



First Ordinance
Babu Banarasi Das
University
Uttar Pradesh
Lucknow (U.P.)

ORDINANCE-1

ACADEMIC REGULATIONS

- I.** The academic regulation shall cover all the courses of studies at the Babu Banarasi Das University, viz.
 - (i) Four-year Bachelor Degree Courses in Civil Engineering, Computer Science and Engineering, Electrical Engineering & Electronics Engineering, Mechanical Engineering, Electronics and Communication Engineering Electrical Engineering, Information Technology Engineering, Aeronautical Engineering, Electronics & Instrumentation Engineering, Biomedical Engineering, Chemical Engineering, Pharmacy, Bachelor in Hotel Management And Catering Technology.
 - (ii) Five Year Bachelor Degree Course in Dental Sciences (BDS).
 - (iii) Five Year Bachelor Degree Course in Architecture viz Architecture, Building Construction, Interior Decoration.
 - (iv) Three-year Bachelor Degree Courses under lateral entry schemes (Second Year) in Civil Engineering, Computer Science and Engineering, Electrical Engineering & Electronics Engineering, Mechanical Engineering, Electronics and Communication Engineering Electrical Engineering, Information Technology Engineering, Aeronautical Engineering,

Electronics & Instrumentation Engineering, Biomedical Engineering, Chemical Engineering, Pharmacy.

- (v) Three-year Bachelor Degree Courses in Business Administration, Computer Application, Bio-Technology, Commerce and Science (PCM).
- (vi) Three-year Master Degree Course in Computer Applications.
- (vii) Three-year Master Degree Course in Dental Surgery (MDS) viz Oral Surgery & Maxillofacial, Conservative Dentistry, Periodontics, Orthodontics, Prosthodontics, Oral Medicine, Community Dentistry, Oral Pathology & Radiology, Pedodontics.
- (viii) Two-year Master Degree Course in Business Administration.
- (ix) Two-year Post Graduate Diploma in Business Administration.
- (x) Two-year Post Graduate Diploma in Dental Surgery.
- (xi) Two-year Post Graduate Programmes in Civil Engineering, Computer Science and Engineering, Electrical Engineering & Electronics Engineering, Mechanical Engineering, Electronics and Communication Engineering Electrical Engineering, Information Technology

Engineering, Aeronautical Engineering, Electronics & Instrumentation Engineering, Biomedical Engineering, Chemical Engineering, Pharmacy,

- (xii) Three year Diploma in Paramedical Courses viz. Dental Mechanics, Dental Hygienists etc.
- (xiii) One year Bachelors & Masters Programme in Education.
- (xiv) Doctoral Programmes in Engineering, Management, Science and Humanities.

2. Eligibility Criteria for Admission:

- (a) For Graduate Programmes as mentioned in 1 (i and iii) of the Ordinance, the candidate should have passed 10+2 examination of UP Board of Secondary Education or equivalent with subjects as recommended by UGC/AICTE/PCI or any other statutory body for admission in a particular course. Wherever such subjects are not specified, the subjects as decided by the Academic Council shall be essential for admission to a particular course.
- (b) For admissions as mentioned in 1 (ii) of the Ordinance the candidate should have passed 10+2 examination of UP Board of Secondary Education or equivalent with subjects as recommended by UGC/DCI or any other statutory body for admission. Wherever such subjects are not specified, the

subjects as decided by the Academic Council shall be essential for admission to the course.

- (c) For admissions as mentioned in 1 (iii) of the Ordinance the candidate should have passed 10+2 examination of UP Board of Secondary Education or equivalent with subjects as recommended by UGC/COA/AICTE or any other statutory body for admission. Wherever such subjects are not specified, the subjects as decided by the Academic Council shall be essential for admission to the course.
- (d) For admissions under lateral entry schemes as mentioned in 1(iv) of the Ordinance, the candidate should have passed three-year engineering diploma of U.P. Board of technical education or any other Board recognized by the Board of technical education U.P. with min. 60% marks except pharmacy where the diploma could be two-or three-year.
- (e) For Graduate Programmes as mentioned in 1 (v) of the Ordinance, the candidate should have passed 10+2 examination of UP Board of Secondary Education or equivalent with subjects as recommended by UGC or any other statutory body for admission in a particular course. Wherever such subjects are not specified, the subjects as decided by the Academic Council shall be essential for admission to a particular course.
- (f) For Post-graduate programmes as mentioned at 1 (vi) of the Ordinance the candidate should be Graduate

from any university recognized by UGC/AIU in relevant discipline with subjects as recommended by UGC/AICTE or any statutory body.

