

STATUTES**CHAPTER- I****SHORT TITLE**

- 1.1 These Statutes, which have been framed as specified in Section 35 of Rajendra Agricultural University Act, 1971, shall be called the Rajendra Agricultural University Statutes, 1976

COMMENCEMENT

- 1.2 These Statutes shall come into force with effect from the date of their publication in the Bihar Government Gazette, i.e. 12th July, 1976

DEFINITIONS

- 1.3 In these Statutes unless there is anything repugnant to the subject or context-

- (i) (a) 'Act' means Rajendra Agricultural University Act of 1971 and as amended thereafter.
- (b) 'Clause' means a subdivision of the Statutes.
- (c) 'Section' means a section of the Act.
- (ii) 'Emolument' means pay, leave salary or subsistent grant and will include only allowances or remuneration classes as pay.
- (iii) 'Employees' means whole-time employees other than part-time employees, honorary employees or those paid from contingencies.
- (iv) 'Government' means the Government of Bihar.
- (v) All other words and expressions used but not defined in the Statutes shall have the meaning respectively assigned to them in the Act.

* As amended by the Syndicate on 23rd June, 1997

Registrar/Examination Letter 2 Doc

CHAPTER-II

AUTHORITIES OF THE UNIVERSITY CONSTITUTION, POWERS, DUTIES PROCEDURE FOR THE MEETINGS THEREOF AND COMMITTEES FOR SPECIFIC PURPOSES

- Authorities of the Universities 2.1 In addition to those specified in Sections 9(1)(2) and (3) of the Act, the following shall be the authorities of the University:-
(1) The Research Council.; and
(2) The Extension Education Council
- Powers of the Syndicate 2.2 In addition to the powers laid down in Section 11(A) of the Act, the Syndicate in consultation with the Academic Council -
1 may establish a new Faculty, amalgamate two or more Faculties into a single Faculty sub-divide or abolish a Faculty or reconstitute any or all existing Faculties;
2 may establish a new department, abolish or sub-divide or otherwise reconstitute an existing department or departments.
In case of additional financial liability, prior approval of the State Government will be necessary.
- Nominations to the Academic Council and its powers & functions 2.3 (1) In accordance with Clause (vi) of sub-section (2) of Section 13 of the Act, the Vice-Chancellor shall nominate three teachers for a period of two years, provided that the teachers thus nominated have at least five years of teaching/research experience.
(2) In accordance with Clause (vii) of Sub-section (2) of Section 13 of the Act, all the 5 teachers to be nominated from the Universities mentioned in this clause by the respective Vice-Chancellor, would be such persons as have at least 5 years of teaching experience and they shall have a term of two years.
(3) In addition to its powers and functions as specified in Section 14 of the Act, the Academic Council shall have the powers:-
(a) to initiate measures for improving quality of teaching and teachers, students evaluation and student advisory service;
(b) to assess the examination of the courses of studies and degree of other Universities and to recommend to the Senate for their recognition;
(c) to recommend from time to time for the integration of (I) Inter-faculty teaching programme and (II) teaching, research and extension education in each Faculty, for the most effective utilization of available resources;
(d) to recommend to the Senate candidates for University certificates, diplomas, degrees and other academic distinctions;
(e) To recommend regulations for (i) the award of scholarship, fellowship, medals and other prizes; (ii) the conduct of convocation, and (iii) maintenance and improvement of discipline amongst the students;
(f) to consider any other academic matter.
- 2.4 (1) (a) In addition to the Faculty of Agriculture and Animal Husbandry, Basic Sciences & Humanities, Home Science, Post-graduate Studies, Forestry, the University will have the Faculty of Agricultural Engineering.

* Amendment approved by the Syndicate in its meeting held on 14.9.84 assented to by the Chancellor vide Officer on Special Duty to the Governor of Bihar's letter no. 247 dated 4.3.85 and notified vide RAU Notification No. 575 dated 15.3.85

- (b) Each Faculty except the Faculty of Post-Graduate Studies shall consist of departments which shall undertake teaching, research and extension education in their respective subjects.
 - (c) The Faculty of Post-Graduate Studies shall consist of those departments of other Faculties which provide for Post-Graduate programmes of study.
- (2) In accordance with Sub-section (2) of Section 15 of the Act, the Faculties will have departments as to be decided by the Syndicate on the recommendations of the Academic Council.
- (3) In accordance with Sub-section (3) of Section 15 of the Act, each Faculty shall consist of:-
- (a) Chairman- Dean of the concerned Faculty.
 - (b) Members:-
 - (i) All Directors.
 - (ii) All Associate Deans of the Faculty; in case of P.G. Faculty, Deans of other Faculties also.
 - (iii) All University Professors.
 - (iv) Regional Director, Agricultural Research Institute, Patna, Director, Sugarcane Research Institute, Pusa for Faculty of Agriculture, and Director, Livestock Research Station, Patna for Faculty of Animal Husbandry.
 - (v) Two Associate Professors, two Assistant Professors and two lecturers of each college of the Faculty to be nominated on rotation by the Vice-Chancellor, provided that this nomination will confine itself to such Assistant Professors and lecturers as take P.G. classes in the case of P.G. Faculty.
 - (vi) One Specialist and one Assistant Specialist Officer from each of the Research Institute at Patna and Pusa to be nominated on rotation by the Vice-Chancellor.
 - (vii) One member not concerned with the University as the Vice-Chancellor may nominate.
 - (viii) One member for each of the other Faculties as the Vice-Chancellor may nominate.
 - (c) Member Secretary:- Registrar.
- (4) **The functions of each Faculty shall be as follows:-**
- (a) To review the teaching research and extension work and suggest improvements.
 - (b) To recommend to the Academic Council the details of conditions to be prescribed for admission of students to various courses of study in the Faculty.
 - (c) To formulate for approval of the Academic Council the standards for the evaluation of the progress and attainment of the students.
 - (d) To evaluate the performance of teaching, research and extension programmes.
 - (e) Each Faculty shall draw up a college organizational plan which provides for such departments as deemed best and shall define the scope of the work to be done by the College and the various departments comprised in each such Faculty. A proposal of a Faculty shall be considered by the Academic Council and if approved by the Council shall be forwarded to the Syndicate for its consideration. Any change desired by the Council and/or Syndicate shall be referred to the Faculty and

- (f) To perform such other functions as may be assigned to it by the Academic Council or the Syndicate.
- The Board of Studies and its functions 2.5 (1) In accordance with sub-section (4) of Section 15 of the Act, Board of Studies of each Faculty shall consist of:-
- (a) Chairman:- The Dean of the concerned Faculty
- (b) Members:-
- (i) All Associate Deans of the Faculty; in case of P.G. Faculty, Deans of other Faculties also.¹
- (ii) All University Professors, all Associate Professors and one Assistant Professor of each College of the Faculty to be nominated by the concerned Associate Dean.
- (iii) Two experts in the subject from outside the University to be nominated by the Academic Council.
- (iv) One member from each of the other Faculties nominated by the concerned Dean.
- (c) Member Secretary:- A teacher nominated by the Dean.
- (2) The functions of the Board of Studies shall be as follows:-
- (a) To propose to the Faculty concerned the courses of study for the various programmes of instructions offered by that Faculty;
- (b) To propose to the Faculty curriculum of the course to be offered
- (c) To exercise such other powers and perform such other duties as directed by the Faculty.
- The Finance Committee 2.6 (1) In accordance with Clause (2), (ii), (iii) and (iv) of sub-section 33 of the Act, the Finance Committee shall consist of:-
- (i) The Vice-Chancellor- Chairman.
- (ii) A representative of Agriculture Department not below the rank of Deputy Secretary:- Member.
- (iii) A representative of Finance Department not below the rank of Deputy Secretary:- Member.
- (iv) A Dean or a Director to be nominated by the Vice-Chancellor who will have a term of one year- Member
- (v) One Chairman of a University Department to be nominated by the Vice-Chancellor who will have a term of one year:- Member
- Provided that persons nominated under item (iv) and (v) above shall not be re-nominated until eligible persons have been nominated by rotation.
- (vi) One member of the Syndicate who should be non-official member of the Syndicate.
- (2) The Comptroller of Rajendra Agricultural University will be the Secretary of the Finance Committee.
- The Research Council and its functions 2.7 (1) There shall be a Research Council consisting of:-
- (a) Chairman- The Vice-Chancellor.
- (b) Members:-
- (i) The Director of Agriculture, Bihar
- (ii) The Director of Animal Husbandry, Bihar

¹ Amendments approved by the Syndicate in its meeting held on 24.6.78 assented to by the Chancellor, vide Dy. Secretary to Governor's letter no. 2932 dated 11.9.78 and notified, vide RAU Notification no. 4029 dated 23.9.1978.

- (iii) All Directors, Deans and Associate Deans of the University, Regional Director of Agriculture Research Institute, Patna, Director of Sugarcane Research Institute, Pusa and Director of Livestock Research
- (iv) All University Professors and Senior Research Specialist
- (v) Two Scientists of Eminence from the University or outside to be nominated for particular meeting by the Vice-Chancellor for their specialized knowledge of a subject or subjects on the agenda of the meetings
- (vi) Three progressive farmers specialized in general Agriculture, Horticulture and Animal Husbandry to be nominated by the Vice-Chancellor for their specialized knowledge and experience.²

(c) Member Secretary:- Director of Research

2 The Research Council shall consider and make recommendations in respect of:-

- (a) Research programme and projects undertaken or to be undertaken by various University units in the State in the field of Agriculture, Animal Husbandry/ Veterinary science and allied Sciences with a view to promoting and effective co-ordination
- (b) Physical and fiscal administrative facilities required for implementing research projects
- (c) Integration of research, extension education and teaching and participation of research workers in teaching and extension education
- (d) Orientation of research to meet farmers' need
- (e) Any other matter pertaining to Agriculture/Animal Husbandry research programmes which may be referred to it by the Vice-Chancellor or the Senate/Syndicate or any other authority of the University.

The Extension 2.8
Education Council
and its functions

(1) There shall be an Extension Education Council consisting of:-

(a) Chairman:- Vice-Chancellor

(b) Member

- (i) The Agricultural Production Commissioner
- (ii) The Director of Agriculture, Bihar
- (iii) The Director of Animal Husbandry, Bihar
- (iv) The Director of Research of the University
- (v) All Deans and Associate Deans, Regional Director, Agricultural Research Institute, Patna, Director, Sugarcane Research Institute, Pusa and Director of Livestock Research Station
- (vi) University Professors to be nominated by the Vice-Chancellor for particular meeting according to the requirements of the agenda.
- (vii) One representative each of the undermentioned organizations, as per request of the Vice-Chancellor-
 - (a) Irrigation Department of the Govt.
 - (b) Minor Irrigation Department of the Govt.
 - (c) Community Development Department of the Govt.
 - (d) Revenue Department of the Govt.
 - (e) Planning Department of the Govt.
 - (f) Co-operative Department of the Govt.
 - (g) Any other concerned Department of the Govt.

² substituted by the Syndicate in its meeting on 23rd June, 1977

- (iii) All Directors, Deans and Associate Deans of the University, Regional Director of Agriculture Research Institute, Patna, Director of Sugarcane Research Institute, Pusa and Director of Livestock Research
 - (iv) All University Professors and Senior Research Specialist
 - (v) Two Scientists of Eminence from the University or outside to be nominated for particular meeting by the Vice-Chancellor for their specialized knowledge of a subject or subjects on the agenda of the meetings
 - (vi) Three progressive farmers specialized in general Agriculture, Horticulture and Animal Husbandry to be nominated by the Vice-Chancellor for their specialized knowledge and experience.²
- (c) Member Secretary:- Director of Research
- 2 The Research Council shall consider and make recommendations in respect of:-
- (a) Research programme and projects undertaken or to be undertaken by various University units in the State in the field of Agriculture, Animal Husbandry/ Veterinary science and allied Sciences with a view to promoting and effective co-ordination
 - (b) Physical and fiscal administrative facilities required for implementing research projects
 - (c) Integration of research, extension education and teaching and participation of research workers in teaching and extension education
 - (d) Orientation of research to meet farmers' need
 - (e) Any other matter pertaining to Agriculture/Animal Husbandry research programmes which may be referred to it by the Vice-Chancellor or the Senate/Syndicate or any other authority of the University.
- The Extension Education Council and its functions 2.8 (1) There shall be an Extension Education Council consisting of:-
- (a) Chairman:- Vice-Chancellor
 - (b) Member
 - (i) The Agricultural Production Commissioner
 - (ii) The Director of Agriculture, Bihar
 - (iii) The Director of Animal Husbandry, Bihar
 - (iv) The Director of Research of the University
 - (v) All Deans and Associate Deans, Regional Director, Agricultural Research Institute, Patna, Director, Sugarcane Research Institute, Pusa and Director of Livestock Research Station
 - (vi) University Professors to be nominated by the Vice-Chancellor for particular meeting according to the requirements of the agenda.
 - (vii) One representative each of the undermentioned organizations, as per request of the Vice-Chancellor-
 - (a) Irrigation Department of the Govt.
 - (b) Minor Irrigation Department of the Govt.
 - (c) Community Development Department of the Govt.
 - (d) Revenue Department of the Govt.
 - (e) Planning Department of the Govt.
 - (f) Co-operative Department of the Govt.
 - (g) Any other concerned Department of the Govt.

² substituted by the Syndicate in its meeting on 23rd June, 1977

- (h) Bihar State Agro-industries Development Cooperation
 - (i) Dairy Development Corporation of the Govt.
 - (j) Bihar State Electricity Board
 - (k) Fertilizer Corporation of India
 - (l) National Seeds Corporation; and
 - (m) any other Agro-industries or Agro-Services Organization.
- (viii) Two eminent persons in the field of Extension Education from the University or outside, nominated by the Vice-Chancellor for any particular meeting in accordance with the requirements of the agenda.
- (ix) Director of Agriculture Education, Bihar
- (x) Three progressive farmers specialized in general Agriculture, Horticulture and Animal Husbandry to be nominated by the Vice-Chancellor for their specialized knowledge and experience¹.
- © Member Secretary- The Director of Extension Education.
- (2) The Extension Education Council shall consider and make recommendations in respect of:-
- (a) Co-operative extension educational programmes and projects of the University.
 - (b) Co-ordination of co-operative extension educational activities of various agencies for improvement of agriculture and Animal Husbandry and for the development of rural communities.
 - (c) Development of farmers education and advisory service identification and resolution of field problems and problems in transmission of information.
 - (d) Integration of extension education with teaching and research in the University and participation of teachers in field extension programme and evaluation of their work.
 - (e) Methodology of extension education.
 - (f) Any other matter referred to it by the Vice-Chancellor, Senate/Syndicate or any other authority of the University.

Rules to regulate the meeting of authorities 2.9 Subject to the concurrence of the Senate each authority of the University shall draw up and adopt rules to regulate the business at its meeting.

