communicated. If any provision is amended under administrative order, the same is prepared as an agenda item for ratification by AC.
14.	Processing cases related to disciplinary action on students	Enquiry Committee/Registrar/Vice-Chancellor
15.	Processing decisions of the Anti-Ragging Committee (ARC) of the University	Anti-Ragging Committee (ARC) -Registrar
16.	Matter related to RTI/VIP Reference/ Parliament Questions	

5. Statistical Unit

S.No.	Broad Function	Broad Procedure
1.	Compilation of student's data of the University	Information are sought from various depts. /faculties regarding enrolment in various

		courses and compilation is done in this unit.
2.	Furnishing report to the MHRD/UGC/ Other agencies based on compiled student's data	As and when the information is sought.
3.	Parliament questions	Responded under approval of Registrar/VC.
4.	Compilation of Annual Report	Inputs called from various units. Compiled in the Unit.
5.	Finalization of Annual Report	Editing, proof reading of the compiled annual report by the Editorial Committee, placing before the Court/EC for approval.
6.	Printing of Annual Report	Annual Report is sent for printing after approval of Court/EC
7.	Submission of Annual Report to the MHRD/UGC	Time bound submission of the Annual Report for laying on the table of the two Houses of Parliament before 31st December of each year.

General Administration

The works related to General Administration are as under:-

1. Reimbursement of medical expenses on outside treatment including condonation of delay in submission of the claims for reimbursement.
2. Constitution of Committee, issuance of notification and holding of meetings as well as preparation of Minutes, obtaining approval of the participant and implementation of the decisions taken in the meetings/committees.
3. Appointment of Head & Dean/Chief Proctor/Proctorial Board/Dean of Students/Coordinators of various Institutes/Faculty/Department & Centres.
4. Handling of various types of miscellaneous files/correspondence, administrative approval & notification, from time to time.
5. Finalization and notification of the list of University holidays.
6. Processing of HBL/Vehicle/Festival advances of University employees.
7. Disposal of RTI matters related to G.A.D.
8. Amendment of Act & Statutes, Ordinances and Correspondences with UGC/MHRD.
9. The Correspondence/Meeting related to Vishwa Panchang publication.

10. Monitoring of care taking work of Central Registry building.
11. Monitoring, control and management of Telecommunication system of University.
12. Distribution of various types of Dakhs through Central Despatch Unit of Central Registry.
(Notifications/Invitations of Convocations & other major events)
13. Monitoring of/Correspondence and Meetings etc. on major ongoing projects in the campus like Wi-Fi, GAIL, Digitization, Solar Power etc.
14. Other Misc. work allotted from time to time by the authority in regard to P.M.O./UGC/MHRD related major events (like S.B.M. (Swachh Bharat Mission)/ U.B.A. (Unnat Bharat Abhiyan)/ I.D.Y. (International Yoga Diwas)/ Ambedkar Jayanti/ Video Conferencing of President/ Prime Minister)
15. All the work related to allotment of Election Duty by local administration, during the Lok Sabha/ Vidhan Sabha Elections

Grants Unit – Development Section (R.O. - Finance)

The Grants Unit of R.O. (Development) is entrusted with the following:-

- Overall Supervision of the Grants
- Preparation of Utilization Certificate of various funding agencies
- Compliance of audit objections
- Correspondence with Coordinator of Schemes and funding agencies for demand of Grants, such as ICAR, IMS etc.
- Accounting of receipt and payment related with development account
- Dealing with Five year plans

Scholarship Unit – Development Section (R.O. - Finance)

The working process of R.O. (Development)-Scholarship Unit in terms of Sub-Sections is as under:-

Sub-Section - 1

The file No. is allotted under various schemes of the funding agencies on receipt of award letter and joining report of the Research Scholar and Post Doctoral Fellow.

Scrutiny of the following documents submitted by Research Scholars and Post Doctoral Fellows (PDF) is done for signature of the Registrar for award of Fellowships under various schemes i.e. Maulana Azad National Fellowship (MANF), UGC Research Fellowships in Sciences for Meritorious students, Dr. D.S. Kothari P.D.F., P.D.F. for Women, P.D.F. for SC/ST, Dr. S. Radhakrishnan P.D.F. and Post Graduate Scholarship for Professional Course for SC/ST students before submission to UGC and Canara Bank for payment of fellowship etc. to Research Scholars and Post Doctoral Fellows through Bank :

- Joining Report
- Continuation Certificate
- HRA Certificate
- Half Yearly Progress Report/Yearly Progress Report
- Accounts of Contingency grants & Utilization Certificate
- Three Members' Assessment Committee Report for upgradation from Junior Research Fellow to Senior Research Fellow under MANF & Basic Science Research (BSR) Fellowship Scheme
- No Objection Certificate
- Departmental Research Committee Report
- Verification proforma

Scrutiny of following documents submitted by Research Scholar is done for signature of Joint Registrar (Dev.) and Finance Officer before submission to Department of Biotechnology (DBT), New Delhi for releasing next year grant:

1. Utilization Certificate
2. Statement of Expenditure
3. Grant-in-aid Bill

4. NEFT/RTGS Electronic Fund Transfer Mandate Form for DBT-JRF Fellowship (the signature of Registrar is also required on this form)

Scrutiny of following documents submitted by Research Scholar is done for submission to DBT, New Delhi:

1. Joining Report
2. DBT-JRF Data Sheet
3. Annual Progress Report
4. Three Members' Assessment Committee Report for upgradation from Junior Research Fellow (JRF) to Senior Research Fellow (SRF) and extension of SRF

Scrutiny of following documents submitted by Research Scholar is done for submission to Council for Scientific and Industrial Research (CSIR), New Delhi:

1. Joining Report
2. Annual Progress Report
3. Three Members' Assessment Committee Report for upgradation from JRF to SRF and extension of SRF

Scrutiny of monthly Grant-in-aid claim bills (Part B) received from various departments in respect of CSIR Fellows is done for signature of the Registrar before submission of hard copy through speed post and soft copy through e-mail to the CSIR, New Delhi so that CSIR is enabled to release fellowship and HRA grant to the CSIR Fellowship through Bank.

Preparation of the yearly claim is done for release of Contingency grant from CSIR to the University for the respective financial year in respect of CSIR Fellows, who are availing fellowship under CSIR scheme.

Preparation of Challan is made for sanction of the grant which is released by various funding agencies towards payment of Fellowship, HRA etc. in respect of Research Scholars and Post Doctoral Fellows. After receipt of credit advice from Public Financial Management System (PFMS) Unit of the Finance Section, the same is deposited to Bank through PFMS Unit and after the fund is credited, the acknowledgement is sent to the concerned funding agency and department.

Audit Utilization Certificate to the Funding Agency: -

The Audit Utilization Certificate is prepared by the Chartered Accountant at the end of the financial year and after signature of the Finance Officer and Registrar, it is sent to the funding agency.

Sub-Section - 2

1. Uploading online of the details of the following Fellowship/Scholarship.
 - UGC - National Eligibility Test (NET) - JRF
 - Dr. D.S. Kothari (PDF)
 - Post Doctoral Fellowship for Women (PDF)
 - UGC Research Fellowships in Science for Meritorious students allocated to identified Special Assistance Programme (SAP) departments
 - Post Doctoral Fellowship for SC/ST
 - Dr. S. Radhakrishnan Post Doctoral Fellowship
 - Maulana Azad National Fellowship for minority student
 - CSIR Fellowship
 - Rajiv Gandhi National Fellowship for SC/ST
 - UGC PG Merit & Single Girls Child Scholarship
 - Vivekanand Girls Scholarship
 - Post Graduate Scholarship for Professional Course for SC/ST Student.
2. Typing works of the Scholarship Section
3. Preparation of the Claim of fellowship (CSIR) on data base
4. Allotment of File No.
 - (i) On receipt of award letter and Joining Report from Research Scholar, file No. is allotted under National Fellowship for Students of Other Backward Classes (OBC) Fellowship.
 - (ii) Scrutiny of the following documents submitted by Research Scholars is done before signature of the Registrar for submission to UGC and Canara Bank towards payment of fellowship etc., to the Research Scholars through Bank :
 - ❖ Joining Report
 - ❖ Continuation Certificate
 - ❖ HRA Certificate
 - ❖ Half Yearly Progress Report/ Yearly Progress Report
 - ❖ Accounts of Contingency grants & Utilization Certificate
 - ❖ Three Members'' Assessment Committee Report for upgradation of JRF to SRF
 - ❖ No Objection Certificate
 - ❖ DRC Report
 - ❖ Verification proforma

Particulars of Fellowship handled :

1. ICSSR Fellowship
2. DST-INSPIRE Fellowship
3. SERB Fellowship
4. NBHM Fellowship
5. SVDV Fellowship
6. ICMR Fellowship
7. ICHR Fellowship
8. ICPR Fellowship
9. CAS Fellowship Zoology, Botany, IMS

Description of Fellowship :

ICSSR (Code no. S-09), DST-INSPIRE (Code no. S-11), NPDF SERB & NBHM Fellowship (Code no. S-20), ICMR (Code no. S-31) :- After receiving the letter regarding fellowship, there is provision to enter details of letter in register for future consideration and further queries and thereafter process the letter, in addition to the following tasks :-

1. Preparation of Challan after receipt of funds from the funding agency in respect of above fellowships
2. Mentioning Challan details on register
3. Preparation of Acknowledgement
4. Documents are sent (Grant-in-Aid bill, Progress Report, Thesis, Abstract, C.D., Utilization Certificates, Bank Details) to the funding agency.

Payment of professional fee for preparation of utilization certificate

Process of payment:

1. Preparation of Office Note
2. After receipt of the office order, letter is prepared
3. Preparation of A.R. 37 bill for payment of Chartered Accountant

CAS ("R" Account) Fellowship Zoology, Botany, IMS, SVDV & Nepal Studies Centre Fellowship "R" Account :

1. To check CAS position as and when the award is received by the concerned department

2. Preparation of office notes and Letter of Award

Sub-Section - 4

1. U.G.C. JRF Research Fellowship –

- Checking the compliance of Rules in the form forwarded by Departmental Research Committee
- Returning the wrongly filled forms to the concerned departments for rectification
- Taking necessary action after receipt of rectified forms
- Making an office note and submitting it for approval
- Forwarding of Joining letter for signature
- Uploading data related to joining card on UGC PFMS portal
- Noting the forwarded file in the register
- Preparation and submission of office note for approval
- Entering the Oracle Portal
- Movement Slip
- After making the file order, making letter, checking and attachment of engagement report and sending it to the concerned department
- After uploading the joining letter, uploading continuity letter and House Rent Allowance portal every three months
- Uploading on the portal after signing half yearly progress report every six months
- Upon completion of one year, the students will be able to sign the Continuity and upload it to the portal

2. Work related to U.P. Scholarship & scholarship of all the States –

- Updating the entire scholarship portal, giving complete details regarding the organization, uploading the relevant documents
- Mapping of Course/ Fees on the respective portal
- Circulating the Time tables for Institutions/ Faculties/ Departments at the commencement of scholarship
- The scholarship form duly filled by the students and sent by the department is received by the Development section for verification and forwarding to Authority
- After collection of the data on the social welfare, it is forwarded to the Social Welfare Department after correction of the mistakes, if any.
- Taking action against students' grievances and forward them to the concerned office
- Resolving any kind of problem related to scholarship/ fellowship
- Understanding and resolving problems of students

3. Work related to other State – Regarding scholarship of students from other states, invoices are prepared for scholarship and checking of the receipts through RTGS/ NFT is done. Then they are sent to the concerned department of the students
4. Various types of Official Work –
 - Filing, numbering and then putting in a proper place
 - Providing information sought by the financial institution and preparing reports from time to time

Sub-Section - 5

1. Gold Medal is given on the basis of the donation of Rs.50,000/- received by the University. The donated amount is deposited in the Special Fund through invoice. For giving the Gold Medal to a student, first of all an agenda is prepared and sent to the Academic Council for its approval and after that it is given from the academic session.
2. Scholarship – The undergraduate and postgraduate students are given 12 month scholarship against the donation amount of Rs.200000/- received by the University, which is deposited in Special Fund through challan. For giving the Scholarship to a student, first of all an agenda is prepared and sent to the Academic Council for its approval and after that it is given from the academic session.
3. Cash Reward – Minimum amount of cash award of Rs.150000/- is received from donor, which is deposited in the Special Fund by the challan. For giving the Cash Reward to a student, first of all an agenda is prepared and sent to the Academic Council for its approval and after that it is given from the academic session.
4. Indira Gandhi Single Pursuit Scholarship – This scholarship is given by the UGC and the 2 years scholarship is given to postgraduate students.

Sub-Section - 6

1. Leave - After Earned leave is registered in the section after signature by the Officer, it is sent to the Administration (Non-Teaching). Similarly, the application of Casual leave is registered after signature by the Officer and kept in the section
2. Salary – After receipt of the details of salary of all the employees of development section from the Electronic Data (E.D.) Cell, it is checked and after signature of the Officer, it is sent to the salary section

3. Telephone bills and other bills are made in AR37 and sent to the Trade Bill section for clearance
4. Purchase – The required items are ordered as per the index of the purchase section. After receipt of the same, it is entered in the Stock and Purchase Register and distributed to the concerned sections as per requirement.

Section Officer, Scholarship Unit, R.O. (Development)

The following jobs are done by the above official supervising the above described sub-sections:-

1. Posting of applications filled online by UG/ PG students and students studying in the University, is done on the website of the respective States by scholarship department.
2. Forwarding of online joining reports is done through the portal of related agencies etc. of all research students.
3. After the receipt of research students' three-month continuity certificate from the department, it is submitted for forwarding by the Registrar.
4. Disposal of RTI applications related to scholarship is done.
5. Posting of office comments and their disposal after orders are done.
6. The unit tries to settle any issue within 3 days of receiving the paper related to all the above mentioned tasks.

Full form of Abbreviations given above is detailed below:-

1. ICSSR Fellowship - Indian Council of Social Science Research
2. DST-INSPIRE Fellowship - Department of Science & Technology / INSPIRE
3. SERB Fellowship - Science and Engineering Research Board
4. NBHM Fellowship - National Board for Higher Mathematics
5. SVDV Fellowship - Sanskrit Vidya Dharm Vigyan Faculty Acharya & Shastri Fellowship
6. ICMR Fellowship - Indian Council of Medical Research
7. ICHR Fellowship - Indian Council of Historical Research
8. ICPR Fellowship - Indian Council of Philosophical Research
9. CAS Fellowship - Centre of Advanced Study
10. NPDF - National Post Doctoral Fellowship
11. BSR - Basic Science Research
12. MANF - Maulana Azad National Fellowship

Miscellaneous Unit – Development Section (R.O. - Finance)

The Miscellaneous Unit of R.O. (Development) is entrusted with the following tasks:-

- Project sanction & release of the Grant-in-aid Receipt
- Selection & Joining of Project Staff
- Seminar/ Symposium/ Workshop/ Additional Programme
- Utilization Certificate
- Statement of Expenditure
- Fellowships
- Audit Utilization Certificate
- Overhead deduction and sanction
- Submission of Final Technical Report
- Issuance of No Dues certificate
- Disposal of applications under Right to Information Act (RTI)

Necessary orders are obtained through „Office Note & Order Sheet“ before communication of directions of Authorities in all matters

Plan Unit – Development Section (R.O. - Finance)

(A) Functions of Plan Unit of Development Section :

1. Forwarding of various proposals to the various funding agencies viz., UGC, MHRD, DST, DBT, Ministry of Health & Family Welfare, Ministry of Culture etc. for sanction of financial assistance duly recommended by the Policy and Planning Committee (PPC) of the concerned Deptt. of the Institute/ Faculty.
2. As and when the sanction/ release of grant is received from the funding agency scheme number is allotted individually for each sanction and the details thereof are noted in a proper register showing the date of sanction letter as well as sanctioned amount under the head „Non-Recurring and Recurring“.
3. Approval/ sanction letter received from the funding agency is forwarded to the concerned Coordinator/ P.I. of the Scheme/ Project.

(B) Procedure for disposal of letters/ files in Plan Unit of the Development Section:

1. The diarized letters received from the Diary Unit on daily basis are marked to the concerned dealing Assistant.
2. The dealing Assistant thoroughly examines the letter (s) & if there is any short-fall/discrepancy in the letter, then the letter (s) is/are returned immediately in original to the concerned Head/ Coordinator/P.I.
3. Letter (s) not related to any section, is/are forwarded in original to the concerned.
4. Letter (s) related to the concerned section is/are being dealt with the concerned file & sent for orders from the competent Authorities.
5. The Diarist before sending the files to the competent Authorities records the movement of the files in the File Movement Register.
6. Besides above, internal file movement register is also maintained in the Unit.
7. The files with the reference numbers are kept in the cabinets, showing the identity of the files.
8. As and when the files are received from the competent Authorities, action is being taken immediately for compliance of the orders passed on the files.

Project Unit - Development Section (R.O. - Finance)

Check List for services rendered

Sl. No.	Details of the Services	Requirements from the stake holders	Check List	Maximum processing time for the office	Contact details of the concerned official
1.	Submission of Research Proposals to funding Agency/Research start-up-grant	Proposal should be in the prescribed proforma of the funding agency and request letter from the concerned Faculty	1) Forwarding by Head/Dean/Director 2) Project Screening Committee minutes 3) Ethical Committee (in case animal/human studies involved) 4) Budget and inclusion of Project Overhead (minimum 10%) in the budget 5) Bio-data of the P.I.	Day to Day	S.O. (Development) Project/ Miscellaneous Unit OR Joint Registrar (Dev.) Asstt. Registrar (Dev.)

2.	Receipt of 1 st instalment of the Grant	Sanction letter and Unique Transaction Reference (UTR) no.	1) Title of the Project 2) Name and Department of the P.I. if the Proposal is not routed through Dev. Then documents mentioned as in Sl.No.1	Day to Day	S.O. (Development) Project/ Miscellaneous Unit OR Joint Registrar (Dev.) Asstt. Registrar (Dev.)
3.	Break of fund and loading on computer	Break-up including institutional charges (OH)	1) Forwarding of Head/Dean/Director 2) Acknowledgment letter	Day to Day	S.O. (Development) Project/ Miscellaneous Unit OR Joint Registrar (Dev.) Asstt. Registrar (Dev.)
4.	Appointment of Staff/JRF/SRF in the project	Proposal in the prescribed proforma (as per Revised Project Guidelines)	1) Copy of Advertisement in news paper 2) Copy of full advertisement placed on BHU website 3) Minutes of the Selection Committee 4) Precis 5) Copies of certificates of selected candidate(s) 6) Medical Certificate	2 days	S.O. (Development) Project/ Miscellaneous Unit OR Joint Registrar (Dev.) Asstt. Registrar (Dev.)
5.	Sanction of Daily wage workers (First time)	Prescribed proforma on daily wage/contractual staff (Annexure-II as per Revised Project guideline) duly forwarded by Head / Dean/Director	1) Forwarding of Head/Dean/Director 2) Eligibility of position as per revised project guideline 3) Enclosed certificates 4) Certificates of candidate 5) Photocopy of Bank passbook 6) Aadhar/PAN details	Day to Day	S.O. (Development) Project/ Miscellaneous Unit OR Joint Registrar (Dev.) Asstt. Registrar (Dev.)
6.	Re-engagement of Daily wage workers	Prescribed proforma of daily wage/contractual staff duly forwarded by Head / Dean/Director	Forwarding of Head/Dean/Director	2 days	S.O. (Development) Project/ Miscellaneous Unit OR Joint Registrar (Dev.)

