MANUAL IV

NORMS SET BY THE UNIVERSITY TO DISCHARGE ITS FUNCTIONS

[SECTION 4(1)(B)(IV)]

1.4 Norms for discharge of functions [Section 4(1)(b)(iv)]

Norms and standards for various activities of the University are those as laid down by the competent authority, such as, the **Executive Council**, the **Academic Council**, the **Finance Committee**, the **Faculties**. The **Annual Report** is prepared under the direction of the Executive Council & Academic Council. The Annual Report of the University alongwith **Audited Accounts** are placed on the table of both the Houses of Parliament every year.

The University is an institution of higher learning devoted to teaching and research. The Offices/Faculties/Departments/Centres/Hostels, etc. are located on its Campus, which facilitate quick communication channels to and fro. Senior Officers meetings under the chairmanship of the Vice-Chancellor are held regularly to examine and suggest actions to be taken for quick disposal of work. The general code for discharge of its daily functions is to accomplish work on day to day basis, keeping in view the requirement and urgency of each case.

The University many function of offers Institute in the University of Academic extension and consultancy sources etc.

Project Guidelines and also manual time limit the targets take decision in annual calendar are achieved.

PROCESS OF REDRESS OF GRIEVANCES

- http://bhu.ac.in/aboutus/act.php
- www.pgportal.gov.in/cpgoffice
- www.pgportal.gov.in/cpgoffice
- www.consumerhelpline.gov.in
- www.consumerhelpline.gov.in
- https://bhu.ac.in/Images/files/BHU-OPM-Updated%20(2).pdf
- https://bhu.ac.in/Site/Page/1_2_32_67_Main-Site-BHU-Act-andamp;-Ordinances
- Internal Audit Manual : https://www.bhu.ac.in/Site/Page/1_2_16?2148P

GRIEVANCE REDRESSAL

STRENGTHENING OF GRIEVANCE REDRESSAL MECHANISM

The system for Redressal of Grievances in Banaras Hindu University is functional since February 1991 through Grievance Cell, which has been renamed as Grievance Redressal Cell vide notification No. R/GRC/Grievance Redressal Cell/36604 dated 22.11.2013. At present the University has under mentioned Grievance Committees/Cell headed by the Chairman of the rank of the Professor:

1. Teacher's Grievance Committee
2. Non-Teaching Staff Grievance Committee
3. Student's Grievance Committee
4. Women's Grievance Cell
5. SC/ST Grievance Cell

ON-LINE GRIEVANCE REDRESSAL MECHANISM IN THE UNIVERSITY

The **REGISTRAR** is designated as **DIRECTOR OF GRIEVANCE** in the University.

www.pgportal.gov.in/cpgoffice

(On-line Public Grievance Portal under control of the Ministry of Personnel, Public Grievances &Pensions)

NODAL OFFICER: Joint Registrar (Admin.)- Grievance Redressal Cell

www.ugc.ac.in/grievance

(On-line Students' Grievance Redressal Portal under control of the UGC)

NODAL OFFICER: Prof. P. K. Mishra, Department of History, Faculty of Arts

www.consumerhelpline.gov.in

(Under control of the Ministry of Consumer Affairs, Food & Public Distribution)

NODAL OFFICER: Dr. M. N. Singh, Joint Registrar (Admin.-Non Teaching)

WOMEN'S GRIEVANCE CELL

If you are a women and a student/staff/faculty member of Banaras Hindu University, and if you have any grievance, please contact:

Helpline: +9180492200, Email: **wgcbhu@gmail.com**

The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 and other related details

- https://www.bhu.ac.in/Images/files/1-UGC-Regulations-Prevention-Sexual-Harassment.pdf
- https://www.bhu.ac.in/Images/files/2-GoI-Act-Sexual-Harassment.pdf
- https://www.bhu.ac.in/Images/files/0-GoI-Rules-Sexual-Harassment-MWCD.pdf

Women's Grievance Cell Members

- wc.jpg (602×678) (bhu.ac.in)

CONTACT PERSON & CONTACT DETAILS (Phone, Fax, Email)

Dr. Royana Singh
Chairperson, **Women's Grievance Cell**, BHU.
Telephone: 8004922000, Email: wgcbhu@bhu.ac.in

Shri M. K. Gupta
Member Secretary, **Women's Grievance Cell**, BHU
Telephone: 9450529919, Email: msecwgc@bhu.ac.in

Standing Committee on Disciplinary Action on Students, Institutional Academic Integrity Panel (IAIP)

The system for Redressal of Grievances in Banaras Hindu University is functional since February 1991 through Grievance Redressal Cell.

A. **Off-Line Grievance Redressal Mechnism**:

At present the University has following Grievance Committees/Cell headed by the Chairman of the rank of the Professor:

(1) Students' Grievance Committee
(2) Teachers' Grievance Committee
(3) Non-Teaching Staff Grievance Committee
(4) Women Grievance Cell
(5) SC/ST Grievance Cell

B. **On-Line Grievance Redressal Mechanism**:

At present the University has registered in the following on-line Grievance Redressal Portal launched by Government of India:

(1) www.pgportal.gov.in controlled by MHRD
(2) www.ugc.ac.in/grievance controlled by UGC
(3) www.consumerhelpline.gov.in/company controlled by Ministry of Consumer Affairs, Food & Public Distribution.

1.4-Norms for discharge of functions [Section 4(1)(b)(iv)]

1.4.5.- Process of redress of grievances

➢**Processing of OF-LINE Grievances:**

The grievances received in the Grievance Redressal Cell are diarized and thereafter sent to the concerned unit heads for point wise comments/reply. On the basis of comments/reply Agenda has been prepared and submitted before the respective Committees for the -decision. The action is taken as per resolution passed by the respective Committees and applicant is informed accordingly.

➢ **Processing of ON-LINE Grievances:**

Online Grievances received through Grievance Portals is downloaded and sent to the concerned Head/In-charge of Office/Unit. After getting the reply, received, the same is processed through the Section Officer, Assistant Registrar and Dy. Registrar/Joint Registrar & Nodal Officer for approval of the Director of Grievances. Thereafter, reply is uploaded on the Grievance Portals.

4.5-Such information as may be prescribed under Section 4(i)(b)(xvii)

4.5.1-**Grievance redressal mechanism (Attached Below)**

VARIOUS GRIEVANCE COMMITTEES OF THE UNIVERSITY as on 28-05-2025

S.No.	TEACHERS' GRIEVANCE COMMITTEE (w.e.f. 14.03.2024)	POSITION
1.	Prof. Rajaram Shukla, Deptt. Of Vedic Darshan, SVDV	Chairman
2.	Prof. S.K. Sharma, Deptt. of English, University of Allahabad	Member
3.	Prof. R.K. Murali, Faculty of Law	Member
4.	Prof. Gopal Nath, Deptt. of Molecular Biology, Institute of Medical Sciences	Member
5.	Prof. Pushp Lata Singh, Deptt. of AIHC & Arch, Faculty of Arts	Member
6.	Dr. P.K. Bagde, Deptt. of Philosophy & Religion, Faculty of Arts	Member
7.	Dy. Registrar (Admin-Teaching)	M.Secretary

S.No.	NON-TEACHING STAFF GRIEVANCE COMMITTEE (w.e.f. 04.05.2024)	POSITION
1.	Prof. Vindhyachal Pandey, Deptt. of Geology, Institute of Science	Chairman
2.	Prof. Abhinav Sharma, Deptt. of Political Science, F/o Social Sciences	Member
3.	Prof. Bani Brata Mahanta, Deptt. of English, F/o Arts	Member
4.	Prof. Pradip Kumar Singh, Faculty of Law	Member
5.	Prof. Amit Gautam, Institute of Management Studies	Member
6.	Finance Officer	Member
7.	Shri Prashant Mishra, Assistant Engineer, UWD	Member
8.	Shri Shiv Kumar Sharan, Section Officer (Admin.-Teaching)	Member
9.	Joint Registrar/Dy. Registrar (Admin-Non-Teaching)	M.Secretary

S.No.	STUDENTS' GRIEVANCE COMMITTEE (w.e.f. 27.05.2023)	POSITION
1.	Prof. P.K. Mishra, Deptt. of History of Arts, Faculty of Arts	Chairman
2.	The Dean of Students	Member
3.	Prof. Lalita Vatta, Deptt. of Home Science, MMV	Member
4.	Prof. Rajendra Kumar Singh, Deptt. of Physics, Institute of Science	Member
5.	Prof. Manoj Padhy, Faculty of Law	Member
6.	Ms. Janvi Singh, B.Sc.(Ag.), Institute of Agricultural Sciences	Inv. Member
7.	The Dy. Registrar (Academic)	M.Secretary

S.No.	WOMENS' GRIEVANCE CELL (w.e.f. 30.06.2023)	POSITION
1.	Prof. Royana Singh, Deptt. of Anatomy, IMS	Chairperson
2.	Prof. Anjali Bajpai, Faculty of Education	Member
3.	Prof. Pushp Lata Singh, Deptt. of A.I.H.C. & Archaeology	Member
4.	Prof. Archana Singh, Physical Education, MMV	Member
5.	Dr. Nirmala Horo, Physical Education, F/o Arts	Member
6.	Dr. Vibha Tripathi, Faculty of Law	Member
7.	Prof. Manisha Melhotra, Deptt. of Economics, F/o Social Sciences	Member
8.	Dr. Geeta Rai, Deptt. of Molecular & Human Genetics, Institute of Science	Member
9.	The Assistant Registrar (Admin.-Teaching)	M.Secretary

S.No.	SC/ST GRIEVANCE CELL (w.e.f. 02.09.2023)	POSITION
1.	Prof. R.K. Lodhwal, Instt. of Management Studies	Chairman
2.	Prof. M.S. Pandey, Deptt. of English, F/o Arts	Member
3.	Prof. J.P. Singh, Deptt. of Panchkarma, F/o Ayurveda	Member
4.	Prof. Lalita Vatta, Mahila Maha Vidyalaya	Member
5.	Prof. J.B. Komaraiah, Deptt. of Economics, F/o Social Sciences	Member
6.	Dr. Ashutosh Mohan, Institute of Management Studies	Member
7.	The Joint Registrar, SC/ST Cell	M.Secretary

काशी हिन्दू विश्वविद्यालय
BANARAS HINDU UNIVERSITY
An Institution of National Importance established by an Act of Parliament

कुलसचिव कार्यालय (प्रशासन)
शिकायत निवारण प्रकोष्ठ
Office of the Registrar (Admin.)
Grievance Redressal Cell

No.: R/GRC/RTI-Audit Reports/2024-25/ 212

Date: 14.05.2025

The Section Officer,
Right to Information Cell,
Banaras Hindu University.

Sub.: Submission of 'Transparency Audit Reprts (2024-25) -reg.

This has reference to your letter No. AB/TRI/CIC/2024-2025/A-5/TAR/225 dated 10.05.2025 (Received in this office on 14.05.2025) on the subject cited above.

In this connection, please find below desired informations related to **Point No. 1.4.5** and **4.5.1** on the prescribed proforma:

Point Nos.	Details of disclosure	Audit Remarks/ URL Links/ Observations
		It is to upload the said detail in the RTI Manual on BHU website
1.4	**Norms for discharge of functions [Section 4(1)(b)(iv)]**	
1.4.5	Process of redress of grievances	➢ **Processing of OF-LINE Grievances**: The grievances received in the Grievance Redressal Cell are diarized and thereafter sent to the concerned unit heads for point wise comments/reply. On the basis of comments/reply Agenda has been prepared and submitted before the respective Committees for the decision. The action is taken as per resolution passed by the respective Committees and applicant is informed accordingly. ➢ **Processing of ON-LINE Grievances**: Online Grievances received through Grievance Portals is downloaded and sent to the concerned Head/Incharge of Office/Unit. After getting the reply, received, the same is processed through the Section Officer, Assistant Registrar and Dy. Registrar/Joint Registrar & Nodal Officer for approval of the **Director of Grievances**. Thereafter, reply is uploaded on the Grievance Portals.
4.5	**Such information as may be prescribed under Section 4(i)(b)(xvii)**	
4.5.1	Grievance redressal mechanism	Please see **ANNEXURE-A.**

Yours faithfully,

ASSISTANT REGISTRAR & CPIO
R.O. (Administration)-
Grievance Redressal Cell, BHU

14/05/2025

Varanasi- 221005, UP, INDIA
T :91-542-2308706
F :91-542-2369686
W : www.bhu.ac.in

ANNEXURE-A

STRENGTHENING OF GRIEVANCE REDRESSAL MECHANISM

(WEDNESDAY, 14 MAY 2025)

OFF-LINE

The system for Redressal of Grievances in Banaras Hindu University is functional since February 1991 through Grievance Cell, which has been renamed as Grievance Redressal Cell vide notification No. R/GRC/Grievance Redressal Cell/36604 dated 22.11.2013. At present the University has under mentioned Grievance Committees/Cells headed by the Chairman of the rank of the Professor:

1. Teacher's Grievance Committee
2. Non-Teaching Staff Grievance Committee
3. Student's Grievance Committee
4. Women's Grievance Cell
5. SC/ST Grievance Cell

ON-LINE

The **REGISTRAR** is designated as **DIRECTOR OF GRIEVANCES** in the University.

(1) www.pgportal.gov.in/cpgoffice

(On-line Public Grievance Portal under control of the Ministry of Personnel, Public Grievances & Pensions)

NODAL OFFICER : Shri M.N. Singh, Joint Registrar (Admin.)-NT

(2) www.ugc.ac.in/grievance

(3) www.samadhaan.ugc.ac.in

(On-line Students' Grievance Redressal Portal under control of the UGC)

NODAL OFFICER : Prof. P.K. Mishra, Deptt. of History of Arts, F/o Arts

(4) www.consumerhelpline.gov.in

(Under control of the Ministry of Consumer Affairs, Food & Public Distribution)

NODAL OFFICER : Shri M.N. Singh, Joint Registrar (Admin.-NT)

काशी हिन्दू विश्वविद्यालय
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कुलसचिव कार्यालय (प्रशासन)
शिकायत निवारण प्रकोष्ठ
Office of the Registrar (Admin.)
Grievance Redressal Cell

No.R/GRC/RTI-Audit Reports/2025-26/253

Date: 14.03.2026

The Section Officer,
Right to Information Cell,
Banaras Hindu University.

Subject: Submission of 'Transparency Audit Reports (2025-2026) – *reg.*

Sir,

This has reference to your letter No.AB/RTI Cell/CIC/2025-2026-A-5/TAR/1648 dated 6th March, 2026 on the subject cited above.

In this connection, please find below desired information related to Point Nos.1.4.5 and 4.5.1 on the prescribed proforma:

Point Nos.	Details of disclosure	Audit Remarks/URL Links/Observations
		It is upload the said detail in the RTI manual on BHU website
1.4	**Norms for discharge of functions [Section 4(1)(b)(iv)]**	
1.4.5	Process of redress of grievances	• **Processing of Offline Grievances**: The grievances received in the Grievance Redressal Cell are diarized and thereafter sent to the concerned unit heads for point wise comments/reply. On the basis of comments/reply Agenda has been prepared and submitted before the respective Committees for the decision. The action is taken as per resolution passed by the respective Committee and applicant is informed accordingly. • **Processing of Online Grievances**: Online grievances received through Grievance Portals are downloaded and sent to the concerned Head/Incharge of Dept./Office. After getting the reply, received, the same is processed through the Section Officer, Assistant Registrar and the Joint Registrar & Nodal Officer for approval of the Director of Grievances. Thereafter, reply is uploaded on the Grievance Portals.
4.5	**Such other information as may be prescribed under Section 4(i)(b)(xvii)**	
4.5.1	Grievance redressal mechanism	Please see **ANNEXURE-A**.

Yours faithfully,

Encl.: As above.

Assistant Registrar & CPIO,
Grievance Redressal Cell,
RO (Admin.), BHU

Varanasi 221005, UP, INDIA
T : 91-542-2308706, F : 91-542-2369686
W : www.bhu.ac.in

ANNEXURE-A

STRENGTHENING OF GRIEVANCE REDRESSAL MECHANISM

(SATURDAY, 14 MARCH 2026)

OFF-LINE

The system for Redressal of Grievances in Banaras Hindu University is functional since February 1991 through Grievance Cell, which has been renamed as Grievance Redressal Cell vide notification No. R/GRC/Grievance Redressal Cell/36604 dated 22.11.2013. At present the University has under mentioned Grievance Committees/Cells headed by the Chairman of the rank of the Professor:

1. Student's Grievance Committee
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3. Non-Teaching Staff Grievance Committee
4. Women's Grievance Cell
5. SC/ST Grievance Cell

ON-LINE

The **REGISTRAR** is designated as **DIRECTOR OF GRIEVANCES** in the University.

(1) www.pgportal.gov.in/cpgoffice

(On-line Public Grievance Portal under control of the Ministry of Personnel, Public Grievances & Pensions)

NODAL OFFICER : Shri M.N. Singh, Joint Registrar (Admin.)-NT

(2) www.ugc.ac.in/grievance

(3) www.samadhaan.ugc.ac.in

(On-line Students' Grievance Redressal Portal under control of the UGC)

NODAL OFFICER : Prof. P.K. Mishra, Deptt. of History of Arts, F/o Arts

(4) www.consumerhelpline.gov.in

(Under control of the Ministry of Consumer Affairs, Food & Public Distribution)

NODAL OFFICER : Shri M.N. Singh, Joint Registrar (Admin.-NT)

(5) https//bhu.samarth.edu.in

(Under control of the Banaras Hindu University)

NODAL OFFICER : Shri Manoj Kr. Gupta, Assistant Registrar, GRC

PROCESS OF REDRESS OF GRIEVANCES

(BHU Calendar Part-I, Volume-I, 1983, Page No.243-244)

TEACHERS' GRIEVANCES COMMITTEE

- The Committee shall be constituted with seven members among the teachers including three representatives of the Teachers Association.
- The Chairman to be nominated by the Vice-Chancellor.
- Deputy Registrar (Admin.)-I shall be the Secretary of the Committee.

POWERS AND FUNCTIONS:

1. To entertain written and signed complaints and petitions of teachers in respect of matters directly affecting them individually or as a group.
2. To inquire into the grievances, and make recommendations and report to the concerned authorities – Academic Council and Executive Council for redressal of suitable action.
3. To recommend appropriate action against complaints, if allegations made in the documents found to be baseless.

NON-TEACHING STAFF GRIEVANCES COMMITTEE

- The Committee shall be constituted with eight members including Finance Officer and three representatives of the Non-Teaching Employees' Association.
- The Chairman to be nominated by the Vice-Chancellor.
- Deputy Registrar (Admin.)-II shall be the Secretary of the Committee.

POWER AND FUNCTIONS:

1. To entertain written and signed complaints and petitions of staff (Non-Teaching) in respect of matters directly affecting them individually or as a group.
2. To inquire into the grievances, and make recommendations and report to the concerned authorities – Academic Council and Executive Council for redressal of suitable action.
3. To recommend appropriate action against complaints, if allegations made in the documents found to be baseless.

STUDENTS' GRIEVANCE COMMITTEE

- Chairman- To be nominated by the Vice-Chancellor.

- Members- 3 Representatives of Students' Union.
  3 Persons- Nominees of the Vice-Chancellor.
  Dean of Students, Member-Secretary.

POWERS AND FUNCTIONS:

1. To entertain written and signed complaints and petitions of students in respect of matters directly affecting them individually or as a group.

2. To inquire into the grievances, and make recommendations and report to the concerned authorities – Academic Council and Executive Council for redressal of suitable action.

3. To recommend appropriate action against complaints, if allegations made in the documents found to be baseless.

WOMENS' GRIEVANCE CELL

Chairman & Members- To be nominated by the Vice-Chancellor.

POWERS AND FUNCTIONS:

1. The Cell will take all necessary measures to provide immediate relief to aggrieved women, conduct a preliminary inquiry of the incident and suggest appropriate punitive and corrective measures to be taken by the University.

2. The Cell shall ***suo-moto*** take cognizance of any activity that contains a potential threat to the safety, security and dignity of women and take/recommend measures to mitigate and overcome the threat.

3. The Cell shall also suggest measures to improve the safety and security measures in the University especially with respect to women employees and students.

4. The Cell shall be extended all necessary assistance and facilitation by the Chief Proctor's Office.

5. The Cell has been provided a Helpline/Mobile number **8004922000,** which may be used by the women employees and students to lodge their grievances.

   - https://bhu.ac.in/Site/Page/1_2_16?2133P

GUIDELINES & ORDINANCES

S.NO	GUIDELINES & ORDINANCES	PARTICULARS LINKS
1	BHU Act and Statues	https://bhu.ac.in/Site/Page/1_2_32_67_Main-Site-BHU-Act-andamp;-Ordinances
2	Guidelines on Institutional Biosafety	https://www.bhu.ac.in/research/INSTITUTIONALBIOSAFETY.pdf
3	Ordinances related to Examinations	https://www.bhu.ac.in/ordinances/566.pdf
4	Ordinances Governing Intellectual Property Policy	https://bhu.ac.in/Site/Page/1_2_16?3184P
5	Internal Audit Manual	https://bhu.ac.in/Site/Page/1_2_16?2148P
6	Project Guidelines-2018	https://bhu.ac.in/Site/Page/1_2_16?2149P
7	Non-NET Fellowship Guidelines	https://bhu.ac.in/Site/Page/1_2_16?3183P
8	Intellectual Property Rights	https://bhu.ac.in/Site/UnitHomeTemplate/1_3305_4907_Intellectual-Property-Right-Cell-Home
9	Office Procedure Manual	/https://www.bhu.ac.in/Images/files/BHU-OPM-Updated%20(2).pdf https://www.bhu.ac.in/Images/files/BHU-OPM-2ndEdn.pdf
10	Executive Council Resolution (Agendas and MOMs)	https://bhu.ac.in/Site/Page/1_3297_6562_Executive-Council-Cell-Agenda(s)-and-MoM(s)
11	Annual Reports & Annual Accounts & Audit Reports	https://bhu.ac.in/Site/Page/1_3298_6564_Academic-Section-Annual-Reports
12	Academic Events	https://www.bhu.ac.in/academic_event/
13	Academic Programs	https://www.bhu.ac.in/academic/
14	BHU Act (Calendar)	https://www.bhu.ac.in/aboutus/act.php
15	NME-ICT Project (Scholarship)	https://proposal.sakshat.ac.in/scholarship/index.php/scholarship/scholarship-user/home
16	University Polices & Environmental Calendar	https://bhu.ac.in/Site/Page/1_2_16?2145P

1.4.1 NATURE OF FUNCTIONS/ SERVICES OFFERED

- https://bhu.ac.in/Site/Page/1_2_32_67_Main-Site-BHU-Act-andamp;-Ordinances
- https://bhu.ac.in/Site/Page/1_2_16?2148P
- https://bhu.ac.in/Images/files/BHU-OPM-Updated%20(2).pdf
- https://www.bhu.ac.in/Images/files/BHU-OPM-2ndEdn.pdf

1.4.2 NORMS/ STANDARDS FOR FUNCTIONS/ SERVICE DELIVERY

- https://bhu.ac.in/Site/Page/1_2_32_67_Main-Site-BHU-Act-andamp;-Ordinances
- https://bhu.ac.in/Site/Page/1_2_16?2148P
- https://bhu.ac.in/Images/files/BHU-OPM-Updated%20(2).pdf

1.4.3 PROCESS BY WHICH THESE SERVICES CAN BE ACCESSED

- https://bhu.ac.in/Site/Page/1_2_32_67_Main-Site-BHU-Act-andamp;-Ordinances
- https://bhu.ac.in/Site/Page/1_2_16?2148P
- https://bhu.ac.in/Images/files/BHU-OPM-Updated%20(2).pdf
- https://www.bhu.ac.in/Images/files/BHU-OPM-2ndEdn.pdf

1.4.4 TIME-LIMIT FOR ACHIEVING THE TARGETS

- https://bhu.ac.in/Site/Page/1_2_32_67_Main-Site-BHU-Act-andamp;-Ordinances
- https://bhu.ac.in/Site/Page/1_2_16?2148P
- https://bhu.ac.in/Images/files/BHU-OPM-Updated%20(2).pdf
- https://www.bhu.ac.in/Images/files/BHU-OPM-2ndEdn.pdf

1.4.5 PROCESS OF REDRESS OF GRIEVANCES

- http://bhu.ac.in/aboutus/act.php
- www.pgportal.gov.in/cpgoffice
- www.pgportal.gov.in/cpgoffice
- www.consumerhelpline.gov.in
- www.consumerhelpline.gov.in

1.4.1. Nature of functions/ services offered.

OBJECTIVES

- To spread education amongst all – students, executive students and corporates
- To provide facilities for acquisition of knowledge, information and advancement of culture and Indian values
- To undertake and make available facilities for research in all branches of knowledge, and to establish institutions / centres for this purpose

ACADEMIC FUNCTIONS

Norms and standards for various programmes of the University are set by the respective Academic Committee which also monitors progress and achievements of students undertaking various academic programmes.