¹ Substituted by the Syndicate in its meeting on 23rd June, 1977

CHAPTER-III

OFFICERS OF THE UNIVERSITY- THEIR FUNCTIONS AND DUTIES

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| Officers of the University as declared under Section 18(g) of the Act | 3.1 | <p>In addition to those mentioned in items (a), (b), (c), (d), (e) and (f) of Section 18 of the Act, the following shall be officers of the University as hereby declared under item (g) of the said Section</p> <ol style="list-style-type: none"> (1) The University Librarian (2) The University Chief Engineer (3) The University Chief Architect (4) The Advisor to the Vice-Chancellor and (5) The Director Administration |
| Powers and duties of officers and employee of the University | 3.2 | <p>Under Section 35(3) read with Section 24(5) of the Act, duties as defined hereunder are assigned to the various officers and employees of the University</p> <ol style="list-style-type: none"> (1) The Registrar shall be responsible to the Vice-Chancellor and shall in addition to the duties specified in Sub-Section (5) of Section 24 of the Act, perform the following duties and functions:- <ol style="list-style-type: none"> (a) He shall be responsible for the preparation of the annual report of the University for approval of the Vice-Chancellor and the Senate; (b) He shall be the custodian of the records of the University; (c) He shall administer the prescribed provisions for admission, registration and enrollment of students and the continuance of their enrollment and maintenance of students' records; (d) He shall be responsible for the maintenance of registers of all degrees and diplomas conferred by the University; (e) He shall carry out other duties assigned to him by the Vice-Chancellor; (f) He shall assist the Vice-Chancellor in all matters of general administration; and (g) He shall be the officer to sue and be sued on behalf of the University. (2) The Comptroller in addition to the duties specified in Sub-Section (2) of Section 24 of the Act, his duties shall be as follows:- <ol style="list-style-type: none"> (a) He shall be the custodian of the movable and immovable properties of the University including valuable securities, title, deeds, cash and other liquid assets of the University and shall maintain a complete record of all such properties. (b) Subject to the administrative control of the Vice-Chancellor, he shall regulate all finance, accounts and internal audit establishments of the University and at all its campuses. (c) Subject to the assignment by the Vice-Chancellor he shall communicate to the officers authorized to incur expenditure on behalf of the University, their annual and supplementary allotments from the budget allocations under the respective heads of accounts. |

- (d) He shall ensure that the collection of dues of the University and the incurring of expenditure are well defined and strictly observed.
 - (e) He shall bring to the notice of the Vice-Chancellor financial irregularities, if any observed in the University.
 - (f) He shall consolidate the monthly, half-yearly and annual accounts of the University and all its various constituent units.
 - (g) He shall be responsible for presenting the annual accounts and balance sheet to the statutory Auditors of the University for examinations and certification by them.
 - (h) To perform such other functions and duties as assigned to him by the Vice-Chancellor.
- (3) **Deans of Faculties:-** In addition to the duties specified in Sub-Section (2) of Section 24 of the Act, the duties of the Dean of a Faculty shall be as follows:-
- (a) Exercise overall control and be responsible for the conduct of teaching, research and extension work of the Departments in the Faculty;
 - (b) He shall be Chief Executive Officer of the Faculty and be responsible for the administration.
 - (c) Serve as a medium of communication for all official business of the Faculty with other authorities of the University, the students and the public.
 - (d) Formulate and present policies to the Faculty for its consideration regarding matters relating to the Faculty.
 - (f) Develop close co-operation, collaboration and co-ordination with Director of Research/ Extension Education regarding development of programmes of research and extension for Faculty vis-a-vis other University units.
 - (f) He shall be responsible for the due observance of the statutes and other regulations relating to the Faculty.
 - (g) He shall formulate and present policies to the Board of Studies for its consideration on matters relating to the Faculty.
 - (h) He shall discharge such other functions and duties as assigned by the Vice-Chancellor.
- (4) **Director of Research:-** In addition to the duties specified in Clause (a) of Sub-Section (4) of Section 24 of the Act, his duties shall be as follows:-
- (a) To develop research in the University to promote team work and inter-disciplinary collaboration, to link up research by students with the research programmes of the University for the State and to co-operate and collaborate with the Director of Extension Education in extending the results of researches to the fields.

- (b) To prepare the annual budget estimates of the research programmes of the University and supervise their implementations.
 - (c) To organize inter-faculty co-ordination in research programmes.
 - (d) To promote the compilation and publication of the research findings, and
 - (e) To promote the integration of research with teaching and extension education.
- (5) **Director of Extension Education:-** In addition to the duties specified in Clause (b) of Sub-Section (4) of Section 24 of the Act, the duties of the Director of Extension Education shall be as follows:-
- (a) To develop extension education in the University.
 - (b) To prepare budget estimates for extension education and to draw up programmes of extension education of the University and to supervise its implementation.
 - (c) To organize inter-faculty co-ordination in extension education programmes.
 - (d) To develop mass communication and media and to direct the preparation and distribution of materials such as publications and films
 - (e) To provide supplementary service to farmers in testing of soil seeds and implements and in plant protection services.
 - (f) to organize and supervise the University's public relations and information services;
- (6) **Director of Resident Instruction-cum-Dean, PGS:-** The duties of the Director of Resident Instruction-cum-Dean, PGS shall be as follows:-
- (a) To co-ordinate inter-campus and inter-faculty programmes and standards of teaching and evaluation of student's progress at all levels of under-graduate and post-graduate and to endeavor constantly to raise the standard of teaching and students attainments, and
 - (b) To perform such other duties as may be entrusted to him by the Vice-Chancellor
- (7) **Director of Students' Welfare:-** The duties of Director of Students' Welfare shall be as follows:-
- (a) To plan and organize students' extra-curricular activities e.g. sports, cultural and other recreational activities, National Cadet Corps and other allied activities in the University.
 - (b) To supervise and co-ordinate management of students' hostels, cafeteria and mess arrangements.
 - (c) To look after all schemes relating to scholarship and stipend, part-time employment, freships and such other financial assistance to deserving and/or needy students and travel facilities for the study tours of students.
 - (d) To promote discipline among students of the University.
 - (e) To plan and direct programmes of counselling and advisement of students; and

- (f) To enlist the co-operation of prospective employers and employment agencies and to assist in the placement of students of the University.
- (8) **Director Administration:-** The Director Administration shall be responsible for all matters, related to the establishment of the University, e.g. recruitment, promotion, deputation, leave, maintenance of service records, disciplinary action etc. of all the employees of the University.
- (9) **University Librarian:-** The duties of the University Librarian shall be as follows:-
- (a) To maintain and manage the University Library.
 - (b) to guide and co-ordinate the workings in the Libraries of the various constituent units of the University; and
 - (c) To prepare the annual statement of operational and developmental requirements of all the various Libraries of the University for incorporation in the budget estimates, coordinate the recommendations of the Chairman, Head of Departments, Associate Deans, Deans and Directors for the purchase of books, journals etc improvement of Library facilities.
- (10) (1) **Director, Works & Plants:-** The duties and functions of the Director, Works and Plants shall be as follows:-
- (a) To exercise control over the construction, maintenance and repair of the buildings, roads, and estimates of the University.
 - (b) To organize the services relating to water, electricity and communications
 - (c) To supervise the installation and maintenance of such machinery as may be assigned to his control by the Vice-Chancellor
 - (d) To get designs, plans and estimates prepared for such projects for construction and/or alterations of University buildings and grounds as may be ordered by the Vice-Chancellor.
 - (e) To maintain records of allotment of buildings of the University for various purposes; and
 - (f) any other work assigned to him from time to time.
 - (2) The status, ranks, pay scale and other emoluments of the post will be determined according to scale of work load adopted by the State Public Works Department for the purpose.
- (11) **Chairman of University Department and Heads of College Department:-** The duties of the Chairman of University Departments and Heads of College Department shall be such as may be prescribed by the Vice-Chancellor in consultation with Academic Council.
- (12) **Other officers and employees:-** The duties of other officers and employees other than those referred to in clause (1) to (11) above shall be as may be prescribed by the Vice-Chancellor.

General

- 3.3**
- (1)** Each officer and employee of the University shall be responsible for use of property, equipment, stores, vehicles, etc. belonging to the University with reasonable care and he shall in his dealing with University accounts, act with prudence, promptitude, accuracy and in conformity with rules and general orders.
 - (2)** Besides the duties enumerated in Chapter 3.2 such other duties as may be assigned to any officers or employee or employees individually or collectively, by the Act, Statutes, Regulations or Rules or by the Vice-Chancellor or the immediate superior officer or officers, employee or employees shall be duly carried out by the person or persons to whom such duty/duties is/are assigned.

CHAPTER-IV**MEDIUM OF INSTRUCTION AND ACADEMIC YEAR**

Medium of instruction	4.1	Instruction for the various courses of study in the University shall be in the language or languages approved by the Syndicate on the recommendation of the Academic Council.
Academic year	4.2	The Academic year of the University shall comprise two semesters or three trimesters and it will not have less than 230 working days.

CHAPTER-V

ADMISSION AND ENROLLMENT OF STUDENTS AND PERFORMANCE REQUIRED

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| Condition for admission | 5.1 | No student shall be admitted to a regular course of study unless he possesses the prescribed qualification for admission |
| Condition for enrollment of degree | 5.2 | Students shall not be conferred a degree unless he has complied with conditions prescribed and has completed the courses of study and earned the required credits and grade point average. |

CHAPTER-VI

INSTITUTION, AWARD AND WITHDRAWAL OF DEGREES, HONORARY DEGREES, DIPLOMAS, CERTIFICATES AND PRIZES, CONVOCATIONS FOR AWARD OF DEGREES.

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| Degree of University | 6.1 | (1) The University shall institute the undermentioned degrees:-
(a) Degree of Bachelor of Science.
(b) Degree of Master of Science.
(c) Degree of Doctor of Philosophy.
(d) Degree of Doctor of Science.
(2) The Bachelor's and Masters Degrees shall be designated faculty-wise. The Masters Degree may be further designated discipline or department-wise in such manner as the Academic Council may approve on the recommendation of the Board of Studies. |
| Registration for Ph.D. and D.Sc. degrees | 6.2 | The candidate shall be registered for Ph.D. and D.Sc. degrees as prescribed in the Regulations on the recommendations of the Academic Council. |
| Eligibility requirement for degrees | 6.3 | Eligibility requirements for various degrees shall be as prescribed in the Regulations on the recommendations of the Academic Council. |
| Honorary degrees and other Academic distinctions | 6.4 | (1) The Honorary degree of Doctor of Philosophy or Doctor of Science shall be conferred upon a person on the ground that he is, by reason of eminent position and attainments or by virtue of his contribution to ; or eminent services to the cause of Agricultural Education, Research and Development, a fit and proper person to receive such a degree.
(2) The Senate/Syndicate shall, subject to prior approval by the Chancellor, have powers to confer the Honorary degree and other Academic distinctions on the recommendations of the Academic Council.
(3) The Honorary degree shall be conferred at a convocation, or at a special convocation, and may be taken in person or in absentia.
(4) The presentation of persons at the convocation, on whom the Honorary Degree is to be conferred, shall be made by the Vice-Chancellor. |
| Diplomas and Certificates | 6.5 | (1) Courses for training of Technicians in agricultural, veterinary and other allied sciences, and for farmers, may be provided by the University. Detailed scheme for such courses, providing for award of diplomas and certificates, shall be drawn up by the Board of Studies and submitted for approval to the Vice-Chancellor through the Academic Council.
(2) Orientation courses for Agricultural and Veterinary Scientists and for Scientists and Technologists in other allied Sciences may be provided, from time to time by the University. |

Medals, Honour, Prizes	Certificate,	6.6	<p>A student who is fulfilling the University requirements for a degree, diploma or certificate, has at his credit an outstanding performance, may be awarded:-</p> <ul style="list-style-type: none"> (i) a medal, or (ii) a certificate of honour or (iii) a prize as per provision in the Regulation.
Convocation		6.7	<p>A Convocation for the purpose of conferring degree may be held on a date and at a place to be fixed by the Vice-Chancellor in consultation with the Chancellor. The proceedings of the Convocation shall be conducted in accordance with the Regulations.</p>

CHAPTER - VII

LIBRARY SERVICE

Libraries

- 7.1 The University shall maintain a network of Libraries as follows:-
- (a) the University Library at the headquarters of the University;
 - (b) the Campus Libraries- One at each Colleges.
 - (c) Libraries for Research Stations situated far from the campuses- one at each such Station.

CHAPTER - VIII

**SCHOLARSHIPS AND FINANCIAL AID TO STUDENTS FROM OTHER AGENCIES,
RESIDENCE COUNSELING AND ADVISEMENT**

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| Scholarships and
Financial Aid to
students | 8.1 | Scholarships and financial aid to students and gifts to the University shall be accepted only after approval of the Syndicate |
| | 8.2 | <p>(1) An enrolled student of the University shall ordinarily reside in one of the hostels of the University unless exempted by the Dean or Associate Dean</p> <p>(2) Each University Hostel and attached mess and cafeteria shall be under constant supervision as regards living conditions, price and quality of food and punctuality of meal service, power and water supply, sanitary conditions, reading room, recreational facilities and medical attendance.</p> |
| Counseling
And
Advisement | 8.3 | A Counseling and Advisement Service shall be organized and maintained at each campus so as to provide each student with suitable guidance. |

CHAPTER -IX

**MAINTENANCE AND IMPROVEMENT OF DISCIPLINE AMONGST STUDENTS OF
THE UNIVERSITY**

Regulations for 9.1 Regulations for the maintenance and improvement of discipline among the discipline students shall be approved and notified by the Syndicate on the recommendations of the Academic Council.

CHAPTER - X**FUNDS, ACCOUNTS AND AUDIT**

Regulation to prescribe procedure for collection of funds, incurring expenses and maintenance of accounts

10.1 As specified in Section 29 and 34 of the Act

- (1) The procedure for collection of dues of the University, bringing the collections to account, for regulating the incurring of expenditure on behalf of the University; the maintenance of accounts of income and expenditure of all the various funds of the University, the accounts of stores, farms, works and property of the University shall be as prescribed in Regulations approved and notified by the Finance Committee, which may be supplemented by such rules and circulars as may be promulgated from time to time by the Vice-Chancellor in consultation with the Comptroller, wherever necessary.
- (2) In all matters involving financial implications, prior consultation with the Comptroller shall be necessary except in cases where the decision to be taken is fully within the duly delegated powers of the officer of the University and the financial commitment involved is within the budget allocation and prima-facie no financial impropriety is involved.
- (3) The statutory audit prescribed in Section 34 of the Act shall be supplemented by an internal audit organization under the supervision of such an officer as the Vice-Chancellor may designate and officers and employees of the University shall render all assistance and co-operation to the internal and the statutory audit organization, so as to ensure speedy conclusion of the Annual Audit and Certification of Accounts.

CHAPTER - XIPOWERS, EMOLUMENTS AND CONDITIONS OF SERVICE OF THE VICE-
CHANCELLOR

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| Powers of Vice-Chancellor to create and fill up certain posts and transfer employees | 11.1 | <p>In addition to the powers and duties of the Vice-Chancellor as prescribed in Sub-sections 1 to 12 of Section 21 of the Act, the Vice-Chancellor shall exercise the powers:-</p> <ol style="list-style-type: none"> (i) to fill up sanctioned posts with a maximum pay of Rs. 1600 on the recommendation of duly constituted Selection Committee. (ii) to fill up posts up to the rank of Reader for a period not exceeding six months and report the action taken in the next meeting of the Syndicate. In case extension beyond that period is necessary the approval of the Syndicate will be obtained. But in no case more than one extension should be given. (iii) to transfer employees from one post to another in the interest of the University without adversely affecting their emoluments, status and service conditions. |
| Emoluments of the Vice-Chancellor | 11.2 | The Vice-Chancellor shall receive such salary as may be prescribed by the State Government. |
| Other service conditions of the Vice-Chancellor | 11.3 | <ol style="list-style-type: none"> (1) Provident Fund In respect of provident Fund and retirement benefit, the Vice-Chancellor will be governed by rules prescribed by the State Government. (2) Leave:- The Vice-Chancellor shall be entitled to casual and other leave in accordance with the provisions in Bihar Service Code which will be sanctioned by the Chancellor. (3) Traveling Allowance:- The Vice-Chancellor will get traveling allowance and daily allowance as prescribed for the officers of State Government of similar pay scale. (4) Medical facilities:- He shall receive medical treatment at the University dispensaries or hospitals or reimbursement of expenditure on medical treatment elsewhere, in accordance with rules prescribed in this regard for employees of the State Government. |
| Vice-Chancellor on deputation from Govt. service or other organizations. | 11.4 | The emoluments, terms and other conditions in the case of Vice-Chancellor, who happens to be a permanent employee of Government or Autonomous Organization in deputation with the University, shall be regulated in accordance with the terms and conditions of the deputation. |

CHAPTER - XII

SCALE OF PAY AND OTHER EMOLUMENTS OF EMPLOYEES OF THE UNIVERSITY

Scale of pay of employees.	12.1	The scale of pay of employees of the University other than the Vice-Chancellor shall be as prescribed by the Syndicate with prior approval of the State Government and various financing agencies involved.
Increment	12.2	<ol style="list-style-type: none">(1) An increment shall ordinarily be allowed on the due date, as a matter of course, unless withheld for unsatisfactory work or conduct by specific order of the appointing authority recorded before the date on which the increment is due. Service during the period of deputation to a lower scale of pay will not count towards increment.(2) Extra-ordinary leave taken for higher studies or on medical ground should count for increment as admissible under the rules of the State Government.(3) An increment due at the efficiency bar stage shall be allowed to a University employee on the appointing authority's written declaration that the employee is fit to cross the efficiency bar. Case not covered by the rules of University, shall be governed by relevant rules of State Government.
Other allowances	12.3	Cost of living allowance, city allowance, house rent allowance, reimbursement of medical treatment, allowance for education of children, bonus, and traveling allowance shall be allowed to employees in accordance with the general rules and orders of the State Government regulating these allowances. Medical reimbursement shall be made as per Government rules. ⁴

⁴ Amendment approved by the Syndicate on 18.1.85 assented to by the Chancellor vide D.O. letter no. RAU 02/85/463 GS(1) and circulated vide notification no. 979 dated 7.5.85.

