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उप-खण्ड (II)

राज्य सरकार तथा अन्य राज्य प्राधिकारियों द्वारा जारी किये गये कानूनी आदेश तथा अधिसूचनाएं।

**Education (Gr- 4) Department  
NOTIFICATION**

**Jaipur, January 4, 2012**

**S.O. 154 :-** In exercise of the powers conferred by sub-section (3) and (4) of section 29 of the Homoeopathy University, Jaipur Act, 2010 (Act No. 6 of 2010), the Government of Rajasthan hereby approves the following Statutes of the Homoeopathy University, Jaipur, and publish finally approved Statutes as required by sub-section (5) of section 29 of the said Act, namely :-

**STATUTES OF  
THE HOMOEOPATHY UNIVERSITY, JAIPUR  
2011**

In exercise of powers conferred by sub-section (1) and (2) of section 29 of the Homoeopathy University, Jaipur Act, 2010, (Act No. 6 of 2010), the Board of Management of the Homoeopathy University, Jaipur hereby makes the following Statutes, namely:-

**CHAPTER -1  
PRELIMINARY**

**1. Short title and commencement.** - (1) These Statutes may be called Statutes of the Homoeopathy University, Jaipur, 2011.  
(2) They shall come into force from the date of their publication in the Official Gazette by the State Government.

**2. Definition.** - In these Statutes, unless the context otherwise requires,

- (a) "Act" means the Homoeopathy University, Jaipur Act, 2010 (Act No.6 of 2010);
- (b) "Authorities of the University" means authorities specified in section 21 of the Act and includes authorities declared by these Statutes; and
- (c) "Schedule" means Schedule appended to these Statutes.

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**CHAPTER -2**  
**CONSTITUTION, POWERS AND FUNCTIONS OF THE**  
**AUTHORITIES**

**Part -I**

**BOARD OF MANAGEMENT**

**3. Tenure of nominated members.** - The tenure of membership of Members in each category referred to in clauses (c), (d), (e) and (g) of sub-section (1) of section 22 of the Act, shall be for three years from the date of nomination. However, the persons so nominated shall be eligible for renomination for further periods.

**4. Powers and Functions.**- In addition to the powers and function specified in section 22 of the Act, the Board of Management shall have the following powers and functions, namely:-

- (a) to hold, control, and administer the property, assets and funds of the University;
- (b) to accept, on behalf of the University, donations, bequests, or gift of moveable or immoveable property;
- (c) to manage and invest money belonging to, or kept in trust with, the University;
- (d) to borrow money for the purpose of Infrastructure development of the University with the approval of the Sponsoring Body;
- (e) to enter into, comply with, vary, enforce, or cancel contracts;
- (f) to take/authorize whatever measures necessary to protect and defend the interests of the University in any legal or other proceedings by or with third parties;
- (g) to authorize opening, operation and closure of accounts, with banks and other financial institutions and signing of any financial documents and contracts on behalf of the University;
- (h) to determine the form of common seal of the University and make provisions for safe custody and use thereof;
- (i) to prepare fee structure for various Programmes of Study or for other academic activities for the approval of the committee constituted for the purpose as specified under

section 33 of the Act, from time to time, and make regulations thereof;

- (j) to ensure standards of excellence in teaching, examinations and research and take all necessary measures thereof;
- (k) to determine the various categories of teachers, officers and other staff of the University as well as their terms and conditions of service;
- (l) unless otherwise provided in the Act, to make/ authorize/ approve all appointments of Officers, teachers, and other employees of the University
- (m) to appoint Emeritus Professors, Professors of Eminence, and such other distinguished categories of Professors, Senior Fellows, Special Fellows, Adjunct Professors, Visiting Professors and Visiting Instructors and lay down criteria and terms and conditions of service;
- (n) to constitute standing/special committees consisting of one or more of members of the Board, or persons outside the University, and to mandate such bodies to perform functions in respect of matters within the powers of the Board;
- (o) to establish norms relating to consultancy undertaken by or within the University in any field of expertise of its teaching faculty;
- (p) to establish and administer centres of the University or programmes of study of the university, both inside and outside the state of Rajasthan, subject to relevant law;
- (q) to establish and administer distance education programmes;
- (r) to enter into collaboration, agreements with other universities, including foreign universities, and/or educational institutions to augment the activities of the University, including introduction of jointly-organised academic degrees under such agreements as per the standards recognized by the regulatory bodies in India; and
- (s) to take all measures necessary and convenient to enable the University to exercise its powers and perform its functions, pursuant to section 5 of the Act and in furtherance of the Objects of the University as embodied in the Preamble to the Act, as the Board may deem appropriate.

**5. Meetings of the Board of Management.** - (1) The meetings of the Board shall be held on the University premises unless the President otherwise directs.

  
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(2) Such proposals and amendments only as are connected with University and are in accordance with the Act shall be entertained and debated in the Board of Management.

(3) Registrar shall be the Member Secretary of Board of Management without a right to vote.

(4) The Registrar shall, not less than 15 days prior to each ordinary meeting of the Board of Management, issue to each member a notice of the time and the place of the meeting together with the agenda paper. In the case of a special meeting, the Registrar shall give such prior notice of the time and the place of the meeting as the circumstances in each case may permit. Minutes of meeting should be prepared and sent to all the members of Board after approval with Chairperson and President.

(5) Notice of a motion or resolution to be included in the supplementary agenda of an ordinary meeting of the Board of Management must be received by the Registrar not less than 7 clear days before the date of the meeting.

(6) Amendments to motions on the agenda and new proposals can be moved at an ordinary meeting with the permission of the Chairman.

(7) The Chairman at any meeting may, at his discretion, adopt the procedure prescribed for discussion of matters at meetings of the Board of Management, in so far as he thinks fit. All decisions taken in the meeting shall be recorded.

(8) Any member of an authority or body of the University may make any recommendation or proposal to the Board of Management. It will be included in the agenda at the discretion of the President.

(9) At all the meeting of the Board, the Chairman shall have a casting vote.

(10) Quorum of meeting shall not be complete if one third of members are not present.

## Part II

### ACADEMIC COUNCIL

**6. Composition of the Academic Council.-** (1) The Academic Council shall consist of the following persons, namely:

- (a) the President, as its Chairman ;
- (b) Pro-President ;
- (c) Deans of Faculties;
- (d) Principals ;
- (e) One teacher of the level of Professor from each department;

- (f) Five external experts may be co-opted by the President;
- (g) Registrar as the Member Secretary without a right to vote; and
- (h) Controller of Examinations as ex officio member without a right to vote.

(2) All nominated members shall hold their membership for a period of three years.

**7. Meetings.** - (1) One third of the voting members of the Academic Council shall constitute the quorum.

(2) The Academic Council shall meet at least two times each year.

(3) The Academic Council may adopt its own rules of procedure for scheduling and conduct of its meetings.

(4) The Registrar shall not less than fifteen days prior to each meeting of the Academic Council, issue to each member a notice stating the time and place of the meeting along with the agenda paper. In case of a special meeting, the Registrar shall give such prior notice of the time and place of the meeting of as the circumstance in each case may permit.

**8. Committees.** - (1) The Academic Council may constitute one or more standing or Special Committees to assist it in performance of its functions.

(2) The Academic Council may, on the recommendation of the President constitute an Inter-sessional Standing Committee for Academic Affairs, comprising the President, the Pro-President and a nominee of the Chairperson and the said Committee shall assist the President on all matters within the scope of powers and functions of the Academic Council.

