

**ORDINANCES DULY APPROVED BY THE  
BOARD OF MANAGEMENT**



**AMBEDKAR UNIVERSITY, DELHI  
NEW DELHI 110 077**



**List of Ordinances approved by the BOM**

<b>Ordinance No</b>	<b>Name of Ordinance</b>	<b>Approved by the BOM</b>	<b>Remarks, if any</b>
1	Dean, Student Service Under Statute 7(A)	Approved by the BOM at its 3 <sup>rd</sup> Meeting held on 3/11/2008 Resolution No. 07	
2	Director, Information Technology (IT) Services	Approved by the BOM at its 3 <sup>rd</sup> Meeting held on 3/11/2008 Resolution No. 09	
3	Powers and functions of Deans of Schools Under Statute 7(5)	Approved by the BOM at its 6 <sup>th</sup> Meeting held on 12/12/2009 Resolution No. 4(a)	
4	Emoluments and other conditions of service of Registrar Under Statute 8(3)	Approved by the BOM at its 6 <sup>th</sup> Meeting held on 12/12/2009 Resolution No. 4(b)	
5	Emoluments and other conditions of service of Controller of Finance Under Statute 9(1)	6 <sup>th</sup> BOM dated 12/12/2009 Resolution No. 4(c)	
6	Procedures to be followed for Recruitment by Selection Committees Under Statute 14(6)	Passed by the BOM at its 6 <sup>th</sup> Meeting held on 12/12/2009 Resolution No. 4(d)	
7	Regulations for the Recruitment of a Teacher of the University Under Statute 14(6)	Passed by the BOM at its 6 <sup>th</sup> Meeting held on 12/12/2009 Resolution No. 4(e)	
8	Dean Academic Services Under Statute 7	Passed by the BOM at its 9 <sup>th</sup> Meeting held on 31/05/2010 Resolution No. 5.14(a)	
9	Dean Planning	Passed by the BOM at its 9 <sup>th</sup> Meeting held on 31/05/2010 Resolution No. 5.14(b)	



## Ordinance 1 (Under Statute 7A)

### Dean, Student Services

- (1) The Dean, Student Services shall have the following powers and shall perform the following functions:
- (a) To consider, in consultation with the Schools concerned, the processes and procedures for the admission of students to various programmes of the University, and to recommend them to the Academic Council for approval;
  - (b) To arrange for, and where possible provide, advice and guidance to admission seekers on the choice of programmes, courses and/or their combinations, to enable students to take the maximum advantage of their stay at the University;
  - (c) To organize and maintain an effective, comprehensive and reliable information system that provides all key information to students on progress of studies, payment of all dues, examinations and student performance;
  - (d) To frame the rules and procedures for the admission and stay of students in the University Hostels (Halls of Residence), and recommend them for consideration of the Vice Chancellor/ Board of Management.
  - (e) To assist the Vice chancellor in formulating and implementing various programmes and activities for the general well-being of students and for the promotion of community life on the campus;
  - (f) To oversee the implantation of various scholarships and fellowships, and other schemes of financial assistance instituted by the University and other organizations or agencies for the students of the University;
  - (g) To formulate and implement, with the approval of the Board of Management, schemes for the provision of part-time jobs for the students on the campus including temporary assignments like tutorship, assistantship, mentorship, etc.;
  - (h) To arrange for the provision of appropriate advice, counseling and guidance to students on such matters as the prosecution of their studies, financial assistance, health and other concerns of campus life;
  - (i) To arrange for and, where possible, provide for, the placement of students on completion of their studies in various employing organizations;
  - (j) To arrange for the provision of counseling and guidance services on career opportunities and also on further education;
  - (k) To perform such other functions and exercise such other powers as may be assigned to him/her by the Act, the Statutes and the Ordinances.