CHAPTER - XIII

LEAVE AND OTHER SERVICE CONDITIONS OF EMPLOYEES OF THE UNIVERSITY

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| Leave | 13.1 | Subject to the University framing its own leave rules in due course, the leave rules of Government of Bihar will be applicable to the University employees for the present. |
| Resignation of service by an employees | 13.2 | An employee who wishes to resign from University service shall give notice in writing to the University as specified hereunder:-
(a) one month's notice, if he is a temporary employee
(b) three months notice, if he is a permanent employee. |
| | Note | (i) If an employee fails to give notice as required above the University shall be entitled to recover from him his salary for the period by which the notice falls short of in lieu of such notice or of the deficiency in notice as actually given;
(ii) In case of bonded persons, the resignation will be accepted only after considering the provisions in the bond.
(c) Each such case of resignation will be considered by the University for acceptance or otherwise on its own merit. |
| Termination of service of an employee by the University | 13.3 | (1) The University may terminate the service of an employee in any of the undermentioned circumstances:-
(i) On ground of physical and/or mental unfitness for service, as certified by the Medical Board, in which case the employee may represent against the order of termination of his employment to an appellate authority whose decision on the basis of the recommendation of the medical board to which the employee's case shall have been referred, shall be final.
(ii) On ground of indiscipline, misconduct, moral turpitude or subversive activities on the part of the employees in which case proceedings as communicated in Statute 13.9 shall be held before orders of termination of service are issued.
(iii) As a measure of retrenchment ordered by the University in which case the appointing authority may issue orders of termination of service, provided the employee happens to be junior most in his sub-cadre and if there is no sub-cadre in his cadre giving him notice of one month if he holds a temporary post or one month's pay in lieu thereof; and
(iv) On the employee attaining the age of superannuation or being compulsorily retired.
(2) Each employee of the University shall retire on superannuation on attaining the age of 60 years and thereafter no further extension of service shall be given.
(3) The Syndicate, on the recommendation of the Vice-Chancellor, may retire a University employee who has attained the age of 50 years or has completed 25 years of service whichever is earlier in public interest. |

- Re-employment 13.4 If an employee has applied for re-employment on superannuation, he may be re-employed in the University's interest, subject to the undermentioned conditions:-
- (a) No such employee shall be re-employed without the previous approval of the Syndicate.
 - (b) The person to be re-employed must be in reasonably good health for performing the duties he would be required to perform.
 - (c) The pay of employee on his re-employment shall not exceed the limit of re-employment pay according to rules of Bihar Government.
 - (d) Re-employment shall not be granted except in very special circumstances, and that under no circumstances, shall it be given beyond the age of 62 years.
- 13.5 (1) A University employee, under order of termination of service or transfer to another post, proceeding on leave other than casual leave, shall before leaving his post, hand over the charge of his post to such other University employee as may be duly authorized to receive the charge, return to the University all books, apparatus, furniture etc. issued to him for his personal use, and pay to the University in full all charges due, such as municipal taxes, water and electricity charges, rent of occupation on his failure to do so, the controlling officer shall recover the amount due from the employee's last pay if his services have terminated, or from the University contributions to his Provident Fund.
- (2) A University employee, who is in the occupation of residential accommodation of the University, shall vacate the quarter on transfer to another post or on proceeding on leave or on superannuation or on leaving the University service, in case of non-compliance, disciplinary or other suitable action shall be taken against him.
- Test and Examinations to improve efficiency 13.6 An employee of the University may be required to pass such tests as may be prescribed by the Syndicate. The order prescribing the tests shall specify the penalties for failure to pass the tests in time and/or the benefits or advantages accruing from passing the tests. The tests and penalties should be specified in advance by the Syndicate.
- Restriction on engagement in trade or business outside the University and participation in political work. 13.7 (1) All University employees, except those specifically appointed on a part-time basis, shall be whole time employees and shall not without express permission of the Vice-Chancellor, engage directly or indirectly in any trade or business or political work whatsoever or undertake any other work outside the University.
- NOTE:- This restriction shall not apply to any work or undertaking in connection with examinations outside the University provided they do not exceed three examinations in a calendar year.
- (2) No employee shall undertake any private tuition.

Royalties, patent right for inventions and discoveries and honoraria for testing work in the University laboratories etc.

- 13.8
- (1) This University shall have the sole right in respect of any invention or discovery of any process made in the University laboratories, farms or workshops and may move for securing the patent right for invention or process from the Government after obtaining from the requisite assignment. The University will bear the cost of securing the patent right and receive all royalties, remuneration or income accruing from the sale or commercial exploitation of such grant of patent.
 - (2) The University shall pay to the employee concerned such amount as may be determined by the Syndicate as reward provided that in cases where the expenditure incurred by the University on such invention or process is high, the entire expenditure may be deducted by the University at its discretion from the amount of the reward fixed by the Syndicate before it is paid to the employee.
 - (3) In case the University decides not to apply for the patent rights, the employee concerned may, if he so desires, apply for a patent solely in his own name on payment of 10 per cent of royalty to the University.
 - (4) Testing or research work on behalf of any organization for which a fee is offered to the University may be accepted by the Vice-Chancellor in consultation with the Chairman or the Head of the Department concerned. Vice-Chancellor shall determine and sanction the honoraria to be paid to the employees concerned for such work, taking into account all expenditure incurred and to be incurred by the University on the said research or testing work.

Conduct, discipline, enquiry, punishment and appeal.

- 13.9
- (1) Any one or more of the penalties specified in Clause (2) given below may, for good and sufficient reasons, such as misconduct, moral turpitude, neglect of duty, violation of term or condition of service, inefficiency, indiscipline, criminal conviction, be imposed upon an employee.
NOTE: The 'misconduct' for this purpose means:
 - (i) willful disobedience or willful omission or negligence in executing any lawful orders or instructions, or
 - (ii) willful breach of trust and duty, or
 - (iii) demand, acceptance or receipt by the employee, in the discharge of his duties, by gift gratuity, reward or remuneration except in accordance with the University rules or orders, or express permission of the Vice-Chancellor;
 - (iv) indulging in unlawful activity or in political preaching among the students or employees of the University;
 - (v) doing anything which undermines or is likely to undermine the prestige of the University or is detrimental to its interests or disturbs or is likely to disturb the harmony and cohesion of the University's corporate life, or

- (vi) communicating any document or information, which has come into his possession in the course of discharge of his duties, without general or special permission of authorization directly or indirectly, to any person who is not entitled to receive such information or document.
- (2) The following are the minor and major penalties which may be imposed upon a University employee:
- (a) **Minor penalties**
 - (i) Censure;
 - (ii) Withholding of increments including stoppage of an efficiency bar;
 - (iii) Recovery from pay of the whole or part of any pecuniary loss caused to the University by negligence or breach of orders or any other act of commissions or omissions;
 - (b) **Major penalties**
 - (iv) Reduction to a lower post or to a lower stage in a time-scale of pay;
 - (v) Removal from University service which does not ordinarily disability for any other employment in the University;
 - (vi) Compulsory retirement;
 - (vii) Dismissal from University service which ordinarily disqualifies for further employment in the University and involves ordinarily loss of all accrued financial benefits.
- (3) The appointing authority shall be competent to impose any of the punishments mentioned in clause (2), and an authority, subordinate to the appointing authority, namely Deans, Directors and Principals can impose any minor punishment to Class III and Class IV employees mentioned in sub-clause (a) of Clause (2), and the punishment of censure in the case of the other staff posted under him if empowered by the former.

Provided that no order shall be passed imposing any major penalty on a University employee unless he has been given an adequate opportunity of making any representation that he may desire to make and such a representation has been duly taken into consideration.

Explanation: The full procedure indicated in clause (4) below for a major punishment need not be followed in a case of minor punishment. It will be sufficient, if the officer concerned given an opportunity of explaining the charges against him and the explanation so submitted is taken into consideration before orders are passed.⁵

(4) The grounds on which it is proposed to impose any major punishment shall be communicated in writing to the University servant concerned and he shall be required to state within a reasonable time:

⁵ Amendment approved by the Syndicate on 30.7.78 assented to by the Chancellor vide Dy. Secretary to Governors letter no. RAU 17/77-3780 (GS)1) dated 24.11.78 and circulated vide RAU Notification no. 5446 dated 26.12.78

- (a) whether he admits the truth of all or any of the charges;
 - (b) what explanation or defense if any he has to offer; and
 - (c) Whether he desires to be heard in person.
- (5) If the appointing authority is satisfied that a *prima-facie* case against the defaulting employee is established, an inquiry shall be instituted by appointing an Enquiry Officer or Committee.
- (6) At the enquiry all evidences, oral or documentary, shall be adduced in respect of such of the charges as are not admitted, or in respect of extenuating circumstances, if any, which are pleaded in defense. The person charged shall be entitled to cross-examine the witness and to have such witness called as he may wish provided that the officer or committee conducting the enquiry for special and sufficient reasons, to be recorded in writing refuse to call any witness. The proceedings shall contain sufficient records of the evidence and a statement of the finding and the grounds thereof.
- (7) The Enquiry Officer or Committee may entertain or reject for reasons to be recorded any request from the accused employee, to be represented by a counsel at the enquiry.
- (8) After the enquiry against a person has been completed the appointing authority shall consider the report of the Enquiry Officer or Committee, alongwith the evidence adduced during the enquiry and be competent to pass final orders including the imposition of penalties specified in Clause (2)⁶
- (9) (a) An employee shall be suspended if in a criminal prosecution, the charge against him is such that on being found guilty of it, he is likely to be sentenced to a term of imprisonment or for which he would be dismissed or removed from service in a departmental enquiry, or if he has been refused bail by the Court and committed to prisons.
- (b) In a case of gross misconduct, bribery or corruption, if adequate *prima-facie* evidence is available, the employees may be suspended. The suspension order may also be passed in cases which, on preliminary investigation, merit an enquiry or where suspension of any employee appears necessary for the proper conduct of any enquiry
- (c) In case where there are reasons to believe that the employee, if allowed to continue on duty might attempt to tamper with the evidence, he shall be required to proceed on such leave as may be due to him or if there is no leave to his credit, on extra-ordinary leave if he refused to proceed on leave, he may be suspended.

⁶ Amendment approved by the Syndicate on 30.7.78 assented to by the Chairman vide Dy. Secy. to Governor's letter no. RAU 17/77-3780-GS(1) dated 24.11.78 and circulated vide RAU notification no. 5446 dated 26.12.78

equal to the leave salary and allowance (if any) which an employee would have drawn if he had been on leave on half pay;

- (ii) if the period of suspension exceeds twelve months the appointing authority may reduce or increase up to 50 per cent of subsistence allowance if the said authority finds that the period of suspension has been prolonged for reasons (to be recorded in writing) directly or indirectly, as the case may be attributable to the suspended employee or employer; and
 - (iii) payment of subsistence allowance every month shall be made on production by the suspended employees a certificate to this effect that he is not engaged in any other employment business, profession or vocation.
- (e) On reinstatement, an employee under suspension shall get his arrears pay in accordance with Bihar Service Code.
- (10) (a) An employee shall have the right of appeal against any order of punishment imposed on him by the officer or authority next higher to the one that ordered the punishment.
- (b) He shall have the right of a special appeal over the orders of first appellate authority to the next higher officer or authority, provided that in a case where the first appeal lies with the Chancellor under Sub-section (a), there shall be no second appeal against the Chancellor's order on the first appeal.
- (c) The orders of the second appellate officer or authority, or of the Chancellor, on the first appeal shall be final.
- (d) Appeals should be disposed of within ninety days of filing of same.

13.10

Inter-se-seniority of the employee in the same grade or rank will be determined in accordance with the respective date of appointment of continued officiation in the concerned grade or rank, subject to the following:-

- (i) When certain employees have been appointed on the basis of single merit list prepared by a competent authority the candidate appointed on the basis of such merit list shall continue to hold their relative seniority.

- (ii) When certain employees have been appointed on the particular date by promotion from a lower grade, they shall maintain their relative seniority as in the lower grade.

If on a particular occasion a decision is taken to fill up certain number of posts by promotion and direct recruitment, the persons promoted shall take precedence over the persons directly recruited.

- (iii) Inter-se-seniority between employees on deputation from the State Government and other organizations shall continue to be the same as in their parent department.
- (iv) When an employee from the University and a candidate from outside University are appointed to the particular post on the same date, the employee of the University will be deemed senior to the candidate coming from outside the University.
- (v) The Syndicate shall have an ultimate say in determining inter-se-seniority in between employee of the three aforesaid categories; and also to take such decisions as it is necessary for removal of anomalies.

Advances	13.11	Advance for purpose of conveyance (bicycles, motor-cycles/scooters or motor-cars) and for construction or purchase or repair of residential houses and marriage loans may be granted to University employees on terms and conditions to be prescribed in the regulations.
Medical aid	13.12	In the various campuses of the University facilities to provide medical aid to the employees and their family members shall be extended as prescribed in the regulations.
Compassionate grant	13.13	If an employee other than a re-employed person who has served the University efficiently and faithfully dies while in service, the Syndicate may sanction on the merit of each individual case a suitable compassionate grant to the children, widow and other dependents of the deceased.
Lien	13.14	University employees permanent or quasi-permanent permitted to go on deputation to posts outside the University may be permitted to retain lien on their posts in the University services, ordinarily not exceeding three years.
	13.15	Any matter regarding conditions of service not covered by the provisions of the statutes may be decided in accordance with the provisions of the corresponding rules of the State Government in case, where there is no such Government rules, approval of the Syndicate should be obtained.
	13.16	In all such cases of misconduct, offense, crime, etc. that cannot be dealt with under provisions of these statutes, the existing rules of the State Government shall apply.

CHAPTER-XIV

APPOINTMENT TO UNIVERSITY POST AND CERTAIN ESSENTIAL PROCEDURE TO BE OBSERVED

- Technical posts to be filled by direct recruitment and promotion 14.1 The direct recruitment to the post of Assistant Professor, Associate Professor and University Professors in the Universities and Colleges shall be on the basis of merit through all India advertisement and selections by the duly constituted Selection Committees to be set up under the Statutes/Ordinances of the University. Such Committees should have a minimum of three experts, the head of the concerned Department and the Principal of the concerned Colleges (in case of selection of college teachers)*⁷
- Career advancement Scheme for promotion of teachers effective from 27.7.2998⁸ 14.1(1) (a) Minimum length of service for eligibility to move into the grade of Assistant Professor (Senior scale) would be four years for those with Ph.D., five years for those with M. Phil, and six years for others as Assistant Professor and for eligibility to move into the Grade of Assistant Professor (Selection Grade)/Associate Professor, the minimum length of service as Assistant Professor (Senior scale) shall be uniformly five years.
- (b) For movement into grades of Associate Professor and above, the minimum eligibility criteria would be Ph.D. Those teachers without Ph.D. can go up to the level of Assistant Professor (Selection Grade).
- (c) An Associate Professor with a minimum of eight years of service will be eligible for consideration for appointment as a Professor.
- (d) The Selection Committee for Career Advancement shall be the same as those for direct recruitment for each category. In addition, one representative of the State Government will be included as a member of the committee as contained in Item-2(vii) of the Sankalap No.2976 dated 5-10-2002 issued by the Deptt. of Agriculture, Govt. of Bihar
- (e) The existing scheme of Career Advancement for non-academic staff namely Assistant Registrar, Assistant Librarian would continue.
- 2
(2.1) **Eligibility criteria**
Assistant Professor (Senior scale)

An Assistant Professor/Junior Scientist will be eligible for placement in a senior scale through a procedure of selection, if he/she has:-

⁷ Amendment approved by the Board of Management in its 58th meeting held on 16-10-2002 and assented to by the Chancellor vide letter no. RAU-04/2003-901/GS(i) dated 16.6.2003 and notified vide Notification no.-----dated-----

⁸ Amendment approved by the Board of Management in its 59th meeting held on 30-12-2002 and assented to by the Chancellor vide letter no. RAU-06/2002-3152/GS(1) dated 09-10-03 and notified vide Notification no. 188 dated 14.10.03

- (i) Completed six years of service after regular appointment with relaxation of one and two years respectively, for those with M.Phil and Ph.D.
- (ii) Participated in one orientation course and one refresher course of approved duration, or engaged in other appropriate continuing education programmes of comparable quality as may be specified or approved by the University Grants Commission/ICAR.

(Those with Ph.D. degree would be exempted from one refresher course)

- (iii) Consistently satisfactory performance appraisal reports.

(2.2) Assistant Professor/Junior Scientist (Selection grade):-

Assistant Professor/Junior Scientist in the senior scale who do not have a Ph.D. degree or equivalent published work, and who do not meet the scholarship and research standards, but fulfill the other criteria given above for the post of Associate Professor/Senior Scientist, and have a good record in teaching and, preferably, have contributed in various ways such as to the corporate life of the institution, examination work or through extension activities, will be placed in the Selection Grade, subject to the recommendations of the Selection Committee which is the same as for promotion to the post of Associate Professor. (One representative of the State Government will be included in the selection Committee as per provision contained in item 2(vii) of the resolution no.2976 dated 5-10-02 issued from the Department of Agriculture.) They will be designated as Assistant Professor/Junior Scientist in the Selection Grade. They would offer themselves for fresh assessment after obtaining Ph.D. and or fulfilling other requirements for promotion as Associate Professor/Senior Scientist. If found suitable, could be given the designation of Associate Professor/Senior Scientist.