					Asstt. Registrar (Dev.)
7.	Inclusion of Seminar/ Conference / Workshop in the list of Seminar/ Conference etc.	Proposal from the Organising Secretary duly forwarded by Head/Dean/Director	1) Forwarding of Head/Dean/ Director 2) Resolution of the PPC	2 days	S.O. (Development), Miscellaneous Unit OR Joint Registrar (Dev.) Asstt.Registrar(Dev.)
8.	Sanction of Air fare (by private Airlines)	Prescribed proforma of travel by Airline as per Government of India (GOI) rules duly forwarded by Head/Dean	1) Forwarding of proforma by Head/Dean 2) Invitation letter for attending the programme 3) For private Airline, proof regarding non availability of seat in Air India as per GOI Guidelines	3 days	S.O. (Development) Project/ Miscellaneous Unit OR Joint Registrar (Dev.) Asstt. Registrar (Dev.)
9.	Pooling of Overhead Grant	Sanction of letter of Funding agency/P.I.s distribution/ established rules	1) Sanction of Overhead Grant 2) Release of Overhead Grant	After receipt of availability of fund	S.O. (Development) Project/ Miscellaneous Unit OR Joint Registrar (Dev.) Asstt. Registrar (Dev.)
10.	Sanction of fund out of Overhead Grant	Request letter forwarded by Head/Dean (as per RP guideline)	1) Forwarding of Head/Dean/ Director 2) Quotation of requirement 3) Requirements as per revised project guidelines	2 days	S.O. (Development) Project/ Miscellaneous Unit OR Joint Registrar (Dev.) Asstt. Registrar (Dev.)
11.	Progress Report	1) Six Monthly (if required by the Funding agency) 2) Annual Progress report for onward transmission to Funding Agency (FA) 3) Consolidated Final Technical report (FTR)	1) Sanction no. and project code no.	2 days	S.O. (Development) Project/ Miscellaneous Unit OR Joint Registrar (Dev.) Asstt. Registrar (Dev.)
12.	Settlement of Accounts	1) Requesting letter for refund of	1) Request letter for refund of the	2 days & total	S.O. (Development)

		unspent grant either from the Principal Investigator (P.I.) or Funding agency concerned	unspent grant. 2)Submission of FTR/Statement of Expenditure (SoE) 3)Preparation of Final/ consolidated Audit Utilisation Certificate (AUC) and record of the Finance section	task one month	Project/ Miscellaneous Unit OR Joint Registrar (Dev.) Asstt. Registrar (Dev.)
13 .	Utilization Certificate and SoE	Prescribed proforma of the funding agency (if required)	1) Forwarding of Head/Dean/ Director 2) Proforma as per funding agency	Day to Day	S.O. (Development) Project/ Miscellaneous Unit OR Joint Registrar (Dev.) Asstt. Registrar (Dev.)
14 .	Audit Utilization Certificate (AUC)	Desired documents, if requirement of Auditor (Chartered Accountant)	1) AUC signed by P.I. and Chartered Accountant	2 days	S.O. (Development) Project/ Miscellaneous Unit OR Joint Registrar (Dev.) Asstt. Registrar (Dev.)
15 .	Memorandum of Understanding/ Agreement	Letter from P.I. duly forwarded by the Head/Dean/Director	1) Minutes of PPC of the Department/ Faculty 2) In case of international collaboration it should be routed through international cell	15 days to 1 month	S.O. (Development) Project/ Miscellaneous Unit OR Joint Registrar (Dev.) Asstt. Registrar (Dev.)
16 .	Establishment of Chair	Proposal from the Department duly forwarded by Dean/ Director	1) Forwarding of Proposal by Head/ Dean/Director 2) PPC resolution (Deptt./Faculty)	3 days	S.O. (Development) Project/ Miscellaneous Unit OR Joint Registrar (Dev.) Asstt. Registrar (Dev.)
17 .	Funding for Conference/ Seminar	Proposal from Organizing Secretary on prescribed proforma of funding agency duly forwarded by Head/Dean/Director	1) Forwarding of Head/Dean/ Director 2) Whether Grant in favour of Registrar-BHU	2 days	S.O. (Development), Miscellaneous Unit OR Joint Registrar (Dev.) Asstt. Registrar (Dev.)

Administration (Teaching)

The types of work performed by the Administration (Teaching) are as under:-

1.	Maintenance of personal files of Teachers
2.	Issue of No Objection Certificate for obtaining passport
3.	Forwarding of application to outside jobs
4.	Demand Draft (DD)/Cheque Deposition
5.	Confirmation of Teachers
6.	Appointment of Warden/ Administrative Warden
7.	Counting of past services for Pensionary/ Promotional benefits such as GPF Account Opening etc.
8.	Protection of pay
9.	Sanction of House Rent Allowance (HRA)
10.	Communication with University Grants Commission (UGC)/Ministry Human Resource Development (MHRD) on service matters
11.	Determination of date of eligibility for promotion
12.	Fixation of pay on appointment/promotion
13.	Communication of Death cum Retirement Gratuity (DCRG) and Issue of No Dues after Retirement/ Death
14.	Granting of Extension of Joining time
15.	Sanction of Lien & Deputation
16.	Sanction of incentive increments for Ph.D.
17.	Sanction of incentive increments for Small Family Norms
18.	Re-employment of pensioners
19.	Sanction of Composite Transfer Grant after Retirement/During Service (Deputationists)
20.	Acceptance of Resignation/Voluntary Retirement (VRS)
21.	Para-wise narrative for legal cases
22.	Checking of seniority list maintained by Coordination Cell
23.	Verification of list of teachers during appointment of Head/Dean/Director
24.	Verification of list of Teachers during constitution of new PPC
25.	Disposal of RTI applications
26.	Disposal of the complaints received from/against Teachers
27.	Other miscellaneous works such as issue of Notices and Circulars
28.	Issue of Appointment letter to Emeritus Professor/Distinguished Professor
29.	Agenda for Executive Council Cell
30.	Providing Statistical Data to National Institute Ranking Framework (NIRF)/ Internal Quality Assessment Cell (IQAC) as and when required

Service Book Unit - (R.O. - Admin.)

The Service Book Unit of the administration is tasked with the following duties :-

1. Opening of New Service Book in respect of appointees
2. Periodical updation of Service Book
3. Issuance of letter on confirmation of services after approval of the Competent Authority
4. Issuance of notice indicating retirement in advance to Teaching & Non-Teaching Staff
(Except Class IV staff working in Department & Hostel)
5. Obtaining of nomination forms for Gratuity & General Insurance Scheme (G.I.S.)
6. Verification of declaration of Home Town in the Service Book
7. Any other work related to maintenance of Service Book

Pension Section - (R.O. - Admin.)

The following works are being done in the Pension Section, RO (Admin.) as per CCS Pension Rule – 72, and Fundamental Rules

1. Calculation of Pension/ Gratuity and Family Pension
2. Revision of Pension and Gratuity/Family Pension
3. Calculation of Pro-rata Pension & Gratuity
4. Commutation of Pension
5. Any other work related to Pension

Legal Cell / Intellectual Property Rights Cell - (R.O. - Admin.)

The works performed by Legal Cell/ Intellectual Property Rights (IPR) Cell are enumerated below:-

1. The University enters into various agreements, through Memorandum of Understanding (MoUs) and Memorandum of Agreement (MoAs). Prior to finalization, MoU/MoAs, which are referred to the Legal Cell, are vetted / scrutinized.
2. The Legal Cell gives opinion on the matters of various departments/sections, referred to the Legal Cell.
3. All the files pertaining to legal matters are routed through the Legal Cell.
4. The copies of notices/writ petitions/plaints received in the Legal Cell are sent to the departments/ sections concerned for their comments and on their receipt, the same are transmitted to the University Advocates after due verification of the facts for drawing the reply.
5. The Legal Cell contacts the University advocates for opinion on legal matters and discusses the matters related to the University court cases.
6. The bills of the Advocates are forwarded to the Finance Section after due scrutiny and getting approval from the authority.
7. Day to day monitoring of the court cases at High Court and Civil Court.
8. Patent filing related works i.e. issuing No Objection Certificate (NOC) and conducting the workshops in IPR matter.
9. The Legal Cell performs other works as and when assigned to it.

L.T.C. Cell - (R.O. - Admin.)

Following works are done in Leave Travel Concession (L.T.C.) Cell :-

1. Diary & Dispatch of all relevant papers in L.T.C. - Cell
2. Disposal of R.T.I. applications
3. Maintenance, updation and scanning of important documents such as family details and passing of Travelling Allowance (T.A.) bills of all the employees.
4. Issuance of Certificates on :-
 - A. No-Dues
 - B. Temporary allotment of accommodation for conducting marriages
 - C. Employee ward to secure admission purposes in Kendriya Vidyalaya (K.V.-B.H.U.), Central Hindu Boys/Girls School (C.H.B./G.S. -K), and Undergraduate Entrance Test /Post Graduate Entrance Test (U.E.T./P.E.T.), B.H.U.
 - D. Health card diary, family members details and address proof
5. Checking of the eligibility and entitlement of employee availing L.T.C. – T.A. Bill (Duration period, LTC-Block, leave application, air & train routes, Air Fare Ceilings etc.)
6. Preparation of state wise data of all employees
7. Dealing with administration files relating to :-
 - A. Change of home town address
 - B. Change of name of employee's ward
8. Verification of employee's ward for reimbursement of tuition fees

International Students Cell

The mandate of the International Students Cell is as under:-

1. Facilitate, assist and help international students in all their academic pursuits.
2. Develop, coordinate and strengthen international linkages.
3. Collaborate with foreign Universities/Institutions.
4. Coordinate study abroad programme.

5. Facilitate, assist and help Foreign Scholar visiting India as Visiting Lecturer/Professor etc./ R.O. (Acad.).
6. Facilitate, assist and help Alumni Association of Foreign Students.
7. Organise International Culture Festivals for Friendship by way of an Exhibition, Food Festival & Cultural Show, etc.
8. Being a base for the Indian Council for Cultural Relations (ICCR) assisting scholars and thereby enhancing bilateral relations.

**Scheduled Castes/ Scheduled Tribes, Other Backward Classes, Disability, Minority
& Equal Opportunity Cell - (R.O. - Admin.)**

The Cell is dealing with welfare of students belonged to SC/ST, OBC, Disabled, & Minority categories as well as ensuring equal opportunity to all students, as per details given below :-

SC/ST

A. Special Cell for SC/ST

As per directives of the University Grants Commission (UGC), New Delhi, a Special Cell for Scheduled Caste (SC) & Scheduled Tribes (ST) has been established under the charge of the Joint Registrar as its Liaison Officer, for monitoring the implementation of reservation policy as well as looking after the grievances of the SC & ST communities employees, students & teachers, and submission of information to the concerned Government Offices from time to time.

Also as per directive of the Hon'ble Vice-Chancellor, BHU following Cells have been constituted vide his office Notification No. R/GAD/SC/ST Grievance Cell/6710/6723 dated 11-05-2013:

- (1) SC/ST Grievance Cell at University Level.**
- (2) SC/ST Grievance Committee at Faculty Level.**
- (3) SC/ST Grievance Committee at Department Level.**

B. SC/ST Reservation Policy

The mandatory provision for reservation as notified by the UGC/GOI i.e. 15% for Scheduled Castes and 7.5% for Scheduled Tribes has been implemented by the University for following purposes:

1. Admission in various courses
2. Allotment of rooms in hostels
3. Allotment of Quarters for Teaching & Non-teaching Staff
4. Recruitment of teaching staff (up to the level of Professor)
5. Recruitment of Non-teaching staff

C. Standing Committee for SC/ST

As per order of the Hon^{ble} Vice Chancellor, BHU the Standing Committee for SC/ST has been reconstituted vide Notification No. Sct/II/11-12/288 dated 08-10-2011. A Sub-Committee of the Standing Committee for SC/ST has also been constituted under the orders of the Hon^{ble} Vice-Chancellor to look into the doubtful Caste Certificates which are received through Admission Committees of various Departments for their verification and authentication. As per decision of the Sub-Committee, the doubtful Caste Certificates are sent to the Competent Authorities for verification through office of the Chief Proctor, BHU.

D. SC/ST Observers

For the safeguard of the interests of the SC & ST community, the University nominates one SC & one ST teaching staff as observer, from the list of SC/ST teachers in various committees like Admission/Appointment/ Promotion and Hostel Allotment Committees and the list is published by the Cell every year in the month of July.

E. Data Preparation

The Cell maintains regularly the Statistical Data in respect of various matters like admission of students, hostel accommodation, fellowship/ scholarship and allotment of University quarters to the SC/ST teaching and non-teaching employees and communicates it to

the UGC, New Delhi/MHRD etc. Data have to be considered by the Monitoring Committee of the UGC for implementation of reservation policies for SC & ST.

F. Complaint Register

A complaint register is maintained by the SC/ST Cell, wherein complaints received from SC & ST community students, employees & teachers get registered and are being forwarded to the concerned offices/ competent authorities for comments/necessary action thereon and all the proceedings are entered in the said register. The Cell communicates the respective data to the UGC, MHRD, NCSC & NCST.

G. Online Complaint Register

As per direction of the University Grant Commission vide letter dated 1 March, 2016 the University developed an online complaint register, which may be seen at bhu.ac.in. To register online complaint <http://internet.bhu.ac.in/scstobc/complaint.php> may be logged in.

H. Grievance Redressal Cells

The General Administration circulated Notification dated 11 May, 2013 whereby the Hon^{ble} Vice Chancellor constituted a three level (University Level, Faculty Level and Department Level) SC/ST Grievance Redressal Cell for speedy redressal of the grievances of teachers, employees and students of the SC/ST community.

Other Backward Classes

(a) Special Cell for OBC

As per directives of the UGC to monitor the implementation of reservation policy, a Special Cell for OBC under the charge of Jt. Registrar as its Liaison Officer has also been established and operational in the University. Previously, this cell was a part of the SC/ST Cell. As per directives of the regulatory bodies, the cell is working independently with the Minority Cell vide Notification No. R/GAD/Creation of Cells /6699 dated 11-05-2013.

(b) OBC Reservation

The mandatory provision of reservation of 27% for the OBC Category, as notified by the UGC/GOI has also been adopted / implemented by the University for the following purposes:

1. Admission in various courses
2. Recruitment of Teaching Posts (up to the level of Assistant Professor)
3. Recruitment of Non-teaching posts

(c) Data Preparation

The Cell regularly maintains and sends to the UGC and MHRD, New Delhi, the relevant Statistical Data on various matters of the University, like admissions of students, award of fellowships/Scholarships, and recruitment on teaching and non-teaching position.

(d) Complaint Register

The OBC Cell maintains a Complaint Register wherein complaints received from OBC candidates are registered and sent to the office of the concerned Units/competent authorities for comments/ necessary action for their disposal as per prevailing rules.

(e) Committee for doubtful OBC certificate

As per order of the Hon^{ble} Vice-Chancellor a committee for verification of doubtful OBC certificate was constituted and notified vide Notification No. OBC/Misc/Caste Verification/2016/321/22384 dated August 12/13, 2016 which enquires and verifies the doubtful OBC certificate received from the committees of the different Departments.

Remedial Coaching Centre

As per the Guidelines prescribed by the University Grants Commission, for the preparation of NET examination, a Coaching scheme has been prescribed for the students of Scheduled Castes, Scheduled Tribes, OBC (Non-Creamy Layer), Minorities communities and in

this connection a seven member Advisory Committee is also constituted to look after the said scheme.

A Remedial Coaching Centre has been established in the Department of Psychology, Faculty of Social Science for Scheduled Castes/Scheduled Tribes and OBC (Non-Creamy Layer) and Minority Students.

Disability Cell

In terms of letter No. F.6-1/2002(CPC-II) dated 2nd March, 2005 received from the Dy. Secretary, UGC, New Delhi vide Notification No. R/GAD/I-Disability Unit/26377 dated 22.09.2006, a “Disability Unit” was established in the University for implementation of the provisions of Act regarding persons with disabilities with the Dy. Registrar (Acad.) as its Officer-in-Charge. At present this cell is under the charge of an officer with rank of the Joint Registrar as its Liaison Officer. As per Govt. of India policy 3% horizontal reservation is provided to disabled persons (1% for Visually Impaired, 1% for Hard Hearing and 1% for Orthopedically Handicapped) in recruitments of teaching & non teaching positions & in admissions also to various courses offered by the University and other related relaxations are also provided to disabled persons as per directive of the Government of India.

Equal Opportunity Cell

The Hon^{ble} Vice-Chancellor nominated the Dy. Registrar, SC/ST Cell as Incharge of Equal Opportunity Cell (E.O.C.) (letter no. R/dev/merged scheme/EOC/4174 dated 29.03.2010). At present, the In-charge of Equal Opportunity Cell is an officer of the University of the rank of the Joint Registrar.

Duties of the Equal Opportunity Cell

The main duties of the Equal Opportunity Cell are to run specific schemes of coaching for students belonging to SC/ST/OBC (non creamy layer)/ Minority communities in order to enhance their employability to bring them in the main stream.

Anti Discrimination Officer (ADO)

As per directives of the UGC, the Hon“ble Vice-Chancellor, appointed Prof. M.K. Singh, Professor as Anti Discrimination Officer (ADO), Equal Opportunity Cell, Banaras Hindu University vide Notification No. R/GAD/E.O.Cell/922 dated April 6, 2016 and it has also been intimated to UGC vide letter No. SCT/EOC/301B/2016/2837 dated 18.04.2016.

Controller of Examinations

The work being executed in the Controller of Examinations in the University is related to conducting all types of exams (including certified courses), announcement of result, distribution of Mark sheets, Degrees and Diploma. The Controller of Examinations also conducts entrance exam/test for admission to the courses of Under Graduate, Post Graduate & Research/Ph.D. in the University. All the above works are conducted under the control, supervision and guidance of the Controller of Examinations, Joint Registrar and Assistant Registrar along-with the help/assistance of other office staff.