- (g) For admission to Three Year Master Degree in Dental Surgery (MDS) as mentioned in Clause 1 (vii) of the Ordinance, the candidate should have passed BDS or equivalent Degree as prescribed by UGC/DCI Regulations.
- (h) For admission to Master Degree in Business Administration Programme as mentioned in Clause 1 (viii) of the Ordinance, the candidate should possess Bachelor's Degree from any University recognised by UGC or equivalent Degree or eligibility as prescribed by UGC/AICTE.
- (i) For admission to Post Graduate Diploma in Business Administration Programme as mentioned in Clause 1 (ix) of the Ordinance, the candidate should possess Bachelor's Degree from any University recognised by UGC or equivalent Degree or eligibility as prescribed by UGC/AICTE.
- (j) For admission to Post Graduate Diploma in Dental Surgery as mentioned in Clause 1 (x) of the Ordinance, the candidate should possess qualifications as per the DCI/UGC Regulations.
- (k) For admission to Post Graduate Programme in Engineering as mentioned in Clause 1 (xi) of the Ordinance, the candidate should possess B.Tech. or equivalent Degree in the relevant Engineering

Branch from the University recognised by UGC or the qualification as per the Regulations of the AICTE/UGC.

- (l) For admission to Three Year Diploma in Paramedical Course as mentioned in Clause 1 (xii) of the Ordinance, the candidate should possess the qualifications as per the DCI/MCI Regulations.
- (m) For admission to Graduate & Post-graduate Programme in Education as mentioned in Clause 1 (xiii) of the Ordinance, the candidate should possess the qualifications as per the UGC/NCTE Regulations.
- (n) For admission to Doctoral Programmes in Clause 1 (xiv) of the Ordinance, the guidelines and the prescribed qualifications as laid down by the UGC/AICTE/PCI/DCI/COA/NCTE or Statutory Bodies shall be followed.

3. Selection Process:

- (a) Application for admission to various programmes of studies shall be invited through advertisement in Regional & National Newspapers.
- (b) Selection for admission shall be made for a particular programme on the basis of merit to be decided either through competitive examination or marks obtained in qualifying examinations as applicable or both, to be decided by the Academic Council from time to time.

4. Syllabi & Scheme of Examinations:

- (a) The subjects and the course contents shall be as approved by the Academic Council on the recommendations of various Boards of Faculties. For each Degree/Diploma programme, there will be a separate Board of Studies which will prepare the detailed syllabi and schemes of examination.
- (b) The University shall follow a semester system in all the courses of study each semester will have 90 working days.
- (c) The University shall follow the credit system. The prominent features of credit system are process of continuous evolution of student's performance and flexibility to allow a student to progress at an optimum stage suited to his/her ability or convenience to fulfill the requirement of the minimum credits earned for continuation in the programme of study.

5. Medium of instruction and Examination:

In all the Academic programmes, the medium of instruction and examination shall be English.

6. Tenures of Courses:

The maximum period in which a student will be allowed to complete his/her degree requirements is as follows:

For 4-year degree and doctoral programmes - Seven Years

For 3-year degree programmes - Five Years

For 2-year degree programmes - Four Years

For 1-year degree programmes - Two Years

7. Grade System:

(a) All courses except non-credit courses shall be assigned some credits which shall depend upon the number of lectures, tutorials and laboratory contact hours per week.

- One lecture hour per week per semester is assigned one credit.

- One tutorial hour or one laboratory hour per week is assigned half credit.

(b) At the end of the semester/trimester, the student shall be given letter grades based upon his/her performance in the examination and the work carried out by him during semester in the form of tests, assignments, presentations etc., the details of which will be worked out by the Academic Council.

The letter grades would be as decided by the Academic Council.

8. Evaluation of performance:

(a) In every semester two mid-term examinations and one end-semester examination shall be conducted. Each mid-term examination shall have a weightage of 20 marks while end-semester examination shall have a weightage of 40 marks. The remaining 20

marks will be devoted to assignments, quizzes, presentations, etc. Thus each subject will be evaluated on total of 100 marks.

- (b) The performance of a student shall be evaluated in terms of two indices, i.e., Semester Grade Point Index (SGPI) which is the grade point index for in Semester and Cumulative Grade Point Index (CGPI) which is grade point index for all the completed semesters at any point of time. The Earned Credits (EC) shall be the course credits for courses in which a student has been awarded pass grades to be decided by the Academic Council.