(2.3) Associate Professor/Senior Scientist (Promotion)

An Assistant Professor/Junior Scientist in the Senior Scale will be eligible for promotion to the post of Associate Professor/Senior Scientist, if he/she has :

- (i) Assistant Professor (Sr. Scale) with 5 years of service in the senior scale or with a total of 9 years service (with Ph.D.)/10 years service (with M.Phil)/11 years service would be eligible for promotion to the post of Assistant Professor/Junior Scientist (Selection Grade) /Associate Professor/Senior Scientist (Promotion).

- (ii) Made some mark in the areas of scholarship and research as evidenced e.g. self-assessment, reports of referees, quality of publications, contribution to educational innovation, design of new courses and curricula and extension activities
 - (iii) After placement in the Senior Scale participated in two refresher courses/summer institutes of approved duration, or engaged in other appropriate continuing education programmes of comparable quality as may be specified or approved by the University Grants Commission/ICAR and
 - (iv) Possesses consistently good performance appraisal reports.
- (2.4) Promotion to the post of Associate Professor/Senior Scientist (Promotion) will be through a process of Selection by a Selection Committee to be set up under the Statutes/Ordinance of the University or other similar Committees set up by the appointing authorities

(2.5) **University Professor/Chief Scientist (Promotion)**
In addition to the sanctioned position of Professors, which must be filled in through direct recruitment through all India advertisements, promotions may be made from the post of Associate Professor/Senior Scientist to that of University Professor/Chief Scientist (Promotion) after 8 years of service as Associate Professor/Senior Scientist.

The Selection Committee for promotion to the post of University Professor/Chief Scientist (Promotion) should be the same as that for direct recruitment. (One representative of the State Government will also be included in the Committee as per provision contained in item 2(vii) of the Sankalap no.2976 dated 5-10-02 issued from the Department of Agriculture, Govt. of Bihar). For the promotion from Associate Professor/Senior Scientist to University Professor/Chief Scientist (Promotion), the following method of promotion may be followed.

The candidate should present herself/himself before the Selection Committee with some of the following:-

- (a) Self-appraisal reports(required).
- (b) Research contribution/books/articles published.
- (c) Any other academic contributions.

The best three written contributions of the teachers (as defined by her/him) may be sent in advance to the experts to review before coming for the selection. The candidate should be asked to submit these in three sets with the application.

- (d) Seminars/Conferences attended.
- (e) Contribution to teaching/academic environment/ Institutional corporate life
- (f) Extension and field outreach activities.

The requirement of participation in orientation/refresher courses/summer institutes, each of at least 3 to 4 weeks duration, and consistently satisfactory performance appraisal reports, shall be the mandatory requirement for Career Advancement from Assistant Professor/Junior Scientist (Senior Scale) to Assistant Professor/Junior Scientist (Selection Grade). Wherever the requirement of orientation/refresher courses has remained incomplete, the promotion would not be held up, but these must be completed by the year 2002.

The requirement for completing these courses would be as follows:-

- (i) For Assistant Professor/Junior Scientist to Assistant Professor/Junior Scientist (Senior Scale), one orientation course would be compulsory for University and College teachers. Those without Ph.D. would be required to do one refresher course in addition.
- (ii) Two refresher courses for Assistant Professor/Junior Scientist(Senior scale) to Assistant Professor/Junior Scientist(Selection Grade).
- (iii) The senior teachers like Associate Professor/Senior Scientist/Assistant Professor/Junior Scientist (Selection grade) and University Professor/Chief Scientist may to attend two seminars/Conferences in their subject area and present paper as one aspect of their promotion/Selection to higher level or attend refresher course to be offered by ASCs for this level.

2.6)

If the number of years required in a feeder cadre are less than those stipulated in the Scheme, thus entailing hardship to those who have completed more than the total number of years in their entire service for eligibility in the cadre, may be placed in the next higher cadre after adjusting the total number of years

This situation is likely to arise as in the earlier scheme, the number of years required in feeder cadre were much more than those envisaged under this scheme

Counting of Past service

Previous service, without any break as an Assistant Professor/Junior Scientist or equivalent in a University, college, national laboratory, or other scientific organisation e.g. CSIR, ICAR, UGC, DRDO, ICSSR, ICHR and as a UGC Research Scientist, should be counted for placement of Assistant Professor/Junior Scientist in Senior Scale/Selection Grade provided that:

- (i) The post was in an equivalent grade/scale of pay as the post of an Assistant Professor/Junior Scientist.
- (ii) The candidates who apply for direct recruitment should apply through proper channel
- (iii) The qualifications for the post were not lower than the qualifications prescribed by the UGC/ICAR for the post of Assistant Professor/Junior Scientist
- (iv) The concerned Assistant Professor/Junior Scientist possessed the minimum qualifications prescribed by the UGC/ICAR for appointment as Assistant Professor/Junior Scientist
- (v) The post was filled in accordance with the prescribed selection procedure as laid down by the University/State Government/Central Government/Institution's regulation.
- (vi) The appointment was not ad-hoc or in a leave vacancy of less than one year duration. Adhoc service of more than one year duration can be counted provided :-
 - (a) the ad-hoc service was of more than one year duration,
 - (b) the incumbent was appointed on the recommendation of duly constituted selection committee and
 - (c) the incumbent was selected to the permanent post in continuation to the ad-hoc service, without any break.

4 **Merit Promotion**

Merit Promotion Scheme of 1983 which was terminated in 1987 for those who did not opt for it, stands abolished. However, Professors who were governed by the old merit promotion scheme of 1987 would be eligible for full scale of Professor w.e.f. 1.1.1996. The University can discuss in its academic body and decide inter-se-seniority between the merit promotees and direct recruits, based on the date of selection, and as per the existing/amended Acts and Statutes of the University.

5 **Professor of Eminence:**

(i) The proposal relating to Super time scale for Professor of Eminence will be taken up after the scheme in respect of UGC is finalized and implemented.

(ii) Meritorious teachers who may not have M.Phil/Ph.D./M.Tech. but who have made outstanding contributions would be rewarded and recognised as per the scheme to be approved by MHRD/ICAR.

6 **Redressal of Anomalies**

Anomalies arising after implementation of this order/notification shall be brought to the notice of ICAR which will be considered in consultation with DOP&T/Deptt.of Expr. Ministry of Finance

7 **General conditions**

(i) The incumbent on the post of Assistant Professor/Junior Scientist promoted as Assistant Professor/Junior Scientist (Sr. Scale/ Selection Grade)/Associate Professor/Senior Scientist (Promotion) and Associate Professor/Senior Scientist promoted as University Professor/Chief Scientist (Promotion) shall be deemed to be upgraded with effect from the date of such promotion and shall remain upgraded till the incumbent continues to hold the post, but the same shall be reverted to the post of Assistant Professor/Junior Scientist, Associate Professor/Sr. Scientist as the case may be in the event of incumbent's appointment to a higher post or when the post falls vacant due to his/her retirement, resignation, death or otherwise. Nothing in these Statutes shall construed to have created any vacancy on the post of Assistant Professor/Junior Scientist and or Associate Professor/Sr. Scientist which have been upgraded as that of Assistant Professor/Junior Scientist (Sr. Scale/ Selection Grade)/ Associate Professor/Senior Scientist (Promotion)/University Professor/Chief Scientist (Promotion).

- (ii) The upgraded post shall be deemed to be a substantive post till the promotee holds it, but any temporary vacancy on the post, on account of holding any other post on temporary basis, shall be that of Assistant Professor/Junior Scientist and or Associate Professor/Sr. Scientist.
- (iii) An Assistant Professor/Junior Scientist promoted as Assistant Professor / Junior Scientist (Sr. Scale/Selection Grade)/ Associate Professor /Senior Scientist (Promotion) / University Professor/Chief Scientist (Promotion) as the case may be, shall from the date of such promotion, draw his pay in the upgraded scale which shall be fixed to the amount of his pay in the lower grade. If his/her pay in the lower grade of scale does not fit in the higher scale, his/her pay in the higher grade shall be fixed at the stage next above the amount of his/her pay in the lower scale. The date of increment in the higher scale/grade shall be the same as that in the lower scale/grade
- (iv) The seniority of Teachers/Scientists promoted under these Statutes shall be determined from the date of promotion, but the inter-se-seniority of teachers/scientists promoted on the same date shall be the same as they had in their lower cadre posts.
- (v) In case promotion of an incumbent is not recommended by the University Selection Committee for whatever the reasons may be, may again be considered for promotion after a period of one year has lapsed since his name was last considered. The promotion in such a case shall take effect from the date of the recommendation of the University's Selection Committee.
- (vi) The University Selection Committee shall consider the cases of promotion at least twice in a year preferably in the month of June and December every year

The Career Advancement Scheme for promotion of teachers shall be effective from 27.07.1998.

Repeal and saving:- The Merit Promotion Scheme effective 9-12-1985, Personal Promotion Scheme effective 14-11-1980 as well as Career Advancement Scheme effective 1-1-1986 are hereby repealed.

Notwithstanding such repeal anything done or any action taken in exercise of the powers conferred by or under the said scheme and so far as it is not inconsistent with the provisions of this Scheme shall be deemed to have been done or taken in the exercise of powers conferred by or under the scheme as if the scheme were in force on the day on which such thing was done or action taken.

In accordance with the provision contained in the Sankalp no. 2796 dated 5-10-2002 (para 2 (v) (क, ख, ग), issued from the Govt. of Bihar the Govt. sponsored promotional scheme shall cease to be operative with effect from 31-12-1995. However, those teachers/Scientists who have been promoted under Govt. sponsored scheme i.e. Personal Promotion Scheme before 31.12.1995 in this University shall be adjusted in the Career Advancement Scheme effective from 1-1-1986 without referring their cases to the competent authority and their pay fixed accordingly.

Certain posts to be filled by deputation or direct recruitment 14.2

Post of the Registrar, Comptroller, Director (Administration) shall be filled up by direct recruitment or by obtaining the services of suitable officers on deputation from the State or Central Government or I.C.A.R. or Universities.

The post of Deputy and Assistant Registrar, Deputy and Assistant Comptrollers, Deputy and Assistant Director (Administration), Recruitment Officer and posts of equivalent rank as per sanctioned posts may be filled up either by direct recruitment or by promotion of officers of lower rank within the University or transfer from equivalent rank, provided that:-

- (i) 50 percent of the vacancy may be filled up by promotion from lower rank and 50 per cent by direct recruitment. This should be done on one to one basis by alternate rotation. In other words, if the first vacancy is filled up by direct recruitment the next vacancy be filled up by promotion.⁹
- (ii) The recommended per centage of vacancy should be filled up by promotion only when suitable qualified candidates are recommended on merit-cum-seniority basis by the Evaluation Committee.¹⁰

14.3 The procedure for appointment to non-technical posts will be as decided by the Syndicate.

Certain posts to be filled by nepotiation 14.4

In rare case where the Selection Committee is not able to select a suitable candidate, the Vice-Chancellor may in exceptional circumstances, negotiate with suitable persons available in the country in consultation with the Selection Committee and Syndicate. Such negotiations are also permissible if the University desires the services of a very eminent person for improving a certain Department or establishing certain school of research.

⁹ Amendment approved by the Syndicate on 14-9-84 assented to by the Chancellor vide letter no. RAU-16/83-360 GS(1) dated 16.1.85 and notified vide no. 978 dated 7.5.85

¹⁰ Amendment approved by the Syndicate in its 35th meeting held on 17.7.85, assented to by the Chancellor vide no. 1595 dated 8.8.85 and circulated vide no. 2638 dated 14.10.85

Adhoc arrangements pending regular appointment	14.5	Pending regular appointment, the appointing authority may make interim arrangements for carrying on urgent work but such an adhoc arrangement will not entitle the holder of the post for a regular appointment. Such an appointment shall not exceed a period of six months unless extension to the period has been approved by the Syndicate. Syndicate can allow such extension of only one term of six months.
Medical examination	14.6	Each appointee on his first appointment to a post shall produce a medical certificate of fitness by a medical board constituted under the Regulations regarding Duties and Functions of Doctors under the Medical Wing of the Rajendra Agricultural University.
Probation	14.7 (1)	<p>Except when otherwise provided in the Act or Statutes or in the case of an appointment on fixed tenure or contract or deputation which will be governed by the terms of that contract or deputation, all employees of the University shall, on appointment against a substantive vacancy, be ordinarily placed on probation for a period of two years counting from the date of appointment.</p> <p>Provided that the period during which a person has held officiating or temporary appointment in a post under the University may, subject to a maximum period of two years be allowed by the appointing authority to count towards the period of probation prescribed by the Statutes. If an Officer's temporary service exceeds two years, the date of confirmation shall not be a date of his permanent absorption.</p> <p>Provided further that in the case of posts, such as of Assistant, Stenographer, Typist, etc. to which normal recruitment is made on the result of a test only that post of the temporary service would be set off against the probationary period which is subsequent to the incumbent's passing the test.</p>
	(2)	<p>If during the period of probation, the work and conduct of an employee is, in the opinion of the appointing authority, not satisfactory or if he is found to be otherwise unfit for permanent appointment to the post under the University, it may dispense with the services of such an employee by terminating his probation if direct recruited to the University service, or revert him to his former post, if any, or extend the period of his probation provided that the total period of probation including extension, if any, shall not exceed three years.</p>
		<p>Explanation:- The discharge of a person appointed on probation or his reversion to a former post, if any, held by him, in the above circumstances, does not amount to a penalty within the meaning of Statute 13.9 (2) and before passing such an order it will not be necessary to follow the procedure prescribed for disciplinary cases in the relevant statutes.</p>

- (3) Subject to the above provision a passing such tests and examinations as may be prescribed under Statute 13.6 an employee on satisfactory completion of the period of his probation may be confirmed provided the appointing authority considers him fit for confirmation and until specific order is passed to the said effect, or to terminate his services, the employee shall be deemed to be on probation.¹¹
- Reservation in recruitment 14.8 The rules and orders framed by the Government from time to time for reservation of posts for Scheduled Castes and Scheduled Tribes shall be observed for all appointments under the University provided persons belonging to the aforesaid classes fulfil the minimum qualifications laid down for the posts.
- (1) ¹² For recruitment to the post of Assistant Professor and equivalent, reservation of different categories of persons belonging to Scheduled Castes/Scheduled Tribes, Backward Classes, Women, Economically backward class will be made as follows:-
- (a) Scheduled Castes-14%
 - (b) Scheduled Tribes- 10%
 - (c) Backward Classes-8%
 - (d) Women 3%
 - (e) Economically Backward Classes-3%
 - (f) Extremely Backward Classes --12%
- Provided that these reservations shall apply only to the post of Assistant professors and not to other categories of posts of teachers.
- NOTE:-Definitions of the aforesaid categories the purpose of 'reservation' shall be in accordance with resolution nos. 755 756 and 757 dated 10.11.78 of the Department of personnel & A.,R. of Government of Bihar.
- (2) In order to ensure appointment of Assistant Professor according to the prescribed reservation of posts the following procedures shall be observed:-
- (i) Before the beginning of each academic year the University/College shall determine the number of likely vacancies that may occur during the year for recruitment to the post of Asstt. Professors

¹¹ Amendment approved by the Syndicate on 12.9.78 assented to by the Chancellor vide D.S.Letter no. 3781 dated 24.11.78 and notified vide no. 5373 dated 26.12.78.

¹² Amendment approved by the Syndicate on 18.11.83 assented to by the Chancellor vide US letter no. 495 GS(I) dated 5.3.84 and notified vide RAU no. 1159 dated 18.6.84

- (ii) Reservation of posts to the extent prescribed for each categories shall be made Facultywise by taking into account the total number of vacant posts of Asstt. Professors in the Faculty
- (ii) The advertisement for those posts shall indicate the reservations in favour of Scheduled Castes, Scheduled Tribes, Backward Classes, Women, Economically Backward Classes and Extremely Backward Classes candidates who are considered fit. On receipt of applications all candidates belonging to Scheduled Castes, Scheduled Tribes, possessing second class Masters' degree and all other candidates including those belonging to Backward Classes, Women, Economically Backward Classes and Extremely Backward Classes, who posses high second class degree at the Masters' stage shall be invited for interview
- (iv) (a) The candidate belonging to Scheduled Castes, Scheduled Tribes, Backward Classes, Women, Economically Backward Classes and Extremely Backward Classes shall be interviewed separately in the first instance. The candidate belonging to the general categories shall then be interviewed.
- (b) Panels of names of suitable candidates shall be prepared separately for each category (i.e. Scheduled Castes and Scheduled Tribes, etc.) in order of preference. The panel in the general category shall include the persons of all categories including Scheduled Castes, Scheduled Tribes, Backward Classes, Women, Economically Backward Classes and Extremely Backward Classes in order of preference.
- (v) Roster for reservation for each lot of one hundred posts shall be as follows:-
- (a) Vacancies against numbers 2,8,15,22,29,36,44,52,58,66,72,79,86 and 94 shall be reserved for Scheduled Castes
- (b) Vacancies in serial numbers 4,13,23,33,43,54,63,73,83 and 93 for Scheduled Tribes
- (c) Vacancies in serial numbers 6,14,30,35,45,59,70 and 80 for Backward Classes
- (d) Vacancies in serial numbers 21,42 and 85 for Women
- (e) Vacancies in serial numbers 20,41 and 84 for Economically backward Classes
- (f) Vacancies in serial nos. 3,12,25,34,51,55,61,66,75,87,99 and 100 for Extremely Backward Classes and the remaining vacancies shall be of the general categories

(vi) In making appointments, it shall be ensured that persons belonging to reserved categories are appointed to the extent of the quota of reservation prescribed for the respective categories and in accordance with the given roster.