Non-Teaching Unit (I & II)

The details of work done in the Non-Teaching Unit-(I&II) are given below :-

1. Preparation and maintenance of the personal files of Non-Teaching Staff in various faculties
2. Granting of extension of joining time
3. Protection of pay
4. Fixation of pay on appointment/promotion
5. Processing for confirmation of services
6. Sanction of permission for furtherance of educational qualification through the modes of Private/Correspondence/Part Time/Registration in Ph.D
7. Extension of the Incentive for Small Family Norms (i.e. Family Planning Allowance)
8. Forwarding of Application for outside employment
9. Counting of past services rendered for pensionary benefits

CHAPTER I

THE BANARAS HINDU UNIVERSITY ACT
ACT NO. XVI OF 1915¹

as amended by Act No. III of 1922, Act No. XXIX of 1930, Act No. LV of 1951, Act No. 34 of 1958, Act No. 52 of 1966 & Act No. 34 of 1969.

**AN ACT TO ESTABLISH AND INCORPORATE A TEACHING AND
RESIDENTIAL, HINDU UNIVERSITY AT BANARAS**

WHEREAS it is expedient to establish and incorporate a teaching and residential Hindu University at Banaras, and to dissolve the Hindu University Society, a Society registered under the Societies Registration Act, 1860, and to transfer to and vest in, the said University all property and rights now vested in the said Society; it is hereby enacted as follows :-

1. This Act may be called the Banaras Hindu University Act, 1915.

(1)

Short title
and
commencement

(2) It shall come into force on such date as the Governor-General in Council may, by notification in the Gazette of India, direct.

2. In this Act, unless the context otherwise requires -

Definitions

- (a) “Academic Council” means the Academic Council of the University ;
- (b) “College” means a college or teaching institution (other than a secondary, primary or infant school or pathshala) maintained by or admitted to the privileges of the University ;
- (c) “Court” means the University Court ;
- (d) “Executive Council” means the University Executive Council;
- (e) “Faculty” means a Faculty of the University ;
- (f) “Ordinances” means the Ordinances of the University for the time being in force ;
- (g) “Regulations” means the Regulations of the University for the time being in force ;
- (h) “Statutes” means the Statutes of the University for the time being in force ;
- (i) “teacher” means a salaried professor, Associate Professor, Assistant Professor or tutor who imparts instruction in a Faculty of, or in a college maintained by the University and includes any other person who is declared to be a teacher by the Academic Council ;
- (j) “University” means the Banaras Hindu University.

¹ Act No XVI of 1915 received the assent of the Governor General on the 1st October 1915. It came into force on the 1st April, 1916 Notification No. 225, dated the 23rd March, 1916, published in the Gazette of India, dated the 25th March, 1916, Part I, page 352, Act No. III of 1922, received the assent of the Governor-General on the 9th February 1922, and Act No. XXIX of 1930 received the assent of the Governor-General on the 25th July 1930.

Act No. LV of 1951 received the assent of the President on the 20th October 1951, Published in the Gazette of India, Extraordinary, dated the 22nd October, 1951, Part II Section 1.

Sections 15 and 16 of the Banaras Hindu University (Amendment) Act, (1951) came into force on the 20th October, 1951. Remaining provisions of the Act came into force on the 3rd November, 1951, and published in Part I-Section I, of the Gazette of India, November 3rd, 1951. Government of India, Ministry of Education Notification No. F.27-1/51-G. 3 dated New Delhi, the 3rd November, 1951.

The Banaras Hindu University (Amendment) Act, 1958 received the assent of the President on September 20, 1958 and was published in Extraordinary Gazette of India, Part II Section I dated 22nd Sept., 1958. It came into force from 14th June, 1958.

The B.H.U. (Amendment) Act 1966 received the assent of the President on December 22, 1966 and was published in the Gazette of India Extraordinary Part II Section I dated the 23rd December 1966. It came into force from December 31, 1966.

The B.H.U. (Amendment) Act 1969 received the assent of the President on the 31st August, 1969 and was published in the Gazette of India Extraordinary Part II Section I dated 31st August, 1969. It came into force from September 5, 1969.

3. (1) The Chancellor and the Vice-Chancellor and the members of the Court, the Executive Council and the Academic Council, for the time being, shall be a body corporate by the name of the Banaras Hindu University.

Incorporation

(2) The university shall have perpetual succession and a common seal and shall sue, and be sued, by the name first aforesaid.

4.
University open to all races, creed, Castes or Classes

The university shall be open to persons of either sex and of whatever race, creed, caste or class, and it shall not be lawful for the University to adopt or impose on any person any test whatsoever of religious belief or profession in order to entitle him to be admitted therein, as a teacher or student, or to hold any office therein, or to graduate there at, or to enjoy or exercise any privilege there of, except in respect of any particular benefaction accepted by the University, where such a test is made a condition thereof by any testamentary or other instrument creating such benefaction :

Provided that nothing in this section shall be deemed to prevent religious instruction being given in the manner prescribed by the Ordinances to those who, or, in the case of minors, whose parents or guardians have given their consent thereto in writing.

4A.

Powers of the University

The University shall have the following powers, namely:-

- (1) to provide for instruction in such branches of learning as the University may think fit, and to make provision for research and for the advancement and dissemination of knowledge ;
- (2) to promote the study of religion, literature, history, science and art of Vedic, Hindu, Buddhist, Jain, Islamic, Sikh, Christian, Zoroastrian, and other civilizations and cultures ;
- (3) to hold examinations and to grant diplomas and certificates, and confer degrees and other academic distinctions to and on persons-
 - (a) Who shall have pursued a course of study in the University or in college and passed the examination or who shall have carried on research work in the manner prescribed by the Ordinances, or
 - (b) who are teachers of the University or any College under conditions laid down in the Statutes or the ordinances and shall have passed the examinations of the University under like conditions, or
 - (c) who being women, shall have pursued a course of private study in subjects provided for by the Ordinances and shall have passed the examinations of the University in their subjects under conditions laid down in the Ordinances ;
- (4) to confer honorary degrees or other distinctions in the manner laid down in the Statutes ;
- (5) to grant such diplomas or certificates to , and to provide such lectures and instruction for , persons not being members of the University, as the University may determine ;
- (5A) to withdraw degrees, diplomas certificates and other academic distinctions ;

- (6) to co-operate with other Universities and authorities in such manner and for such purposes as the University may determine;
- (7) to institute Professorships, Associate Professorships, Assistant Professorships and other teaching posts required by the University and to appoint persons to such Professorships, Associate Professorships, Assistant Professorships and other posts ;
- (8) to institute and award fellowships (including travelling fellowships), scholarships, studentships, exhibitions and prizes in accordance with the Statutes and the Ordinances ;
- (9) to institute and maintain Halls and hostels and to recognize places of residence for students of the University ;
- (9A) to institute, establish, maintain, reconstitute amalgamate, divide or abolish departments, faculties or colleges and carry out inspection thereof and inquiry in relations thereto ;
- (10) to demand and receive such fees and other charges as may be prescribed by the Ordinances ;
- (11) to supervise and control the residence and to regulate the discipline of students of the University, and to make arrangements for promoting their health and welfare ;
- (12) to make special arrangements in respect of the residence, discipline and teaching of women students ;
- (12A) to regulate and enforce discipline among salaried officers, teachers and other employees of the University in accordance with the Statutes and Ordinances ;
- (13) to create administrative, ministerial and other necessary posts and to make appointments thereto ;
- (13A) to acquire, hold, manage and dispose of property, movable or immovable, including trust or endowed property, for the purposes of the University ;
- (13B) with the approval of the Central Government, to borrow on the security of the property of the University, money for the purpose of the University;
- (14) to do all such other acts and things, whether incidental to the powers aforesaid or not, as may be requisite in order to further the objects of the University.

- 5. Visitor**
- (1) The President of India shall be the Visitor of the University.
 - (2) The Visitor shall have the right to cause an inspection to be made by such person or persons as he may direct, of the University, its buildings, laboratories and equipment of any College and of any institution maintained by the University and also of the examinations, teaching and other work conducted or done by the University and to cause an inquiry to be made in like manner in respect of any matter connected with the University.
 - (3) The Visitor shall in every case give notice to the university of his intention to cause an inspection or inquiry to be made, and the University shall be entitled to appoint a representative who shall have the right to be present and be heard at such inspection

or inquiry.

- (4) The Visitor may address the Vice-Chancellor with reference to the result of such inspection and inquiry, and the Vice-Chancellor shall communicate to the Executive Council the views of the Visitor with such advice as the Visitor may offer upon the action to be taken thereon.
- (5) The Executive Council shall communicate through the Vice-Chancellor to the Visitor such action, if any, as it is proposed to take or has been taken upon the result of such inspection or inquiry.
- (6) Where the Executive Council does not within a reasonable time, take action to the satisfaction of the Visitor, the Visitor may, after considering any explanation furnished or representation made by the Executive Council, issue such directions as he may think fit and the Executive Council shall be bound to comply with such directions.
- (7) Without prejudice to the foregoing provisions of this Section the Visitor may, by order in writing, annul any proceeding of the University which is not in conformity with this Act, the Statutes or the Ordinances :

Provided that before making any such order, he shall call upon the University to show cause why such an order should not be made and if any cause is shown within a reasonable time shall consider the same.

6. The following shall be the officers of the University, namely :-

Officers of the University

- (a) The Chancellor
- (b) The Vice-Chancellor
- (c) The Rector
- (d) The Registrar
- (e) The Finance Officer
- (f) The Deans of Faculties
- (g) The Dean of Students
- (h) The Librarian
- (i) The Chief Proctor
- (j) such other persons in the service of the University as may be declared by the Statutes to be the officers of the University.

7. (1) The Chancellor shall be elected by the Court and Chancellor shall hold office for a term of three years:

Chancellor

Provided that the Chancellor shall, notwithstanding the expiration of his term, continue to hold his office until the election of his successor.

- (2) If the office of the Chancellor becomes vacant, the functions of his office shall, until some person is elected under subsection (1) to the vacant office, be performed by the Vice-Chancellor.

7A. (1) The Chancellor shall, by virtue of his office, be the Head of the University.

Powers of the Chancellor

- (2) The Chancellor shall, if present, preside at convocation of the University for conferring degrees and at all meetings of the Court.

7B. (1) **Vice-Chancellor** The Vice-Chancellor shall be appointed by the Visitor on the recommendation of a Selection Committee constituted by the Visitor for the purpose :

Provided that, if the Visitor does not approve of such recommendation, he may call for one or more fresh recommendations.

- (2) The Vice-Chancellor shall be a whole-time salaried officer of the University.
- (3) The Vice-Chancellor shall hold office for a term of three years from the date on which he enters upon his office and shall, on the expiration of his term of office be eligible for reappointment to that office for a Second term :

Provided that the Vice-Chancellor shall, notwithstanding the expiration of his term, continue to hold his office until his successor is appointed and enters upon his office.

- (4) The emoluments and other terms and conditions of service of the Vice-Chancellor shall be prescribed by the Statutes.
- (5) If the office of the Vice-Chancellor becomes vacant the functions of his office shall, until some person is appointed under sub-section (1) to the vacant office, be performed by the Rector :

Provided that if there is no Rector, the Registrar shall carry on the current duties of the Vice-Chancellor and call a meeting of the Executive Council forthwith and take its directions for the carrying on of the work of the University.

7C. (1) **Powers and duties of Vice-Chancellor** The Vice-Chancellor who shall be the principal executive and academic officer of the University, shall take rank next to the Chancellor and shall exercise general supervision and control over the affairs of the University and give effect to the decisions of its authorities.

- (2) The Vice-Chancellor shall be the ex-officio Chairman of the Executive Council, the Academic Council, and the Finance Committee and shall, in the absence of the Chancellor, preside at any convocation of the University for conferring degrees and also at any meeting of the Court; he shall be entitled to be present at and to address any meeting of any authority or board or a committee of the University but shall not be entitled to vote there at unless he is a member of such authority or board or committee.
- (3) It shall be the duty of the Vice-Chancellor to see that the provisions of this Act, the Statutes, the Ordinances and the Regulations are duly observed.
- (4) The Vice-Chancellor shall have power to convene meetings of the Court, the Executive Council and the Academic Council and shall perform all such acts as may be necessary to carry out the provisions of this Act, the Statutes and the Ordinances.
- (5) If, in the opinion of the Vice-Chancellor, any emergency has arisen which requires immediate action to be taken, the Vice-

Chancellor shall take such action as he deems necessary and shall report the same for approval at the next meeting to the authority which, in the ordinary course, would have dealt with the matter :

Provided that, if the action taken by the Vice-Chancellor is not approved by the authority concerned, he may refer the matter to the Visitor, whose decision thereon shall be final :

Provided further that, where any such action taken by the Vice-Chancellor affects any person in the service of the University, such person shall be entitled to prefer, within thirty days from the date on which he receives notice of such action, an appeal to the executive Council.

- (6) The Vice-Chancellor shall exercise such other powers as may be prescribed by the Statutes, the Ordinances or the Regulations.

8. Subject to the provisions of this Act, the powers and duties of the other officers of the University, the term for which they shall hold office and the filling up of casual vacancies in such offices, shall be provided for by the Statutes.

Powers and duties of officers, terms of office and filling of the casual vacancies

8A. The following shall be the authorities of the University, namely :-

Authorities of the University

- (a) The Court,
- (b) The Executive Council,
- (c) The Academic Council,
- (d) (Omitted)
- (e) The Finance Committee,
- (f) The Faculties,
- (g) such other authorities as may be declared by the Statutes to be the authorities of the University.

9. (1) The Court shall be an advisory body and its functions shall be-

The Court

- (a) to advise the Visitor in respect of any matter which may be referred to it for advice ;
- (b) to advise any authority of the University in respect of any matter which may be referred to the Court by such authority ; and
- (c) to perform such other duties and exercise such other powers as may be assigned to it by the Visitor or under this Act.

10. (1) The Executive Council shall, subject to the control of the Visitor, be the executive body of the University and shall have charge of the management and administration of the revenue and property of the University and the conduct of all administrative affairs of the University not otherwise provided for.

Executive Council

- (2) Subject to the provisions of this Act, the Executive Council shall exercise such other powers and perform such other duties as may be conferred or imposed on it by the Statutes or the Ordinances.

11. The Academic Council shall be the academic body of the University and, subject to the Act, the Statutes and

The Academic Council

Ordinances, shall have charge of the organization of study and research in the University and the Colleges, the courses of study and the examination of students and the conferment of ordinary and honorary degrees and shall exercise such other powers and perform such other duties as may be conferred or imposed on it by the Statutes and Ordinances, and shall have the right to advise the Executive Council on all academic matters.

12. (Omitted).

12A. Subject to the provisions of this Act, the functions, powers and duties of the other authorities of the University shall be provided for by the Statutes.

12B. (1) A person shall be disqualified for being chosen as, and for being a member of any of the authorities of the University-

**Disqualifica-
tions**

- (a) if he is of unsound mind or is a deaf-mute or suffers from contagious leprosy;
- (b) if he is an undischarged insolvent ;
- (c) if he has been convicted by a court of law of an offense involving moral turpitude and sentenced in respect thereof to imprisonment for not less than six months.

(2) If any question arises as to whether a person is or had been subjected to any of the disqualifications mentioned in subsection (1), the question shall be referred for the decision of the Visitor and his decision shall be final, and no suit or other proceeding shall lie in any court of law against such decision.

13. (1) The accounts of the University shall, once at least in every year and at intervals of not more than fifteen months, be audited by the Comptroller and Auditor-General of India.

**Audit of
Accounts**

(2) The Accounts, when audited, shall be published in the Gazette of India, and a copy of the accounts, together with the auditor's report, shall be submitted to the Visitor.

(3)² A copy of the accounts, together with Auditor's Report shall also be submitted to the Central Government, which shall as soon as may be, cause the same to be laid before both houses of Parliament.

14. The University shall invest, and keep invested in securities in which trust funds may be invested, in securities in which trust funds may be invested, in accordance with the provisions of the law relating to trusts in India, a sum of forty-five lakhs of rupees as a permanent endowment to meet the recurring charges of the university other than charges in respect of scholarships, prizes and rewards :

**Permanent
Reserve to cover
recurring
charges**

Provided that -

- (1) any Government securities, as defined by the Indian Securities Act. 1920, (XII of 1920) which may be held by the University, shall, for the purpose of this section, be reckoned at their face-value; and
- (2) the aforesaid sum of forty-five of lakhs rupees shall be reduced by such sum as, at the commencement of the Banaras

² Vide letter No. F.1-19/2007-Desk (U) dated 13.01.2009 of the Under Secretary, Govt. of India, MHRD, Department of Higher Education, New Delhi (ECR No. 41 dated January 29, 2009).

Hindu University (Amendment) Act, 1966, the Governor-General in Council shall, by order in writing, declare to be the total capitalized value, for the purpose of this section,-

(a) of all permanent recurring grants of money which have been made to the University by any Ruler of any Indian State; and

(b) of the total income accruing from immovable property which has been transferred to the University.

15.
Maintenance and admission to the privileges of Colleges

The Central Hindu College, (Banaras) shall from such date as the Governor-General in Council may by notification³ in the Gazette of India, appoint in this behalf, be deemed to be a College maintained by the University, and the University may found and maintain other Colleges and institutions including High Schools, within a radius of fifteen miles from the main temple of the University for the purposes of carrying out instruction and research.

(a) The University may also found and maintain (within or beyond the aforementioned limits) special centres and laboratories for research in humanities, Science, and Technology, Education, Medicine and other professional subjects and in other spheres of learning and knowledge.

(b) With the approval of the Academic Council and sanction of the Visitor, and subject to the Statutes and the Ordinances the University may admit Colleges and Institutions including High Schools, within the afore-mentioned limits to such privileges of the University, subject to such conditions, as it thinks fit. Provided that no new College or Institution started after the commencement of the Banaras Hindu University (Amendment) Act, 1966, shall be admitted to any such privilege of the University.

16.
Recognition of degrees

The degrees, diplomas, certificates and other academic distinctions granted by the University, shall be recognized by the Government to the same extent and in the same manner as the corresponding degrees, diplomas, certificates and other academic distinction granted by any other University incorporated by an Act of the Governor-General in Council.

16A.
Pension or Provident Fund or Insurance Scheme

The University shall constitute for the benefit of its officers, teachers and other employees such pension or provident fund or provide such insurance scheme as it may deem fit in such manner and subject to such conditions as may be prescribed by the Statutes.

16B.
Conditions of service of officers and teachers

(1) Every salaried officer and teacher of the university shall be appointed under a written contract, which shall be lodged with the University and a copy of which shall be furnished to the officer or teacher concerned.

(2) Any dispute arising out of a contract between the University and any of its officers or teachers shall, at the request of the officer or teacher concerned or at the instance of the University, be referred to a Tribunal of Arbitration consisting

³ Vide Notification No. 838 dated October 1. 1917, published in the Gazette of India, dated October 6, 1917, Part I, page 1941.

of one member appointed by the Executive Council, one member nominated by the officer or the teacher concerned and an umpire appointed by the Visitor.