Admission policy of the respective year duly recommended by the respective academic committee and Central Admission Committee and approved by the board is published in the BHU online admission portal (www.bhuonline.in) and BHU Samarth online portal (https://bhucuetpg.samarth.edu.in). The portal contains details on admission criteria and selection process for the courses offered.

The courses are conducted as per the concerned manuals. The manual contains Syllabus, Credit requirements, Evaluation procedure, Attendance requirement etc. For details refer programmes page of the institute website.

IMPORTANT INSTRUCTIONS FOR THE CANDIDATES BEFORE REGISTERING ONLINE

1. Admission to all PG Programs of BHU will be done on the basis of the Common University Entrance Test- Postgraduate 2024 [CUET (PG) – 2024] only, for the academic year 2024-25. BHU has adopted Combined Allotment Program for Post-Graduation courses [CAP (PG) – 2024].
2. Candidate must ensure that he/she has opted for Banaras Hindu University (BHU) at the time of filling up of CUET 2024 form of NTA and has appeared in the concerned test for the PG Programs of BHU.
3. Candidates must read, understand and familiarize themselves with the NTA CUET (PG) Information Bulletin, BHU Post Graduation Information Bulletin (PGIB) -2024 and BHU Combined Allotment Program for Post-Graduation Courses [CAP (PG) - 2024] before proceeding with the registration.
4. The basic eligibility for admission in Postgraduate Program is based on the following:

a. Entrance Test Subjects chosen at the examination conducted by NTA-CUET (PG).
b. NTA -CUET (PG) score obtained for specific Postgraduate Program of BHU.
c. Subjects studied at graduation level.
d. Percentage of marks scored at graduation level. In case of CGPA, the same should be converted into percentage as per rules of the concerned university.

5. Candidate's Date of Birth, Gender, Category claim (if applicable) and the selection of PG Program should be the same as opted in the NTA entrance examination. Any mismatch information will lead to the cancellation of the candidate’s candidature.
6. Registration for BHU will be based on the NTA Application Number therefore candidate should have valid NTA Application Number.

7. Candidate must keep ready a scanned copy (jpeg or pdf) of 10th Mark sheet, 12th Mark sheet, UG Mark sheets (All semester mark sheet), Birth Certificate and other relevant documents.
8. Candidate must be prepared to pay the Registration Fee (Non-refundable) online during the registration process.
9. Candidates must carefully check their age eligibility for the specific courses from the BHU Information Bulletin before applying.
10. Use Laptop or Desktop for hassle-free experience.

PGPM OVERVIEW

The two-year full-time Post Graduate Programme in Management (PGPM) is the flagship programme of Institute of Management Studies, Banaras Hindu University. Its main objective is to develop young women and men into competent professional managers, capable of working in any sector of organized activity, proceeding leadership and achieving excellence in performance while contributing to the welfare of the larger society.

The first year of the programme offers courses covering various disciplines exposing the students to different facets of business management. On completion of these core courses, the programme provides the option of choosing electives from a pool of specialized courses during the second year. The elective courses are designed to nurture future managers in the area of their interests, aligning them with their career goals and objectives. Students work on a Summer Internship assignment in an organization and also undertake 'Make a Difference' Team project as part of the curriculum.

The Post Graduate Programme in Management is recognized by Association of Indian Universities as equivalent to a Master's Degree of an Indian University for the purpose of admission to higher studies.

1.4.2. Norms/ standards for functions/ service delivery.

ADMINISTRATIVE FUNCTIONS

The Government of India rules and guidelines like Fundamental Rules and Supplimentary Rules, General Financial Rules, CVC Guidelines etc. are followed in discharging the administrative functions.

Disposal of Correspondence

- Communications received from the government departments, universities, students and public are being attended and disposed of at various levels of the authorities of the University.
- Routine matters are considered and disposed of by respective section heads.
- Important matters/policy matters are escalated to higher level authorities like Administrative Officer, R.O.(Accounts & Administration), R.O.(Academics) and Director/Dean/Head of the Department/Vice Chancellor/Registrar for consideration and disposal.
- In matters wherever approval of Board or sub-committees like Finance Committee, Building Works Committee, Campus Development Committee etc, is required, such matters are placed in the respective committee for decision.

1.4.4. Time limit for archiving the targets.

Time limit for taking decisions varies from each request received from all the sections. The routine matters received from different section are of time-bound nature and disposed of within the given time limit by the institute. The Institute used to take a decision at the earliest possible.

As per BHU Rules
As per BHU Act
As per the Service Regulation 2015 approved by EC/AC/FC
As per the Notices/Orders issued by Banaras Hindu University from time to time

The Organizational Chart shows the Channel of Supervision Accountability. The Director is the administrative and academic head of the University. R.O.(Academics) guides the Academic Department where each programme is managed by its Chair, who supervises the work of the staff of their departments and reports to the Director/Dean/Head of Department/Finance Officer/Registrar/Controller of Examinations of the University through the R.O.(Academics), R.O.(Administration) and R.O.(Finance) guides Establishment, Accounts Section, Estate Management and General Administration where various sections are managed by Internal Audit Officer/Finance Advisor and Finance Officer/Administrative concerned Officer (as the case may be) and reports to the Director/Dean/Head of Department through the Vice Chancellor and Registrar (Administration). For details, please refer to the Organizational Chart/structure.



- Time limit for taking decisions varies from each request received from all the sections.
- The routine matters received from different section are of time-bound nature and disposed of within the given time limit by the Banaras Hindu University.
- The University used to take a decision at the earliest possible.
- The University strives to achieve the target as per the schedule. Related to academics,
- The University is following to conduct and finish the classes, examinations on time as per the academic calendars of various programmes run by the university.
- The academic calendars of various programmes are available here calendar.

1.4.5. Process of redress of grievances.

INFORMATION TO THE PUBLIC REGARDING LAUNCH OF MOBILE APP FOR LODGING OF PUBLIC GRIEVANCES ON THE PG PORTAL:

The Government of India, under the guidance of PMO, Department of AR&PG has created a mobile app for lodging of public grievances on the PG portal, which can be installed on Android based mobiles. The App was launched by Hon'ble MOS (PP) on 21.10.2015. The launch of this mobile app by the Government of India is for facilitating easy lodging of grievance by an aggrieved citizen.

Mechanism for Redress of Public Grievances

The Institute has set up a Mechanism for redress of grievances received from the citizens of India with respect to the activities of the Institute/University. In this regard, the Institute has constituted the following Public Grievances Redressal Committee.

- Indian citizens may register their grievances with respect to the activities of the Institute with the Member-Secretary of the Public Grievances Redressal Committee.
- The Member-Secretary will acknowledge receipt of the grievance.
- The Member-Secretary will assess the Grievance and forward it to the concerned Section/Department of the Institute/University for prompt redress of the grievance. The Member-Secretary will also bring the grievance to the knowledge of the Chairperson and all the members of the Public Grievances Redressal Committee.
- The Section/Department concerned on receipt of the grievance will examine the grievance and redress/prepare a reasonable reply and send the action taken report to the Member-Secretary.
- The Member-Secretary, with the approval of the Chairperson, Public Grievances Redressal Committee, will inform the Complainant about the action taken on the grievance.
- The entire process will take not more than 2 months from the date of receipt of the grievance.
- If more time for redress/settlement of grievances is anticipated, interim reply will be issued to the Complainant.
- If complaints fail to get redress to Grievance from the Banaras Hindu University, Varanasi they can approach the Directorate of Public Grievance (DPG) at https://dpg.gov.in for redress of grievance.

- Appellate Authority:
  In case, the complainant feels that his/her grievance is not addressed properly, he/she may approach the following Appellate Authority for Public Grievance for redressing his/her grievance.
- If the complainant still feels that his/her grievance is not addressed by the Appellate Authority himself, then the member can approach the Banaras Hindu University.

BHU - Admission 2024, Fees, Courses, Placement, Ranking

BHU counselling 2024 for PG courses based on CUET PG has started. May 25 is the deadline to register for PG counselling. The registration fee is Rs 300 (general) and Rs 150 for reserved candidates. CUET UG will be held from May 15 to May 24. For MBBS admission, NEET UG results will be out on June 14. The university offers 45 courses at certificate, diploma, UG, PG and doctoral level. The annual BHU fees range from Rs 75-46,97,700.

BHU Varanasi Admission:
NTA has announced the CUET UG and PG exam dates for the academic session 2024. The CUET UG will be held from May 15 to May 31. On the other hand, the NTA CUET PG exam dates are March 11 to March 28, 2024. The authorities will conduct the **BHU entrance exam** for B.Pharm and M.Pharm courses on **September 24, 2023**. Students were suggested to apply for the course after carefully checking the eligibility criteria of their respective courses.

Banaras Hindu University ranking 2023
As per the World University Ranking falls between the range of **601-800**. The university achieved an overall score of 34.0-39.2. According to the Times Higher Education World University Ranking 2023, BHU received 38.8 points for teaching, 16.9 points for research, 37.0 points for industry income, 66.0 points for citations, and 20.1 points for international outlook.

The Banaras Hindu University NIRF ranking 2023
11th overall and 56th in Management. The overall NIRF 2023 score is 62.21, medical is 68.75, and management is 51.07 respectively. The NIRF college ranking for BHU is 18th in the dental category. BHU has been ranked 5th in NIRF ranking 2023 university section.

BHU IIRF Ranking 2023 is now available.
The Indian Institutional Ranking Framework has released the university ranking list on its official website. As per the ranking, BHU Varanasi is now the second-best university in the nation. Banaras Hindu University scored 982.95 marks (out of 1000) for the faculty, placement, industrial connections, academic growth and reputation.

BHU courses are provided at the diploma, certificate, undergraduate, postgraduate, and research programmes in a variety of fields, including the humanities, social sciences, technology, medicine, science, fine arts, and more. The admission exam that the university administers determines who gets into these programmes.

The BHU fee structure ranges from Rs 3,256 to Rs 3.02 lakh depending on the course specialisations.

Banaras Hindu University, previously Central Hindu College, is situated in Varanasi, India. It has been approved by NAAC and given an "A" grade by the UGC. The 1,300-acre BHU Campus is home to all the amenities a student might desire. In fact, with over 30,000 students living on campus, it is Asia's largest residential institution. Six institutes, 14 faculties, 140 departments, four multidisciplinary centres, a constituent college for women, and three-component schools are all part of the **BHU affiliated colleges**.

BHU has signed memorandums of understanding (MOU) with more than 40 domestic and foreign institutions for the student and faculty exchange programmes. Numerous students from across the world travel to BHU each year to pursue their studies since the institution collaborates with numerous overseas universities. Top recruiters for **BHU placements** are Deloitte, Genpact, Lilly, Nielsen, JSS, Wipro, Kantar, Cognizant, TCS, CIL, Vedanta, ONGC, Byju’s, Chegg India, Union Bank of India, ICICI Bank, Axis Bank, Piramal Foundation, Parexel, etc.

ABOUT BANARAS HINDU UNIVERSITY, VARANASI.

Banaras Hindu University is the first Indian University established by a great visionary Indian, inspired by nationalist thoughts with the help of donations from the entire country in 1916 when India was still under the foreign rule. That visionary was the great Indian nationalist leader, Pandit Madan Mohan Malaviya.

THE FOUNDER'S VISION:

"It is my earnest hope and prayer that the centre of life and light, which is coming into existence, will produce students will not only be intellectually equal to the best of their fellow students in other parts of the world, but will also live a noble life, love their country and be loyal to the Supreme Ruler."

This university was conceived as a residential University, keeping in view its objective of complete character development and thorough monitoring of students. Perhaps this is the only University in the world where courses ranging from nursery and primary school up to Doctoral/ Post-Doctoral degrees are taught and pursued within a walled campus spread over 550 hectares (1368 acres) with majestic buildings of great architectural delight. It enshrines within its precinctsa phenomenal range of teaching disciplines incorporating almost all conceivable subjects of Science, Humanities, Social Sciences, Management, Commerce, Law, Education, Visual Arts, Performing Arts, Sanskrit Vidya Dharma Vigyan, Agriculture, Library Science, Journalism and a large number of Indian and foreign languages. It also has four colleges admitted to the privileges of the University, which are located in the city. The university also runs 3 schools apart from having a Kendriya Vidyalaya housed in the campus. In addition, the Rajiv Gandhi South Campus has been established in the year 2006 in a sprawling campus of 1092.6 hectares (2700 acres) located about 75 kilometres away from the main campus at Barkachha in Mirzapur district. In recent years, we have also started UG programme in the Veterinary Sciences stream at South Campus.

Today BHU has 05 Institutes in addition to IIT (BHU) on its campus, 16 Faculties and 134 Departments, 3 Schools and a number of research centres. There are at present 12 Departments receiving support under Special Assistance Program, Six Centres of Advanced Studies and 6 Departments under the DRS level 1 and 3 and Five Department/school are supported under FIST program of DST. Over 30000 students from all over India and 45 foreign countries are enrolled in various Faculties of the University. The University has 76 hostels having nearly 15,000 inmates, with all modern amenities including Internet for the students of various disciplines. It also has 1,400 staff quarters and seven guest houses on the campus. Another 4 blocks of 80 modern apartments each are under construction and would be ready shortly for the teachers. The University campus is connected with both LAN facilities which connects all academic and administrative buildings, as well as hostels with the well-equipped Computer Centre providing high-end computing and training facilities. The University has been provided three 1 Gbps nodes of National Knowledge Network (NKN) under NME-ICT. The entire University Campus has recently been made Wi-Fi covering all administrative, academic and hostel buildings.

The university provides tertiary medical facilities to the poorest of the poor masses of parts of Uttar Pradesh, Bihar, Madhya Pradesh, Chhattisgarh and Jharkhand States at

an affordable cost through its 1200 bedded Sir Sunderlal Hospital and the 376 bedded Trauma Centre. Apart from this, a Centenary Super Specialty Block consisting of 430 beds has been started this year, to further expand the outreach program, besides providing unparalleled research and learning facility. BHU has a Central library system having more than 15 lakh volumes apart from subscription to more than 13000 online journals, 50,000 e-books, data bases, and a huge collection of digitalised rare manuscripts, which function in conjunction with a chain of Departmental, Faculty and Institute libraries. In addition, BHU has a fully air-conditioned Cyber Library with seating capacity of around 500. This facility provides unique opportunity, especially to the economically weaker students who do not reside on the Campus, to study till late night. BHU has a museum of international importance-Bharat Kala Bhawan, which is a treasure trove of rare art and artefacts. The Bharat Kala Bhawan has 13 galleries having collection of more than 1 lakh antiques and rare sculptures, miniature paintings, Rajasthani, Mughal and Pahari paintings, rarest of the rare coins, jewellery, precious stones etc. of immense historic value and a very special literary gallery containing manuscripts of famous authors. It also has a rich library containing rare books. Today, BHU is ranked 3rd among Indian Universities in National Institutional Ranking Framework (NIRF), 601-800 in Times Higher Education (THE) world University Rankings and A-Grade NAAC accreditation. The University got recognition from UGC and accredited with an "A" grade by NAAC. As per NIRF Ranking 2023, it ranked 5th among the Top Universities of India. BHU is considered to be the largest residential university in Asia with over 30, 000 students residing on campus. In 2019, Govt. of India has given Banaras Hindu University an "Institution of Eminence" status to achieve into top 500 World Rankings in 5 years. Agriculture & Forestry, Physics & Astrophysics, Biological/Life Science, Material Science, Medicine, Clinical, pre-clinical and Health, Chemistry, Management are the strongest research area at International level.

FOREIGN LINKAGES:

Banaras Hindu University has an International Centre facilitating 66 collaborations with foreign Institution, apart from many ongoing and completed research projects. Banaras Hindu University hosts over 400 International students across 49 countries around the globe. It has magnificent world-class facilities to host International students/ exchanges and other activities.

RESEARCH AND EDUCATION:

BHU has always encouraged the spirit of quality research coupled with quality teaching. Some of the unique milestones of the University are:

- "Institutions of Eminence" status from the Govt. of India (2019).
- A new 430 bedded Centenary Super Specialty block of Sir Sunder Lal Hospital.
- A Bharat Adhyayan Kendra for learning and research on ancient Indian knowledge to establish a reconnect with it.
- A unique Ved Vigyan Kendra is established in BHU which will conduct research on establishing linkage between our ancient wisdom and modern knowledge.
- Inter-University Centre for Teachers Education (IUCTE) establishment in BHU Campus (2014).
- Mahamana Pt. Madan Mohan Malaviya Cancer Centre establishment in BHU

Campus(2019).

- Selected as nodal centre by the University Grants Commission (UGC) to implementSTRIDE scheme (2019).
- ARPIT (2018), LEAP (2018), School of Education (2016) and Subject based Networking in Ayurveda (2016) under Pandit Madan Mohan Malaviya National Mission on Teachers and Teaching (PMMNMTT) funded by MHRD, Govt. of India.
- Atal Incubation Centre of Atal Innovation Mission, NITI Ayog, Govt. of India, promotinginnovations and nurturing incubates.
- Establishment of Central Discovery Centre (2018).
- "University with Potential for Excellence" status from UGC.
- Establishment of Faculty of Veterinary Sciences at RGSC (2017).
- Only university of India with an IIT (BHU) on its campus (earlier part of BHU as IT).
- Establishment of DBT Interdisciplinary School of Life Sciences.
- Establishment of the Trauma Centre under PMSSY.
- Centre for Interdisciplinary Mathematical Sciences supported by DST.
- Strengthening & Development of Agricultural Education by ICAR, New Delhi.
- Malviya Centre for Human Values and Ethics supported by the Ministry of Culture.
- A unique Bhojpuri Adhyan Kendra along with a Lok-kala Sangrahalaya.
- SATHI: Sophisticated Analytical Technical Help Institute.
- BioNEST (Bio incubators Nurturing Entrepreneurship for Scaling Technologies) supported by Biotechnology Industry Research Assistance Council (BIRAC).
- Seismic Imaging Centre.
- Hindu Studies.
- Artificial Intelligence.
- Remote Sensing
- Integrative Medicine.

Banaras Hindu University, Varanasi (Uttar Pradesh)-221005.
www.bhu.ac.in

COMPUTER CENTER: Computer Centre provides services to the University community in computing facilities and help researchers to get their research data analyzed. It extends Internet facilities in the University, enables access to World Wide Web, Email and provides laboratory facility to the students of science and technology. Computer Center was running MCA course till academic session 2005-06.This course is transferred to Department of Computer science from academic session 2006-07. Computer Centre maintains BHU website (www.bhu.ac.in) and Webservers. The website information is d by this Computer Centre according to the request of the respective Academic unit, Administrative unit. Computer Center caters Optical fibre Network which is nearly 70 KM in the University Campus. This connects all academic units, administrative offices, Guest Houses and Hostels by using distribution switches and Access Switches. This Network is also supported by Optical Fiber backbone. Users can use the computing resources of Computer Center from their offices and Academics Unit and Hostels. Login is provided to all the students, faculty and staff members for browsing Internet. Computer Centre operates 24 hours a day, 365 days an year. **For any Complaint related to LAN and Wi-Fi network, please call on helpline no. 8765830878.**

(Please Note: Kindly go through the guidelines given on Computer Centre Helpline page at BHU INTRANET website before complaining a network / internet / mail / website /computing related service problems)

Web OPAC (Online Public Access Catalogue)

Online Public Access Catalogue (OPAC) is the interface to search the library holdings of the university. Windows interface can be used through the OPAC computers installed in the libraries of the university. Web interface of OPAC can be used right from here. Users may use the simple search or the advanced search to look for their required document in the library and their status, i.e. whether available or issued. Access the Web OPAC from INSIDE the campus or from OUTSIDE the campus.

BHU e-Library

BHU e-Library service portal is a portal for providing search and access facility to the electronic resources accessible to the university users, including the less resources provided by consortiums like INFLIBNET, ERMED, etc.; e-resources procured directly by the university; and the vast collection of curated open access e-resources. The e-resources available through BHU e-lilbrary are in various forms, e.g. e-books, e-journals, e-databases, theses and dissertations, video lectures, etc. The BHU e-Library service portal is available at "bhuelibrary.in". For obtaining username and password for BHU e-Library, the university members, including teachers and students of the university, may send a request e-mail to "**erm@bhu.ac.in**", attaching a scan of identity card with the email. Any query/problem during the use of BHU e-Library may also be reported to "**erm@bhu.ac.in**".

Shodhganga (Research Thesis)
https://shodhganga.inflibnet.ac.in/

E-Books (Publisher Wise)

Printed Resources

1. Books for circulation (6 Lakhs)

Central Library has a two tiered Books Stack housing books. Shelves of book stacks are open access and can be browsed by users to find their intended books. To facilitate ordered placing and easy browsing, the books have been arranged using Colon Classification code assigned to books.

2. Reference Books (20 Thousands)

27 thousand Reference Books are housed in the Central Hall of the Central Library. These are made available for in-house reference purposes of the users.

3. Text books (30,000)

There is an active collection of Text Books housed in the Text-Books Section on the ground floor of the Central Library. Presently, around 30,000 books are available for the students for their in-house study in the library building.

4. Theses (15,000)

Around 15,000 Ph.D. theses submitted and published in the university are available in the Central Library in print form in the Theses Section of the Central Library.

5. Rare Books (10,000)

Rare Books collection is a valuable collection of out of print books. These are housed in the compact shelves in the Manuscripts & Rare Documents Section on the ground floor of the Central Library.

6. Manuscripts (7,233)

7,263 old priceless manuscripts are preserved in the Manuscripts & Rare Documents Section on the ground floor of the Central Library.

7. United Nations & Government publications (30,000)

There is a section in the Central Library for housing publications of United Nations organizations and governments in India.

8. Print Journals (298)

Journals of disciplines of all the faculties of the university are subscribed by the Central Library. 225 journals are subscribed in print form and made available by the Periodical Section of the Central Library.

9. Journal archive (1,36,454)

The archive issues of the print journals are bound in a volume when the supply of the volume is complete. These hard bound journal archive volumes are stacked in the Periodical Stacks of the Central Library.

10. Newspapers (14)

Several local and national dailies are subscribed by the Central Library in print form. These are made available for reading by the Periodical Section of the Central Library.

11. Newspaper archive (3)

Out of the newspaper dailies subscribed by the Central Library, three dailies, namely, "Aaj", "Times of India" (Lucknow Edition), and "Economic Times" are bound for archive storage. The bound archives are made available by the UN & Govt. Section of the Central Library.

12. Magazines (20)

20 print magazines of general interests are subscribed by the Central Library, which are served to the users by the Periodical Section of the Central Library.

Special collections

There are several pricey special collections in the Central Library. Most of these are collections donated by renowned personalities, who were avid readers of books. Prominent special collections are Local History Collection and University & its Founder Collection. Some other valued special gift collections are Nehru collection, Rai Baijnath collection, Goenaka collection, P.N. Ray collection, Prof. Asghar Hamid collection, Vidyawati Prasad collection, Kanji Munji collection, Durga Das collection, Dr. Satish Chandra Bagchi collection, B.M.S. collection (The Banaras Mathematical Society), Dr. Bhagavan Das collection, B.C. Bhattacharya collection, Chaudhari collection, Batuk Nath Sharma collection, B.L. Sahney collection, Kashi Nath Trimbak Telang collection, S.R. collection, and Dr. K.P. Jayaswal collection.