(3) All decisions/actions taken by the President on the basis of recommendations of the Standing Committee for Academic Affairs shall be placed before the next meeting of the Academic Council for its ratification.

**9. Powers and Functions of the Academic Council.**- In addition to the powers and functions prescribed in section 23 of the Act, the Academic Council shall have the following powers and functions, namely:-

- (a) to formulate, revise, or redefine the academic fields of study or subjects, allocated to a College, a Centre, a Department or any unit of an academic programme ;
- (b) to make recommendations to the Board of Management for the establishment/expansion of and/or alteration to various



- College, Departments, Centers, Institutes of higher learning, Specialized Laboratories, Libraries and Museums, howsoever designated ;
- (c) to take measures to ensure excellence in standards of teaching, examination and research;
  - (d) to take measures for general regulation and control of academic programmes of the University;
  - (e) to report the Board of Management on any matter referred to it by the Board of Management;
  - (f) to encourage periodic review of the syllabi, teaching materials, and methods of teaching and assessment of performance of student, and library resources;
  - (g) to recommend the Board of Management the draft Acts or Regulations for various academic programmes of the University specifying the eligibility and other conditions of admission of students to various programmes of study, duration of such programmes, norms for the conduct of such programmes, including instructional methods, evaluation of students, declaration of results, and award of Degrees, Diplomas and Certificates;
  - (h) to recommend the Board of Management procedure for conferment of Honorary Degrees, and to consider proposals for conferment of such degrees ;
  - (i) to determine equivalence of degrees/ diplomas/ certificates/ marks-sheets obtained from other universities or educational Institutions, with the eligibility standards of the University ;
  - (j) to make arrangements for conducting the examinations, including their venues and schedules ;
  - (k) to recommend the President the list of examiners for each programme of study, and, where appropriate a list of external-examiners ;
  - (l) to consider and take decisions on the recommendations of the Board of Advanced Studies and Research constituted under Statute 12 ;
  - (m) to make recommendations to the Board of Management, on creation, abolition of teaching posts, their reallocation or re-designation ;
  - (n) to make proposals to the Board of Management for institution of fellowships, scholarships, free ships and other fee exemptions, medals and other awards;
  - (o) to promote and support research within the University, and to require periodic reports thereon;

- (p) to promote publications by the teachers, including publication of Journals and other publications by and in the name of the University ;
- (q) to submit an annual report of its activities to the President; and
- (r) to take all such measures as are necessary and convenient for the fulfillment of the objectives, powers and functions of the University in respect of its academic activities.

### Part - III

#### Faculty of Homoeopathy

10. Faculty of Homoeopathy.- The following shall be the Departments of the faculty of Homoeopathy :-

1. Organon of Medicine, and Principles of Homoeopathic Philosophy and Psychology;
2. Anatomy;
3. Physiology including Biochemistry;
4. Homoeopathic Pharmacy;
5. Homoeopathic Materia Medica;
6. General Pathology and Microbiology;
7. Forensic Medicine and Toxicology;
8. Practice of Medicine;
9. Surgery;
10. Gynecology and Obstetrics;
11. Community Medicine; and
12. Repertory.

11. Functions of the Faculty.- Following shall be the functions of the faculty, namely:-

- (i). subject to the control of the Academic Council, to organise teaching and research work in the Departments of studies assigned to the Faculty;
- (ii). to recommend to the Academic Council courses of studies and curriculum for each examination after considering the recommendation of the Board of Studies concerned ;
- (iii). to recommend to the Academic Council condition for the award degree/diploma and others Academic Distinction;
- (iv). to co-ordinate the work in subject assigned to faculty;
- (v). to secure co-ordination in Research and Inter-discipline research;

- (vi). to recommend to the Academic Council the combination and sub-divisions of the Departments & Faculties; and
- (vii). to make recommendation to the Academic Council on any matter referred to by any authorities.

#### Part IV

#### Board of Studies

**12. Board of Studies.-** (1) There shall be a Board of Studies for each major discipline like Homoeopathy Nursing, Pharmacy, Life Sciences comprising such numbers of members as President in consultation with the Chairperson nominate from time to time, including the following, namely :-

- (a) The Principal of a College (or where there is no Principal the Vice-Principal of the College) as Director;
  - (b) The Dean of the Faculty of which the College is a part;
  - (c) A teacher of the College, nominated by the President;
  - (d) An Associate Professor and an Assistant Professor, nominated by the President; and
  - (e) Not less than two experts from outside the University, to be nominated by the President.
- (2) The tenure of all nominated members of a Board of Studies (other than those who are members ex official), shall be of three years.
- (3) Meetings of a Board of Studies shall be under the direction and control of the President.
- (4) Subject to the control and direction of the Academic Council, the Board of Studies of a college shall have the following powers and functions, namely:-
- (a) to recommend courses of study, text books and curricula in their respective subjects, the matters connected with the improvement of the course in the special subject or subjects within the purview and shall advise on all matters relating thereto referred to them by the Board of Management or the Academic council or the Faculty concerned;
  - (b) to bring to the notice of the Academic Council or the Board of Management matters connected with examination in its subject or subjects and may also address the Faculty concerned on any matter connected with the improvement of the courses therein;

- (c) to prepare panels for various subjects at the different examinations every year;
- (d) to recommend and prescribe books for a study for any examinations but no book shall be prescribed for any examination written by any person who is a member of the Board; and
- (e) the Board of Studies may dispose of its business by meetings or by correspondence or by both.

**Part V**

**Board of Advanced Studies and Research**

**13. Board of Advanced Studies and Research.-** (1) There shall be a Board of Advanced Studies and Research, hereinafter referred to as the BASR, of the University which shall consist of the following members, namely:-

- (a) President;
- (b) Pro-President;
- (b) Deans of Faculties; and
- (c) Two senior teachers nominated by the Chairperson as members for a period of five years.

(2) The BASR shall meet at least once in each Semester. It may lay down its own rules of procedure for its meetings including rules for participation of special invitees without a right to vote.

(3) The President shall preside over the meetings of the BASR. In the absence of the President, Pro-President shall preside the meeting.

(4) The BASR Shall regulate and oversee the formulation and conduct of all Post Graduate, Doctoral and Post-Doctoral Instruction and all research Programme of University, in accordance with the directions of the Academic Council.

(5) The BASR shall consider and may approve, recommendations of the Boards of Studies of College on all academic matters within the scope of Clause (4) hereof.

(6) The BASR shall formulate procedure for consideration and approval of proposals for registration for Ph.D. and other doctoral degrees, and for all other matters concerning the supervision and evaluation of research work under such post-graduate and doctoral programmes, and recommend them to the Academic Council.

(7) The BASR may authorize the President to act on recommendations made by examiners on theses, in accordance with the procedure laid down in this behalf by relevant Acts or Regulations made under these Statutes.

  
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(8) The BASR may recommend to the Academic Council criteria for formulation and execution of research proposals by teachers and/or scholars attached to the University.

(9) The BASR shall submit its periodic reports to the Academic Council.

(10) The BASR may make recommendations to the Academic Council on all matters within its scope of its functions.

### CHAPTER - 3

#### APPOINTMENT, TERMS AND CONDITIONS OF SERVICE, POWERS

#### AND FUNCTIONS OF OFFICERS OF THE UNIVERSITY

**14. Chairperson.** - (1) The Chairperson of the University shall be appointed in accordance with the provisions of section 12 of the Act.