The methods of Calculation of SGPI & CGPI shall be as decided by the Academic Council.

- (d) There will be an Academic Performance Monitoring and Review Committee (APMRC). This Committee will be constituted of one senior faculty member from each Faculty. The purpose of the Committee will be to monitor and review the semester-wise and also cumulative performance of the students of each programme of studies. If it is found that some students are not performing even at the minimum desirable level, then this Committee may recommend the names of such students to the Academic Council, to be asked to discontinue the programme. The details of the levels at which the students will be asked to discontinue the programmes of studies will be decided by the Academic Council in its Meetings. Any appeal in the matter will be decided by Executive Council.

9. Award of degrees:

- (a) A students of a Bachelor Programme will be awarded a Degree if he/she obtains a minimum CGPI of 5.00 in the total Earned Credits which will vary depending upon the degree programme and is to be decided by the Academic Council for each degree programme.
- (b) The minimum CGPI shall be 6.00 for the specified number of Earned Credits for awarding a student the Master Degree in a Programme. The total Earned Credits will vary depending upon the degree programme and is to be decided by the Academic Council for each degree programme.
- (c) The Requirements of course work and performance therein as well as the quality of research work and methodology of in evaluation shall be as decided by the Academic Council, keeping in view the guidelines of the UGC/AICTE/PCI or other statutory bodies.

10. Attendance:

- (a) All the courses run by the University are professional in nature and, therefore, the attendance required is 100% However, a student may abstain for unforeseen reasons like illness and some other unavoidable circumstances.
- (b) A rebate of 25% attendance may be permissible for all such absence referred in clause 10(a) by the Vice-Chancellor.
- (c) In case the attendance in any particular course remains below 75%, the candidate may appeal before

the Chancellor. The Chancellor may grant rebate case to case basis on merit. The student who failed to seek above mention rebate shall be required to repeat to course by attending the same as and when it is offered next.

11. Merit Scholarships:

Merit scholarships of the value to be decided by the Executive Council will be awarded to the top 5% of the students in each degree programme every year on the basis of merit of the previous academic year *spent in the College*.

12. Unfair means:

The examinations in the University will be conducted in a fair and smooth manner without any disturbance and/or any malpractice. All cases of unfair means or misconduct in the examinations shall be reported by the Invigilators/Examiners to the Controller of Examinations who will refer them to the sub-Committee, appointed by the Examination Committee, for going into all such case and awarding suitable punishment in them. The Sub-Committee will inquire in all such cases and will give reasonable opportunity to all such students found guilty of use of unfair means or misconduct in the examinations, to explain their conduct before arriving at its recommendations.

The recommendations will then be submitted to the Examination Committee. If the Examination Committee finds that the Sub-Committee was not unanimous or the recommendations needed reconsideration, it may return the case(s) to the Sub-Committee for review and thereafter

award suitable punishment as it deems fit. An appeal, if any, against such a punishment will lie with the Vice-Chancellor whose decision shall be final.

13. Convocation:

- (a) The Convocation of the University shall be held at a date fixed by the Executive Council. The Registrar shall, from time to time, report to the Executive Council the names of all such persons who fulfill the requirement prescribed for various Degrees of the University and have become qualified under these regulations for admission into such Degrees.
- (b) If a candidate is unable to attend the Convocation held after the University examination in which he/she qualified for admission into a Degree, may obtain his/her Degree in absentia by submitting an application in prescribed format.
- (c) If the Convocation is not held due to some unforeseen reasons or unavoidable circumstance within one year from the passing of examination, the Degrees may be awarded after completing necessary formalities after a date which will be decided by the Executive Council.

- 14.** The Executive Council of the University shall have the power to amend, add, annul, repeal or modify any of the provisions of this ordinance, in accordance with the law.

ORDINANCE - 2

RECRUITMENT AND SERVICE CONDITIONS OF EMPLOYEES

1. This Ordinance shall apply to all categories of employees except The Chancellor, The Pro-Chancellor, The Vice-Chancellor, The Registrar and the Treasurer of the University.
2. Categorization of posts:

The various categories of posts of employees in the University shall be:

- (a) **Faculty:** Directors, Professors, Associate Professors, Assistant Professors, and Workshop Superintendent and any other equivalent teaching/research post specified by UGC/AICTE/PCI or other statutory bodies.
- (b) **Administrative Officers:** Officer on Special Duty, Deputy Registrar, Assistant Registrar, Chief Executive Officer Horticulturist, Librarian, Deputy Librarian, Assistant Librarian, Medical Officer, Sports Officer, Engineers, Assistant Engineers, Estate Officer, Store Purchase Officer, Finance Officer, Training and Placement Officer, Accounts Officer, Manager House Keeping, and such other officers as may be decided by the Executive Council.
- (c) **Technical Staff:** System Administrator, Computer Programmer, Hardware Engineer, Teaching Assistant, Laboratory Assistant, Laboratory Technician, Electrician, Pharmacist, Gardener, Workshop Supervisor, Carpenter, Plumber, Mechanic, Machinist,

Welder, Black Smith, and such other members of technical staff as may be decided by the Executive Council.

