

## MANUAL VIII

### BOARDS, COURT, COUNCILS, COMMITTEES, FACULTIES, DEPARTMENTS, BOARDS OF STUDIES ETC. UNDER THE UNIVERSITY

#### [SECTION 4(1)(B)(VIII)]

#### 1.7 Boards, Councils, Committees and other Bodies constituted as part of the Public Authority [Section 4(1)(b)(VIII)]

- University Court as provided in Section 9 of the BHU Act, 1915 and Statute 10, Statute 11, Statute 12 & Statute 13 of the University [Court is an advisory body. Its functions are (i) to advise the Visitor (President of India) in respect of any matter which may be referred to it for advice, (ii) to advise any authority of the University in respect of any matter which may be referred to the Court by such authority; and (iii) to perform such other duties and exercise such other powers as may be assigned to it by the Visitor or under BHU Act.
- Executive Council as provided in Section 10 of the BHU Act, 1915 and Statute 14, Statute 15 and Statute 16 of the University [Executive Council, subject to the control of the Visitor, is the executive body of the University and have charge of the management and administration of the revenue and property of the University and the conduct of all administrative affairs of the University not otherwise provided for]
- Academic Council as provided in Section 11 of the BHU Act, 1915 and Statute 17 and Statute 18 of the University [Academic Council is the academic body of the University and, subject to the Act, the Statutes and Ordinances, have charge of the --organization of study and research in the University and the Colleges, the courses of study and the examination of students and the conferment of ordinary and honorary degrees and exercises such other powers and perform such other duties as may be conferred or imposed on it by the Statutes and Ordinances and have right to advise the Executive Council on all academic matters.
- Finance Committee as provided in Statute 21 of the University [Finance Committee examines accounts and scrutinizes proposals for expenditure. The Annual accounts and the budget of the University for the next financial year prepared by the Finance Officer is considered by the Finance Committee and its comments are submitted to the Executive Council for approval with or without amendments. The Finance Committee fixes 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]
- Faculties as provided in Statute 22, Statute 23 and Statute 24 of the University There are 15 Faculties in the University – Agriculture, Arts, *Ayurveda*, Commerce, Dental, Education, Engineering and Technology, Law, Management Studies, Medicine, Performing Arts, Science, Social Sciences, Sanskrit Vidya Dharma Vigyan, and Visual Arts.

- Departments of Studies as provided in Statute 25 [There are 127 Departments in the University]

## **ACADEMIC COMPOSITION OF THE UNIVERSITY**

### **A. Institutes**

1. Institute of Medical Sciences
2. Institute of Agricultural Sciences
3. Institute of Environment & Sustainable Development
4. Institute of Management Studies
5. Institute of Science

### **B. Faculties**

1. Agriculture
2. Arts
3. Ayurveda
4. Commerce
5. Dental Science
6. Education
7. Environment and Sustainable Development
8. Law
9. Management
10. Medicine
11. Performing Arts
12. Sanskrit Vidya Dharma Vijnan
13. Science
14. Social Sciences
15. Visual Arts
16. Veterinary & Animal Sciences

### **C. Inter Disciplinary Schools**

1. School of Biotechnology
2. School of Life Sciences

### **D. University College**

Constituent College: Mahila MahaVidyalaya (Women's College) located inside the campus

### **E. Colleges Admitted to the Privileges of University**

1. Arya Mahila Post Graduate College (Chetganj, Varanasi)
2. D.A.V. Post Graduate College (Ausanganj, Varanasi)
3. Vasanta College for Women (Rajghat, Varanasi)
4. Vasant Kanya Mahavidyalaya (Kamachha, Varanasi)

### **F. Schools Maintained by the University**

1. Central Hindu Boys School
2. Central Hindu Girls School
3. Ranvir Sanskrit Vidyalaya

## **G. Centres for Studies**

1. Food Science & Technology
2. Centre for Genetic Disorders
3. DST-Centre for Interdisciplinary Mathematical Sciences
4. Centre for the Study of Nepal
5. Women Studies & Development
6. Malaviya Centre for Peace Research
7. Integrated Rural Development
8. Social Exclusion and Inclusive Policy
9. Hydrogen Energy Centre
10. Nanoscience & Technology Unit/Centre
11. Malaviya Mulya Anusheelan Kendra (“Sri Adityaram Bhattacharya”)
12. Bharat Adhyan Kendra

## **UGC RECOGNISED CENTRES/PROGRAMMES**

### **A. Special Assistance Programme (CAS & DRS Programmes)**

1. Agronomy (DRS)-I
2. School of Biotechnology (DRS)-III
3. Institute of Management Studies (DRS)-II
4. Statistics (DRS-II)
5. Geography (DRS-II)
6. Chemistry (CAS-II)
7. Geology (CAS-II)
8. Physics (CAS-V)
9. Psychology (DRS-II)
10. Zoology (CAS-VI)
11. Botany (CAS-VI)

### **B. DST-FIST Programme**

(Fund for Improvement of Science & Technology Infrastructure Programme (FIST) in University and Higher Educational Institutions)

1. Physics, Institute of Science
2. Botany, Institute of Science
3. Anatomy, Institute of Medical Science
4. Mycology & Plant Pathology, Institute of Agricultural Science
5. Chemistry, Institute of Science
6. Zoology, Institute of Science
7. Geology, Institute of Science

### **C. DST-PURSE-Programme**

1. Institute of Science &
2. Institute of Medical Sciences

### **D. Other Programmes/ UGC-Innovative/TRIEA Scheme**

1. Philosophy and Religion Faculty of Science, Department of Physics-Establishment of Networking Resource Centre
2. Psychology – PG Diploma (One year) in Counseling, Guidance & Psychological Intervention
3. Centre for Genetic Disorder – PG Diploma in Chromosomal Genetic & Molecular Diagnostics
4. Telugu, Faculty of Arts – PG Diploma in Translation Skills for varied Competencies

### **E. Other UGC recognized Centres/Programmes of Specialized Research**

1. CFST, Institute of Agricultural Sciences –Enhancing Research Capacity & initiating Integrated M.Sc./M.Tech. & Ph.D. Programme in the area of Food Science & Technology.
2. Centre for Women's Studies and Development, Faculty of Social Sciences.
3. Centre for Study of Social Exclusion and Inclusive Policy, Faculty of Social Sciences.
4. Centre for Study of Nepal, Faculty of Social Sciences

5. IMS – Centre of Excellence in HIV Care, Faculty of Medicine.
6. IMS – Determining factors associated with ART Drug Adherence HIV positives in India (NACO), Faculty of Medicine.
7. Faculty of Science – Strengthening Space Science activities in Universities (ISPO), Department of Physics.
8. Buddhist Studies Centre, Department of Pali & Buddhist Studies, Faculty of Arts – "Scheme of Epoch Making of Social Thinkers of India".
9. National Facility for Tribal and Herbal Medicine (NFTHM).
10. DST- Mahamana Centre of Excellence in climate Change Research- Institute of Environment and Sustainable Development.
11. Vedic Vigyan Kendra.

**Besides, any authority of the University may appoint as many standing or special committees as it may deem fit, and may appoint to such committees persons who are not members of such authority. Any such committee may deal with any subject delegated to it subject to subsequent confirmation by the authority appointing it.**

## **IMPORTANT MEETINGS**

### **Executive Council Meetings**

June 07, 2019	September 27, 2019	December 07, 2020	December 22, 2020
January 11, 2020	May 7, 2020 (By circulation)	July 15, 2020	July 31, 2020 (By circulation)
August 16, 2020 (By circulation)	August 30, 2020	September 23, 2020 (By circulation)	November 1-2, 2020
November 17, 2020	January 1, 2021	June 4, 2021	

**{ the tenure of the all 8 EC members has expired in July 2021 & under preparation for New Executive council members/meetings are to be nominated in terms of Statute 14. }  
The meetings are fully open to members only and the minutes are available on BHU website**

- [https://www.bhu.ac.in/Site/Page/1\\_3297\\_6562\\_Executive-Council-Cell-Agenda\(s\)-and-MoM\(s\)](https://www.bhu.ac.in/Site/Page/1_3297_6562_Executive-Council-Cell-Agenda(s)-and-MoM(s))
- [https://www.bhu.ac.in/Site/Page/1\\_3297\\_6563\\_Executive-Council-Cell-Calendar](https://www.bhu.ac.in/Site/Page/1_3297_6563_Executive-Council-Cell-Calendar)

### **Academic Council Meetings**

June 10, 2019	December 20, 2019 (Special Meeting)	November 4, 2020	April 4, 2020 (By circulation)
August 8, 2020 (By circulation)	September 9, 2020 (By circulation)	November 11, 2020 (By circulation)	December 11, 2020 (By circulation)
November 04, 2020 (By circulation)	November 24, 2022 (By circulation)	June 23, 2023 (By circulation)	March 31, 2023 (By circulation)

- [https://www.bhu.ac.in/Site/EventsList/1\\_2\\_16\\_Main-Site?Upcoming](https://www.bhu.ac.in/Site/EventsList/1_2_16_Main-Site?Upcoming)
- [https://www.bhu.ac.in/Site/Page/1\\_3297\\_6562\\_Executive-Council-Cell-Agenda\(s\)-and-MoM\(s\)](https://www.bhu.ac.in/Site/Page/1_3297_6562_Executive-Council-Cell-Agenda(s)-and-MoM(s))
- [https://www.bhu.ac.in/Site/Page/1\\_3297\\_6563\\_Executive-Council-Cell-Calendar](https://www.bhu.ac.in/Site/Page/1_3297_6563_Executive-Council-Cell-Calendar)

### **BHU Court Meeting**

December 09, 2019			
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**{ Last BHU Court meeting was held on 09.12.2019. The tenure of the 48 BHU Court members/meetings has expired in 2021 and New BHU Court members/meetings have not been nominated, yet in terms of Statute 27. }**

### **Finance Committee Meeting**

June 17, 2019	October 10, 2019	May 5, 2020	June 20, 2020
October 29, 2020	December 11, 2020	May, 22, 2021 (Enclosed below scanned copies)	No Meeting on 2022-2023

**The Annual Accounts of the University for the year 2022-2023 is already finalized and The same have been approved by the Finance Committee.**

- [https://www.bhu.ac.in/Site/Page/1\\_3298\\_6564\\_Academic-Section-Annual-Reports](https://www.bhu.ac.in/Site/Page/1_3298_6564_Academic-Section-Annual-Reports)
- [https://www.bhu.ac.in/Site/Page/1\\_3297\\_6562\\_Executive-Council-Cell-Agenda\(s\)-and-MoM\(s\)](https://www.bhu.ac.in/Site/Page/1_3297_6562_Executive-Council-Cell-Agenda(s)-and-MoM(s))
- [https://www.bhu.ac.in/Site/Page/1\\_3297\\_6563\\_Executive-Council-Cell-Calendar](https://www.bhu.ac.in/Site/Page/1_3297_6563_Executive-Council-Cell-Calendar)

### **Faculty Meetings**

Faculty of Visual Arts	15.04.2019
Faculty of Social Sciences	29.05.2019
Faculty of Law	31.05.2019
Faculty of Performing Arts	31.05.2019
Faculty of Arts	31.05.2019
Faculty of Social Sciences	24.09.2019
Faculty of Social Sciences	15.11.2019
Faculty of Social Sciences	16.12.2019
Faculty of Social Sciences	11.01.2020
Faculty of Agriculture	28.02.2020
Faculty of Law	17.03.2020
Faculty of Arts	09.01.2021; 15.03.2021
Faculty of Medicine	08.10.2020; 23.01.2021; 10.02.2022
Faculty of Social Sciences	03.03.2021
Faculty of Agriculture	15.01.2021
Faculty of SVDV	16.01.2021; 26.03.2021
Faculty of Dental Science	12.10.2020
Faculty of Ayurveda	13.08.2022
Faculty of Medicine	10.02.2022
DBT-Project, I.Sc.	18.11.2022
Annual Rice Research Group	25-27.04.2022
SSAC department, IAgSc,	15.09.2022
Board of Studies of Plant Pathology F/o Agriculture	26.09.2022
Deptt of Geology, I.sc.	18-22.07.2022
Deptt of Geophysics, I.Sc.	10-18-12.2022
Deptt of Soil Science, I.Ag.Sc.	17.08.2022
Deptt of Chemistry, I.Sc.	26-27.12.2022
Deptt of Zoology, I.Sc.	25-29.11.2022
Deptt of Geology, I.Sc.	6-8.02.2023
Deptt of Mol.&Human Gen.	20-21.03.2023

**\*\*\* The meetings are fully open to members only**

## **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 utive 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.

#### **BHU Calendar**

1. CHAPTER I THE BANARAS HINDU UNIVERSITY ACT NO. XVI OF 19151  
➤ [https://www.bhu.ac.in/SiteAttachments/Chapter-1%20\(Acts\)2023829133217149.pdf](https://www.bhu.ac.in/SiteAttachments/Chapter-1%20(Acts)2023829133217149.pdf)
2. CHAPTER II THE SCHEDULE [See section 17 (2)] THE STATUTES OF THE UNIVERSITY  
➤ [https://www.bhu.ac.in/SiteAttachments/Chapter-2%20\(Statutes\)2023829133147641.pdf](https://www.bhu.ac.in/SiteAttachments/Chapter-2%20(Statutes)2023829133147641.pdf)
3. CHAPTER III EMOLUMENTS, TERMS AND CONDITIONS OF SERVICE, ETC. OF OFFICERS OF THE UNIVERSITY, HEADS OF DEPARTMENTS ETC.  
➤ [https://www.bhu.ac.in/SiteAttachments/Chapter-3%20\(Service%20Conditions\)2023124172452796.pdf](https://www.bhu.ac.in/SiteAttachments/Chapter-3%20(Service%20Conditions)2023124172452796.pdf)
4. CHAPTER IV ORDINANCES GOVERNING SERVICE CONDITIONS OF THE TEACHING, ADMINISTRATIVE AND OTHER EMPLOYEES OF THE UNIVERSITY FRAMED UNDER ARTICLE (18) 1 (K) OF THE ACT.  
➤ [https://www.bhu.ac.in/SiteAttachments/Chapter-4%20\(Ordinances%20under%20Art%20\(18\)1\(k\)\)2023124172524429.pdf](https://www.bhu.ac.in/SiteAttachments/Chapter-4%20(Ordinances%20under%20Art%20(18)1(k))2023124172524429.pdf)
5. CHAPTER V ORDINANCES  
➤ [https://www.bhu.ac.in/SiteAttachments/Chapter-5%20\(Ordinances\)2023124172546113.pdf](https://www.bhu.ac.in/SiteAttachments/Chapter-5%20(Ordinances)2023124172546113.pdf)
6. CHAPTER VI (ORDINANCES U/S 41(2))  
➤ [https://www.bhu.ac.in/SiteAttachments/Chapter-6%20\(Ordinances%20U/S%2041\(2\)\)2023124174022291.pdf](https://www.bhu.ac.in/SiteAttachments/Chapter-6%20(Ordinances%20U/S%2041(2))2023124174022291.pdf)

7. CHAPTER VII (COMMITTEES CONSTITUTED BY VARIOUS AUTHORITIES)
  - [https://www.bhu.ac.in/SiteAttachments/Chapter-7%20\(Committees\)2023124172720227.pdf](https://www.bhu.ac.in/SiteAttachments/Chapter-7%20(Committees)2023124172720227.pdf)
8. CHAPTER VIII RULES, REGULATIONS AND IMPORTANT CIRCULARS
  - [https://www.bhu.ac.in/SiteAttachments/Chapter-8%20\(Rules,%20Regulations%20and%20Circulars\)202312417285822.pdf](https://www.bhu.ac.in/SiteAttachments/Chapter-8%20(Rules,%20Regulations%20and%20Circulars)202312417285822.pdf)
9. CHAPTER IX CENTRAL UNIVERSITIES RETIREMENT BENEFIT RULES 1967
  - [https://www.bhu.ac.in/SiteAttachments/Chapter-9%20\(Retirement%20Benefit%20Rules\)2023124173311282.pdf](https://www.bhu.ac.in/SiteAttachments/Chapter-9%20(Retirement%20Benefit%20Rules)2023124173311282.pdf)

### GUIDELINES & ORDINANCES

S.NO	GUIDELINES & ORDINANCES	PARTICULARS LINKS
1	Internal Audit Manual	<a href="https://www.bhu.ac.in/Site/Page/1_2_16?2148P">https://www.bhu.ac.in/Site/Page/1_2_16?2148P</a>
2	Executive Council Resolution (Agendas and MOMs)	<a href="https://bhu.ac.in/Site/Page/1_3297_6562_Executive-Council-Cell-Agenda(s)-and-MoM(s)">https://bhu.ac.in/Site/Page/1_3297_6562_Executive-Council-Cell-Agenda(s)-and-MoM(s)</a>
3	Annual Reports and Account & Audit Reports	<a href="https://bhu.ac.in/Site/Page/1_3298_6564_Academic-Section-Annual-Reports">https://bhu.ac.in/Site/Page/1_3298_6564_Academic-Section-Annual-Reports</a>
4	Academic Events	<a href="https://www.bhu.ac.in/Site/EventsList/1_2_16_Main-Site?Upcoming">https://www.bhu.ac.in/Site/EventsList/1_2_16_Main-Site?Upcoming</a>
5	Academic Programs	<a href="https://www.bhu.ac.in/Site/Programme/1_2_17_386_Main-Site-Programmes">https://www.bhu.ac.in/Site/Programme/1_2_17_386_Main-Site-Programmes</a>
6	BHU Act (Calendar)	<a href="https://www.bhu.ac.in/aboutus/act.php">https://www.bhu.ac.in/aboutus/act.php</a>
7	UGC Non-Net Fellowship Guidelines	<a href="https://bhu.ac.in/Site/Page/1_2_16?3183P">https://bhu.ac.in/Site/Page/1_2_16?3183P</a>
8	Project Guidelines	<a href="https://bhu.ac.in/Site/Page/1_2_16?2149P">https://bhu.ac.in/Site/Page/1_2_16?2149P</a>
9	Ordinances related to Examinations	<a href="https://www.bhu.ac.in/ordinances/566.pdf">https://www.bhu.ac.in/ordinances/566.pdf</a>
10	Guidelines on Institutional Biosafety	<a href="https://www.bhu.ac.in/research/INSTITUTIONALBIOSAFETY.pdf">https://www.bhu.ac.in/research/INSTITUTIONALBIOSAFETY.pdf</a>
12	Atal Rankng of Institutions on Innovation Achievements (ARIIA) (2019-20 & 2020-2021)	<a href="https://bhu.ac.in/Site/Page/1_2_16?3197P">https://bhu.ac.in/Site/Page/1_2_16?3197P</a>
13	Institution of Eminence (IoE) Notification	<a href="https://bhu.ac.in/Site/Page/1_3358_6421_6497_Institute-of-Eminence-(IoE)-IoE-SRICC-schemes-and-forms">https://bhu.ac.in/Site/Page/1_3358_6421_6497_Institute-of-Eminence-(IoE)-IoE-SRICC-schemes-and-forms</a>
14	National Institutional Ranking Framework (NIRF)	<a href="https://www.bhu.ac.in/NIRF/">https://www.bhu.ac.in/NIRF/</a>
15	Ordinances Governing Intellectual Property Policy	<a href="https://www.bhu.ac.in/ordinances/ipp.pdf">https://www.bhu.ac.in/ordinances/ipp.pdf</a> <a href="https://www.bhu.ac.in/ipr/">https://www.bhu.ac.in/ipr/</a>
16	EC Council Agendas & MOMs	<a href="https://bhu.ac.in/Site/Page/1_3297_6562_Executive-Council-Cell-Agenda(s)-and-MoM(s)">https://bhu.ac.in/Site/Page/1_3297_6562_Executive-Council-Cell-Agenda(s)-and-MoM(s)</a>
17	BHU Act & Ordinances	<a href="https://bhu.ac.in/Site/Page/1_2_32_67_Main-Site-BHU-Act-andamp;-Ordinances">https://bhu.ac.in/Site/Page/1_2_32_67_Main-Site-BHU-Act-andamp;-Ordinances</a>
18	BHU Office Procedure Manual	<a href="https://bhu.ac.in/Images/files/BHU-OPM-Updated%20(2).pdf">https://bhu.ac.in/Images/files/BHU-OPM-Updated%20(2).pdf</a> <a href="https://www.bhu.ac.in/Images/files/BHU-OPM-2ndEdn.pdf">https://www.bhu.ac.in/Images/files/BHU-OPM-2ndEdn.pdf</a>
19	National Institutional Ranking Framework (NIRF)	<a href="https://bhu.ac.in/Site/Page/1_2_32_74_Main-Site">https://bhu.ac.in/Site/Page/1_2_32_74_Main-Site</a>

### 1.7.1 NAME OF BOARDS, COUNCIL, COMMITTEE ETC.

The Academic Council, the Faculty, the Board of Studies, Finance Committee Cell, BHU Court, Executive Council Cell.