Reference Service

The Reference Hall of the Sayaji Rao Gaekwad Library (Central Library), also known as Central Hall, houses an elaborate collection of around 27 thousand reference books. Most of the books are displayed on the covered shelf along the walls of the Central Hall. Towards the library entry gate, there is a Reference Desk where guidance is available for use of library services and exploring its collections. The Reference Desk is also useful for getting information about any of the library services. Reference services are available for all the members of the university. Consultation facility for scholars from outside the university is available at a charge of **Rs.100/- per day or Rs.2,000/- per month**. The case for consultation shall be decided by the Librarian or the Deputy Librarian (Reference service) after considering the genuine consultation need of the scholar and for this purpose a consultation card will be issued by the Reference Section of the Central Library after approval of the application submitted and verification of the identity. The scholar may be granted permission to consult any library of the university. For favourable consideration of consultation need, a reference letter from concerned supervisor/head is helpful.

Stacks

The Sayaji Rao Gaekwad Library has facilities of stacking print documents in its Book Stacks for stacking print books; Periodical Stacks for stacking bound volumes of archived journals; Rare Book Stacks for stacking valuable rare books; UN & Govt. Documents Stacks for housing publications of United Nations & Governments of India and its states; and Text-Books Stacks for books in university curriculum meant for in-house reading.

The stacks of **Rare Books, UN & Government Documents, Periodicals** are available for free browsing by the library users from **10:00 A.M. to 05:00 P.M.**

Reading Halls

There are reading halls in all the libraries of the university for the students and teachers to study. Sayaji Rao Gaekwad Library has a **round Central Hall (120 seats)**, **three alleys with the Central Hall (68 seats), Text-Book reading hall (28 seats), Rare Books reading hall (08 seats), Theses reading hall (24 seats), Periodicals reading hall (84 seats)** and **Cyber Library Study Centre (400 seats).** Apart from this, a six storey new building of the Central Library is coming up which is expected to double the seating capacity of the Central Library.

Circulation

The circulation counter is located in the Central Hall just beside the entrance of the Sayaji Rao Gaekwad Library. Books kept in Book Stacks are available for the library users for circulation. They can get the books issued and return them as per their entitlement and circulation rules of the library. For other libraries of the university, the books in the respective collections can be issued from the concerned library only and the same library membership and the rules are applicable.

Reprography (Photocopy)

Reprographic service for library users is available within the premises of the library. A photocopier machine is available to serve the purpose. Library users can request for a photocopy of the documents available in the library only. Copying is done in strict accordance with the fair use policy and existing copyright rules of the country. **Timing (for booking): 10:30 am to 4:00 pm** (Service is available on all working days of the library except Sundays and Holidays)

Internet access

All the libraries including the Sayaji Rao Gaekwad Library are well connected to the campus network and the users can use the wired network or the Wi-Fi connection to connect to the Internet for study purposes. Cyber Library Study Centre of the Central Library is equipped with 400 computers to enable the users to use the Internet for their studies. It has a separate entrance in the library.

Audio Recordings for Visually Impaired

Central Library is providing recorded audio files of the print documents to the visually challenged users of the university. More than 550 digital audio contents/course materials have been voice recorded in different subjects (English, Hindi, Sanskrit, History, Sociology, AISC, Philosophy, Political Science, Education, etc.) for providing them to the visually impaired users of the university. You may find the catalogue of the recorded learning material in the below link.

Access Digital Audio Catalogues

Audio Digital Course Materials Catalogue (Subject List)

- Ancient Indian History Culture Archeology
- Commerce
- Education
- English
- Geography
- Hindi
- History
- Performing Arts
- Philosophy
- Political Science
- Psychology
- Sanskrit
- Social Work
- Sociology

Access to Sugamya Pustakalaya

Library is also a member of "**Sugamya Pustakalaya**" for digital access services to the visually impaired student of BHU.

ABOUT Anti-Plagiarism Tool

(Only for BHU Faculty and other academic Staffs)

Faculty members of this university and other academic staffs has the facility of checking for possible plagiarism in the scholarly work produced by them or their research scholars using plagiarism checking software tools.

Drill Bit Plagiarism

Checking software is provided to the university by INFLIBNET Centre, Gandhinagar (an inter-university centre of UGC) for checking the scholarly works (theses & dissertations) to be submitted to this university.

For checking plagiarism using Drill Bit, login to https://drillbitplagiarism.com

For account creation for Drill Bit, BHU teachers and other academic staffs may make a request on https://forms.gle/4uT6TdWJZm36KjX38 using their BHU email id.

Turnitin iThenticate

plagiarism checking software is subscribed by the university to facilitate plagiarism checking of the scholarly works that are meant to be communicated to the publishers.

For checking plagiarism using Turnitin iThenticate, login to https://ithenticate.com

For account creation for iThenticate, BHU teachers and other academic staffs may make a request on https://forms.gle/5JmcpVarfE4zzbXd6 using their BHU email id.

Important Note:

1. Please ensure you are ready with the final draft of your research work before submitting it for plagiarism check.
2. All Chapters should be combined to make a single file for analysis. Otherwise separate reports for each chapter will be generated and similarity index cannot be figured out.
3. According to UGC Regulation, 2018, the similarity checks for plagiarism shall exclude the following:
   i. All quoted work reproduced with all necessary permission and/or attribution.
   ii. All references, bibliography, table of content, preface and acknowledgements.
   iii. All generic terms, laws, standard symbols and standards equations.

What To Check?:

Theses, Dissertation, and Research Paper **UGC (Promotion of Academic Integrity and Prevention of Plagiarism in Higher Educational Institutions) Regulations, 2018:** For any further query, please write to us at ***plag.cl@bhu.ac.in***

Census Data Centre Workstation

Census Data Centre Workstation established at Central Library, BHU provides access to the micro-data of the last three census operations of India, i.e. *1991, 2001 and 2011*. The centre is equipped with all the facilities for research on the Census of India Micro-Data. The Census Data Centre Workstation enables researchers to study the social-economic-demographic context of India's population by providing access to Census Micro-Data for methodical research. The objective of the centre is to primarily encourage the use of Census Data and Census Micro-data for research purposes. The researchers can generate cross-tabulations from micro data using SPSS software for research purpose. The users are not allowed to copy the data from the computer. They can prepare summary tables, summary statistics or any kind of statistical results using SPSS software. The results can be taken in print using the printer installed in the Centre. The charge, as per prevalent rates, will apply for the print-outs taken from the workstation printer.

Research Information Section

Research Information Service is a type of "Alerting Service" meant for individual users, mainly specialists, which is exclusively restricted to area of interest of the user concerned. This service is functional since 2017 to provide research-related information to faculty members and research scholars of the university. The aim of this section is to provide information resources that are available online. It is an individual based service and we provide assistance to researchers working in all disciplines. The target users are faculty members and research scholars. This is an online service provided via e-mail. Online resources cover articles, books, reviews and abstracts etc.

Timing

This section remains open Monday to Saturday (10:00 AM - 05:00 PM)

For further information, please contact to: Dr. SandeepaYadav (Asstt. Librarian)

BHU Libraries

Presently, the Banaras Hindu University Library System consists of Central Library at the apex and 4 Institute Libraries, 7 Faculty Libraries, 17 Departmental Libraries and 3 School Libraries with a total collection of over 16 lakh volumes to serve the students, teachers, researchers and staff of the university. There is also a Central Library at the university's south campus and one College Library at Mahila Mahavidyalaya. Apart from the famous Sayaji Rao Gaekwad Library (Central Library), the libraries at Institute of Medical Sciences and that at Faculty of Law have fairly collections and facilities. All the libraries have their own reading halls. The collection of books available in the libraries of Institutes/Faculties/Departments are subject specific and available for borrowing for

their own teachers and students. The collections available at Central Library are available for all the members.

Sayaji Rao Gaekwad Library

The Central Library is housed in a majestic building named as Sayaji Rao Gaekwad Library after the then Maharaja of Vadodara Sayaji Rao Gaekwad –III the built and opened in the year 1941. The present majestic building of Sayaji Rao Gaekwad Library was built with the munificent donation from Maharaja Sayajirao Gaekwad-III of Baroda, on the pattern of British Museum, London on the suggestion of Pandit Madan Mohan Malaviya, the founder of university.

Layout of Different Sections in Central Library

Sections on the Ground floor

Circulation Section, **Manuscripts and Rare Documents Section**, **Reference Section**
Reprography Section, **Stacks**, **Text Book Section**, **Visually Impaired Section**

Sections on the First Floor

Acquisition Section, **Census Data Centre Workstation**, **Computer Section**, **U.N. & Govt. Publications Section**

Sections in the Annex Building

Cyber Library, **Periodical Section**, **Technical Section**, **Theses Section**

Library Working Hours

The central library remains open for 359 days in a year except. 26 January, 15 August, Dussehra, Holi Deepawali and Basant Panchami.

Weekdays: 9:00 am - 9:00 pm
Sundays and Holidays: 10:00 am - 9:00 pm

Reference Section

Timings: 9.00 am - 9.00 pm (Working days)
10.00 am - 9.00 pm (Sundays/Holidays)

Circulation Section

Counter timing: 10:00 am - 4:00 pm
Issue/return timing: 10:30 am - 4:00 pm
No dues, renewal, registration timing: 10:30 am - 01: 30 pm and 2:30 am - 4:00 pm

Visually Impaired Section

Timing: 10:00 am - 5:00 pm (Working days)
(Closed on Sundays / Holidays).

Textbook Section

The services provided from 9.00 am - 9.00 pm on Working days and 10.00 am - 9.00 pm on Sundays/ Holidays.

Book Stack

Timing (for reference): 10:30 am - 3:30 pm
(Closed on Sundays/ Holidays).

Manuscript & Rare Documents Section

Timing: 10:00 am - 5:00 pm (Working days)

Periodical Section

Timings: 9.00 am - 9.00 pm (Working days)
10.00 am - 9.00 pm (Sundays/Holidays)

Newspaper & Magazine Section

Timings: 10.00 am - 9.00 pm (Working days)
10.00 am - 9.00 pm (Sundays/Holidays)

Theses Section

Timings: 10.00 am - 5.00 pm (Working days)
10.00 am - 5.00 pm (Sundays/Holidays)

Technical Section

Timing: 10:00 am - 5:00 pm
(Closed on Sundays / Holidays)

Acquisition Section

Timing: 10:00 am - 5:00 pm

(Closed on Sundays / Holidays)

Research Information Section

This section remains open Monday to Saturday (10:00 am - 05:00 pm).

(Closed on Sundays / Holidays)

UN & Govt Section

Timing: 10 am - 5 pm (Working days)

(Closed on Sundays / Holidays)

Census Data & Workstation

Timing: 10 am - 5 pm (Working days)

(Closed on Sundays / Holidays)

Computer Section

Timing: 10:00 am - 5:00 pm (Working days)

(Closed on Sundays and Holidays)

Cyber Library Study Centre

A well equipped cyber library study centre with 402 computer terminals and high speed internet connectivity is maintained to provide access to E-books, E-journals, various Databases and E-Thesis.

Timings: 8:00 am - 5:00 am (21 hours) and from 8:00 am - 11:00 pm during Sunday/ Holidays.

काशी हिन्दू विश्वविद्यालय BANARAS HINDU UNIVERSITY
An Institution of National Importance established by an Act of Parliament

निदेशक कार्यालय
चिकित्सा विज्ञान संस्थान
Office of the DIRECTOR
Institute of Medical Sciences

No. IMS/GA-213/2022-23/5666 01.02.2023

NOTIFICATION

In supersession of Notification No. IMS/GA/2021-22/160 dated 25.05.2021, the **Grievance & Welfare Committee for Non-Teaching staff** of the Institute of Medical Sciences has been reconstituted as under with immediate effect till further order:

1.	Prof. Sanjay Gupta, Department of Psychiatry	**Chairman**
2.	Prof. K. Ram Chandra Reddy, Dept. of Rasa Shastra	Member
3.	Prof. Anshuman Trigunayat, Dept. of Pharmacology	Member
4.	Prof. Lalit Mohan Agrawal, Department of RTRM	Member
5.	Prof. Ajit Vikram Parihar, F/o Dental Sciences	Member
6.	Prof. Sunita Suman, Dept. of Prasuti Tantra	Member
7.	Prof. Shashi Prakash, Department of Anaesthesiology	Member
8.	Prof. Sivashankari Somasundaram, College of Nursing	Member
9.	The Joint Registrar/Dy. Registrar, IMS	**Member Secretary**

The Committee will address all the complaints and grievances of the Non- Teaching Staff preferably within two weeks of the receipt of the complaints.

This issues with the approval of the Director, IMS, BHU.

JOINT REGISTRAR

No. IMS/GA-213/2022-23/ , of date

Copy to:

1. All the Deans of the Faculties, IMS
2. The Registrar, BHU
3. The Chief Proctor, BHU
4. Prof. In-charge, College of Nursing, IMS
5. Prof. In-charge, Trauma Centre, IMS
6. All the Heads of the Departments/ In-charges of the Units, IMS
7. The Coordinator, Medical Hostels, IMS
8. The Administrative Wardens/Wardens, Medical Hostels, IMS
9. The Joint Registrar, SC/ST/OBC Cell, BHU
10. The Joint Registrar & Secretary to Vice-Chancellor, BHU
11. All the Members as above.
12. Senior PA to the Director, IMS.
13. The Section Officers, (Est./Salary/GA/Academic/Accounts), IMS Directorate.

JOINT REGISTRAR

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Varanasi 221005, UP, INDIA
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Office of the DIRECTOR
Institute of Medical Sciences

No. IMS/GA-213/2022-23/ ५६६७ 01.02.2023

NOTIFICATION

In supersession of Notification No. IMS/GA/2021-22/159 dated 25.05.2021, the **Grievance & Welfare Committee for Students** of the Institute of Medical Sciences has been reconstituted as under with immediate effect till further order:

1.	Prof. Gopal Nath, Dept. of Microbiology	**Chairman**
2.	Prof. Ajit Singh, Dept. of Orthopeadics	Member
3.	Dr. Adit, Faculty of Dental Sciences	Member
4.	Prof. Kishor Patwardhan, Dept. of Kriya Sharir	Member
5.	Prof. Deepak Kumar Gautam, Dept. of General Medicine	Member
6.	Prof. S.K. Bhartiya, Dept. of General Surgery (Trauma Centre)	Member
7.	Prof. Manushi Srivastava, Dept. of Community Medicine	Member
8.	Dr. Soumay Khanna, Dept. of Anatomy	Member
9.	Dr. D.P. Yadav, Dept. of Gastroenterology	Member
10.	The Head of the concern department	Member
11.	The Student Advisor form concerned Faculty	Member
12.	The Joint Registrar/ Dy. Registrar, IMS	**Member Secretary**

The Committee will address all the complaints and grievances of the students preferably within two weeks of the receipt of the complaints.

This issues with the approval of the Director, IMS, BHU.

JOINT REGISTRAR

No. IMS/GA-213/2022-23/ , of date

Copy to:

1. All the Deans of the Faculties, IMS
2. The Registrar, BHU
3. The Chief Proctor, BHU
4. Prof. In-charge, College of Nursing, IMS
5. Prof. In-charge, Trauma Centre, IMS
6. All the Heads of the Departments/ In-charges of the Units, IMS
7. The Coordinator, Medical Hostels, IMS
8. The Administrative Wardens/Wardens, Medical Hostels, IMS
9. The Joint Registrar, SC/ST/OBC Cell, BHU
10. The Joint Registrar & Secretary to Vice-Chancellor, BHU
11. All the Members as above.
12. Senior PA to the Director, IMS.
13. The Section Officers, (Est./Salary/GA/Academic/Accounts), IMS Directorate.

JOINT REGISTRAR

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काशी हिन्दू विश्वविद्यालय
BANARAS HINDU UNIVERSITY

कुलसचिव कार्यालय
सामान्य प्रशासन
Office of the Registrar
General Administration

Dated: May 04, 2024

NOTIFICATION

In accordance with the decision of the Executive Council of the University vide its ECR No. 118 dated 17.08.2013, the Vice-Chancellor has been pleased to re-constitute the Non-teaching Staff Grievance Committee, consisting of the following:

1. Prof. Bindhyachal Pandey, Dept. of Geology : Chairman
2. Prof. Abhinav Sharma, Dept. of Pol Science : Member
3. Prof. Bani Brata Mahanta, Dept. of English : Member
4. Prof. Pradip Kumar Singh, Faculty of Law : Member
5. Prof. Amit Gautam , Institute of Management Studies : Member
6. The Finance Officer : Member
7. Shri Prashant Mishra, AE, UWD : Member
8. Shri Shiv Kumar Sharan, S.O. (Admin-T) : Member
9. Jt. Registrar/ Dy. Registrar (Admin-NT) : Member Secretary

(RANJIT SANDILYA)
DEPUTY REGISTRAR
(General Administration)

No: R/GAD/MISC/106/ 3590 ; of date: 04.05.2024

COPY forwarded to the following for information and necessary action:

1. The members concerned
2. The Directors of Institutes/Deans of Faculties/Heads of Deptts/Offices//Sections/Units,
3. The Principal, Mahila Mahavidyalaya,
4. The Principals of College/Schools/affiliated colleges,
5. The Coordinators/Administrative Wardens/Wardens of the Hostels,
6. The Professor-In-Charge, R.G.S.C., Barkachha,
7. The Finance Officer,
8. The Chief Proctor,
9. The Dean of Students,

BHU

स्वच्छ भारत
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चिकित्सा विज्ञान संस्थान
Office of the DIRECTOR
Institute of Medical Sciences

No. IMS/GA-213(B)/2022-23/ 7295

04.02.2023
06

NOTIFICATION

A SC/ST Grievance Cell has been constituted in Faculty of Modern Medicine, Institute of Medical Sciences for the speedy redressal of the grievances pertaining to SC/ST community of Faculty of Modern Medicine with immediate effect.

1. Prof. Rajesh Kumar, Dept. of E.N.T.	**Chairman**
2. Prof. Anshuman Trigunayat, Dept. of Pharmacology	Member
3. Prof. Anil Kumar Paswan, Dept. of Anaesthesiology	Member
4. Prof. L.P Meena, Dept. of General Medicine	Member
5. Dr. Kiran Rajendra Giri, Dept. of Pharmacology	Member
6. Member of Grievance Cell of Concerned Department	Member
7. Dr. Umesh Chaudhary, Dept. of Anatomy	**Member Secretary**

The Grievance Cell shall resolve the grievances presented before it within a period of one week.

Further the Heads of the Departments of the Faculty of Modern Medicine shall also constitute SC/ST Grievance Cell in their respective Departments as per Notification No. R/GAD/SC/ST Grievance Cell/6710/6723 dated 11.05.2013 of the Officer of Registrar (General Administration), BHU. It is notified that if the Grievance Cell is not able to resolve the issues within the period of one week, it shall forward the matter to next higher level thereafter.

(Prof. S.K Singh)
Dean, Faculty of Modern Medicine

No. IMS/GA-213/2022-23/ , of date:

Copy to:

1. The Registrar, BHU
2. The Chief Proctor, BHU
3. Prof. In-charge, College of Nursing, IMS
4. All the Heads of the Departments, Faculty of Modern Medicine, IMS
5. The Administrative Wardens/Wardens, Medical Hostels, IMS
6. The Joint Registrar, IMS
7. The Joint Registrar, SC/ST/OBC Cell, BHU
8. All the Members as above.
9. Sr. PA to the Director, IMS.
10. The Section Officers, (Est./Salary/GA/Academic/Accounts), IMS Directorate.

(Prof. S.K Singh)
Dean, Faculty of Modern Medicine

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सामान्य प्रशासन
Office of the Registrar
General Administration

Dated: March 16, 2024

NOTIFICATION

In partial modification to office Notification No. R/GAD/Misc/106/3517 dated 14.03.2024 conveying reconstitution for Teachers Grievance Committee, the re-constitution as per order of the Hon'ble Vice Chancellor may please be read as follows:

1. Prof. Rajaram Shukla, Dept. of Vedic Darshan, SVDV - **Chairman**
2. Prof. S.K.Sharma, Deptt. of English, University of Allahabad - Member
3. Prof. R.K.Murali, Faculty of Law, BHU - Member
4. Prof. Gopal Nath, Dept. of Microbiology, IMS, BHU - Member
5. Prof. Pushp Lata Singh, Dept. of AIHC & Arch, F/o Arts - Member
6. Dr. P.K.Bagde, Dept. of Philosophy & Religion, F/o Arts - Member
7. The Deputy Registrar (Admin-Teaching) - Member Secretary

16/3/24
(A.K.Sharma)
ASSISTANT REGISTRAR
(General Administration)

No. R/GAD/Misc/106/ 3515 ; of date 16.03.2024

COPY forwarded to the following for information and necessary action:

1. The Members concerned
2. The Directors of Institutes/Deans of Faculties/Dean (Research), IMS/ Heads of Deptts/Offices/Sections/Units,
3. The Principal, Mahila Mahavidyalaya,
4. The Finance Officer,
5. The Chief Proctor,
6. The Dean of Students,
7. The University Librarian,
8. The Medical Superintendent, SSH,
9. The Professor In-charge, Trauma Centre,
10. The Professor-In-Charge, R.G.S.C., Barkachha,
11. The Principals of College/Schools/affiliated colleges,
12. The Coordinators/Administrative Wardens/Wardens of the Hostels,
13. The Information & Public Relations Officer,
14. The Coordinator, Computer Centre
15. All the Joint Registrar/Dy.Registrar/Asstt.Registrar,
16. The Assistant Registrar & Secretary to the Vice-Chancellor,
17. The Assistant Registrar, Office of the Registrar, **Banaras Hindu University.**

16/21/24
(A.K.Sharma)
ASSISTANT REGISTRAR
(General Administration)

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Office of the DIRECTOR
Institute of Medical Sciences

No. IMS/GA-213/2022-23/5665 01.02.2023

NOTIFICATION

In supersession of Notification No. IMS/GA/2021-22/158 dated 25.05.2021, the **Grievance & Welfare Committee for Teaching staff** of the Institute of Medical Sciences has been reconstituted as under with immediate effect till further order:

1. Prof. S.K. Gupta, Department of General Surgery	**Chairman**
2. Prof. Naresh Kumar Sharma, F/o Dental Sciences	Member
3. Prof. Royana Singh, Department of Anatomy	Member
4. Prof. Satyendra Kumar Singh, Dept. of Dermatology	Member
5. Prof. Mona Srivastava, Department of Psychiatry	Member
6. Prof. Sunil Choudhary, Department of RTRM	Member
7. Prof. Sunil Kumar Rao, Department of Paediatrics	Member
8. Prof. Sisir Kumar Mandal, Department of Vikriti Vigyan	Member
9. The Joint Registrar/Dy. Registrar, IMS	**Member Secretary**

The Committee will address all the complaints and grievances of the Teaching Staff preferably within two weeks of the receipt of the complaints.

This issues with the approval of the Director, IMS, BHU.

JOINT REGISTRAR

No. IMS/GA-213/2022-23/ , of date

Copy to:

1. All the Deans of the Faculties, IMS
2. The Registrar, BHU
3. The Chief Proctor, BHU
4. Prof. In-charge, College of Nursing, IMS
5. Prof. In-charge, Trauma Centre, IMS
6. All the Heads of the Departments/ In-charges of the Units, IMS
7. The Coordinator, Medical Hostels, IMS
8. The Administrative Wardens/Wardens, Medical Hostels, IMS
9. The Joint Registrar, SC/ST/OBC Cell, BHU
10. The Joint Registrar & Secretary to Vice-Chancellor, BHU
11. All the Members as above.
12. Senior PA to the Director, IMS.
13. The Section Officers, (Est./Salary/GA/Academic/Accounts), IMS Directorate.