- (3) The decision of the Tribunal of Arbitration shall be final and shall not be questioned in any court of law.
- (4) No suit or proceeding shall lie in any court of law in respect of any matter which is required by sub-section (2) to be referred to the Tribunal of Arbitration.
- (5) The Tribunal of Arbitration shall have power to regulate its own procedure.
- (6) Nothing contained in any law for the time being in force relating to arbitration shall apply to arbitrations under this section.

16C.
Proceedings not
to be invalidated
by vacancies,
etc.

No act or proceedings of any authority or board or committee of the University shall be invalid merely by reason of:-

- (a) any vacancy in, or defect in the constitution thereof, or
- (b) any defect, in the election, nomination or appointment of a person acting as a member thereof, or
- (c) any irregularity in its procedure not affecting the merits of the case.

16D.
Protection of
action taken in
good faith

No suit, prosecution or other legal proceeding shall lie against any officer, teacher or other employee of the University for anything which is in good faith done or intended to be done by him under this Act or the Statutes or the Ordinances or the regulations.

- 17.** (1) Subject to the provisions of this Act, the Statutes may provide for all or any of the following matters, namely:-
- (a) the constitution of the Court and the constitution, powers and duties of the other authorities of the university other than the powers and duties provided for in this Act;
 - (b) the appointment by election, nomination or otherwise of members of the authorities of the University, their continuance in office, the filling of vacancies of members thereof and all other matters relating to the authorities ;
 - (c) the appointment, powers and duties of the officers of the university;
 - (d) the institution of degrees, diplomas, certificates and other academic distinctions;
 - (e) the conferment of honorary degrees ;
 - (f) the holding of convocations to confer degrees ;
 - (g) the establishment, reconstitution, amalgamation, division or abolition of faculties, departments, hostels, colleges and institutions ;
 - (h) the withdrawal of degrees, diplomas, certificates and other academic distinctions;
 - (i) conditions under which colleges and institutions including High Schools may be admitted to the privileges of the University and the withdrawal of such privileges ;
 - (j) the institution of fellowships, scholarships, studentships,

medals and prizes,

- (k) the registration of graduates and the maintenance of a register of registered graduates ;
 - (l) the classification and the manner of appointment of teachers in the University and the colleges ;
 - (m) the constitution of a pension or provident fund and the establishment of an insurance scheme for the benefit of the officers, teachers and other employees of the University ;
 - (n) the meetings of the Court, the Executive Council, the Academic Council, the Finance Committee or the Faculties, the quorum at such meetings and the procedure to be followed in the conduct of their business ;
 - (o) the discipline of students ;
 - (p) all other matters which are to be or may be provided for by the Statutes.
- (2) The Statutes in force at the commencement of the Banaras Hindu University (Amendment) Act, 1966 shall be those set out in the Schedule to this Act.
- (3) The Executive Council may, from time to time, make new or additional Statutes or may amend or repeal the Statutes.
- (4) Every new Statute or addition to a Statute or any amendment or repeal of a Statute shall require the previous approval of the Visitor who may sanction or disallow it or remit it for further consideration.

18. (1) Subject to the provisions of this Act and the Statutes, the Ordinances may provide for all or any of the following matters, namely :-

- (a) the admission of students to the University and their enrollment as such ;
- (b) the courses of study to be laid down for all degrees, diplomas and certificates of the University ;
- (c) the qualifications for admission to courses of study for degrees, diplomas, certificates and other academic distinctions and to examinations of the University and the award of degrees, diplomas, certificates and other academic distinctions;
- (d) the fees to be charged for courses of study in the University and for admission to the examinations, degrees and diplomas of the University ;
- (e) the conditions of the award of fellowships, scholarships, studentships, exhibitions, medals and prizes ;
- (f) the conduct of examinations, including the terms of office and manner of appointment and the duties of examining bodies, examiners and moderators ;
- (ff) the remuneration and allowances to examiners, moderators and other persons engaged in the business of the University;
- (g) the maintenance of discipline among the students of the University ;
- (h) the conditions of residence of students at the University;
- (i) the special arrangements, if any, which may be made for the residence, discipline and teaching of women students, and

- prescribing for them of special courses of study ;
- (j) the giving of religious instruction ;
 - (k) the emoluments and terms and conditions of service of employees of the University ;
 - (l) the management of Colleges and other institutions founded or maintained under sub-section (1) of section 15 ;
 - (ll) the meetings of any board or committee that may be set up under this Act or the Statutes, the quorum at such meetings and the procedure to be followed in the conduct of their business ;
 - (m) the supervision and inspection of Colleges and other institutions admitted to privileges of the University under sub-section (2) of section 15 ;
 - (mm) the powers and duties of teachers and salaried officers and the powers which may be delegated to them ;
 - (mmm) the conditions and qualifications for the registration of graduates ;
 - (n) all other matters which by this Act or the Statutes are to be or may be provided for by the Ordinances.
- (2) The Regulations of the university as in force immediately before the commencement of the Banaras Hindu University (Amendment) Act, 1951, shall be deemed to be the first Ordinances under this section.
 - (3) The said Ordinances may be amended, repealed or added to at any time by the Executive Council provided that no Ordinance shall be made -
 - (a) regarding the recognition of examinations of other Universities and institutions as equivalent to the University examinations, or
 - (b) affecting the conditions, mode of appointment or duties of examiners or the conduct or standard of examinations or of any course of study, unless a draft of such Ordinance has been proposed by the Academic Council.
 - (4) The Executive Council shall not have power to amend any draft proposed by the Academic Council under the provisions of sub-section (3) but may reject the proposal or return the draft to the Academic Council for reconsideration ; either in whole or in part, together with any amendments which the Executive Council may suggest.
 - (5) Where the Executive Council has rejected the draft of an Ordinance proposed by the Academic Council, the Academic Council may appeal to the Visitor who may pass such order thereon as he thinks fit.
 - (6) All Ordinances made by the Executive Council shall be submitted, as soon as may be, to the Visitor who may disallow any such Ordinance or remit it to the Executive Council for further consideration.
 - (7) The Visitor may, by order, direct that the operation of any Ordinance shall be suspended until he has had an opportunity of exercising his power of disallowance, and any order of suspension under this sub-section shall cease to have effect on the expiration of one month from the date of such order.

19. (1) The authorities of the University may make Regulations consistent with this Act, the Statutes and the Ordinances

Power to make Regulations

- (a) laying down the procedure to be observed at their meetings and the number of members required to form a quorum ;
- (b) providing for all matters which by this Act, the Statutes or the Ordinances are to be prescribed by the Regulations ; and
- (c) providing for all matters solely concerning such authorities or committees appointed by them and not provided for by this Act, the Statutes or the Ordinances.

(2) Every authority of the University shall make Regulations providing for the giving of notice to the members of such authority of the dates of meetings and of the business to be considered at meetings and for the keeping of a record of the proceedings of meetings.

(3) The Executive Council may direct the amendment, in such manner as it may specify, of any Regulation made under this section or the annulment of any such Regulation :

Provided that any authority of the University which is dissatisfied with any such direction may within two months of the date of such direction, appeal to the Visitor, whose decision thereon shall be final.

19A.
Constitution of boards and committees

Where any authority of the university is given power by this Act or by the Statutes to appoint boards or committees, such board or committee shall, unless there is some special provision to the contrary, consist of members of the authority concerned and of such other persons (if any) as the authority in each case may think fit.

20. (1)
Dissolution and transfer of property of the University Society

From the commencement of this Act, the Hindu University Society shall be dissolved, and all property, movable and immovable, and all rights, powers and privileges of the Hindu University Society which, immediately before the commencement of this Act, belonged to, or were vested in, the said Society, shall vest in the University and shall be applied to the objects and purposes for which the University is incorporated.

(2) From the commencement of this Act, all debts and liabilities of the said Society shall be transferred and attached to the University, and shall thereafter be discharged and satisfied by the University.

(3) Any will, deed or other document, whether made or executed before or after the commencement of this Act, which contains any bequest, gift or trust in favour of the Central Hindu College or the said Society, shall on the commencement of this Act be construed as if the University were therein named, instead of the said College or Society.

Provisions of the B.H.U. (Amendment) Act, 1966 (Act No. 52 of 1966) not incorporated in the principal Act.

22. If any difficulty arises with respect to the constitution of any

Power to
remove
difficulties

authority, the appointment or election of any officer of the University or in connection with the first meeting of any authority of the University in accordance with the provisions of the principal Act as amended by this Act and of the Statutes set out in the Schedule, the Visitor may, by order, make any appointment or do anything which appears to him necessary or expedient for the proper constitution of any authority of the University or the appointment of any officer thereof or for the first meeting of any such authority of the University.

23. (1)
Transitional
provisions

Every authority of the University shall as soon as may be after the commencement of this Act be constituted in accordance with the provisions of the principal Act as amended by this Act and of the Statutes set out in the Schedule and until any such authority is so constituted, the authority functioning immediately before such commencement shall continue to exercise all the powers and perform all the duties under the principal Act as so amended.

- (2) The following officers, namely, the Chancellor, the Deans of the Faculties and the Chief Proctor shall, as soon as may be after the commencement of this Act, be elected or appointed in accordance with the provisions of the principal Act as amended by this Act and of the Statutes set out in the Schedule, and the persons holding any such office immediately before such commencement shall continue to hold that office until his successor enters upon his office.
- (3) Notwithstanding anything contained in section 6 of the principal Act as substituted by this Act, the person holding immediately before the commencement of this Act the office of the Treasurer shall continue to hold that office until the Finance Officer is appointed in accordance with the provisions of the principal Act as amended by this Act and of the Statutes set out in the Schedule.
- (4) Every officer of the university, other than those referred to in sub-section (2), and (3), holding office immediately before the commencement of this Act shall, on and from such commencement, hold his office by the same tenure and upon the same terms and conditions as he held it immediately before such commencement.
- (5) The persons holding office as the Pro-Chancellor and the Pro-Vice-Chancellor immediately before the commencement of this Act shall, on such commencement, cease to hold office; and any reference to the Pro-Vice-Chancellor in any Ordinance, Regulation or rule of the university shall be construed as a reference to the Vice-Chancellor.

Transitional Provisions :

As per section 13 of the B.H.U. (Amendment) Act, 1969.

- (1) Every person holding office as a member of the Court or the Executive Council or the Finance Committee, as the case may be, immediately before the commencement of this Act shall, on and from such commencement, cease to hold office

as such:

Provided that where any such person held, immediately before such date, any other office in the university, nothing contained in this sub-section shall be construed to affect his continuance in such other office.

- (2) Until the Court or the Executive Council or the Finance Committee is constituted in accordance with the provisions of the principal Act as amended by this Act or the Statutes as modified by this Act, the Visitor may by general or special order, direct any officer of the University to exercise the powers and perform the duties conferred or imposed by or under the principal Act as so amended or the Statutes as so modified on the Court or the Executive Council or the Finance committee, as the case may be.
- (3) Notwithstanding anything contained in the principal Act or the Statutes immediately before the commencement of this Act, where this Act modifies the method of appointment to an office or the term of office of the holder thereof, the holder of such office shall, unless he resigns his office and his resignation is accepted under Statute 30, continue to exercise the functions of that office until his successor is appointed in accordance with the provisions of the principal Act as amended by this Act or the Statutes as modified by this Act and enters upon his office ; and for the removal of doubts, it is hereby declared that a person holding any such office as aforesaid immediately before the commencement of this Act shall be eligible for re-appointment to that office.

CHAPTER II
THE SCHEDULE
[See section 17 (2)]
THE STATUTES OF THE UNIVERSITY

1. In these Statutes –
Definitions.
 - (a) “Act” means the Banaras Hindu University Act, 1915.
 - (b) all words and expressions used herein and defined in the Act shall have the meanings respectively assigned to them in the Act.
2. (1) There shall be paid to the Vice-Chancellor a salary and other allowances as approved by the Government of India/UGC⁴ and he shall be entitled, without payment of rent, to use a furnished residence throughout his term of office and no charge shall fall on the Vice-Chancellor personally in respect of the maintenance of such residence.
Emoluments, terms and conditions of service of the Vice-Chancellor
- (2) The Vice-Chancellor shall not be entitled to the benefits of the University Provident Fund or to any other allowance :
Provided that where an employee of the University is appointed

⁴ Vide Ministry of Human Resource Development (Dept. of Education) letter No. F.1-46/88-Desk(U) dated 10.7.1990.

as Vice-Chancellor, he shall be allowed to continue to contribute to the Provident Fund and the contribution of the University shall be limited to what he had been contributing immediately before his appointment as Vice-Chancellor.

- (3) The Vice-Chancellor shall be entitled to traveling allowances at such rates as may be fixed by the Executive Council.
- (4) The Vice-Chancellor shall be entitled to leave on full pay for one-eleventh of the period spent by him on active service.

⁵Provided that where, and to the extent that, the leave applied for by the Vice-Chancellor in sufficient time before the date of expiry of his term and is refused in the interest of the University with prior approval of the Visitor, he shall be entitled to the amount of leave so refused after he relinquishes the charge of his office subject to a maximum of 120 days.

- (5) The Vice-Chancellor shall also be entitled, on medical grounds or otherwise than on medical grounds, to leave without pay for a period not exceeding three months during the term of his office :

Provided that such leave may be converted into leave on full pay to the extent to which he will be entitled to leave under clause (4).

- (6)⁶ The Vice-Chancellor shall retire on attaining the age of 70 years.

- 3.** (1) The Rector shall be appointed by the Executive Council on the
Rector recommendations of the Vice-Chancellor :

Provided that where the recommendation of the Vice-Chancellor is not accepted by the Executive Council, he may recommend any other person to the Executive Council and if it does not accept that recommendation also, the Vice-Chancellor shall forward the names of both the persons aforesaid to the Visitor and the Visitor may appoint either of them or direct the Vice-Chancellor to recommend any other person to the Executive Council.

- (2) The Rector shall be a whole-time salaried officer of the University.
- (3) The Rector shall hold office for only so long as the Vice-Chancellor on whose recommendation he was appointed, holds office and he shall be eligible for reappointment :

Provided that notwithstanding the expiry of the term of his office, the Rector shall continue in office until his successor is appointed and enters upon his office.

- (4) The emoluments and other terms and conditions of service of the Rector shall be prescribed by the Ordinances.
- (5) The Rector shall assist the Vice-Chancellor in all matters and shall also exercise such powers and perform such duties as may be delegated to him by the Vice-Chancellor.
- (6) Where the Vice-Chancellor is the Chairman of any board or committee appointed under Statute 26 and he is absent for any

⁵ Vide Ministry of Education letter No. F.I-23/75-U2 dated 17-10-75.

⁶ vide Ministry of Education & S.W. letter No. F. 1-31/74 U2 dated May 1977.

reason whatsoever from any meeting of such board or committee, the Rector shall preside over such meeting.

- (7) The Rector shall be entitled to be present at and to address any meeting of any authority or board or committee of the University but shall not be entitled to vote thereat unless he is a member of such authority or board or committee.

3A. Director (1) There shall be a Director each for the Institute of Medical Sciences, the Institute of Agricultural Sciences⁷, the Institute of Environment and Sustainable Development, the Institute of Sciences and the Institute of Management Studies⁸ who shall be officers of the University.

- (2) A Director shall be appointed by the Executive Council on the recommendation of the Vice-Chancellor from amongst the Professors in the Institute.

- (3) The powers, duties and conditions of service of a Director shall be prescribed by the Ordinances.

- (4) The appointment of Director, Institute of Medical Sciences, BHU, be made through open selection on tenure basis for five years.

- (5) The Selection Committee for the appointment of the Director, Institute of Medical Sciences, BHU, shall be as under:

Chairman Vice-Chancellor, Banaras Hindu University

Vice-Chairman Chairman, Governing Body, Institute of Medical Science

Members

- Three experts of National Eminence
- Governing Body Members (Medical Scientists)
- Governing Body Member of ICMR
- Visitor's Nominee

Quorum: Chairman plus 04 members (Visitor's Nominee and three experts)

4. Registrar (1) The Registrar shall be appointed by the Executive Council on the recommendation of a Selection Committee constituted for the purpose and shall be a whole-time salaried officer.

- (2) When the office of the Registrar is vacant or when the Registrar is, by reason of illness or absence for any other cause, unable to perform the duties of the office, the duties of the office shall be performed by such person as the Vice-Chancellor may appoint for the purpose.

- (3) The Registrar shall be the ex-officio Secretary of the Court, the Executive Council, the Academic Council, the Selection Committees and the Faculties, but shall not be deemed to be a member of any of these authorities.

- (4) The Registrar shall :-

(a) be the custodian of the records, the common seal and such other

⁷ vide Ministry of Education and S.W. letter No. F. 1-17-77-u2 dated February 1978.

⁸ Vide Ministry of HRD, Deptt. of Higher Education letter No. F.No.1-10/2014-Desk(U) dated December 2, 2105 (ECR no.32 dated 15.03.2012)

- properties of the University as the Executive Council shall commit to his charge;
- (b) issue under the direction of the Vice-Chancellor all notices convening meetings of the Court, the Executive Council, the Academic Council, the Selection Committees, the Faculties, the Boards of Studies, and of the committees appointed by the authorities of the University ;
 - (c) maintain the minutes of all meetings of the Court, the Executive Council, the Academic Council, the Selection Committees, the Faculties, and of the committees appointed by the authorities of the University ;
 - (d) conduct the official correspondence of the Court, the Executive Council and the Academic Council ;
 - (e)⁹ [X X X]
 - (f) supply to the Visitor, copies of the agenda of meetings of the authorities of the University as soon as they are issued and the minutes of the meetings of the authorities ordinarily within a month of the holding of the meetings;
 - (g) in and emergency, when neither the Vice-Chancellor nor the Rector is able to act, call a meeting of the Executive Council forthwith and take its directions for carrying on the work of the University ;
 - (h) represent the University in suits or proceedings by or against the University, assign powers of attorney and verify pleadings or depute his representative for the purpose ;
 - (i) perform such other duties as may be prescribed by these Statutes, the Ordinances and Regulations or as may be required, from time to time, by the Executive Council or the Vice-Chancellor,
- (5) (a) The Registrar shall have power to take disciplinary action against the employees belonging to the ministerial, subordinate-executive and class IV services and to suspend them pending enquiry, administer warnings to them or impose on them the penalty of censure or the withholding of increment ;
 Provided that no such penalty shall be imposed until the employee has been given a reasonable opportunity of showing cause against the action proposed to be taken in regard to him.
- (b) An appeal shall lie to the Vice-Chancellor against any order of the Registrar imposing the penalty of the withholding of increment.
- (c) In a case where the enquiry discloses that a punishment beyond the powers of the Registrar is called for, the Registrar shall, upon conclusion of the enquiry, make a report to the Vice-Chancellor along with his recommendations, and the decision of the Vice-Chancellor thereon shall be final ;
 Provided that an appeal shall lie to the Executive Council against the order of the Vice-Chancellor imposing the penalty of dismissal.