## Ordinance 2

### Director, Information Technology (IT) Services

- (1) There shall be a Director, Information Technology (IT) Services who shall be responsible for all matters connected with the installation, application and maintenance of information and communication technologies in the University.
- (2) The Director, IT Services shall have the following powers and shall perform the following functions:
  - (a) Develop and articulate a shared vision to enable the University to best use IT to achieve its institutional goals and its core mission, which is the creation, preservation, dissemination, and application of knowledge.
  - (b) Prepare a comprehensive plan for the conception, implementation, maintenance and regular up-gradation of a University-wide computer network.
  - (c) Arrange for the proper management of processes like bandwidth management, the security and integrity of the University network and to organize centralized purchase of software with University-wide licences.
  - (d) Enable proper management and provision of IT services and supervise their implementation, upkeep and update.
  - (e) Incorporate the use of IT for student learning in every course offered by the University, particularly to e-enable courseware, assignments, evaluation and examinations.
  - (f) Strategically leverage IT, to support teaching, research and other academic processes.
  - (g) Implement IT solutions for managing student, faculty and staff lifecycles.
  - (h) Plan and supervise the computerization of all processes in the University library including accession, issue and return; as also to maintain digital archives and build a collection of e-books.
  - (i) Plan IT services for students and staff with disability.
  - (j) E-enable all administration and financial processes.
  - (k) Plan for establishment and the upkeep and up-gradation of computer laboratories wherever required.
  - (l) Perform such other functions as may be assigned to him/her by the Vice Chancellor from time-to-time.
- (3) The Director, IT Services shall be appointed on a scale of pay equivalent to that of a professor.



### **Ordinance No. 3**

#### **Powers and Functions of Deans of Schools Under Statute 7(5)**

***(Passed by BOM in its 6<sup>th</sup> Meeting dated 12 December 2009)***

Every Dean of a School shall perform the following functions and exercise the following powers:

- (i) Every Dean of a School shall, by virtue of his/her appointment, be the Head of the School concerned;
- (ii) Every Dean of a School shall be the Chairperson of the Board of Studies of that School and shall preside over all its meetings;
- (iii) Subject to the provisions of the Act, Statutes and Ordinances and the policies and guidelines laid down by the Academic Council and the concerned Board of Studies, the Dean of the School shall take all necessary steps to organize all teaching and research programmes of the School and to maintain the standards and quality of such teaching and research;
- (iv) The Dean shall ensure that all decisions of the Board of Studies and the academic Council are implemented by the School;
- (v) The Dean of a School shall coordinate the teaching and research work within the School, and make all arrangements necessary to ensure that all teaching and research work is carried out according to the plans and schedules laid down by the Board of Studies and the Academic Council;
- (vi) The Dean shall oversee the performance of the teaching and research work assigned to all the academic staff assigned to the School and shall maintain and forward the performance appraisal of all academic staff in the manner prescribed;
- (vii) The Dean shall grant casual leave or other short absence from the School on duty to all academic and administrative staff attached to the School.
- (viii) It shall be the responsibility of the Dean to maintain discipline among students and to ensure smooth transaction of all academic work within the School.
- (ix) Every Dean shall keep a record of student assessment including their attendance at lectures, tutorials or seminars wherever these are prescribed;
- (x) The Dean shall issue grade cards to students for the programmes assigned to the School, issue provisional certificates and forward the grades for issue of certificates to the concerned department of the university.
- (xi) The Dean shall arrange for the assessment of students of School in accordance with such directions as may be given by the Academic Council.
- (xii) The Dean shall convene the meetings of the Board of Studies of the School and keep the minutes of all such the meetings;
- (xiii) The Dean shall perform such other duties and perform such other functions as may be required by the provisions of the Act, Statutes and Ordinances as well as those assigned to him/her by the Academic Council, the Board of Management or the Vice Chancellor.



## **Ordinance No. 4**

### **Emoluments and other conditions of service of Registrars [Under Statute 8(3)]**

***(Passed by BOM in its 6<sup>th</sup> Meeting dated 12 December 2009)***

1. The Registrar shall be appointed on such scale of pay as may be determined by the Board of Management from time to time, He/she shall, in addition to the pay so determined, be entitled to such other allowances as are admissible to the employees of the University from time to time.
2. Subject to the provisions of the Act and the Statutes every Registrar shall be appointed for a term of 5 years.