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काशी हिन्दू विश्वविद्यालय BANARAS HINDU UNIVERSITY

कुलसचिव कार्यालय
सामान्य प्रशासन
Office of the Registrar
General Administration

Dated: June 30, 2023

NOTIFICATION

The Vice Chancellor has been pleased to re-constitute the Women Grievance Cell of BHU, as under, with immediate effect till further orders:

1. Prof. Royana Singh, Dept. of Anatomy, Institute of Medical Sciences : **CHAIRPERSON**
2. Prof. Anjali Bajpai, Dean, Faculty of Education : Member
3. Prof. Pushp Lata Singh, Dept. of AIHC & Arch, Faculty of Arts : Member
4. Prof Archana Singh, Physical Education, MMV : Member
5. Prof. Nirmala Horo, Dept. of Phy. Education, Flo Arts : Member
6. Prof. Vibha Tripathi, Faculty of Law : Member
7. Prof. Manisha Melhotra, Dept. of Economics, Faculty of Social Science : Member
8. Prof. Geeta Rai, Dept. of Molecular & Human Genetics, Institute of Science : Member
9. The Assistant Registrar, Admin(T) : Member Secretary

The redressal cell shall have the following objectives:

1. Address general grievance and complaints relating to gender discrimination, inequality and form of harassment faced by women / female students within the University campus.
2. Take cognizance of any activity that contains a potential threat to the safety, security and dignity of woman and take / recommend measures to mitigate and overcome the threat.
3. Provide appropriate working condition in respect of work, leisure, health and hygiene to further ensure that there is no hostile environment towards women at work places and that no women employee has reasonable grounds to believe that she is disadvantaged in connection with her employment.
4. Women's Grievance Redressal Cell may carry out mediation, counselling, awareness programs or make recommendations to the University Administration for appropriate actions.
5. Recommend actions & measures for safe and conducive environment for women.
6. To apprise the female students, faculty and staff members with knowledge of their legal rights.
7. To organize workshops, seminars time to time to sensitize female staff and students.
8. To ensure that students, faculty and staff are provided with current and comprehensive knowledge on sexual harassment and assault.

(A.K.Sharma)
ASSISTANT REGISTRAR
(General Administration)
T: 91-542-2368903.
F: 91-542-2369100
Web : www.bhu.ac.in

RHII

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Academic Calendar for Odd Semester (UG and PG Programme): 2023-24

Semester		Teaching 45 days	Preparatory Leave 05 days	Semester Exam 30 days	Winter Vacation 07 days
1st Sem	UG	07.10.23- 10.01.24	11.01.2024-16.01.2024	17.01.2024-17.02.2024	26.12.2023-01.01.2024
	PG	07.10.23- 10.01.24	11.01.2024-16.01.2024	17.01.2024-17.02.2024	26.12.2023-01.01.2024
3rd Sem	UG	07.10.23- 10.01.24	11.01.2024-16.01.2024	17.01.2024-17.02.2024	26.12.2023-01.01.2024
	PG	07.10.23- 10.01.24	11.01.2024-16.01.2024	17.01.2024-17.02.2024	26.12.2023-01.01.2024
5th Sem	UG	07.10.23- 10.01.24	11.01.2024-16.01.2024	17.01.2024-17.02.2024	26.12.2023-01.01.2024

Working Days:
October: 18 days, November: 23 days, December: 18 days and January: 07 days= Total 56 Working Days
Winter Vacation: 07 Days
Reopening after Winter Vacation: 02.01.2024

Academic Calendar for Even Semester (UG and PG Programme): 2023-24

Semester		Teaching 45 days	Preparatory Leave 05 days	Semester Exam 30 days	Summer Vacation 30 days
2nd Sem	UG	19.02.24- 30.04.24	01.05.2024-06.05.2024	07.05.2024-07.06.2024	08.06.2024- 07.07.2024
	PG	19.02.24- 30.04.24	01.05.2024-06.05.2024	07.05.2024-07.06.2024	08.06.2024- 07.07.2024
4th Sem	UG	19.02.24- 30.04.24	01.05.2024-06.05.2024	07.05.2024-07.06.2024	08.06.2024- 07.07.2024
	PG	19.02.24- 30.04.24	01.05.2024-06.05.2024	07.05.2024-07.06.2024	08.06.2024- 07.07.2024
6th Sem	UG	19.02.24- 30.04.24	01.05.2024-06.05.2024	07.05.2024-07.06.2024	08.06.2024- 07.07.2024

Working Days:
February: 09 days, March: 22 days and April: 25 days= Total 56 Working Days
Summer Vacation: 30 days
Reopening after Summer Vacation: 08.07.2024

29.11.23
PPC member

29/11/23
DEAN
Faculty of Arts
Banaras Hindu University
Varanasi-221 005

काशी हिन्दू विश्वविद्यालय
BANARAS HINDU UNIVERSITY
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कार्यालय कुलसचिव (शिक्षण)
OFFICE OF THE REGISTRAR
(ACADEMIC)

No.RAc/Adm/2023-24/ Dated: 21.12.2023

All the Deans of the Faculties
All the Heads of Teaching Departments
All the Coordinators of the Schools/Centres
The Principal, MMV
All the Principals of the Affiliated Colleges
Banaras Hindu University

Subject: Academic Calendar for the session 2023-24.

Sir/Madam,

With reference to the subject mentioned above, I am directed to enclose the approved academic calendar for the academic session 2023-24 applicable for all faculties ***except Faculty of Agriculture, Faculty of Modern Medicine, Faculty of Ayurveda, Faculty of Management Studies and Faculty of Science*** where separate academic calendar prepared by them is being followed for information and necessary action at your end.

Yours faithfully

Pushyamitra Trivedi
Dy. Registrar (Acad.)

Encl: As above.

VARANASI – 221 005
T: (0542) 2307273, 2368896, 6701704
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E: dr.academic @bhu.ac.in
W: www.bhu.ac.in

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>> Click here to view Academic Calendar 2025-26 (Pages 38-39) <<

Academic Calendar for Odd Semester (UG and PG Programme) : 2023-24

Semester		Teaching Schedule	Winter Vacation	Preparatory Leave	Semester Exam Schedule
1st Sem	UG	07.10.23 – 10.01.24	26.12.23 – 02.01.24	11.01.24 – 16.01.24	17.01.24 – 17.02.24
	PG	07.10.23 – 10.01.24	26.12.23 – 02.01.24	11.01.24 – 16.01.24	17.01.24 – 17.02.24
3rd Sem	UG	07.10.23 – 10.01.24	26.12.23 – 02.01.24	11.01.24 – 16.01.24	17.01.24 – 17.02.24
	PG	07.10.23 – 10.01.24	26.12.23 – 02.01.24	11.01.24 – 16.01.24	17.01.24 – 17.02.24
5th Sem	UG	07.10.23 – 10.01.24	26.12.23 – 02.01.24	11.01.24 – 16.01.24	17.01.24 – 17.02.24

Academic Calendar for Even Semester (UG and PG Programme) : 2023-24

Semester		Teaching Schedule	Summer Vacation	Preparatory Leave	Semester Exam Schedule
2nd Sem	UG	19.02.24 – 30.04.24	08.06.24 – 07.07.24	01.05.24 – 06.05.24	07.05.24 – 07.06.24
	PG	19.02.24 – 30.04.24	08.06.24 – 07.07.24	01.05.24 – 06.05.24	07.05.24 – 07.06.24
4th Sem	UG	19.02.24 – 30.04.24	08.06.24 – 07.07.24	01.05.24 – 06.05.24	07.05.24 – 07.06.24
	PG	19.02.24 – 30.04.24	08.06.24 – 07.07.24	01.05.24 – 06.05.24	07.05.24 – 07.06.24
6th Sem	UG	19.02.24 – 30.04.24	08.06.24 – 07.07.24	01.05.24 – 06.05.24	07.05.24 – 07.06.24

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कार्यालय कुलसचिव (शिक्षण)
OFFICE OF THE REGISTRAR (ACADEMIC)

No.RAc/Adm/2024-25/ 7886

Dated: 23.10.2024

All the Deans of the Faculties
All the Heads of Teaching Departments
All the Coordinators of the Schools/Centres
The Principal, MMV
All the Principals of the Affiliated Colleges
Banaras Hindu University

Subject: Academic Calendar for the session 2024-25.

Sir/Madam,

With reference to the subject mentioned above, I am directed to enclose herewith the academic calendar for the academic session 2024-25 duly approved by the Vice Chancellor applicable for all faculties ***except Faculty of Agriculture, Faculty of Modern Medicine, Faculty of Ayurveda and Faculty of Management Studies.***

The separate academic calander in respect of Faculty of Law and Faculty of Education has already been approved and communicated.

Further, the Faculty of Agriculture, Faculty of Modern Medicine, Faculty of Ayurveda and Faculty of Management Studies may submit their academic calander for approval.

Yours faithfully
23.10.24
Pushyamitra Trivedi
Dy. Registrar (Acad.)

Encl: As above.

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Academic Calendar for Odd Semester (UG and PG Programme) : 2024-25

Semester		Teaching Schedule	Winter Vacation	Preparatory Leave	Semester Exam Schedule
1st Sem	UG	17.09.24 – 17.01.25	26.12.24 – 04.01.25	18.01.25 – 20.01.25	21.01.25 – 22.02.25
	PG	12.08.24 – 07.12.24*	26.12.24 – 04.01.25	09.12.24 – 11.12.24	12.12.24 – 16.01.25**
3rd Sem	UG	29.07.24 – 23.11.24	26.12.24 – 04.01.25	25.11.24 – 27.11.24	28.11.24 – 24.12.24
	PG	29.07.24 – 23.11.24	26.12.24 – 04.01.25	25.11.24 – 27.11.24	28.11.24 – 24.12.24
5th Sem	UG	29.07.24 – 23.11.24	26.12.24 – 04.01.25	25.11.24 – 27.11.24	28.11.24 – 24.12.24

Academic Calendar for Even Semester (UG and PG Programme) : 2024-25

Semester		Teaching Schedule	Summer Vacation	Preparatory Leave	Semester Exam Schedule
2nd Sem	UG	27.02.25 – 18.07.25	08.06.25 – 06.07.25	19.07.25 – 21.07.25	22.07.25 – 28.08.25
	PG	20.01.25 – 09.05.25	08.06.25 – 06.07.25	10.05.25 – 12.05.25	13.05.25 – 06.06.25
4th Sem	UG	09.01.25 – 06.05.25	08.06.25 – 06.07.25	07.05.25 – 12.05.25	13.05.25 – 06.06.25
	PG	09.01.25 – 06.05.25	08.06.25 – 06.07.25	07.05.25 – 12.05.25	13.05.25 – 06.06.25
6th Sem	UG	09.01.25 – 06.05.25	08.06.25 – 06.07.25	07.05.25 – 12.05.25	13.05.25 – 06.06.25

* For Faculty of Science the classes will run up to 21.12.2024.

** For Faculty of Science the semester exam will start w.e.f. 06.01.2025

Note: The aforementioned Academic Calendar will not be applicable to Faculty of Education, Law, Agriculture, Management, Modern Medicine and Faculty of Ayurveda.

काशी हिन्दू विश्वविद्यालय
BANARAS HINDU UNIVERSITY
An Institution of National Importance Established by an Act of Parliament

कार्यालय कुलसचिव (शिक्षण)
OFFICE OF THE REGISTRAR
(ACADEMIC)

No.RAc/Adm/2025-26/

Dated: 23.08.2025

NOTIFICATION

All the Deans of the Faculties
All the Heads of the Departments
All the Coordinators of Centre/School
The Principal, MMV
All the Principals of Colleges admitted to the previliges of the University
Banaras Hindu University

Subject: Academic Calendar for the session 2025-26 – reg.

Sir/Madam,

I am directed to attach the Academic Calendar for the session 2025-26 recommended by the UACB in its composite meetings dated 29.07.2025 and 07.08.2025, duly approved by the Vice Chancellor for your information and necessary action.

Dr. Ranjit Sandilya
Dy. Registrar (Acad.)

Encl: As above.

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Academic Calendar for Odd Semester (UG and PG Programme) : 2025-26

Semester		Teaching Schedule	Winter Vacation	Preparatory Leave	Semester Exam Schedule
1st Sem	UG	04.09.25 – 24.12.25	26.12.25 – 03.01.26	05.01.26 – 07.01.26	08.01.26 – 24.01.26
	PG*	11.08.25 – 04.12.25	26.12.25 – 03.01.26	05.12.25 - 07.12.25	08.12.25 – 10.01.26
3rd Sem	UG	08.08.25 – 04.12.25	26.12.25 – 03.01.26	05.12.25 – 07.12.25	08.12.25 – 24.12.25
	PG	21.07.25 – 15.11.25	26.12.25 – 03.01.26	17.11.25 – 19.11.25	20.11.25 – 24.12.25
5th Sem	UG	21.07.25 – 15.11.25	26.12.25 – 03.01.26	17.11.25 – 19.11.25	20.11.25 – 24.12.25

Academic Calendar for Even Semester (UG and PG Programme) : 2025-26

Semester		Teaching Schedule	Summer Vacation	Preparatory Leave	Semester Exam Schedule
2nd Sem	UG	02.02.26 – 30.05.26	05.06.26 – 04.07.26	01.06.26 – 03.06.26	08.07.26 – 25.07.26
	PG	15.01.26 – 09.05.26	05.06.26 – 04.07.26	10.05.26 – 12.05.26	13.05.26 – 04.06.26
4th Sem	UG	08.01.26 – 06.05.26	05.06.26 – 04.07.26	07.05.26 – 09.05.26	13.05.26 – 04.06.26
	PG	15.01.26 – 09.05.26	05.06.26 – 04.07.26	10.05.26 – 12.05.26	13.05.26 – 04.06.26
6th Sem	UG	15.01.26 – 09.05.26	05.06.26 – 04.07.26	10.05.26 – 12.05.26	13.05.26 – 04.06.26

* For B.Ed. / B.Ed. (Spl) Programme of Faculty of Education, duration of Teaching, Preparatory Leave and Semester Examination will be 11.8.25 – 16.12.25; 17.12.25 – 19.12.25; 20.12.25 – 10.01.26 respectively.

Note: The aforementioned calendar shall be uniformly adopted by all the Faculties including Faculty of Education and the Faculty of Law, except Faculty of Agriculture, Veterinary & Animal Sciences, Management Studies, Modern Medicine (other than UG / PG courses where admissions are done through CUET), Ayurveda and Dental Sciences.

Audit Manual – Preliminary Assessment

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

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

Planning

The Auditing standards of CAG of India state that:

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

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

Understanding the Organization

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

- Organizational function and the operating environment
- Organizational structure

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

An understanding of the overall environment can be developed by:

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

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

Organizational Environment

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

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

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

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

Organizational Structure

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

Criticality of IT Systems

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

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

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

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

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

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

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

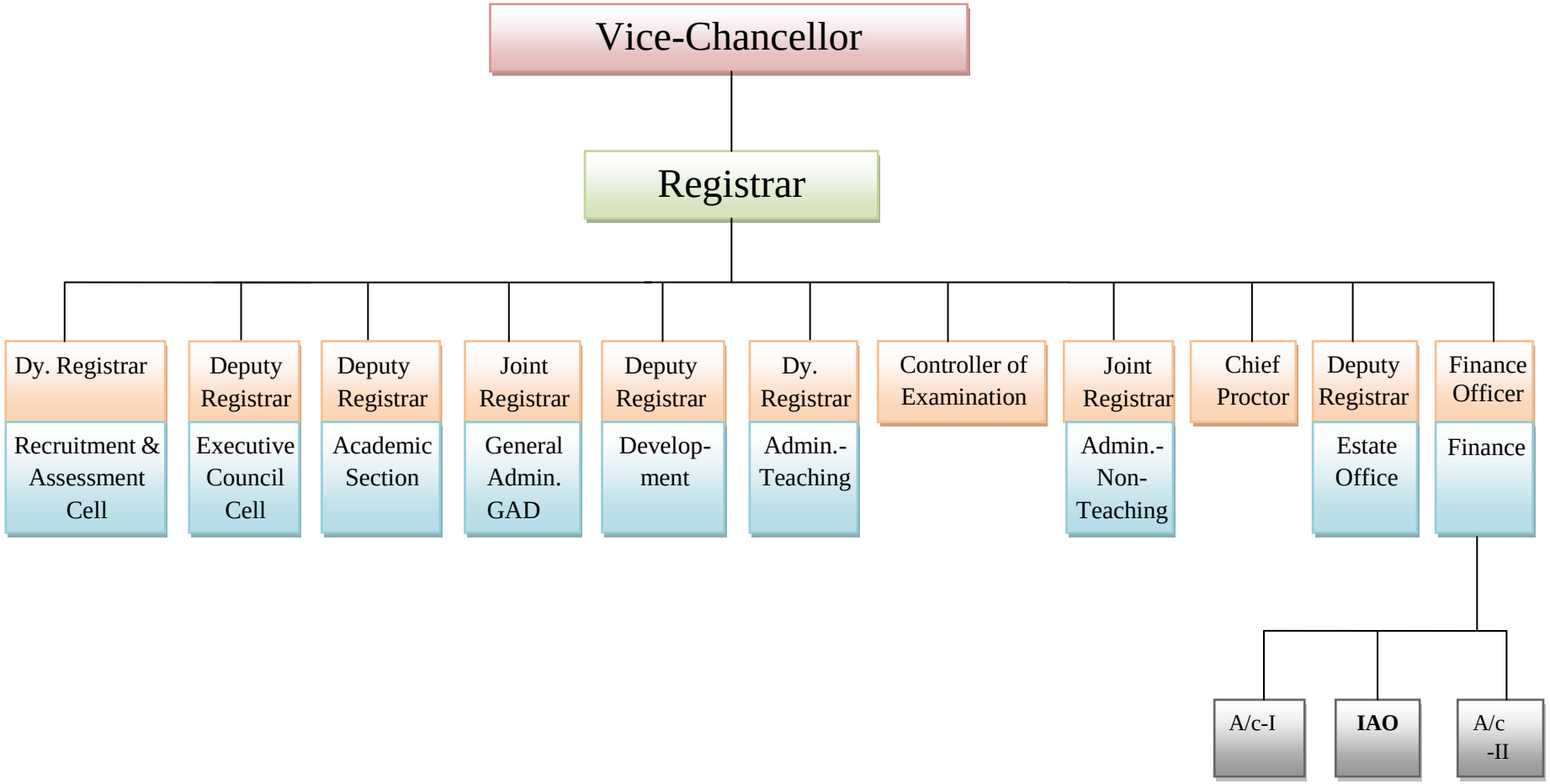
Nature of Hardware and Software Used

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

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

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

ORGANIZATIONAL CHART - ADMINISTRATION



Recruitment and Assessment Cell (RAC)

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

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

Executive Council Cell

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

Act 10 - The Executive Council:

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

Statute 14 - The Executive Council:

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

Functions of the Executive Council:

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

RO - Academic

Broad Functions of RO Academic/ Outline of procedure

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

1. Meeting Unit-Prospectus Unit

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

S.No.	Broad function	Broad procedure
1.	Appointment of External Members - Board of Studies (BOS)/Faculty and Academic Council	• Seeking approval of the Dean (in case of BOS), Vice-Chancellor/Academic Council. • Communication of appointment and seeking consent • Notification • Record Keeping for timely updating.
2.	Constitution of *Ad-hoc* Board of Studies	• Seeking approval of the Vice-Chancellor/Academic Council. • Notification • Record Keeping for timely updating.
3.	Processing establishment of a new Institute/Faculty/Department/Centre in the University or amalgamation/ division/ abolition of an existing unit	• Agenda- Minutes of AC • Agenda for EC • Processing statutory amendment • Notification (in case of Centres)
4.	Processing institution of new Courses/programmes 1.1 Organizing framing of Syllabus	• Organizing meeting of the Board of Studies of the Department (Notice) • Organizing meeting of the Faculty concerned (Agenda/ Minutes) • Organizing meeting of the Academic Council (Agenda/minutes) • AC agenda-minutes for consideration of

	1.2 Organizing framing of Ordinances governing the programme	EC • Communication of approvals • Organizing preparation of prospectus of studies for courses/ programmes • Record keeping of all the above
5.	Processing amendment in syllabus/ ordinances of an existing Course/ programme Summary of revision/amendment in syllabus Summary of revision/amendment in Ordinances of a programme	As above
6.	Amendment in existing academic ordinances (General Ordinances)	• Meeting of the Committees (for general Ordinances) • Obtaining inputs from the Faculty concerned • Meeting of the Academic Council (for all academic Ordinances needing approval/ratification of AC) • AC agenda-minutes for consideration of EC • Communication/notification of revised academic policies/ ordinances • Record keeping of all the above
7.	Processing requests received from the Departments/ faculties/ institutes regarding application or interpretation of academic ordinances on case to case basis.	Placing the matter for consideration of the Vice-Chancellor (V.C.) and communication of his orders thereon to the concerned.
8.	Processing representations on removal of difficulties arising out of application of any provision of an academic ordinance	Case goes upto VC and the orders are communicated. If any provision is amended under administrative order, the same is prepared as an agenda item for ratification by AC.
9.	Processing all policy matters connected with the Colleges admitted to the privileges of the University	• Inspection; Report of the Inspection Committee for consideration of AC; • EC approval to AC recommendations; • Notifications and record keeping.
10.	Processing of all miscellaneous matters arising out of communication from UGC/ MHRD under the ambit of powers and functions of the AC	• Issues connected with existing policies are appropriately processed and responded. • Issues necessitating formulation of new policy/ amendment in existing policies are processed as detailed at Para 4 above.

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

2. Establishment - Deputation Unit

S.No.	Broad function	Broad procedure
1.	All establishment related matter of the Officials posted in R.O. (Academic)	
2.	Maintenance of Equipment of R.O. (Academic)	Through Registrar/ Finance Officer (F.O.)
3.	All Financial matter including maintenance of stores of R.O. (Academic)	Through Registrar/FO
4.	Implementation of Guidelines of Teachers Development and Faculty Development Committee (TDFDC) and Non-Teaching Employee‟s Development Committee (NTEDC)	Through Registrar/VC
5.	Revision of Teachers Development and Faculty Development Committee (TDFDC) and Non-Teaching Employee‟s Development Committee (NTEDC) Guidelines	• Organizing Committee meetings, minuting the recommendations and seeking the approval of the Vice-Chancellor/Academic Council/ Executive Council for implementation.
6.	Organizing meetings of Teachers Development and Faculty Development Committee (TDFDC) and Non-Teaching Employee‟s Development Committee (NTEDC)	• Agenda, Minutes, Vice-Chancellor's approval and communication to the Faculty members/employees. • Control of expenditure within the budgeted amount.
7.	Processing the cases of Teachers/Employees of the University seeking funding from external agencies for foreign deputation.	Through Registrar's/Vice-Chancellor's approval.

3. Research Unit

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

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

4. Admission Unit

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

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

5. Statistical Unit

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

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

General Administration

The works related to General Administration are as under:-

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

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

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

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

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

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

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

Sub-Section - 1

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

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

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

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

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

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

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

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

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

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

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

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

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

Audit Utilization Certificate to the Funding Agency: -

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

Sub-Section - 2

1. Uploading online of the details of the following Fellowship/Scholarship.
    - UGC - National Eligibility Test (NET) - JRF
    - Dr. D.S. Kothari (PDF)
    - Post Doctoral Fellowship for Women (PDF)
    - UGC Research Fellowships in Science for Meritorious students allocated to identified Special Assistance Programme (SAP) departments
    - Post Doctoral Fellowship for SC/ST
    - Dr. S. Radhakrishnan Post Doctoral Fellowship
    - Maulana Azad National Fellowship for minority student
    - CSIR Fellowship
    - Rajiv Gandhi National Fellowship for SC/ST
    - UGC PG Merit & Single Girls Child Scholarship
    - Vivekanand Girls Scholarship
    - Post Graduate Scholarship for Professional Course for SC/ST Student.