- (d) **Supporting Staff:** Personal Assistant, Stenographer, Steno-Typist, Typist, Accountant, Accounts Clerk, Store-Keeper, Assistant Store Keeper, Supervisor, Driver, Peon, Attendant, Mali, Mali Helper, Safai Karamchari, and such other members of supporting staff as may be decided by the Executive Council.

3. Qualifications, Selection Process, and Emoluments:

(i) For Category 2 (a) posts;

These shall be adopted by the University as per the norms laid down by the UGC/AICTE/PCI or other statutory bodies, from time to time.

(ii) For category 2(b), 2(c) and 2(d) posts;

These shall be adopted by the University as approved by the Executive Council keeping in view the norms in regards to the qualification as laid down by the State Government and where not specified by the State Government, these shall be adopted as approved by the Executive Council on the recommendations of the Academic Council of the University.

- (iii)** The Selection Committee for the posts of Category (a) of Directors, Professors, Associate Professors, Director Physical Education, Deputy Director Physical Education, Assistant Director Physical Education, Librarian, Deputy Librarian, Deputy

Librarians, Assistant Librarians and other Administrative Officers of Category (b) shall be as follows:

- The Chancellor or his nominee as the Chairperson of the Selections Committee.
- The Vice-Chancellor.
- Three experts in the concerned subject/field, out of the panel of names recommended by the Vice-Chancellor and approved by the Executive Council or its Chairman or drawn from the panel of subject experts developed by UGC/AICTE/PCI or other statutory body and hosted on its web-site.
- Director and/ or Dean of the concerned Faculty, wherever applicable.
- Head/Chairperson of the Department.
- An academician nominated by the Chancellor, wherever applicable.
- An Academician representing SC/ST/Minority/Women to be nominated by the Vice-Chancellor, if any of the candidate belonging to these categories is an applicant.
- Four persons of eminence, to be nominated by the Society.

However, the candidate for the post of Professor, Associate Professor and Assistant Professor should have good quality research contribution.

The amount and the proper index for the research publications will be determined by the Executive Council, on the recommendations, of the Academic Council of the University, considering the guidelines of UGC/AICTE/PCI or other statutory bodies.

- (iv) The Selection Committee for the staff positions under Category (c) and (d) will be constituted by The Chancellor. The guidelines for the same shall be approved by the Executive Council on the recommendations or Academic Council.
- (v) Applications for various posts shall be invited through advertisement in Regional and National Dailies or on official MAIL ID by placing advertisement of the vacancies on the official website of the University.
- (vi) The applications received in response to the advertisements shall be screened, if required, by a Screening Committee to be constituted of three members, including a subject expert, by the Vice-Chancellor.
- (vii) The Selection Committee shall consider all the candidates called for interview on the recommendations of the Screening Committee constituted as per the norms laid down for the purpose, provided that the Selection Committee may consider an eminent person for the post of Professor whose candidature may be brought to its consideration by any member of the Selections Committee.

- (viii) No act or the proceedings of the Selections Committee shall be called in questions by any one merely because of the absence of any of its member or members, provided the quorum is complete at the time of the meeting.
- (ix) The Selection Committee shall recommend candidates indentified as suitable for appointment in the order of merit. provided that not more than three candidates are recommended for a post.
- (x) Appointments shall be made on regular, *ad hoc* or contractual basis.
- (xi) **Appointments through Promotion:** The constitution of the Selections Committees and associated processes laid down above shall also apply for promotion from within the institute, provided that eligibility criteria shall be in accordance with the promotion policy laid down by Executive Council.
- (xii) All the appointments shall be approved by the Executive Council or its Chairman.

4. GENERAL CONDITIONS OF SERVICE

Without prejudice to any special condition that may be incorporated in the appointment order, all employees of the institute shall be governed by the following terms and conditions:

- (i) **Medical Fitness:** All appointments are subject to the conditions that the appointee is presumed to be medically fit. The authorities have discretion to ask

for medical fitness of the prospective employees or of any employee in service.