If a sufficient number of candidates suitable in all respect for appointment to the reserved quota of vacancies are not available from the communities for whom reservations have been made in a particular year, the unfilled vacancies should be treated as unreserved and filled by the best available candidates. The number of reserved vacancies thus treated as unreserved will be treated as carried forward vacancies and added as additional quota to the number that would be reserved in the following year in the normal course and to the extent for which appropriate candidate is not available in that year against this additional quota, the number of vacancies in the second following year.

(vii) Nothing in these Statutes shall be construed to debar the persons of reserved categories from being appointed on general posts and the persons so appointed shall not be adjusted against the reserved posts.

(viii) Subject to the provision of clauses (vii) above, appointment to general posts shall be made on the basis of common merit list of all categories of the persons taken together.

(ix) The panel of selected candidates for appointment in different subjects shall lapse at the end of each academic year but the preparation of list of vacancies according to the given order shall be a continuous process.

3 In the existing statutes relating to mode of appointment, pay scale and qualifications for the posts of teachers of University/ admitted Colleges, the following be deleted:-

NOTE:- In case of candidates belonging to Scheduled Castes/Scheduled Tribes, the requirements of high Second Class Degree at the Masters' stage for the posts of Assistant Professor may be relaxed to bare Second Class Degree.

And the following be inserted

Provided that in case candidate belonging to Scheduled Castes and Scheduled Tribes possessing High Second Class Degree at Masters' stage for the post of Assistant Professor are not available in sufficient number and if the candidates interviewed are found otherwise suitable, the Selection Committee may recommend to the Chancellor for relaxation of the requirement of High Second Class Masters' Degree and the Chancellor may relax the requirement of High Second Class Masters' Degree to bare Second Class Masters' Degree for appointment to the post of Assistant Professors.

NOTE:- Provisions under Statute 14.1 regarding filling up the posts of Asstt. Professor by direct recruitment will be treated to be modified to that extent

Maximum age limit for recruitment

14.9

The maximum age limit for entry into the service of the University shall be 27 years relaxable according to the status of the post by the Syndicate. There will be no age restriction for employees of the University seeking higher posts under direct recruitment procedures. For Scheduled Castes and Scheduled Tribes the upper age limit shall be 32 years.

CHAPTER - XV

RECORDS OF SERVICE OF UNIVERSITY EMPLOYEES

Personal file, character roll, service book and leave account book of employees

15.1

- (1) There shall be a personal file for all papers, relating to each of the employee. All papers relating to his recruitment, date of birth, verification of his antecedents and service, leave, promotions, disciplinary action and retirement shall be duly placed in this file. If an employee acquires any academic qualification or other distinction while in service, papers relating to these shall be duly placed in the file.
- (2) A personal confidential file or character roll shall be maintained for each employee. Adverse remarks recorded in the course of periodical or occasional assessment of an employee shall be duly communicated to him to give him an opportunity to make representation, if any, against the remarks.
- (3) A service book giving a history of his service shall also be maintained in respect of records entries of each incident in his service e.g. the date and nature of each of his appointment and termination of each appointment in University service, the date of his confirmation, increment, promotion, rewards, and citations earned by him, the dates of his proceeding on leave and return from leave.
- (4) A leave account shall be maintained in the proforma prescribed by State Government for the purpose for each University employee showing a complete account of all leave (except casual leave) taken by him.

CHAPTER - XVI

PENSIONS, GENERAL PROVIDENT FUND AND CONTRIBUTORY PROVIDENT FUND

16.1 In accordance with item no. (10) of Section 35 of the Act, the scheme for pensions, General Provident Fund and Contributory Provident Fund for the benefit of the officers, teachers and other employees of the University shall be as mentioned in this chapter.

(a) The University employees shall be allowed the benefit of pension as below:-

(i) Employees as have been appointed by the University will be entitled to the pension provided they do not opt for subscribing to the Contributory Provident Fund.

(ii) Temporary Govt. Servants as have been transferred and absorbed in the University service will be entitled to the benefit of pension in which case the temporary services rendered by them in the regular establishment of Govt. will be taken into account for the purpose of calculating pension.

(iii) Permanent Govt. servants as are eligible for proportionate pension from Govt. will be allowed on absorption under the University the benefit of Contributory Provident Fund or in lieu thereof pension if they so chose on the basis of total period of service rendered under the Govt. and the University.

The pension to which such employees will be entitled would be the pension that would accrue to them on the basis of the total period of service under the Govt. and the University minus the pension payable by Government.

(b) The pensionary entitlements of the University employees will accrue on their attaining the age of superannuation under the University or to their families in the event of death and will comprise of the following:-

(i) Monthly Pension or terminal gratuity

(ii) Death-cum-retirement gratuity

(iii) Family Pension

The above benefits shall be allowed by the University in accordance with the general rules, under the State Government.¹³

Provided that the terminal gratuity and Death-cum-Retirement Gratuity will be admissible as shown in the Schedule attached at the end of this Chapter¹⁴

(c) **Pension Fund**

¹³ Amendment approved lby the Syndicate on 9.12.78 assented to by the Chancellor vide his D.O.letter no. 990 dated 24.3.79 and circulated vide no. 1685 dated 17.4.79

¹⁴ Amendment approved by the Syndicate on 26.11.81 assented to by the Chancellor vide his U.S. letter no. 246 GS(1) dated 4.2.83 and circulated vide no. 352 dated 16.2.83

The University shall maintain a pension fund for payment of pension and operate the same as per regulation prescribed.

(d) **General Provident Fund**

The University shall allow the benefit of the General Provident Fund to such employee as are not admitted to the Contributory Provident Fund, the General Provident Fund of the University will be governed by the rules and orders of the State Government.

Amount of Contributory Provident Fund 16.2

Every employee of the University, except the transferred Govt. servants, appointed permanently or on probation or temporary incumbents to a substantive post, after completing one year of service, shall, as a condition of service, subscribe to the Provident Fund an amount in whole rupees not less than 8 1/2 percent of his emoluments; such subscription shall be deducted from the emoluments every month, fractions of half a rupee or above counting as one rupee and fractions less than half a rupee being omitted.

Provided that in the case of such employees as have been subscribing to the Contributory Provident Fund in their previous employment, the restriction about completing one year of service shall not apply and they would be allowed to contribute to the Provident Fund from the date of joining the University in a regular capacity.¹⁵

Contribution to fund by University 16.3

The University shall contribute to the fund of the subscriber an amount equal to that subscribed by the employees but not exceeding 10% of his emolument.¹⁶

Provided that University may allow the benefit of Contributory Provident Fund-cum-Gratuity where the rate of gratuity will be as shown in the schedule attached at the end of this chapter but in that case University's contribution to the Provident Fund will be limited to 8% of pay of the employee.¹⁷

Deposit of fund 16.4

The amount of deduction made from the emoluments of an employee under Statute 16.2 and the amount of contribution made by the University under statute 16.3 shall be deposited in a nationalized Bank in an individual account in accordance with the direction of the Syndicate under the head "Provident Fund" as early as practicable or at any date within seven days of the date on which the payment of the emoluments is made.

16.5

(1) On a written application from a subscriber to the Provident Fund and with the approval of the Vice-Chancellor, the University may allow premium on the Life Insurance Policy of the subscriber to be paid out of the subscribers accounts in his Provident Fund.

¹⁵ amendment approved by the Syndicate on 28.7.89 assented to by the Chancellor vide D.S. letter no. 2895/GS(1) dated 5.9.79 and notified vide no. 4621 dated 26.9.79

¹⁶ Amendment approved by the Syndicate on 9.12.78, assented to by the Chancellor vide his D.S. letter no. 990/GS(1) dated 24.3.79 and circulated vide no. 1685 dated 17.4.79

¹⁷ Amendment approved by the Syndicate on 26.11.81 assented to by the Chancellor vide D.S. letter no.246/GS(1) dated 4.2.83 and notified vide no. 352 dated 16.2.83

Persons to whom money in fund to be paid	16.6	<p>(2) In all such cases, the Life Insurance Policy for which the premiums are so paid, shall be assigned in favour of the University and the policy shall, on the retirement of the subscriber from the service of the University be re-assigned to him by the University. In case of maturity of the policy during the service of the subscriber in the University, the full amount of the policy shall be credited to the Provident Fund of the subscriber and in the case of the death of the subscriber during the service, the full amount of the policy shall be paid to the nominee of the employee or in its absence of nomination, to his legal heir or heirs.</p> <p>The amount at the credit of any subscriber shall become payable to him:-</p> <p>(a) On his ceasing to be in the service of the University Provided that if any subscriber resigns his appointment before putting in four years of service, the University may, for reasons to be recorded in writing withhold the contribution allotted to him together with interest thereon, and pay to the subscriber only the balance at his credit without such contribution or the interest on or profit from such contribution.</p> <p>(b) On the death of the subscriber, the person or persons nominated by him, or when no such nomination is made to his legal heir or heirs. Provided that if at the time of the nomination a subscriber has a family, the nomination shall not be in favour of any person other than the member of his family.</p>
Dues of University not to be recovered from employee subscription to fund	16.7	<p>The University shall not be entitled to recover from the subscription paid by the employee in the Provident Fund Account, including interest on or profit from the subscription paid, any sum on account of any loss or damage sustained by the University through the misconduct or negligence of the subscriber or any other sum due to the University from him.</p>
Advances from fund	16.8	<p>(i) In case of urgent necessity, which in the opinion of the Vice-Chancellor or Officer vested with such powers on his behalf may appear justified, the subscriber may be allowed an advance of a sum not exceeding his emoluments for three months or half of the amount standing to his credit whichever is less, out of the amount subscribed by him with interest thereon.</p> <p>(ii) The advance shall be recovered in such number of equal monthly installments, not exceeding twenty-four as the Vice-Chancellor may fix, and shall be recovered by deduction from the salary payable by the University to the subscriber. The amount of such installment shall be fixed in whole rupees, the amount of advance being raised or reduced, if necessary to admit of the fixation of such installments. The deductions shall commence from the first payment of full month's salary after such advance has been made.</p>

- (iii) Notwithstanding anything in Clause (i) if an advance is required for the purpose of building or purchasing a house or land for constructing a house, the maximum limit of the advance maybe equal to twelve months salary of the subscriber, to be repaid in such number of monthly installments not exceeding sixty, as the Vice-Chancellor may determine.
- (iv) A subscriber may at his option re-pay at any time more than one installment
- (v) If a subscriber, who has completed twenty years of qualifying service or is to retire within five years, needs an advance for building, purchasing of house or land for construction of house, or daughter's marriage, he may be granted a non-refundable advance to the extent of 75 per cent of the amount standing to his credit in his Provident Fund account.
- (vi) Notwithstanding anything in the clauses mentioned above, the Vice-Chancellor shall have the right to relax the rule contained in Clause (16.4) above under special circumstances.

Contribution to fund by employee on leave. 16.9

An employee, who is on leave on full pay, shall continue to subscribe to the Provident Fund and may do so at his option if he is on leave other than full pay.

16.10

A separate account in form 'A' shall be kept in the office of the University on account of every employee subscribing to the Provident Fund, and a copy of the account shall be furnished to every such employee at the end of each financial year and on his ceasing to be in service of the University

FORM 'A'

Provident Fund, Rajendra Agricultural University Deposit Account for the year ending the 31st March,.....

Name of subscriber:-

Account number :-

Deposit:-

Name	Opening balance	Deduction from Salary	Contribution by the Univ.	Withdrawal	Closing balance	Interest added at the end of year	Total credit	Re-payment
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16.11

Amounts credited or debited to the Provident Fund shall on the same day be posted to the Provident Fund Ledger in Form 'B' given below. The figures for column 6 in the ledger will be calculated yearly as also the net balance of each account entered in column 7 and 10

FORM 'B'

Account no.	Name of subscriber	opening balance	Deduction from salary April to March	Contribution by the Univ.	Interest	Total	Withdrawal	Repayment	Closing
1	2	3	4	5	6	7	8	9	

Closure of account on Death or termination of service

16.12

If a subscriber dies or his services are otherwise terminated his account shall be closed and the sum due to him shall not bear interest or carry any profit after the expiry of the month in which his death or termination of his service occurs.

On closure of account unclaimed sum to be transferred to Deposit Account

16.13

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

Declaration and nomination

16.14

- (i) Every subscriber shall be required to sign a written declaration that he has read these Statutes and he agrees to abide by them and hand over for registration in the University office the name of the person to whom he wishes the balance at credit to be paid in the event of his death.
- (ii) While nominating more than one person, he may state the proportion in which the said balance may be paid to each of them respectively. In case the nominee or any of the nominee is a minor, he should state the date of birth of minor nominees and the payment shall be made to the next-of-kin of the nominee or the guardian who may be authorized by law to receive payment on his behalf while he is a minor.
- (iii) The subscriber may, from time to time, add to or change his nominee or nominees and the proportion in which the balance at credit is to be distributed, by written application to the University.
- (iv) A record of nominees shall be kept in the University office in Form 'C' given below:-

FORM 'C'

Name of Subscriber	Name and address of nominee with date of birth and name of guardian if he is minor	Signature of the subscriber	Signature of the Cashier of the University
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Benefit of Contributory Provident Fund not available in certain cases

16.15

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

SCHEDULE - I

The rates of Gratuity will be as follows:-

Completed six monthly periods of qualifying service	Scale of Gratuity
1	1 months emolument
2	1
3	1 ½
4	2
5	2 ½
6	3
7	3 ½
8	4
9	4 3/8
10	4 ½
11	5 1/8
12	5 1/8
13	5 7/8
14	6 ¼
15	6 5/8
16	7
17	7 3/8
18	7 ¾
19	8 1/8

- (1) 20 and above 3/4th of the emoluments for each course of six monthly period of qualifying service subject to maximum of 16 1/2 times the emoluments provided that in no case it shall exceed Rs. 30,000/-
- (2) The gratuity shall be payable on his retirement from service of the University. In the event of his demise this gratuity shall be payable to the nominee of the deceased in the prescribed manner. No gratuity shall be payable on resignation from service of the University (except when an employee resigns his service to join the service of another University in the State) or dismissal or removal from it for misconduct, insolvency or inefficiency not due to age.
- (3) The amount of gratuity shall be subject to maximum of 16 1/2 times of the emoluments. In the event of death of an employee while in service, the gratuity shall be subject to a maximum of twelve times the emoluments of the employee at the time of his death provided in no case shall it exceed Rs. 30,000/- (Rupees thirty thousand) only

- (4) If an employee who has become eligible for payment of University's share of contribution of C.P.F. under rules of the University dies within a period of 5 years after he retires or leaves the service of the University, as the case may be and the sum actually received by him at the time of death on account of University share of contribution to C.P.F. together with the gratuity under the above rules is less than the amount equal to 12 times the emoluments, a gratuity equal to the deficiency shall be granted to the person or persons nominated by him.
- (5) If a permanent employee dies before becoming eligible for the University's share of contribution to C.P.F. of the University, his family will be eligible for a gratuity equal to six times of his emolument at the time of his death, except in cases in which death occurs in the first year of service when the gratuity admissible shall be equal to two months emoluments.

Temporary employees- terminal benefits

- (6) Temporary employee who retire on superannuation or is discharged on account of retrenchment or is declared invalid for further service will be eligible for a gratuity at the ratio of one-third of a month's pay for each completed year of service, provided that he has completed not less than 5 years of continuous service at the time of retirement, discharge or invalidment.
- (7) The family of temporary employee, who dies while in service will be eligible for a death gratuity on the scale and subject to the conditions specified below:-

- 1 On death after completion of one year of service but before completion of three years of service
- 2 On death after completion of three years of service but before completion of five years of service
- 3 On death after completion of five year of service or more

A gratuity equal to one month's pay

A gratuity equal to two month's pay

A gratuity equal to three months pay or the amount of terminal gratuity mentioned in para 6 above.