2. Typing works of the Scholarship Section
3. Preparation of the Claim of fellowship (CSIR) on data base
4. Allotment of File No.
    (i) On receipt of award letter and Joining Report from Research Scholar, file No. is allotted under National Fellowship for Students of Other Backward Classes (OBC) Fellowship.
    (ii) Scrutiny of the following documents submitted by Research Scholars is done before signature of the Registrar for submission to UGC and Canara Bank towards payment of fellowship etc., to the Research Scholars through Bank :
    - ❖ Joining Report
    - ❖ Continuation Certificate
    - ❖ HRA Certificate
    - ❖ Half Yearly Progress Report/ Yearly Progress Report
    - ❖ Accounts of Contingency grants & Utilization Certificate
    - ❖ Three Members‟ Assessment Committee Report for upgradation of JRF to SRF
    - ❖ No Objection Certificate
    - ❖ DRC Report
    - ❖ Verification proforma

Sub-Section - 3

Particulars of Fellowship handled :

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

Description of Fellowship :

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

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

Payment of professional fee for preparation of utilization certificate

Process of payment:

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

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

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

2. Preparation of office notes and Letter of Award

Sub-Section - 4

1. U.G.C. JRF Research Fellowship –

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

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

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

3. Work related to other State – Regarding scholarship of students from other states, invoices are prepared for scholarship and checking of the receipts through RTGS/ NFT is done. Then they are sent to the concerned department of the students

4. Various types of Official Work –
    - Filing, numbering and then putting in a proper place
    - Providing information sought by the financial institution and preparing reports from time to time

Sub-Section - 5

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

Sub-Section - 6

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

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

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

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

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

Full form of Abbreviations given above is detailed below:-

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

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

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

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

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

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

(A) Functions of Plan Unit of Development Section :

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

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

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

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

Check List for services rendered

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

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

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

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

काशी हिन्दू विश्वविद्यालय BANARAS HINDU UNIVERSITY

कुलसचिव कार्यालय
सामान्य प्रशासन
Office of the Registrar
General Administration

Dated: 1st June, 2022

NOTIFICATION

In accordance with the decision of the Executive Council of the University vide its ECR No. 118 dated 17.08.2013, the Vice-Chancellor has been pleased to re-constitute the Non-Teaching Staff Grievance Committee, consisting of the following:

1. Prof. GCR Jaiswal, Dean, Faculty of Commerce : **Chairman**
2. Prof. A.K.Pandey, Faculty of Law : Member
3. Prof. Padmakar Mishra, OSD Administration, Mahata Gandhi Central University, Motihari, Bihar : Member
4. Prof. A.R.Tripahti, Faculty of Commerce : Member
5. Prof. Rakesh Pandey, Dept of Psychology : Member
6. The Finance Officer : Member
7. Dr. Awadhesh Kumar, Joint Registrar (Exams.) : Member
8. Shri A.R.Badri, P.A., R.O. (Exams) : Member
9. Joint Registrar / Dy. Registrar (Admin.) NT : Member-Secretary

(Dr. Nand Lal)
JOINT REGISTRAR 1/6/22
(General Administration)

No: R/GAD/Misc (106)/ 1757. ; of date: 01.06.2022

COPY forwarded to the following for information and necessary action:

1. The members concerned
2. The Directors of Institutes/Deans of Faculties/ Heads of Deptts/ Offices/ Sections/ Units,
3. The Principal, Mahila Mahavidyalaya,
4. The Principals of College/Schools/affiliated colleges,
5. The Coordinators/Administrative Wardens/Wardens of the Hostels,
6. The Professor-In-Charge, R.G.S.C., Barkachha,
7. The Dean, Faculty of Law
8. The Finance Officer
9. The Chief Proctor,
10. The Dean of Students,
11. The Public Relations Officer
12. The Coordinator, Computer Centre
13. All the Joint Registrars/Dy. Registrars/Asstt.Registrars,
14. The Assistant Registrar & Secretary to Vice-Chancellor,
15. The P.A. to Registrar,
    Banaras Hindu University.

(Dr. Nand Lal)
JOINT REGISTRAR
(General Administration) 1/6

BHU

स्वच्छ भारत
एक कदम स्वच्छता की ओर

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काशी हिन्दू विश्वविद्यालय
BANARAS HINDU UNIVERSITY

कुलसचिव कार्यालय
सामान्य प्रशासन
Office of the Registrar
General Administration

Dated: 24th May, 2022

NOTIFICATION

The Vice-Chancellor has been pleased to appoint Prof. P.K. Mishra, Department of History of Arts , Faculty of Arts, BHU as Chairman, Student's Grievance Cell, with immediate effect till further orders.

In addition to his regular duties he will look after the issues related to student's grievance and also advice the Vice-Chancellor to resolve such issues.

(A.K.Sharma) 24/5/2022
ASSISTANT REGISTRAR
(General Administration) 24/5/22

Ref.No.: R/GAD/Misc(106)/ 1730. ,of date: 24.05.2022

COPY forwarded to the following for information and necessary action:

1. The Director of Institutes/Dean of Faculties/Head of Deptts/Offices//Sections/Units
2. The Principal, Mahila Mahavidyalaya,
3. The Dean of Students,
4. The Chief Proctor,
5. The Coordinator of Schools/ Centres,
6. The Coordinators/Administrative Wardens/Wardens of the Hostels,
7. Prof. P.K. Mishra, Department of History of Art , Faculty of Arts,
8. The Principals of College/Schools,
9. The Professor Incharge, R.G.S.C., Barkachha,
10. The Information and Public Relations Officer,
11. The Coordinator, Computer Centre
12. All the Jt.Registrar/Dy.Registrar/Asstt.Registrar
13. The Asstt. Registrar & Secretary to Vice-Chancellor,
14. The P.A. to Registrar, BHU.
    Banaras Hindu University.

(A.K.Sharma) 24/5/2022
ASSISTANT REGISTRAR
(General Administration)
24/5/22

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काशी हिन्दू विश्वविद्यालय
BANARAS HINDU UNIVERSITY
Azadi Ka Amrit Mahotsav
कुलसचिव कार्यालय
सामान्य प्रशासन
Office of the Registrar
GENERAL ADMINISTRATION
(GAD)

Dated: 2nd May, 2023

NOTIFICATION

The Vice-Chancellor has been pleased to constitute a Committee consisting of the following to prepare a priority plan for the meeting the demands of immediate issues such as the need of critical infrastructure, hospital supplies, patient comfort, addressing patient grievances, amongst others:

1. Prof. K.K. Gupta, : Convener
   Medical Superintendent, SSH.
2. Prof. Saurabh Singh, : Member
   Professor Incharge,Trauma Centre, IMS.
3. Prof. V.P. Singh, : Member
   Chief, RIO, IMS
4. Prof. Naveen Kumar, : Member
   Faculty of Dental Sciences, IMS.
5. Dr. Pankaj Bharti, : Member
   Dy. Medical Superintendent, SSH.

The Committee shall provide its report within 3 days.

(Dr. Nand Lal)
Joint Registrar
General Administration
Shashank
1/5/23

R/GAD/Misc./16/643 ,of date: 02.05.2023

Copy forwarded to the following for information and necessary action:
1. All the Members Concerned,
2. The Asstt. Registrar & Secretary to Vice-Chancellor,
   Banaras Hindu University.

(Dr. Nand Lal)
Joint Registrar
General Administration
Shashank
1/5/23

Varanasi 221005,
UP, INDIA
Email-Kumarasharma88@gmail.com
Email-jr.gad@bhu.ac.in
Web : www.bhu.ac.in

Ref. No. : R/GAD/Samarth-2025/124/ Dated: 01 September 2025

NOTFICATION

It is hereby notified for information to all concerned that **the grievances** pertaining to Students Grievance Committee, Teachers Grievance Committee, Non-Teaching Staff Grievance Committee, SC/ST Grievance Cell and Women Grievance Cell **will be submitted on BHU Samarth eGov Suite (https://bhu.samarth.ac.in/index.php/pgportal/grievance-public) w.e.f. 1st September, 2025.** The aforesaid link will also be displayed on the BHU website under Grievance Header.

Further, in case any difficulty in submitting grievances is faced by any student/faculty/non-teaching staff, he/she may mail to grievance@bhu.ac.in.

In order to tide over the transition period, hard copies of grievances will be received in office of Grievance Redressal Cell till 01-10-2025 only.

(M. N. Singh)
JOINT REGISTRAR
(GENERAL ADMINISTRATION)

No. R/GAD/Samarth-2025/124/3201 ; of date: 01/09/2025
02.

Copy forwarded to the following for information and necessary action:

1. The Directors of Institutes/Deans of Faculties/Dean of Research (IMS)/Heads of Deptts./Offices/Sections/Units,
2. The Principal, Mahila Mahavidyalaya,
3. The Principal, College/Schools,
4. The Coordinator/Administrative Warden/Warden of the Hostels,
5. The Coordinator of Schools/Centres,
6. The Finance Officer,
7. The Controller Examinations,
8. The Dean of Students,
9. The Chief Proctor,
10. The Professor Incharge, UWD, Trauma Centre, IMS, RGSC (Barkachha),
11. The Medical Superintendent, S.S. Hospital,
12. The Chief warden/Manager, Guest House Complex,
13. The CMO Incharge, UEHCC, USHCC
14. The Information & Public Relations Officer,
15. All the Joint Registrar/Dy. Registrar/Asstt. Registrar/Hindi Officer/Law Officer,
16. The Assistant Registrar & Secretary to the Vice-Chancellor,
17. The Sr. PS to the Registrar,
18. The Training & Placement Officer,
19. The Student Counsellor,

Banaras Hindu University

(M. N. Singh)
JOINT REGISTRAR
(GENERAL ADMINISTRATION)

Varanasi 221005,
UP, INDIA
Jr.gad@bhu.ac.in
umarasharma88@gmail.com
Web : www.bhu.ac.in

काशी हिन्दू विश्वविद्यालय
BANARAS HINDU UNIVERSITY

कुलसचिव कार्यालय
सामान्य प्रशासन
Office of the Registrar
General Administration

Ref. No. R/GAD/SC/ST Grievance Cell/7/2215 Dated: July 15, 2025

NOTIFICATION

The Vice Chancellor has been pleased to reconstitute SC/ST Grievance Cell consisting of the following members of the University with immediate effect till further order :

1. Prof. R.K.Lodhwal, Institute of Management Studies : Chairman
2. Prof. J.P.Singh, Dept of Panchkarma, F/o Ayurveda : Member
3. Prof. Lalita Vatta, MMV : Member
4. Prof. Komaraiah J.B., Dept of Economics, F/o Social Science : Member
5. Dr. R.S.Meena, Department of Agronomy, I.Ag.Sc. : Member
6. Dr. Ashutosh Mohan, Institute of Management Studies : Member
7. The Joint Registrar (SC/ST Cell) : Member- Secretary

(अशोक कुमार शर्मा /A.K.Sharma)
सहायक कुलसाचिव/ **ASSISTANT REGISTRAR**
(सामान्य प्रशासन /General Administration) 15/7/25

No. R/GAD/SC/ST Grievance Cell/7/ ; of date 15.07.2025

COPY forwarded to the following for information and necessary action:

1. The members concerned
2. The Directors of Institutes/Deans of Faculties/ Dean (Research)/Heads of Deptts/Offices/Sections/Units,
3. The Principal, Mahila Mahavidyalaya,
4. The Finance Officer,
5. The Chief Proctor,
6. The Dean of Students,
7. The University Librarian,
8. The Medical Superintendent, SSH,
9. The Controller of Examinations,
10. The CMO Incharge, UEHCC
11. The Professor In-charge, Trauma Centre,
12. The Professor In-charge, Guest House Complex
13. The Principals of Colleges/ Schools / Affiliated Colleges
14. The Professor-In-Charge, R.G.S.C., Barkachha,
15. The Information & Public Relations Officer,
16. The Coordinator, Computer Centre
17. All the Joint Registrar/Dy.Registrar/Asstt.Registrar,
18. The Assistant Registrar & Secretary to the Vice-Chancellor,
19. The Assistant Registrar, Office of the Registrar, **Banaras Hindu University.**

(अशोक कुमार शर्मा /A.K.Sharma)
सहायक कुलसाचिव/ **ASSISTANT REGISTRAR**
(सामान्य प्रशासन /General Administration) 15/7/25

BHU capital of knowledge

स्वच्छ भारत
एक कदम स्वच्छता की ओर

Varanasi 221005, UP, INDIA
T : 91-542-2368903,
F: 91-542-2369100
Web : www.bhu.ac.in

NOTIFICATION

Inviting grievances from faculty members regarding non-grant of promotion during the academic year 2022-23,2023-24 & 2024-25.

In terms of ECR 37 dated 09.10.2025 vide Notification no.R/GAD/Comm/281/5097 dated 05.12.2025 a committee of EC Members has been constituted to examine the grievances related to selections/promotions of the faculty members .

Therefore, as per instruction of the above Committee of EC Members , it is hereby notified that faculty members of the University who have grievances related to non-grant of promotion during the academic year 2022-23,2023-24 & 2024-25, despite being eligible under the applicable promotion schemes (CAS/DACP/other relevant rules), may submit their grievances for examination and redressal.

The grievances should clearly mention the following details:

1. Name, designation, and department of the faculty member
2. Promotion scheme under which promotion was due
3. Date of eligibility for promotion
4. Brief description of the grievance with supporting documents, if any

The duly signed grievance representation, along with relevant enclosures, should be submitted to the Chairman of the said committee through **email "ecc@bhu.ac.in"** on or before **15.01.2026.**

The submitted grievances will be examined by the Grievance Redressal Committee/Competent Authority in accordance with the existing rules and guidelines, and appropriate action will be taken.

Faculty members are advised to adhere strictly to the above instructions and timeline.

9/1/2026

(Pramod Kumar Jha)
Assistant Registrar-EC Cell &
Secretary to the Committee.

CHAPTER 15

DELEGATION OF POWERS UNDER STATUTES 15 (XVIII)

Delegation of Powers under statutes 15 (XVIII)

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

Continued on the next page

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

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

Continued on the next page

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

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

Continued on the next page

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

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

Continued on the next page

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

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

Continued on the next page

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

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

Continued on the next page

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

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

Continued on the next page

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

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

Continued on the next page

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

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

Continued on the next page

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

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

Continued on the next page

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

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

Continued on the next page

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

Sl. No.	Nature of Powers	Authority to whom delegated	Remarks

Note (3) :

(a) The Vice Chancellor will grant permission to leave the station to the following :-

(i) Director, Institute of Technology

(ii) Director, Institute of Medical Sciences

(iii) Director, Institute of Agricultural Sciences

(iv) Dean of Faculties

(v) Registrar

(vi) Finance Officer

(vii) Director, Bharat Kala Bhavan

(viii) Librarian

(ix) Chief Proctor

(x) Dean of Students

(xi) Principal, Mahila Mahavidyalaya

(b) The Director, Institute of Technology, will grant permission to leave the station to all the Heads of the Teaching Departments, and non-teaching staff in the Institute of Technology

(c) The Director, Institute of Medical Sciences, will grant permission to leave the station to all the Heads of the Teaching Departments, and the non-teaching staff in the Institute of Medical Sciences including the Superintendent, SSHospital

(d) The Director, Institute of Agricultural Sciences, will grant permission to leave the station to all the Heads of the Teaching Departments, and non-teaching staff in the Institute of Agricultural Sciences

(e) The Dean of Faculties (excluding the Dean of the Faculty of Technology, the Dean of the Faculty of Medical Sciences and the Dean of the Faculty of Agricultural Sciences) will grant permission to leave the station to all the Heads of the Teaching Departments

Continued on the next page

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

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

Continued on the next page

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

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

Continued on the next page

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

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

Continued on the next page

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

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

Continued on the next page

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

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

Continued on the next page

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

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

Continued on the next page

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

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

Continued on the next page

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

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

Continued on the next page

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

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

Continued on the next page

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

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

Continued on the next page

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

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

Continued on the next page

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

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

Continued on the next page

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

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

Continued on the next page

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

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

CHAPTER II

THE SCHEDULE

[See section 17 (2)]

THE STATUTES OF THE UNIVERSITY

1. In these Statutes –

Definitions.

(a) "Act" means the Banaras Hindu University Act, 1915.

(b) all words and expressions used herein and defined in the Act shall have the meanings respectively assigned to them in the Act.

2. EMOLUMENTS, TERMS AND CONDITIONS OF SERVICE OF THE VICE-CHANCELLOR

(1) There shall be paid to the Vice-Chancellor a salary and other allowances as approved by the Government of India/UGC[5] and he shall be entitled, without payment of rent, to use a furnished residence throughout his term of office and no charge shall fall on the Vice-Chancellor personally in respect of the maintenance of such residence.

(2) The Vice-Chancellor shall not be entitled to the benefits of the University Provident Fund or to any other allowance :

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

(3) The Vice-Chancellor shall be entitled to traveling allowances at such rates as may be fixed by the Executive Council.

(4) The Vice-Chancellor shall be entitled to leave on full pay for one-eleventh of the period spent by him on active service.

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

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

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

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

3. RECTOR

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

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

[6] Vide Ministry of Education letter No. F.1-23/75-U2 dated 17-10-75.

[7] Vide Ministry of HRD, Deptt. of Higher Education letter No. F.1-11/2007-Desk (U) dated 11th May, 2007 (ECR No. 90 dated 31.10.2006, amended vide ECR No. 97 dated March 14, 2007).

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

(2) The Rector shall be a whole-time salaried officer of the University.

(3) The Rector shall hold office for only so long as the Vice-Chancellor on whose recommendation he was appointed, holds office and he shall be eligible for re-appointment :

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

(4) The emoluments and other terms and conditions of service of the Rector shall be prescribed by the Ordinances.

(5) The Rector shall assist the Vice-Chancellor in all matters and shall also exercise such powers and perform such duties as may be delegated to him by the Vice-Chancellor.

(6) Where the Vice-Chancellor is the Chairman of any board or committee appointed under Statute 26 and he is absent for any reason whatsoever from any meeting of such board or committee, the Rector shall preside over such meeting.

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

3A. DIRECTOR

(1) There shall be a Director each for the Institute of Technology, the Institute of Medical Sciences and [8]the Institute of Agricultural Sciences and the [9]Institute of Environment and Sustainable Development who shall be officers of the University.

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

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

4. REGISTRAR

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

(2) When the office of the Registrar is vacant or when the Registrar is, by reason of illness or absence for any other cause, unable to perform the

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

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

duties of the office, the duties of the office shall be performed by such person as the Vice-Chancellor may appoint for the purpose.

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

(4) The Registrar shall :-

(a) be the custodian of the records, the common seal and such other properties of the University as the Executive Council shall commit to his charge;

(b) issue under the direction of the Vice-Chancellor all notices convening meetings of the Court, the Executive Council, the Academic Council, the Selection Committees, the Faculties, the Boards of Studies, and of the committees appointed by the authorities of the University ;

(c) maintain the minutes of all meetings of the Court, the Executive Council, the Academic Council, the Selection Committees, the Faculties, and of the committees appointed by the authorities of the University ;

(d) conduct the official correspondence of the Court, the Executive Council and the Academic Council ;

[10]*(e)* [X X X]

(f) supply to the Visitor, copies of the agenda of meetings of the authorities of the University as soon as they are issued and the minutes of the meetings of the authorities ordinarily within a month of the holding of the meetings;

(g) in and emergency, when neither the Vice-Chancellor nor the Rector is able to act, call a meeting of the Executive Council forthwith and take its directions for carrying on the work of the University ;

(h) represent the University in suits or proceedings by or against the University, assign powers of attorney and verify pleadings or depute his representative for the purpose ;

(i) perform such other duties as may be prescribed by these Statutes, the Ordinances and Regulations or as may be required, from time to time, by the Executive Council or the Vice-Chancellor,

(5) *(a)* The Registrar shall have power to take disciplinary action against the employees belonging to the ministerial, subordinate-executive and class IV services and to suspend them pending enquiry, administer warnings to them or impose on them the penalty of censure or the with holding of increment ;

Provided that no such penalty shall be imposed until the employee has been given a reasonable opportunity of showing cause against the action proposed to be taken in regard to him.

(b) An appeal shall lie to the Vice-Chancellor against any order of the Registrar imposing the penalty of the withholding of increment.

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

(c) In a case where the enquiry discloses that a punishment beyond the powers of the Registrar is called for, the Registrar shall, upon conclusion of the enquiry, make a report to the Vice-Chancellor along with his recommendations, and the decision of the Vice-Chancellor thereon shall be final ;

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

5. FINANCE OFFICER

[11](1) The Finance Officer shall be appointed on deputation from any organized Services of the Govt. of India by the Executive Council on the recommendation of the Vice-Chancellor and shall be a whole-time salaried officer. The Finance Officer shall work under the supervision of the Vice-Chancellor and shall be accountable to the Executive Council through the Vice-Chancellor.

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

(3) The Finance Officer shall:-

(a) exercise general supervision over the funds of the University and shall advise it as regards its financial policy ; and

(b) perform such other financial functions as may be assigned to him by the Executive Council or as may be prescribed by these Statutes or the Ordinances :

Provided that the Finance Officer shall not incur any expenditure or make any investment exceeding Rs.10,000 without the previous approval of the Executive Council.

(4) Subject to the control of the Executive Council, the Finance Officer shall:-

(a) hold and manage the property and investments including trust and endowed property for furthering any of the objects of the University ;

(b) see that the limits fixed by the Finance Committee for recurring and non-recurring expenditure for a year are not exceeded and that all moneys are expended on the purposes for which they are granted or allotted ;

(c) be responsible for the preparation of annual accounts and the budget of the University for the next financial year and for their presentation to the Executive Council;

(d) keep a constant watch on the state of the cash and bank balances and on the state of investments ;

(e) watch the progress of collection of revenue and advise on the methods of collection employed ;

(f) have the accounts of the University regularly audited by an internal audit party;

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[11] Vide Ministry of Human Resource Development (Deptt. of Higher Education) letter No. F.1-28/2007 Desk(U) dated 1st June, 2009. (ECR No. I dated October 16, 2008).

(g) see that the registers of buildings, land and equipment are maintained up-to-date and that the stock-checking is conducted of equipment and consumable materials in all offices and colleges, and in the Public Works Department and Workshop stores ;

(h) call for explanation for unauthorised expenditure and for other financial irregularities and suggest disciplinary action against the persons at fault ;

(i) call for from any office or institution under the University and information or returns that he may consider necessary to discharge his financial responsibilities.

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

[12]5A. CONTROLLER OF EXAMINATIONS

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

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

(3) The Controller of Examinations shall :-

(a) issue under the direction of Vice-Chancellor all notices convening meetings of the Board of Examiners, the Board of Moderators and of the Committees appointed in connection with Examinations by the authorities of the University and maintain the minutes of all such meetings.

(b) control the conduct of Examinations and all other arrangements necessary therefor and the execution of all processes connected therewith.

(c) notwithstanding anything to the contrary contained in these Statutes, the Ordinances and the Regulations, perform such other duties, administrative or academic, as may be required, from time to time, by the Vice-Chancellor.

(d) be the custodian of the records pertaining to his duties and responsibilities under this Statute.

(e) call from any office or institution under the University any information or returns that he may consider necessary for the performance of his duties and to discharge his responsibilities.

(f) call for explanation from any subordinate employee who may be at fault, in respect of any matter pertaining to his responsibilities and suggest disciplinary action against the persons at fault.

[12] Vide Ministry of Education & S.W. letter No.F.1-17/77-U2 dated Feb. 1978.

6. LIBRARIAN

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

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

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

[13]6A. MEDICAL SUPERINTENDENT

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

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

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

(3) Notwithstanding anything to the contrary contained in these Statutes, the Medical Superintendent, in relation to the hospital, shall exercise the financial and administrative pattern as are exercised by the other Statutory Officers and such other powers which an Ordinance may define taking into account the special needs of the hospital subject to the overall supervision of the Director, Institute of Medical Sciences.

(4) Notwithstanding anything to the contrary contained in Statute 4(5)(a), the Medical Superintendent shall have the power to take disciplinary action against the employees belonging to the ministerial, subordinate-executive, technical workshop staff, paramedical staff and class IV services as also staff borne on the establishment of the Institute and physically working in the Hospital and to suspend them pending enquiry, administer warnings to them or impose on them the penalty of censure or withholding of increment.

Provided that no such penalty shall be imposed until the employee has been given a reasonable opportunity of showing cause against the action proposed to be taken in regard to him.

(a) An appeal shall lie initially to the Director, I.M.S., against any order of the Medical Superintendent imposing the penalty of the withholding of increment.

(b) In a case where the employee is not satisfied with the decision of the Director, I.M.S., an appeal shall lie with the Vice-Chancellor whose decision will be final.

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

(c) In case the Inquiry discloses that punishment beyond the power of the Medical Superintendent is called for, the Medical Superintendent shall, upon conclusion of the enquiry, make a report to the Director, I.M.S., alongwith his recommendations. The Director, I.M.S., if satisfied with the recommendation, shall forward the same to the Vice-Chancellor for a final decision.

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

(5) The Medical Superintendent shall not incur any expenditure from the Budget under his control exceeding Rs.10,000/-on any single item without the previous approval of the Vice-Chancellor.