(ii) Probation: The incumbents on regular appointments shall be treated as Probationers.

(a) Subject to such exceptions as may be specifically made in the appointment order, all incumbents are initially appointed on probation for a period of one year.

(b) The appointing authority shall have the discretion of extending the period of probation of any appointee for such period as may be considered necessary.

(c) If an appointee on probation is not confirmed in writing on completion of the probation period, he/she would be deemed to have continued on probation for a further period of one year and his/her services may be terminated with notice or pay in lieu thereof as may be mentioned in the appointment letter.

Provided that, if no order of confirmation is issued even after completion of the extended period, the probation would be deemed to have been completed satisfactorily and the services of the appointee would be deemed to have been confirmed with effect from the date of expiry of the extended period of Probation.

(iii) Termination of service:

(a) The appointing authority shall have the power to remove any employee from the service

without assigning any reason during the normal or extended period of probation on such terms and conditions as may be decided by the Executive Council.

- (b) The appointing authority shall have the power to remove any confirmed employee from the service by giving him/her at least one months' notice or salary in lieu thereof or as may be decided by the Executive Council.

(iv) Pay Scales and Allowances:

- (a) An employee holding a regular substantive post shall be placed in the appropriate scale of pay as decided by the Executive Council from time to time.
- (b) On first substantive appointment to a regular post, the initial basic pay in the scale shall be fixed at the minimum of the scale; provided that the appointing authority, on the recommendation of the Selection Committee, may grant a number of suitable increments in the Pay Scale or Consolidated pay in special cases.
- (c) Annual increment in the scale of pay shall be drawn unless it is withheld by the appointing authority.
- (d) In addition to the basic pay in the scale, an employee shall be allowed to draw the following allowances:

- Dearness Allowance at the rates and subject to such conditions as the Executive Council may prescribe from time to time.
- House Rent Allowance as decided by Executive Council from time to time.
- Conveyance Allowance wherever especially provided for in the appointment order.

(v) Provident Fund:

- (a) Provident Fund established for the benefit of the members shall be managed according to the sub-rules laid by the Executive Council.
- (b) A member who has completed one year of service shall be required to become a member of the Fund and subscribe to it.

(vi) Holidays and Leaves:

- (a) **Festival Holidays:** Employees shall be entitled to avail festival holidays as per the list drawn and announced in the beginning of the academic year according to the academic calendar of the University.
- (b) **Leaves:** All the employees shall be eligible to avail the following types of Leaves:-
 - (i) **Casual Leave** is the leave on full salary, which a member can avail on account of urgent private affairs or emergency. It can be availed to a maximum of 08 (Eight) days in a calendar year. It should be

applied for and sanctioned in advance except in case of emergencies.

- (ii) **Earned Leave** can be earned only while on duty at the rate of one and quarter days for every completed month of service, for non-vacation staff i.e. Administrative Officers, Technical and Supporting Staff. Earned Leave can be accumulated up to a maximum of 300 days. Accumulated earned leaves shall be encashable on retirement.
- (iii) **Vacation Leave** can be availed by the faculty members (Professors, Associate Professors and Assistant Professors). They shall be entitled to thirty days of vacation leave each year that can be availed during summer and winter vacations as detailed in the academic calendar announced by the University Administration.

However, in case the faculty member is required to work in the University during the vacations, and can not avail his vacation leave in total or in part, during these vacations, his/her Vacation Leave entitlement will be converted into earned leave at the rate of $\frac{1}{2}$ day for each day of un-availed vacation leave.

Only such members of teaching staff shall be entitled to Vacation Leave who have completed one year of service.

- (iv) **Study Leave** may be granted to an employee to enable him to undergo a course of higher studies in his field of specialization or a technical training having a direct and close connection with his/her sphere of duties, provided that study leave shall not be granted unless the member has completed at least three years in the regular cadre. However, the Executive Council may grant study leave to any faculty member on recommendation of the Academic Council, if in its position it is in the interest of the University.

The Study Leave may be granted for two years at a time and extended further provided that the total period of Study Leave granted during the entire career of an employee in the University does not exceed three years.

The employee shall be eligible to draw, during the study leave period, 50% of the salary last drawn before proceeding on leave.

The employee availing the Study Leave shall be required to sign a bond to serve the University for a period which shall be equal to two times the period of study leave availed by him.

The Study Leave period shall be counted as on duty period for the purposes of promotions & increments on returning from the leave.