Meetings are not to public but to the member only.

- <https://www.bhu.ac.in/ec/>
- <https://www.bhu.ac.in/anualreport/>
- [https://www.bhu.ac.in/academic\\_event/](https://www.bhu.ac.in/academic_event/)
- <https://www.bhu.ac.in/ioebhu/guidelines.htm>
- [https://bhu.ac.in/Site/Page/1\\_2\\_32\\_67\\_Main-Site-BHU-Act-andamp;-Ordinances](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/Site/Page/1_2_16?2148P)
- [https://bhu.ac.in/Images/files/BHU-OPM-Updated%20\(2\).pdf](https://bhu.ac.in/Images/files/BHU-OPM-Updated%20(2).pdf)
- <https://www.bhu.ac.in/Images/files/BHU-OPM-2ndEdn.pdf>
- [https://bhu.ac.in/Site/Page/1\\_3297\\_6562\\_Executive-Council-Cell-Agenda\(s\)-and-MoM\(s\)](https://bhu.ac.in/Site/Page/1_3297_6562_Executive-Council-Cell-Agenda(s)-and-MoM(s))

### 1.7.2 COMPOSITION

As per provision Acts and Statutes of the University

(A) As per Statues 21(1) of the Banaras Hindu University, the Finance Committee shall consist of the following members, namely

1	Vice-Chancellor	Chairman
2	Three Persons nominated by the Visitor	Member (Visitor Nominee)
3	Two persons who are not employees of the University appointed by the Executive Council	Member (Executive Council Nominee)
4	Two Deans of Faculties by rotating according to seniority for a term of two years	Member

- <http://bhu.ac.in/aboutus/act.php>
- <https://www.bhu.ac.in/ec/>
- <https://www.bhu.ac.in/anualreport/>
- [https://www.bhu.ac.in/academic\\_event/](https://www.bhu.ac.in/academic_event/)
- <https://www.bhu.ac.in/ioebhu/guidelines.htm>
- [https://bhu.ac.in/Site/Page/1\\_2\\_32\\_67\\_Main-Site-BHU-Act-andamp;-Ordinances](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/Site/Page/1_2_16?2148P)
- [https://bhu.ac.in/Images/files/BHU-OPM-Updated%20\(2\).pdf](https://bhu.ac.in/Images/files/BHU-OPM-Updated%20(2).pdf)
- <https://www.bhu.ac.in/Images/files/BHU-OPM-2ndEdn.pdf>
- [https://bhu.ac.in/Site/Page/1\\_3297\\_6562\\_Executive-Council-Cell-Agenda\(s\)-and-MoM\(s\)](https://bhu.ac.in/Site/Page/1_3297_6562_Executive-Council-Cell-Agenda(s)-and-MoM(s))

### 1.7.3 DATES FROM WHICH CONSTITUTED

As per provision in the Acts and Statutes of the University

- <http://bhu.ac.in/aboutus/act.php>
- <https://www.bhu.ac.in/ec/>
- <https://www.bhu.ac.in/anualreport/>
- [https://www.bhu.ac.in/academic\\_event/](https://www.bhu.ac.in/academic_event/)
- <https://www.bhu.ac.in/ioebhu/guidelines.htm>
- [https://bhu.ac.in/Site/Page/1\\_2\\_32\\_67\\_Main-Site-BHU-Act-andamp;-Ordinances](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/Site/Page/1_2_16?2148P)
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- <https://www.bhu.ac.in/Images/files/BHU-OPM-2ndEdn.pdf>
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#### **1.7.4 TERM/ TENURE**

As per provision in the Acts and Statutes of the University

- <http://bhu.ac.in/aboutus/act.php>
- <https://www.bhu.ac.in/ec/>
- <https://www.bhu.ac.in/anualreport/>
- [https://www.bhu.ac.in/academic\\_event/](https://www.bhu.ac.in/academic_event/)
- <https://www.bhu.ac.in/ioebhu/guidelines.htm>
- [https://bhu.ac.in/Site/Page/1\\_2\\_32\\_67\\_Main-Site-BHU-Act-andamp;-Ordinances](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/Site/Page/1_2_16?2148P)
- [https://bhu.ac.in/Images/files/BHU-OPM-Updated%20\(2\).pdf](https://bhu.ac.in/Images/files/BHU-OPM-Updated%20(2).pdf)
- <https://www.bhu.ac.in/Images/files/BHU-OPM-2ndEdn.pdf>
- [https://bhu.ac.in/Site/Page/1\\_3297\\_6562\\_Executive-Council-Cell-Agenda\(s\)-and-MoM\(s\)](https://bhu.ac.in/Site/Page/1_3297_6562_Executive-Council-Cell-Agenda(s)-and-MoM(s))

#### **1.7.5 POWERS AND FUNCTIONS**

As per provision in the Acts and Statutes of the University. The Finance Committee shall meet atleast every year to examine accounts and to scrutinize for expenditure.

- <http://bhu.ac.in/aboutus/act.php>
- <https://www.bhu.ac.in/ec/>
- <https://www.bhu.ac.in/anualreport/>
- [https://www.bhu.ac.in/academic\\_event/](https://www.bhu.ac.in/academic_event/)
- <https://www.bhu.ac.in/ioebhu/guidelines.htm>
- [https://bhu.ac.in/Site/Page/1\\_2\\_32\\_67\\_Main-Site-BHU-Act-andamp;-Ordinances](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/Site/Page/1_2_16?2148P)
- [https://bhu.ac.in/Images/files/BHU-OPM-Updated%20\(2\).pdf](https://bhu.ac.in/Images/files/BHU-OPM-Updated%20(2).pdf)
- <https://www.bhu.ac.in/Images/files/BHU-OPM-2ndEdn.pdf>
- [https://bhu.ac.in/Site/Page/1\\_3297\\_6562\\_Executive-Council-Cell-Agenda\(s\)-and-MoM\(s\)](https://bhu.ac.in/Site/Page/1_3297_6562_Executive-Council-Cell-Agenda(s)-and-MoM(s))

#### **1.7.6 WHETHER THEIR MEETINGS ARE OPEN TO THE PUBLIC?**

Meetings are open to the members only and not to public

- <https://www.bhu.ac.in/ec/>
- <https://www.bhu.ac.in/ioe/>
- [https://new.bhu.ac.in/Site/Page/1\\_2\\_16?2121](https://new.bhu.ac.in/Site/Page/1_2_16?2121)
- <http://bhu.ac.in/aboutus/act.php>
- <https://www.bhu.ac.in/anualreport/>
- [https://www.bhu.ac.in/academic\\_event/](https://www.bhu.ac.in/academic_event/)
- <https://www.bhu.ac.in/ioebhu/guidelines.htm>
- [https://bhu.ac.in/Site/Page/1\\_2\\_32\\_67\\_Main-Site-BHU-Act-andamp;-Ordinances](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/Site/Page/1_2_16?2148P)
- [https://bhu.ac.in/Images/files/BHU-OPM-Updated%20\(2\).pdf](https://bhu.ac.in/Images/files/BHU-OPM-Updated%20(2).pdf)
- <https://www.bhu.ac.in/Images/files/BHU-OPM-2ndEdn.pdf>
- [https://bhu.ac.in/Site/Page/1\\_3297\\_6562\\_Executive-Council-Cell-Agenda\(s\)-and-MoM\(s\)](https://bhu.ac.in/Site/Page/1_3297_6562_Executive-Council-Cell-Agenda(s)-and-MoM(s))

#### **1.7.7 WHETHER THE MINUTES OF THE MEETINGS ARE OPEN TO THE PUBLIC?**

1. No for Academic Council
2. Yes for Executive Council
3. No for BHU Court

- <https://www.bhu.ac.in/ec/>
- <https://www.bhu.ac.in/ioe/>
- [https://new.bhu.ac.in/Site/Page/1\\_2\\_16?2121](https://new.bhu.ac.in/Site/Page/1_2_16?2121)
- <http://bhu.ac.in/aboutus/act.php>
- <https://www.bhu.ac.in/anualreport/>
- [https://www.bhu.ac.in/academic\\_event/](https://www.bhu.ac.in/academic_event/)

- <https://www.bhu.ac.in/ioebhu/guidelines.htm>
- [https://bhu.ac.in/Site/Page/1\\_2\\_32\\_67\\_Main-Site-BHU-Act-andamp;-Ordinances](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/Site/Page/1_2_16?2148P)
- [https://bhu.ac.in/Images/files/BHU-OPM-Updated%20\(2\).pdf](https://bhu.ac.in/Images/files/BHU-OPM-Updated%20(2).pdf)
- <https://www.bhu.ac.in/Images/files/BHU-OPM-2ndEdn.pdf>
- [https://bhu.ac.in/Site/Page/1\\_3297\\_6562\\_Executive-Council-Cell-Agenda\(s\)-and-MoM\(s\)](https://bhu.ac.in/Site/Page/1_3297_6562_Executive-Council-Cell-Agenda(s)-and-MoM(s))

### **1.7.8 PLACE WHERE THE MINUTES IF OPEN TO THE PUBLIC ARE AVAILABLE?**

Minutes of Executive Council Resolutions are available on BHU website

- <https://www.bhu.ac.in/ec/>
- <https://www.bhu.ac.in/ioe/>
- [https://new.bhu.ac.in/Site/Page/1\\_2\\_16?2121](https://new.bhu.ac.in/Site/Page/1_2_16?2121)
- <http://bhu.ac.in/aboutus/act.php>
- <https://www.bhu.ac.in/anualreport/>
- [https://www.bhu.ac.in/academic\\_event/](https://www.bhu.ac.in/academic_event/)
- <https://www.bhu.ac.in/ioebhu/guidelines.htm>
- <https://www.bhu.ac.in/Images/files/BHU-OPM-2ndEdn.pdf>

**Details of EC Meeting during 01.01.2022 to 20.09.2022**

## **ACADEMIC UNITS**

### **Institutes**

- i. Institute of Agricultural Sciences
- ii. (Comprising Faculty of Agriculture and Faculty of Veterinary & Animal Sciences)
- iii. Institute of Medical Sciences
- iv. (Comprising Faculty of Modern Medicine, Faculty of Ayurveda and Faculty of Dental Sciences)
- v. Institute of Environment & Sustainable Development
- vi. (Comprising Faculty of Environment & Sustainable Development)
- vii. Institute of Management Studies
- viii. (Comprising Faculty of Management Studies)
- ix. Institute of Science
- x. (Comprising Faculty of Science)

### **College (Maintained by the University)**

1. Mahila Mahavidyalaya

### **Faculties**

1. Faculty of Arts
2. Faculty of Commerce
3. Faculty of Education
4. Faculty of Law
5. Faculty of Performing Arts
6. Faculty of Social Sciences
7. Faculty of Sanskrit Vidya Dharma Vijnanan
8. Faculty of Visual Arts

### **Centres**

1. Centre for Genetic Disorders
2. DST – Centre for Interdisciplinary Mathematical Sciences

3. Centre for the Study of Nepal
4. Centre for Womens Studies & Development
5. Malaviya Centre for Peace Research
6. Centre for Integrated Rural Development
7. Centre for Study of Social Exclusion and Inclusive Policy
8. Malaviya Moolya Anusheelan Kendra
9. Bharat Adhyayan Kendra

### **Rajiv Gandhi South Campus**

#### **SCHOOLS (MAINTAINED BY THE UNIVERSITY)**

1. Central Hindu Boys School
2. Central Hindu Girls School
3. Shri Ranveer Sanskrit Vidyalaya

#### **CENTRAL FACILITIES**

1. Central Library
2. UGC Human Resource Development Centre
3. Central Discovery Centre
4. Atal Incubation Centre
5. SATHI
6. USIC Level – II

#### **UNIVERSITY HERITAGE**

1. Malaviya Bhavan
2. Bharat Kala Bhawan

#### **HUMAN RESOURCE PROFILE**

1. Teachers
2. Number of Teachers in Positions
3. Publications
4. Major Projects Undertaken
5. Conference / Seminars / Workshops Organised
6. Participation in Academic Events
7. Patent Filed / Granted
8. Awards and Recognitions
9. Non-Teaching Staff in position

#### **STUDENTS AFFAIRS**

1. Academic Programmes
2. Award of Degree / Diploma / Certificate
3. Student Strength
4. Student Amenities, Support & Activities
5. Hostel for Students (Male)
6. Hostel for Students (Female)
7. Hostel for Students (Foreign)
8. Scholarship and Fellowship
9. Sports : University Sports Board
10. Health Care
11. National Social Service (NSS)
12. National Cadet Corps (NCC)
13. City Delegacy
14. Air Strip & Helipad

15. Counselling and Stress Management
16. Career Guidance and Placement Support
17. Equal Opportunity and Inclusive System
18. Extra-Curricular Activities

#### **SERVICE AND OTHER UNITS**

1. Hospital & Health Care Centres
2. Estate Office
3. Computer Centre
4. Guest House Complex
5. Conference Halls
6. Canteens
7. Alumni Relation Office
8. International Centre
9. Information and Public Relation Office
10. Electricity and Water Supply Services
11. Building Maintenance
12. Shopping Complex
13. BHU Club
14. Banks and Post Office
15. Hindi Publication Cell
16. BHU Press

#### **EVENTS ORGANIZED**

#### **SUMMARY OF ACCOUNTS**

#### **COLLEGES ADMITTED TO THE PRIVILEGES OF THE UNIVERSITY**

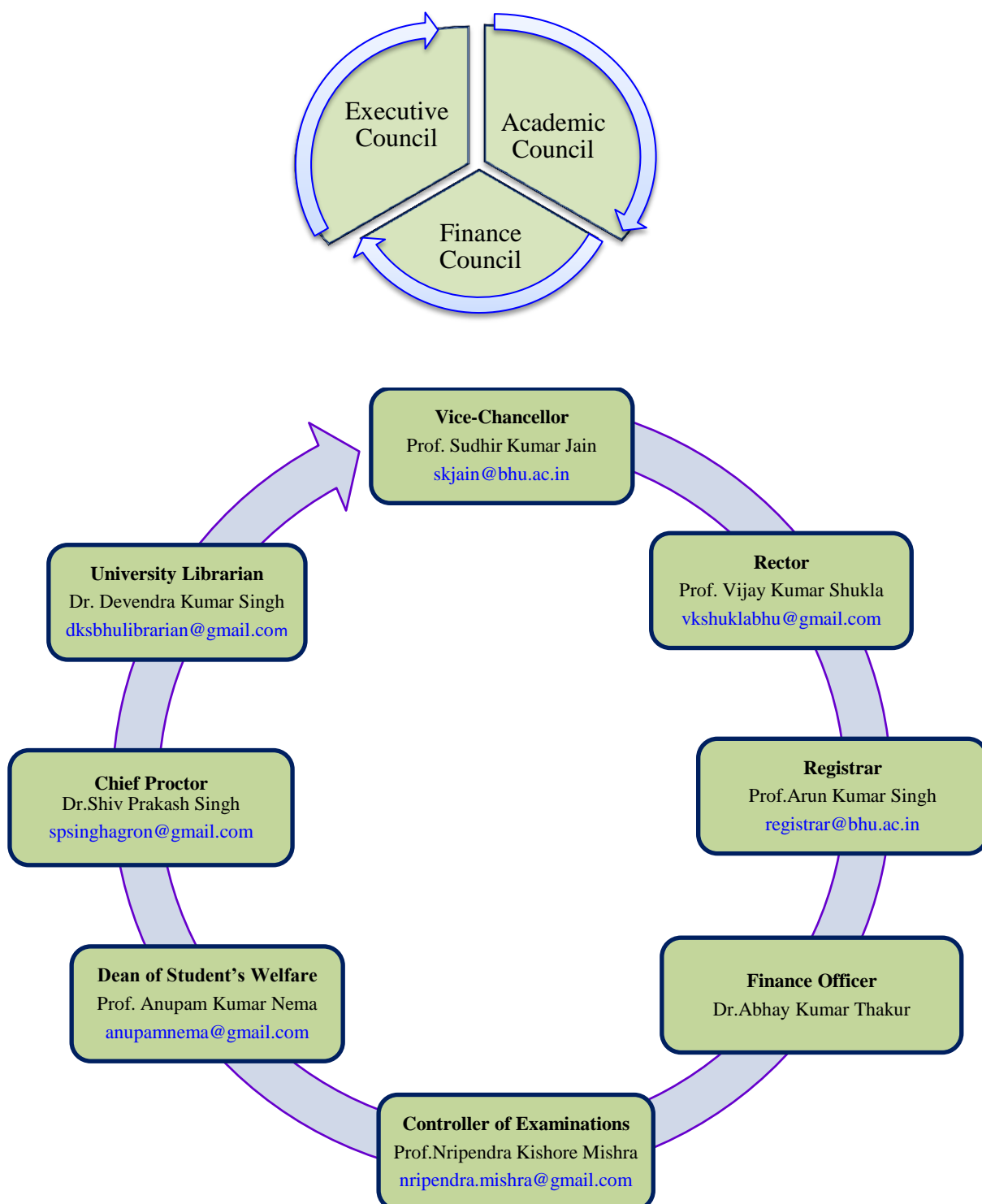
1. Arya Mahila P.G. College, Chetganj, Varanasi
2. Vasanta College for Women, Rajghat, Varanasi
3. Vasant Kanya Mahavidyalaya, Kamachha, Varanasi
4. DAV P. G. College, Ausanganj, Varanasi

#### **OTHER INSTITUTIONS IN BHU CAMPUS**

1. Indian Institute of Technology (BHU), Varanasi
2. Mahamana Pandit Madan Mohan Malaviya Cancer Centre, BHU, Varanasi
3. Inter University Centre for Teacher Education, BHU, Varanasi
4. Kendriya Vidyalaya (BHU Campus), Varanasi
5. Indira Gandhi National Open University, Varanasi Regional Centre, BHU, Varanasi

## The Financial Administration

The policy decisions and the administrative work of the University is mainly carried out by the Executive Council and Academic Council as apex bodies and the Vice Chancellor as its academic, administrative and financial head. It has a unified system of administration with considerable autonomy and welldefined duties and responsibilities of the Directors of the Institutes, Deans of the Faculties, Principal of MMV, Registrar, Finance Officer, Heads of the Departments, Joint Registrars, Deputy Registrars and Assistant Registrars. During the period under review as on 31st March 2024 the following persons discharged their duties as statutory officers of the University.