(6) Subject to the control of the Executive Council, the Medical Superintendent shall :-

(a) hold and manage all immovable properties (other than movable property).

(b) see that the ceilings in the Budget for recurring and non-recurring expenditure for a year are not exceeded and that all moneys are expended on the purposes for which they are granted or allotted.

(c) be responsible for he preparation of annual accounts and the Budget of the Hospital including the pro-rata electrical, water and maintenance of building, etc. for the next financial year and send the same to he Finance Officer.

(d) provide the details of duties of Doctors entrusted with patient care, as per Hospital manual published by the D.G.H.S., Govt. of India.

(e) have supervision and administrative control of interns and Residents including their training as also posting, disbursement of salary, leave etc.

[14]**7. DEAN OF STUDENTS**

(1) The Dean of Students shall be appointed, from amongst employees of the University who are teachers of the University, preferably of the rank of Professor but not below the rank of Reader, by the Executive Council on the recommendation of the Vice-Chancellor. The Dean of Students shall be a part-time employee of the University and the tenure shall be co-terminus with the Vice-Chancellor and shall hold office during the pleasure of the Vice-Chancellor. He shall be eligible for re-appointment.

(2) The person who is appointed as the Dean of Students shall continue to hold his lien on his substantive post and shall continue to subscribe to the University Provident Fund.

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

(4) The duties and powers of the Dean of Students shall be regulated by the Ordinances.

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

[15]**8. CHIEF PROCTOR**

(1) The Chief Proctor shall be appointed from amongst the employees of the University who are teachers of the University, preferably of the rank of Professor, but not below the rank of Reader by the Executive Council on the recommendation of the Vice-Chancellor. The Chief Proctor exercises such powers and perform such duties as may be assigned to him by the Vice-Chancellor.

(2) The Chief Proctor shall be a part-time employee of the University and the tenure shall be co-terminus with the Vice-Chancellor and shall hold office during the pleasure of the Vice-Chancellor and shall be eligible for re-appointment for a second term.

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

[16]**9(1). DEANS OF FACULTIES**

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

Provided that:-

(1) if there is no Professor, a Reader, by rotation according to seniority, shall act as Dean.

(2) The Dean shall be the Chairman of the Faculty and shall be responsible for the observance of the Statutes, the Ordinances and the Regulations relating to the Faculty.

(3) The Dean shall be responsible for overall supervision and control of the organization and the conduct of teaching and research work in the Departments comprised in the Faculty.

(4) The Dean shall exercise such other powers and perform such other functions and duties as may be assigned to him by the Executive Council or the Vice-Chancellor.

[17](5) Professor or Reader shall have the option to resign the Deanship at any time during his tenure and also decline the offer of appointment in his turn as Dean of the Faculty.

[18](6) Provided further that in the event of Professor/Reader not being available at the time of commencement of his tenure, the Professor/Reader as the case may be next in order of seniority shall be appointed as Dean and the tenure of such a person shall commence after the expiry of the term of the Professor/Reader appointed in his absence.

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[15] Vide Ministry of Education letter No. F.1-19/83 Desk(U) dated 15th January, 1985.
[16] Vide Ministry of Education letter No. F.1-76/83 Desk(U) dated 12th March, 1984.
[17] Vide Ministry of HRD (Deptt. of Education) letter No. F.1-39/91 Desk(U) dated 14.5.1992.
[18] Vide Ministry of HRD (Deptt. of Education) Letter No.F.1-39/91-Desk(U), dated 14.5.1992

[19]**9A. PRINCIPAL MAHILAMAHAVIDYALAYA**

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

10. THE COURT

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

(a) the Chancellor, ex-officio,

(b) the members of the Executive Council, ex-officio,

(c) three persons, being Heads of Departments of Studies or Principals of Colleges of the University, nominated by the Visitor,

(d) two persons, being professors from Departments of Studies or Colleges of the university, nominated by the Visitor,

(e) two persons from among teachers of the university, other than professors, nominated by the Visitor,

[20]*(f)* three representatives of Parliament, two to be nominated by the Speaker of the Lok Sabha from among the members thereof and one to be nominated by the Chairman of the Rajya Sabha from among the members thereof, provided that consequent on a member of Parliament becoming a Minister or Speaker/Deputy Speaker, Lok Sabha or Deputy Chairman, Rajya Saha, his/her nomination/ election of the Statutory body shall be deemed to have been terminated, and

(g) thirty persons nominated by the Visitor from among persons who are men of standing in public life or have special knowledge or practical experience in education or have rendered eminent services in the cause of education.

(2) Seventeen members of the Court shall form the quorum.

(3) All members of the Court, other than ex-officio members shall hold office for a term of three years.

[21](4) The Annual Report of the University shall be submitted to the Court in its Annual Meeting to be held latest by middle of November every year.

11. NOTICE OF MEETING

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

12. NOTICE OF PROPOSALS OR AMENDMENTS

Every member who intends to bring forward any special business at a meeting of the Court or to propose any person for election as Chancellor shall give notice

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[19] Vide Ministry of HRD (Deptt. of Education) letter No. F.1-15/97 Desk(U) dated 18.12.1998.

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

[21] Vide Ministry of Human Resource Development (Deptt. of Higher Education) letter No F.1-2/2010-Desk(U) dated May 5, 2010 (ECR No. 98 dated October 6, 2009).

of such business or the name of the person to be proposed, to the Secretary at least twenty days before the date appointed for such meeting; and every member who intends to propose an amendment shall give notice thereof to the Secretary, ten days before the date fixed for the meeting.

13. NOTICE OF SPECIAL MEETING

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

14. THE EXECUTIVE COUNCIL

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

(a) The Vice-Chancellor, ex-officio,

(b) Eight persons nominated by the Visitor,

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

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

15. POWERS OF THE EXECUTIVE COUNCIL

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

[22](i) to appoint, from time to time, such Professors, Readers, Lecturers and other members of the teaching staff as may be necessary, on the recommendation of the Selection Committee constituted for the purpose, and to provide for filling temporary vacancies therein;

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

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

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

(iii) to appoint the Registrar, the Dean of Students, the Chief Proctor, the Librarian and other salaried officers and staff of the University and to fix their emoluments and define their duties and conditions of service;

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[22] Vide MHRD (Deptt. of Education) letter No. F.1-64/86 Desk(U) dated 24th May, 1988.

(iv) to manage and regulate the finances, accounts, investments, property, business and all other administrative affairs of the University and, for that purpose, to appoint such agents as it may think fit ;

(v) to invest any money belonging to the University, including any unapplied income, in such stocks, funds, shares or securities, as it shall, from time to time, think fit, or in the purchase of immovable property in India, with the like powers of varying such investments from time to time;

(vi) *(a)* to accept on behalf of the University any trust, bequest, donation or transfer of any movable or immovable property to the University ; and

(b) to transfer any movable or immovable property on behalf of the University ;

(vii) to provide the buildings, premises, furniture, apparatus, and other means needed for carrying on the work of the University;

(viii) to enter into, vary, carry out and cancel contracts on behalf of the University ;

(ix) to entertain, adjudicate upon, and if it thinks fit, to redress, any grievances of the salaried officers of the University the teaching staff and other employees of the University who may for any reason feel aggrieved :

Provided that, in matters of discipline and punishment, where the final power has been vested in the Vice-Chancellor or any other officer of the University, no appeal shall lie to the Executive Council ;

(x) to appoint examiners and moderators and if necessary, to remove them, and to fix their fees, emoluments and traveling and other allowances after considering the recommendations of the Academic Council;

(xi) to maintain registers of registered graduates and of registered donors to the University ;

(xii) to select a common seal for the University, and provide for the custody and use of the seal ;

(xiii) to manage Departments, Institutions of Research or Specialised Studies, Special Centres, Laboratories, Museums and Hostels managed by the University ;

(xiv) to arrange for and direct the inspection of Colleges, Departments, Institutions, Special Centres and Hostels and to issue instructions for maintaining their efficiency and ensuring proper conditions of employment for members of their staff ;

(xv) to make arrangements, from time to time, for periodical assessment of the work of the teachers of the University;

(xvi) to institute fellowships including traveling fellowships, scholarships, studentships, medals and prizes ;

(xvii) to direct the conduct of examinations in conformity with the Ordinances and the publication of the results thereof;

(xviii) to delegate any of these powers to the Vice-Chancellor, Rector, Registrar, Heads of Departments and Institution and Officers of the University or to a Committee appointed by it as it may deem fit.

[23](xix) To cause the timely preparation of the Annual Report of the University and its submission in the Annual meeting of the Court.

16. CONTRACTS

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

[24]17. ACADEMIC COUNCIL

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

(i) Vice-Chancellor,

(ii) Rector,

(iii) Directors of the Institutes,

(iv) Deans of Faculties,

(v) All Heads of Departments,

(vi) Principal, MMV,

(vii) Principals of other Colleges admitted to the privileges of the University,

(viii) One Professor, Reader, Lecturer from each Faculty and MMV by rotation according to seniority,

(ix) 10 distinguished persons from different disciplines to be nominated by the Academic Council from out side the University.

(2) Tenure of the members, other than ex-officio ones, shall be three years.

Provided that a member co-opted in his capacity as a member of a particular board or committee or as the holder of a particular post shall hold office so long only as he continues to be a member of that board or committee or the holder of that post.

[25](3) Eighty members of the Academic Council shall form the quorum.

18. POWERS, DUTIES AND ACTIONS OF THE ACADEMIC COUNCIL

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

(i) to report on any matter referred to it by the Executive Council;

(ii) to make recommendations to the Executive Council with regard to the creation and abolition of teaching posts in the University and the colleges, and the classification of the said posts and the emoluments and duties attaching thereto ;

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[23] Vide Ministry of Human Resource Development (Deptt. of Hiogher Education) letter No. F.1-2/2010-Desk(U) dated May 5, 2010 (ECR No. 98 dated October 6, 2009).

[24] Vide The Under Secretary to the Govt. of India. Ministry of Human Resource Development letter No. F.1-27/2007-Desk(U) dated 30th December, 2008, (ECR No. 195 dated 23.4.2008).

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

(iii) to formulate, modify or revise schemes for the organisation of, and assignment of subjects to, Faculties and to report to the Executive Council as to the expediency of the abolition, reconstitution or division of any Faculty or the amalgamation of one or more Faculties ;

(iv) to promote research within the University and to require, from time to time, reports on such research ;

(v) to consider proposals submitted by the Faculties ;

(vi) to recognize diplomas and degrees of other Universities and institutions and to determine their equivalent diplomas and degrees of the Banaras Hindu University ;

(vii) to make special arrangements, if any, for the teaching of women students and for prescribing for them special courses of study, after consulting the Advisory Board of Women's Education ;

(viii) to make such arrangements for the instruction and examination of persons, not being members of the University, as may be necessary ;

(ix) to recommend to the Executive Council the rates of fees and charges ;

(x) to make proposals to the Executive Council for the establishment of Colleges, Departments, Institutions of Research and Specialised Studies, Special Centres, Libraries, Laboratories and Museums ;

(xi) to make proposals to the Executive Council for the institution of fellowships, traveling fellowships, scholarships, studentships, medals and prizes ;

(xii) to recommend to the Executive Council draft Ordinances regarding examinations of the University on the conditions on which students should be admitted to such examinations and the working, maintenance and use of the University Library ;

(xiii) to maintain proper standards of examination ;

(xiv) to constitute a Council of Students' Affairs consisting of such number of teachers and students as may be prescribed by the Ordinances to advise the Academic Council on matters relating to the welfare of the students of the University ;

(xv) to fix, subject to any conditions accepted by the Executive Council, the time, mode and conditions of competition for fellowships, scholarships and other prizes and to award the same ;

(xvi) to conduct examinations in conformity with the Ordinances and to fix dates for holding them ;

(xvii) to declare the results of the various University examinations, or to appoint committees or officers to do so, and to make recommendations regarding the conferment or grant of degrees, honours, diplomas, certificates titles and marks of honours ;

(xviii) to award stipends, scholarships, medals, prizes and to make awards in accordance with the Ordinances and such other conditions as may be attached to the awards ;

(xix) to make recommendations to the Executive Council in regard to the appointment of examiners, and if necessary, their removal and the fixation of their fees, emoluments and the traveling and other allowances and the appointment of Boards of Examiners and Moderators ;

(xx) to appoint, whenever necessary, Inspectors or Boards of Inspectors for inspecting colleges and institutions applying for admission to the privileges of the University ;

(xxi) to publish lists of prescribed or recommended text-books and to publish syllabuses of the prescribed courses of study ;

(xxii) to prepare such forms and registers as are, from time to time, prescribed by the Ordinances ;

(xxiii) to appoint committees for admission to the University ;

(xxiv) to appoint, subject to the provisions of Statute 26, committees for such specific purpose as it may deem necessary ;and

(xxv) to person, in relation to academic matters, all such duties and to do all such acts as may be necessary for the proper carrying out of the provisions of the Act, these Statutes and the Ordinances.

19. [OMITTED]

20. [OMITTED]

21. FINANCE COMMITTEE

(1) The Finance Committee shall consist of the following members, namely:-

(i) The Vice-Chancellor ;

[26](ii) Two persons nominated by the Visitor ;

(iii) Two persons, who are not employees of the University, appointed by the Executive Council.

(iv) Two Deans of Faculties by rotation according to seniority for a term of two years.

(2) The Finance Officer shall be the Secretary of the Finance Committee.

(3) Four members of the Finance Committee shall form the quorum.

(4) All members of the Finance Committee, other than ex-officio members, shall hold office for a term of three years.

(5) The Vice-Chancellor shall preside at meetings of the Finance Committee.

(6) A member of the Finance Committee shall have the right to record a minute of dissent if he dissents from the other members.

(7) The Finance Committee shall meet at least twice every year to examine accounts and to scrutinize proposals for expenditure

(8) The annual accounts and the budget of the University for the next financial year prepared by the Finance Officer shall be laid before the Finance Committee for consideration and comments and thereafter submitted to the Executive Council for approval with or without amendments.

(9) The Finance Committee shall fix limits for the total recurring expenditure and the total non-recurring expenditure for the year, based on the income and resources of the University which, in the case of productive works, may include the proceeds of loans; no expenditure shall be incurred by the University in excess of the limits so fixed.

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[26] Vide Ministry of Education & Social Welfare letter No. F.11-59/69-U2 dated 12th August 1971.

22. FACULTIES :

The University shall include the faculties of -

(i) Sanskrit Vidya Dharma Vigyan Sankaya[27]
(ii) Arts
(iii) Science
(iv) Law
(v) Engineering and Technology[28]
(vi) Medicine[29]
(vii) Ayurveda[30]
(viii) Agriculture
(ix) Education
(x) Visual Arts[31]
(xi) Performing Arts
(xii) Commerce[32]
(xiii) Management Studies[33]
(xiv) Social Sciences[34]
(xv) Dental Sciences[35]
[36](xvi) Environment and Sustainable Development

23. CONSTITUTION OF FACULTIES

(1) Each Faculty shall consist of the following members, namely:-

(i) the Dean of the Faculty who shall be the Chairman ;
(ii) the Director of the Institute of Technology in the Faculty concerned;
[37](iii)the Director of the Institute of Medical Sciences in the Faculty concerned ;
(iv) the Director of the Institute of Agricultural Sciences in the Faculty concerned ;
[38](v) the Director of the Institute of Environment and Sustainable Development in the Faculty concerned;
(vi) the Heads of Departments of Studies in the Faculty ;

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[27] Vide Ministry of Education & Culture (Deptt. Of Education) letter No. F.1-39/82-Desk(U) dated 8th June, 1983.
[28] Vide Ministry of Education and Youth Services letter No. F.1-24-170 U.2 dated 31.10.70.
[29] Vide Ministry of Education & Social Welfare letter No. F.1-29/77 U.2 dated 27.3.1978.
[30] Vide Ministry of Education letter No. F.1-10/85-Desk(U) dated 17th April, 85.
[31] Vide Ministry of Education & Social Welfare letter No. F.1-148/77 U.2 dated 24.8.1978.
[32] Vide Govt. of India, Ministry of Education letter No. F.1-49/83 (U) dated 19th May, 1984.
[33] Vide Govt. of India, Ministry of Education letter No. F.1-49/83 (U) dated 19th May, 1984.
[34] Vide Ministry of Education & Social Welfare letter No. F.1-32-170-U.2 dated April, 1978.
[35] Vide Ministry of HRD letter No. F.1-15/2005-Desk(U) dated 22nd August, 2005.
[36] Vide Ministry of HRD, Deptt. of Higher Education letter No. F.1-5/10-Desk(U) dated 28th July, 2010 (ECR No. 90 dated October 6, 2009)
[37] Vide Ministry of Education & Youth Services letter No. F.1-3-171 U.2 dated 15.3.1971
[38] Vide Ministry of HRD, Deptt. of Higher Education letter No. F.1-5/10-Desk(U) dated 28th July, 2010 (ECR No. 90 dated October 6, 2009)

(vii) all Professors in the Faculty ;

[39](viii) the Training and Placement officer of the Institute of Technology in the Faculty concerned ;

(ix) one Reader and one Lecturer, by rotation according to seniority, from each Department in the Faculty ;

[40](x) one teacher by rotation according to seniority from the Mahila Mahavidyalaya.

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

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

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

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

(2) The term of office of a member under sub-clause (viii), (ix) and (x) of clause (1) shall be three years.

24. POWERS OF THE FACULTIES

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

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

25. DEPARTMENTS/FACULTIES

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

(2) No Department shall be established, reconstituted, amalgamated with another, or divided or abolished except in accordance with the provisions of these Statutes.

(3) Each Department shall consist of the following members, namely :-

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[39] Vide Ministry of Education & Social Welfare letter No. F.1-57/76 U.2 dated 16.2.1977.

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

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

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

(i) Teachers of the Department ;

(ii) Persons conducting research in the Departments ;

(iii) Dean of the Faculty or Deans of the Faculties concerned;

(iv) Honorary Professors, if any, attached to the Department;

(v) Such other persons as may be members of the Department in accordance with the provisions of the Ordinances.

[43](4) (1) Each Department shall have a Head whose duties, functions and conditions of appointments shall be laid down by the Ordinances.

(2) In the case of Departments having the sanctioned strength of more than one Professor, the Vice-Chancellor shall appoint one of the Professors by rotation according to seniority as the Head of the Department for a specified period as laid down in the Ordinances.

Provided that, if at any particular time, such Department in effect has only one Professor, the Vice-Chancellor shall appoint the Head of Department in accordance with the provisions given in Clause (3).

Provided further that a Professor/Reader who has been the Head of Department earlier or who declined the option under Clause (5) shall not be reappointed until all the Professor/Reader as the case may be in the Department have been duly considered.

Provided further that in the event of Professor/Reader not being available at the time of commencement of his tenure, the Professor/Reader, as the case may be, next in order of seniority shall be appointed as Head of Department and the tenure of such as were not available shall commence after the expiry of the term of the Professor/ Reader appointed in his absence.

(3) In the case of the Departments which have the sanctioned strength of only one Professor, the Vice-Chancellor shall first appoint the Professor as the Head of Department and thereafter one of the Readers from amongst the two senior most Readers by rotation according to seniority for a specified period as laid down in the Ordinances. After the term of the Readers is over the Professor would again be appointed as the Head and the rotation would continue.

(4) In case of Departments where there is no Professor, the Vice-Chancellor shall appoint one of the Readers from amongst the two senior most Readers by rotation according to seniority, as the Head of the Department for a specified period as laid down in the Ordinances.

(5) Any Professor or Reader shall have the option to resign the Headship at any time during his tenure or also to decline the offer of appointment on his turn as Head of the Department.

(6) If no Professor or Reader is appointed Head of the Department or when the place of the Head of the Department is vacant for any reason

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

the Dean of the Faculty concerned shall act as the Head of the Department.

(7) Notwithstanding anything contrary contained anywhere in these statutes, whenever the Vice-Chancellor is satisfied that appointment of a person, whose appointment is due on the basis of seniority as the Head of the Department, will not be in the overall interest of the Department he may, with the prior approval of the Executive Council, appoint another Professor or Reader next in seniority, as the case may be, as the Head of the Department.

(8) Notwithstanding anything contained to the contrary in these statutes, Faculties consisting of a single Department the office of the Head and the office of the Dean shall continue to be held conjointly.

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

(9) If any dispute or doubt arises about the interpretation of these Statutes, the same shall be referred to the Executive Council and the decision of the Executive Council shall be final.

(10) These amended Statutes shall be deemed to have come into force w.e.f. 4th April, 1984.

[44]**25A. INSTITUTES**

(1) There shall be established an Institute of Technology integrating the following departments of the University namely :-

Department of –

(1) Mechanical Engineering;
(2) Electrical Engineering
(3) Civil Engineering
(4) Mining Engineering;
(5) Metallurgical Engineering;
(6) Chemical Engineering and Technology;
(7) Ceramic Engineering;
(8) Pharmaceutics;
(9) Electronics Engineering;
[45](10) Computer Engineering;
(11) Applied Physics;
(12) Applied Chemistry
(13) Applied Mathematics

(2) The existing Faculty of Medical Sciences be bifurcated into three Faculties under the Institute of Medical Sciences consisting of the Departments as noted below:-

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

[45] Vide Ministry of Education letter No. F.1-35/84-Desk(U) dated 14.1.85 and F.1-36/84-Desk(U) dated 23rd August, 1985. (Deptt. of Computer Engg., Applied Physics, Applied Chemistry & Applied Maths.).

(1) Faculty of Medicine

Department of –

(1) Anatomy ;
(2) Biochemistry
(3) Forensic Medicine ;
(4) General Medicine ;
(5) Microbiology ;
(6) Obstetrics and Gynaecology ;
(7) Opthalmology ;
(8) Physiology ;
(9) Pharmacology ;
(10) Pathology ;
[46](11) Community Medicine
(12) Paediatric
(13) Radio-diagnosis Imaging
(14) General Surgery ;
(15) Anaesthesiology ;
(16) Biophysics ;
(17) Orthopaedics ;
(18) Otorhinolaryngology ;
(19) Psychiatry;
(20) Radiotherapy & Radiation Medicine
[47](21) Dermetology and Venereology
(22) Tuberculosis and Chest Diseases
[48](23) Neurosurgery
(24) Plastic Surgery
(25) Urology
(26) Paediatrics Surgery
(27) Neurology
(28) Nephrology
(29) Gastroenterology
(30) Endocrinology
(31) Cardiothoracic Surgery
(32) Cardiology
(33) Surgical Oncology

(2) Faculty of Ayurveda

Department of –

[49](1) Ayurveda Samhita & Sanskrit
(2) Sidhant Darshan ;
(3) Dravyaguna ;

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[46] Vide Govt. of India, Ministry of HRD letter No. F.1-12/2003-Desk(U) dated 25th March, 2004 (Deptt. of Community Medicine, Deptt. of Radio-diagnosis Imaging & Surgical Oncology).

[47] Vide Ministry of HRD (Deptt. of Education) letter No. F.1-43/86-Desk(U) dated 4th August, 1987.(Deptt. of Dermetology & Venereology and Deptt. of Tuberculosis & Chest Diseases).

[48] Vide Human Resource Development letter No. F.1-66/91 Desk(U) dated 8th July 1997. (Deptts. of Neurosurgery, Plastic Surgery, Urology, Paediatrics Surgery, Neurology, Nephrology, Gastroenterology, Endocrinology, Cardiothoracic Surgery and Cardiology).

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

[50](4) Panch Karma
(5) Agad Tantra
(6) Prasuti Tantra ;
(7) Shalya Tantra ;
[51](8) Sangyaharan
(9) Medicinal Chemistry (Bhaisajya Rasayan Vibhag).
(10) Rasa Shastra
[52](11) Kriya Sharir
(12) Rachana Sharir
(13) Swathyavrittya and Yoga
(14) Kaumaryavrittya/Balroga
(15) Vikriti Vigyan
(16) Shalakya Tantra

[53]***(3) Faculty of Dental Sciences***

(1) Department of Dentistry

(3) There shall be established an Institute of Agricultural Sciences integrating the following departments of the University, namely :-

Department of –

(1) Agronomy ;
(2) Genetics and Plant Breeding ;
(3) Soil Science and Agricultural Chemistry ;
(4) Horticulture
(5) Plant Physiology
(6) Mycology and Plant Pathology ;
(7) Entomology and Agricultural Zoology ;
(8) Agricultural Economics
(9) Extension Education ;
(10) Animal Husbandry & Dairying and
(11) Farm Engineering

[54](4) There shall be established an Institute of Environment and Sustainable Development, Faculty of Environment and Sustainable Development consisting of Department of Environment and Sustainable Development with following sub-divisions;

(i) Environmental Science;
(ii) Bio-resource Management
(iii) Energy Resource Development

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

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

[52] Vide Ministry of Human Resource Development (Deptt. of Education) letter No. F.1-27/2004-Desk(U) dated 10th October, 2006 (ECR No. 296 dated March 31, 2004). (Deptt. of Kriya Sharir, Rachana Sharir, Swathyavrittya and Yoga, Kaumaryavritta/Balroga, Vikrit Vigyan and Department of Shalakya Tantra).