(2) The Chairperson shall perform his duties in an honorary capacity and will be given facilities as required.

(3) In addition to the powers prescribed in section 12 of the Act, the Chairperson shall have the following powers and functions, namely.

(a) all such powers and functions as may inherent in him by virtue of his being the head of the University; and

(b) such other powers and functions as may be assigned to him by the Board of Management from time to time.

(4) When any exigency arises and the Chairperson is of the opinion that it is not possible or convenient, under the circumstances, to convene a meeting of the Board of Management at short notice, he may take any appropriate decision or action as he may deem fit and necessary in the best interests of the University.

(5) In pursuance of any decisions or actions specified in clause (4) or for purposes of immediate implementation thereof, the Chairperson shall have full powers to issue any order or instruction to all or any of the Authorities, officers, teachers, other academic staff, other employees, ministerial staff, and/or students of the University and such Authority, Officer, teacher, other academic staff, employee, ministerial staff, and/or student and they shall be bound to comply with such order or instruction forthwith. The Chairperson may, at any time, amend or revoke any order or Instructions issued by him:

Provided that such amendment or revocation of order or instructions shall not affect the continuance of proceedings initiated against any persons during the emergency.

(6) The Chairperson shall, as soon as practicable, convene an emergency meeting of the Board of Management and submit a detailed report on the situation under clause (4).

(7) The Chairperson shall furnish to the Board of Management such further information as the Board may call for upon receipt of his report under clause (6).

(8) The Chairperson shall report all actions or decisions taken in pursuant to clause (4) and (5) to the Board of Management for ratification.

(9) Upon ratification by the Board of Management, any or all the actions or decisions taken by the Chairperson in exercise of his/her powers under clause (4) and (5) shall not be invalid merely for want of consultation/ approval/ratification of any Authorities of the University.

**15. President.** - (1) The President shall be appointed in accordance with section 13 of the Act.

(2) Only a distinguished scholar or a person with substantial experience in academic administration shall be appointed as a President. The President shall be entitled to receive the basic pay and all other entitlements and privileges as specified in Schedule I to these Statutes.

(3) Whenever the office of the President falls vacant for any reason other than the expiry of the first term of appointment of the incumbent, the Board of Management may, in the interests of the University, assign the responsibilities of the President to the Pro-President, until a suitable person appointed as the President, assumes office as such.

(4) The President shall have the overall supervision and control of all activities of and in the University, and shall exercise powers and perform functions on all matters incidental thereto. These powers and functions shall, in appropriate cases, include the following, namely:-

- (a) to investigate into any incident involving a member of the University, including a student;
- (b) to institute/authorize institution of inquiries into incidents, situations or affairs of the University;

- (c) to call for information from any officer, teacher, member of ministerial staff, or student of the University;
- (d) to give directions to any student, teacher, officer, or any other employee of the University;
- (e) to require submission of reports from all bodies/committees, councils/boards of the University constituted under these Statutes;
- (f) to establish and review from time to time the disciplinary jurisdiction and control of the Office of the President over all students and all employees of the University, and the procedure(s) for exercise of disciplinary powers by designated officers, and to take all measures necessary in this connection, including designation and empowerment of one or more functionaries, in consultation with the Chairperson;
- (g) to develop plans and schemes aimed at ensuring excellence in the standards of academic activities of the various academic bodies in the University;
- (h) to recommend the Chairperson on all matters relating to holding of any annual and special convocation, or special meeting in honor of any distinguished individual or for commemoration of any event;
- (i) to make proposals to the Board of Management in respect of the University activities, and powers and functions of all bodies, officers, teachers and other employees of the University; and
- (j) to take all measures necessary and convenient to give effect to the foregoing powers and functions, in consultation with the Chairperson.

(5) On administrative matters, and on matters of academic affairs that require consultation with or decision by the Board of Management, the President shall act, after consultation with the Chairperson.

(6) The President may seek the assistance of the Pro-President in exercise of his powers and in performance of his functions.

**16. Pro-President.** - (1) The Pro President shall be appointed in accordance with section 14 of the Act.

(2) The Chairperson in consultation with the President shall consider a panel of eminent Professors from within or outside the

University, and select one of them for appointment as Pro-President.

(3) The Pro-President shall be entitled to receive the salary and all other entitlements specified in Schedule II to these Statutes.

(4) The Pro-President shall assist the President in exercise of his powers and performance of his functions.

(5) In the absence of the President or when he is unable for any reason to exercise the powers and perform the functions of the President the Chairperson may authorize and empower the Pro-President to exercise the powers and perform the functions of the President until such time as he may deem appropriate.

(6) In the absence of the President, the Pro-President shall preside over meetings of University authorities whose Chairman the President is.

**17. Provost.** - (1) The Provost shall be appointed by the President, in accordance with section 15 of the Act.

(2) The President may, in consultation with the Board of Management, select and appoint a senior teacher of the University to function as Provost in an honorary capacity, for a period of three years.

(3) The Board of Management may fix an appropriate honorarium to be paid to the Provost.

(4) The Provost shall ensure discipline in the University and shall, in consultation with the President establish appropriate norms and procedures thereof.

(5) Without prejudice to sub-section (2) of section 15 of the Act, the President may prescribe additional powers and functions to the office of the Provost.

(6) The President may, from time to time, authorize the Provost with any special responsibilities as he may deem appropriate. The Provost may hold special or general inquiries into any situation involving the conduct of any employee or teacher of the University causing or likely to cause breach of the peace and order in the University campus.

(7) The President shall, in consultation with the Chairperson, make provision for the necessary administrative support for the office of the Provost.

**18. Proctor.** - (1) The Proctor shall be appointed by the President, pursuant to section 16 of the Act.

(2) The President may, in consultation with the Board of Management, select and appoint a senior teacher of the University



to function as Proctor in an honorary capacity for a period of three years.

(3) The Board of Management may fix an appropriate honorarium to be paid to the Proctor.

(4) The proctor shall be responsible for the maintenance of discipline among the students and shall, in consultation with the President, establish appropriate norms and procedure thereof.

(5) Without prejudice to sub-section (2) of section 16 of the Act, the President may prescribe additional power and functions to the office of Proctor.

(6) The President may, from time to time, authorize the Proctor with any special responsibilities, as he may deem appropriate. The Proctor may hold special or general inquiries into any situation involving the conduct of any student of the University causing or likely to cause breach of the peace and order in the University campus.

(7) The President may, as he may deem appropriate, require the Proctor to work in harmony with the Provost, and determine the norms of such working relationship.

(8) The President shall, in consultation with the Chairperson, make provision for the necessary administrative support for the office of the Proctor.

**19. Deans of Faculties.** - (1) A Dean shall be appointed for each Faculty by the President, pursuant to section 17 of the Act for a period of three years.

(2) The President may, in consultation with the Chairperson, determine the number of Faculties, and the number or categories of disciplines / Schools to constitute each Faculty for purposes of academic administration and for appointing a Dean for each such Faculty. He may likewise appoint a Professor as the Dean of a Faculty, who shall hold the position in an honorary capacity for a period of three years.

(3) The Dean of each Faculty shall convene the meetings of the heads of the College to each Faculty of which he has the charge, as and when required, in consultation with the President.

(4) The Dean shall formulate policies and development programme of the Faculty and present them before the Academic Council, with the approval of the President.