NOTE:- For determination of amount of terminal or death gratuity under para 6 & 7 pay will mean monthly basic pay at the time of relinquishing service or of death as the case may be (or any such emolument may be declared as pay by the Syndicate). It will not include special pay, personal pay and any other emoluments as pay. In case the employee was on leave without pay immediately before retirement, discharge, invalidment or death, pay for the purpose will be paid which he would have drawn had he not proceeded on such leave.

CHAPTER -XVII

QUALIFICATION, COMPOSITION OF SELECTION COMMITTEE, APPOINTING AUTHORITY ETC, FOR RECRUITMENT TO TECHNICAL, NON TECHNICAL AND ADMINISTRATIVE POSTS OF THE UNIVERSITY.

17.1 The qualification for appointment to technical, non-technical and administrative posts of the University, the composition of selection committee and the Appointing Authorities shall be as given in the following tables.¹⁸

No.	Name of the post	Qualification	Selection Committee	Appointing authority.
1	Registrar	<p>1. A Masters' degree with at least 55% of the marks or its equivalent grade of B in the UGC' seven point scale</p> <p>2. At least 15 years of experience as Assistant Professor(Sr. Scale)/Assistant Professor with eight years in Associate Professor grade along with experience in educational administration</p> <p align="center">Or</p> <p>Comparable experience in research establishment and/or other institutions of higher education</p> <p align="center">Or</p> <p>15 years of administrative experience of which 8 years as Deputy Registrar or an equivalent post.</p> <p>Ph.D. as a desirable qualification.</p>	<p>(a) Vice-Chancellor- Chairman</p> <p>(b) An Academician who is the nominee of the Chancellor- Member</p> <p>(c) Three experts in the concerned field, out of the list recommended by the Vice-Chancellor and approved by the Board of Management-Members</p> <p>(d) Dean of the Faculty-Member</p> <p>(e) Head/Chairman of the Department-Member</p>	V.C. with the approval of the Board of Management

¹⁸ qualification and constitution of Selection Committees for the posts of Registrar/Deputy Registrar/Assistant Registrar/Assistant Professor/cum/Junior Scientist/Associate professor-cum-Senior Scientist/University Professor-cum-Chief Scientist/Assoc. Dean-cum-Principal/University Librarian/Dy./Assoc. Librarian and Assistant Librarian was amended as approved by the Board of Management in its 58th meeting held on 16-10-2002 and assented to by the Chancellor vide letter no. RAU-04/2003-901 dated 6.6.2003 and notified vide Notification no. dated.....

2	Deputy Registrar	<p>1. A Master's Degree with at least 55% of the marks or its equivalent grade of B in the UGC seven point scale.</p> <p>2. Five years' of experience as a Assistant Professor in a College or a University with experience in educational administration</p> <p style="text-align: center;">or</p> <p>Comparable experience in research establishment and/or other institutions of higher education</p> <p style="text-align: center;">Or</p> <p>Five years' of administrative experience as Assistant Registrar or in an equivalent post.</p>	<p>(a) Vice-Chancellor- Chairman</p> <p>(b) An Academician who is the nominee of the Chancellor- Member</p> <p>(c) Three experts in the concerned field, out of the list recommended by the Vice-Chancellor and approved by the Board of Management-Members</p> <p>(d) Dean of the Faculty-Member</p> <p>(e) Head/Chairman of the Department-Member</p>	V.C. with the approval of the Board of Management
3	Assistant Registrar	(i) Good academic record plus Master's degree with at least 55% of the marks or its equivalent grade of B in the UGC seven point scale .	<p>(a) Vice-Chancellor- Chairman</p> <p>(b) An academician nominated by the Chancellor- Member</p> <p>(c) Three experts in the concerned field out of a list recommended by the Vice-Chancellor and approved by the Board of Management-members</p> <p>(d) Dean of the concerned Faculty/Head/Chairman of the Deptt. Member</p>	V.C. with the approval of the Board of Management
4	Comptroller.	<p>(a) B. Com or equivalent degree</p> <p>(b) Experience as a Chartered Accountant or Cost and Works Accounts or should have passed Subordinate Accounts Service Examination of any State/Central Government or an equivalent or higher examination and have had experience of service in Government or quasi Govt. for a minimum of ten years.</p>	<p>(a) Vice-Chancellor- Chairman</p> <p>(b) Secretary to Govt. of Bihar, Finance Dept- Member</p> <p>(c) One Expert from outside the University nominated by the Vice - Chancellor out of the panel approved by the Board of Management-Member.</p>	V.C. with the approval of the Board of Management

5	Director of Resident Instruction/ Deans	<p>Essential</p> <p>(i) Doctorate in any branch of Agriculture, Veterinary or Animal Husbandry (relaxable to high second class M.Sc. degree or equivalent Post-graduate qualification in the case of candidates with exceptionally distinguished record of productive research and teaching).</p> <p>(ii) Ten years experience of teaching and/or research of which five years should have been in a position of responsibility.</p> <p>(iii) Desirable:-Evidence of leadership and outstanding achievements in teaching and organizing teaching</p> <p>(iv) Experience in managing an Agricultural and Animal Husbandry College preferably offering under-graduate and Post-graduate education.</p>	<p>(a) Vice-Chancellor-Chairman</p> <p>(b) Three Scientists or educationists with experience of working in scientific educational or administrative capacity from outside the University nominated by the Vice-Chancellor out of the panel approved by the Board of Management-Members.</p> <p>(c) A representative of the State Govt. (Agriculture Animal Husbandry Dept.)-Member</p>	V.C. with the approval of the Board of Management
6	Director of Research	<p>Essential</p> <p>(i) Doctorate degree in any branch of Agricultural Veterinary or Animal Husbandry (relaxable to high second class M.Sc. degree or equivalent Post-graduate qualification in case of candidate with exceptionally distinguished record of productive research and responsible leaderships in the relevant field).</p> <p>(ii) 10 years experience in teaching and/or research work as evidenced by published work in standard research journals of which at least 5 years experience should have been in a position of an Institution in which research holds an important place.</p> <p>(iii) Evidence of leadership, outstanding achievement in research and organizing research</p>	<p>(a) Vice-Chancellor-Chairman</p> <p>(b) Three experts from outside the University with experience of working as Heads of Institution of repute nominated by the Vice-Chancellor out of the panel approved by the Board of Management-Members</p> <p>(c) A representative of the State Govt. (Agriculture/ Animal Husbandry Dept.) Member</p>	V.C. with the approval of the Board of Management

7	Director of Extension Education	<p>Essential:-</p> <p>(i) Bachelors Degree in Agriculture/Veterinary Science and Animal Husbandry Science.</p> <p>(ii) Doctorate in Extension (relaxable to high second class M.Sc. degree or equivalent Post-graduate qualification in case of candidate with exceptionally distinguished record of productive research or extension.</p> <p>(iii) 10 years experience of teaching/research or field extension of which 5 years should have been in a position of responsibility.</p> <p>(iv) Desirable:- Evidence of leadership and outstanding achievement in extension and organizing extension.</p>	<p>(d) Vice-Chancellor-Chairman</p> <p>(e) Three experts from outside the University with experience of working as Heads of Institution of repute nominated by the Vice-Chancellor out of the panel approved by the Board of Management-Members</p> <p>(f) A representative of the State Govt. (Agriculture/Animal Husbandry Dept.) Member</p>	V.C. with the approval of the Board of Management
8	Associate Dean/Principal in the Faculty of Agriculture and Animal Husbandry	<p>Essential:-</p> <p>(i) A Master's Degree with at least 55% of the marks in concerned discipline or its equivalent grade of B in the 7 point scale with letter grades O,A,B,C,D,E & F</p> <p>(ii) Ph.D. or equivalent qualification</p> <p>(iii) Total experience of 15 years of teaching /research in University/ Colleges and other institutions of higher education</p>	<p>(a) Vice-Chancellor-Chairman</p> <p>(b) One Member of the Governing Board to be nominated by the Chairperson-Member</p> <p>(c) Two Vice-Chancellor's nominees, out of whom one should be an expert-Members</p> <p>(d) Three experts consisting of the Principal of a College, a Professor and an accomplished educationist not below the rank of a Professor (to be nominated by the Governing Board) out of a panel of experts approved by the Vice-Chancellor - Members</p>	V.C. with the approval of the Board of Management

9	<p>University Professor-cum- Chief Scientist (in case of teachers borne on the research budget the designation should be reversed such as Chief Scientist- cum- University professor)</p>	<p>Essential:- (i) An eminent scholar in relevant subject with published work of high quality, actively engaged in research with (ii) 10 years of experience in postgraduate teaching, and/or experience in research at the University/National level institutions, including experience of guiding research at doctoral level.</p> <p>or</p> <p>An outstanding scholar with established reputation who has made significant contribution to knowledge.</p> <p>In exceptional cases the teachers with 15 years of UG teaching/research experience could also be considered</p>	<p>(a) Vice-Chancellor- Chairman (b) An Academician who is the nominee of the Chancellor- Member (c) Three experts in the concerned subject/field out of the list recommended by the Vice-Chancellor and approved by the Board of Management- Members (d) Dean of the Faculty- Member (e) Head/Chairman of the Department- Member</p>	<p>V.C. with the approval of the Board of Management</p>
10	<p>Assoc. professor-cum- Senior Scientist (in case of teachers borne on research budget the designation should be reversed such as Sr. Scientist- cum Assoc. Professor)</p>	<p>Essential:- Good academic record with a doctoral degree in relevant subject or equivalent published work. In addition to these, candidates who join from outside the University system, shall also possess at least 55% of the marks or an equivalent grade of B in the 7 point scale with latter grades O,A,B,C,D,E,F at the Master's degree level (ii) Five years of experience of teaching and/or research excluding the period spent for obtaining the research degree and has made some mark in areas of scholarship as evidenced by quality of publications, contribution to educational innovation, design of new courses and curricula.</p>	<p>(a) Vice-Chancellor- Chairman (b) An Academician who is the nominee of the Chancellor- Member (c) Three experts in the concerned subject/field out of the list recommended by the Vice-Chancellor and approved by the Board of Management- Members (d) Dean of the Faculty- Member (e) Head/Chairman of the Department- Member</p>	<p>V.C. with the approval of the Board of Management</p>

11	Assistant. Prof.-cum Junior Scientist (in case of teachers borne on research budget the designation should be reversed such as Jr. Scientist-cum Asstt. Professor)	<p>Essential:-</p> <p>(i) Good academic record with at least 55% of the marks or an equivalent grade of B in the 7 point scale with letter grades O,A,B,C,D E & F at the Master's degree level, in the relevant subject from an Indian University, or, an equivalent degree from a foreign University.</p> <p>(ii) Besides fulfilling the above qualifications, candidates should have cleared the National Eligibility Test (NET) for lecturers conducted by the UGC, CSIR or similar test accredited by the UGC. A relaxation of 5% may be provided from 55% to 50% of the marks, at the master's level for the SC/ST category. A relaxation of 5% may be provided from 55% to 50% of the marks to the Ph.D. degree holders who have passed their Masters' Degree prior to 19th Sept., 1991. NOTE:-NET shall be relaxable for a candidate having two years teaching or Research or Extension Education experience in an University/National Institute of repute.</p> <p>(ii) Ph.D.s if available shall be preferred.¹⁹</p>	<p>(a) Vice-Chancellor- Chairman</p> <p>(b) An Academician nominated by the Chancellor- Member</p> <p>(c) Three experts in the concerned subject/field out of the list recommended by the Vice-Chancellor and approved by the Board of Management-Members</p> <p>(d) Dean of the concerned Faculty/Head/Chairman of the Dept. Member</p>	Vice-Chancellor
12	University Librarian	<p>Essential:-</p> <p>(i) Master's Degree in library Science/Information Science/documentation with at least 55% of the marks or its equivalent grade of B in the UGC seven point scale and consistently good academic record.</p> <p>(ii) At least thirteen years as a Deputy Librarian in a University Library or eighteen years' experience as a College Librarian.</p> <p>(iii) Evidence of innovative library service and organisation of published work</p> <p>Desirable</p> <p>M.Phil/Ph.D. degree in library science/information science/documentation/archives and manuscript keeping .</p>	<p>(a)Vice-Chancellor- Chairman</p> <p>(b) An Academician nominated by the Chancellor- Member</p> <p>(c) Three experts in the concerned subject/field, nominated by the Vice-Chancellor out of the list recommended by the Vice-Chancellor and approved by the Board of Management-Members;</p> <p>(d) Dean of the Faculty- Member</p> <p>(e) Head/Chairman of the Department-Member</p>	V.C. with the approval of the Board of Management

¹⁹ Amendment approved by the Board of Management in its 63rd meeting of the BOM held on 03-04-04 and assented to by the Chancellor vide letter no. 4275 dt. 9.10.2004

13	Dy./Assoc. Librarian	<p>Essential:-</p> <p>(i) Master's degree in Library Science/Information Science/documentation with at least 55% of the marks or its equivalent grade of B in the UGC seven point scale and a consistently good academic record.</p> <p>(ii) Five year's experience as an Assistant University Librarian/College Librarian.</p> <p>(iii) Evidence of innovative library service, published work and professional commitment, computerization of library.</p> <p>Desirable M. Phil/Ph.D. degree in Library Science/Information Science/documentation/archives and manuscript keeping, computerisation of library.</p>	<p>(a) Vice-Chancellor- Chairman</p> <p>(b) An Academician who is the nominee of the Chancellor- Member</p> <p>(c) Three experts in the concerned subject/field out of the list recommended by the Vice-Chancellor and approved by the Board of Management-Members</p> <p>(d) Dean of the Faculty-Member</p> <p>(e) Head/Chairman of the Department-Member</p>	V.C. with the approval of the Board of Management
14	Assistant Librarian	<p>(i) Master's Degree in Library Science/Information Science/ Documentation or an equivalent professional degree with at least 55% of the marks or its equivalent grade of B in the UGC seven point scale plus a consistently good academic record,</p> <p>(ii) Qualifying in the National level test conducted for the purpose by the UGC or any other agency approved by the UGC</p>	<p>(a) Vice-Chancellor- Chairman</p> <p>(b) An Academician nominated by the Chancellor- Member</p> <p>(c) Three experts in the concerned subject/field out of the list recommended by the Vice-Chancellor and approved by the Board of Management-Members</p> <p>(d) Dean of the concerned Faculty/Head/Chairman of the Deptt. Member.</p>	Vice-Chancellor

15	Lecturer/Asst. Lecturer/Asst. Research Officer/ Demonstrator/ Instructor All other categories of technical posts of equivalent rank	(i) High Second Class Masters' Degree or its equivalent in the subject concerned.	<p>(a) Dean of the Faculty/ Director of Research/ Director of Extension Education- Chairman. The Chairman will be nominated by the Vice-Chancellor depending upon the nature of the post to be filled up.</p> <p>(b) A University Professor/ Specialist of equivalent rank in the concerned subject nominated by the Vice-Chancellor-Member</p> <p>(c) Two experts from outside the University nominated by the Vice-Chancellor out of a panel approved by the Board of Management-Members</p>	Vice-Chancellor
16	Director of Students' Welfare	<p>Essential</p> <p>(i) Masters' Degree in any branch of Agriculture Science/Animal Husbandry and Veterinary Science/ Basic Sciences & Education. If a suitable person with Ph.D. qualification in concerned subject is available, he will be preferred.</p> <p>(ii) 10 years experience of teaching in a College of Agriculture/Animal Husbandry and Veterinary Science/ Basic Sciences or Education in the capacity of a College Professor/ Assoc. Professor.</p> <p>(iii) Adequate experience of organizing sports, games, dramas and other students' welfare activities.</p> <p>Desirable:- Evidence of leadership and capacity in organizing and teaching students activities.</p>	<p>(a) Vice-Chancellor- Chairman</p> <p>(b) Registrar- Member</p> <p>(c) One of the Dean or Director nominated by the Vice-Chancellor- Member</p> <p>(d) Two experts from outside the University nominated by the Vice-Chancellor out of a panel approved by the Board of Management-Members</p> <p>(e) A representative of State Govt.(Agriculture/ Animal Husbandry)- Member</p>	V.C. with the approval of the Board of Management

17	Chief Medical Officer	<p>Essential:-</p> <p>(i) A degree in Medical Science of a recognized University</p> <p>(ii) Experience as a registered medical practitioner for a period of not less than five years</p> <p>Desirable:-</p> <p>(iii) Experience of working in an educational institution for a period of not less than three years shall be a preferential qualification.</p>	<p>(a) Vice-Chancellor-Chairman</p> <p>(b) Two Senior officers not below the rank of Regional Director of health Services nominated by the Director of Health Services, Bihar- Members</p> <p>(c) A Dean or a Director-Member</p>	V.C. with the approval of the Board of Management
18	Information-cum-Publication Officer	<p>(1) Bachelor degree in Agriculture Science /Animal Husbandry and Veterinary Science or Diploma in Vety. Science</p> <p>(2) High Second Class Masters Degree in any branch of Agriculture Science or Animal Husbandry and Vety. Science.</p> <p>(3) A degree or diploma in journalism</p> <p>(4) At least 5 years experience of field extension literature, organisation of farmers fairs, field days, knowledge of other means of communication for carrying out the message of advanced agricultural and animal husbandry technology.</p>	<p>(a) Vice-Chancellor-Chairman</p> <p>(b) Registrar-Member</p> <p>(c) Director of Extension Education-Member</p> <p>(d) Two experts from outside the University nominated by the Vice-Chancellor out of a panel approved by the Board of Management-Members</p> <p>(e) A representative of the State Government (Agriculture/Animal Husbandry Dept.)-Member</p>	V.C. with the approval of the Board of Management

19	Posts with a minimum pay not exceeding Rs. 699	(a) Technical posts as may be prescribed by the Board of management from time to time.	(a) Dean Faculty/Dean, GS/Director, Research/ Director, Extension Education-Chairman. The Chairman will be nominated by the Vice-Chancellor depending upon the nature of the post to be filled up. (b) Two Heads of the Departments nominated by the Vice-Chancellor-Member.	Vice-Chancellor
20		(b) Non-technical posts as may be prescribed by the Board of Management from time to time.	(a) Dean of the Faculty/Dean, PGS/ Director, Research/ Director, Extension Education-Chairman. The Chairman will be nominated by the Vice-Chancellor depending upon the nature of the post to be filled up. (b) Director (Admn.)-Member (c) Head of the Department/Section concerned nominated by the Vice-Chancellor- Member	Vice-Chancellor.