## CONFERENCE HALLS

The University has its own Conference Halls, Auditoriums & Committee Rooms for various Academic meetings, Seminars, Workshops, Conferences, Curricular Activities, and Cultural programmes for various occasions such as the Independence Day, the Republic Day, Pooja & Festivals of different kinds. Following is the list of some main Conference/ Seminar Halls and Auditoriums:

1. Swatantrata Bhawan
2. K.N. Uddupa Auditorium
3. Arts Faculty Auditorium
4. Pt. Omkar Nath Thakur Auditorium
5. Radha Krishanan Hall, Faculty of Arts
6. Exhibition Hall, Faculty of Visual Arts
7. Committee Room No. 1, Central Office
8. Committee Room No. 2, Central Office
9. M.M.V. Auditorium
10. Chanakya Auditorium, Faculty of Education
11. Institute of Agricultural Sciences Auditorium
12. Seminar Complex, Institute of Science
13. Malaviya Moolya Anusheelan Kendra
14. Auditorium

## FINANCIAL ACCOUNTS

Banaras Hindu University (BHU) being a Central University gets substantial annual budgetary support as grant in aid from Central Government through regular budget. Presently the Maintenance expenditure as well as Development expenditure are met by grants received from U.G.C. under “OH-31 (Recurring General)”, “OH-36 (Recurring General) and “OH-35 (Non-Recurring) – Capital/ Infrastructure” respectively. The University’s internal resources are generated by way of receipts from Students fee, income from properties, dairy and agriculture farm, hospital, Licence fee from shops, income from sale of Ayurvedic drugs etc. The annual accounts of the University for the year 2022-23 is already finalized and the same have been approved by the Finance Committee. The details of receipt and expenditures under “Special Fund”, “Development Fund”, “Project Fund” and “Revenue Fund” for the year 2022-23 are given below:

Sl.	Particulars	Receipt	Payment
<b>Special Fund</b>			
1		Rs.3,93,30,85,331	Rs.2,07,09,68,040
	<b>Total</b>	<b>Rs.3,93,30,85,331</b>	<b>Rs.2,07,09,68,040</b>
<b>Development Fund</b>			
1	Non-Recurring-		Rs.12,56,66,181
2	Recurring	Rs.96,75,80,796	Rs.18,09,61,187
	<b>Total</b>	<b>Rs.96,75,80,796</b>	<b>Rs.30,66,27,368</b>
<b>Project Fund</b>			
1	-	Rs.1,04,19,11,232	Rs.1,13,23,89,812
	<b>Total</b>	<b>Rs. 1,04,19,11,232</b>	<b>Rs.1,13,23,89,812</b>
<b>Revenue Fund</b>			
1	Grant	Rs.20,23,26,00,572	. Estab Rs.16,17,51,87,535
2	<b>Internal Income</b>	<b>Rs.41,06,26,953</b>	<b>Non Estb.</b> Rs.3,96,33,26,096
	<b>Total</b>	<b>Rs.20,64,32,27,525</b>	<b>Rs.20,13,85,13,631</b>

## **The Standing Committee**

The Standing Committee for Scheduled Castes and Scheduled Tribes has been reconstituted vide notification no. Sct/II/11-12/288 dated 08-10-2011. A sub-committee of the Standing Committee for Scheduled Castes and Scheduled Tribes has also been constituted with the order of the Hon'ble Vice-Chancellor to verify the doubtful Caste Certificates which are received through Admission Committees of various departments. As per the decision of the sub-committee, the doubtful caste certificates are sent to the competent authorities for verification. To safeguard the interests of the SC & ST communities, the university nominates faculty members belonging to Scheduled Castes and Scheduled Tribes as observers in various committees related to admissions, appointments, promotions and hostel and quarter allotments. As per the directions of the University Grants Commission vide letter dated 1st March, 2016, the university has developed an online complaint register, which may be visited at [www.bhu.ac.in](http://www.bhu.ac.in). To register an online complaint, a complainant has to login on <http://internet.bhu.ac.in/scstobc/complaint.php>.

## **Global Academic and Research Engagement**

All the regular faculty members of the University are being provided partial financial support up to Rs. 50,000/- (for SAARC and ASEAN countries) and up to Rs. 1,00,000/- (for all other countries) for international travel to participate in conferences, workshops, short-training programs and academic meeting held overseas. During the financial year 2022-23, 37 faculty members benefitted from the scheme involving a gross expenditure of about Rs.31 lakh. The University also believes that International exposure is pivotal for Ph.D. scholars, as it offers avenues for cross-cultural learning, global networking, and enriches research experiences. To facilitate this essential aspect, the University has introduced the "International Travel Support" initiative for post-doctoral fellows and Ph.D. research scholars. This program extends partial financial assistance to postdoctoral fellows and Ph.D. scholars for their International travel needs for participation in conferences. Upto 31st March 2023, 31 postdoctoral fellows and Ph.D. scholars benefitted under the scheme involving a gross expenditure of over Rs. 14 lakh.

## **The Procedure followed in the decision making process, including channels of supervision and accountability.**

The Decisions are taken in accordance with the provisions of BHU Act & Statutes, Ordinances, Rules & Regulations, Financial Code, Administrative procedures, Office Procedure Manual, Fundamental Rules & Supplementary Rules, General Financial Rules, CCS (Conduct) Rules, 1964, CCS(CCA) Rules, 1965, CCS(Pension) Rules, 1972 and other directives received from MHRD/UGC. Policy matters are decided at the level of Vice-Chancellor/Executive Council/Academic Council/Finance Committee of the University. The Vice-Chancellor is the principal Executive and academic officer of the University and exercises general supervision and control over the affairs of the University and gives effect to the decisions of the authorities. The University has adopted a decentralized administrative structure, thereby enabling Institutes/Faculties/Departments/Centres/Schools to take decisions in conformity with the rules of the University and within the delegated power.

## **Norms set by the university to discharge its functions.**

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.

### **Official Documents and their Availability**

1. Act, Statutes, Ordinances, Rules & Regulations.
2. Office Procedure Manual
3. Account Rules
4. Annual Accounts and Annual Reports
5. BHU News Letter
6. Agenda & Minutes of the University Court, Executive Council, Academic Council and Finance Committee.
7. Various Admission Brochures
8. Certified Annual Accounts
9. Audit Reports
10. Convocation Address and Annual Reports

**NB:** Confidential matters pertaining to examinations and admissions, paper setting, evaluation of scripts and consequent procedures and documents related therewith, composition and proceedings of the selection committees and minutes of the University Court, Executive Council, Academic Council, Finance Committee and Faculties until these are printed, will remain confidential and not available in the public domain. Besides, no information in respect of persons undergoing departmental disciplinary proceedings and court cases pending in any Court of Law or Tribunal will be given.

### **Public Participation Mode**

The Statutory Bodies of the University, namely the University Court, Executive Council, Academic Council and Finance Committee comprise of eminent people from various sections of the society and representatives of public who directly participate in the affairs of the University. Details pertaining to composition of statutory bodies have been given in Act & Statutes of the University on website - [bhu.ac.in](http://bhu.ac.in)

### **Budget allocated to each of its agency, details of all plans, proposed expenditure and reports on disbursements made**

The annual account and the financial estimates of the University are laid before the Finance Committee for consideration and comments are submitted to the Executive Council for approval. The same are subsequently laid before the Parliament.

### **The Amendment in BHU Act**

- [https://www.bhu.ac.in/Site/Page/1\\_2\\_32\\_67\\_Main-Site-BHU-Act-andamp;-Ordinances](https://www.bhu.ac.in/Site/Page/1_2_32_67_Main-Site-BHU-Act-andamp;-Ordinances)

### **The Statutes of the University BHU Act in Chapter-I**

- [https://www.bhu.ac.in/Site/Page/1\\_2\\_32\\_6158\\_3223\\_Main-Site-Chapter-1](https://www.bhu.ac.in/Site/Page/1_2_32_6158_3223_Main-Site-Chapter-1)

### **The Statutes of the University BHU Act in Chapter-II**

- [https://www.bhu.ac.in/Site/Page/1\\_2\\_32\\_6158\\_3224\\_Main-Site-Chapter-2](https://www.bhu.ac.in/Site/Page/1_2_32_6158_3224_Main-Site-Chapter-2)

### **Meeting of the Executive Council**

- [https://bhu.ac.in/Site/Page/1\\_3297\\_6562\\_Executive-Council-Cell-Agenda\(s\)-and-MoM\(s\)](https://bhu.ac.in/Site/Page/1_3297_6562_Executive-Council-Cell-Agenda(s)-and-MoM(s))

**The Academic Section is an integral part of the University's Administration which deals with the following affairs:**

- ❖ Admission at UG, PG and PhD level.
- ❖ Maintenance of statistics related to student's activities.

- ❖ Maintenance of records pertaining to PhD Students and dealing with their affairs.
- ❖ Convening Academic Council meetings.
- ❖ Preparation of Annual Reports.

### **Annual Accounts Section**

This Section deals with preparation of annual account as balance sheet, receipt and payment and journals. The annual account is audited on early basis by audit party and submits to the ministry and UGC. This unit deals with investment (Short Term and Long Term) of university funds by the constituted investment committee. In the process of investment the unit calls the rate from the private and public sector. A comparative chart is prepared by unit and put up with agenda of investment. The unit manage the investment by conducting the meeting after taking time and date with vice chancellor. The decision of investment committee in chairmanship of VC is implemented by this unit. The unit prepares the letter for sending money through RTGS (Real Time Gross Settlement) to the bank to whom the investment committee decided. The maturity renewal of fix deposit is also processed by this unit. After the investment a bank debits is prepared for fund maintaining accounts and ledger. The transfer entries are prepared as per need according to the policy and decisions. The monitoring of investment and reporting to the higher authority is also the responsibility of the unit. The university donation comes under this unit in form of cash/DD/cheque etc. The donation is deposited to the bank by the prescribed challan of university. And maintain as receipt. The unit monitors the interest of various investment of prize/scholarship/medal/ donation/chairs etc. The give no objection to the concern faculty member for opening of bank account for conduction workshop/seminar/conference in the university duly approved by the higher authority of finance.

### **Budget Section in Finance Committee**

- [https://www.bhu.ac.in/Site/Page/1\\_3254\\_6507\\_6437\\_Finance-Office-Budget](https://www.bhu.ac.in/Site/Page/1_3254_6507_6437_Finance-Office-Budget)

Detail of EC Meeting during 1.1.2022 to 20.9.2022

Sl. No.	Date of EC Meeting	Remarks
1	Nil	Last EC meeting was held on 04.06.2021.  The tenure of the all 8 Executive Council members has expired in July 2021.  New Executive Council members are to be nominated in terms of Statute 14.

Detail of BHU Court Meeting during 1.1.2022 to 20.9.2022

Sl. No.	Date of BHU Court Meeting	Remarks
1	Nil	Last BHU Court meeting was held on 09.12.2019  The tenure of the 48 BHU Court members has expired in 2021.  New BHU Court members have not been nominated, yet in terms of Statute 27.

# BANARAS HINDU UNIVERSITY

काशी हिन्दू विश्वविद्यालय  
OFFICE NOTE & ORDER


[ Budget Section]

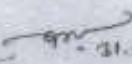
It is to submit that the online meeting of the Finance Committee of the University was held on 22.5.2021 at VC Lodge. The Minutes of the meeting was sent to the members of the Finance Committee electronically and comments of the all the members on the minutes have been received.

The Minutes for the meeting is being enclosed for signature of the Vice-Chancellor and Chairman, Finance Committee, So that the same may be submitted to the Executive Council Cell for placing the same before the ensuing meeting of Executive Council for confirmation.

Submitted, please.

  
Section Officer

DR (FC Cell)   
31/5/21

FC   
31.05.2021

V.C.   
31/5/21

## MINUTES OF THE FINANCE COMMITTEE MEETING HELD ON 22nd May, 2021.

Meeting of the Finance Committee held on 22nd December, 2020 at 11.00 a.m. in the V.C.Lodge, BHU, through Video Conferencing, under the Chairmanship of Prof. V.K.Shukla, Vice-Chancellor, Banaras Hindu University.

The following members have attended the meeting :

1. Prof. Sudhakar Panda, Ex-Vice-Chancellor, Birla Global University, Bhubaneswar.
2. Prof. J.N. Mishra, Faculty of Commerce and Management, Allahabad University, Prayagraj.
3. Prof. Rajesh Shah, Dean, Faculty of Performing Arts, BHU.
4. Prof. P. S.Tripathi, Dean, Institute of Management Studies, BHU.
5. Sri Surat Singh, Director (CU), (representative of the Joint Secretary (CU) Deptt. of Higher Education, Ministry of Education, New Delhi).
6. Sri Mohammed Rizwan, Director (Finance), (representative of the Joint Secretary (FA) Integrated Finance Division), Deptt. Of Higher Education, Ministry of Education, New Delhi.
7. Dr. J.K.Tripathi, Joint Secretary (CU), University Grants Commission, New Delhi.
8. Dr. Abhay Kumar Thakur, Finance officer, BHU

Comments from the Integrated Finance Division (IFD), Ministry of Education vide letter no. F.No.9-7/2018-IFD dated 21.5.2021 were taken on record and discussed during the meeting.

At the outset Chairman, welcomed all members of the Finance Committee. Thereafter, agenda items were discussed and resolutions were taken as follows :

### Agenda Item No. 1

To confirm the Minutes of the Finance Committee held on 29.10.2020 and 11.12.2020.

FCR – 1 RESOLVED that *the minutes of the Finance Committee Meeting held on 29.10.2020 and 11.12.2020 through video conferencing be confirmed.*

### Agenda Item No. 2

Action Taken Report on the Resolution of the Finance Committee held on 29.10.2020 and 11.12.2020.

FCR – 2 RESOLVED that *the Action Taken Report on the resolution of the Finance Committee meeting held on 29.10.2020 and 11.12.2020 through video conferencing be recorded.*  
RESOLVED FURTHER that *where certain compliance/actions are required by the University, such action should be mentioned in Action Taken Report instead of the phrase 'Noted'.*

Agenda Item No. 3

To consider and approve the minutes of the Annual Accounts and Balance Sheet for the year 2020-21 of the Banaras Hindu University.

- FCR – 3 *Annual Accounts and Balance Sheet, prepared by the University were circulated to all the members of the Committee. Subsequently on reconciliation of accounts, it was noticed that certain vouchers could not be entered in annual accounts as these were not sent by the unit due to lockdown. These vouchers were entered under proper head of accounts and the annual accounts were amended accordingly and circulated to all members vide email dated 21.5.2021. The Finance Officer brought this issue to the notice of members.*

*It is RESOLVED that the amended Annual Accounts and Balance Sheet for the year 2020-21 of the Banaras Hindu University be approved.*

*It is FURTHER RESOLVED that after getting approval from the FC and EC, the Annual A/cs be sent to the C & AG Office, Allahabad for audit.*

Agenda Item No. 4

To consider the proposal for 'Construction of a new block in the Department of Anaesthesiology' of the donation of US\$ 1,00,000/- (INR 72,21,194/-) made by Dr. Phool Chandra, 5919 Centerville Rd. Apt. # 263 (waverly Gardens), North Oaks, NM 55127 USA.

- FCR – 4 *RESOLVED that a detailed proposal be sent to the Ministry of Education, Deptt of Higher Education, Govt. of India for consideration.*

Agenda Item No. 5

To consider payment of stipend of 4 additional MD(Ay.)/MS(Ay.) seat pertaining to the Faculty of Ayurveda.

- FCR – 5 *RESOLVED that a detailed proposal with justification, along with existing provision for 50 MD(Ay.)/MS(Ay.) seats may be sent to the Ministry of Education, Deptt of Higher Education for consideration.*

Agenda Item No. 6

To consider the proposal for enhancement of stipend of the Students of Department of Library & Information Science, undergoing Library Apprenticeship Training.

- FCR – 6 *RESOLVED that the details with regard to stipend being paid to the students of M.Lib.Sc. working as trainee in other central Universities be collected and a detailed proposal with justification for enhancement of stipend of the students of Deptt. Of Library & Information Science be submitted to the Ministry of Education, Deptt of Higher Education for consideration.*

Agenda Item No. 7

To consider and approve transfer of fund of Rs. 200.00 crore to Corpus fund of the University

The members of the Committee appreciated efforts taken by the University for enhancement in Internal Revenue in order to meet University's Share under 'Institution of Eminence' Scheme and other development needs.

FCR – 7 RESOLVED that *the proposal for transfer of unencumbered fund of Rs. 200.00 crore under Corpus Fund (sub head BHU Capital Fund) of the University be approved.*

RESOLVED FURTHER that *a self contained proposal be submitted to the Ministry of Education, Deptt. of Higher Education in pursuance of observation made by the Integrated Finance Division, Ministry of Education vide letter F.No. 9-7/2018-IFD dated 21<sup>st</sup> May, 2021.*

Agenda Item No. 8

To consider the the statsuts of pending Audit Paras of the University.

The Committee members taken cognizance of several old audit paras pending in CAG Office.

FCR – 8 RESOLVED that *a meeting be organised at the level of the Finance Officer of the University and Principal Director, Office of the C & AG for resolution of these paras.*

FURTHER RESOLVED that *if matter still remains unresolved the status report of the pending audit paras of the University along with action taken so far be sent to the Ministry of Education, Deptt. Of Higher Education.*

Agenda Item No. 9

To consider the nomination of Finance Committee Member to the Standing Finance Committee of the Institute of Medical Science, BHU.

FCR – 9 RESOLVED that *one member from the UGC may be nominated in the Standing Sub-Committee of Finance for IMS, BHU as UGC is the funding agency for IMS also similar to the University.*

RESOLVED FURTHER that *the Vice-Chancellor is authorised to take appropriate action on this issue and report may be placed in the Finance Committee in its next meeting.*

Agenda Item No. 10

To consider and approve the proposal for write off the stores valued to Rs. 3,74,14,975.00 (Three Crore Seventy Four Lakh Fourteen Thousand Nine Hundred Seventy Five Only).

FCR – 10 RESOLVED that the proposal for write off of un-serviceable items, to the tune of Rs. 3,74,14,975/-, as approved by the Vice-Chancellor is recorded subject to strict compliance of the provisions laid down in the GFR-2017 for write off of stores.


Agenda Item No. 11


To consider and record the orders of the Vice-Chancellor.

FCR – 11 RESOLVED that following orders of the Vice-chancellor be recorded :

1. Opening of Sub Head under SF-Rashtriya Bal Swasthya Karyakram (SF-05/0058) both, on receipt and expenditure side of Cash Book.
2. Opening of sub head under SF-Rashtriya Arogya Nidhi Health Minister's Cancer Patient Fund (HMCPF) (SF-05/0056) both, on receipt and expenditure side of the Cash Book.
3. Opening of sub head under SF-New International Hostel-Utility Charges (SF-02/0087) both, on receipt and expenditure side of Cash Book.
4. Opening of sub head under SF-International Hostel Development & Maintenance Fund (SF-02/0085) and SF-International Hostel Amenities under (SF-02/20086) both, on receipt and expenditure side of Cash Book.
5. Opening of sub head-PI Share under Spl. Fund both, on receipt and expenditure side of Cash Book as approved vide letter no. F(C)/SF/B-204/2020-21/1855 dated 15/17.2.2021 and letter no. F(C)/SF/B-204/2020-21/3158 dated 28.3.2021.

The meeting ended with thanks to the Chair and all the members of the Finance Committee.

  
(Dr. Abhay Kumar Thakur)  
Secretary

  
(Prof. V.K. Shukla)  
Chairman

## **University Court, Executive Council, Academic Council, Finance Committee**

The Statutory Bodies of the University, namely the University Court, Executive Council, Academic Council and Finance Committee comprise of eminent people from various sections of the society and representatives of public who directly participate in the affairs of the University.

Details pertaining to composition of statutory bodies have been given in Act & Statutes of the University on website – [www.bhu.ac.in](http://www.bhu.ac.in).

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 Decisions are taken in accordance with the provisions of BHU Act & Statutes, Ordinances, Rules & Regulations, Financial Code, Administrative procedures, Office Procedure Manual, Fundamental Rules & Supplementary Rules, General Financial Rules, CCS (Conduct) Rules, 1964, CCS(CCA) Rules, 1965, CCS(Pension) Rules, 1972 and other directives received from MHRD/UGC. Policy matters are decided at the level of Vice-Chancellor/Executive Council/Academic Council/Finance Committee of the University.

The Vice-Chancellor is the principal administrative and academic officer of the University and exercises general supervision and control over the affairs of the University and gives effect to the decisions of the authorities.