⁹ Deleted vide Ministry of Education and S.W. letter No.1-17/77-U2 dated Feb., 1978.

- 5. Finance Officer** (1)¹⁰ The Finance Officer shall be appointed on deputation from the Indian Audit and Accounts Service by the Executive Council on the recommendation of the Vice-Chancellor and shall be a whole-time salaried officer. The Finance Officer shall work under the supervision of the Vice-Chancellor and shall be accountable to the Executive Council through the Vice-Chancellor.
- (2) When the office of the Finance Officer is vacant or when the Finance Officer is, by reason of illness or absence for any other cause, unable to perform the duties of his office, the duties of the office shall be performed by such person as the Vice-Chancellor may appoint for the purpose.
- (3) The Finance Officer shall-
- (a) exercise general supervision over the funds of the University and shall advise it as regards its financial policy ; and
- (b) perform such other financial functions as may be assigned to him by the Executive Council or as may be prescribed by these Statutes or the Ordinances :
- Provided that the Finance Officer shall not incur any expenditure or make any investment exceeding Rs.10,000 without the previous approval of the Executive Council.
- (4) Subject to the control of the Executive Council, the Finance Officer shall-
- (a) hold and manage the property and investments including trust and endowed property for furthering any of the objects of the University ;
- (b) see that the limits fixed by the Finance Committee for recurring and non-recurring expenditure for a year are not exceeded and that all moneys are expended on the purposes for which they are granted or allotted ;
- (c) be responsible for the preparation of annual accounts and the budget of the University for the next financial year and for their presentation to the Executive Council;
- (d) keep a constant watch on the state of the cash and bank balances and on the state of investments ;
- (e) watch the progress of collection of revenue and advise on the methods of collection employed ;
- (f) have the accounts of the University regularly audited by an internal audit party;
- (g) see that the registers of buildings, land and equipment are maintained up-to-date and that the stock-checking is conducted of equipment and consumable materials in all offices and colleges, and in the Public Works Department and Workshop stores ;
- (h) call for explanation for unauthorised expenditure and for other financial irregularities and suggest disciplinary action against the persons at fault ;
- (i) call for from any office or institution under the University and

¹⁰ Vide Ministry of Human Resource Development (Deptt. of Education) letter No. F.1-44/85Desk(U) dated 26th Oct., 1987.

information or returns that he may consider necessary to discharge his financial responsibilities.

- (5) The receipt of the Finance Officer or of the person or persons duly authorised in this behalf by the Executive Council for any money payable to the University shall be sufficient discharge for the same.

5A.¹¹ (1) **Controller of Examinations** The Controller of Examinations who is hereby declared under Section 6(j) of the Act to be an Officer of the University, shall be appointed by the Executive Council on the recommendation of a Selection Committee constituted for the purpose and shall be a whole-time salaried Officer

- (2) When the Office of the Controller of Examinations is vacant or when the Controller of Examinations is, by reason of illness or absence for any other cause, unable to perform the duties of his office, the duties of the office shall be performed by such person as the Vice-Chancellor may appoint for the purpose.

(3) The Controller of Examinations shall -

- (a) issue under the direction of Vice-Chancellor all notices convening meetings of the Board of Examiners, the Board of Moderators and of the Committees appointed in connection with Examinations by the authorities of the University and maintain the minutes of all such meetings.
- (b) control the conduct of Examinations and all other arrangements necessary therefor and the execution of all processes connected therewith.
- (c) notwithstanding anything to the contrary contained in these Statutes, the Ordinances and the Regulations, perform such other duties, administrative or academic, as may be required, from time to time, by the Vice-Chancellor.
- (d) be the custodian of the records pertaining to his duties and responsibilities under this Statute.
- (e) call from any office or institution under the University any information or returns that he may consider necessary for the performance of his duties and to discharge his responsibilities.
- (f) call for explanation from any subordinate employee who may be at fault, in respect of any matter pertaining to his responsibilities and suggest disciplinary action against the persons at fault.

6. (1) **Librarian** The librarian shall be a whole-time salaried officer appointed by the Executive Council on the recommendation of a Selection Committee constituted for the purpose and shall possess such qualifications as may be prescribed by the Executive Council.

- (2) When the office of Librarian is vacant or when the Librarian is, by reason of illness or absence for any other cause, unable to perform the duties of his office, the duties of the office shall be performed by such person as the Executive Council may appoint

¹¹ vide Ministry of Education & S.W.. letter No. F. 1-17-77-u.2. dated Feb. 1978.

for the purpose.

- (3) The duties and powers of the Librarian shall be regulated by the Ordinances.

6(A).¹² (1)
Medical
Superintendent

The Medical Superintendent be appointed by the Executive Council on the recommendation of a Selection Committee constituted for the purpose by the Executive Council and shall be a whole time salaried officer.

Provided further that the incumbent shall be appointed on tenure basis, the tenure being determined by the Selection Committee.

- (2) When the office of the Medical Superintendent is vacant or when the Medical Superintendent is, by reason of illness or absence for any other cause unable to perform the duties of his office, the duties of the office shall be performed by such persons as the Vice-Chancellor may appoint for the purpose.
- (3) Notwithstanding anything to the contrary contained in these Statutes, the Medical Superintendent, in relation to the hospital, shall exercise the financial and administrative pattern as are exercised by the other Statutory Officers and such other powers which an Ordinance may define taking into account the special needs of the hospital subject to the overall supervision of the Director, Institute of Medical Sciences.
- (4) Notwithstanding anything to the contrary contained in Statute 4(5)(a), the Medical Superintendent shall have the power to take disciplinary action against the employees belonging to the ministerial, subordinate-executive, technical workshop staff, paramedical staff and class IV services as also staff borne on the establishment of the Institute and physically working in the Hospital and to suspend them pending enquiry, administer warnings to them or impose on them the penalty of censure or withholding of increment.
Provided that no such penalty shall be imposed until the employee has been given a reasonable opportunity of showing cause against the action proposed to be taken in regard to him.
 - (a) An appeal shall lie initially to the Director, I.M.S., against any order of the Medical Superintendent imposing the penalty of the withholding of increment.
 - (b) In a case where the employee is not satisfied with the decision of the Director, I.M.S., an appeal shall lie with the Vice-Chancellor whose decision will be final.
 - (c) In case the Inquiry discloses that punishment beyond the power of the Medical Superintendent is called for, the Medical Superintendent shall, upon conclusion of the enquiry, make a report to the Director, I.M.S., alongwith his recommendations. The Director, I.M.S., if satisfied with the recommendation, shall forward the same to the Vice-Chancellor for a final decision.

Provided that an appeal shall lie to the Executive Council against the order of the Vice-Chancellor imposing the penalty

¹² Vide Ministry of Human Resource Development (Deptt. of Education) letter No. F.1-86/86-Desk(U) dated 15th July, 1987.

of dismissal.

- (6) Subject to the control of the Executive Council, the Medical Superintendent shall -
- (a) hold and manage all immovable properties (other than movable property).
 - (b) see that the ceilings in the Budget for recurring and non-recurring expenditure for a year are not exceeded and that all moneys are expended on the purposes for which they are granted or allotted.
 - (c) be responsible for the preparation of annual accounts and the Budget of the Hospital including the pro-rata electrical, water and maintenance of building, etc. for the next financial year and send the same to the Finance Officer.
 - (d) provide the details of duties of Doctors entrusted with patient care, as per Hospital manual published by the D.G.H.S., Govt. of India.
 - (e) have supervision and administrative control of interns and Residents including their training as also posting, disbursement of salary, leave etc.

7.¹³
Dean of
Students

- (1) The Dean of Students shall be appointed, from amongst employees of the University who are teachers of the University, preferably of the rank of Professor but not below the rank of Associate Professor, by the Executive Council on the recommendation of the Vice-Chancellor. The Dean shall be a part-time employee of the University and the tenure shall be co-terminus with the Vice-Chancellor and shall hold office during the pleasure of the Vice-Chancellor. He shall be eligible for re-appointment.
- (2) The person who is appointed as the Dean of Students shall continue to hold his lien on his substantive post and shall continue to subscribe to the University Provident Fund.
- (3) When the office of the Dean of Students is vacant or when the Dean of Students is, by reason of illness or absence for any other cause, unable to perform the duties of his office, the duties of the office shall be performed by such person as the Vice-Chancellor may appoint for the purpose.
- (4) The duties and powers of the Dean of Students shall be regulated by the Ordinances.

8.¹⁴
Chief Proctor

- (1) The Chief Proctor shall be appointed from amongst the employees of the University who are teachers of the University, preferably of the rank of Professor, but not below the rank of Associate Professor by the Executive Council on the recommendation of the Vice-Chancellor. The Chief Proctor exercises such powers and perform such duties as may be assigned to him by the Vice-Chancellor.
- (2) The Chief Proctor shall be a part-time employee of the University and the tenure shall be co-terminus with the Vice-Chancellor and shall hold office during the pleasure of the Vice-Chancellor and shall be eligible for re-appointment for a

¹³ Vide Ministry of Education letter No. F.1-19/83Desk(U) dated 16th January, 1985.

¹⁴ Vide Ministry of Education letter No. F.1-19/83Desk(U) dated 15th January, 1985.

second term.

- (3) When the office of Chief Proctor is vacant or when the Chief Proctor is, by reason of illness or absence for any other cause, unable to perform the duties of his office, the duties of the office shall be performed by such person as the Vice-Chancellor may appoint for the purpose.

9.(1)¹⁵ There shall be a Dean for each Faculty; a Professor within the Faculty shall, by rotation according to seniority, act as the Dean of the Faculty for a period of three years,

**Deans of
Faculties**

Provided that--

- (1) if there is no Professor, an Associate Professor, by rotation according to seniority, shall act as Dean.
- (2) The Dean shall be the Chairman of the Faculty and shall be responsible for the observance of the Statutes, the Ordinances and the Regulations relating to the Faculty.
- (3) The Dean shall be responsible for overall supervision and control of the organization and the conduct of teaching and research work in the Departments comprised in the Faculty.
- (4) The Dean shall exercise such other powers and perform such other functions and duties as may be assigned to him by the Executive Council or the Vice-Chancellor.
- (5)¹⁶ Professor or Associate Professor shall have the option to resign the Deanship at any time during his tenure and also decline the offer of appointment in his turn as Dean of the Faculty.
- (6)¹⁷ Provided further that in the event of Professor/Associate Professor not being available at the time of commencement of his tenure, the Professor/Associate Professor as the case may be next in order of seniority shall be appointed as Dean and the tenure of such a person shall commence after the expiry of the term of the Professor/Associate Professor appointed in his absence.

9A.¹⁸
**Principal,
Mahila
Mahavidyalaya**

The Principal, Mahila Mahavidyalaya, BHU will be an Officer of the University. Her appointment shall be made by the Executive Council on the recommendation of the Vice-Chancellor and the powers, duties and conditions of the service shall be as prescribed by the Ordinance.

10. (1) The Court shall consist of the following members, namely :-
The Court

- (a) the Chancellor, ex-officio,
(b) the members of the Executive Council, ex-officio,
(c) three persons, being Heads of Departments of Studies or Principals of Colleges of the University, nominated by the Visitor,

¹⁵ Vide Ministry of Education letter No. F.1-76/83 Desk(U) dated 12th March, 1984

¹⁶ Vide Ministry of HRD Letter No.F.1-39/91-Desk(U), dated 14.5.1992

¹⁷ Vide Ministry of HRD Letter No.F.1-39/91-Desk(U), dated 14.5.1992

¹⁸ Vide Ministry of HRD (Deptt. Of Education) letter No. F.1-15/97-Desk(U) dated 28.12.98.

- (d) two persons, being Professors from Departments of Studies or Colleges of the university, nominated by the Visitor
 - (e) two persons from among teachers of the university, other than Professors, nominated by the Visitor,
 - (f)¹⁹ three representatives of Parliament, two to be nominated by the Speaker of the Lok Sabha from among the members thereof and one to be nominated by the Chairman of the Rajya Sabha from among the members thereof, provided that consequent on a member of Parliament becoming a Minister or Speaker/Deputy Speaker, Lok Sabha or Deputy Chairman, Rajya Saha, his/her nomination/ election of the Statutory body shall be deemed to have been terminated, and
 - (g) thirty persons nominated by the Visitor from among persons who are men of standing in public life or have special knowledge or practical experience in education or have rendered eminent services in the cause of education.
- (2) Seventeen members of the Court shall form the quorum
 - (3) All members of the Court, other than ex-officio members shall hold office for a term of three years.

11. Notice of Meeting Notice of meetings of the Court shall be issued by the Secretary at least thirty days before the date of the meeting with an agenda paper, and no business which does not arise out of matters noted or mentioned in the agenda paper shall be considered unless the consent of at least two-thirds of the members of the Court present at the meeting be obtained thereto.

12. Notice of proposals or amendments Every member who intends to bring forward any special business at a meeting of the Court or to propose any person for election as Chancellor shall give notice of such business or the name of the person to be proposed, to the Secretary at least twenty days before the date appointed for such meeting; and every member who intends to propose an amendment shall give notice thereof to the Secretary, ten days before the date fixed for the meeting.

13. Notice of special meeting A notice of twenty-one days of any special meeting of the Court stating generally the nature of the business to be transacted shall be sent to each member of the Court, and no such meeting shall be competent to transact any business other than that mentioned in the notice or directly arising out of it; any member desiring to send a proposal relating to the nature of the business specified in the notice shall send such proposal to the Secretary so as to reach him at least ten days before the date of the meeting.

14. (1) The Executive Council The Executive Council shall consist of the following members, namely :-

- (a) The Vice-Chancellor, ex-officio,
- (b) Eight persons nominated by the Visitor,

(2) Five members of the Executive Council shall form the quorum,

¹⁹ vide Ministry of Human Resource Development (Department of Secondary and Higher Education) letter No.F.1-22/2002-Desk(U) dated 29 April, 2003 (ECR No. 33 dated July 19-20, 2002).

- (3) The members of the Executive Council shall hold office for a term of three years.

15.
Powers of the
Executive
Council

Subject to the provisions of the Act, these Statutes and the Ordinances, the Executive Council shall, in addition to any other powers vested in it, have the following powers, namely:-

- (i)²⁰ to appoint, from time to time, such Professors, Associate Professors, Assistant Professors and other members of the teaching staff as may be necessary, on the recommendation of the Selection Committee constituted for the purpose, and to provide for filling temporary vacancies therein;

Provided further that it shall not be necessary to constitute any Selection Committee for filling in Special Chairs of Professors in case of a person of high academic distinction, eminence and professional attainments invited by the Executive Council to accept the Chair based on the recommendations of a Special Committee constituted by the Executive Council for such purpose and on such terms and conditions as it deems fit, and on the person agreeing to do so, appoint him on the post.

- (ii) to fix the emoluments and define the duties and conditions of service of Professors, Associate Professors, Assistant Professors and other members of the teaching staff :

Provided that no action shall be taken by the Executive Council in respect of the number, the qualifications and the emoluments of teachers otherwise than after consideration of the recommendation of the Academic Council ;

- (iii) to appoint the Registrar, the Dean of Students, the Chief Proctor, the Librarian and other salaried officers and staff of the University and to fix their emoluments and define their duties and conditions of service;
- (iv) to manage and regulate the finances, accounts, investments, property, business and all other administrative affairs of the University and, for that purpose, to appoint such agents as it may think fit ;
- (v) to invest any money belonging to the University, including any unapplied income, in such stocks, funds, shares or securities, as it shall, from time to time, think fit, or in the purchase of immovable property in India, with the like powers of varying such investments from time to time;
- (vi)(a) to accept on behalf of the University any trust, bequest, donation or transfer of any movable or immovable property to the University ; and
- (b) to transfer any movable or immovable property on behalf of the University ;
- (vii) to provide the buildings, premises, furniture, apparatus, and other means needed for carrying on the work of the

²⁰ Vide Govt. of India, Ministry of Human Resource Development (Department of Education) letter No. F.1-64/86-Desk(U) dated 24th May, 1988.

University;

- (viii) to enter into, vary, carry out and cancel contracts on behalf of the University ;
- (ix) to entertain, adjudicate upon, and if it thinks fit, to redress, any grievances of the salaried officers of the University the teaching staff and other employees of the University who may for any reason feel aggrieved :
Provided that, in matters of discipline and punishment, where the final power has been vested in the Vice-Chancellor or any other officer of the University, no appeal shall lie to the Executive Council ;
- (x) to appoint examiners and moderators and if necessary, to remove them, and to fix their fees, emoluments and traveling and other allowances after considering the recommendations of the Academic Council;
- (xi) to maintain registers of registered graduates and of registered donors to the University ;
- (xii) to select a common seal for the University, and provide for the custody and use of the seal ;
- (xiii) to manage Departments, Institutions of Research or Specialised Studies, Special Centres, Laboratories, Museums and Hostels managed by the University ;
- (xiv) to arrange for and direct the inspection of Colleges, Departments, Institutions, Special Centres and Hostels and to issue instructions for maintaining their efficiency and ensuring proper conditions of employment for members of their staff ;
- (xv) to make arrangements, from time to time, for periodical assessment of the work of the teachers of the University;
- (xvi) to institute fellowships including traveling fellowships, scholarships, studentships, medals and prizes ;
- (xvii) to direct the conduct of examinations in conformity with the Ordinances and the publication of the results thereof;
- (xviii) to delegate any of these powers to the Vice-Chancellor, Rector, Registrar, Heads of Departments and Institution and Officers of the University or to a Committee appointed by it as it may deem fit.

16. The Executive Council shall, from time to time, appoint such person or persons as it may think proper, either by virtue of office or by name, to enter into, execute and sign contracts for and on behalf of the University, and to present them for registration according to the law in force for the time being.

17. (1) The Academic Council shall consist of the following members, namely :-

- (i) Vice-Chancellor,
- (ii) Rector,
- (iii) Directors of the Institutes,
- (iv) Deans of Faculties,
- (v) All Heads of Departments,
- (vi) Principal, MMV,

- (vii) Principals of other Colleges admitted to the privileges of the University,
 - (viii) One Professor, Associate Professor, Assistant Professor from each Faculty and MMV by rotation according to seniority,
 - (ix) 10 distinguished persons from different disciplines to be nominated by the Academic Council from outside the University.
- (2) All members of the Academic Council, other than ex-officio members, shall hold office for a term of three years :
 Provided that a member co-opted in his capacity as a member of a particular board or committee or as the holder of a particular post shall hold office so long only as he continues to be a member of that board or committee or the holder of that post.
- (3)²¹ Eighty members of the Academic Council shall form the quorum.