Note¹⁹

- (1) The Selection Committee shall recommend names arranged in order of preference to the appointing authority through proper channel.
- (2) The Selection Committee's recommendation shall be valid for a period of one year from the date on which it is drawn up by the Selection Committee
- (3) At least four members including two outside experts/subject experts must constitute the quorum for the posts listed under Sl. No. 1, 2, 3, 8, 9, 10, 11, 12, 13 & 14.

However for the posts listed under Sl. No. 4, 5, 6, 7, 15, 16, 17, 18, 19 & 20 when ever outside advisors are appointed to a selection committee, at least one Advisor/Expert from outside the University should be present in the Selection Committee when candidates are interviewed without any quorum.

When only one candidate satisfied the minimum eligibility criteria, he need not be called for interview at the discretion of the Vice-Chancellor and the members of the Selection Committee be consulted by circulation of the bio-data

- (4) The minimum length of experience in the case of persons with exceptionally brilliant academic records, i.e. who hold a Doctorate degree in the subject concerned and who secured a First Division, either in all the examinations, or in, exceptional cases, all except one, without having failed at any examination, may be relaxed at the discretion of the Selection Committee.

¹⁹ Note (3) to (7) was amended on the approval of the Board of Management in its 58th meeting held on 16-10-2002 and assented to by the Chancellor vide letter no. RAU-04/2003-901 dated 6.6.2003 and notified vide Notification no. dated.....

(5) The procedure for selection of Principal/University Professor/Associate Professor and equivalent rank should involve the following:-

- (i) The process of selection should involve inviting the bio-data and reprints of three major publications before the interview, and getting them assessed by the same three external experts who are to be invited for the interview. The assessment report must be placed before the Selection Committee.
- (ii) **The process of selection should involve the following**
 - (a) Assessment of aptitude for teaching and research,
 - (b) Ability to communicate clearly and effectively
 - (c) Ability to analyse and discuss
 - (d) Optional:- Ability to communicate may be assessed by requiring the candidate to participate in a group discussion or by exposure to a class room situation/lecture, wherever it is possible.
- (iii). It may be ensured that the process of selection in every case is transparent and credible

(6) The minimum requirement of 55% should not be insisted upon for University Professors, Associate Professors, Registrars, Deputy Registrars, Librarians, Deputy Librarians and other equivalent posts for the existing incumbents who are already in the University system. However, these marks should be insisted upon for those entering the system from outside and those at the entry point of Assistant Professors, Assistant Registrars, Assistant Librarians and other such equivalent posts.

(7) Incentives for Ph.D./M.Phil

- (a) Four and two advance increments will be admissible to those who hold Ph.D. and M.Phil degrees, respectively, at the time of recruitment as Assistant Professor-cum-Junior Scientist. Candidate with D.Lit/D.Sc. should be given benefit at par with Ph.D. and M.Litt at par with M.Phil.
- (b) One increment will be admissible to those teachers with M. Phil who acquire Ph.D. within two years of recruitment.
- (c) An Asstt. Professor with Ph.D. degree will be eligible for two advance increments when she/he moves into Selection Grade/Associate Professor cum Sr. Scientist.
- (d) A teacher will be eligible for two advance increments as and when she/he acquires a Ph.D. degree in her/his service career.

(8) **Service Agreement**

At the time of recruitment in Universities and Colleges, service agreement should be signed between the University/College and the Teacher which should be lodged with the Registrar/Principal with a copy to the concerned teacher. The self-appraisal of performance should be a part of the service agreement.

(9) For appointment on the posts of teachers/scientist in Agriculture, Veterinary, Ag. Engg., Dairy Technology, Fisheries and Home Science related subject, it would be a basic requirement for the candidate applying for the posts to hold/ possess respective basic professional degree at the Under-graduate level.

(10) The minimum length of experience in the case of persons with exceptionally brilliant academic record, i.e. who hold a Doctorate degree in the subject and who secured a First Division either in all the examinations, or in, exceptional cases, all except one, without having failed at any examination, may be relaxed at the discretion of the Selection Committee.

In the event of or in anticipation of a vacancy, the Vice-Chancellor shall, on the basis of available record and the approved percentage against specified categories of posts decided to be filled up by direct recruitment or by promotion, arrange the constitution of Selection Committee

(a) **Procedure of selection by Promotion**

- (i) An Evaluation Committee shall consider the names of all officers and employees of the University who possess the requisite qualifications and experience and/or are in the opinion, suitable for the post specifically in view of their service record and recommend a panel in order of merit of not more than three such names of the approval of the appointing authority. For this purpose the Evaluation Committee shall carefully review the past records, merit, professional attainment and experience of the candidates.
- (ii) If in the opinion of the Evaluation Committee no candidate amongst the employee of the University is found suitable the post may be filled up by direct recruitment.

(b) **Procedure for direct recruitment**

For direct recruitment, the Vice-Chancellor or through such an officer as he may so desire to arrange to advertise the post in newspapers and invite applications from suitable candidates within the last date so prescribed.

On expiry of the last date for receipt of applications all the applications so received shall be compiled and placed before the Screening Committee of concerned Senior Officers constituted for the purpose by the Vice-Chancellor. The Screening Committee after tabulating the applications and comparing the qualifications of the applicants shall prepare a list of names of eligible candidates who should be called for interview and place it before the Vice-Chancellor for his approval.

The eligible candidates may be called for interview to appear before the specified Selection Committee constituted as per Statutes, on a specific date.

The Selection Committee shall interview the candidates and furnish a panel of suitable persons arranged in order of merit in respect of each post.

The Selection Committee may recommend for specified reasons in writing a higher starting salary in the scale of pay for any of the candidate included in the panel for consideration by the appointing authority.

The period of validity of any panel prepared by the Selection Committee shall be one year from the date of its recommendation.

- (c) Procedure for appointment:- The panel prepared by the Selection Committee in order of merit will be forwarded by the Chairman of the Selection Committee to the Director Administration of the University who shall in turn check up the latest vacancy position and forward the panel to the appointing authority without any delay.

CHAPTER - XVIII

TERMS AND CONDITIONS OF SERVICE OF GOVERNMENT SERVANTS
TRANSFERRED TO THE UNIVERSITY

18.1 The terms and conditions of transferred employees as also specified under Section 39(4) of the Act shall be as follows:-

(1) (a) All permanent employees of the Colleges, Research Institutes and other offices and institutions of the Department of Agriculture and Animal Husbandry whose services have been transferred to the University, or such other permanent employees whose services are transferred by the State Government to the University from time to time, will be deemed to be 'transferred' employees of the Government. These employee shall retain their lien on the permanent posts that they hold in Government service on a substantive basis and their service conditions will be subject to the provisions of the Bihar Service Code and other Government Rules, Regulations and orders in force or that may be framed or issued by the State Government from time to time.

(b) All such Government employees of the College, Research Institutes, etc. of the Agriculture and Animal Husbandry Department who did not on the eve of transfer to the University, hold any permanent post on a substantive basis under Government or such other temporary employees whose services are transferred to the University by the State Government from time to time, shall be deemed to have been appointed by the University and they shall cease to be Government servants; provided that-

(i) They shall give a written notice to the State Government within two years from the date of publication of the University Statutes in the Bihar Gazette that they may be permitted to revert to the Government service and thereupon they shall be permitted to revert to the service of Government to the extent of suitable vacancies available, failing which their services may be liable to be dispensed with;

(ii) The services rendered by them in the regular employment under the State Government shall be taken into account in calculating their pension and gratuity in case they are appointed to the pensionable establishment of the University.

Every such individual who has been employed by the University shall be subject to the provisions of Rajendra Agricultural University Act and the enactment and Statutes made.

- (c) Individual cases of hardship of such temporary employees who had no special claim to permanent appointment prior to the transfer may be considered by Government provided there are permanent vacancies in the cadre concerned on the date of transfer. When the University converts any existing temporary post to a permanent one, it will give due consideration to the case of permanent absorption of such temporary employees as have put in two years of service and have been originally appointed by the State Government. Also if such Government servant is serving against a permanent post the University will likewise give due consideration to the permanent absorption of such employees who have put in two years of service.
- (d) The University shall not make permanent appointment against any post in which another Government servant holds lien, or would hold lien had his lien not been suspended without prior approval of the State Government.
- (2) The University shall be bound to arrange for payment of the substantive pay and allowances and other pay and allowances to which a transferred Government servant may be entitled on account of the service rendered by him, under the rules applicable to his service under the State Government.
- (3) (a) The transferred officers of Agriculture/Animal Husbandry Departments shall remain in the cadre of their service on posts held by them on substantive capacity until their death, retirement, resignation or promotion to a higher post.
- (b) Whenever a transferred officer is promoted by the University to a post corresponding to a cadre post of Agriculture/Animal Husbandry Department he will be granted a corresponding promotion by the Government, provided that a vacancy exists in such cadre posts. If the promotion by the University is to a post equivalent to class I but not corresponding to a class I cadre post under the Government or if such promotion is to a post higher than class I such promotion by the University shall not imply any promotion in the cadre of Agriculture/Animal Husbandry Department and will not affect the calculations for the purpose of pension and leave salary.

- (c) No transferred officers shall be relieved by the University for appointment elsewhere without the consent of Government, except in the case of State scholars. The applications of transferred officers for posts elsewhere may be forwarded by the University direct under intimation to the State Government. The applications of officers who had been State scholars, for posts elsewhere, should during the period of their contract be forwarded through Government and after obtaining prior specific approval of the State Government.
 - (d) If a transferred Government servant accepts appointment on loan basis under any foreign employer, he will have to revert to Government who will determine the terms of foreign employment.
- (4) When a transferred employee has to be confirmed in a post against a cadre post, under the Government, the University shall not put into effect any order of such confirmation without obtaining the orders of the Government, regarding the confirmation, in accordance with the prescribed procedure for the confirmation of Government employees of that category.
- (5) The standard for the crossing of efficiency bars will be laid down by the University. The University will consider and examine the case of every transferred employees regarding crossing of efficiency bars on the basis of that standard and will formulate its proposal in that connection. The University will communicate its proposal along with the records to the Government who will issue a formal orders regarding the crossing of efficiency bars on the basis of the proposal of the University
- (6) A transferred employee, if appointed to officiate in a post in Government service will draw pay calculated on the basis of the pay of the post in Government service on which he holds a lien or would hold a lien had his lien not been suspended and that the post in which he officiates his pay under the University will not be taken into account in fixing his pay.

- (7) The transferred Government servants may not accept pension or gratuity from the University unless they have been permanently absorbed in the service of the University with the concurrence of the State Government.
- (8) The transferred Government servants will be granted leave by the University (on the Accountant General's certificate regarding eligibility for leave in the case of gazetted officers) but their leave rules will be the leave rules of the State Government in force from time to time in the corresponding classes of Government servants.
- (9) A transferred employee reverts to Government service will revert on the date on which he takes charge of his post in Government service, provided that if he takes leave on the conclusion of foreign service before rejoining his post, his reversion shall take effect from such date as the State Government may decide.
- (10) (a) The University will not be required to pay to Government any contribution on account of pension of transferred employees. Pension of such transferred employees will continue to be the liability of the State Government and will be paid only from treasuries as in the case of other classes of Government servants of the Bihar Government.
- (b) Orders sanctioning pension and gratuity and all orders relating to those matters will continue to be passed by appropriate authorities of the State Government hitherto, in respect of the transferred Government servants both gazetted and non gazetted.
- (11) (a) The University will not be required to pay the Government any contribution on account of leave salary of the transferred employees.
- (b) In the case of gazetted officers, the report of eligibility for leave will have to be obtained before hand by the University from the Accountant-General, Bihar through the appropriate authorities of Government and after the leave so certified is sanctioned by Government authorities, the leave salary to be paid will be that authorized by the Accountant-General, Bihar with reference to the pay admissible to the officers on the Government scale of pay applicable in each case. Appropriate Government authorities will notify the grant of leave as in the case of other gazetted officers of the Bihar Government.
- (c) In the case of grant of leave to non-gazetted transferred Government servants, the University will maintain their account and sanction the leave on that basis. A copy of the order sanctioning the leave will, however, be sent to Government for information.
- (d) The leave salaries of both gazetted and non-gazetted officers will be paid by the University out of its own funds.

- (12) The transferred Government servants shall draw pay and allowances from the University from the date their services are lent to the University. It will not be necessary for Government to be consulted in respect of the payment of any additional emoluments by the University to the transferred Government servants provided that such additional emoluments are not unduly excessive. Promotions to higher posts under the University will also be made by the University.
- (13) If the University decides to alter the scales of pay and allowances, such alterations will not have the effect of reducing the scales of pay and allowances of the transferred Government servants and will not effect or increase the liability on the State Government regarding the transferred employees.
- (14) Transit pay and allowances to a transferred employee at the time of joining University service or reverting to Government service shall be borne by the University.
- (15) (a) In the case of transferred employees employed by the University in the University Departments in subjects in which there were corresponding Departments in the Government Colleges at the time of the establishment of the University, the seniority and emoluments of such employees *vis-a-vis* those of the rest shall be determined in consultation with the Government.
- (b) The University will take steps to consider the cases of eligible transferred employees at the time of making appointments thereto. The employees of the Agriculture/Animal Husbandry Departments appointed to these posts will not have a status or scale of pay lower than the post held by them under the Government at the time of establishment of the University.
- (c) So far as the appointment to any posts in the Post-graduate Department corresponding to a class I cadre post under the Government is concerned, the records of eligible transferred officers shall be considered first as required in sub-para (c) of Statute 18.1(1) of those terms.
- (16) Such Government servants who chose to resign Government service and enter the service of the University shall be considered for compensation/proportionate pension, provided that no such compensation/proportionate pension shall be allowed to any employee who resigns in spite of being required by Government to serve on some other post under the Government carrying emoluments not less than his pay at the time of such resignation.

- (17) A transferred employee shall retire from Government service on such day as applies to other Government servants. He shall not be given extension of service without the concurrence of the State Government. In the matter of re-employment by the University up to the age of 60 years, the transferred Government employees shall be treated on the same footing as the employees of the University in other colleges and shall be subject to the same terms and conditions as will be applicable to others, with the concurrence of the State Government. If the University decides to re-employ such retired officers such re-employment will be like any other fresh employment in the University service and will not effect the pension and leave account of the employees with the Government, such an employee on re-employment should draw the initial pay of the post in which he is re-employed unless the University sanctions advance increments, provided always that the sum total of the pay plus pension and equivalent to D.C.R. Gratuity does not exceed the pay last drawn before retirement. In special cases in which a Government servant is re-employed in posts involving the assumption of duties and responsibilities of greater importance than those attached to the post which he was holding on the date of retirement, the pay on re-employment plus pension may be allowed to exceed his last pay only with the prior consultation and concurrence of the State Government.
- (18) A transferred employee will be allowed by the University to request the Government for recall to the Government service to any specific post of vacancy available for being filled up. In the event of no vacancy, the Government servant concerned will be liable to be discharged on payment of compensation pension.
- (19) Notwithstanding the loan of the service of the Government officers under the relevant sections of the Act, it will be open to the State Government to recall any such officer to Government service without assigning any reason therefor.
- (20) The facilities for medical treatment available to Government servants shall continue to be enjoyed by the Government servants transferred to the University and they shall continue to be governed by rules made by the Government for Government servants of the corresponding classes from time to time in this behalf.
- (21) Any transferred Government servant may, at any time after the transfer of his service, request Government through the University for permission to resign from Government service in order to join University service on any terms as may be fixed between him and the University provided that Government may not grant such permission if they wish to recall such officer to Government service or if the services of such officer are required in public interest.