Provided that a person employed in any other institution or organisation can also be appointed as Registrar on the usual terms of deputation.

3. The qualifications for the post of Registrar shall be as prescribed by the Board of Management from time to time.
4. Registrar is expected to stay in the University campus. In case he/she is permitted to stay outside he/she shall be entitled to House Rent Allowance at the rate applicable to university employees and shall be eligible for such transport facilities/allowance as may be determined by the Board of Management from time to time.
5. Every Registrar, during his/her tenure, shall be entitled to leave as admissible to employees of the University from time to time.
6. Every Registrar shall be entitled to Travelling Allowance, Leave Travel Concession and the benefits of Medical Attendance rules as are applicable to the employees of the University from time to time.
7. Every Registrar shall be entitled to such retirement benefits as are admissible to the employees of the University, and shall be eligible for such other terminal benefits as may be fixed by the Board of Management from time to time.

Provided that an employees of another University, Institution or Organisation, when appointed as Registrar, shall continue to be governed by the same retirement benefits scheme to which he/she was entitled prior to his/her appointment as Registrar, or till he/she continues to hold lien on his/her post in such other organisation.

8. Every Registrar shall enter into an Agreement of Service with the University.
9. The Registrar shall perform such other functions as may be specified in the Acts, Statutes, Ordinances and Regulations or as may be required from time to time by the Board of Management and/or the Vice Chancellor.



## **Ordinance No. 5**

### **Emoluments, Terms and Conditions of Service of Controller of Finance**

**[Under statute 9(1)]**

***(Passed by BOM in its 6<sup>th</sup> Meeting dated 12 December, 2009)***

1. The Controller of Finance shall be appointed on such scale of pay as may be determined by the Board of Management from time to time. He/she shall, in addition to the pay in the scale so determined, be entitled to such other allowances as are admissible to the employees of the University from time to time.

Provided that the Board of Management may appoint an officer drawn on deputation, in which case, he/she shall be governed by the standard terms of deputation followed by the Government.

2. Subject to the provisions of the Act and the Statutes, the Controller of Finance shall be appointed for a term of five years;
3. The qualifications for the post of the Controller of Finance shall be prescribed by the Board of Management from time to time.

Provided that if a person is appointed to the post of Controller of Finance on deputation, such person shall be in the rank of an officer of the IA&AS Cadre or such other similar service with at least 15 years of service to his/her credit.

4. A Controller of Finance not residing in accommodation provided by the University, shall be entitled to House Rent Allowance at the rate applicable to university employees and shall be eligible to such transport facilities/allowance as may be decided by the Board of Management from time to time.
5. The Controller of Finance, during his/her tenure, shall be entitled to leave as admissible to the employees of the University from time to time.
6. The Controller of Finance shall be entitled to Travelling Allowance, Leave Travel Concession and Medical Attendance benefits as are admissible to the employees of the University from time to time.
7. The Controller of Finance shall be entitled to such retirement benefits as are admissible to the employees of the University, and shall be eligible to such other terminal benefits as maybe fixed by the Board of Management from time to time;

Provided that an employees of Government, another University or Institution, when appointed as Controller of Finance, shall continue to be governed by the same retirement benefits scheme to which he/she was entitled prior to his/her appointment as Controller of Finance or till he/she continues to hold lien on his/her post in such other organisation;

8. The Controller of Finance shall perform such other functions as are laid down in the Act, Statutes, Ordinances and Regulations, or as may be required by the Board of Management, the Finance Committee and the Vice Chancellor.