The University has adopted a decentralized administrative structure, thereby enabling Institutes/Faculties/Departments/Centres/Schools to take decisions in conformity with the rules of the University and within the delegated power.

### **19A. Constitution of boards and committees.-**

Where any authority of the University is given power by this Act or by the Statutes to appoint boards or committees, such board or committee shall, unless there is some special provision to the contrary, consist of members of the authority concerned and of such other persons (if any) as the authority in each case may think fit.

➤ [https://www.bhu.ac.in/site/Page/1\\_2\\_32\\_67\\_Main-Site-BHU-Act-andamp;-Ordinances](https://www.bhu.ac.in/site/Page/1_2_32_67_Main-Site-BHU-Act-andamp;-Ordinances)

## ANNEXURE - I

### I - MEMBERS OF THE COURT

1. **Prof. V.K. Shukla (Acting Vice-Chancellor)**  
(up to 06.01.2022)

**Prof. Sudhir K. Jain- Vice-Chancellor (from 07.01.2022)**

2. Prof. Arvind Kumar
3. Dr. Mahendra Kumar Singh
4. Prof. Aditya Tripathi
5. Prof. Bhartendu K. Singh
6. Dr. Sanjay Srivastava
7. Dr. Bandana Jha

8. Dr. Om Prakash

**The members to be nominated by Visitor is awaited.**

### II - MEMBERS OF THE EXECUTIVE COUNCIL

1. **Prof. V.K. Shukla (Acting Vice-Chancellor)**  
(up to 06.01.2022)

Banaras Hindu University  
(Is the Ex-Officio Chairman of the Executive Council)

2. **Dr. A.K. Singh**

ICAR Research Complex for Eastern Region,  
Research Centre, Jharkhand

3. **Dr. A.K. Tripathi**

Scientist-F & Registrar, Forest Research  
Institute Deemed University, Dehradun

4. **Prof. Adya Prasad Pandey**

Vice-Chancellor, Manipur Central  
University,  
Manipur

5. **Prof. Ashim Kumar Mukherjee**

Professor, Head Commerce and Director  
MONIRBA, University of Allahabad, Senate  
House, Allahabad

6. **Prof. Harish Chandra Nainwal**

Head, HNB Garhwal University,  
Uttarakhand

7. **Dr. Ram Naresh Mishra**

Professor & Head, Central University of  
Haryana

8. **Prof. Anand Mohan**

Department of Electronics Engineering,  
IIT, BHU, Varanasi

9. **Prof. Bachcha Singh**

Former Professor,  
Institute of Science, BHU, Varanasi

### III - MEMBERS OF THE ACADEMIC COUNCIL

Vice-Chancellor [Under Statute 17 (1) (i)]

Prof. V.K. Shukla (Acting Vice-Chancellor) (up  
to 06.01.2022)

Prof. Sudhir K. Jain (from 07.01.2022)

Directors of the Institutes

**[Under Statute 17 (I) (iii)]**

1. Agricultural Sciences

**Prof. Ramesh Chand**

2. Medical Sciences

3. ~~Prof. B.R. Mittal~~ Environment and  
Sustainable Development

**Prof. A.S. Raghuvanshi**

4. Faculty of Management Studies

**Prof. S.K. Dubey**

5. Faculty of Science

**Prof. Anil Kumar Tripathi**

Deans of the Faculties

**[Under Statute 17 (1) (iv)]**

**Faculty of Ayurveda**

Prof. V.P. Singh (up to 30.11.2021)

Prof. Kamal Nayan Dwiwedi (from  
01.12.2021)

**Faculty of Medicine**

Prof. S.K. Singh

**Faculty of Arts**

Prof. V.B. Singh

**Faculty of Agriculture**

Prof. A.P. Singh (up to 31.12.2021)

Prof. Yashwant Singh (from 01.01.2022)

**Faculty of Commerce**

Prof. Gulab Chand Ram Jaiswal

**Faculty of Dental Sciences**

Prof. V.K. Srivastava

**Faculty of Education**

Prof. S.K. Swain

**Faculty of Law**

Prof. Ali Mehdi

**Faculty of Management Studies**

Prof. P.S. Tripathi (up to 22.07.2021)

Prof. H.P. Mathur (from 23.07.2021)

**Faculty of Performing Arts**

Prof. Rajesh Shah (up to 31.05.2021)

Prof. K. Shashi Kumar (from 01.06.2021)

**Faculty of S.V.D.V.**

Prof. Kamlesh Jha

**Faculty of Science**

Prof. M. Joshi (up to 02.07.2021)

Prof. (Ms.) Madhoolika Agrawal  
(from 03.07.2021)

**Faculty of Social Sciences**

Prof. K.K. Mishra (up to 30.04.2022)

**Faculty of Visual Arts**

Prof. Hira Lal Prajapati

**Faculty of Environment and Sustainable Development**

Prof. Rajesh Kumar Mall

**Faculty of Veterinary & Animal Science**

Prof. Ramadevi Nimmanapalli

(up to 16.08.2021)

Prof. Shahid Parwez (from 17.08.2021)

Heads of the Teaching Departments

**[Under Statute 17 (I) (v)]**

1. Ancient Indian History, Culture &  
Archaeology

Prof. Onkar Nath Singh (up to 30.03.2022)

Prof. Suman Jain (from 31.03.2022)

**2. Arabic**

Prof. Vazeer Hasan Abbas

**3. Bengali**

Prof. Prakash Kumar Maiti

**4. English**

Prof. K.M. Pandey

**5. Foreign Languages**

Prof. Vinodanand Tiwari

**6. French Studies**

Prof. D.K. Singh (up to 31.07.2021)

Prof. Akhilesh Kumar (from 01.08.2021)

**7. German Studies**

Prof. V.B. Singh

**9. History of Arts**

Prof. Pradosh Kumar Mishra (up to 02.07.2021)

Prof. Atul Tripathi (from 03.07.2021)

**10. Indian Languages**

Prof. Diwakar Pradhan

**11. Journalism & Mass Communication**

Dr. V.P. Singh (up to 09.02.2022)

Prof. Sisir Basu (from 10.02.2022)

**12. Library & Information Science**

Prof. Bhaskar Mukherjee

**13. Linguistic**

Prof. Rajnath Bhat (up to 28.07.2021)

Prof. Abhinay Kumar Mishra (from 29.07.2021)

**14. Marathi**

Dr. Pramod Bhagwan Padwal

**15. Pali & Buddhist Studies**

Prof. Bimlendra Kumar (up to 31.01.2022)

Prof. Priti Kumari Dubey (from 01.02.2022)

**16. Persian**

Prof. Syed Hasan Abbas

**17. Philosophy & Religion**

Prof. Mukul Raj Mehta (up to 30.06.2021)

Prof. Ananda Mishra (from 01.07.2021)

**18. Physical Education**

Prof. Abhimanyu Singh (up to 29.09.2021)

Prof. Rajeev Vyas (from 30.09.2021)

**19. Sanskrit**

Prof. Umesh Prasad Singh

**20. Telugu**

Prof.(Ms.) Sarada Sundari Bhartula

**21. Urdu****2. FACULTY OF AYURVEDA****1. Dravyaguna**

Prof. K.N. Dwivedi (up to 31.05.2021)

Prof. Bhuwal Ram Ram (from 01.06.2021)

**2. Kaumarbhritya / Bal Roga**

Prof. B.M. Singh

**3. Kaya Chikitsa**

Prof. O.P. Singh (up to 31.01.2022)

Prof. KHHVSS Narsimha Murthy

(from 01.02.2022)

**4. Kriya Sharir**

Prof. Kishor Patwardhan

**5. Medicinal Chemistry**

Prof. (Ms.) Alka Agrawal

**6. Prasuti Tantra**

Dr. Kameshwar Nath Singh (up to 13.12.2021)

Prof. Vijay Laxmi Gautam (from 14.12.2021)

**8. Rasa Shastra**

Prof. Anand Kumar Choudhary

(up to 22.07.2021)

Prof. Dev Nath Singh Gautam

(from 23.07.2021)

**9. Samhita & Sanskrit**

Dr. Shashirekha H.K.

**10. Shalakyta Tantra**

Prof. B.N. Mukhopadhyay

**11. Shalya Tantra**

Prof. Shiv Ji Gupta

**12. Siddhant Darshan**

Prof. C.S. Pandey

**13. Swasthyavritta & Yoga**

Dr. (Ms.) Neeru Nathani (up to 19.11.2021)

Dr. Mangalagowri V. Rao (from 20.11.2021)

**14. Vikrit Vigyan**

Dr. P.S. Byadgi (up to 04.12.2021)

Prof. Sisir Kumar Mandal (from 05.12.2021)

**15. Sangyaharan**

Prof. K.K. Pandey

**FACULTY OF AGRICULTURE****1. Agricultural Economics**

Prof. Rakesh Singh

**2. Agronomy**

Prof. Yashwant Singh

**3. Animal Husbandry & Dairying**

Prof. D.C. Rai

**4. Entomology & Agril. Zoology**

Prof. R.N. Singh

**5. Extension Education**

Prof. B. Jirli (up to 28.11.2021)

Prof. Kalyan Ghadei (from 29.11.2021)

**6. Farm Engineering**

Prof. A.K. Nema

**7. Genetics & Plant Breeding**

Prof. Brajesh Sinha

**8. Horticulture**

Prof. Anand Kumar Singh (up to 02.10.2021)

Prof. Akhilesh Kumar Pal (from 03.10.2021)

**9. Mycology & Plant Pathology**

Prof. S. S. Vaish

**10. Plant Physiology**

Prof. Pravin Prakash

**11. Soil Science & Agril. Chemistry**

Prof. Nirmal De

**4. FACULTY OF COMMERCE****Commerce**

Prof. Gulab Chand Ram Jaiswal

**5. FACULTY OF DENTAL SCIENCES****Dental Sciences**

Prof. V.K. Srivastava

**6. FACULTY OF EDUCATION****Education**

Prof. S.K. Swain

**7. FACULTY OF LAW****Law**

Prof. Ali Mehdi

**8. FACULTY OF MANAGEMENT STUDIES****Management studies**

Prof. P.S. Tripathi (up to 22.07.2021)

Prof. H.P. Mathur (from 23.07.2021)

**9. FACULTY OF MEDICINE****1. Anaesthesiology**

Prof. Sharad Kumar Mathur (up to 25.10.2021)

Prof. Ram Badan Ram (from 26.10.2021)

**2. Anatomy**

Prof.(Ms.) Royana Singh

**3. Biochemistry**

Dr. (Ms.) Ragini Srivastava (up to 13.09.2021)

Prof. Surendra Pratap Mishra

(from 14.09.2021)

**4. Biophysics**

Dean (Head)

**5. Cardiology**

Dr. Dharmendra Jain (upt 31.07.2021)

Prof. Om Shankar (from 01.08.2021)

**6. Cardiothoracic Surgery**

Dr. Sanjay Kumar

**7. Dermatology & Venerology**

Prof. Sanjay Singh

**8. Endocrinology and Metabolism**

Prof. S.K. Singh (up to 31.10.2021)

Prof. Neeraj Kumar (from 01.11.2021)

**9. Forensic Medicine**

Prof. Surendra Kumar Pandey

**10. Gastroenterology**

Prof. V.K. Dixit

**11. General Medicine**

Prof. (Ms.) Jaya Chakravarty (up to 26.04.2021)

Prof. Dhiraj Kishore (from 27.04.2021)

**12. Microbiology**

Prof. Pradyot Prakash

**13. Nephrology**

Dr. Shivendra Singh

**14. Neurology**

Prof. R.N. Chaurasia (up to 06.12.2021)

Prof. Vijay Nath Mishra (from 07.12.2021)

**15. Neurosurgery**

Dr. Ravi Shankar Prasad

**16. Obst. & Gynaecology**

Prof. (Ms.) Uma Pandey

**17. Ophthalmology**

Prof. O.P.S. Maurya (up to 16.10.2021)

Prof. Prashant Bhushan (from 17.10.2021)

18. **Orthopaedics**  
Dean Modern Medicine
19. **Otorhinolaryngology (ENT)**  
Prof. Rajesh Kumar
20. **Paediatrics**  
Prof. Rajniti Prasad (up to 04.08.2021)  
Prof. Sunil Kumar Rao (from 05.08.2021)
21. **Paediatrics Surgery**  
Dr.(Ms.) Sarita Chowdhary (up to 04.08.2021)  
Prof. Sunil Kumar Rao (from 05.08.2021)
22. **Pathology**  
Prof. Vijay Tilak
23. **Pharmacology**  
Prof. Anshuman Trigunayat
24. **Physiology**  
Prof. (Ms.) Ratna Pandey
25. **Plastic Surgery**  
Prof. Neeraj Kant Agrawal (up to 30.04.2021)  
Dr. Umesh Kumar (from 01.05.2021)
26. **Community Medicine (PSM)**  
Prof. Chandra Pati Mishra (up to 28.02.2022)  
Prof. Prof. Ravi Shankar (from 01.03.2022)
27. **Psychiatry**  
Prof. (Ms.) Mona Srivastava
28. **Radio-Diagnosis Image (Radiology)**  
Prof. Ashish Verma
29. **Radiotherapy & Radiation Medicine**  
Prof. Sunil Chaudhery
30. **General Surgery**  
Prof. Puneet
33. **Surgical Oncology**  
Dr. Tarun Kumar
1. **Dance**
- Prof. S. Srikrishna (from 01.02.2022)
2. **Botany**  
Prof. N.K. Dubey
3. **Chemistry**  
Prof. M.S. Singh
4. **Computer Science**  
Prof. Vivek Kumar Singh
5. **Geography**  
Prof. Ram Sakal Yadav (up to 31.07.2021)  
Prof. V.N. Sharma (from 01.08.2021)
6. **Geology**  
Prof. B.P. Singh
7. **Geophysics**  
Prof. Rajeev Bhatla
8. **Home Science**  
Prof. Kalpana Gupta
9. **Mathematics**  
Prof. Shyam Lal
10. **Physics**  
Prof. R.D.S. Yadav (up to 30.06.2021)  
Prof. Sanjay Kumar (from 01.07.2021)
11. **Statistics**  
Prof. Sanjay Kumar Singh
12. **Zoology**  
Prof. J.K. Rai (up to 31.08.2021)  
Prof. Surendra Kumar Trigun (from 01.09.2021)
13. **Molecular & Human Genetics**  
Prof. Gopeshwar Narayan (up to 05.04.2021)  
Prof. Ashim Mukherjee (from 06.04.2021)
- Prof. Bhupendra Bikram Singh
- History**  
Prof. Keshav Mishra
3. **Political Science**  
Prof. Ashok Kumar Upadhyay (up to 30.11.2021)  
Prof. Shubha Rao (from 01.12.2021)
4. **Psychology**

3. **Dharmashastra & Mimansa**  
Prof. Surendra Kumar Mishra
4. **Jyotish**  
Prof. Vinya Kumar Pandey (up to 31.07.2021)  
Prof. Girja Shankar (from 01.08.2021)
5. **Sahitya**  
Prof. Uma Kant Chaturvedi  
  
Dean (Head) Faculty of S.V.D.V.
7. **Vaidic Darshan**  
Prof. Srikrishna Tripathi
8. **Vyakaran**  
Prof. Bhagwat Sharan Shukla (up to 30.04.2021)  
Prof. Ram Narayan Dwivedi (from 01.05.2021)

1. **Applied Arts**  
Prof. Hira Lal Prajapati
2. **Painting**  
Shri. S. Pranam Kumar Singh
3. **Plastic Arts**

#### 15. FACULTY OF ENVIRONMENT AND SUSTAINABLE DEVELOPMENT

**Environment and Sustainable Development**  
Prof. Rajesh Kumar Mall

#### 16. FACULTY OF VETERINARY & ANIMAL SCIENCES

1. **Veterinary Anatomy**  
Dean
2. **Veterinary Physiology & Biochemistry**  
Dean

- 5.
6. **Veterinary Public Health Epidemiology**  
Dean  
  
Dean
8. **Veterinary Gynecology & Obstetrics**  
Dr. Sanjay Kumar Ravi
9. **Veterinary Surgery & Radiology**

- Dr. Naresh Kumar Singh
10. **Veterinary Medicine**  
Dean
11. **Veterinary Parasitology**  
Dean
12. **Livestock production & Management**  
Dean  
**Livestock production Technology**  
Dean
14. **Veterinary Extension**  
Dean
15. **Animal Genetics & Breeding**  
Dr. Amita Kumar

1. **School of Biotechnology**  
Prof. S.M. Singh

**Principal, Mahila Maha Vidyalaya (under Statue 17(1) (vi))**

#### Principals of the Colleges admitted to the privileges of the University

(under Statue 17(1) (vii))

1. **Principal, Vasanta Kanya Mahavidyalaya**  
Prof. (Miss.) Rachna Srivastava
2. **Principal, Vasanta College for Women**  
Dr. Alka Singh
3. **Principal, Arya Mahila P.G. College**  
Dr. (Mrs.) Rachana Dubey
4. **Principal, D.A.V. Post Graduate College**  
Dr. S.D. Singh

**Senior Most Professor, Reader & Lecturer in the Faculties (under Statue 17(1) (viii))**

2. Dr. Ram Narayan Meena  
Associate Professor,
3. Dr. Jai Prakash Rai  
Assistant Professor
2. **Faculty of Arts**
  1. Dr. V.B. Singh  
Professor  
Dr. Abhay Kumar Mishra  
Associate Professor
  3. Sri Shuju P.J.  
Assistant Professor
3. **Faculty of Ayurveda**

1. Dr. Uma Gupta  
Professor
2. Dr. Mangalagowri V. Rao  
Associate Professor
3. Dr. Vijay Kumar Srivastava  
Assistant Professor
- 4. Faculty of Commerce**
  1. Dr. A.R. Tripathi  
Professor
  2. Dr. Lal Baboo Jaiswal  
Assistant Professor
- 5. Faculty of Dental Sciences**
  1. Dr. (Ms.) Nilam Mittal  
Professor
  2. Dr.(Ms) Preeti Tiwari  
Associate Professor
  3. Dr. Mahesh Ravindra Khairnar  
Assistant Professor
- 6. Faculty of Education**
  1. Dr. Santanu Kumar Swain

3. Sri Ajeet Kumar Rai  
Assistant Professor

**7. Faculty of Law**

1. Dr. Ali Mehdi  
Professor

3. Dr. Raju Majhi  
Associate Professor

**8. Faculty of Management Studies**

1. Dr. Raj Kumar  
Professor
2. Dr. Ashutosh Mohan  
Associate Professor
3. Dr.(Ms.) Anindita Chakraborty  
Assistant Professor

**9. Faculty of Medicine**

1. Dr. S.K. Singh  
Professor
2. Dr. Neeraj Kant Agrawal  
Associate Professor

**11. Faculty of Science**

1. Dr. Madhoolika Agrawal  
Professor,
2. Dr. Anil Mani Tripathi  
Associate Professor,
3. Dr. (Ms.) Supriya Tiwari  
Assistant Professor

**12. Faculty of Social Science**

1. Dr.(Ms.) K.K. Mihsra  
Professor
2. Dr. Purnima Saxena nee  
Associate Professor
3. Dr. Dinesh Kumar Singh  
Assistant Professor

**13. Faculty of Sanskrit Vidya Dharm Vijnan Sankaya**

1. Dr. Kamlesh Jha  
Professor
2. Dr. Shashikant Dwivedi

**14. Faculty of Visual Arts**

1. Dr. Anjan Chakravorty  
Professor,
2. Dr. S.Pranam Kumar Singh  
Associate Professor,

**15. Faculty of Environment & Sustainable Development**

1. Dr. A.S. Raghuvanshi  
Professor,
2. Dr. (Ms) Sunita Verma  
Associate Professor,
3. Dr. Jay Prakash Verma  
Assistant Professor