(5) The Dean shall coordinate the functioning of the various disciplines/Colleges under his charge, and assist the President in implementing the policies and directions of the Chairperson, the Board of Management and the Academic Council.

(6) The Dean or his nominee shall attend all meetings of all Boards of Study of the Schools forming part of the Faculty and report to the President.

(7) Without prejudice to sub-section (2) of section 17 of the Act, the President may prescribe additional powers and functions to the office of the Dean

(8) The Dean shall preside over the meetings of his Faculty. In the absence of the Dean, the meetings of the Faculty shall be presided over by the senior most Principal/Professor of a College within the Faculty.

(9) The President shall, make necessary provision of administrative support for the office of the Dean of each faculty.

**20. Registrar.** - (1) The Registrar of the University shall be appointed by the Chairperson in accordance with section 18 of the Act.

(2) The Chairperson may, in consultation with the Board of Management, appoint a Professor/ Associate Professor of the University to function as Registrar in an honorary capacity until the process of appointing regular Registrar is not completed.

(3) The Registrar will be paid salary and other facilities as approved by Board of Management commensurate with his qualification and work load.

(4) The Registrar shall arrange for secretarial and other administrative assistance to all University bodies, established under the Act and these Statutes. He/she shall prepare draft minutes of meetings of these bodies and submit them to the President/Pro-President for approval and thereafter circulate them among the members of the respective body.

(5) The Registrar shall assist the President and Pro-President whenever his assistance is required by them.

(6) The Registrar shall assist in coordination of activities of various Schools/ Centers / Colleges.

(7) The Registrar shall sign/execute contracts and other legal documents on behalf of the University; subject to the approval of the President.

(8) Upon the direction or with the prior approval of the President the Registrar may, initiate any legal proceedings on behalf of the University or take all necessary action to protect the interests of the University in any legal proceedings instituted by or on behalf of the University as well as in any legal proceedings instituted against the University. In furtherance of these functions-



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- (a) Subject to sub-clause (c) of this clause, the Registrar shall represent the University in all proceedings instituted on behalf of or against the University;
- (b) The Registrar may, upon the direction or with the prior approval of the President, appoint any Advocate or legal consultant, sign Vakalatnama or other agreements on behalf of the University, disburse all or any fees or remunerations there under;
- (c) The Registrar upon the direction or with the prior approval of the President sign, verify and file all necessary papers before concerning Court/Tribunal/Authority/Arbitrator etc., co-ordinate with Advocates or other legal Consultants, and when necessary, represent and / or appear before any Court, Tribunal, Arbitrator or Government Authorities on behalf of the University to give evidence on oath or otherwise and do all acts, deeds things as may be necessary as per the legal advice to prosecute or defend the matter to protect the interest of the University and report to the President.
- (d) The Registrar, upon the direction or with prior approval of the President appoint/authorise any officers who may be given special charge of all or any matters referred to under this clause and/or who may be authorized by the President to perform all such actions as the Registrar may himself be authorised to perform under sub-clause (c).
- (e) The Registrar or any officer, so authorized under sub clause (d) shall perform all such actions as may be directed by the President for the protection and in defence of the interests of the University in any legal or other proceedings instituted by or against the University.
- (9) The Registrar shall hold the custody of the Common Seal and the records of the University, subject to the directions of the Board of Management and the President.
- (10) The Registrar shall render all assistance to the Proctor in management of the affairs of the hostel administration under the direction of the President.

(11) Subject to the foregoing and Statute 27, the Registrar shall be the operational head of University administration.

**21. Chief Finance and Accounts Officer.** - (1) The Chief Finance and Accounts Officer shall be appointed by the President on the recommendation of the committee referred to in clause (2).


(2) The selection of Chief Finance and Accounts Officer shall be made by a Selection Committee consisting of the President, a nominee of the Chairperson and three external experts in financial and accounting affairs. A person to be appointed as Chief Finance and Accounts Officer shall be qualified and experienced in institutional financial and accounting affairs. The appointment shall be for a period of three years, and the person so appointed may be eligible for reappointment for another term.

(3) The terms and conditions of service of the Chief Finance and Accounts Officer shall be such as specified in the Guidelines issued by the University Grants Commission from time to time. The Chief Finance and Accounts Officer shall be paid such salary as allowed by the Board of Management.

(4) The President may, in consultation with the Sponsoring Body, appoint a suitable person to function as Chief Finance and Accounts Officer in an honorary capacity, so that the functions of the Chief Finance and Accounts Officer are not hampered during the process of selection of Chief Finance and Accounts Officer. The Board of Management may fix an appropriate salary to be paid to the Chief Finance and Accounts Officer.

(5) The Board of Management may require the Chief Finance and Accounts Officer to perform the following functions, namely:-

- (a) to supervise and control the keeping of accounts and account records of the University and its associated bodies (if any) and in particular the University's Endowment Fund, General Fund and such other funds and may be required to be administered by the University;
- (b) to prepare and submit to the President quarterly, half yearly and annual cash-flow projections and status of accounts for these periods for the consideration of the Board of Management;
- (c) to prepare and submit to the Board of Management, through the President, the annual budget and statement of accounts of the University;

  
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- (d) to examine ways and means to augment the finances of the University, and to rationalize expenditure, and submit proposals thereon to the President;
- (e) to institute a system of periodic internal audit of accounts of the University and to facilitate such external audit, as may be required by President;
- (f) to set up, in consultation with the President, a viable inventory mechanism for the property, and other physical assets of the University;
- (g) to pass the bills of purchases after stock entry only with the verification of Registrar;
- (h) to prepare and submit to the Board of Management, through the President, annual reports on the finances and accounts of the University; and
- (i) to function under the general supervision and direction of the President, Chairperson and the Board of Management.

#### CHAPTER-4

#### TERMS AND CONDITIONS OF SERVICE, DUTIES AND FUNCTIONS OF OTHER OFFICERS OF THE UNIVERSITY

**22. Other Officers.** - (1) The Board of Management shall periodically appoint a Committee consisting of the President, the Pro-President, the Registrar and two nominees of the Chairperson, which shall, taking into account the various requirements of the University, make recommendations regarding creation of number and categories of posts required, for proper functioning of the University. The Committee shall lay down, in detail, the basic qualifications required for and the powers and functions of each such post.

(2) All appointments on such posts may be on ad hoc, contract or regular basis. The persons appointed on the contract basis shall be governed by the terms of the contract.

(3) The University may also engage service providers. Such service providers or persons employed by them shall not be deemed to be the employees of the University.

**23. Mode of appointment to administrative or ministerial posts.** - (1) The Board of Management shall constitute a Selection Committee for selection of candidates for administrative or ministerial posts.

(2) The Selection Committee shall consist of the Registrar and not more than three experts in the field of University administration nominated by the Chair person from amongst the names recommended by the Board of Management.

(3) The Registrar, under the instructions of the President, shall invite applications by issuing advertisement, from persons possessing qualifications for the concerned post and the Selection Committee shall conduct interviews. The Selection Committee shall recommend a panel of names in order of merit to be appointed for the relevant administrative or ministerial post to the Board of Management.

(4) The Board of Management shall, on receipt of panel of names of persons recommended by the Selection Committee, appoint such persons, as it may deem fit, on the administrative or ministerial posts.

(5) The terms and conditions of service of these officers/officials shall as far as possible be in accordance with the Guidelines laid down by the Central Council of Homoeopathy, New Delhi.