18. Subject to the provisions of the Act, the Academic Council shall, in addition to all other powers vested in it, have the following powers, duties and functions, namely :-

Powers, duties and actions of the Academic Council

- (i) to report on any matter referred to it by the Executive Council;
- (ii) to make recommendations to the Executive Council with regard to the creation and abolition of teaching posts in the University and the colleges, and the classification of the said posts and the emoluments and duties attaching thereto ;
- (iii) to formulate, modify or revise schemes for the organisation of, and assignment of subjects to, Faculties and to report to the Executive Council as to the expediency of the abolition, reconstitution or division of any Faculty or the amalgamation of one or more Faculties ;
- (iv) to promote research within the University and to require, from time to time, reports on such research ;
- (v) to consider proposals submitted by the Faculties ;
- (vi) to recognize diplomas and degrees of other Universities and institutions and to determine their equivalent diplomas and degrees of the Banaras Hindu University ;
- (vii) to make special arrangements, if any, for the teaching of women students and for prescribing for them special courses of study, after consulting the Advisory Board of Women's Education ;
- (viii) to make such arrangements for the instruction and examination of persons, not being members of the University, as may be necessary ;
- (ix) to recommend to the Executive Council the rates of fees and charges ;
- (x) to make proposals to the Executive Council for the establishment of Colleges, Departments, Institutions of Research and Specialised Studies, Special Centres, Libraries, Laboratories and Museums ;
- (xi) to make proposals to the Executive Council for the institution of fellowships, traveling fellowships, scholarships,

²¹ Vide Ministry of Human Resource Development (Deptt. of Education) letter No. F.1-88/86-Desk(U) dated 26th October, 1987.

- studentships, medals and prizes ;
- (xii) to recommend to the Executive Council draft Ordinances regarding examinations of the University on the conditions on which students should be admitted to such examinations and the working, maintenance and use of the University Library ;
 - (xiii) to maintain proper standards of examination ;
 - (xiv) to constitute a Council of Students' Affairs consisting of such number of teachers and students as may be prescribed by the Ordinances to advise the Academic Council on matters relating to the welfare of the students of the University ;
 - (xv) to fix, subject to any conditions accepted by the Executive Council, the time, mode and conditions of competition for fellowships, scholarships and other prizes and to award the same ;
 - (xvi) to conduct examinations in conformity with the Ordinances and to fix dates for holding them ;
 - (xvii) to declare the results of the various University examinations, or to appoint committees or officers to do so, and to make recommendations regarding the conferment or grant of degrees, honors, diplomas, certificates, titles and marks of honors ;
 - (xviii) to award stipends, scholarships, medals, prizes and to make awards in accordance with the Ordinances and such other conditions as may be attached to the awards ;
 - (xix) to make recommendations to the Executive Council in regard to the appointment of examiners, and if necessary, their removal and the fixation of their fees, emoluments and the traveling and other allowances and the appointment of Boards of Examiners and Moderators ;
 - (xx) to appoint, whenever necessary, Inspectors or Boards of Inspectors for inspecting colleges and institutions applying for admission to the privileges of the University ;
 - (xxi) to publish lists of prescribed or recommended text-books and to publish syllabuses of the prescribed courses of study ;
 - (xxii) to prepare such forms and registers as are, from time to time, prescribed by the Ordinances ;
 - (xxiii) to appoint committees for admission to the University ;
 - (xxiv) to appoint, subject to the provisions of Statute 26, committees for such specific purpose as it may deem necessary ;and
 - (xxv) to perform, in relation to academic matters, all such duties and to do all such acts as may be necessary for the proper carrying out of the provisions of the Act, these Statutes and the Ordinances.

19. [Omitted]

20. [Omitted]

- 21.** (1) The Finance Committee shall consist of the following members, namely:-
- (i) The Vice-Chancellor ;
 - (ii)²² Two persons nominated by the Visitor ;
 - (iii) Two persons, who are not employees of the University,

²² Vide Ministry of Education & Social Welfare letter No. F.11-59/69U.2 dated 12th August, 1971.

- appointed by the Executive Council.
- (iv) Two Deans of Faculties by rotation according to seniority for a term of two years.
- (2) The Finance Officer shall be the Secretary of the Finance Committee.
- (3) Four members of the Finance Committee shall form the quorum.
- (4) All members of the Finance Committee, other than ex-officio members, shall hold office for a term of three years.
- (5) The Vice-Chancellor shall preside at meetings of the Finance Committee.
- (6) A member of the Finance Committee shall have the right to record a minute of dissent if he dissents from the other members.
- (7) The Finance Committee shall meet at least twice every year to examine accounts and to scrutinize proposals for expenditure.
- (8) The annual accounts and the budget of the University for the next financial year prepared by the Finance Officer shall be laid before the Finance Committee for consideration and comments and thereafter submitted to the Executive Council for approval with or without amendments.
- (9) The Finance Committee shall fix limits for the total recurring expenditure and the total non-recurring expenditure for the year, based on the income and resources of the University which, in the case of productive works, may include the proceeds of loans; no expenditure shall be incurred by the University in excess of the limits so fixed.

22. The University shall include the faculties of -

Faculties

- (i) Sanskrit Vidya Dharma Vigyan Sankaya²³,
- (ii) Arts,
- (iii) Science,
- (iv) Law,
- (v) Medicine²⁴,
- (vi) Ayurveda²⁵,
- (vii) Agriculture
- (viii) Education,
- (ix) Visual Arts²⁶,
- (x) Performing Arts,
- (xi) Commerce²⁷,
- (xii) Management Studies²⁸,
- (xiii) Social Sciences²⁹.
- (xiv) Dental Sciences
- (xv) Environment and Sustainable Development
- (xvi) Veterinary & Animal Sciences

²³ Vide Ministry of Education & Culture (Deptt. Of Education) letter No. F.1-39/82-Desk(U) dated 8th June, 1983.

²⁴ Vide Ministry of Education & Social Welfare letter No. F.1-29/77 U.2 dated 27.3.1978.

²⁵ Vide Ministry of Education letter No. F.1-10/85-Desk(U) dated 17th April, 85.

²⁶ Vide Ministry of Education & Social Welfare letter No. F.1-148/77 U.2 dated 24.8.1978.

²⁷ Vide Govt. of India, Ministry of Education letter No. F.1-49/83 (U) dated 19th May, 1984.

²⁸ Vide Govt. of India, Ministry of Education letter No. F.1-49/83 (U) dated 19th May, 1984.

²⁹ Vide Ministry of Education & Social Welfare letter No. F.1-32-170-U.2 dated April, 1978.

23. (1) Each Faculty shall consist of the following members, namely:-
Constitution of Faculties

- (i) the Dean of the Faculty who shall be the Chairman ;
- (ii) Deleted on creation of Indian Institute of Technology ;
- (iii) the Director of the Institute of Medical Sciences in the Faculty concerned ;³⁰
- (iv) the Director of the Institute of Agricultural Sciences in the Faculty concerned ;
- (v) the Director of the Institute of Environment & Sustainable Development in Faculty concerned ;
- (vi) the Director of the Institute of Sciences in Faculty concerned ;
- (vii) the Director of the Institute of Management Studies in Faculty concerned ;
- (viii) the Heads of Departments of Studies in the Faculty ;
- (ix) all Professors in the Faculty ;
- (x) Deleted³¹;
- (xi) Deleted³² ;
- (xii) one Associate Professor and one Assistant Professor, by rotation according to seniority, from each Department in the Faculty ;
- (xiii) one teacher by rotation according to seniority from the Mahila Mahavidyalaya. 33

Provided that the College provides instruction in any of the subjects assigned to the Faculty.

Provided further that the rotation according to seniority shall be amongst teachers of subjects assigned to the Faculty.

Provided further that where no Mahila Mahavidyalaya imparts instruction in Commerce one teacher by rotation, according to seniority, from amongst Commerce teachers from each affiliated College (in Faculty of Commerce only).

- ³⁴(xiv) Persons not connected with the University having special knowledge of the subject or subjects concerned nominated by the Academic Council, one for each department of the Faculty provided that the number of members to be nominated to each of the Faculties of Law, Education, Commerce and Management Studies under this sub-clause shall be two.

- (2) The term of office of a member under sub-clause (xii), (xiii) and (xiv) of clause (1) shall be three years.

24. (1) The Faculty shall have such powers and shall perform such duties as may be assigned to them by these Statutes and the Ordinances and shall, from time to time, appoint such and so many Boards of Studies in different branches of knowledge as may be prescribed by the Ordinances.
Powers of the Faculties

³⁰ Vide Ministry of Education & Youth Services letter No. F.1-3-171 U.2 dated 15.3.1971

³¹ on creation of Indian Institute of Technology (BHU)

³² Vide Ministry of Education & Social Welfare letter No. F.1-57/76 U.2 dated 16.2.1977. [(xi) the Training and Placement officer of the Institute of Technology in the Faculty concerned-deleted]

³³ Vide Ministry of Education & Youth Services letter No. F.1-3/71 U.2 dated 15.3.1971.

³⁴ Vide Ministry of Human Resource Development (Deptt. Of Education) letter No. F.1-11/85-Desk(U) dated 17th Jan., 1986 and letter No. F.1-11/85-Desk(U) dated 27th July, 1989.

- (2) The Faculties shall also consider and make such recommendations to the Academic Council on any question pertaining to their respective spheres of work as may appear to them necessary or on any matter referred to them by the Academic Council.

25.³⁵(1) The Departments of Studies in the University and the Faculties relating thereto are set out in the annexure to this schedule.

**Departments/
Faculties**

- (2) No Department shall be established, reconstituted, amalgamated with another, or divided or abolished except in accordance with the provisions of these Statutes.
- (3) Each Department shall consist of the following members, namely :-
- (i) Teachers of the Department ;
 - (ii) Persons conducting research in the Departments ;
 - (iii) Dean of the Faculty or Deans of the Faculties concerned;
 - (iv) Honorary Professors, if any, attached to the Department;
 - (v) Such other persons as may be members of the Department in accordance with the provisions of the Ordinances.
- (4)(1)³⁶ Each Department shall have a Head whose duties, functions and conditions of appointments shall be laid down by the Ordinances.
- (2) In the case of Departments having the sanctioned strength of more than one Professor, the Vice-Chancellor shall appoint one of the Professors by rotation according to seniority as the Head of the Department for a specified period as laid down in the Ordinances.
- Provided that, if at any particular time, such Department in effect has only one Professor, the Vice-Chancellor shall appoint the Head of Department in accordance with the provisions given in Clause (3).
- Provided further that a Professor/Associate Professor who has been the Head of Department earlier or who declined the option under Clause (5) shall not be reappointed until all the Professor/Associate Professor as the case may be in the Department have been duly considered.
- Provided further that in the event of Professor/Associate Professor not being available at the time of commencement of his tenure, the Professor/Associate Professor, as the case may be, next in order of seniority shall be appointed as Head of Department and the tenure of such as were not available shall commence after the expiry of the term of the Professor/ Associate Professor appointed in his absence.
- (3) In the case of the Departments which have the sanctioned

³⁵ Vide Ministry of Human Resource Development, Deptt. of Education letter No. F.1-65/87-Desk(U) dated 27.8.1987.

³⁶ Vide Ministry of Human Resource Development, Deptt. of Education letter No. F.1-65/87-Desk(U) dated 27.8.1987.

strength of only one Professor, the Vice-Chancellor shall first appoint the Professor as the Head of Department and thereafter one of the Associate Professors from amongst the two senior most Associate Professors by rotation according to seniority for a specified period as laid down in the Ordinances. After the term of the Associate Professors is over the Professor would again be appointed as the Head and the rotation would continue.

- (4) In case of Departments where there is no Professor, the Vice-Chancellor shall appoint one of the Associate Professors from amongst the two senior most Associate Professors by rotation according to seniority, as the Head of the Department for a specified period as laid down in the Ordinances.
- (5) Any Professor or Associate Professor shall have the option to resign the Headship at any time during his tenure or also to decline the offer of appointment on his turn as Head of the Department.
- (6) If no Professor or Associate Professor is appointed Head of the Department or when the place of the Head of the Department is vacant for any reason the Dean of the Faculty concerned shall act as the Head of the Department.
- (7) Notwithstanding anything contrary contained anywhere in these statutes, whenever the Vice-Chancellor is satisfied that appointment of a person, whose appointment is due on the basis of seniority as the Head of the Department, will not be in the overall interest of the Department he may, with the prior approval of the Executive Council, appoint another Professor or Associate Professor next in seniority, as the case may be, as the Head of the Department.
- (8) Notwithstanding anything contained to the contrary in these statutes, Faculties consisting of a single Department the office of the Head and the office of the Dean shall continue to be held conjointly.

Provided that in the event of Professor exercising his option to resign from the Headship or declining the offer of the appointment as Head of Department under Clause (5), his term as Dean shall also come to an end notwithstanding the provisions of para 30 of the Statutes.

- (9) If any dispute or doubt arises about the interpretation of these Statutes, the same shall be referred to the Executive Council and the decision of the Executive Council shall be final.
- (10) These amended Statutes shall be deemed to have come into force w.e.f. 4th April, 1984.

- 25(A).**³⁷
- (1) Deleted on creation of Indian Institute of Technology
 - (2) The existing Institute of Medical Sciences be trifurcated into three Faculties under the Institute of Medical Sciences consisting of the Departments as noted below:-
 - (1) *Faculty of Medicine*
 - (i) Anatomy ;
 - (ii) Biochemistry ;

³⁷ Vide Ministry of Education & Youth Services letter No. F.1-57/71 U.1 dated 15.3.1971.

- (iii) Forensic Medicine ;
- (iv) Medicine ;
- (v) Microbiology ;
- (vi) Obstetrics and Gynaecology ;
- (vii) Ophthalmology ;
- (viii) Physiology ;
- (ix) Pharmacology ;
- (x) Pathology ;
- (xi) Community Medicine³⁸ ;
- (xii) Paediatrics ;
- (xiii) Radio-diagnosis Imaging³⁸ ;
- (xiv) General Surgery ;
- (xv) Anaesthesiology ;
- (xvi) Biophysics ;
- (xvii) Orthopaedics ;
- (xviii) Otorhinolaryngology ;
- (xix) Psychiatry;
- (xx) Radiotherapy & Radiation Medicine
- (xxi) Dermatology and Venereology³⁹;
- (xxii) Tuberculosis and Chest Diseases⁴⁰;
- (xxiii) Neurosurgery⁴¹ ;
- (xxiv) Plastic Surgery⁴⁰
- (xxv) Urology⁴⁰
- (xxvi) Paediatrics Surgery⁴⁰
- (xxvii) Neurology⁴⁰
- (xxviii) Nephrology⁴⁰
- (xxix) Gastroenterology⁴⁰
- (xxx) Endocrinology⁴⁰
- (xxxi) Cardiothoracic Surgery⁴⁰
- (xxxii) Cardiology⁴⁰
- (xxxiii) Surgical Oncology⁴²;
- (xxxiv) Geriatric Medicine

(2) *Faculty of Ayurveda*

- (i). Ayurveda Samhita and Sanskrit⁴³;
- (ii). Sindhant Darshan;
- (iii). Dravyaguna;
- (iv). Kaya Chikitsa⁴⁴;
- (v). Panch Karma⁴⁵
- (vi). Agad Tantra
- (vii). Prasuti Tantra;
- (viii). Shalya Tantra;
- (ix). Shalaky Tantra

³⁸ Vide Govt. of India, Ministry of Human Resource Development letter No. F.1-12/2003-Desk(U) dated 25th March, 2004.

³⁹ Vide Ministry of Human Resource Development (Deptt. of Education) letter No. F.1-43/86-Desk(U) dated 4th August, 1987.

⁴⁰ Vide Ministry of Human Resource Development (Deptt. of Education) letter No. F.1-43/86-Desk(U) dated 4th August, 1987.

⁴¹ Vide Ministry of Human Resource Development letter No. F.1-66/91-Desk(U) dated 8th July, 1997.

⁴² Vide Govt. of India, Ministry of Human Resource Development letter No. F.1-12/2003-Desk(U) dated 25th March, 2004.

⁴³ Vide Ministry of Human Resource Development (Deptt. of Education) letter No. F.1-27/2004-Desk(U) dated 10th October, 2006 (ECR No. 296 dated March 31, 2004). (Department of Ayurveda Samhita & Sanskrit, Sidhant Darshan and Deptt. of Shalya Tantra).

⁴⁴ vide letter no. R/GAD/Amend.Ordinance-11.A(1)/9607 dated May 2, 2019.

⁴⁵ Vide Ministry of Human Resource Development (Department of Education) letter No.F.1-29/2007-Desk(U) dated August 9, 2011. Although it has been kept in abeyance by University letter dated 3.10.2011. (ECR No.102 dated March 14, 2007).

- (x). Sangyahan⁴⁶
- (xi). Medicinal Chemistry (Bhaisajya Rasayan Vibhag).
- (xii). Rasa Shastra
- (xiii). Kriya Sharir
- (xiv). Rachana Sharir
- (xv). Swasthavritta and Yoga
- (xvi). Kaumarbhritya/Balroga
- (xvii). Vikriti Vigyan

⁴⁷(3) *Faculty of Dental Sciences*

- (i) Department of Dentistry

- (3) There shall be established an Institute of Agricultural Sciences integrating the following departments of the University under two faculties :-

(1) Faculty of Agriculture

Department of –

- (i) Agronomy ;
- (ii) Genetics and Plant Breeding ;
- (iii) Soil Science and Agricultural Chemistry ;
- (iv) Horticulture ;
- (v) Plant Physiology ;
- (vi) Mycology and Plant Pathology ;
- (vii) Entomology and Agricultural Zoology ;
- (viii) Agricultural Economics.
- (ix) Extension Education ;
- (x) ⁴⁸Dairy Science and Food Technology and ;
- (xi) Farm Engineering ;

(2) Faculty of Veterinary and Animal Sciences

Department of-

- (i). Veterinary Anatomy
- (ii). Veterinary Physiology & Biochemistry
- (iii). Veterinary Pharmacology & Toxicology
- (iv). Veterinary Microbiology
- (v). Veterinary Pathology
- (vi). Veterinary Public Health & Epidemiology
- (vii). Animal Nutrition
- (viii). Veterinary Gynaecology & Obstetrics
- (ix). Veterinary Surgery & Radiology
- (x). Veterinary Medicine
- (xi). Veterinary Parasitology
- (xii). Livestock Production & Management
- (xiii). Livestock product Technology
- (xiv). Veterinary Extension
- (xv). Animal Genetics & Breeding

⁴⁶ Vide Ministry of Human Resource Development (Deptt. of Education) letter No. F.1-37/2007-Desk(U) dated 11th November, 2011. (ECR No.141 dated June 30, 2007).

⁴⁷ Vide Ministry of Human Resource Development letter No. F.1-15/2005-Desk(U) dated 22nd August, 2005.