**16. Faculty of Veterinary and Animal Sciences**

1. Prof. Sahid Parwez  
Professor
2. Dr. Amitosh Kumar  
Associate Professor

**External Member Academic Council [(under Statute 17(1) (ix)]**

2. Centre for Historical Studies,  
School of Social Sciences  
JNU, New Delhi
3. **Prof. Sudhir K. Sopory**  
Emeritus Senior Scientist  
International Centre for Genetic  
Engineering and Biotechnology  
New Delhi
4. **Prof. Appa Rao Podile**  
School of Life Sciences,  
South Campus  
University of Hyderabad
5. **Prof. Tushar K. Chakraborty**  
Department of Organic Chemistry  
Indian institute of Science, Bangalore
6. **Prof. Dinesh Singh**  
Former Vice Chancellor  
University of Delhi
7. **Prof. Dilip Kumar Mohanta**  
Former VC, Kalayani University
8. **Prof. Jagdav Kumar Sharma**  
Lal Bhadur Shastri Sanskrit University  
New Delhi
9. **Dr. Soma Ghosh**  
  
**Prof Y.K. Chauta**  
Former Director  
PGI Chandigarh

**Distinguished Professors (Special Invitees)**

1. **Prof. T.K. Lahiri**  
Deptt. of Cardiovascular & Thoracic Surgery,  
IMS  
  
Deptt. of Surgical Oncology, IMS
3. **Prof. (Ms.) S. Chooramani Gopal**  
Deptt. of Paediatrics Surgery, IMS
4. **Prof. T.M. Mohapatra,**  
Deptt. of Microbiology, IMS
5. **Prof. R.G. Singh**  
Deptt. of Nephrology, IMS
6. **Prof. R.H. Singh**  
Former Professor of Kaya Chikitsa,  
Faculty of Ayurveda

7. **Prof. G.P. Dubey**  
Deptt. of Kriya Sharir, Faculty of Ayurveda,  
IMS  
  
Deptt. of Physics, Faculty of Science
9. **Prof. S.C. Lakhotia**  
Deptt. of Zoology, Faculty of Science
10. **Prof. L.C. Rai**  
Deptt. of Botany, Faculty of Science
11. **Prof. Shri Singh**  
Deptt. of Physics, Faculty of Science
12. **Prof. B.N. Singh**  
Deptt. of Zoology, Faculty of Science
13. **Prof. H.R. Sharma**  
Faculty of SVDV
14. **Prof. R.K. Pandey**  
Institute of Management Studies
15. **Prof. Prithivi Kumar Agrawal**  
Deptt. of AIHC & Archaeology, Faculty of Arts
16. **Prof. Shyam Sunder**  
Deptt. of General Medicine, Institute of Science
17. **Prof. Rajiv Raman**  
Deptt. of Zoology, Institute of Science
18. **Prof. Ashwani K. Rai**  
Deptt. of Botany, Institute of Science
19. **Prof. Manoranjan Sahu**  
Deptt. of Shalya Tantra, Faculty of Ayurveda
20. **Prof. A.K. Srivastava**  
Deptt. of Psychology, Faculty of Social Sciences
21. **Prof. Lallan Mishra**  
Deptt. of Chemistry, Instt. of Science
22. **Prof. J.P. Lal**  
Deptt. of Genetics and Plant Breeding,  
Instt. of Agricultural Sciences
23. **Prof. Ganesh Pandey**  
Centre of Biomedical Research,  
SGPGI Campus, Lucknow

**IV- OFFICERS OF THE UNIVERSITY**

- Chancellor  
**Dr. Giridhar Malaviya**
- Vice-Chancellor  
**Prof. Vijay Kumar Shukla** (Acting)  
(Upto 6.1.2022)
- Vice-Chancellor  
**Prof. Sudhir K. Jain**  
(from 7.1.2022)

Registrar

**Dr. Neeraj Tripathi** (up to 30.03.2022)

**Prof. Arun Kumar Singh** (from 31.03.2022)

Finance Officer

**Dr. Abhay Kumar Thakur**

Controller of Examinations

**Shri. Manoj Kumar Pandey** (up to 30.03.2022)

**Prof. S.K. Upadhyay** (from 31.03.2022)

**Dr. M.K. Singh**

Chief Proctor

**Prof. Anand Choudhary** (up to 09.09.2021)

**Prof. B.C. Kapri** (from 10.09.2021)

Medical Superintendent

**Prof. S.K. Mathur** (up to 06.05.2021)

**Prof. K.K. Gupta** (from 07.05.2021)

#### **Directors of the Institutes**

**1. Agricultural Sciences**

Prof. Ramesh Chand

**2. Medical Sciences**

Prof. B.R. Mittal

**3. Faculty of Environment and**

Sustainable Development

Prof. A.S. Raghuvanshi

**4. Faculty of Management Studies**

Prof. S.K. Dubey

**5. Faculty of Science**

Prof. Anil Kumar Tripathi

**2. Faculty of Medicine**

Prof. S.K. Singh

**3. Faculty of Arts**

Prof. V.B. Singh

**4. Faculty of Agriculture**

Prof. A.P. Singh (up to 31.12.2021)

Prof. Yashwant Singh (from 01.01.2022)

**5. Faculty of Commerce**

Prof. Gulab Chand Ram Jaiswal

**6. Faculty of Dental Sciences**

Prof. V.K. Srivastava

**9. Faculty of Management Studies**

Prof. P.S. Tripathi (up to 22.07.2021)

Prof. H.P. Mathur (from 23.07.2021)

**10. Faculty of Performing Arts**

Prof. Rajesh Shah (up to 31.05.2021)

Prof. K. Shashi Kumar (from 01.06.2021)

**11. Faculty of S.V.D.V.**

Prof. Kamlesh Jha

**12. Faculty of Science**

Prof. M. Joshi (up to 02.07.2021)

Prof. (Ms.) Madhoolika Agrawal

(from 03.07.2021)

**13. Faculty of Social Sciences**

Prof. K.K. Mishra (up to 30.04.2022)

Prof. Arvind Kumar Joshi (from 01.05.2022)

**14. Faculty of Visual Arts**

Prof. Hira Lal Prajapati

**15. Faculty of Environment and Sustainable  
Development**

Prof. Rajesh Kumar Mall

**16. Faculty of Veterinary & Animal Science**

Prof. Ramadevi Nimmanapalli (up to 16.08.2021)

Prof. Shahid Parwez (from 17.08.2021)

## Request for Role Assignment for Finance Module of Samarth eGov Suite

Department/Unit/Section Name: \_\_\_\_\_

Emp. ID.	Emp. Name	Designation	Roles <sup>1</sup>	Email <sup>2</sup>	Mobile

Date:

(Seal & Sign of Head)

- i. Roles can be either “**Bill Creator**” or “**Bill Verifier**” or both. Normally, the head or his representative will have the “**Bill Verifier**” role while the other entire staff members will have “**Bill Creator**” role.
- ii. It is preferable that the email on BHU.AC.IN domain is provided.

**Please submit two filled and signed copies of this document.**

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Different Committees & Cells in the Institute Session 2022-2023

**A) Anti Ragging Sub-Committee, Sub-Squad & Monitoring Cell**

Anti Ragging Sub-Committee:			
1	Prof. H.P. Mathur	Chairman	9415203146
2	Prof. P.S. Tripathi	Member	9415811862
3	Prof. Ashish Bajpai	Member	9889006722
4	Prof. R.K. Lodhwal	Chairman, Anti Ragging Sub-Squad	9415455462
5	Dr. Shashi Srivastava	Students' Advisor	9415651214
6	Dr. Anindita Chakraborty	Member	9621522587
7	Dr. Rajkiran Prabhakar	Admin Warden, Management Studies	9450164975
8.	Dr. Arun Kr. Deshmukh	Warden, Management Studies	9005961539
8.	Dr. Abhijeet Biswas	Warden, Management Studies	9532826769
9	Two students of Senior Batch	Mr. Shashank Shekhar Singh (MBA-IB)	9452757660
10		Mr. Shivansh Shrivastava (MBA)	9425326238
11	Two students of Junior Batch	Mr. Koustubh Tiwari (MBA-IB)	9450163562
12		Ms. Sonalika (MBA)	7523054001
13	Mr. Anil Kumar Tiwari	Dy. Registrar, Member Secretary	8004930514
Anti Ragging Sub-Squad:			
1	Prof. R.K. Lodhwal	Chairperson	9415455462
2	Dr. Amit Gautam	Member	9795833041
3	Dr. Ashutosh Mohan	Member	9839812181
4	Dr. Shashi Srivastava	Students Advisor	9415651214
5	Dr. Anindita Chakraborty	Admin. Warden, Girls Hostel	9621522587
6	Dr. Rajkiran Prabhakar	Admin. Warden, Management Studies	9450164975
7	Dr. Arun Kr. Deshmukh	Warden, Management Studies	9005961539
8.	Dr. Abhijeet Biswas	Warden, Management Studies	9532826769
Monitoring Cell MBA III Semester		Monitoring Cell MBA IB III Semester	
1.	Mr. Hariom Maurya	1.	Mr. Aman Gupta
2.	Ms. Muskan Mishra	2.	Mr. Pratyush Shashijeet
3.	Mr. Nishant Verma	3.	Mr. Sahil Verma
4.	Ms. Preeti Baliyan	4.	Mr. Shashank Shekhar Singh
5.	Mr. Shivansh Shrivastava	5.	Ms. Sneha Chakraborti
Monitoring Cell MBA I Semester		Monitoring Cell MBA IB I Semester	
1.	Mr. Jalaj Diwakar	1.	Mr. Vaidant Trivedi
2.	Ms. Priyal Patel	2.	Ms. Palak Raheja
3.	Ms. Pulkita	3.	Ms. Tanya Garg
4.	Ms. Anjali Singh	4.	Ms. Supriya Pandey
5.	Mr. Sabyasachi Kar	5.	Mr. Sashiv Tushal

DEAN

Dean

Faculty of Management Studies  
Institute of Management Studies  
Banaras Hindu University  
Varanasi - 221005

DIRECTOR

21/02/2023  
Director

प्रबन्ध शास्त्र संस्थान  
Institute of Management Studies  
काशी हिन्दू विश्वविद्यालय  
Banaras Hindu University  
वाराणसी - 221005  
Varanasi - 221005

## B) Grievance & Equal Opportunity Cells

### Department Level Students' Grievance Committee:

1. Prof. H.P. Mathur	Head & Chairman
2. Prof. Ashish Bajpai	Member
3. Prof. R.K. Lodhwal	Member
4. Dr. Anindita Chakraborty	Member
5. Mr. Gufran (Ph.D. Scholar)	Member
6. Ms. Anjali Singh (MBA II Sem.)	Member
7. Dr. Shashi Srivastava	Students' Adviser & Member Secretary

### Institute Level Students' Grievance Committee:

1. Prof. H.P. Mathur	Dean & Chairman
2. Prof. P.V. Rajeev	Member
3. Dr. Shashi Srivastava	Member
4. Mr. Ajit Yadav	Member
5. Ms. Akanksha Kashyap (MBA II Sem.)	Member
6. Dr. Shashi Srivastava	Students' Adviser & Member Secretary

### Institute Women's Grievance Cell:

1. Dr. Shashi Srivastava	Chairperson
2. Dr. Anindita Chakraborty	Member
3. Dr. Rajkiran Prabhakar	Member
4. Dr. Vishal Kumar Laheri	Member Secretary

### SC/ST Grievance Cell at Department Level :

1. Prof. H.P. Mathur	Head & Chairman
2. Prof. R.K. Lodkwal	Member
3. Dr. Shashi Srivastava	Member
4. Dr. Raj Kiran Prabhakar	Member
5. Dr. Ramshankar Uraon	Member Secretary

### SC/ST Grievance Cell at Institute Level :

1. Prof. R.K. Lodhwal	Chairman
2. Prof. Ashish Bajpai	Member
3. Prof. P.V. Rajeev	Member
4. Dr. Raj Kiran Prabhakar	Member
5. Dr. Abhijeet Biswas	Member Secretary

### Equal Opportunity Committee :

1. Prof. Ashish Bajpai	Anti Discrimination Officer
2. Prof. Abhijeet Singh	Member
3. Dr. Ashutosh Mohan	Member
4. Dr. Shashi Srivastava (Students' Adviser)	Member
5. Dr. Anindita Chakraborty (Admin. Warden)	Member
6. Dr. Rajkiran Prabhakar (Admin. Warden)	Member Secretary

DEAN

Dean

Faculty of Management Studies  
Institute of Management Studies  
Banaras Hindu University  
Varanasi - 221005

  
DIRECTOR  
21/08/2024  
Director

प्रबन्ध शास्त्र संस्थान  
Institute of Management Studies  
काशी हिन्दू विश्वविद्यालय  
Banaras Hindu University  
वाराणसी - 221005  
Varanasi - 221005

## Internal Quality Assurance Cell

Sl. No	Name	Designation
1.	Prof. S.K. Dubey, Director	Chairman
2.	Prof. H.P. Mathur, Dean & Head	Vice Chairman
3.	Prof. P.S. Tripathi	Member
4.	Prof. Ashish Bajpai	Member
5.	Prof. R.K. Lodhwal	Member
6.	Prof. P.V. Rajeev	Coordinator
7.	Prof. Amit Gautam	Member
8.	Dr. Ashutosh Mohan	Member
9.	Dr. Shashi Srivastava	Member
10.	Dr. Anindita Chakraborty	Member
11.	Dr. Vishal Kumar Laheri	Member
12.	Mr. Amit Singh (Research Scholar)	Member
13.	Mr. Vishal Roy (Research Scholar)	Member
14.	Mr. Ayush Kumar Agrawal MBA 2021-2023	Member
15.	Ms. Vanshita Vikram MBA IB 2021-2023	Member
16.	Mr. Vishant Bakshi MBA 2022-2024	Member
17.	Mr. Yash Kanojia MBA IB 2022-2024	Member
20.	Mr. Amitabh Agrawal (Alumni)	Member
18.	Section Officer	Member
19.	Mr. Shashank Thakur (SPA, Library)	Member
21.	Dy. Registrar	Member Secretary

## Department Quality Cell

Sl. No	Name	Designation
1	Prof. H.P. Mathur (Head)	Chairman
2	Prof. P.V. Rajeev	Coordinator
3	Prof. Amit Gautam	Member
4	Dr. Shashi Srivastava	Member
5	Dr. Anindita Chakraborty	Member
6	Dr. Vishal Kumar Laheri	Member
7.	Dr. Arun Deshmukh	Member

## D. Cultural & Sports Committees

Cultural Committee		Athletic Association	
1.	Prof. Ashish Bajpai Coordinator	1.	Director IM-BHU (Ex-Officio) President
2.	Dr. Rajkiran Prabhakar (Admin. Warden) Member	2.	Dean, IM-BHU (Ex-Officio) Member
3.	Dr. Amit Gautam Member	3.	Prof. Abhijeet Singh Vice President
4.	Dr. Ashutosh Mohan Member	4.	Students' Advisor (Ex-Officio) Jt. Secretary
5.	Dr. Anurag Singh (Students Advisor) Member	5.	Admin Warden (Ex. Officio) Jt. Secretary
6.	Dr. Shashi Srivastava Member	6.	Dr. Anindita Chakraborty Secretary
7.	Dr. Harsh Pradhan Member	7.	Dr. Vishal Kumar Laheri Member
8.	Dr. Vishal Kumar Laheri Member	8.	Student-Coordinators of different games. (Cricket, Football, Badminton, Volleyball, Indoor etc.)

[Please click here for detailed contact details.](#)

DEAN



Dean  
Faculty of Management Studies  
Institute of Management Studies  
Banaras Hindu University  
Varanasi - 221005

SK Dubey DIRECTOR  
21/05/2023  
प्रमुख शैक्षणिक संस्थान  
Institute of Management Studies  
काशी हिन्दू विश्वविद्यालय  
Banaras Hindu University  
वाराणसी - 221005  
Varanasi - 221005

**Institute of Management Studies  
Banaras Hindu University**

The following Sports Committee is constituted for the session 2022-23.

<b>MBA (III Sem.) (MALE)</b>				
Sl.No.	Mr/Ms.	Name	Email Id	Mobile No.
1	Mr.	Pushkar Singh	P180s180@gmail.com	7079231471
2	Mr.	Vivek Jaiswal	Jaiswalvivek176@gmail.com	8604394578
3	Mr.	Harsh Arya	Harsharya712@gmail.com	9935758169

<b>MBA (III Sem.) (FEMALE)</b>				
Sl.No.	Mr/Ms.	Name	Email Id	Mobile No.
1	Ms.	Sakshi Kadian	Kadiansakshi1396@gmail.com	9813661906
2	Ms.	Seema Thapa	Seemathapa1841@gmail.com	7310337442
3	Ms.	Girisha	girisha1801@gmail.com	9996353161

<b>MBA IB (III Sem.) (MALE)</b>				
Sl.No.	Mr/Ms.	Name	Email Id	Mobile No.
1	Mr.	Pratyush Shashijeet	pratyushshashijeet@gmail.com	8920818466
2	Mr.	Sahil Deshpande	Sahil.d2462@gmail.com	8669083962
3	Mr.	Sahil Verma	sahilverma25145@gmail.com	8887267526
4	Mr.	Rahul Raman Mani	iamrahulmani1998@gmail.com	7905203377

<b>MBA IB (III Sem.) (FEMALE)</b>				
Sl.No.	Mr/Ms.	Name	Email id	Mobile No.
1	Ms.	Arpita Vishwakarma	Appyvishwakarma04@gmail.com	7651901156
2	Ms.	Vidhi Somani	Vidhisomani2013@gmail.com	8604602204

<b>Research Schoalar</b>				
Sl.No.	Mr/Ms.	Name	Email id	Mobile No.
1	Mr.	Shubham Gupta	shubhamgupta@fmsbhu.ac.in	8871981023

*Anindita*  
SPORTS SECRETARY

*[Signature]*  
DEAN

**Dean**  
**Faculty of Management Studies**  
**Institute of Management Studies**  
**Banaras Hindu University**  
**Varanasi - 221005**

*[Signature]*  
DIRECTOR  
निदेशक  
Director  
प्रबन्ध शास्त्र संस्थान  
Institute of Management Studies  
काशी हिन्दू विश्वविद्यालय  
Banaras Hindu University  
वाराणसी - 221005  
Varanasi - 221005

## **CHAPTER VII**

### **(Committees Constituted By Various Authorities)**

#### **Section-I**

#### **(Committees Constituted By The Executive Council Under Statute-26)**

##### **1. Appointment Committee**

**(Approved Vide ECR No. 61 dated July 30-31, ECR No. 18 & 19 Dated May 6 – 7, ECR No. 143 dated October 17-19, 1989 & ECR No. 125 dated July 31- August 1, 1993)**

**(It dissolved vide ECR No. 34 dated: March 02, 2006)**

**The Appointments Committee shall be constituted by the Executive Council and shall consist of the following members:**

- 1. The Vice-Chancellor -- Chairman**
2. Two members to be nominated by the Executive Council from amongst its own members
3. Three Directors of Institutes
4. The Dean, Faculty of Science
5. Two senior-most Dean of Faculty from faculties other than Institute of Medical Sciences, Institute of Agricultural Sciences, Institute of Environment & Sustainable Development, Institute of Sciences and Institute of Management Studies
6. The Chairman, Central Board of Recruitment
7. The Registrar
8. Finance Officer
9. Vice-Chairman, SC/ST Advisory Committee OR his nominee not below the rank of Associate Professor.
10. Vice-Chancellor's nominee belonging to SC/ST community.

Three members of the Committee shall form the quorum for any meeting.

The Appointments Committee shall meet as often as may be necessary for recommending candidates for appointments to various Ministerial Posts in the University.

#### **POWERS AND FUNCTIONS**

- (i) It shall be the duty of the Appointments Committee to review all the recommendations made by the various Heads of Departments and Departmental Selection Committee for appointment to the various ministerial posts and to suggest names of at least three persons arranged in order of preference for appointment by the

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Executive Council. In Special case, the Appointments Committee may recommend higher increments in the grade not exceeding five and specifically mention the basis of such recommendations to the Executive Council.