**24. Teachers and Other Academic Staff.** - (1) There shall be the following categories of Teacher:-

- (a) Professors;
- (b) Associate Professors; and
- (c) Assistant Professors.

(2) The categories of teachers, other teaching and research staff, their designations, respective eligibility criteria/qualifications, selection processes, terms and conditions of service, and duties and functions of each category of teachers shall be in accordance with the Guidelines laid down in Schedule III of these Statutes.

(3) Teachers would be required to perform, in an honorary capacity, duties in relation to the University student activities, in addition to those that they are required to perform as teachers in their respective disciplines

(4) Subject to clause (1), the Board of Management may establish or abolish posts for different categories of teachers from time to time, on the basis of recommendations of the Academic Council.

(5) Subject to clause (1), the Board of Management may likewise establish or abolish posts for different categories of

  
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research fellows/scholars/ associates, and technical staff, and determine the eligibility criteria and selection process:

Provided that the eligibility criteria, selection process and other terms and conditions shall always take into account the norms laid down by the Regulatory Bodies, as applicable.

**25. Library and its staff.** - (1) There shall be following categories of posts in the University Library:-

- (a) Librarian;
- (b) Deputy Librarian; and
- (c) Assistant Librarian.

(2) The categories of Library staff, their designations, respective eligibility criteria/qualifications, selection processes, terms, and conditions of service, duties and functions shall be such as specified in Schedule III to these Statutes.

(3) The Board of Management shall, in consultation with the Academic Council, and in accordance with the Guidelines laid down by the Regulatory Bodies, make Acts or Regulations, as it may deem appropriate, for the following purposes, namely:-

- (a) to establish one or more University libraries, with adequate staff, laying down the qualifications and procedures for their recruitment, and determine their terms and conditions of service;
- (b) to prescribe norms for the functioning of the University libraries, ensuring their access to its students, teachers and other persons, including norms to impose penalties for violation of rules relating to late deposit, destruction, or defacement of borrowed books, and other use of the libraries and their facilities; and
- (c) to lay down norms relating to acquisition, from time to time, of books, journals, newspapers and other teaching and research materials, and their display and storage.

**26. Laboratories and their staff.**- The Board of Management shall, in consultation with the Academic Council, and in accordance with any Guidelines laid down by the relevant Regulatory Bodies/ Central Council of Homoeopathy, make Ordinances or Regulations, as it may deem appropriate, for the following purposes, namely:-

- (a) to establish one or more University laboratories, whether attached to a College or to a Department or otherwise, with adequate staff, laying down the

qualifications and procedures for their recruitment, and determine their terms and conditions of service;

- (b) to prescribe norms for the functioning of the laboratories, ensuring their access to its students, teachers and researchers, including norms to impose penalties for violation of rules on the use of the laboratories and attached facilities, if any;
- (c) to lay down norms on acquisition and maintenance, from time to time, of laboratory equipment and chemical and other materials for experiments and their installation/ storage; and
- (d) to prescribe appropriate safety norms for the laboratories, their equipment and materials.

#### CHAPTER -5

### GRIEVANCE REDRESSAL AND RESOLUTION OF DISPUTES

**27. Grievance Redressal and Disputes Settlement Mechanisms.-** (1) The President may, in consultation with the Chairperson, appoint a senior-teacher as the Dean of Students Welfare to oversee the welfare of the students. The President may, likewise, appoint another teacher to assist the Dean in performance of his functions. The Dean of Students Welfare shall have the overall charge of all extra-mural activities of the students. He shall be assisted by Provost and other such staff as may be deemed appropriate by the Chairperson.

(2) Grievances or complaints, if any, from students shall be heard by the Dean of Students Welfare and he may make appropriate recommendations to the President.

(3) The Board of Management shall establish appropriate grievance redressal mechanisms for dealing with grievances or complaints, if any, from teachers, senior officers and other employees of the University. For this purpose, there shall be a Grievance Cell comprising of the Proctor, the Provost and Dean directly under the President.

(4) If any dispute is not resolved by negotiation or mediation, it shall be resolved by arbitration by an independent senior lawyer appointed by the University for the purpose. Either party to the dispute shall be entitled to give notice to the other party to refer the dispute for arbitration. The arbitrator shall comply with the principles of natural justice in performance of his duties. The award of the arbitrator shall be final and binding.

  
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(5) In respect of any in-house proceedings on grievances, complaints or disputes, no outside individual or agency shall be entitled to have access.

**CHAPTER -6**  
**FEE STRUCTURE, FREESHIPS, SCHOLARSHIPS,**  
**FELLOWSHIPS, STIPENDS, LOANS AND REVISION OF**  
**FEEES**

**28. Fee Structure, Freeships, Scholarships, and Loans.-** (1) The Board of Management shall prepare the fee structure for various programmes of study and sent it for the approval of the committee constituted under section 33 of the Act, and likewise submit it to review once in every three years. The Board of Management may also prescribe refundable caution money for different purposes, in order to ensure use of University property by the students with due diligence and care, access to the library /laboratory, or auditing of Programmes, to other academic purposes, such as participation in seminars/ workshops/ conferences organized by the University.

(2) The Board of Management may, on the recommendation of the President, establish schemes for award of full or partial freeships or scholarships to deserving students.

(3) The Board of Management may, on the recommendation of the President, establish schemes for award of fellowships and stipends to students and visiting scholars.

(4) The Board of Management may, on the recommendation of the President establish schemes for grant of loans for educational purposes to deserving students.

(5) The Board of Management may, on the recommendation of the President, establish schemes for award of publication grants to enable students to publish their P.G. thesis, to enable University teachers publish their research work.

(6) In performance of the above functions, the Board of Management may, through the President, seek from the Academic Council its views thereon from time to time, as the Board may deem appropriate.

## CHAPTER-7

## CONFERMENT OF DEGREES

**29. Conferment of Degrees.** - (1) Every person who passes an examination for a degree or diploma of the University shall be eligible on payment of a prescribed fee to be awarded to the respective degree or diploma.

(2) The Board of Management shall confer upon persons as aforesaid such degrees and award such diplomas as are provided for in the Statutes.

(3) The Board of Management shall also have the power to confer those degrees and award diplomas for which qualifying examination were held by the University at different times upon persons who have passed their examinations and have been qualified to receive those degrees or diplomas.

**30. Holding of Convocation to confer degrees.**-(1)The Board of Management shall confer upon persons as aforesaid such degrees and Post graduate degrees/diplomas as are provided in the Statutes at convocation.

(2) University convocation for the purpose of conferring the degrees of Ph.D, M.D.(Hom.), B.H.M.S. shall as far as possible be held by the University in the University campus, every year on a date fixed by the President. A special University convocation may also be held as and when deemed necessary by the Board of Management.

(3) When the President is satisfied that the University convocation cannot be held for good reasons, the degrees, diplomas and Gold Medals/Prizes/Trophies shall be awarded without holding convocation.

(4) The University convocation shall consist of body corporate of the University.

(5) Not less than six week notice shall be given by the Registrar of all meetings of the University convocation other than special convocation.

(6) The Registrar shall, with the notice, issued to each member of University convocation, a programme of the procedures to be observed thereat.