⁴⁸ Vide ECR No.45 dated 26.11.2018. **Erstwhile department of Animal Husbandry and Dairying merged with centre of Food Science and Technology and renamed as Dairy Science and Food Technology**

- (4) There shall be established an Institute of Environment and Sustainable Development, Faculty of Environment and Sustainable Development consisting of Department of Environment and Sustainable Development with following sub-divisions;
- (i) Environmental Science;
 - (ii) Bio-resource Management
 - (iii) Energy Resource Development
 - (iv) Water Resource Development
 - (v) Socio-Economic and legal dimensions
 - (vi) Earth and Atmospheric Sciences
 - (vii) Ecological Sciences
 - (viii) Environmental Microbiology and Biotechnology
5. There shall be established an Institute of Science integrated the following Departments of the Faculty of Science of the University, namely, Department of:
- (i) Mathematics
 - (ii) Botany
 - (iii) Chemistry
 - (iv) Geology
 - (v) Physics
 - (vi) Geography
 - (vii) Zoology
 - (viii) Geophysics
 - (ix) Home Science
 - (x) Statistics
 - (xi) Biochemistry
 - (xii) Computer Science
 - (xiii) Molecular & Human Genetics
6. There shall be established an Institute of Management Studies consisting of Faculty of Management Studies with the Department of Management Studies.
7. The Institute of Medical Sciences, the Institute of Agricultural Sciences, the Institute of Environment and Sustainable Development, the Institute of Science and the Institute of Management Studies established under the Statute shall each have a Director as its head.

26.
BOARD AND
COMMITTEES

The Court, the Executive Council, the Academic Council or any Faculty may appoint boards or committees consisting of members of the authority making such appointment and such other persons (if any as that authority in each case may think fit) and any such Board or Committee may deal with any subject assigned to it subject to subsequent confirmation by the authority which appointed it.

27. (1)(a)
Selection
Committees

There shall be Selection Committees for making recommendations to the Executive Council for appointment to the posts of Professors, Associate Professors, Assistant Professors, Registrar, Controller of Examinations and Librarian and such other posts as are declared teaching posts by the Academic Council.

- (b) Every Selection Committee shall consist of the Vice-Chancellor who shall be the Chairman thereof and a person nominated by the Visitor, and, in addition, the Selection Committee for making

recommendations for appointment to a post specified in column (1) of the Table below shall have as its members the persons specified in the corresponding entry in column (2) of the said Table .

Table

(1)	(2)
Professor ⁴⁹	<p>(1) The Dean of the Faculty concerned, provided he is a Professor, except in cases where they are applicants or when the post held by them is being filled up.</p> <p>(2) The Head of the Deptt. concerned, provided he is a Professor, except in cases where they are applicants or when the post held by them is being filled up.</p> <p>(3) Not less than three persons not being in the service of the University or member of the Ex. Council who have special knowledge of the subject with which the person to be appointed will be concerned, to be nominated by the Executive Council.</p>
Associate Professor/ Assistant Professor ⁵⁰ and Teaching post	<p>(1) The Dean of the Faculty concerned ;</p> <p>(2) The Head of the department concerned post</p> <p>(3) Not less than two persons not being in the service of the University or members of the Ex. Council who have special knowledge of the subject with which the person to be appointed will be concerned, to be nominated by the Executive Council.</p>
Registrar/ Controller of Examinations	Three members of the Executive Council nominated by it.
Librarian	Not less than three persons not being in the service of the University or members of the Executive Council who have special knowledge of the subject of Library Science to be nominated by the Executive Council.
Professors, Associate Professors and Assistant Professors and ⁴⁴ other teaching post in the Institute of Medical Sciences, Institute of Agricultural Sciences. the ⁵¹ Institute of Environment and Sustainable Development, Institute of	The Director of the concerned Institute will also be a member of the Selection Committee constituted as above for the respective post.

⁴⁹ Vide Govt. of India, Ministry of Human Resource Development (Deptt. of Education) letter No. F.1-85/86-Desk(U) dated 21st October, 1987.

⁵⁰ Vide Ministry of Human Resource Development (Deptt. of Education) letter No. F.1-37/84-Desk(U) dated 25.3.1985.

⁵¹ Vide Ministry of HRD, Deptt. of Higher Education letter No. F.1-5/10-Desk(U) dated 28th July, 2010 (ECR No. 90 dated October 6, 2009)

Science ⁵² and the Institute of Management Studies ⁵³ .	
Professors, Associate Professors and Assistant Professors and other teaching posts in Institute of Medical Sciences and selection of Medical Superintendent of Institute of Medical Sciences ⁵⁴	<p>Selection Committee for recruitment/promotion of teaching faculty and Medical Superintendent of Institute of Medical Sciences shall consist of the following:</p> <p>Chairman: Vice-Chancellor, BHU</p> <p>Vice-Chairman: Chairman, Governing Body, Institute of Medical Sciences or his nominee (a Governing Body Member who is an eminent Medical Scientist)</p> <p>Members:</p> <ol style="list-style-type: none"> 1. Governing Body Member representing the Faculty Stream for which selection is being made (viz. Medical Nursing, Dental, Ayurveda) 2. Nominee of Visitor 3. Dean of concerned Faculty of IMS 4. Concerned Head of the Department 5. External subject-experts (Three for the post of Professor / Associate Professor and two for Assistant Professor) from the panel of Experts approved by the Executive Council nominated by the Vice-Chancellor. 6. Director, IMS 7. Observer – An eminent academician representing SC/ST as per Government of India norms. <p>Quorum: Where the Visitor's Nominee and the External Experts are four, atleast three should be present and where the Visitor's Nominee and the External Experts are three atleast two should be present.</p>
Professors, Associate Professors and Assistant Professors and ⁴⁵ other teaching post in Mahila Mahavidyalaya.	Principal, Mahila Mahavidyalaya, will also be a member of the Selection Committee, constituted as above for the posts of Mahila Mahavidyalaya.

⁵² Vide Ministry of HRD, Deptt. of Higher Education letter No. F.No.1-10/2014-Desk(U) dated December 2, 2015 (ECR. no. 13 dated March 15, 2012) .

⁵³ Vide Ministry of HRD, Deptt. of Higher Education letter No. F.No.1-10/2014-Desk(U) dated December 2, 2015 (ECR. no. 32 dated March 15, 2012) .

⁵⁴ Ref.no. R/GAD/Statute 27&3A/42811 dated 18.12.2019

⁵⁵ Professors, Associate Professors and Assistant Professors in the Centre of Advanced Study/ Departments selected for Special Assistance Programme/ Schools.	Programme Co-ordinator of the concerned Departments, ⁵⁶ (CAS/SAP and Schools) will also be a member of the Selection Committee.
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(c) Provided that the meetings of the Selection Committee shall be fixed only after prior consultation with and subject to the convenience of the Visitor's nominee and the persons nominated by the Executive Council under Clause (b) above.

Provided further that the proceedings of the Selection Committee shall not be valid unless:-

- (i) Where the number of Visitor's nominee and the persons nominated by the Executive Council is four in all, at least three of them attend the meeting ;and
- (ii) Where the number of Visitor's nominee and the persons nominated by the Executive Council is three in all, at least two of them attend the meeting.

(d) Notwithstanding the provision under Statute 27(1)(a) the Executive Council may constitute a Special Committee to suggest names of persons of high academic distinction, eminence and professional attainments for filling in special Chairs of Professors.

- (2) The procedure to be followed by a Selection Committee in making recommendations shall be laid down in the Ordinances.
- (3) If the Executive Council is unable to accept any recommendations made by the Selection Committee, it shall record its reasons and submit the case to the Visitor for orders.

28. Where, by these Statutes, no provision is made for the President or Chairman to preside over a meeting of any University authority, board or committee or when the President or Chairman so provided for is absent, the members present shall elect one among themselves to preside at the meeting.

29. Save as otherwise provided in the Act, these Statutes or the Ordinances, every officer of the University and every member of any University authority whose term of office or of membership has expired shall be eligible for re-appointment or re-election, as the case may be.

Resignation (1) Any member other than an ex-officio member of the Court, the Executive Council, the Academic Council or any other University authority may resign his membership by letter addressed to the Registrar, and the resignation shall take effect as soon as such

⁵⁵ Vide Ministry of Human Resource Development (Deptt. of Education) letter No. F.1-12/85-Desk(U) dated 27.1.1986.

⁵⁶ Vide Ministry of Human Resource Development (Deptt. of Education) letter No. F.1-48/90-Desk(U) dated 5.8.1991.

letter is received by the Registrar.

- (2) An Officer of the University (whether salaried or otherwise), may resign his office by letter addressed to the Registrar :

Provided that such resignation shall take effect only on the date from which the same is accepted by the authority competent to appoint such officer.

- 31. Removal of Teacher** (a) Where there is an allegation of misconduct against a teacher, the Vice-Chancellor may, if he thinks fit, by order in writing, place the teacher under suspension and shall forthwith report to the Executive Council the circumstances in which the order was made :

Provided that the Executive Council may, if it is of the opinion, that the circumstances of the case do not warrant the suspension of the teacher, revoke that order.

- (b) Notwithstanding anything contained in the terms of his contract of service or of his appointment, the Executive Council shall be entitled to remove a teacher on the ground of misconduct.
- (c) Save as aforesaid, the Executive Council shall not be entitled to remove a teacher except for good cause and after giving three months' notice in writing or payment of three months' salary in lieu of notice.
- (d) No teacher shall be removed under clause (b) or under clause (c) until he has been given a reasonable opportunity of showing cause against the action proposed to be taken in regard to him.
- (e) The removal of a teacher shall require a two-thirds majority of the members of the Executive Council present and voting.
- (f) The removal of a teacher shall take effect from the date on which the order of removal is made :
- Provide that where a teacher is under suspension at the time of his removal, the removal shall take effect on the date on which he was placed under suspension.
- (g) Notwithstanding anything contained in the Statutes, the employees of the University, being a teacher shall be entitled to resign :
- (i) in the case of the permanent teacher only after giving three months' notice in writing to the appointing authority or paying to the University three months' salary in lieu thereof.
- (ii) in any other case, only after giving one months' notice in writing to the appointing authority or paying to the University one months' salary in lieu thereof.

- 32. Removal of employees other than teachers** (1) Notwithstanding anything contained in the terms of his contract of service or of his appointment, an employee of the University, other than a teacher, may be removed by the authority which is competent to appoint the employee-

- (a) if he is of unsound mind or is a deaf-mute or suffers from contagious leprosy ;
- (b) if he is an undischarged insolvent ;
- (c) if he has been convicted by a court of law of an offence involving moral turpitude and sentenced in respect thereof to imprisonment

for not less than six months ;

(d) if he otherwise guilty of misconduct ;

Provided that no officer of the University shall be removed from his office unless a resolution to that effect is passed by the Executive Council by a majority of two-thirds of its members present and voting.

(2) No such employee shall be removed under clause (1) until he been given a reasonable opportunity of showing cause against the action proposed to be taken in regard to him.

(3) Where the removal of such employee is for a reason other than that specified in sub-clause (c) or sub-clause (d) of clause (1), he shall be given three months' notice in writing or paid three months' salary in lieu of notice.

(4) Notwithstanding anything contained in the Statutes, an employee of the University, not being a teacher, shall be entitled to resign-

(i) in the case of the permanent employee, only after giving three months' notice in writing to the appointing authority or paying to the University three months' salary in lieu thereof ;

(ii) in any other case, only after giving one months' notice in writing to the appointing authority or paying to the University one month's salary in lieu thereof.

33. (1) Whenever, in accordance with these Statutes, any person is to hold any office or be a member of any authority of the University by rotation according to seniority, such seniority as between two persons holding permanent posts of similar rank or grade shall be determined in accordance with the length of continuous permanent service in such rank or grade and in the case of two persons in temporary service in similar rank or grade, seniority shall be determined in accordance with the length of continuous temporary service in such rank or grade ; between a permanent employee and a temporary employee in the same rank or grade the permanent employee shall be senior.

Seniority

(2) It shall be the duty of the Registrar to prepare and maintain in respect of each class of persons to whom the provisions of this Statute apply, a complete and up-to-date seniority list in accordance with the provisions of the foregoing clause.

(3) If two or more persons have equal length of continuous service in a particular grade or post, or the relative seniority of any person or persons is otherwise in doubt, the Registrar may, on his own motion, and shall, at the request of any such person, submit the matter to the Executive Council whose decision thereon shall be final.

34. Notwithstanding anything contained in these Statutes, a person who holds any office in the University or is a member of any authority or board or committee of the University in his capacity as a member of any other authority or board or committee, or as the holder of any appointment shall hold the office or be a member of the authority or board or committee of the University so long only as he continues to be a member of that other authority or board or committee, or the holder of that particular

Tenure of office

appointment, as the case may be.

35.
Filling of casual vacancies

All casual vacancies in the office of member (other than an ex-officio member) of any authority or board or committee of the University shall be filled, as soon as conveniently may be, by the officer or authority or board or committee who has power to appoint, elect or co-opt the member whose place become vacant, and the person so appointed, elected or co-opted in a casual vacancy shall be a member of such authority or board or committee for the residue of the term for which the person whose place he fills would have been a member.

36. (1)
Admission of Colleges, etc. to the privileges of the University

Colleges and other institutions within a radius of fifteen miles from the main temple of the University may be admitted to such privileges of the University as the Executive Council may decide on the following conditions, namely:-

- (i) every such college or institution shall have a Managing Body constituted in accordance with the rules relating to the society or association establishing the college or institution consisting of -
- (a) two persons nominated by the University ;
 - (b) the Principal ;
 - (c) two teachers to be nominated in accordance with the Ordinances ;
 - (d) such number of other persons as may be specified in the rules ;

Provided that the previous approval of the Executive Council is obtained for the appointment of every such other person ;

- (ii) every such college or institution shall satisfy the Executive Council on the following points -
- (a) the suitability and adequacy of its accommodation and equipment for teaching,
 - (b) the qualifications and adequacy of its teaching staff and the conditions of their service,
 - (c) the arrangements for the residence, welfare, discipline and supervision of its students, and,
 - (d) such other matters as are essential for the maintenance of the standards of University education ; and
- (iii) no college or institution shall be admitted to any privileges of the University except on the recommendation of the Academic Council made after considering the report of a Committee of Inspection appointed for the purpose, by the Academic Council.
- (2) Every appointment of a teacher in such college or institution shall be made on the recommendation of a Selection Committee which shall consist of-
- (a) the Principal, unless the post to be filled is that of the Principal ;
 - (b) one representative of the University nominated by the Executive Council ;
 - (c) two persons nominated by the Managing Body ;
 - (d) two persons not connected with the college or institution who have special knowledge of the subject with which the

person to be appointed will be concerned to be nominated by the Executive Council.

- (3) Every such college or institution shall be inspected at least once every year by a Committee appointed by the Academic Council, and the report of that Committee shall be submitted to the Academic Council which shall forward the same to the Executive Council with such recommendation as it may deem fit to make. The Executive Council, after considering the report and the recommendations, if any, of the Academic Council, shall forward a copy of the report to the Managing Body of the college or institution with such remarks, if any, as it may deem fit, for suitable action.
- (4) The Executive Council may, after consulting the Academic Council, withdraw any privileges granted to a college or institution if at any time it considers that the college or institution is not fulfilling the requisite conditions :
Provided that no such privileges shall be withdrawn until the Managing Body of the college or the institution, as the case may be, has been given a reasonable opportunity of showing cause against the action proposed to be taken in regard to the college or the institution.
- (5) Subject to the conditions set forth above, the Ordinances may prescribe any other conditions which may be considered necessary and also the procedure for the admission on colleges and institutions to the privileges of the University and for the withdrawal of those privileges.

- 37.** (1) Every graduate of the University of not less than three years' standing shall be entitled to be registered and to have his name entered in the Register of registered graduates, the period of three years being computed from the date of conferment of the first degree by the University on the person concerned.
- Registered graduates**
- (2) Every person who intends to become a registered graduate shall make an application to the Registrar in such form and on payment of such fee as may be prescribed by the Ordinances.
 - (3) If any question arises as to whether a person is entitled to have his name entered in the Register of Registered graduates, it shall be decided by the Vice-Chancellor whose decision thereon shall be final.
 - (4) The names of all graduates which have been entered in the register of registered graduates immediately before the commencement of the Banaras Hindu University (Amendment) Act, 1966 shall be included in the register of registered graduates maintained under this Statute.
 - (5) No registered graduate shall be entitled to vote at, or stand as candidate, for, an election to the Court from among the registered graduates unless his name has been entered in the register of registered graduates for at least one year prior to the date of the election.

- 38.** (1) Every person who has made a donation of one thousand rupees or more or has transferred property of the like value to the University shall be entitled to be registered and to have his name entered in the register of registered donors.
- Registered donors**

- (2) The names of all donors who have made such donation or have transferred such property immediately before the commencement of the Banaras Hindu University (Amendment) Act, 1966 shall be included in the register of registered donors maintained under this Statute.

39. Honorary Degrees (1) The Degree of Doctor of Letters (D. Litt.), or Mahamahopadhyaya, Honoris Causa, shall be conferred upon such persons as have contributed substantially to the advancement of Literature, Philosophy, Art, Music, Painting or any other subject assigned to the Faculty of Arts, or for conspicuous service rendered by them to the cause of education.

- (2) The Degree of Doctor of Science (D. Sc) Honoris Causa shall be conferred upon such persons as have branch of science or technology or to planning, organizing or developing scientific and technological institutions, in the country.

- (3) The Degree of Doctor of Laws (LL.D.) Honoris Causa shall be conferred upon persons, who are distinguished lawyers, judges or jurists, statesmen or have made noteworthy contribution to public good.

40.⁵⁷ Emeritus Professor and Visiting Professor (1) A retired Professor of the University having an authoritative standing in the field and whose long and distinguished services has added-lustre to the University may, on the recommendation of the Vice-Chancellor, be selected by the Executive Council for conferment of status and appointment as 'Professor Emeritus'. The terms, conditions and the procedure of selection etc. shall be as provided in Ordinances.

- (2) A scholar of eminence who has acquired distinction in the field of scholarship and research and has published any work of merit may, on the recommendation of the Vice-Chancellor supported with reasons, be invited by the Academic Council to deliver lectures in the University for a specified period on such terms as may be prescribed by the Ordinances.

41. Provision for maintenance of Central Hindu School (1) The Executive Council shall make provision for the maintenance of the Central Hindu School and other schools which have been established in accordance with the Act, these Statutes or the Regulations.

- (2) The management of such schools shall be in accordance with the Ordinances made in this behalf.

42. Properties of the Schools to be properties of the University The schools referred to in Statute 41 and all their buildings, properties, furniture, apparatus, and books and accounts shall be the property of the University

43. Subscription by employees Every employee of the University appointed permanently or on probation to a substantive post on or before 31-3-1964, unless he opts for the "Central Universities-Retirement Benefit Rules 1967"⁵⁸ as may be approved by the Central Government, shall as a condition of his service subscribe to the provident fund eight and one-third percent of his salary; such subscription shall be deducted from his salary every month, fraction of a rupee of the

⁵⁷ Vide Govt. of India, Ministry of Human Resource Development letter No. F.1-91/87-Desk(U) dated 1st August, 1989.