- (ii) Where it is not possible to recommend three names the reasons may clearly be stated for information of the Executive Council.

## 2. CAMPUS DEVELOPMENT AND HOUSING COMMITTEE

### **REGULATION FOR CLASSIFICATION, ALLOTMENT, RETENTION AND VACATION OF RESIDENTIAL ACCOMMODATION IN THE BANARASHINDUUNIVERSITY**

(Approved vide ECR No. 83 dated 16 July, 2009)

Amendments:

(i)	vide ECR No. 168	dated 23.6.2010
(ii)	vide ECR No. 223	dated 02.11.2010
(iii)	vide ECR No. 242	dated 24.02.2011
(iv)	vide ECR No. 07	dated 15.03.2012
(v)	vide ECR No. 478	dated 26.09.2017
(vi)	vide ECR No. 16 & 28	dated 14.07.2018
(vii)	vide ECR No. 186	dated 23.06.2020

WHEREAS the Banaras Hindu University (hereinafter referred to as the University), has been established as a residential University, where teachers, students and other employees may share together a composite life as an academic community, in pursuance of this object, along with hostels for students, residential houses have been built for the lodging of teachers and other employees within the campus not only for promoting excellence in the performance of their duties and functions but also for providing an opportunity for establishing personal relationship and harmonious life. The Executive Council, in accordance with Section 4 A (9) and 10 (1) and (2) of the Act, hereby enacts the following regulations for the purpose of classification, allotment, retention and vacation of the residential accommodation which shall come in force with immediate effect.

#### 1. Short Title and Commencement

- (i) These may be called the regulation for classification, allotment, retention and vacation of residential accommodation in the Banaras Hindu

University. These rules supersede the rules in existence, on the date these rules come in force.

- (ii) These rules shall be applicable to the employees under the administrative control of the University as well as any other person, not being the employee of the University, who has been provided residential accommodation by the University.

## 2. Definition and Interpretation

In these regulations unless the context otherwise requires

- (i) **“Allotment”** means the grant of licence to occupy a residence in accordance with the provisions of these regulations.
- (ii) **“Allotment Year”** means the calendar year beginning on 1<sup>st</sup> day of January and ending on 31<sup>st</sup> December.
- (iii)(a) **“Entitlement Date”** of an employee in relation to a type of accommodation to which one is entitled under these rules means the date from which an employee has been appointed on substantive basis.
  - (b) For a person joining this University on deputation from other organization, his case for accommodation may be decided by the Executive Council.
- (iv) **“Family”** in the context of these rules means husband or wife as the case may be and shall include sons/daughters (including step-children, legally adopted children) parents provided they are living with the employee and their names have been enlisted as dependents family members for LTC/Medical benefit of the University.
- (v) **“Emoluments”** for the purpose of the licence fees shall mean:-
  - (a) For regular employees all kinds of pay but not allowance such as dearness allowance, children’s allowance, compensatory allowance and conveyance allowance and other items if any defined in FR 9 (21)(a) (i).
  - (b) For retired/ re-employed persons emoluments means pay minus pension and pay minus pension equivalent for CPF contribution or salary paid, if any.
- (vi) **“Estates Officer”** means the officer of the University i.e. Deputy Registrar (Estates) notified by the Central Government in the Gazette of India being an officer equivalent to the rank of a Gazetted Officer of Government who shall exercise the powers conferred and perform the duties imposed, on the Estates Officer by or under the Public Premises Act, 1971 (40 of

1971) belonging to and under the administrative control of the Banaras Hindu University.

- (vii) "**Licence fee**" means the sum of money payable monthly in accordance with the provisions of University Rules in respect of residence allotted under these rules.
- (viii) "**Residence**" means any residence for time being under the administrative control of the University.
- (ix) "**Subletting**" includes sharing of accommodation by an allottee with another person with or without payment of licence fee by such other person but sharing of accommodation with the close relative as specified in the SR-317 B will not be treated as subletting.
- (x) "**Temporary Allotment**" means the grant of licence to occupy a residence temporarily in accordance with the provisions of these regulations for the specified period.
- (xi) "**House**" in relation to an employee or member of his /her family means a building or part thereof used for residential purposes and situated within the jurisdiction of a local municipality or of any adjoining municipality or within the radius of 8 Kilometers of the University campus in rural area.

### 3. Explanation

- (i) In case of an employee under suspension, the emoluments drawn by him as subsistence grant will be taken as emoluments provided that if he/she is subsequently allowed to draw pay for the period of suspension, the difference between the licence fee recovered on the basis of subsistence grant and the licence fee on the basis of emoluments ultimately drawn shall be recovered from such employees.

### 4. Residential Accommodation Allotment Committee (RAAC)

A committee to deal with such matters under these regulations as specified for the purpose shall be constituted by the Vice-Chancellor/Rector under section 7(c) 3 of BHU Act. The term of the Committee may be decided by the Vice-Chancellor which should not normally exceed two years.

The Chairman of the RAAC will report directly to the Vice-Chancellor.

The composition of RAAC as below:

- |    |                |                                      |       |
|----|----------------|--------------------------------------|-------|
| 1. | The Chairman   | To be nominated by the<br>Chancellor | Vice- |
| 2. | Two Professors | -do-                                 |       |

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3. Two Readers -do-
  4. Two Lecturers -do-
  5. One Lady Teacher -do-
  6. One representative of SC/ST -do-
  7. One Representative of OBC -do-
  8. One representative of Teachers' Association
  9. One representative of Officers' Association
  10. One representative of Non Teaching Employees' Association
  11. Registrar
  12. The University Engineer, UWD
  13. Asstt. Registrar/Dy. Registrar (Estates) shall be the secretary
- To be nominated by the Vice-Chancellor on the recommendation of the respective Executive Committee after every election.

Duration of the Committee :-

- For No. 1 to 7 - Two years maximum  
For No. 8 to 10 - From election to next election when the association is in existence

#### 5. Classification of Residence

The employees of different categories will be eligible for allotment of residential accommodation of the type as shown against each category given hereunder:

Type of residential accommodation	Category of Employees
I Cochin House	Vice-Chancellor
II Holkar House	Pro-Vice-Chancellor/Rector
III A	University employees where the Grade Pay is Rs. 10,000/- and above.
B	University employees where the Grade Pay is Rs.7600/- to Rs.9000/-.
C	University employees where the Grade Pay is Rs. 5400/- to Rs. 7000/-
F	Type A,B,C quarters reserved for Wardens/Admin.Wardens of the University Hostels.
G (Teacher's Flat)	Teachers/Officers of the University including the teachers of CHGS. C.H.B.S. and R.S.V.
D	University employees where the Grade Pay is

	Rs.4200/- to Rs. 4800/-
E	University employees where the Grade Pay is Rs. 1900/- to Rs. 2800/-
H	University employees where the Grade Pay is Rs. 1300/- to Rs. 1800/-
I	University employees below the Grade Pay of Rs.1900/- including Safaiwala/Safaiwali
W	<b><i>Working Women Hostel (All lady teachers/officers without limit of emoluments will be eligible.)</i></b>

- Note:-*
- (1) There will be Medical and General Pools. In the Medical Pool as far as possible the clinical staff may be provided accommodation near the hospital complex.
  - (2) Ordinarily, it will not be permissible for the claimants of the Medical Pool accommodation to obtain accommodation in the General Pool.
  - (3) The scale of furnishing of multiflats shall be as per guidelines of the U.G.C.

#### 6. Allotment

- (I)
  - (a) An employee may apply any time for allotment of residential accommodation on the prescribed forms.
  - (b) Applications once received shall hold good for next three years. However, an employee may apply afresh after promotion for higher grade quarters or for change of quarters at appropriate time.
- (II) The allotment of quarters shall be done as per decision of the monitoring committee held on 24.2.95 at U.G.C. given below:-
  - (a) The University should maintain a **running seniority**<sup>255</sup>(panel of names for allotment) for allotment of staff quarters to its teaching and non-teaching staff separately which should form the basis of allotment.

The service rendered by any of the applicants outside the Banaras Hindu University, counted for the other purpose may not be considered for the allotment of University quarters to them so that the staff who

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<sup>255</sup>**Running seniority** means the seniority list as given in the seniority list prepared by the University.

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joined this University directly may not suffer for allotment of University quarter.<sup>256</sup>

- (b) A panel of names/running seniority for allotment to be drawn up by the Asstt. Registrar/Dy. Registrar (Estates) twice a year i.e. on 31 July and 31 January for each category of residential accommodation on the basis of applications received between 16 January to 15 July and 16 July to 15 January respectively.<sup>257</sup>
- (III) (a) In case of the employees in occupation of separate residences allotment under these rules marry each other, they shall within one month of the marriage, surrender one of the residences. If they fail to do so, the allotment of the residence of lower type, shall be deemed to have been cancelled on the expiry of such period and if the residences are of the same type the allotment of such one of them as may be decided by the Committee shall be deemed to have been cancelled on the expiry of such period.
- (b) The University accommodation shall not be allotted to an employee under these rules unless the wife or the husband of the employee as the case may be, who is already a licensee of the University agrees to surrender her/his residence within one month.
- (c) The entitlement of the husband and wife to allotment of a residence under these rules shall be considered independently.
- (IV) (a) No officer/employee shall be eligible for allotment of University residence if he or any other member of his family owns a house situated within the jurisdiction of a local municipality or within 8 Kms. of university campus. However, house-owning university officers and employees who are on the personal staff of V.C. may be allotted an accommodation on ad-hoc basis and the allotment should be made of one type below their entitled type on the basis of emoluments prescribed for the relevant allotment year. These officers/employees will not be entitled to retain the accommodation on payment of enhanced licence fee after the date of cancellation of allotment.

Provided that if any employee has acquired/constructed a house in his/her name or in the name of any member of his family as defined in the rules within the jurisdiction specified under clause 6(IV)(a) above, he shall be required to inform this University of the same within one month and shall vacate the University quarters within 60 days failing which the University

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<sup>256</sup>Amended vide ECR No. 16 dated 14.07.2018.

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will charge him/her market rent for the accommodation occupied by him/her upto a maximum period of 6 months and thereafter eviction.

- (b) Wherever a loan has been taken from the University for the construction of house in Varanasi Municipal Corporation or within 8 Kms. from the University campus in the rural area as the case may be, the University will charge him/her market rent, for the University accommodation occupied by him after one year of withdrawal of the last installment.

Provided that where an employee has taken House Building Advance from the University for the construction/purchase of house within the limits specified in Clause 6IV(b) above, he/she will vacate the University accommodation within 60 days from the date of purchase of flats, and in the case of loan taken for construction of house after one year of withdrawal of last installment failing which the University will charge him/her market rent for the over-retention of the University accommodation for three months and then eviction.

- (V) (a) The Residential Accommodation Allotment Committee shall deal with all the matters regarding preparation of seniority list approval of the same, allotment of quarters from the seniority list as described in 6 II above.
- (b) The Asstt. Registrar/Dy. Registrar (Estates) shall prepare a list of all vacant houses at the end of each month and shall make this list available for inspection.
- (c) All the vacant quarters will be floated among the applicants of respective category to offer choice(s) of the applicant in order of preference.
- (d) The allotment of quarters shall be a continuous process. The senior most applicant of the panel can be allotted vacant quarters on his/her request under the approval of the Chairman, RAAC.
- (e) The offer of allotment, acceptance and non-acceptance of the vacant quarters amongst the eligible applicants shall be finalized through counseling meeting of the RAAC and the RAAC will meet at least once in three months for this purpose.
- (VI) The Asstt. Registrar/Dy. Registrar (Estates) shall issue a letter of allotment in the prescribed form within two weeks after specific orders for allotment are passed by the Committee.
- (VII) In case a person residing in lower grade quarters, and is offered a quarters of his/her grade and refused to occupy the same, he/she shall pay the licence fee of higher grade quarters for which the offer was made and refused.

- (VIII) When an employee accepts or refuses the accommodation his/her name shall be deleted from all the waiting lists.

## **7. Change of Residence**

### **(i) General**

- (a) An employee can apply for change of quarters any time after occupation of allotted quarters and only one change in each type of quarters shall be permitted.
- (b) No change of allotted residential accommodation be allowed within a period of six month before retirement.
- (c) All such applications shall be considered along with the names in the panel for allotment of accommodation as and when the particular residence falls vacant for allotment. It shall be allotted to the senior most person in the panel for allotment vis-a-vis the other applicants in the panel for the change.
- (d) Applications for change of quarters will be considered only of those who have given a specific choice of vacant/or to be vacated quarters.
- (e) Applications for change of quarters who have not given any specific choice but have mentioned that he/she will shift in any quarters, then such types of cases will be considered only once as per their seniority and if they fail to take the offered quarters they will not be considered for change of quarters in future for one year.

### **(ii) On Medical Ground**

An allottee can apply for change of residence on extraordinary medical ground. Such cases will be referred to the Medical Board consisting of the following persons and only on the recommendation of the Medical Board the change of same type of quarters may be given to the employees:-

1. Senior most teacher of Medicine on duty
2. Senior most teacher of Cardiology on duty
3. Senior most teacher of Orthopedics on duty

The Dean, Faculty of Modern Medicine shall be Chairman of the Medical Board.

The Board may, however, co-opt experts from other disciplines as and when required.

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- (iii) The University shall have the right to change any time any accommodation allotted to an employee or other persons. The allottee concerned shall be bound to vacate the allotted premises within specified period and move to the alternate accommodation so provided.

#### 8. Reservation/Priority

- (I) Cochin House shall be reserved for the residential accommodation of the Vice-Chancellor.
- (II) Reserved Accommodation for the following officers may be provided by the University:-

1. Registrar	10. Principal, KV, BHU campus
2. Finance Officer	11. Branch Manager, SBI, BHU
3. University Engineer	12. Dy. Chief Employment information and Guidance Bureau
4. Medical Superintendent	13. Incharge, Fruit Preservation Centre
5. Controller of Examination	14. Horticulturists
6. Executive Engineer, EWSS	15. Internal Audit Officer
7. Deputy Medical Supdt.	16. Asstt. Registrar/Dy. Registrar (Estates)
8. Public Relation Officer	17. Chief Medical Officer, Health Centre
9. Chief Proctor	18. Manager, SriVishwanath Temple

*Note:* The RAAC may earmark quarters for the above officers for the period one is holding the charges of the office

- (III) **Priority may be given in allotment of residential accommodation only of the type to which one is entitled to the following categories:-**
- (a) Residential accommodation in the **Medical Pool** will be allotted by the RAAC, on the recommendation of the Director, IMS, and Medical Superintendent, S.S.Hospital to the teacher of the Institute of Medical Science and employees of the S.S.Hospital as well as of the University Health Centre.
- (b) Four Lecturer grade quarters, preferably near S.S.Hospital, out of the Medical Pool, may be earmarked for emergency services in the S.S.Hospital. Allotment of these quarters will be made by the RAAC on the specific recommendation of the Medical Superintendent. The Estate Office shall maintain the records of the General Pool and the Medical pool separately.
- (c) Allotment of Nurses quarters (type D) specifically reserved for the women staff of the UniversityHospital shall be made by the

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Committee on the recommendation of the Medical Superintendent of the University Hospital.

- (d) Residential accommodation in the Nivedita Colony (old Ladies Colony near the Petrol Pump) Meera Colony (Continuous to the Mahila Maha Vidyalaya compound Ladies Colony) will be exclusively reserved for the women teachers of the University.
- (e) Accommodation in the Working women hostel will be allotted to the all lady teachers/ officers without limit of emoluments.
- (f) (i) Warden's quarters and accommodations constructed within the premises specifically for the employees of the particular Hostel/ College/Institute/Office/ Department/Hospital shall be allotted by the Residential Accommodation Allotment Committee or on its authorization by the Chairman on the recommendation of the Director/Dean of the institute/faculty concerned.  
  
(ii) An employee who has been allotted such accommodation shall vacate the University accommodation within two months from the date one ceases to hold that office or has been transferred from the Institution concerned except wardens whose cases will be dealt as per the rule  
12 (ii) 8.
- (g) Employees on deputation from other organization as per agreement/terms and condition of their appointment.
- (h) Four suits will be earmarked for visiting Professors/teachers on deputation from any part of India or abroad which may be allotted by the Registrar in consultation with the Chairman, R.A.A.C.
- (i) Visiting Professors and other employees in case the terms of their appointment so required and such employees of the University who have been sanctioned rent free accommodation. A list of such employees shall be made available by the Registrar to the Estates Office.
- (j) Wife/husband/son/unmarried/married/widow daughter/daughter-in-law of an employee who has retired and is in occupation of the University accommodation at the time of retirement provided that:<sup>258</sup>
  - (i) Such a claimant is a permanent employee of this University on the date of retirement of predecessor.

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<sup>258</sup> ECR No. 186 dated 23.06.2020

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- (ii) The claimant has been residing with his/her parents/husband/wife and has not claimed house rent allowance from the University during the entire period of their service (a certificate to be enclosed in support thereof).
  - (iii) Provided further that no University accommodation has already been allotted to any such claimants. Such claimants will be provided a quarters of their grade.
- (k)
- (i) In case of the ward/spouse of the deceased University servant is eligible for general pool accommodation and has been residing with him for at least six months prior to the allottee's death, he/she will be eligible for regularization /allotment of entitled type of accommodation.
  - (ii) Request for regularization/allotment of entitled type of accommodation may also be considered in case the dependent ward/spouse gets an employment in the University even after the death of the employee, provided such an appointment is secured within a period of two years after the death of the allottee and the accommodation in occupation has not been vacated.
  - (iv) The above concession is allowed in cases where the deceased employee or spouse/ward does not own a house at the place of posting.
  - (v) The clearance of all dues outstanding in respect of the premises occupied by the deceased employee shall be an essential condition for the consideration of regularization /allotment to the eligible applicant.
  - (vi) Application for regularisation/allotment may be submitted within a period of two months from the date of death of the allottee or from the date of appointment in University service whichever is later. This facility or regularisation/allotment of alternate accommodation will not be admissible in cases where the allottee was in possession of general pool accommodation and the ward/spouse is not eligible for allotment of accommodation from general pool and or vice versa.
- (l) Persons other than members of the staff of the University who render service to the University and for whom residential accommodation of the grade to which one is entitled may be reserved as decided by the Executive Council from time to time.

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*Note:-* Such allottee shall ordinarily pay the same rate of the licence fee as is admissible to their rank in the parent organization depending on furnished/unfurnished accommodation unless the University decides otherwise. Such allottee shall furnish a certificate from their parent department that they are not getting HRA failing which they have to pay market rent for University quarters.

- (m) A person eligible for allotment of accommodation on priority basis shall be entitled to the same type of accommodation as one was occupying prior to occupying current accommodation in official capacity. In case no accommodation of that type is available, such a person may be offered one grade lower type of accommodation.
- (n) No priority in allotment of accommodation shall be given to the employee if University accommodation has already been provided to the claimant, unless it has been a purely transitory one

#### **(IV) Reservation for Scheduled Caste/Scheduled Tribe<sup>259</sup>**

The percentage of reservation for SC/ST category of employee shall be :

- (a) SC - 15% in all types of quarters
- (b) ST – 7.5% in all types of quarters

SC/ST teachers/officers/employees who are already in occupation of lower type of residential accommodation are also eligible for allotment of higher type accommodation from the quota reserved for SC/ST teachers/officers/employees.

#### **(V) Reservation for Physically Handicapped**

As per the Government of India's Orders the following categories of physically handicapped, University employees may be considered for the ad-hoc allotment of residential quarters.

1. **Blind** - those who suffer from either of the following conditions :-
  - (i) total absence of sight.
  - (ii) Visual Acuity not exceeding 6/90 or 20/200 (snellen) in the better eye with correcting lenses.
  - (iii) Impression of the field of vision subtending an angle of 20 degrees or worse.
2. **Deaf** - Those having hearing loss of more than 90 decibel in the better ear (profound impairment) or total loss of hearing in both ears.
3. **Orthopedically handicapped** – to the extent of 40% and above disability.