(7) The colours of various faculties shall be as follows:

- a. Faculty of Homocopathy Blue
- b. Faculty of Nursing Pink
- c. Faculty of Life Sciences White
- d. Faculty of Pharmacy Saffron

  
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(8) Every candidate attending convocation for conferring degrees/diplomas shall be required to wear a badge of Pink colour. In the badge, there shall be inscribed the insignia of the University, the year of convocation and the name of faculty. The badge will also be provided with two strips indicating the colour of faculty concerned. The Chairperson, President, Registrar and member of Board of Management attending the convocation shall also wear badges of Pink colour, but of a bigger size with two strips of the same colour.

(9) Supplication for all degrees/diplomas will be done at a meeting of the Board of Management before University convocations. The degree/diploma will bear the date on which the Board of Management passes the grace.

### CHAPTER 8

#### ADMISSIONS

**31. Admissions.** - (1). Admissions in the University shall be made strictly on the basis of merit.

(2) Merit for admission in the University may be determined either on the basis of marks or grade obtained in the qualifying examination and achievements in co-curricular and extra-curricular activities or on the basis of marks or grade obtained in the entrance test conducted at the State level either by an association of the Universities conducting similar courses of any agency of the State. However, admission in professional and technical courses shall be made through entrance test only.

(3) Number of seats in each faculty would be such decided by Board of Management of University.

(4) University will adhere to the criteria of reservation as per the policy of the State Government.

### CHAPTER 9

#### CONTROLLER OF EXAMINATIONS

**32. Appointment, Powers and Functions of Controller of Examinations.**- (1) The President in consultation with the Academic Council shall appoint a Controller of Examinations.

(2) The Controller of Examinations shall have the following powers and functions, namely :-

- (a) to oversee all arrangements regarding conducting of examinations in the University;
- (b) to coordinate/setting of question papers, by the course instructors;
- (c) to arrange moderation of question-papers and evaluation of answer- scripts, where necessary;

- (d) to arrange for printing and safe-keeping of the question papers;
- (e) to regulate the conduct of examinations;
- (f) to ensure expeditious evaluation of answer scripts;
- (g) to prepare and publish the results;
- (h) to ensure secrecy, safety and security of all documents relating to the examination, including the question-papers and the answer-scripts;
- (i) to report President on the conduct of examinations and publication of results as frequently as necessary; and
- (j) to do all things necessary and convenient for the efficient functioning of the office of the Controller of Examinations.

(3) The Controller of Examinations shall take all measures necessary to ensure impartial, safe and secure conduct of the entire examination process from preparation of question-papers to the declaration of results.

(4) Subject to this Statute, the Academic Council shall, with the prior approval of the Board of Management, make appropriate regulations to establish an independent regulatory mechanism for the conduct of all University examinations under the control of the Controller of Examinations, and award of degrees, diplomas, and certificates.

#### CHAPTER -10

#### ACCOUNTING POLICY AND FINANCIAL PROCEDURE

**33. Accounting Policy and Financial Procedure.-** (1) The Board of Management shall make Regulations to lay down the accounting policy and the financial procedure of the University, and establish appropriate system of audit.

(2) The Chief Finance and Accounts Officer shall ensure implementation of the above accounting policy and financial procedure, and assist the President in developing an appropriate system of internal and external audit. Board of Management shall also appoint a Chartered Accountant for external audit.



**CHAPTER- 11****RESPONSIBILITY TO IMPLEMENT STATUTES**

**34. Responsibility of Chairperson and Board of Management to Implement Statutes.-** (1) The Chairperson and the Board of Management shall have the responsibility to implement the provisions of the Act, these Statutes and Ordinances.

(2) The Chairperson and the Board of Management may take all such measures and decisions and issue appropriate directions to implement the Act, these Statutes and Regulations made there under as they may deem fit in the best interests of the University.

(3) The Chairperson and the Board of Management may issue directions, general or specific, to any other Authority established under the Act or these Statutes for removal of any difficulties in interpretation or application of these Statutes, or Regulations made there under.

(4) The Board of Management shall, in conformity with the provisions of the Act take immediate steps to make Regulations to regulate matters provided there under and for the conduct of business of the University bodies.

**SCHEDULE I**

[See Statute 15(2)]

**TERMS AND CONDITIONS OF SERVICE OF PRESIDENT**

1. The President shall be paid such salary as shall be determined by the Board of Management from time to time.
2. He/She shall be provided with a residence in University campus which shall be fully furnished/ unfurnished as per the preference of the President. The term "fully furnished" includes essential furniture and security system commensurate with the status of a President.
3. He/She shall be provided with an official, chauffeur driven car with a mobile phone for official use.
4. He/She shall be entitled to the benefits of Leave, Medical and other benefits according to the University Regulations.
5. He/She shall be entitled to the traveling or halting allowance as may be prescribed by the University from time to time,
6. He/She shall be entitled to such other allowances as defined in the University Regulations from time to time
7. He/She shall be entitled to such other facilities as may be provided from time to time.

**SCHEDULE II****[See Statute 16(3)1]****TERMS AND CONDITIONS OF SERVICE OF Pro-President**

1. The Pro-President shall be paid such fixed salary as shall be determined by the Board of Management from time to time.
2. He/she shall be provided with a residence in University campus which shall be fully furnished/unfurnished as per his/her preference. The term "fully furnished" includes essential furniture commensurate with the status of a Pro-President.
3. He/She shall be entitled to the traveling or halting allowance as may be prescribed by the University from time to time.
4. He/She shall be entitled to such other allowances as defined in the University Regulations from time to time.
5. He/She shall be entitled to such other facilities as may be provided from time to time.

**SCHEDULE III****[See Statutes 24 (2) & 25 (2)]****Guidelines on Pay Scales, Minimum Qualifications for Appointment of Teachers & other Measures for the Maintenance of Standards, 2011.**

1. **Pay scales and pay fixation formula:** The basic scales of pay adapted for teachers and equivalent positions in the Library and Physical Education cadres in University shall be such as allowed by the sponsoring body from time to time.

2. **Recruitment and qualifications:** (1) The direct recruitment to the posts of Assistant Professors, Associate Professors and Professors shall be on the basis of merit through all India advertisement and selections by duly constituted Selection Committees as per the guidelines prescribed herein. The composition of such committees shall be as prescribed herein.

(2) The minimum qualifications required for the post of Assistant Professors, Associate Professors, Professors, Assistant Librarians, Deputy Librarians, Librarians shall be those as prescribed by the Central Council of Homoeopathy for teaching faculty and University Grants Commission for others.

  
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(3) The minimum requirements for the appointment of Assistant Professors shall be a good academic record at under graduation level and M.D. qualification in Homoeopathy.

(4) A relaxation of 5% of marks may be provided, at the graduate level for the SC/ST category for the purpose of eligibility and for assessing good academic record during direct recruitment of teaching positions.

(5) The Ph.D. shall be preferred qualification for the designation of Professor.

### **3. DIRECT RECRUITMENT**

#### **1. PRINCIPAL**

##### **A. ESSENTIAL QUALIFICATIONS:**

Post Graduate qualification in Homoeopathy and holding a post as Professor/ Reader in a Degree level Homoeopathic college for two years or Degree in Homoeopathy with six years teaching experience as Professor/ Reader in a Homoeopathic College.

##### **B. DESIRABLE QUALIFICATIONS:**

Administrative experience in Homoeopathic College or attached Hospital. Degree/ Diploma in administration/Health Administration from any recognized institution.

Experience as Supervisor/Guide for Post Graduate programme in Homoeopathy or original publication in research.

**AGE:** Not more than 50 years as on the last date of receipt of application for the post. Age is relaxable for exceptionally qualified persons with prior approval of the Board of Management.