(22) Government reserved the right to alter any of these terms or introduce any new terms if such alteration or introduction of new terms becomes necessary in public interest. Every time that such a change takes place the consent of the transferred Government servants affected, to continue to be on loan to the University under the changed terms will be taken.

18.2

- (i) The transferred Government servants will continue in the service of the University till they complete the age of 58 years. Before they become due to retirement their cases will be submitted to an Evaluation Committee for evaluating for continuation on re-employment of service for a further period of two years. The composition of the Evaluation Committee will be the same as of the Selection Committee for the post held, at the time of superannuation. The Evaluation Committee will take into account the past records and suitability for service in the University of the employee concerned and make specific recommendations recording reasons therefor.
- (ii) The Evaluation Committee shall meet twice every year to consider cases of such persons as are due to attain the age of superannuation within the next six months.
- (iii) The recommendations made by the Evaluation Committee shall be put up before the Board of Management for its final approval.

CHAPTER- XIX

PROCEDURE OF ELECTION AND NOMINATION TO SENATE AND SYNDICATE

- Electoral Roll of the Senate 19.1 The Registrar shall maintain in such forms as the Syndicate from time to time, prescribe separate rolls of persons eligible to vote at an election under section 13 of the Rajendra Agricultural University Act 7, 1971.
These electoral rolls shall be revised once in every year in the month of August.
Provided that for the purpose of election to the first Senate to be formed under the provisions of the Act mentioned above the Electoral Rolls shall be approved by such date as the Vice-Chancellor may fix.
- Resignation of office by members 19.2 Any member, other than ex-officio members, may, by a letter addressed to the Vice-Chancellor, resign his office
- Register of commencement and termination of office by members 19.3 The Registrar shall keep a register showing the date on which the member takes office, the date on which his period of office will expire by afflux of time and the date on which he ceases to be a member.
- Reporting of vacancies by the Registrar 19.4 (i) The Registrar shall report to the Vice-Chancellor every vacancy which is likely to occur or which has occurred, in the office of a representative or nominated member.
(ii) Such report shall be made:-
(a) in the case of vacancy which will occur by afflux of time; not later than nine weeks before the date on which such vacancy is likely to occur, and
(b) in the case of a vacancy occurring otherwise than by afflux of time, within one month after the vacancy has occurred.
- 19.5 When any vacancy occurs, or is about to occur, in the office of a Representative or nominated member, the Vice-Chancellor shall take necessary steps to ensure that such vacancy is duly filled as soon as possible but in any case within four months from the date of such vacancy.
- Consequences of termination of office of representative members 19.6 Whenever any member of the Senate ceases to be a member of the Senate due to any cause whatsoever, he shall vacate all University offices or appointments held by him in his capacity as member of the Senate and if he again become member of Senate, he shall not again held any such office or appointment unless he is duly appointed thereto.
- Notice of Election 19.7 (1) For Election of teacher's representative in the Senate the Registrar shall give at least thirty clear days' notice to the Principals of Colleges to send a duly elected representative of the teaching staff of the College in such manner as may be prescribed under rules approved by the Vice-Chancellor.
(2) The Registrar shall send notice of the date of election at least thirty clear days' in advance in case of vacancy to every person qualified to vote at the election.
(3) The Registrar shall give at least thirty clear days' notice to the Secretary of the Bihar Legislative Assembly or the Legislative Council as the case may be, in case of vacancy.

Eligibility to vote and to stand for election.	19.8	No person shall be qualified to vote at any election or to seek election unless his name is entered on the Electoral Roll.
Nomination of candidate.	19.9	(1) Every person qualified to vote at an election shall be entitled to nominate for such vacancy, the name of a person for election as a member of the Senate. (2) (a) In the case of an election to the Syndicate every nomination shall be sent to the Registrar so as to reach him twenty one clear days before the date of the election. (b) The Registrar, shall prepare a list of the nomination received and sent it to every person qualified to vote at the election fifteen clear days before the date fixed for the election.
	19.10	Every person qualified to vote at an election held shall have only one vote for each vacancy to be filled.
	19.11	The first election shall be conducted in such manner as the Vice-Chancellor may decide. The subsequent elections under the above sub-heads shall be conducted in the manner to be prescribed in this Statutes.
Election by majority	19.12	(a) The candidate or in the case of more than one vacancy, the candidates obtaining the largest number of votes shall be declared to be elected. (b) In the case of equality of votes between any two or more of such candidates, the election of one or more of such candidates to fill the vacancy or vacancies, as the case may be, shall be determined by lot.
Dispute	19.13	(a) If any dispute arises with regard to the election of any person to be a member of the Senate, a written notice of objection, specifying the grounds upon which the validity of the election is questioned, shall be sent to the Registrar within seven days of the declaration of the result of the election. (b) The Registrar shall submit the notice to the Vice-Chancellor who shall thereupon report all the dispute to the Chancellor, whose decision in the matter shall be final. The Vice-Chancellor may give an opportunity to the petitioner to be heard before reporting to the Chancellor.
Senate meeting	19.14	There shall be two ordinary meetings of the Senate in a year in April and November. The meeting held in April shall be the Annual Meeting.
Election of teacher to senate	19.15	The Registrar shall give at least 30 clear days' notice to all the Heads of Colleges (Dean, Associate Dean, Principal) and Research Institute attached to Colleges. Heads of Post-graduate Departments of Agriculture Faculty and Director, Sugarcane Research Institute, Pusa, Regional Director, Agricultural Research Institute, Patna to send duly elected representative of the teachers as required in the R.A.U. Act for representation in the Senate to be elected in the manner prescribed hereunder: ²⁰

²⁰ Amendment of Statute 19.15, 19.16 and 19.17 approved by the Syndicate in its 35th meeting held on 17.7.85 assented to by the Chancellor vide O.S.D. to Governor's Letter no. 1574 dated 8.10.85 and circulated vide no. 2639 dated 14.10.85

- (1) On receipt of the notice of the Registrar, the Heads of the Institution will prepare Electoral Roll of the teachers disciplinewise, consisting of all groups within a week of the receipt of such notice:-
 - (a) Teachers in the Associate Professor's scale and above shall form one group
 - (b) Teachers in the Assistant Professor's scale and as defined in the Act in Class III (Lectures, Assistant Research Officers, Junior Research Officers or equivalent rank) shall be placed in the another group
- (2) Similar list shall also be prepared by Regional Director, Agricultural Research Institute, Patna and Director, Sugarcane Research Institute, Pusa
- (3) The Electoral Roll shall be hung on the Notice Board and objection invited within one week of the display of the notice. Any omission of name shall be brought to the notice of the Head of the Institution by the staff concerned and the Head of the Institution, if satisfied, will correct the Electoral Roll and the list after expiry of one week from the date of publication shall be treated as final and no objection shall be entertained after that date.
- (4) The Head of the Institution within a week of the finalization of the Electoral Roll shall fix a date of election of representatives (teachers) of both groups from his College. In the case of Agricultural Research Institute, Patna, Sugarcane Research Institute, Pusa and Sanjay Gandhi Institute of Dairy Science & Technology, the election shall be held at the respective campuses and the name of the two elected representatives from each group and each discipline will be sent to the Head of the Institution, Bihar Agricultural College, Sabour, Tirhut College of Agriculture, Dholi including P.G. Departments of Agriculture Faculty at Pusa and Bihar Veterinary College, Patna
- (5) Then on the date fixed by the Head of the Institution of each College the teachers of groups A and B shall elect by secret ballot two representatives from each discipline.
- (6) After the election of representative of both groups, the Head of the Institution will invite nominations from intending candidates within two days of the election of the representatives. After Scrutiny the final list of intending candidates will be hung on the Notice Board.
- (7) These representatives of each discipline shall in turn elect one teacher representative from the intending candidates (teachers) from each College by secret ballot within two days of the display of notice for representation in the Senate.

- Nomination of a student sportsman to Senate 19.16 The Vice-Chancellor shall nominate one student having good records of sports and co-curricular activities for representation in the Senate in the manner prescribed below:-
The Head of the Institution of each College shall forward a panel of two names to the Registrar recommended by a Committee consisting of the Head of the Institution of the College, Heads of Department and Officer-in-Charge, N.S.S. and Co-curricular Activities within ten days of the notice to this effect by the Registrar.
On Receipt of such names alongwith detail activities of sports and co-curricular activities of the students, the Registrar shall compile the recommendations and place it before a Committee at Headquarters consisting of (a) Director, Students' Welfare (b) Dean of the Faculties, Agriculture/Veterinary and Animal Husbandry/ Home science/ Basic Sciences & Humanities/ Agricultural Engineering (c) DRI-cum-Dean, PGS (d) Director, Extension Education and (e) the Registrar who in turn shall evaluate the recommendation in order of merit and place it before the Vice-Chancellor giving full details of their sports and co-curricular activities. The Vice-Chancellor shall then nominate the best among them.
- Nomination of a student to senate 19.17 One student studying in M.Sc. course having brilliant academic record shall be nominated by the Vice-Chancellor in rotation from the Faculties of Agriculture/Veterinary & Animal Husbandry/ Home Science/ Basic Sciences & Humanities/ Agricultural Engineering after examining the marks obtained by the student at the final bachelor degree examination.
The nomination shall be in the following manner:-
Agriculture/ Veterinary & Animal Husbandry/ Home Science/ Basic Sciences & Humanities/ Agricultural Engineering and shall be repeated in the same sequence. In case of vacancy occurring due to obtaining of the M.Sc. degree, shall be filled up by the best student of the other Faculty in the sequence mentioned above.
- Nomination of Deans/ Directors to Syndicate 19.18 (i) The rotation of Deans and Directors shall be as follows:-²¹
- Dean**
- (a) Agriculture
 - (b) Veterinary
 - (c) Home science
 - (d) Basic Science
 - (e) Agricultural Engineering
- Directors**
- (a) Director, Research
 - (b) Director, Extension Education
 - (c) Director, Resident Instruction
- The Deans and Directors shall rotate annually in the order noted above alternating between Dean/ Director every year.

²¹ Amendment approved by the Syndicate in its 34th meeting held on 31.5.85 assented to by the Chancellor vide no. 1140 dated 31.7.85 and circulated vide no. 2139 dated 14.8.85

- 19.19 (ii) University Professors shall rotate annually from each of the 5 Faculties noted below as per alphabetical order of the University Department in the Faculty:-

Faculty

Agriculture

Agricultural Engineering

Basic Science

Home Science

Veterinary Science

CHAPTER - XX

DELEGATION OF POWERS TO THE AUTHORITIES AND EMPLOYEES OF THE UNIVERSITY.

Powers of authorities
and employees of the
University not covered
by the Act & Statutes

20.1

The powers of the authorities and employees of the
University not covered by the Act and Statutes, shall be
as prescribed in the Regulations.

CHAPTER -XXI

Agreements and contracts	21.1	Under Section 35 (33) of the Act, the following officers shall sign contracts and agreements on behalf of the University:-					
		<table border="0"> <tr> <td data-bbox="701 411 996 435">Documents</td> <td data-bbox="1019 411 1343 467">Officers authorized to sign on behalf of the University</td> </tr> </table>	Documents	Officers authorized to sign on behalf of the University			
Documents	Officers authorized to sign on behalf of the University						
		<table border="0"> <tr> <td data-bbox="701 470 996 576">Agreements regarding appointments, training and other deputations, study leave</td> <td data-bbox="1019 470 1343 632">Appointing authority (provided that the Registrar shall sign for the University in cases where the Syndicate or the Vice-Chancellor is the appointing authority.</td> </tr> </table>	Agreements regarding appointments, training and other deputations, study leave	Appointing authority (provided that the Registrar shall sign for the University in cases where the Syndicate or the Vice-Chancellor is the appointing authority.			
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		<table border="0"> <tr> <td data-bbox="701 635 996 691">Agreement in respect of scholarship or fellowships</td> <td data-bbox="1019 635 1343 691">Director of Resident Instruction-cum-Dean, PGIS</td> </tr> </table>	Agreement in respect of scholarship or fellowships	Director of Resident Instruction-cum-Dean, PGIS			
Agreement in respect of scholarship or fellowships	Director of Resident Instruction-cum-Dean, PGIS						
		<table border="0"> <tr> <td data-bbox="701 694 996 750">Agreement in respect of works</td> <td data-bbox="1019 694 1343 1070"> <table border="0"> <tr> <td data-bbox="1019 694 1343 839">(a) Chief Engineer/ Superintending Engineer in respect of all works involving an estimated cost above Rs. 50,000/-</td> </tr> <tr> <td data-bbox="1019 842 1343 948">(b) Executive Engineer in respect of all works involving an estimated cost up to Rs. 50,000/-</td> </tr> <tr> <td data-bbox="1019 951 1343 1070">(c) Assistant Engineer in respect of all works involving an estimated cost up to Rs. 5,000/-</td> </tr> </table> </td> </tr> </table>	Agreement in respect of works	<table border="0"> <tr> <td data-bbox="1019 694 1343 839">(a) Chief Engineer/ Superintending Engineer in respect of all works involving an estimated cost above Rs. 50,000/-</td> </tr> <tr> <td data-bbox="1019 842 1343 948">(b) Executive Engineer in respect of all works involving an estimated cost up to Rs. 50,000/-</td> </tr> <tr> <td data-bbox="1019 951 1343 1070">(c) Assistant Engineer in respect of all works involving an estimated cost up to Rs. 5,000/-</td> </tr> </table>	(a) Chief Engineer/ Superintending Engineer in respect of all works involving an estimated cost above Rs. 50,000/-	(b) Executive Engineer in respect of all works involving an estimated cost up to Rs. 50,000/-	(c) Assistant Engineer in respect of all works involving an estimated cost up to Rs. 5,000/-
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(a) Chief Engineer/ Superintending Engineer in respect of all works involving an estimated cost above Rs. 50,000/-							
(b) Executive Engineer in respect of all works involving an estimated cost up to Rs. 50,000/-							
(c) Assistant Engineer in respect of all works involving an estimated cost up to Rs. 5,000/-							
Officers responsible for various works	21.2	<table border="0"> <tr> <td data-bbox="701 1102 996 1158">Other Agreements and contracts</td> <td data-bbox="1019 1102 1343 1158">Officers nominated by the Vice-Chancellor</td> </tr> </table> <p>The responsibilities of Officers for different types of works shall be as follows:-</p>	Other Agreements and contracts	Officers nominated by the Vice-Chancellor			
Other Agreements and contracts	Officers nominated by the Vice-Chancellor						
		<table border="0"> <tr> <td data-bbox="701 1254 996 1310">Construction and maintenance</td> <td data-bbox="1019 1254 1343 1278">Chief Engineer</td> </tr> <tr> <td data-bbox="701 1281 996 1310">Students Welfare</td> <td data-bbox="1019 1281 1343 1310">Director, Students' Welfare</td> </tr> </table>	Construction and maintenance	Chief Engineer	Students Welfare	Director, Students' Welfare	
Construction and maintenance	Chief Engineer						
Students Welfare	Director, Students' Welfare						
Law Officer and conduct of cases	21.3	The University may appoint a Legal Advisor on such terms and conditions as approved by the Syndicate, whose advice will be sought whenever required.					

As and when the University is required to prosecute or defend a case in a Court of Law, the case may be referred to the Legal Advisor to defend the same on behalf of the University. The University may also appoint additional legal experts, if necessary, depending upon the nature of the case. An Officer of the University shall be placed specially in administrative charges of the case on behalf of the University so that timely action is taken at every stage with his consultation.

CHAPTER- XXII

- 22.1 For attending meetings of the Syndicate/ Senate and Committee formed by the Syndicate as well as meetings connected with University affairs, the non-official members of the R.A.U. shall be entitled to traveling allowance at the following rates:-
1. Daily Allowances Rs. 20.00
 2. For journey performed by 1 1/2 tickets of 1st class rail
 3. For journey performed by road As prescribed by the Govt. for Grade-I Officer
- Provided that in the case of members nominated by the Bihar Legislative Assembly and Bihar Legislative Council for membership of the University authorities they shall be allowed traveling allowance prescribed for them by State Government in their capacity as M.L.A. and M.L.C. respectively for attending such meetings.²²
- Travel by service plane 22.2 The non-official members may travel by plane under special circumstances for which they will be entitled to traveling allowance in accordance with the Traveling Allowance Rules of the State Government of Bihar.
- Daily Allowance for the Big cities 22.3 They will, however, be entitled to draw daily allowance for Delhi, Calcutta, Bombay and Madras at double the usual daily allowance.

²² Amendment approved by the Board of Management in its 6th meeting held on 1st July, 1987 assented to by the Chancellor vide No. 3369 dated 8.9.87 and notified vide no. 4190 dated 26.9.87