The study leave may be granted to a maximum of 10 (Ten)% of the sanctioned posts in any department.

- (v) **Maternity Leave for female employees** may be granted on full salary for a maximum of two times in the service career. It may be granted up to a maximum of two months at a time.

The other details of the Leaves shall be worked out under the guidance of the Executive Council.

(c) **Right of Leave:**

- (i) Leave even when due and admissible can not be claimed as a matter of right and may be refused or curtailed by the Vice-Chancellor, if the exigencies of work so require.
- (ii) If an employee remains absent without intimation for ten days/or remains absent beyond the period of leave originally sanctioned or subsequently extended, he/she shall be deemed to have left the services of the University on his/her own accord and his/her name shall be struck off from the rolls of the University and

intimated accordingly to him/her at the address provided by the employee by the registered post. However, the condition of termination of service, as applicable, will be enforced in such case.

- (iii) The sanction of any type of leave shall be subject to the procedure as may be evolved by the Executive Council and notified by the Registrar from time to time.

5. DISCIPLINE AND RELATED MATTERS

(i) Suspension:

The appointing authority may place an employee under suspension:

- (a) Where disciplinary proceedings against him/her are contemplated or are in progress.
- (b) Where a criminal case against him/her is pending in a trial court;

Provided a substance allowance of not less than one fourth and not more than one half of his pay is allowed to him during the period of suspension.

Penalties:

The appointing authority may, for good and sufficient reasons to be recorded in writing, impose on an employee any the following penalties.

- (a) Censure
- (b) Withholding of promotion or annual increment with or without cumulative effect.
- (c) Reduction to a lower rank or to a lower stage in the time scale of pay
- (d) Compulsory retirement
- (e) Removal from service without disqualification for future employment
- (f) Dismissal from service with disqualification for future employment in the University.

6. CODE OF CONDUCT

- (i) All employees shall always maintain absolute integrity and devotion to duty and be strictly impartial and objective in official dealing.
- (ii) Unless otherwise specifically provided in the appointment order, an employee is a whole time employee of the University and shall not engage directly or indirectly in any trade, business or work of whatever nature.
- (iii) All employees shall be required to be present at the place of work during the scheduled working hours save in cases where he/she is allowed leave of absence by the competent authority for good and sufficient reasons.
- (iv) All employees shall perform duties assigned by a competent authority even beyond the scheduled working hours and on Holidays and Sundays if the exigencies of work so demand.

- (v) The employee shall leave the station of posting with prior approval of the competent authority only during leave, holidays or vacation.
- (vi) No employee shall be under the influence of liquor or drugs during working hours.
- (vii) No employee shall take part or be associated with any political party or organization that subscribes to or assists any movement that tends directly or indirectly to be subversive to the University and the Government established by law.
- (viii) No employee shall engage or participate in any demonstration or resort to or in any way abet any strike, which is prejudicial to the interest or integrity or security or the University State, public order, decency or which involves contempt of court or impinges adversely on the dignity of the University.
- (ix) No employee shall, (except with permission of the competent authority), accept any offer to participate in a radio or TV broadcast or contributes an article or write a letter to any newspaper or periodical;

Provided that no such permission shall be required if such a broadcast or such a contribution is purely of literary, artistic, or scientific character.

- (x) No employee of the staff shall, in any broadcast or communication to the press or in public utterances, make any statement which may amount to adverse or unfair criticism of the decision, policy or action of a superior functionary of the University.

- (xi) No employee shall communicate without authorization any information or documents, except in cases where such communication is in the discharge of duties assigned to him.
- (xii) No employee shall, except with the prior approval of the competent authority, engage himself directly or indirectly in any trade or business or undertake any employment including private coaching.

Provided that an employee may undertake honorary work of a charitable nature or occasional work of literary, artistic or scientific nature that does not interfere or adversely affect his official duties.

Provided further that he shall discontinue such work forthwith if directed to do so by the competent authority.

- (xiii) No employee shall, except with the permission of the competent authority, participate in the registration, promotion or management of any bank or the company.
- (xiv) No employee shall lend or borrow money to or from any person having or likely to have official dealing with him.

7. POWER TO INTERPRET THE RULES:

The decision of the Executive Council on all questions relating to interpretation of these rules shall be final.

- 8.** The Executive Council of the University shall have the power to amend, add, annul, repeal or modify any of the

provisions of these ordinances in accordance with the law. However, it is provided that it shall be necessary for the Executive Council to seek approval of any such act as mentioned above in this clause, by the Society.