#### **2. PROFESSOR IN HOMOEOPATHIC SUBJECTS:**

##### **A. ESSENTIAL QUALIFICATIONS:**

Post Graduate qualification in Homoeopathy with two years of experience as Reader or a Degree in Homoeopathy with six years of teaching experience as Reader or Diploma in Homoeopathy of not less than four year duration with ten years teaching experience in the subject concerned in a Homoeopathic college.

**B. DESIRABLE QUALIFICATIONS:**

1. Experience as Supervisor/Guide for Post Graduate programme in Homoeopathy or original publication in research.
2. Administrative experience or Research experience in a research institution under the Department of Indian Systems of Medicine & Homoeopathy of State Government or Central Government in a responsible position.

**AGE:** Not more than 45 years as on the last date of receipt of application for the post. Age is relaxable for exceptionally qualified persons with prior approval of the Board of Management.

**3. PROFESSOR IN ALLIED MEDICAL SUBJECTS:****A. ESSENTIAL QUALIFICATIONS:**

Post Graduate qualification in Homoeopathy with two years of teaching experience as Reader in the concerned subject or a Degree in Homoeopathy with 6 years of teaching experience as Reader in the concerned subject or Diploma in Homoeopathy of not less than 4 year duration with ten years teaching experience in the subject concerned in a Homoeopathic College.

**B. DESIRABLE QUALIFICATIONS:**

1. Experience as Supervisor/Guide for Post Graduate programme in Homoeopathy or original publication in research.
2. Administrative experience or Research experience in a research institution under the Department of Indian Systems of Medicine & Homoeopathy of State Government or Central Government in a responsible position.

**OR**

**(2) A. ESSENTIAL QUALIFICATIONS:**

- (i) Post Graduate Medical Degree in the concerned subject recognised by the Medical Council of India.
- (ii) Five years teaching experience as Reader or thirteen years teaching experience in the subject concerned in a degree level medical institution/ Homoeopathic College.

**B. DESIRABLE QUALIFICATIONS:**

Administrative experience or Research experience in a research institution under the State Government or Central Government in a responsible position.

**AGE:** Not more than 45 years as on the last date of receipt of application for the post. Age is relaxable for exceptionally qualified persons with prior approval of the Board of Management.

**4. READER IN HOMOEOPATHIC SUBJECTS:****A. ESSENTIAL QUALIFICATIONS:**

Post Graduate qualification in Homoeopathy with four years of teaching experience as Lecturer in the concerned subject in Homoeopathic College or a Degree in Homoeopathy with ten years of experience as Lecturer in the concerned subject or Diploma in Homoeopathy of not less than 4 years duration with fifteen years teaching experience in the subject concerned in Homoeopathic College.

**B. DESIRABLE QUALIFICATIONS:**

- (i) Experience as Supervisor/Co-supervisor or Guide/Co-Guide for Post Graduate Programme in Homoeopathy.
- (ii) Administrative experience or Research experience in a research institution under the Department of Indian System of Medicine & Homoeopathy of State Government or Central Government in a responsible position.

**AGE:** Not more than 40 years as on the last date of receipt of application for the post. Age is relaxable for exceptionally qualified persons with prior approval of the Board of Management.

**5. READER IN ALLIED MEDICAL SUBJECTS****(1) A. ESSENTIAL QUALIFICATIONS:**

Post Graduate qualification in Homoeopathy with four years of teaching experience as Lecturer in the concerned subject in Homoeopathic College or a Degree in Homoeopathy with ten years teaching experience as Lecturer in the concerned subject or Diploma in Homoeopathy of not less than four years duration with fifteen years teaching experience in the subject concerned in a Homoeopathic College.

**B. DESIRABLE QUALIFICATIONS:**

Experience as a Supervisor/Co-Supervisor or Guide/Co-Guide for Post Graduate Programme in Homoeopathy. Administrative experience or Research experience in a research institution under the Department of Indian System of Medicine & Homoeopathy of State Government or Central Government in a responsible position.

**OR****(2) A. ESSENTIAL QUALIFICATIONS:**

Post Graduate Medical Degree in concerned medical subject recognized by the Medical Council of India with four years teaching experience as Lecturer in the subject concerned in degree level Medical Institution/ Homoeopathic College.

**B. DESIRABLE QUALIFICATIONS:**

Administrative experience or Research experience in a research institution under the State Government or Central Government in a responsible position.

**AGE:** Not more than 40 years as on the last date of receipt of application for the post. Age is relaxable for exceptionally qualified persons with prior approval of the Board of Management.

**6. LECTURER IN HOMOEOPATHIC SUBJECTS:****A. ESSENTIAL QUALIFICATIONS:**

Post Graduate qualification in Homoeopathy or a Degree in Homoeopathy with four years of professional experience.

**AGE:** Not more than 35 years as on the last date of receipt of application for the post. Age is relaxable by 5 years maximum for exceptionally qualified persons with prior approval of the Board of Management.

**7. LECTURER IN ALLIED MEDICAL SUBJECTS:****A. ESSENTIAL QUALIFICATIONS**

Post Graduate qualification in Homoeopathy or a Degree in Homoeopathy with four years of professional experience.

**OR**

Post Graduate Medical Degree in concerned subject recognized by the Medical Council of India with four years professional experience out of which two years as Resident Medical Officer in a hospital recognized by Medical Council of India/Central Council of Homoeopathy.

**AGE:** 35 years as on the last date of receipt of application for the post. Age is relaxable by 5 years maximum for exceptionally qualified persons with prior approval of the Board of Management:

Provided that the teaching experience in the concerned subject of persons appointed as regular teaching staff in Homoeopathic Colleges fulfilling the prescribed requirements of Homoeopathy (Minimum Standards of Education) Regulations, 1983 shall be counted for appointment of teaching staff.

**) Librarian, Deputy Librarian and Assistant Librarian**

**) University Librarian.** - Essential qualifications for appointment as a University Librarian shall be as follows, namely:-

- (i) Master's degree in Library Science /Information Science with at least 55% of the marks or its equivalent grade for 55% where grading system is

- practiced;
- (ii) A Ph.D. degree in the above discipline and / or allied discipline with a consistently good academic record;
  - (iii) A minimum of 13 years of teaching/librarian experience of which at least 5 years experience as a Deputy Librarian in a University Library or 10 years experience as Assistant Librarian in the University or as College Librarian;
  - (iv) Evidence of innovative library service and organization of published work and ICT modernization of library; and
  - (v) Evidence of published work in reputed journals and books.

**(b) University Deputy Librarian.-** Essential qualifications for appointment as a University Deputy Librarian shall be as follows, namely:-

- (i) Master's degree in Library Science/Information Science /Documentation Science with at least 55% of the marks or its equivalent grade for 55%, grading system is practiced;
- (ii) A Ph. D. Degree in the above discipline or allied discipline with a consistently good academic record;
- (iii) A minimum of 10 years of teaching/ Library experience with at least 5 years as an Assistant University Librarian / College Librarian;
- (iv) Evidence of innovative library services. organization and computerization of library; and
- (v) Evidence of published work in reputed journals and / or books.

**Selection Committees and Guidelines on Selection Procedures:**

**(I) Selection of Professor / Principal.-** (a) Selection Committee for selection of Professor shall be as follows, namely :-

- (i) The President to be the Head of the Selection Committee;
- (ii) An Academician who is the nominee of the Chairperson wherever applicable;
- (iii) Three experts in the concerned subject/field out of the panel of names recommended by the President drawn from the panel of subject experts approved by the Board of Management; and
- (iv) Dean of the faculty, wherever applicable;

Provided that at least four members, including at least two outside subject experts shall constitute the quorum.