## **Ordinance No. 6**

### **Procedures to be followed for Recruitment by Selection Committees**

**[Under Statute 14(6)]**

***(Passed by BOM in its 6<sup>th</sup> Meeting dated 12 December 2009)***

1. The Vice Chancellor shall determine the composition, date and time of the meeting of a Selection Committee for the recruitment of Teachers of the University.
2. A notice of not less than 10 days shall be given to the applicants to be called for interview. With the prior approval of the Vice Chancellor, a shorter notice may be given, if circumstances so require.
3. Every Selection Committee shall be competent to adopt its own procedures for the assessment of the suitability for appointment of candidates appearing before it.
4. Outstation candidates called for interview shall be paid such travelling allowance as the Board of Management may decide from time to time.
5. A Selection Committee shall consider all candidates referred to it before making its recommendation. Candidates belong to the Scheduled Castes and Scheduled Tribes shall be considered separately and selection made from among such candidates before other candidates are interviewed.
6. A Selection Committee shall recommend candidates from among those referred to it, who it finds suitable for appointment to the posts for which the Committee was constituted, for consideration by the Board of Management;  
Provided that it shall be open to a Selection Committee to recommend, in exceptional cases to be recorded in writing, persons who may not have applied for specific posts for appointment, to the Board of Management.
7. A Selection Committee may, for reasons to be recorded in writing, consider the curriculum vitae of a candidate for a post not below the rank of an Associate Professor, in absentia, and make recommendations for consideration of the Board of Management.
8. The decision of a Selection Committee shall be by consensus. Where necessary, the decision will be by a majority vote. In case of a tie, the Chairman at the meeting shall exercise a casting vote.
9. A Selection Committee may, for reasons to be recorded in writing, recommend a higher start in pay to a candidate than what is normally admissible according to the Rules and the Board of Management may consider such recommendations and decide the initial pay to be offered.
10. A Selection Committee shall draw up a panel of selected candidates in order of merit.

## **Ordinance No. 6**

### **Procedures to be followed for Recruitment by Selection Committees**

**[Under Statute 14(6)]**

***(Passed by BOM in its 6<sup>th</sup> Meeting dated 12 December 2009)***

11. The recommendations of a Selection Committee shall be submitted to the Board of Management, and after the acceptance of the recommendations by the Board, offers of appointment shall be issued to the selected candidates; Provided that, in an emergency, the Vice Chancellor may make an offer of appointment to a candidate recommended by the Selection Committee and report the matter to the Board of Management at its next meeting.
12. The proceedings of a Selection Committee shall ordinarily be kept in a sealed cover to be opened at the meeting of the Board of Management following the selection, subject to the exception mentioned in Clause 18 above.

## **Ordinance No. 7**

### **Regulations for the Recruitment of a Teacher of the University (Passed by BOM in its 6<sup>th</sup> Meeting dated 12 December 2009)**

1. The post of Professor, Associate Professor, Assistant Professor and other equivalent academic staff shall be classified as Group A posts under Government Rules for all purposes relating to conditions of service.
2. Recruitment to all these posts shall ordinarily be made by selection through all India advertisement in newspapers and the University's web site.  
Provided, that it shall be open to the Board of Management to make appointments to these posts in any other manner specified by the Act and the Statutes.
3. The minimum qualifications and experience for these posts shall be those prescribed by the Academic Council and the Board of Management and the specialisation may be decided by the School concerned.
4. The applications received for any of the posts mentioned in Statute 14, may, where necessary, be screened by a Committee appointed for the purpose by the Vice Chancellor, which may shortlist the applications taking into account the qualifications, specialisation and experience prescribed and the number of vacancies available for the relevant posts.
5. The Screening Committee may be headed by a teacher/officer nominated by the Vice Chancellor and where appropriate, consist of specialists in the concerned fields, and shall not, in any case, consist of any person who is a candidate for the post for which selection is being made.
6. The Screening Committee may recommend to the competent authority any modification in qualifications advertised.
7. The minutes of the Screening Committee shall be submitted to the Vice Chancellor who may approve the minutes or may ask for reconsideration.
8. The prescribed qualifications and experience shall be the minimum, and the mere fact that a candidate possesses the same shall not entitle him to be called for interview. The University shall have the right to restrict the number of candidates to be called for interview to a reasonable level on the basis of better or higher qualifications and experience than the minimum prescribed, and on the basis of other relevant factors.
9. The University shall have the right to:
  - i) offer the post at a level lower than that advertised, depending upon the qualifications, experience and performance of the candidate;
  - ii) draw reserve panel(s) against the possible vacancies in the future;
  - iii) consider the applications received after the last date;
  - iv) consider "in-absentia" the candidature of those who may not have applied; or who may have applied but are not able to appear for the interview;
  - v) relax any of the qualifications/experience at its discretion; and
  - vi) not to fill any of the advertised positions.