⁵⁸ 1966 has been replaced by 1967 in the Visitor's orders communicated vide Ministry of Human Resource Development (Deptt. of Education) letter No. F.1-46/87-Desk(U) dated 26th October, 1987.

salary being omitted. An employee joining University on or after 1-4-64 shall be governed by the Central Universities Retirement Benefit Rule 1967⁴⁸ as approved by the Central Government provided that any amendments to the Central Government Rules relating to General Provident Fund, Contributory Provident Fund, Pension, Gratuity, etc. shall be deemed to be the amendments of the relevant provisions of the Central Universities Retirement Benefit Rules 1967⁴⁸ with effect from the date such amendments are brought into force by the Central Government.”

44. (1) **Contribution by the University** The University shall contribute to the Fund a sum equal to such percentage of the salary of each employee as may be approved by the Central Government.

(2) Such contribution shall be credited to the account of the employee concerned and charged to the University accounts under the head “Provident Fund”.

Provided that in the case of a person appointed on probation such contribution shall be added to the Fund only on his confirmation credit being given from the date on which the subscription was deducted each time from his salary.

45. **Deposit in Bank** The amount of the deduction made from the salary of an employee under Statute 43 and the amount of the contribution made by the University under Statute 44 shall be deposited in the Post Office Savings Bank or in the State Bank as the Executive Council may direct, in the name of the Fund as early as practicable or at any rate within three days of the date on which the payment of the salary is made.

⁵⁹**46.** (1) **Investment in securities** The amount accruing to the Provident Fund shall be invested in the form of Term Deposit Receipts of a nationalized bank or banks as may be approved from time to time by the Executive Council or invested in the form of securities covered by section 20 of the Indian Trust Act of 1982.

⁶⁰(2) The University may, from time to time, take such loans as may be considered expedient and as the Executive Council may determine from the Provident Fund for construction of Staff quarters and refund the loans along with interest in such suitable installments as may be fixed to the Provident Fund from the grants to be paid by the University Grants Commission for the purpose.

(3) All interest or profit realized from the securities or from any deposit or account arising out of the Fund, shall, after deducting, the incidental expenses of investment or realization, be credited to the Provident Fund account to be distributed rateably in the account of each subscriber.

47. (1) **Payment of Insurance premia** On a written application from a subscriber to the Provident Fund and with the approval of the Executive Council, the University may allow premia on the Life Insurance policy of the subscriber to be paid out of the subscriber’s share in his Provident Fund.

(2) In all such cases, the Life Insurance policy for which the premia

⁵⁹ Vide Govt of India, Ministry of Education letter No. F.1-32/82-Desk(U) dated July 29, 1985.

⁶⁰ Vide Government of India, Ministry of Human Resource Development (Deptt. of Education) letter No. F.1-45/87-Desk(U) dated 15th July, 1987.

are so paid shall be assigned in favour of the University and the policy shall, on the retirement of the subscriber from the service of the University, be re-assigned to him by the University. In case of maturity of the policy during the service of the subscriber in the University, the full amount of the policy shall be credited to the Provident Fund of the subscriber and in the case of the death of the subscriber during the service, the full amount of the policy shall be paid to the legal representative of the deceased, entitled to the Provident Fund.

- 48.** The amount at the credit of any subscriber shall be payable :
- Amount when payable**
- (a) on the death of the subscriber, to the person or persons nominated by him or, when no such nomination is made, to his legal heir or heirs ;
 - (b) on his ceasing to be in the service of the University, to such subscriber, provided
 - (i) that no subscriber who has been dismissed for what is considered by the Executive Council as gross misconduct, shall, if the Executive Council so directs, be entitled to the benefit or to receive any part of any sum at any time contributed by the University to the Fund or the interest or profit thereon ;
 - (ii) that if any subscriber resigns his appointment before putting in five years' service, the University may withhold the contribution allotted to him, together with the interest thereon, and pay to the subscriber only the balance at his credit without such contribution or the interest on or profit from such contribution.

- 49.** The University shall not be entitled to recover from the amount to the credit of any subscriber on account of subscriptions made by him thereto (including interest on or profit from such subscriptions), any sum on account of any loss or damage sustained by the University through the misconduct or negligence of the subscriber or any other sum due to the University from him; any such loss or damage sustained by the University or other liability incurred by the subscriber to the University, shall, however, be recoverable from the contribution made by the University to his account including interest or profit thereon.
- Recovery of loss of damage**

- 50.** Any contribution and interest or profit, withheld under these Statutes, shall lapse to the University.
- Lapse of withheld contribution**

- 51. (1)** In case of urgent necessity, which in the opinion of the Executive Council justifies the course the University may allow a subscriber an advance of a sum, not exceeding his salary for three months out of the amount subscribed by him with interest thereon (excluding the contribution of the University, and the interest or profit thereon).
- Advances**
- (2) The advance shall be recovered in such number of monthly instalments, not exceeding twenty-four as the Executive Council may fix, and shall be recovered by deduction from the salary payable by the University to such subscriber ; the amount of

such instalments shall be fixed in whole rupees, and the deductions shall commence from the first payment of a full month's salary, after such advance has been made, and the last instalment shall cover the entire balance then due.

- (3) Notwithstanding anything in clause (1), if an advance is required for the purpose of building or purchasing a house, the maximum limit of the advance may be equal to twelve months' salary of the subscriber out of his subscription to the Fund, to be repaid in such number of instalments, not exceeding forty-eight, as the Executive Council may determine.
- (4) A subscriber may at his option pay at any time any additional sum above the amount fixed.
- (5) No subsequent advance shall ordinarily be made until the lapse of three months from the date when the previous advances has been fully repaid.

52. Subscription during leave :- An employee, who is on leave on full pay, shall continue to subscribe to the Provident Fund and may do so at his option, if he is on leave on less than full pay.

Subscription during leave

53. A separate account in Form A shall be kept in the office. Annual statement account of the University on account of every employee subscribing to the Provident Fund, and a copy of the account shall be furnished to every such employee at the end of each financial year and on his ceasing to be an employee.

Annual statement account

FORM A

Provident Fund Banaras Hindu University deposit account for the year ending the 31st of March.

Number of Account		Name of Subscriber					Appointment		Remarks
Date	Operating Balance	Deposits			Repayment	Closing Balance	Rateable interest or profit added at the end of the year	Total at credit	
		Deduction from salary	Contribution by the University	Withdrawal					
1	2	3	4	5	6	7	8	9	10

- 54.** (1) Accounts credited or debited to the Provident Fund shall on the same day be posted to the Provident Fund Ledger in Form B, given below. The figures for column 6 in the ledger will be

calculated yearly as also the net balance of each account entered in columns 7 and 10.

- (2) No voluntary deposits from employees shall be credited to the Provident Fund.

FORM B

Provident Fund Ledger, Banaras Hindu University, Varanasi.

No. of Account	Name of Subjects	Opening Balance	April to March		Rateable interest or profit	Total	Withdrawal	Repayment	Closing	Remarks
			Deduction from Salary	Contribution by the University						
1	2	3	4	5	6	7	8	9	10	11

55. Closing of account If a subscriber dies or his services otherwise terminate, his account shall be closed, and the sum due to him shall cease to bear interest or carry any profit after the expiry of the month in which his death or the termination of his services occurs.

56. Transfer to deposit account When an account is closed, any sum remaining unclaimed shall be removed from the Provident Fund Ledger and transferred to a deposit account at the end of the year and be dealt with like any ordinary deposit.

57. Nomination (1) Every subscriber shall be required to sign a written declaration that he has read these Statutes and he agrees to abide by them and hand over for registration in the University Office the name of the person to whom he wishes the balance at his credit to be paid in the event of his death.

(2) When nominating more than one person, he may state the proportion in which the said balance may be paid to each of them respectively. In case the nominee or any of the nominees is a minor, he should state the date of birth of the minor nominee; and the payment shall be made to the next friend of the nominee or the guardian who may be authorized by law to receive payment on his behalf while he is a minor.

(3) The subscriber may, from time to time, add to or change his nominee or nominees and the proportion in which the balance at credit is to be distributed, by written application to the University.

(4) A register of nominees shall be kept in the University Office in Form C given below :-

FORM C

Name of Subscriber	Name and address of his nominee with date of birth and the name of his next friend if he is a minor	Signature of Subscriber	Signature of the Rector of the University
1	2	3	4

58.
Employees who are not eligible

Notwithstanding anything contained in these Statutes, no employee of the University shall be entitled to the benefit of the Provident Fund if he is otherwise entitled to a pension or the University contributes towards his pension and leave allowance or he has been appointed by the University on a consolidated salary on special terms.

59.
Gratuity

Where any employee of the University has been in continuous service, whether before or after the commencement of the Banaras Hindu University (Amendment) Act, 1966, for not less than ten years, and:-

- (i) he retires from service on account of incapacity ; or
- (ii) he dies while in service ;

the employee or, in the case of his death, the dependent members of his family, shall be paid, on such retirement or death, by the University such gratuity as the Executive Council may determine in the circumstances of each case, the amount of gratuity being calculated at a rate not exceeding one-half month's salary last drawn by the employee for every completed year of service or any part thereof in excess of six months:

Provided that in no case the total amount of gratuity so determined shall exceed fifteen month's salary last drawn by the employee.

60.
Maintenance of discipline among students of the University

- (1) All powers relating to discipline and disciplinary action in relation to students shall vest in the Vice-Chancellor.
- (2) The Vice-Chancellor may delegate all or such of his powers as he deems proper to the Chief Proctor and to such other persons as he may specify in this behalf.
- (3) Without prejudice to the generality of his powers relating to the maintenance of discipline and taking such action in the interest of maintaining discipline as may seem to him appropriate, the Vice-Chancellor may in the exercise of his powers aforesaid, order or direct that any student or students be expelled, or be, for a stated period, rusticated, or be not, for a stated period admitted to a course or courses of study in a College, Department or Institution of the University, or be fined in a sum of rupees that may be specified, or be debarred from taking a University or College or Departmental Examination or Examinations for

one or more years, or that the results of student or students concerned in the Examination or Examinations in which he or they have appeared be cancelled.

- (4) The Director of the Institute of Medical Sciences, the Director of the Institute of Agricultural Sciences, the ⁶¹Director of the Institute of Environment and Sustainable Development, the Director of the Institute of Science, the Director of the Institute of Management Studies, the Principals of Colleges, Heads of Special Centres, Deans of Faculties and Heads of Teaching Departments in the University shall have the authority to exercise all such disciplinary powers over the students in their respective Colleges, Special Centres, Institutions, Faculties and Teaching Departments in the University as may be necessary for the proper conduct of the Institutions/Special Centres and teaching in the concerned Departments.
- (5) Without prejudice to the powers of the Vice-Chancellor and the Chief Proctor as aforesaid, detailed rules of discipline and proper conduct shall be framed. The Principals of Colleges, Heads of Special Centres, Deans of Faculties and Heads of Teaching Departments in the University may frame such supplementary rules, as they deem necessary for the aforesaid purposes. Every student shall provide himself with a copy of these rules.
- (6) At the time of the admission, every student shall be required to sign a declaration that on admission he submits himself to the disciplinary jurisdiction of the Vice-Chancellor and the several authorities of the University who may be vested with the authority to exercise discipline under the Act, the Statutes, the Ordinances and the Rules that have been framed thereunder by the University.

ANNEXURE

[See Statutes 25(1)]

LIST OF DEPARTMENTS IN BANARAS HINDU UNIVERSITY

Faculty of Arts

Department of-

1. English
2. Hindi
3. Sanskrit
4. Pali & Buddhist Studies
5. Philosophy and Religion⁶²
6. Arabic
7. Ancient Indian History, Culture and Archaeology
8. History of Arts
9. Foreign Languages
10. Indian Languages
11. Library & Information Science

⁶¹ Vide Ministry of HRD, Deptt. of Higher Education letter No. F.1-5/10-Desk(U) dated 28th July, 2010 (ECR No. 90 dated October 6, 2009)

⁶² Vide Ministry of Human Resource Development (Deptt. of Education) letter No. F.1-73-89-Desk(U) dated 5th April, 1990.

12. Urdu
13. Persian
14. Bengali
15. Journalism & Mass Communication
16. Physical Education
17. German Studies,⁶³
18. French Studies
19. Telugu
20. Marathi
21. Linguistics.
22. Museology⁶⁴

Faculty of Social Sciences

Department of-

1. Economics
2. History
3. Political Science
4. Psychology
5. Sociology

Faculty of Science

Department of-

1. Mathematics
2. Botany
3. Chemistry
4. Geology
5. Physics
6. Geography
7. Zoology
8. Geophysics
9. Home Science
10. Statistics⁶⁵
11. Biochemistry⁵⁴
12. Computer Science⁶⁶
13. Molecular and Human Genetics

Faculty of Medicine

Departments of :-

1. Anatomy
2. Biochemistry
3. Forensic Medicine
4. Medicine
5. Microbiology.
6. Obstetrics and Gynaecology
7. Ophthalmology
8. Physiology
9. Pharmacology
10. Pathology
11. Community Medicine⁶⁷
12. Paediatrics

⁶³ Vide Ministry of Human Resource Development (Deptt. of Education) letter No. F.1-39-96-Desk(U) dated 16th August, 1988.

⁶⁴ Vide notification ref. no. R/GAD/Statue 25(A)3/Museology/1272 dated 16.06.2022

⁶⁵ Vide Ministry of Education & Culture letter No. F.1-12/82-Desk(U) dated 15.12.83.

⁶⁶ Vide Govt. of India, Ministry of Education letter No. F.1-35/84-Desk(U) dated 14.1.85.

⁶⁷ Vide Govt. of India, Ministry of Human Resource Development letter No. F.1-12/2003-Desk(U) dated 25th March, 2004.

13. Radio-Diagnosis Imaging⁵⁷
14. Surgery
15. Anaesthesiology
16. Biophysics
17. Orthopaedics
18. Otorhinolaryngology
19. Psychiatry
20. Radiotherapy and Radiation Medicine
21. Dermatology and Venereology⁶⁸
22. Tuberculosis and Chest Diseases⁵⁸
23. Neurosurgery⁶⁹
24. Plastic Surgery⁵⁹
25. Urology⁵⁹
26. Paediatrics Surgery⁵⁹
27. Neurology⁵⁹
28. Nephrology⁵⁹
29. Gastroenterology⁵⁹
30. Endocrinology⁵⁹
31. Cardiothoracic Surgery⁵⁹
32. Cardiology⁵⁹
33. Surgical Oncology⁵⁷
34. Geriatrics

Faculty of Ayurveda⁷⁰

Department of :

1. Ayurveda Samhita and Sanskrit⁷¹;
2. Sindhant Darshan;
3. Dravyaguna;
4. Kaya Chikitsa⁷²;
5. Panch Karma⁷³
6. Agad Tantra
7. Prasuti Tantra;
8. Shalya Tantra;
9. Shalakya Tantra
10. Sangyahan⁷⁴
11. Medicinal Chemistry (Bhaisajya Rasayan Vibhag).
12. Rasa Shastra
13. Kriya Sharir
14. Rachana Sharir
15. Swathyavrittya and Yoga

⁶⁸ Vide Ministry of Human Resource Development letter No. F.1-43/86-Desk(U) dated 4th August, 1987.

⁶⁹ Vide Govt. of India, Ministry of Human Resource Development (Deptt. of Education) letter No. F.1-87/86-Desk(U) dated 27th August, 1987.

⁷⁰ Vide Ministry of Education letter No. F.1-10/85-Desk(U) dated April, 17, 1985.

⁷¹ Vide Ministry of Human Resource Development (Deptt. of Education) letter No. F.1-27/2004-Desk(U) dated 10th October, 2006 (ECR No. 296 dated March 31, 2004). (Department of Ayurveda Samhita & Sanskrit, Sidhant Darshan and Deptt. of Shalya Tantra).

⁷² vide letter no. R/GAD/Amend.Ordinance-11.A(1)/9607 dated May 2, 2019.

⁷³ `Vide Ministry of Human Resource Development(Department of Education) letter No.F.1-29/2007-Desk(U) dated August 9, 2011. Although it has been kept in abeyance by University letter dated 3.10..2011. (ECR No.102 dated March 14, 2007).

⁷⁴ Vide Ministry of Human Resource Development (Deptt. of Education) letter No. F.1-37/2007-Desk(U) dated 11th November, 2011. (ECR No.141 dated June 30, 2007).

16. Kaumaryabrittya/Balroga
17. Vikriti Vigyan

Faculty of Dental Sciences⁷⁵

Department of Dentistry

Faculty of Law

Department of Law

Faculty of Performing Arts

Department of-

1. Vocal Music
2. Instrumental Music
3. Musicology
4. Dance⁷⁶

Faculty of Visual Arts

Department of

1. Painting
2. Plastic Arts
3. Applied Arts

Sanskrit Vidya Dharma Vigyan Sankaya

Department of

1. Sahitya
2. Vaidic Darshan.⁷⁷
3. Buddha and Jain Darshan
4. Vyakaran
5. Dharmagam
6. Jyotish
7. Veda
8. Dharmashastra and Mimansa

Faculty of Education

Department of Education

Faculty of Agriculture

Department of-

1. Plant Physiology
2. Mycology & Plant Pathology
3. Agricultural Economics
4. Genetics & Plant Breeding
5. Agronomy
6. Soil Science and Agricultural Chemistry
7. Horticulture
8. Entomology & Agricultural Zoology
9. Extension Education
10. Dairy Science and Food Technology

⁷⁵ Vide MHRD letter No. F.1-15/2005-Desk(U) dated 22nd August, 2005.

⁷⁶ Vide MHRD letter no. F.1-9/2007-Desk(U) dated 22.08.2005.

⁷⁷ Vide Govt. of India, Ministry of Education and Culture (Deptt. of Education) letter No. F.1-39/81-Desk(U) dated April 24, 1984.

11. Farm Engineering.

Faculty of Veterinary and Animal Sciences

Department of-

1. Veterinary Anatomy
2. Veterinary Physiology & Biochemistry
3. Veterinary Pharmacology & Toxicology
4. Veterinary Microbiology
5. Veterinary Pathology
6. Veterinary Public Health & Epidemiology
7. Animal Nutrition
8. Veterinary Gynaecology & Obstetrics
9. Veterinary Surgery & Radiology
10. Veterinary Medicine
11. Veterinary Parasitology
12. Livestock Production & Management
13. Livestock product Technology
14. Veterinary Extension
15. Animal Genetics & Breeding

Faculty of Commerce

Department of Commerce.⁷⁸

Faculty of Management Studies

Department of Management Studies.⁶²

Faculty of Environment and Sustainable Development⁷⁹

Department of Environment and Sustainable Development

⁷⁸ Vide Govt. of India, Ministry of Education letter No. F.1-49/83-Desk(U) dated May 19, 1984.

⁷⁹ Vide Ministry of HRD, Deptt. of Higher Education letter No. F.1-5/10-Desk(U) dated 28th July, 2010 (ECR No. 90 dated October 6, 2009)