(b) The process of selection shall involve inviting the bio-data with the Performance Appraisal from the respective universities and reprints of two major publications of each candidate. These shall be provided to the subject experts for assessment before the interview for their evaluation.

(c) The evaluation by the subject experts under sub-clause (b) shall be given weightage equal to the interview performance.

**(2) Selection of Associate Professor.** - (a). (i) The President to be the Head of the Selection Committee;

(ii) An Academician who is the nominee of the Chairperson wherever applicable;

(iii.) Two experts in the concerned subject/field out of the panel of names recommended by the President drawn from the panel of subject experts approved by the Board of Management; and

(iv) Dean of the faculty, wherever applicable;

Provided that at least three members, including at least one outside subject experts shall constitute the quorum.

(b) The process of selection shall involve inviting the bio-data with the Performance Appraisal from the respective universities and reprints of one major publications of each candidate. These shall be provided to the subject experts for assessment before the interview.

**(3) Selection of Assistant Professor.**- (a). (i) The President to be the Head of the Selection Committee;

(ii) An Academician who is the nominee of the Chairperson wherever applicable;

(iii) Two experts in the concerned subject/field out of the panel of names recommended by the President drawn from the panel of subject experts approved by the Board of Management; and

(iv) Dean of the faculty, wherever applicable;

Provided that at least three members, including at least one outside subject experts shall constitute the quorum.

(b) The process of selection shall involve inviting the bio-data with the Performance Appraisal from the respective universities and reprints of one major publications of each candidate. These shall be provided to the subject experts for assessment before the interview.



(4) The Academic Performance Evaluation in the process of selection of candidates for Professor/Principal, Associate Professor, or Assistant Professor shall, inter alia, include the following criteria:-

- (a) Aptitude for teaching research and administration;
- (b) Ability to communicate clearly and effectively;
- (c) Ability to plan, analyze and discuss curriculum development, research problems and college development/administration;
- (d) Ability to deliver lecture programmes to be assessed by requiring the candidate to participate in a group discussion or exposure to a class room situation by a lecture; and
- (e) Analysis of the merits and credentials of the candidates on the basis of the Performance Appraisal Scoring System guidelines developed by the University.

5. Selection Committees for the posts of Librarians, Deputy Librarians and Assistant Librarians shall be the same as that of Professor, Associate Professor and Assistant Professor respectively, except that the concerned expert in Library Science shall be associated with the Selection Committee as subject experts.

**6. Selection Procedures.-** (1) The overall selection procedure shall incorporate transparent and credible methodology of analysis, of the merits and credentials of the applicants on the basis of :-

- (a) Academic Performance,
- (b) Performance of the candidate for attending seminar or delivering lecture in a class room and;
- (c) Capacity of technology orientation as applicable to teaching and research.

(2) Discretionary award of advance increments will be given on recommendation of selection committee only after qualifying for the same.

**7. Pay-scales.-**(1) Basic Pay Scales of all permanent teachers, officers and other employees of the University shall be such as those specified by the Board of Management from time to time.

(2) Teachers, officers and other employees appointed ad hoc for a specific period may receive emoluments as may be agreed upon between them and the appointing authority:

Provided that the appointing authority shall ensure that they possess minimum qualifications and /experience as prescribed by

Central Council of Homoeopathy in case of teachers from time to time.

(3) The teachers, officers and other employees appointed under Clause (2) may be considered for permanent positions, if they are so selected in compliance with Guidelines 4 and 5.

**8. Incentives for Ph.D. and other higher qualification.**- (1) Two advance increments may be admissible at the entry level of recruitment as Assistant Professor/Assistant Librarian to persons possessing the degree of Ph.D. awarded in the relevant discipline by the University following the process of admission, registration course work and external evaluation as prescribed by the University.

(2) Teachers/Assistant Librarians who complete their Ph.D. Degree while in service may be granted two increments:

Provided that such Ph.D. is in the relevant discipline and has been awarded by a University complying with the process prescribed by the University for enrolment, course work and evaluation, etc.

**9. Other Terms and Conditions.**- Increments:

(a) Each annual increment shall be as prescribed in the applicable Pay Scale; and

(b) There shall be a review of performance of the employees before grant of each increment.

**10. Period of probation and confirmation.**-(1) The minimum period of probation shall be one year extendable by a maximum period of one more year in case of unsatisfactory performance.

(2) The confirmation at the end of one year shall be automatic unless the probation is extended for another year by a specific order, before expiry of first year. The incumbent need not wait for an order of confirmation.

(3) Probation and confirmation rules are applicable only at the initial stage of recruitment, not for promotions.

**11. Creation and filling up of teaching posts.** - (1) Teaching posts in the University shall be created in a pyramidal order as prescribed by Central Council of Homoeopathy, New Delhi.

(2) The University shall establish sufficient number of teachers' positions to carry out the teaching responsibilities in each Colleges Department.

**12. Appointments on contract basis.**-(1) The teachers shall as far as possible be appointed to substantive posts. However, the University may, on an urgent basis, authorize appointment of teachers on contract basis, when it deems necessary and urgent.

  
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Provided that such appointments shall as far as possible be in accordance with the selection norms and procedures laid down herein.

(2) The fixed emoluments paid to such contract teachers should not as far as possible be less than the monthly pay of a regularly appointed teachers of equivalent post.

**13. Teaching days.**-The University shall observe at least 180 working days, i.e. there shall be minimum of 30 weeks of actual teaching in a 6 day week of the remaining period, 12 weeks may be devoted to admission and examination activities, and non-instructional days (e.g. for sports, college day etc.), 8 weeks for vacations and 2 weeks may be attributed for various public holidays.

**14. Workload.**-(1) The workload of the teachers in full employment shall not be less than 40 hours a week for 50 working weeks (180 teaching days) in an academic year. It shall be necessary for the teacher to be available for at least 6 hours daily in the University.

(2) Direct teaching hours shall be as follows:

(a) Assistant Professor	16 hours
(b) Associate Professor & Professor	14 hours

(3) A relaxation of two hours in the workload may, however, be given to Professors who are actively involved in research, extension and administration. A minimum of 6 hours per week may have to be allocated for research activities of the teacher.

**15. Leave rules.**-The leave rules of equivalent cadres/grades in the State Government may be applicable to the permanent employees of the University with modifications by the Board of Management from time to time.

**16. Service agreement and performance reports.**-(1) At the time of recruitment in Universities and Colleges, a service agreement shall be signed between the University and the teacher concerned and a copy of the same shall be deposited with the Registrar.

(2) The University shall maintain a Service Book for each teacher or other employee. Self-appraisal or any other performance report shall form a part of the service record.

**17. Code of professional ethics.**-The University shall evolve its own professional ethics after full discussion in the Academic Council and incorporate the same in its Regulations, for strict observance by the academic staff.

By Order of Board of Management of  
the Homoeopathy University  
Dr. Tarkeshwar Jain,  
Registrar,

[No. F 3(27) Edu-4/2010]

By Order of Governor,  
Rajeeva Swarup,  
Principal Secretary, Higher Education.

Government Central Press, Jaipur.

  
**REGISTRAR**  
**HOMOEOPATHY UNIVERSITY**  
**JAIPUR**