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<sup>259</sup>Amended vide ECR No. 242 dt. 24.02.2011, further amended vide ECR No. 07, dt.17.3.12

**9. Debarment from Allotment of Quarters for failure to respond of the floating letter/ non acceptance of offered quarters / occupy the allotted Residence after acceptance**

- (a) The applicant who gives no choice or does not respond with a valid reason for the allotment of quarters in response to the offer given to him/her and/or declines to occupy the allotted quarters within the specified period of time - be debarred for a period of one year from the date of respective decision taken by the RAAC for the same type of quarters in which the offer was made.
- (b) If the employee who gives no choice or does not respond without a valid reason for the allotment of quarters in response to the offer given to him/her/or declines to occupy the allotted quarters within the specified period of time for the second consecutive time - be debarred for a further period of three years from the date of respective decision taken by the RAAC for the same type of quarters in which the offer was made.

Note:- In case, there is only one quarters is vacant and floated to the applicants and same is refused by the applicants then he/she will be given another chance.

- (c) If the number of the applicants in the panel list for allotment of a particular grade quarters less than the number of quarters vacant in that grade then the debarment of the applicant for that type of quarters be cancelled.
- (d) The Asstt. Registrar/Dy. Registrar (Estates) will notify the employee of the allotment/change of a residence to him/her and he /she will have to accept the allotment/change within seven days of the receipt of the notice by the employee. In case the offer is accepted, he/she will have to take possession of the residence within 30 days of the allotment.
- (e) The University Work Department and Electric Water Supply Services will complete the repair work, white washing etc. on priority basis to make the quarters habitable within above 30 days. In case, it is not possible for them to complete the above work within the above specified period, they will inform the Estates Office about the same.
- (f) The licence fee shall be charge from the employee after the expiry of 30 days or from the date of occupation whichever is earlier or from the date on which UWD/EWSS complete the repair work.
- (g) No representation by the allottee in regard to the occupation of the quarters which has been allotted under these rule will be given any

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consideration nor will it be accepted as a ground for not occupying the allotted accommodation. The offer of allotment for an accommodation must be accepted within the prescribed period.

- (h) It will be incumbent upon a person who has been allotted an accommodation by the University in the campus to inform the Asstt. Registrar/Dy. Registrar (Estates) as soon as the person ceases to be entitled to retain the accommodation under any provision of the rules. The Head of the Department/Office will also intimate to the Asstt. Registrar/Dy. Registrar (Estates) the date from which an employee has been relieved from the duty and is not entitled for any other reason to retain the University accommodation.

#### 10. Licence Fee Chargeable and its Recovery<sup>260</sup>

- (i) An employee who has been allotted a residence under these rules will be charged licence fee at the rate of 10% of his/her 'emoluments' subject to the following maximum limits which may be reviewed and enhanced by the Executive Council wherever it deems necessary:

Grade of Quarters		Licence Fee/ Month (Rs.)
Cochin House		1835.00
(i)	Professor	1565.00
(ii)	Reader	1305.00
(iii)	Lecturer	875.00
(iv)	Teacher's Flat	625.00
(v)	Section Officer	450.00
(vi)	Ministerial	310.00
(vii)	Class IV	135.00

- (ii) Where a residence is allotted to be retained under rule 12 (ii), it will be mandatory for the allottee to pay regularly monthly licence fee failing which the allotment shall be deemed to be cancelled either on the lapse of one year under rule 12 (ii) (3) or on expiry of admissible concessional period, and will attract the provision of market rent/eviction for unauthorized occupation unless for cogent reason authorized under rule 14 pass an order otherwise.
- (iii) No licence fee will be charged from an allottee who has been sanctioned and allotted free residence.

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<sup>260</sup>Amended vide ECR No. 16 dated 14.07.2018 w.e.f. 01.07.2013.

- (iv) Any person who is not a University employee but has been provided University accommodation will be required to pay the licence fee at the rate of market rent, if the allottee receives HRA.
- (v) In case an accommodation is allowed to be retained under rule 12 (ii) 2 the licence fee for the period of retention shall continue to be the same as it was being paid prior to the event referred to in the aforesaid rule.
- (vi) In case where the licence fee has become due, the Asstt. Registrar/Dy. Registrar (Estates) shall get the licence fee recovered from the salary in suitable installment and in lump sum from the gratuity.
  - (a) The licence fee due as per rules shall be realized by the Asstt. Registrar/Dy. Registrar (Estates).
  - (b) The Head of the Department/Office/Registry shall effect the recovery as per advice received from the Asstt. Registrar/Dy. Registrar (Estates). The realization of the licence fee shall not be stopped on the basis of any representation or petition by the allottee.
- (vii) In case an employee already in occupation of a residence and is allotted a alternative accommodation, the previous shall be deemed to be cancelled from the date of occupation of new accommodation which should not exceed 30 days. If, however, the allottee does not occupy the new accommodation within the specified period the allotment will be deemed cancelled.
- (viii) The licence fee shall be charged upto the date on which the vacant possession of the allotted residence is actually handed over by the allottee to the Estates Office. The employee shall ensure that the vacant possession of residence concerned is handed over only on working days and during office hours.
- (ix) The allottee shall clear all the arrears of licence fee before handing over the possession of the concerned vacant residence to the Estates Office.
- (x) The payment of gratuity due to the employee shall not be made until the licence fee of the residence concerned has been paid.
- (xi) Where a residential accommodation has been allotted to person who is not a permanent employee of the University, for example, teachers or other persons on deputation and visiting professors, etc., the head of the Department/Office/Registry shall not release the last pay till the residence in question has been vacated and the arrears of the licence fee are paid off.

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**Recovery of the arrears of the licence may be considered subject to the following:**

- i) The employee agrees to pay 50% of the dues in lump-sum in advance.
- ii) The balance may be recovered in 5-10 installments depending upon the quantum of recovery and the paying capacity of the employee subject to payment of interest @ 12% per annum.

**(xii) Panel/Market Rent<sup>261</sup>**

The following shall be the market rent to different grades of the University house/accommodation:

Grade of Quarters		Market Rent/ Month(Rs.)
Cochin House		-
(i)	Professor	25188.00
(ii)	Reader	22772.00
(iii)	Lecturer	13199.00
(iv)	Teacher's Flat	11598.00
(v)	Section Officer	8939.00
(vi)	Ministerial	7067.00
(vii)	Class IV	5889.00

**11. Vacation of Quarters**

- (i) An allottee of a house wishing to vacate ones occupation shall give at least seven days notice to the Asstt. Registrar (Estates)/Dy. Registrar (Estates) for handing over the occupation.
- (ii) After vacation of the allotted quarters, the Asstt. Registrar/Dy. Registrar (Estates), will intimate the Electric & Water Supply Department to get the meter reading taken by.
- (iii) An inventory of all fittings (electrical, water and sanitation) and building fixtures and other materials, if any, shall be prepared in duplicate and got signed by the licensee and the Asstt. Registrar/Dy. Registrar (Estates), of which one copy shall be given to the licensee while taking the possession of the vacant quarters/accommodation and

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<sup>261</sup>Amended vide ECR No. 16 dated 14.07.2018 w.e.f. 01.07.2013

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the other will be kept in the office for record. The items entered in the inventory shall be got checked again at the time of handing over the possession of the vacant quarters/accommodation to the Asstt. Registrar (Estates)/Dy. Registrar (Estates). The licensee shall be liable to make payment in lieu of the damaged/missing items in the inventory.

- (iv) The occupant of the residential accommodation in the University will be eligible only to privileges of a licence at the discretion of the University which shall have the right and authority to get any residential house vacated from any of the licensee without assigning any reason provided that clear notice of 30 days is given to an occupant for vacating the premises in question.

**12. Subsistence Period for Allotment and the Concessional Period for further Retention**

- (i) Allotment shall be effective from the date on which it is accepted by the employee and shall continue in force until:
- (a) the expiry of the concessional period permissible under sub-rule (ii) below:
  - (b) It is cancelled by the University
  - (c) The House concerned is surrendered by the employee.
  - (d) The employee otherwise ceases to occupy the house concerned.
- (ii) A residence allotted to an employee may be retained on the happening of any of the event specified below in column I of the table for the period specified in the corresponding entry in the column II thereof:-

<b>Events I</b>	<b>Permissible period for the retention of residence II</b>
1 Resignation, dismissal, removal from service or termination of service, abandonment of service and compulsory retirement from service	One month on normal licence fee and thereafter market rent for 6 months and then eviction.
2 Retirement/ Voluntary Retirement	1 First six months on normal licence fee 2 Six months on double licence fee 3 Eviction at the expiry of one year and during the period of eviction process market rent to

	be charged
3 Death of allottee	<p>1 2 years on normal licence fee</p> <p>2 Beyond 2 years the licence fee shall be charged at market rent for six months and thereafter eviction</p> <p><i>Note:</i> The clause (1) and (2) shall apply irrespective of the period the person has awaited for his/her appointment on compassionate ground, if applicable.</p>
4 Transfer/Technical resignation	<p>1 First two months on normal licence fee</p> <p>2 Beyond two months on market rent for six months and thereafter eviction.</p>
5 Leave of all kinds including deputation, extraordinary leave (to join services elsewhere), sabbatical leave, study leave, leave on Medical Ground	Entire period of sanctioned leave subject to a maximum of 3 years provided the family is residing in the quarters.
6 Lien	For two years provided that the family is residing in the quarters.
7 Expiry of Wardenship	3 months on normal licence fee 3 months on double licence fee and thereafter eviction and during the eviction process market rent be charged.
8 Termination of Wardenship	1 month on normal licence fee Thereafter eviction and during the eviction process market rent be charged
	The ECR No.210 dated 2/3 Aug., 1994 may be brought into force i.e seniority of retiring wardens who complete at least one full term of 3 years be stepped up by considering 50% services rendered as a warden in

	<p>the particular cadre and up to a maximum of three years. If even with the added seniority the teacher does not qualify for the allotment or no quarters is vacant, he be asked to vacate the warden's quarters failing which penal rent after three months be charged.</p> <p><i>Note :-</i> The RAAC may earmark quarters for the wardens in those hostels which have no warden quarters in consultation with the concerned Directors/Deans. In such cases also the existing rules for the allotment of quarters to the wardens would be applicable.</p>
9 UGC Emeritus Fellow <sup>11</sup>	UGC Emeritus fellow can retain the University accommodation under his/her occupation for the tenure of his/her emeritus fellowship on normal licence fee. <sup>11</sup>

- (iv) On the recommendation of the RAAC, the Registrar will initiate the process of eviction of the employees continuing to occupy residential accommodation in the campus after their superannuation/retirement/resignation, etc., subject to the period they are allowed to retain the accommodation according to the rules.

### 13. Temporary allotment

#### (I) For Ceremonies

- (i) Temporary accommodation may be provided for a maximum period of one week to the employees in their personal capacity for different ceremonies, marriages, Puja, Birthday and Mundan Sanskar etc. However preference will be given to marriages over other ceremonies. The privilege of temporary allotment for marriages will be extended for only those members who are listed as family member of the employee under LTC rules. The charges for temporary allotment will be paid in advance. If there is no occupation by the person concerned only 50% of the money to be refunded for unoccupied period.<sup>262</sup>

<sup>262</sup>Amended vide ECR No. 223 dt. 02.11.2010.

- (ii) Temporary accommodation of the above purposes will be provided on payment of market rent for the actual days of occupation.
- (iii) Facility of temporary accommodation for marriage purposes for sons/daughters/ dependents of those employees who are not in the University service but living in the duly allotted University accommodation in the campus, i.e., those working in SBI, BHU, Post office, Kendriya Vidyalaya, BHU, NCC, etc., be also provided with temporary accommodation facility in line with other University employees.
  - (a) Temporary accommodation may also be provided lodging of the official duly authorized groups, such as University Audit party on payment of licence fee to be fixed by the RAAC in this regard.
  - (b) Temporary accommodation for holding of seminars, workshops, symposiums and conferences, etc., will be provided ex-gratia.
  - (c) Temporary accommodation may be sanctioned by the Deputy Registrar (Estates) under intimation to the Chairman, RAAC.
- (iv) An inventory of the articles such as the electrical fittings, water and sanitation shall be prepared in duplicate of which one copy shall be got signed and handed over to the person to whom the University accommodation has been allotted temporarily and the missing and damaged item if any shall be entered therein.
  - (a) A Security money of Rs.5,000/- for class I, II, III and IV type quarters shall be charged from the members of the regular staff and 10,000/- from retired staff whom the temporary allotment of the University accommodation is made for the purpose specified above.
  - (b) The applicant shall be required to deposit the above security money with his/her application. In case the applicant refuses the desired allotted quarters or does not intimate his/her unwillingness for allotment on any ground before fifteen days from the date of marriage, such security money shall be forfeited.
  - (c) The full cost of the missing/damaged items if any will be realized out of the deposit money before the issue of "No Dues" to him/her. In case no item is reported damaged or missing, full security money shall be refunded. The cost of the missing/damaged item in the inventory, amount to more than the 'security' made, the extra payment shall be realized from the salary of the employee.

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The following is the schedule of charges of licence and other fees for temporary allotment of houses/accommodation to the University employees for the marriage purposes.<sup>263</sup>

<b>Grade of Quarters</b>	<b>Licence fee for Temporary allotment/day (Rs.)</b>
Professor	1600.00
Associate Professor	1500.00
Assistant Professor	1200.00
Teacher's Flat	1000.00
Section Officer	900.00
Ministerial	800.00
Class IV 10%	200.00
Class IV 5%	200.00
Old Community Centre	5000.00
Non-Teaching Club	5000.00
New Community Center, Jodhpur Colony	30000.00
Open Field	1000.00
<b>Security for Temporary Allotment</b>	
For Employees in Service (per venue)	5000.00
For New Community Center(Employee in service)	8000.00
For Employees Retired (per venue)	10000.00

The electric charges will be as per meter reading. There shall be no water charges. The Asstt. Registrar/Dy. Registrar (Estates) shall adjust the account within 30 days of the vacation of temporary accommodation. In case of non payment of balance amount, if any, the amount shall be realized from the salary of the concerned University employees.

- (v) No major alteration shall be undertaken in the existing structure of the house unless approved by the Building Committee of the University and corresponding additional licence fee recommended to the Executive Council.
- (vi) The classification of accommodation and enhancement for alteration/additions in the licence fee etc. shall be decided by the Executive Council on the recommendation of the Building Committee.

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<sup>263</sup> Amended vide ECR No. 168 dated 23.06.2010; Re-amended vide ECR No. 29 dated 15.03.2012 and ECR No. 16 dated 14.07.2018.

**(II) Temporary allotment of Car garage**

- (i) Temporary allotment of garages can be made by the Estate Office with the permission of the Chairman, RAAC, for the transitory period only, when the sanctioned garage of the allottee is under construction.
- (ii) The allotment of the garages shall be made on the basis of date of application. In case, more than one application are of the same date, the seniority of the applicant will be considered for allotment.

**14. General**

- (i) No occupant shall be allowed to use the University residential accommodation for commercial/business purpose.
- (ii) A teacher/officer appointed directly will not be eligible for allotment of a quarters of superintendents/Ministerial grade; likewise an employee in the Ministerial will not be eligible for allotment for class IV quarters. However, an allottee who has been promoted from lower to higher post may be allowed to retain the occupation of accommodation of the lower category until an alternative allotment is made in such persons favour.
- (iii) Teachers selected for appointment to higher post prior to allotment of residential accommodation will be considered for the purpose of allotment in the lower accommodation on the basis of his seniority in the lower grade, and the seniority for the higher accommodation for which he is eligible from the date of joining the higher post. No weightage be given for services rendered in the lower grade.
- (iv) The allotment in the name of a licensee of the University who sublets the premises/outhouses/garages will be liable to be cancelled by the RAAC. Further as per ECR No.66 dated 30/31 July, 1989 providing accommodation to foreign students and other is subletting which is not permissible. The licence issued shall be cancelled and steps taken for eviction on receipt of the information to this effect.
- (v) (a) The drawing and disbursing officers shall be responsible for deducting the licence fee from the salary of the allottee under his jurisdiction.
  - (b) An employee to whom a residence has been allotted shall be personally liable for the payment of licence fee thereof and for any damage beyond repair, wear and tear caused therein or to the furniture, fixture or fittings or services provided therein by the University during the period for which the residence has been remained allotted to him/her or where the allotment has been cancelled under any of the provisions of these regulations until the

residence along with the outhouses appurtenants there to have been vacated and full vacant possession has been restored to the University.

- (vi) The allottee shall be bound by and shall abide by the rules and regulations of the University in respect of residence and their allotment and shall also comply with the decision of the University which shall be final.
- (vii) In the event of retirement or resignation or death or expiry of deputation or transfer of the allottee, intimation to that effect be sent not later than 16 days by the head of the Institution/Office concerned to the Estates Office.
- (viii) The certificate declaring a house as dangerous should be issued by an officer not below the rank of Executive Engineer and before issue of the certificate; he should satisfy himself as to the fact that the report given is genuine.
- (ix) A lady employee to whom accommodation has been allotted in the Working Women's Hostel will not be eligible to share the accommodation with any other employee. However, the RAAC may allow children not exceeding the age of 12 years to reside with an employee.

#### **15. Consequences of Breach of Rules and Conditions**

- (a) If an employee to whom a residence/garage has been allotted, unauthorizedly sublet the residence/garage or use the residence or any portion thereof for any purposes other than that for which it is meant or makes any change of any nature by addition/alternation, repairs etc. without taking prior permission of the competent authority or tampers with electric or water connection or commits any other breach of the rules or the terms and conditions of the allotment or uses the residence/garage or premises or permits or suffer the residence/garage or premises to be used for any purposes, which the University considers to be improper or conducts himself in a manner which in his opinion, has knowingly furnished incorrect information any application or written with a view to securing the allotment, the competent authority may, without prejudice to any other disciplinary action that may be taken against him, cancel the allotment of the residence/garage.

Note:- In this above sub-rule, the expression 'Employee' includes, unless the context otherwise requires, a member of his/her family and any person claiming through the employee.

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- (b) In case the conduct of allottee disturb or affects the congenial atmosphere of the neighbour, the RAAC shall have power to demand a report from Chief Proctor office and on that basis, may cancel the allotment or may shift the allottee at other place in same type of accommodation.

## 16. Interpretation

In respect of all matters regarding difficulty in interpretation and application of these regulations as well as in dispute arising between the allottee and the University in cases not covered under these regulations the decision of the Vice-Chancellor shall be final and binding.

## 17. Exception

Notwithstanding anything contained herein, the Vice-Chancellor be empowered to recommend for the allotment of residential accommodation to a person whose services he may consider essential/or in emergency situations.

### <sup>264</sup>**BANARAS HINDU UNIVERSITY SHOPS REGULATION OF LICENCE AND EVICTION RULES**

#### 1. Short Title and Commencement:

- (I) These rules may be called as the Banaras Hindu University Shops Regulation of Licence and Eviction Rules.
- (II) They shall come into force from the date of the **approval** of the Executive Council, i.e. October 15, 1997.

#### 2. Definitions:

- (a) "**BUSINESS**" means any lawful profession trade or calling.
- (b) "**PREMISES**" includes the specific portion of the allotted building and does not include vacant land, other land the apartment to the building.
- (c) "**LICENSEE**" in relation to a shop, means a person or persons to whom a valid allotment is made.

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<sup>264</sup> Authority: ECR No. 533 dated August 13-14 & October 12-15, 1997.

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- (d) "**SHOP**" means any premises where any lawful business is carried on or where services are rendered to customers and also includes any Gumtees, Thelas or Hawkers. Any furniture supplied by the University for use in such premises, any fittings and fixtures affixed to such premises for the more beneficial enjoyment thereof will form part of the shop.
- (e) "**UNIVERSITY**" means Banaras Hindu University.