[53] Vide Ministry of HRD letter No. F.1-15/2005-Desk(U) dated 22nd August, 2005.(ECR No.331 dated October 11, 2004).

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

(iv) Water Resource Development

(v) Socio-Economic and legal dimensions

(5) The Institute of Technology, the Institute of Medical Sciences and the Institute of Agricultural Sciences and the Institute of Environment and Sustainable Development established under the Statute shall each have a Director as its head.

26. BOARD AND COMMITTEES

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

27. SELECTION COMMITTEES

(1) *(a)* There shall be Selection Committees for making recommendations to the Executive Council for appointment to the posts of Professors, Readers, Lecturers, Registrar, Controller of Examinations and Librarian and such other posts as are declared teaching posts by the Academic Council.

(b) Every Selection Committee shall consist of the Vice-Chancellor who shall be the Chairman thereof and a person nominated by the Visitor, and, in addition, the Selection Committee for making recommendations for appointment to a post specified in column (1) of the Table below shall have as its members the persons specified in the corresponding entry in column (2) of the said Table.

(1)	(2)
[55]Professor	(1) The Dean of the Faculty concerned, provided he is a Professor, except in cases where they are applicants or when the post held by them is being filled up. (2) The Head of the Deptt. concerned, provided he is a Professor, except in cases where they are applicants or when the post held by them is being filled up. (3) Not less than three persons not being in the service of the University or member of the Executive Council who have special knowledge of the subject with which the person to be appointed will be concerned, to be nominated by the Executive Council.
Reader/ Lecturer [56]and Teaching post	(1) The Dean of the Faculty concerned ; (2) The Head of the department concerned ;

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

	(3) Not less than two persons not being in the service of the University or members of the Executive Council who have special knowledge of the subject with which the person to be appointed will be concerned, to be nominated by the Executive Council.
Registrar/ Controller of Examinations	Three members of the Executive Council nominated by it.
Librarian	Not less than three persons not being in the service of the University or members of the Executive Council who have special knowledge of the subject of Library Science to be nominated by the Executive Council.
Professors, Readers and Lecturers and [57]other teaching post in the Institute of Technology, Institute of Medical Sciences, Institute of Agricultural Sciences.and the [58]Institute of Environment and Sustainable Development	The Director of the concerned Institute will also be a member of the Selection Committee constituted as above for the respective post.
Professors, Readers and Lecturers and [59]other teaching post in Mahila Mahavidyalaya.	Principal, Mahila Mahavidyalaya, will also be a member of the Selection Committee, constituted as above for the posts of Mahila Mahavidyalaya.
[60]Professors, Readers and Lecturers in the Centre of Advanced Study/ Departments selected for Special Assistance Programme/ Schools.	Programme Co-ordinator of the concerned Departments, [61](CAS/SAP and Schools) will also be a member of the Selection Committee.

[56] Vide Ministry of Human Resource Development (Deptt. of Education) letter No. F.1-37/84-Desk(U) dated 25.3.1985.
[57] Vide Ministry of Human Resource Development (Deptt. of Education) letter No. F.1-37/84-Desk(U) dated 25.3.1985.
[58] Vide Ministry of HRD, Deptt. of Higher Education letter No. F.1-5/10-Desk(U) dated 28th July, 2010 (ECR No. 90 dated October 6, 2009)
[59] Vide Ministry of Human Resource Development (Deptt. of Education) letter No. F.1-37/84-Desk(U) dated 25.3.1985.
[60] Vide Ministry of Human Resource Development (Deptt. of Education) letter No. F.1-12/85-Desk(U) dated 27.1.1986.
[61] Vide Ministry of Human Resource Development (Deptt. of Education) letter No. F.1-48/90-Desk(U) dated 5.8.1991.

(c) Provided that the meetings of the Selection Committee shall be fixed only after prior consultation with and subject to the convenience of the Visitor's nominee and the persons nominated by the Executive Council under Clause (b) above.

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

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

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

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

(2) The procedure to be followed by a Selection Committee in making recommendations shall be laid down in the Ordinances.

(3) If the Executive Council is unable to accept any recommendations made by the Selection Committee, it shall record its reasons and submit the case to the Visitor for orders.

28. ELECTED CHAIRMAN TO PRESIDE WHERE NO PROVISION MADE IN STATUTE

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

29. RE-APPOINTMENT AND RE-ELECTION

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

30. RESIGNATION

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

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

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

31. REMOVAL OF TEACHERS

(a) Where there is an allegation of misconduct against a teacher, the Vice-Chancellor may, if he thinks fit, by order in writing, place the teacher

[62] Vide Ministry of Human Resource Development (Deptt. of Education) letter No. F.1-64/86 Desk(U) dated 24-5-1988.

under suspension and shall forthwith report to the Executive Council the circumstances in which the order was made :

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

(b) Notwithstanding anything contained in the terms of his contract of service or of his appointment, the Executive Council shall be entitled to remove a teacher on the ground of misconduct.

(c) Save as aforesaid, the Executive Council shall not be entitled to remove a teacher except for good cause and after giving three months' notice in writing or payment of three months' salary in lieu of notice.

(d) No teacher shall be removed under clause (b) or under clause (c) until he has been given a reasonable opportunity of showing cause against the action proposed to be taken in regard to him.

(e) The removal of a teacher shall require a two-thirds majority of the members of the Executive Council present and voting.

(f) The removal of a teacher shall take effect from the date on which the order of removal is made :

Provide that where a teacher is under suspension at the time of his removal, the removal shall take effect on the date on which he was placed under suspension.

(g) Notwithstanding anything contained in the Statutes, the employees of the University, being a teacher shall be entitled to resign :

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

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

32. REMOVAL OF EMPLOYEES OTHER THAN TEACHERS

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

(a) if he is of unsound mind or is a deaf-mute or suffers from contagious leprosy;

(b) if he is an undischarged insolvent ;

(c) if he has been convicted by a court of law of an offence involving moral turpitude and sentenced in respect thereof to imprisonment for not less than six months ;

(d) if he otherwise guilty of misconduct ;

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

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

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

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

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

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

33. SENIORITY

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

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

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

34. TENURE OF OFFICE

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

35. FILLING OF CASUAL VACANCIES

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

member of such authority or board or committee for the residue of the term for which the person whose place he fills would have been a member.

36. ADMISSION OF COLLEGES ETC. TO THE PRIVILEGES OF THE UNIVERSITY

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

(i) every such college or institution shall have a Managing Body constituted in accordance with the rules relating to the society or association establishing the college or institution consisting of –

(a) two persons nominated by the University ;

(b) the Principal ;

(c) two teachers to be nominated in accordance with the Ordinances ;

(d) such number of other persons as may be specified in the rules ;

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

(ii) every such college or institution shall satisfy the Executive Council on the following points -

(a) the suitability and adequacy of its accommodation and equipment for teaching,

(b) the qualifications and adequacy of its teaching staff and the conditions of their service,

(c) the arrangements for the residence, welfare, discipline and supervision of its students, and,

(d) such other matters as are essential for the maintenance of the standards of University education ; and

(iii) no college or institution shall be admitted to any privileges of the University except on the recommendation of the Academic Council made after considering the report of a Committee of Inspection appointed for the purpose, by the Academic Council.

(2) Every appointment of a teacher in such college or institution shall be made on the recommendation of a Selection Committee which shall consist of-

(a) the Principal, unless the post to be filled is that of the Principal ;

(b) one representative of the University nominated by the Executive Council;

(c) two persons nominated by the Managing Body ;

(d) two persons not connected with the college or institution who have special knowledge of the subject with which the person to be appointed will be concerned to be nominated by the Executive Council.

(3) Every such college or Institution shall be inspected atleast ones every year by a Committee appointed by the Academic Council, and the report of that

Committee submitted to the Academic Council which shall forward the same to the Executive Council with such recommendation as it may deem fit to make. The Executive Council, after considering the report and the recommendations, if any, of the Academic Council, shall forward a copy of the report to the Managing Body of the College or Institution with such remarks, if any, as it may deem fit, for suitable action.

(4) The Executive Council may, after consulting the Academic Council, withdraw any privileges granted to a college or institution if at any time it considers that the college or institution is not fulfilling the requisite conditions :

Provided that no such privileges shall be withdrawn until the Managing Body of the college or the institution, as the case may be, has been given a reasonable opportunity of showing cause against the action proposed to be taken in regard to the college or the institution.

(5) Subject to the conditions set forth above, the Ordinances may prescribe any other conditions which may be considered necessary and also the procedure for the admission on colleges and institutions to the privileges of the University and for the withdrawal of those privileges.

37. REGISTERED GRADUATES

(1) Every graduate of the University of not less than three years' standing shall be entitled to be registered and to have his name entered in the Register of registered graduates, the period of three years being computed from the date of conferment of the first degree by the University on the person concerned.

(2) Every person who intends to become a registered graduate shall make an application to the Registrar in such form and on payment of such fee as may be prescribed by the Ordinances.

(3) If any question arises as to whether a person is entitled to have his name entered in the Register of Registered graduates, it shall be decided by the Vice-Chancellor whose decision thereon shall be final.

(4) The names of all graduates which have been entered in the register of registered graduates immediately before the commencement of the Banaras Hindu University (Amendment) Act, 1966 shall be included in the register of registered graduates maintained under this Statute.

(5) No registered graduate shall be entitled to vote at, or stand as candidate, for, an election to the Court from among the registered graduates unless his name has been entered in the register of registered graduates for at least one year prior to the date of the election.

38. REGISTERED DONORS

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

(2) The names of all donors who have made such donation or have transferred such property immediately before the commencement of the Banaras

Hindu University (Amendment) Act, 1966 shall be included in the register of registered donors maintained under this Statute.

39. HONORARY DEGREES

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

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

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

[63]40. EMERITUS PROFESSOR AND VISITING PROFESSOR

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

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

41. PROVISION FOR MAINTENANCE OF CENTRAL HINDU SCHOOL

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

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

42. PROPERTIES OF THE SCHOOLS TO BE PROPERTIES OF THE UNIVERSITY

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

43. SUBSCRIPTION BY EMPLOYEES

Every employee of the University appointed permanently or on probation to a substantive post on or before 31-3-1964, unless he opts for the "Central Universities-Retirement Benefit Rules 1967[64] as may be approved by the Central Government, shall as a condition of his service subscribe to the provident fund eight and one-third percent of his salary; such subscription shall

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

[64] 1966 has been replaced by 1967 in the Visitor's orders communicated vide Ministry of Human Resource Development (Deptt. of Education) letter No. F.1-46/87-Desk(U) dated 26th October, 1987.

be deducted from his salary every month, fraction of a rupee of the salary being omitted. An employee joining University on or after 1-4-64 shall be governed by the Central Universities Retirement Benefit Rules 1967 as approved by the Central Government provided that any amendments to the Central Government Rules relating to General Provident Fund, Contributory Provident Fund, Pension, Gratuity, etc. shall be deemed to be the amendments of the relevant provisions of the Central Universities Retirement Benefit Rules 1967 with effect from the date such amendments are brought into force by the Central Government."

44. CONTRIBUTION BY THE UNIVERSITY

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

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

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

45. DEPOSIT IN BANK

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

[65]46. INVESTMENT IN SECURITIES

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

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

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

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[65] Vide Govt. of India, Ministry of HRD (Deptt. of Education) letter No. F.1-32/82 Desk(U) dated 29th July, 1985.

[66] Vide Govt. of India, Ministry of HRD (Deptt. of Education) letter No. F.1-45/87 Desk(U) dated 15th July, 1987.

47. PAYMENT OF INSURANCE PREMIA

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

(2) In all such cases, the Life Insurance policy for which the premia are so paid shall be assigned in favour of the University and the policy shall, on the retirement of the subscriber from the service of the University, be re-assigned to him by the University. In case of maturity of the policy during the service of the subscriber in the University, the full amount of the policy shall be credited to the Provident Fund of the subscriber and in the case of the death of the subscriber during the service, the full amount of the policy shall be paid to the legal representative of the deceased, entitled to the Provident Fund.

48. AMOUNT WHEN PAYABLE

The amount at the credit of any subscriber shall be payable :

(a) on the death of the subscriber, to the person or persons nominated by him or, when no such nomination is made, to his legal heir or heirs ;

(b) on his ceasing to be in the service of the University, to such subscriber, provided

(i) that no subscriber who has been dismissed for what is considered by the Executive Council as gross misconduct, shall, if the Executive Council so directs, be entitled to the benefit or to receive any part of any sum at any time contributed by the University to the Fund or the interest or profit thereon ;

(ii) that if any subscriber resigns his appointment before putting in five years' service, the University may withhold the contribution allotted to him, together with the interest thereon, and pay to the subscriber only the balance at his credit without such contribution or the interest on or profit from such contribution.

49. RECOVERY OF LOSS OR DAMAGE

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

50. LAPSE OF WITHHELD CONTRIBUTION

Any contribution and interest or profit, withheld under these Statutes, shall lapse to the University.

51. ADVANCES

(1) In case of urgent necessity, which in the opinion of the Executive Council justifies the course the University may allow a subscriber an advance of a sum, not exceeding his salary for three months out of the amount

subscribed by him with interest thereon (excluding the contribution of the University, and the interest or profit thereon).

(2) The advance shall be recovered in such number of monthly instalments, not exceeding twenty-four as the Executive Council may fix, and shall be recovered by deduction from the salary payable by the University to such subscriber ; the amount of such instalments shall be fixed in whole rupees, and the deductions shall commence from the first payment of a full month's salary, after such advance has been made, and the last instalment shall cover the entire balance then due.

(3) Notwithstanding anything in clause (1), if an advance is required for the purpose of building or purchasing a house, the maximum limit of the advance may be equal to twelve months' salary of the subscriber out of his subscription to the Fund, to be repaid in such number of instalments, not exceeding forty-eight, as the Executive Council may determine.

(4) A subscriber may at his option pay at any time any additional sum above the amount fixed.

(5) No subsequent advance shall ordinarily be made until the lapse of three months from the date when the previous advances has been fully repaid.

52. SUBSCRIPTION DURING LEAVE

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

53. ANNUAL STATEMENT OF ACCOUNT

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 an employee.

FORM A

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

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

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

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

FORM B

Provident Fund Ledger, Banaras Hindu University, Varanasi.

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

55. CLOSING OF ACCOUNT

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

56. TRANSFER TO DEPOSIT ACCOUNT

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

57. NOMINATION

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

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

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

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

FORM C

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

58. EMPLOYEES WHO ARE NOT ELIGIBLE FOR P.F.

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

59. GRATUITY

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

(i) he retires from service on account of incapacity ; or

(ii) he dies while in service ;

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

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

60. MAINTENANCE OF DISCIPLINE AMONG STUDENTS OF THE UNIVERSITY

(1) All powers relating to discipline and disciplinary action in relation to students shall vest in the Vice-Chancellor.

(2) The Vice-Chancellor may delegate all or such of his powers as he deems proper to the Chief Proctor and to such other persons as he may specify in this behalf.

(3) Without prejudice to the generality of his powers relating to the maintenance of discipline and taking such action in the interest of maintaining discipline as may seem to him appropriate, the Vice-Chancellor may in the exercise of his powers aforesaid, order or direct that any student or students be expelled, or be, for a stated period, rusticated, or be not, for a stated period admitted to a course or courses of study in a College, Department or Institution of the University, or be fined in a sum of rupees that may be specified, or be debarred from taking a University or College or Departmental Examination or Examinations for one or more years, or that the results of student or students concerned in the Examination or Examinations in which he or they have appeared be cancelled.

(4) The Director of the Institute of Technology, the Director of the Institute of Medical Sciences, the Director of the Institute of Agricultural Sciences, the [67]Director of the Institute of Environment and Sustainable Development, the Principals of Colleges, Heads of Special Centres, Deans of Faculties

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

and Heads of Teaching Departments in the University shall have the authority to exercise all such disciplinary powers over the students in their respective Colleges, special Centres, Institutions, Faculties and Teaching Departments in the University as may be necessary for the proper conduct of the Institutions Special Centres and teaching in the concerned Departments.

(5) Without prejudice to the powers of the Vice-Chancellor and the Chief Proctor as aforesaid, detailed rules of discipline and proper conduct shall be framed. The Principals of Colleges, Heads of Special Centres, Deans of Faculties and Heads of Teaching Departments in the University may frame such supplementary rules, as they deem necessary for the aforesaid purposes. Every student shall provide himself with a copy of these rules.

(6) At the time of the admission, every student shall be required to sign a declaration that on admission he submits himself to the disciplinary jurisdiction of the Vice-Chancellor and the several authorities of the University who may be vested with the authority to exercise discipline under the Act, the Statutes, the Ordinances and the Rules that have been framed thereunder by the University.

ANNEXURE
[See Statutes 25(1)
LIST OF DEPARTMENTS IN BANARAS HINDU UNIVERSITY

Faculty of Arts

Department of –

1. English
2. Hindi
3. Sanskrit
4. Pali and Buddhist Studies
5. Philosophy and Religion[68]
6. Arabic
7. Ancient Indian History, Culture and Archaeology
8. Art & Architecture
9. Foreign Languages
10. Indian Languages
11. Indo-Sumerian Studies
12. Library and Information Science
13. Urdu
14 Persian
15. Bengali
16. Journalism and Mass Communication
17. Physical Education
18. German Studies,[69]
19. French Studies
20. Telugu
21. Marathi
22. Linguistic.

Faculty of Social Sciences

Department of –

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

Faculty of Science

Department of –

1. Mathematics
2. Botany
3. Chemistry
4. Geology
5. Physics
6. Geography
7. Zoology
8. Geophysics
9. Home Science
10. Statistics[70]
11. Biochemistry

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

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

[70] Vide Ministry of Education & Culture letter No. F.1-12/82-Desk(U) dated 15.12.83. (Deptt. of Statistics and Deptt. of Biochemistry).

12. Computer Science[71]
13. Molecular and Human Genetics

Faculty of Engineering and Technology

Department of –

1. Mechanical Engineering
2. Electrical Engineering
3. Civil Engineering
4. Mining Engineering
5. Metallurgical Engineering
6. Chemical Engineering and Technology
7. Ceramic Engineering
8. Pharmaceutics
9. Electronics Engineering.
10. Computer Engineering[55]
11. Applied Physics[72]
12. Applied Chemistry
13. Applied Mathematics

Faculty of Medicine

Department of –

1. Anatomy
2. Biochemistry
3. Forensic Medicine
4. General Medicine
5. Microbiology.
6. Obstetrics and Gynaecology
7. Opthalmology
8. Physiology
9. Pharmacology
10. Pathology
11. Community Medicine[73]
12. Paediatrics
13. Radio-Diagnosis Imaging
14. General Surgery
15. Anaesthesiology
16. Biophysics
17. Orthopaedics
18. Otorhinolaryngology
19. Psychiatry
20. Radiotherapy and Radiation Medicine
21. Dermetology and Venereology[74]
22. Tuberculosis and Chest Diseases
23. Neurosurgery[75]

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

[72] Vide Govt. of India, Ministry of Education letter No. F.1-36/84-Desk(U) dated 23rd August, 1985. (Deptt. of Applied Physics, Applied Chemistry and Applied Maths)

[73] Vide Govt. of India, Ministry of Human Resource Development letter No. F.1-12/2003-Desk(U) dated 25th March, 2004. (Deptt. of Community Medicine and Deptt. of Radio-diagnosis Imaging)

[74] Vide Ministry of Human Resource Development letter No. F.1-43/86-Desk(U) dated 4th August, 1987. (Deptt. of Dermetology & Venereology and Deptt. of Tuberculosis & Chest Diseases)

[75] Vide Govt. of India, Ministry of Human Resource Development (Deptt. of Education) letter No. F.1-87/86-Desk(U) dated 27th August, 1987. (Deptt. of Neurosurgery, Plastic Surgery, Urology, Paediatrics Surgery, Nephrology, Neurology, Gastroenterology, Endocrinology, Cardiothoracic Surgery and Cardiology).

24. Plastic Surgery
25. Urology
26. Paediatrics Surgery
27. Neurology
28. Nephrology
29. Gastroenterology
30. Endocrinology
31. Cardiothoracic Surgery
32. Cardiology
33. Surgical Oncology

[76]***Faculty of Ayurveda***

Department of –

[77]1. Samhita and Sanskrit.
2. Sidhanta Darsshan ;
3. Dravyaguna ;
4. Kaya Chikitsa ;
5. Prasuti Tantra ;
6. Shalya Tantra :
7. Medicinal Chemistry (Bhaisajya Rasayan Vibhag)
8. Rasa Shastra

[78]9. Kriya Sharir
10. Rachana Sharir
11. Swathyavrittya and Yoga
12. Kaumaryavrittya/Balroga
13. Vikrit Vigyan
14. Shalakya Tantra

[79]***Faculty of Dental Sciences***

Department of Dentistry

Faculty of Law

Department of Law

Faculty of Performing Arts

Department of –

1. Vocal Music
2. Instrumental Music
3. Musicology

[80]4. Dance

Faculty of Visual Arts

Department of –

1. Painting
2. Plastic Arts
3. Applied Arts

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

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

[78] Vide Ministry of Human Resource Development (Deptt. of Education) letter No. F.1-27/2004-Desk(U) dated 10th October. 2006 (ECR No. 296 dated March 31. 2004). (Deptt. of Kriya Sharir. Rachana Sharir. Swathyavrittya and Yoga. Kaumaryavritta/Balroga. Vikrit Vigyan and Department of Shalakya Tantra).

[79] Vide MHRD letter No. F.1-15/2005-Desk(U) dated 22nd August. 2005.

[80] Vide MHRD letter No. F.1-9/2007-Desk (U) dated September 6. 2007.

Sanskrit Vidya Dharma Vigyan Sankaya

Department of –

1. Sahitya
2. Vaidic Darshan.[81]
3. Buddha and Jain Darshan
4. Vyakaran
5. Dharmagam
6. Jyotish
7. Veda
8. Dharmashastra and Mimansa

Faculty of Education

Department of Education

Faculty of Agriculture

Department of –

1. Plant Physiology
2. Mycology & Plant Pathology
3. Agricultural Economics
4. Genetics & Plant Breeding
5. Agronomy
6. Soil Science and Agricultural Chemistry
7. Horticulture
8. Entomology & Agricultural Zoology
9. Extension Education
10. Animal Husbandry and Dairying
11. Farm Engineering.

Faculty of Commerce

Department of Commerce.[82]

Faculty of Management Studies

Department of Management Studies.[83]

[84]***Faculty of Environment and Sustainable Development***

Department of Environment and Sustainable Development

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

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

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

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

(Updated 2025-2026)

NORMS SET BY THE UNIVERSITY TO DISCHARGE ITS FUNCTIONS

[Section 4(1)(b)(iv) — Right to Information Act, 2005]

PART A — MANUAL IV

1.4.5 Off-Line & On-Line Grievance Mechanism

A. Off-Line Grievance Redressal Mechanism:

1. Students' Grievance Committee
2. Teachers' Grievance Committee
3. Non-Teaching Staff Grievance Committee
4. Women Grievance Cell
5. SC/ST Grievance Cell

B. On-Line Grievance Redressal Mechanism:

1. www.pgportal.gov.in — controlled by MHRD
2. www.ugc.ac.in/grievance — controlled by UGC
3. https://consumerhelpline.gov.in/public for Ministry of Consumer Affairs, Food & Public Distribution

Processing of Off-Line Grievances:

The grievances received in the Grievance Redressal Cell are diarized and thereafter sent to the concerned unit heads for point wise comments/reply. On the basis of comments/reply Agenda has been prepared and submitted before the respective Committees for the decision. The action is taken as per resolution passed by the respective Committees and applicant is informed accordingly.