## **Ordinance No. 8**

### **Ordinance (Under Statute 7)**

#### **Dean, Academic Services**

***(Passed by BOM in its 9<sup>th</sup> Meeting dated 31 May 2010)***

The Dean (Academic Services) shall exercise the following powers and perform the following functions:

- (a) Formulate the academic personnel policy of the university, keeping the provisions in the Act, Statutes and Ordinances in view, for the approval of the Academic Council and the Board of Management;
- (b) Make arrangements in consultation with the schools/centres concerned, for the recruitment, training and placement of all teachers and other academic staff of the university;
- (c) Formulate and organize, with the approval of the Academic Council/Board of Management, appropriate programmes of faculty development to enhance the quality of teaching and research in the university;
- (d) Create an environment that is conducive to the promotion of a culture of shared governance within the university and to secure and sustain the participation of teachers and other academic staff in various aspects of governance;
- (e) Develop and implement, with the approval of the Academic Council and the Board of Management, systems and procedures that are effective, participatory and transparent, for monitoring the performance, and ensuring the accountability, of teachers and other academic staff; and develop and implement mechanism for effective grievance redressal policies for teachers and other academic staff;
- (f) Formulate and implement appropriate programmes for the career advancement of teachers and other academic staff that may include provision of opportunities for improving their qualifications, participation in specialised conferences/seminars, etc., in the country and abroad, support for research and provision of similar facilities;
- (g) Prepare and maintain databases of reputed academics from universities and institutions in India and abroad with a view to facilitate selection of academic personnel for various purposes of the university;
- (h) Deal with all administrative matters concerning the teachers and other academic staff of the university;
- (i) Organize such other activities as may be requested to be undertaken by the Board of Management, the Academic Council and the Planning Board;
- (j) Do all other things that arise from, or are incidental to, the performance of the above functions;
- (k) Perform all other functions and exercise such other powers as may be prescribed by the Act, the Statutes and the Ordinances.



## **Ordinance No. 9**

### **Ordinance (Under Statute 7)**

#### **Dean (Planning)**

*(Passed by BOM in its 9<sup>th</sup> Meeting dated 31 May 2010)*

The Dean, Planning shall have the following powers and shall perform the following functions:

- (a) Formulate all development programmes of the university in consultation with the schools and other concerned bodies for consideration and approval by the university authorities and funding bodies;
- (b) Organise, coordinate and monitor the implementation of all development programmes and prepare reports from time to time for consideration of the Planning Board;
- (c) Provide all support necessary for the Planning Board to perform its functions;
- (d) Plan and supervise the infrastructure development of the University;
- (e) Prepare five year plans with budgetary allocations;
- (f) Prepare and submit plans for all major funding initiatives;
- (g) Coordinate with Director (IT) the planning and implementation of IT services;
- (h) Coordinate and supervise the development of a comprehensive information system covering all aspects of the functioning of the university, including preparation and maintenance of university statistics and data bases;
- (i) Draw up and oversee collaboration agreements between the University and external agencies;
- (j) Supervise the content and structure of the University Website and organize information to be posted on it;
- (k) Organize and plan publications in print and other media on information related to the University;
- (l) Organize servicing requests for information from individuals and external institutions;
- (m) Undertake and provide professional support to schools and other units on research, appraisals, surveys, programme evaluations and other studies on the various programmes and components of the University.
- (n) Plan and organize such other activities as may be requested to be undertaken by the Board of Management, the Academic Council and the Planning Board;
- (o) To perform such other functions and exercise such other powers as may be proscribed by the Act, the Statutes and the Ordinances.