Processing of On-Line Grievances:

Online Grievances received through Grievance Portals is downloaded and sent to the concerned Head/In-charge of Office/Unit. After getting the reply received, the same is processed through the Section Officer, Assistant Registrar and Dy. Registrar/Joint Registrar & Nodal Officer for approval of the Director of Grievances. Thereafter, reply is uploaded on the Grievance Portals.

1.4.1 Nature of Functions / Services Offered

Objectives:

- To spread education amongst all — students, executive students and corporates.
- To provide facilities for acquisition of knowledge, information and advancement of culture and Indian values.
- To undertake and make available facilities for research in all branches of knowledge and to establish institutions/centres for this purpose.

Academic Functions:

Norms and standards for various programmes of the University are set by the respective Academic Committee which also monitors progress and achievements of students undertaking various academic programmes. Admission policy of the respective year duly recommended by the respective academic committee and Central Admission Committee and approved by the board is published in the BHU online admission portal (www.bhuonline.in) and BHU Samarth portal (https://bhucuetpg.samarth.edu.in).

1.4.2 Norms / Standards for Functions / Service Delivery

Administrative Functions:

The Government of India rules and guidelines like Fundamental Rules and Supplementary Rules, General Financial Rules, CVC Guidelines etc. are followed in discharging the administrative functions.

- Communications received from government departments, universities, students and public are attended and disposed of at various levels of the University authorities.
- Routine matters are considered and disposed of by respective section heads.
- Important matters/policy matters are escalated to higher level authorities.
- Matters requiring Board/sub-committee approval are placed in the respective committee for decision.

1.4.4 Time Limit for Achieving the Targets

Time limit for taking decisions varies from each request received from all the sections. The routine matters received from different sections are of time-bound nature and disposed of within the given time limit.

- As per BHU Rules
- As per BHU Act
- As per the Service Regulation 2015 approved by EC/AC/FC
- As per the Notices/Orders issued by Banaras Hindu University from time to time

Grievance Committee Powers and Functions (Original)

Teachers' Grievance Committee

Seven members including three representatives of Teachers Association. Chairman nominated by Vice-Chancellor. Secretary: Deputy Registrar (Admin.-Teaching).

1. To entertain written and signed complaints and petitions of teachers in respect of matters directly affecting them individually or as a group.
2. To inquire into grievances and make recommendations to the Academic Council and Executive Council for redressal.
3. To recommend appropriate action against complaints if allegations are found baseless.

Non-Teaching Staff Grievance Committee

Eight members including Finance Officer and three representatives of Non-Teaching Employees' Association. Chairman nominated by Vice-Chancellor. Secretary: Joint Registrar (Admin.-Non Teaching).

1. To entertain written and signed complaints and petitions of Non-Teaching Staff.
2. To inquire into grievances and make recommendations to Academic Council and Executive Council for redressal.
3. To recommend appropriate action if allegations are found baseless.

Students' Grievance Committee

Chairman nominated by Vice-Chancellor. Members: 3 Representatives of Students' Union, 3 Vice-Chancellor nominees, Dean of Students — Member Secretary.

1. To entertain written and signed complaints and petitions of students.
2. To inquire into grievances and make recommendations to authorities for redressal.
3. To recommend appropriate action if allegations are found baseless.

Women's Grievance Cell

Chairman & Members nominated by Vice-Chancellor.

1. Provide immediate relief to aggrieved women, conduct preliminary inquiry and suggest punitive/corrective measures.
2. Suo-moto take cognizance of threats to safety, security and dignity of women.
3. Suggest measures to improve safety and security in the University for women employees and students.
4. Extended assistance and facilitation by the Chief Proctor's Office.
5. Helpline 8004922000. URL: https://www.bhu.ac.in/Site/Page/1_2_16?2133P
   https://bhu.ac.in/images/files/wc.jpg

Mechanism for Redress of Public Grievances

- Citizens may register grievances with the Member-Secretary of the Public Grievances Redressal Committee.
- Member-Secretary will acknowledge receipt, assess the grievance and forward to concerned Section/Department.
- Section/Department will examine and prepare a reasonable reply and send ATR to Member-Secretary.
- Member-Secretary, with Chairperson approval, will inform the complainant of action taken.
- Entire process will not take more than 2 months from date of receipt.
- If more time required, interim reply will be issued to complainant.
- If un redressed at BHU, complainant may approach DPG at https://dpg.gov.in

PART B- NEW UPDATES FROM BHU WEBSITE (2025-2026)

The following section presents the forthcoming additions to Manual IV based on a thorough comparison of the existing Manual IV with the latest information available on the official BHU website (www.bhu.ac.in) and authenticated data sources as of 2025-2026. All updates are point-wise, with brief descriptions, charts and key notes.

METHODOLOGY: Sources consulted: (1) BHU Official Website www.bhu.ac.in (2) BHU Admission Portal admission.bhu.ac.in (3) NIRF India Rankings 2024 & 2025 (4) QS World University Rankings 2025 & 2026 (5) Times Higher Education (THE) Rankings 2026 (6) Wikipedia — Banaras Hindu University (updated 2025) (7) GRC Transparency Audit Report 2025-26. Original Manual IV content is UNCHANGED.

B.1 Point-Wise Key Updates — What Is New on BHU Website

Pt.	Update Point	Brief Description	Source / Reference
1	**BHU Samarth Portal (NEW Grievance Portal)**	BHU has added a 4th online grievance portal: BHU Samarth (https://hu.samarth.edu.in) under direct control of BHU. Nodal Officer: Shri Manoj Kr. Gupta, Asst. Registrar, GRC.	GRC Audit 2025-26
2	**NIRF Ranking 2025 Updated**	BHU ranked #10 Overall, #6 University, #6 Medical, #15 Dental, #60 Management, #4 Agriculture under NIRF 2025. Improved from #11 Overall in NIRF 2024.	NIRF 2025 Report
3	**NIRF Ranking 2024**	BHU ranked #11 Overall, #5 University, #7 Medical, #10 Engineering, #48 Management, #16 Research under NIRF 2024.	NIRF 2024 Report

4	**QS World University Rankings 2026**	BHU placed in rank band 551-700 in QS World University Rankings 2026. In QS Sustainability Rankings (Dec 2024): rank 901.	QS Rankings 2026
5	**THE World University Rankings 2026**	BHU placed in rank band 501-600 in Times Higher Education World University Rankings 2026. Also ranked 224th in Asia (THE 2026).	THE Rankings 2026
6	**Vice-Chancellor Updated**	As of August 2025, Prof. Ajit Kumar Chaturvedi is the Vice-Chancellor of BHU (appointed by President of India).	Wikipedia / BHU 2025
7	**Student Strength Updated**	BHU now has over 35,000 students (updated from 30,000). More than 1,800 faculty members. Students from 48+ countries.	BHU Website 2025
8	**Hostels Updated**	BHU has 66 hostels total: 41 for male students, 21 for female students, 4 for international students.	Wikipedia BHU 2025
9	**Academic Calendar 2025-26**	Academic Calendar for 2025-26 issued vide No. RAc/Adm/2025-26 dated 23.08.2025 approved by Vice-Chancellor based on UACB meetings of 29.07.2025 and 07.08.2025.	RO Academic Notification
10	**Central Library — 16 Lakh+ Volumes**	Central Library (Sayaji Rao Gaekwad Library) collection updated to 16 lakh+ volumes with 15,000+ online journals, 50,000+ e-books.	BHU Website / Library
11	**THE Interdisciplinary Science Rankings 2026**	BHU ranked among Top 100 Universities Globally in THE Interdisciplinary Science Rankings 2026.	THE Rankings 2026
12	**QS Subject Rankings 2026**	BHU ranked in QS Subject Rankings 2026 across multiple disciplines.	QS Subject Rankings 2026
13	**CUET-based PG Admissions**	All PG admissions now via CUET (PG) through NTA. BHU Samarth portal for admission counselling.	BHU Admission Portal 2025
14	**Faculty of Veterinary Sciences — RGSC**	UG programme in Veterinary Sciences at South Campus (RGSC) established — further updated for 2025-26.	BHU South Campus
15	**Staff Quarters Updated**	654 quarters for teaching staff and 688 quarters for non-teaching staff (updated from earlier figure of 1,400 total).	Wikipedia BHU 2025
16	**Placement Statistics 2025**	NIRF 2025: 626 UG + 1,341 PG students placed. Median packages: UG 3-yr Rs 8 LPA; UG 4-yr Rs 9 LPA; UG 5-yr Rs 16 LPA; PG 2-yr Rs 9 LPA.	NIRF 2025 Placement Data
17	**Careers360 Top University Rank**	BHU ranked #7 in Careers360 Top Universities India 2025 — best-ever rank in this framework.	Careers360 2025
18	**IoE Target Progress**	Institution of Eminence (IoE) status granted 2019 — BHU actively progressing toward top 500 World University Rankings target by 2024.	MoE / BHU IoE Report

B.2 BHU Rankings — Updated Comprehensive Chart (2023 to 2026)

Ranking Framework	Year	Rank / Position	Key Score / Note
NIRF — Overall	2025	#10	NIRF Score: 70.05 (Improved from #11 in 2024)
NIRF — University	2025	#6	Climbed to 6th in University category
NIRF — Medical	2025	#6	Improved by 1 rank
NIRF — Dental	2025	#15	Strong performance
NIRF — Management	2025	#60	Down 12 ranks from 2024
NIRF — Agriculture	2025	#4	Best-in-class among universities
NIRF — Overall	2024	#11	Maintained position
NIRF — University	2024	#5	5th best university
NIRF — Medical	2024	#7	Consistent performer
NIRF — Engineering	2024	#10	After IIT-BHU separation
NIRF — Research	2024	#16	Research output recognition
NIRF — Management	2024	#48	—
NIRF — Overall	2023	#11	Top 50 for 3rd consecutive year
NIRF — University	2023	#5	Top 10 for 3rd consecutive year
NIRF — Dental	2023	#18	Climbed 3 ranks from 2022
QS World University	2026	551-700 Band	QS Score: Subject-wise ranked
QS World University	2025	1001-1200 Band	Consistent international presence
QS Sustainability	Dec 2024	#901	QS Sustainability Rankings update
QS Asia	2024	#199	Climbed 8 ranks from 2023
THE World University	2026	501-600 Band	Improved from 601-800 band
THE Interdisciplinary Sci.	2026	Top 100 Globally	Best-ever ranking in this category
THE Asia	2026	#224	Strong Asia ranking
THE World University	2023	601-800 Band	Teaching: 38.8; Citations: 66.0
NAAC Accreditation	Current	A Grade	Recognized by UGC
Careers360	2025	#7	Best-ever rank in Careers360
Institution of Eminence	2019–present	Designated	Target: Top 500 World Rankings

KEY NOTE — NIRF 2025: BHU has achieved its BEST-EVER NIRF Overall ranking of #10 in NIRF 2025 (up from #11 in 2024). It is now ranked #6 in both University and Medical categories. It has also entered the Top 100 globally in the The Interdisciplinary Science Rankings 2026. These are the latest rankings available on the BHU website and authenticated sources.

B.3 Updated Online Grievance Portals — 2025-2026

The BHU website now shows FOUR online grievance portals (original Manual IV had three). The new addition is the BHU Samarth Portal:

No.	Portal / URL	Controlling Authority	Nodal Officer	Status
1	www.pgportal.gov.in/cpgoffice	Ministry of Personnel, Public Grievances & Pensions	Shri M.N. Singh, Joint Registrar (Admin.)-NT	Active
2	www.ugc.ac.in/grievance	University Grants Commission (UGC)	Prof. P.K. Mishra, Deptt. of History, F/o Arts	Active
3	www.consumerhelpline.gov.in	Ministry of Consumer Affairs, Food & Public Distribution	Shri M.N. Singh, Joint Registrar (Admin.)-NT	Active
4	https://hu.samarth.edu.in [NEW 2025-26]	Banaras Hindu University (Internal)	Shri Manoj Kr. Gupta, Assistant Registrar, GRC	NEW

NEW ADDITION — BHU Samarth Portal: The BHU Samarth portal (https://hu.samarth.edu.in) is a NEW addition in 2025-26, not present in the original Manual IV. It is under the direct control of Banaras Hindu University and provides an internal platform for students, staff and faculty to lodge and track grievances. Nodal Officer: Shri Manoj Kr. Gupta, Assistant Registrar, GRC.

B.4 Grievance Redressal Process — Updated Step-by-Step Flow Chart

GRIEVANCE REDRESSAL — UPDATED PROCESS FLOW (2025-26)
STEP 1 — RECEIPT — Grievance received via: Offline (written/signed application to GRC) OR Online (PG Portal / UGC Portal / Consumer Helpline / BHU Samarth Portal [NEW])
STEP 2 — DIARIZATION — Grievance diarized in GRC; assigned unique registration number; date of receipt recorded.
STEP 3 — FORWARDING — Sent to concerned Unit Head / Head of Department / Office In-charge for point-wise comments and reply.
STEP 4 — AGENDA PREPARATION — Based on reply received, Agenda prepared and submitted to respective Grievance Committee.
STEP 5 — COMMITTEE DECISION — Committee meets and passes resolution for redressal / recommends appropriate action.
STEP 6 — COMMUNICATION — Applicant informed about action taken as per Committee resolution.
STEP 7 — ONLINE UPLOAD (e-Grievances) — Reply processed through Section Officer → Assistant Registrar → Joint Registrar & Nodal Officer → Director of Grievances (Registrar). Uploaded on respective portal.
STEP 8 — TIME LIMIT — Maximum: 2 months from date of receipt. Interim reply mandatory if resolution takes longer.
STEP 9 — ESCALATION — If unresolved at BHU: Appellate Authority (Registrar/Vice-Chancellor). Beyond BHU: Directorate of Public Grievances (DPG) at https://dpg.gov.in

B.5 Updated BHU Institutional Profile — As per BHU Website 2025-2026

Parameter	Latest Status / Updated Data (2025-26)
Founded	1916 by Bharat Ratna Pandit Madan Mohan Malaviya — with support of Dr. Annie Besant. Est. by BHU Act 1915.
Legal Status	Institution of National Importance; Central University — Established by Act of Parliament (Notification No. 225 of 1916).
Vice-Chancellor (as of Aug 2025)	Prof. Ajit Kumar Chaturvedi (appointed by the President of India). [UPDATED from earlier incumbents]
Visitor	The President of India (as of Dec 2022: Droupadi Murmu).
Institution of Eminence	Designated by Govt. of India in 2019. Target: Top 500 World University Rankings within 5 years.
NAAC Accreditation	A Grade — Recognized by UGC.
Main Campus Area	1,300 acres (approx.) / 550 hectares, Varanasi, Uttar Pradesh — 221005.
South Campus (RGSC)	2,700 acres (1,092.6 hectares) at Barkachha, Mirzapur district — est. 2006. [Faculty of Veterinary Sciences added at RGSC]
Institutes	6 Institutes on campus (excluding IIT-BHU which became independent in June 2012).
Faculties	16 Faculties (including Faculty of Environment & Sustainable Development added in recent years).
Departments	~140 Teaching Departments.
Students (Updated 2025)	35,000+ students [UPDATED from 30,000] from 48+ countries.
Faculty Members	1,800+ faculty members [UPDATED].
International Students	400+ students from 49 countries. International Centre manages admissions and collaborations.
International Collaborations	66 active MoUs with foreign universities and institutions.
Hostels (Updated)	66 hostels total: 41 male, 21 female, 4 international. [UPDATED from earlier figure]
Staff Quarters	654 for teaching staff + 688 for non-teaching staff. [UPDATED with specific breakdown]
Sir Sunderlal Hospital	1,200-bed main hospital + 376-bed Trauma Centre + 430-bed Centenary Super Specialty Block (under PMSSY scheme).
Central Library	Sayaji Rao Gaekwad Library — 16 lakh+ volumes [UPDATED]; 15,000+ online journals; 50,000+ e-books; 402-terminal Cyber Library.
Computer Centre	70 km+ optical fibre campus network; 3 x 1 Gbps NKN nodes; campus-wide Wi-Fi in all buildings. [UPDATED: 100 km fibre mentioned in 2025 sources]
Museum	Bharat Kala Bhawan — 13 galleries; 1 lakh+ antiques, rare sculptures, manuscripts.
Research Centres	SATHI (Rs 125 Cr), BioNEST (Rs 6 Cr via BIRAC), Atal Innovation Centre, Central Discovery Centre (Rs 100 Cr), Ved Vigyan Kendra, Bharat Adhyayan Kendra.
Placement (NIRF 2025)	626 UG + 1,341 PG students placed. Median packages: UG 3-yr Rs 8 LPA; PG 2-yr Rs 9 LPA; UG 5-yr Rs 16 LPA.

Admission (PG)	CUET (PG) via NTA for all PG programmes — BHU Samarth / bhuonline.in portal for counselling.
Key Recruiters	Deloitte, Genpact, Wipro, TCS, Cognizant, ONGC, Vedanta, ICICI Bank, Axis Bank, Piramal Foundation, etc.

B.6 Updated Time Limits for Grievance Redressal — BHU Norms

Nature of Grievance	Time Limit	Authority	Portal
Routine Offline (Teachers/Non-Teaching/Students)	2 months	Registrar / Committee	Offline
Online PG Portal grievance	30 days	Director of Grievances (Registrar)	PG Portal
Online UGC grievance	30 days	Nodal Officer UGC	ugc.ac.in
Women's emergency (safety/security)	48 hours	Women's Grievance Cell / Chief Proctor	Offline / BHU
SC/ST grievance	30 days	SC/ST Committee Chairman	Offline
RTI-related grievance	30 days (RTI Act, 2005)	CPIO / First Appellate Authority	RTI Portal
BHU Samarth Portal (Internal) [NEW]	As per BHU norms	Nodal Officer: Shri Manoj Kr. Gupta	bhu.samarth.edu.in
Consumer Helpline grievance	As per Ministry guidelines	Nodal Officer Admin.-NT	consumerhelpline.gov.in

B.7 Academic Calendar Updates — 2023-24, 2024-25, 2025-26

Session	Notification Reference	Approved By / Signatory	Applicable To
2023-24	No. RAc/Adm/2023-24 dated 21.12.2023	Vice-Chancellor BHU; Dy. Registrar (Acad.) Pushyamitra Trivedi	All Faculties*
2024-25	No. RAc/Adm/2024-25/48 dated 23.10.2024	Vice-Chancellor BHU; Dy. Registrar (Acad.) Pushyamitra Trivedi	All Faculties*
2025-26	No. RAc/Adm/2025-26 dated 23.08.2025 — UACB meetings: 29.07.2025 & 07.08.2025	Vice-Chancellor BHU; Dy. Registrar (Acad.) Dr. Ranjit Sandilya	All Faculties*

*Except Faculty of Agriculture, Faculty of Modern Medicine, Faculty of Ayurveda, Faculty of Management Studies and Faculty of Science (where separate academic calendars are followed). Faculty of Law and Faculty of Education have their own approved calendars.

LINK: Academic Calendar of Institute of Management Studies is available at: https://bhu.ac.in/Images/files/Academic%20calander%202025-26%20net.pdf

B.8 Key Notes — Important Additions Identified from BHU Website

KEY NOTE 1 — Best-Ever NIRF Ranking 2025: BHU has achieved its BEST-EVER NIRF Overall ranking of #10 in NIRF 2025 (improved from #11 in 2023 and 2024). It is ranked #6 in the University category and #6 in the Medical category. In Agriculture, BHU is ranked #4, making it one of the top agricultural universities in India. This updated data must be reflected in Manual IV.

KEY NOTE 2 — THE Rankings Improvement: BHU has improved from the 601-800 band (as mentioned in original Manual IV) to the 501-600 band in THE World University Rankings 2026. Furthermore, BHU is now ranked among the Top 100 Globally in THE Interdisciplinary Science Rankings 2026 — an entirely new achievement not mentioned in the original Manual IV.

KEY NOTE 3 — New Vice-Chancellor: Prof. Ajit Kumar Chaturvedi has been appointed as the Vice-Chancellor of Banaras Hindu University as of August 2025. This is a key update to the norms and governance structure under Manual IV — the Vice-Chancellor chairs Senior Officers meetings and is the primary authority for administrative norms.

KEY NOTE 4 — BHU Samarth as 4th Grievance Portal: The original Manual IV lists only 3 online grievance portals (PG Portal, UGC, Consumer Helpline). BHU has now added a 4th portal — BHU Samarth (https://hu.samarth.edu.in) — under its own control. This portal covers all admission, examination, and internal administrative grievances. The Nodal Officer is Shri Manoj Kr. Gupta, Assistant Registrar, GRC. This is a significant structural addition to the grievance mechanism. In particulars for admission to the UG/PG/BVSc/MVSc/MBA/MBA-IB/PhD/other Diploma/Certificate in link **https://admission.bhu.ac.in/en**

KEY NOTE 5 — Student Strength & International Presence: The BHU website now reports 35,000+ students (updated from the 30,000 figure in the original Manual IV) from 48+ countries. The University has 66 active MoUs with international institutions. The International Centre manages admissions and collaborations for 400+ international students from 49 countries. These figures must be updated in Manual IV accordingly.

KEY NOTE 6 — CUET-Based Admissions (PG & UG): All PG admissions at BHU are now conducted through CUET (PG) via NTA. BHU has adopted Combined Allotment Program [CAP (PG)]. Candidates must register on bhuonline.in and BHU Samarth portal. For UG admissions, CUET UG scores are used. For MBBS: NEET UG via MCC counselling. This represents a fundamental change in the norms for student admission as governed under Manual IV. https://admission.bhu.ac.in/en

KEY NOTE 7 — Placement Norms Updated (NIRF 2025 Data): As per NIRF 2025 placement data, BHU placed 626 UG students and 1,341 PG students (total 1,967 students). Median package: UG 3-yr Rs 8 LPA; UG 4-yr Rs 9 LPA; UG 5-yr Rs 16 LPA; PG 2-yr Rs 9 LPA; PG 3-yr Rs 13.50 LPA. The highest package under NIRF 2024 was INR 1.2 Crore. Top recruiters: Deloitte, Genpact, Wipro, TCS, ONGC, ICICI Bank, Axis Bank.

KEY NOTE 8 — Mobile App for Grievance Lodging: The Government of India under PMO guidance has created a mobile app for lodging public grievances on the PG Portal (launched 21.10.2015) — available for Android devices. This enhances the online grievance redressal mechanism mentioned in Manual IV and must be added as an additional mode of grievance lodging for citizens.

B.9 Comparison: Original Manual IV vs. Updated 2025-2026 Edition

Parameter / Section	Original Manual IV (Existing)	Updated 2025-2026 (BHU Website Data)
NIRF Overall Rank	#11 (2023)	#10 (2025) — BEST EVER; #11 (2024)
NIRF University Rank	#5 (2023)	#6 (2025); #5 (2024)
THE World University Rank	601-800 band (2023)	501-600 band (2026) — IMPROVED
THE Interdisciplinary Sci.	Not mentioned	Top 100 Globally (2026) — NEW ENTRY
QS World University	Not mentioned	551-700 band (2026); QS Sustainability: #901 (Dec 2024)
Vice-Chancellor	Not specified in Manual	Prof. Ajit Kumar Chaturvedi (from Aug 2025)
Student Strength	30,000	35,000+ (Updated)
No. of Hostels	76 hostels	66 hostels: 41 male, 21 female, 4 international (Updated breakdown)
Online Grievance Portals	3 portals	4 portals — BHU Samarth added (NEW)
PG Admission Mode	BHU own entrance test (PET)	CUET (PG) via NTA + CAP (PG) Counselling (Updated)
Library Collection	15 lakh volumes	16 lakh+ volumes; 15,000+ journals (Updated)
Faculty Members	Not specified	1,800+ faculty members (Updated)
International MoUs	40+ MoUs	66 active MoUs (Updated)
Placement Data	Not updated	NIRF 2025: 1,967 students placed; median packages specified
Careers360 Rank	Not mentioned	#7 in Careers360 Top Universities India 2025
IoE Progress	Granted 2019 — target 5 yrs	Active IoE programme; THE rank improved to 501-600