**3. Composition and Functions of Licence Committee:**

- (a) The Licence Committee shall consist of:
  - 1. Chairman (to be nominated by the Vice-Chancellor)
  - 2&3. 2 Members from amongst the faculty of BHU (to be nominated by the Vice-Chancellor)
  - 4. The Registrar
  - 5. The Finance Officer
  - 6. The Chief Proctor
  - 7. The Health Officer, Notified Area Committee

The Estate Officer will be the Secretary of the Committee.

The term of the Licence Committee shall be of 1 year.

- (b) The Chairman of the Licence Committee will be reporting directly to the Vice-Chancellor.
- (c) The Licence Committee shall deal with all such matters as provided under these rules and regulations and such other functions as may be conferred by the Vice-Chancellor/Executive Council from time to time.

**4. Allotment:**

- (i) The Estates Office shall notify the list of shops vacant or likely to fall vacant for wide circulation.
- (ii) Applications on the prescribed proforma shall be invited from the eligible applicants upto a specific date.
- (ii) Application forms shall be available from the Estates Office on prepayment of fee prescribed by the University from time to time.
- (iv) The shop shall not be allotted to a person or persons:-
  - (a) Who has been convicted by a Court of Law.
  - (b) Who has already a shop in his name or his family members' name allotted by the University.
  - (c) Who has been blacklisted by the University.

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- (d) Against whom any action was taken or is pending in the University.
  - (e) Who is a student or an employee of the University.
  - (f) Who is an undischarged insolvent.
  - (g) Who may jeopardise any interest of the University.
- (v) The licensee shall submit the following:
- (i) His/her latest passport size photograph duly attested (3 copies, one with the licensee, one with the Chief Proctor and the other with Estates Office)
  - (ii) Licensee's name, father's name, date of birth and full address.
- (vi) The statement of the applications received shall be placed before the Licence Committee and after having finalised the same by the Licence Committee, the concerned applications shall be sent to the Chief Proctor for the scrutiny.
- (vii) The cases scrutinised by the Chief Proctor shall be placed before the Licence Committee for final allotment.
- (viii) The Licencing of the shop shall not be completed unless the prescribed agreement has been executed and signed by both the parties. The allotment of a shop made in the name of licensee shall not be transferred in the name of any other person(s).
- (ix) At the first instance the period of licence granted for a shop shall be of 11 months. However, the Licence Committee shall have the power to renew the licence for another period of 11 months subject to satisfactory services rendered by the licensee and the report received from the Chief Proctor thereon. Further renewal of the licence in 11 months sequence shall be done under the approval of the Licence Committee provided that there is no adverse report about the licensee.
- (x) The University shall admit a person as licensee only when he deposits with the University the prescribed amount of security which may be revised by the University from time to time. The refund of the security money to the licensee shall not be made till the licence fee and other dues has been paid. Such deposits (security money) shall stand forfeited in favour of the University in case the shop is not vacated within the stipulated time.
- (xii) The Licence Committee reserves the right to increase the licence fee as and when felt necessary.

**5. Offer for Allotment & Failure to Occupy the Allotted Shop/Non-Occupation:**

- (i) The offer for allotment shall be issued by the Executive Officer to the Licensee who shall accept the same within a period of SEVEN DAYS from the date of receipt of notice and he shall sign an agreement within a period of FIFTEEN DAYS from the date of acceptance of letter. The licensee will have to take the possession of the shop within 30 DAYS of signing of the aforesaid agreement.

In case the licensee fails to take the charge of the shop within the stipulated time the allotment made in his favour shall stand automatically cancelled.

- (ii) The Licensee shall deposit a security money as defined hereinafter in Clause 7 along with agreement which shall be refundable after adjusting the dues (rent, damages etc.) at the time of termination of the agreement and vacating/evicting the possession of the shop.
- (iii) An inventory of all the fittings, furniture, if any, and other materials shall be prepared in duplicate of which one copy shall be given to the licensee and the other will be kept in the Estates Office for record. The articles entered in the inventory shall be checked at the time of handing over the possession of the shop by the licensee to the University.
- (iv) A Licensee wishing to vacate the shop shall give at least 15 DAYS notice to the Executive Officer for handing over the charge of the shop. However, before handing over the charge to the Executive Officer, the licensee shall arrange to get meter reading checked through the Electric and Water Supply Department and shall intimate the same to the Executive Officer.
- (v) Licensee shall obtain "NO DUES" from the Estates Office in token of having cleared all the dues of the University.
- (vi) Allotment shall be effective from the date on which it is accepted by the Licensee and shall continue in force until:
  - (a) the expiry of the period of licence, OR
  - (b) the licence is cancelled by the University, OR
  - (c) the shop is surrendered by the Licensee, OR
  - (d) the Licensee otherwise ceases to occupy the concerned shop.

**6. Licence Fee:**

- (i) The licence fee shall be charged from the Licensee from the date of signing the agreement.

- (ii) The licensee will be charged the licence fee as per prescribed rates which may be revised by the University from time to time.
- (iii) (a) The licensee shall deposit the licence fee in the Estates Office by 10th OF EVERY MONTH POSITIVELY.
  - (b) In case the licensee of shop is in arrear of licence fee for more than 3 months, he/she shall be served with a notice. If he continues to be in arrear for a period of 6 months his/her licence shall stand cancelled, and the shop be got vacated.
  - (c) The licensee whose term has come to an end or who has been served with a notice of eviction and still continue to occupy the shop shall pay for the first three months 5 TIMES of the normal licence fee and thereafter 10 TIMES licence fee for a period of 6 months or up to the date of eviction which ever be earlier.

#### **7. Security & Its Forfeiture:**

The University shall admit a person as licensee only when he deposits with the University the prescribed amount of security which may be renewed by the University from time to time. The refund of the security money due to the licensee shall not be made till the licence fee and other dues have been paid. Such deposits (security money) shall stand forfeited in favour of the University in case the shop is not vacated within the stipulated time.

#### **8. Ground for Eviction of the Licensee**

The University may evict a licensee from shop on one or more of the following grounds, namely:

- (a) that the termination of his licence by efflux of time;
- (b) that the licensee is in arrear of licence fee for six months or more;
- (c) that the licensee has wilfully caused or permitted to be caused any substantial damage to the shop;
- (d) that the licensee has made or permitted to be made any construction or structural alteration in the shop without the prior permission of the University;
- (e) that the licensee use the shop for a purpose other than the purpose for which he was admitted to the licence of the shop or otherwise has done any act which is inconsistent with such use or has used or allowed to be used for illegal or immoral purposes;
- (f) that the licensee has allowed any unauthorized person to use the whole or any part of the allotted premises;

- (g) that the licensee has not followed the timings for the opening and closing of the shop as prescribed by the University;
- (h) that the licensee has sold the goods above the market rate or of substandard quality or has not obtained a licence from the Notified Area Committee, BHU to sell the eatable items, if applicable;
- (i) that the licensee has sublet the shop;
- (j) any other cogent reason decided upon by the University;

The Vice-Chancellor may cancel the licence of any licensee at any time without assigning any reason whatsoever.

#### **9. Right to Search**

The members of the Licence Committee, the Estate Officer, the Health Officer, the Chief Proctor or the Proctor or any other person authorised by the University may at any time visit and search the whole or any part of the accommodation under licensee. The University shall take in possession, any objectionable goods or articles found and take any appropriate action against any undesirable person found therein and also against the said shopkeeper.

#### **10. General**

- (i) The licensee shall ensure that the vacant possession of the shop is handed over only on a working day and during the office hours.
- (ii) The university shall have the right to change at any time the shop allotted to a licensee. The licensee shall be bound to vacate the allotted shop within the specified period and move to the alternate arrangement so made.
- (iii) The licensee shall be personally liable for the payment of licence fee thereof and for any damage beyond normal wear and tear caused therein or to the furniture, fixture or fittings or services provided therein by the University during the period the shop was under his occupation.
- (iv) The University shall not be liable for any damage or loss to the property of the licensee due to any reason whatsoever.
- (v) No alteration shall be undertaken by the licensee in the existing structure of the shop.
- (vi) The categorization of shops, the location of shops, shifting of shops, cancellation of licence and enhancement of licence fee and security

deposits, etc. shall be decided by the Licence Committee under the approval of the Vice-Chancellor.

- (vii) The licensee shall be bound by and shall abide by the rules and regulation of the University in respect of licence and eviction of shops framed from time to time and shall also comply with the decision of the University which shall be final.
- (viii) All disputes shall be subject to the jurisdiction of the Varanasi Court only.
- (ix) Notwithstanding anything contained in these rules, the Vice-Chancellor shall have the power to take any action with respect to any matter relating to licence and eviction of shops in BHU campus.

### **11. Power to make Rules**

The Executive Council may amend, modify and or repeal the existing rules or a part thereof. The Vice-Chancellor shall have the power to suspend operation of any rule or clause thereof.

### **2. Interpretation**

In respect of all matter regarding difficulties in interpretation and application of these rules/regulations as well as in dispute arising between the licensee and the University and in cases not covered under these regulations, the decision of the Vice-Chancellor shall be final and binding.

### **3. CAMPUS LAW AND ORDER COMMITTEE**

#### **Vice-Chancellor, Chairman**

#### **Members:**

Chief Proctor

Secretary, Notified Area Committee

One Administrative Warden each from the following:

Faculty of Arts/Social Sciences

Faculty of Sciences and Agriculture

Faculty of Technology and Medicine

Faculty of Rest of the Faculties

Finance Officer – Ex-Officio

Three residents of the Campus belonging to its various Sectors, to be nominated by the Vice-Chancellor.

S.S.P., D.M. /C.M. as invitees

Registrar, Members Secretary.

### **POWERS AND FUNCTIONS**

- (i) To review periodically law and order condition in the Campus;
- (ii) To advise the Vice-Chancellor in regard to steps to be taken on law and order situation in the Campus
- (iii) To examine and suggest ways and means of improving the organization and functioning of the Proctorial, Security and Hostel management system.

#### **4. STUDENTS' GRIEVANCES 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**

- (i) To entertain written and signed complaints and petitions of students in respect of matters directly affecting them individually or as a group;
- (ii) To enquire into the grievances, and make recommendations and report to the concerned authorities-Academic Council and Executive Council for redressal or suitable action;
- (iii) To recommend appropriate action against complainant, if allegations made in the documents found to be baseless.

#### **5. 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 to the Committee.

##### **POWERS AND FUNCTIONS**

- (i) To entertain written and signed complaints and petitions of teachers in respect of matters directly affecting them individually or as group.
- (ii) To enquire into the grievances, and make recommendations and report to the concerned authorities – Academic Council and Executive Council for redressal or suitable action.
- (iii) To recommend appropriate action against complainant if allegations made in the documents found to be baseless.

## 6. 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.

### POWERS AND FUNCTIONS

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

## 7. PUBLIC RELATIONS COMMITTEE

*Chairman* - Head of the Department of Journalism.

### MEMBERS:

Manager, Banaras Hindu University Press.

4 Representatives of Press and Mass Media to be co-opted.

3 Eminent Citizens of Varanasi nominated by the *Vice-Chancellor*.

Public Relations Officer, Member-Secretary.

### POWERS AND RELATIONS

- (i) To issue periodical reports about the progress and achievements of the Banaras Hindu University.
- (ii) To publish campus bulletins and Banaras Hindu University.
- (iii) To call press conference and to organize publicity.
- (iv) To have liaison with the District Administration and Newspapers and agencies of Mass Media, PMs and MLAs;
- (v) To organize joint Parent/Guardian and University bodies.

## 8. CENTRAL PURCHASE COMMITTEE

*Chairman* – to be nominated by Vice-Chancellor.

### MEMBERS

Finance Officer

Manager, B.H.U. Press

Five nominees of the Technology, Medical Sciences, Science, Agriculture, Humanities and Social Sciences.

Three Teachers nominated by the *Vice-Chancellor*.

The Asstt. Registrar (Accounts-Purchase), Member Secretary.

### POWERS AND FUNCTIONS

- (i) To organize and supervise Central Purchasing according to approved rules;
- (ii) To approve and review purchase done by the Purchase Committees of the Faculties.

## 9. CONSTITUTION OF THE B.H.U. PRESS COMMITTEE.

1. The Banaras Hindu University Press Committee shall be constituted by the Executive Council and shall consist of the following members:
  - (a) Vice-Chancellor/Rector, *Chairman*
  - (b) Director, Institute of Technology
  - (c) Registrar
  - (d) Finance Officer
  - (e) Editor, B.H.U. Journal of Scientific Research
  - (f) Editor, Pragya
  - (g) Manager of a local press outside the University to be nominated by the Executive Council for a period of two years
  - (h) Information and Public Relations Officer, Banaras Hindu University
  - (i) Manager, B.H.U. Press, Secretary
2. Four members of the Committee shall form quorum for any meeting.
3. The Committee shall meet at least thrice a year (once in each term) to discuss the matters referred to it by the Officers and authorities of the University and other related matters within the purview of the Committee.

**POWERS AND DUTIES**

The B.H.U. Press Committee shall:

1. manage the Banaras Hindu University Press and control its administration;
2. organize sale and distribution of University publications;
3. print the Vishwa Panchang and other journals, books, minutes, proceedings and confidential reports of the University;
4. undertake printing work of persons or institutions outside of the University with special sanction of the Chairman of the B.H.U. Press Committee; and
5. Submit annual report of the activities of the B.H.U. Press, giving details of the work done, assets and liabilities for the information of the Executive Council of the University along with the future plans for development of the Press.

**10. GOWSHALA (DAIRY) COMMITTEE**

(ECR No.53 dated 10.7.1961 read with ECR No.130 dated 8.5.1983)

The Committee has been re-considered and re-named as "Committee for the University Dairy" with the following membership and additions:

1. *Vice-Chancellor (Chairman) (Ex-Officio)*
2. Director, Institute of Agricultural Sciences (Vice-Chairman) (Ex-Officio)
- 3-4. Two persons from amongst the members of the Executive Council
5. Registrar
6. Finance Officer,
7. A nominee from the family of Seth Gauri Shanker Goenka,
- 8-9-10. The aforesaid Committee may co-opt three members with specialized knowledge in Dairy Sciences.
11. Head of the Department of Dairy Science and Food Technology will be the Ex-Officio Secretary of the Committee.

The tenure of the Committee shall be for a period of three years.

Provided further that notwithstanding the expiry of the tenure, the Committee shall continue to function until the Executive Council re-constitutes the Committee.

Five members shall form the quorum.

**POWERS AND DUTIES**

The Gowshala (Dairy) Committee shall:

- (a) Prepare Budget of the Gowshala indicating precisely the capital and revenue expenditure;
- (b) Arrange for sale, auction and purchase of animals of the Gowshala;

- (c) Provide for collection, storage, distribution and sale of the dairy products to the residents of the University and if surplus is available to the outsiders
- (d) Discharge such other functions which are assigned to it by the Executive Council.

Subject to the general control of the Executive Council, the Committee will be responsible for running and looking after the management of the Gowshala and would provide necessary guidance to the Head of the Department of Animal Husbandry and Dairy from time to time.

## <sup>265</sup> 11. CONSTITUTION AND POWERS OF THE LIBRARY COMMITTEE

The management of the University Library shall be vested in a Library Committee, consisting of:

1. The Vice-Chancellor, *Chairman*
2. The Registrar
3. The Finance Officer,
4. All Deans/Directors/Principals
5. The University Librarian/Professor In-charge, Central Library, *Secretary*

Library Committee may co-opt such Heads of Departments as may be necessary from time to time.

Five members shall form a quorum for the meeting of the Committee.

### POWERS AND FUNCTIONS

- (i) To prepare the annual budget of the Library before 15<sup>th</sup> September preceding the financial year for which it is meant and such other supplementary and revised budget as may be necessary from time to time.
- (ii) To recommend appointment of employees of the Library other than Librarian and Deputy Librarian, Assistant Librarian to the Executive Council on the basis of the reports of Selection Committee constituted for the purpose by the Library Committee.

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<sup>265</sup> Authority: ECR No. 82(2) dated 13.12.1958 read with ECR No.112(e) dated 25.7.1962 and ECR No.466 dated 27.3.1964.

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- (iii) To frame rules for the management of the Library including accession, Cataloguing, display of books, issues of books and inspection of Library.
- (iv) To prepare for submission to the Executive Council the annual report of the Library by the 15<sup>th</sup> September, for the preceding year, and
- (v) To take such measures for proper functioning of the Library, as it may deem fit.

The Librarian and the staff employed in the Library shall arrange for teaching and instructions for the Diploma Courses in Library Science and such other courses in Library Science as may be instituted from time to time by the Academic Council.

Library Committee shall meet at least once a year in the first week of September or as often as may be necessary at the discretion of the Vice-Chancellor.

The Secretary shall issue Agenda of the Library Committee at least once week before the date of the ordinary meeting. In special meetings, the period of notice will be 24 hours.

## **11. BUILDING COMMITTEE**

**(E.C.R. NO.53 DATED 10.7.1961)**

1. The Banaras Hindu University Building Committee shall be constituted by the Executive Council and shall consist of the following members:
  - (i) The Vice-Chancellor
  - (ii) The Rector
  - (iii) The Registrar
  - (iv) The Finance Officer,
  - (v) Superintending Engineer, EWSS
  - (vi) University Engineer,
  - (vii) Executive Engineer, Provincial Division, Varanasi
  - (viii) Two persons nominated by the Executive Council for a period of two years.
2. The Vice-Chancellor shall be the Chairman of the Committee and the University Engineer shall be the Member-Secretary.
3. Four members of the Committee shall form a quorum for any meeting.
4. The Committee shall meet once a month or often if necessary except during the Summer and D.P. Vacations to consider the matter referred to it by the

Officers of the University and other matter within the purview of the Committee.

**POWERS AND DUTIES:**

The Building Committee shall:

- (a) Approve plans and estimates of all new construction works;
- (b) Approve the repairs and maintenance of Buildings, roads, sewerage including electrical, water and other sanitary fittings and proposals for additions and alterations;
- (c) Approve tenders for the execution of works.
- (d) Approve development plans for the improvement of the University campus, residences, hostels, roads, sanitation and other public amenities.
- (e) Constitute a technical sub-committee for advice on all projects (which shall meet at least once in a month or more frequently if necessary in time to make its recommendations available at the next meeting of the Building Committee);
- (f) Approve assessment of the valuation from time to time of all building projects of the University and depreciation rates for these buildings; and
- (g) Such other duties as may be assigned to it by the Executive Council.

**Section II**

**(COMMITTEE CONSTITUTED BY THE ACADEMIC COUNCIL  
UNDER STATUTE – 26)**

**1. ACADEMIC PLANNING BOARD (A.P.B.) STEERING COMMITTEE OF  
THE ACADEMIC COUNCIL.**

Vice-Chancellor, Chairman

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

Members:

Directors of Institutes 02

Deans/Principals 15

Coordinators of Special Centres

Seven members to be nominated by the Vice-Chancellor representing  
Medicine, Science, Technology, Agricultural, Arts, Social Sciences and  
Humanities including Law and Commerce, Education, S.V.D.V.S.  
AND Performing Arts & Visual Arts

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Two members of the Executive Council 02

Finance Officer- Invitee 01

Registrar, Member Secretary

**POWERS AND FUNCTIONS**

The Committee's areas of work will be (a) Planning (b) Development and (c) Co-ordination of Schemes and proposals for improvement of Teaching and research with a view of contributing to Social Development and renewing extension service to the Community. In respect of these the Committee will be concerned with:

- (j) Examination of Plan Policies received from the University Grants Commission, the Ministry of Education and other agencies;
- (ii) Formulation of guidelines for consideration of the Institutes/Faculties/Colleges etc. for preparation of draft proposals and setting up of Planning Forums at various levels;
- (iii) Review of draft proposals received from various units of the University;
- (iv) Preparation of Draft Plans for the final approval of the Academic Council and to submit the proposals to the Academic Council for the establishment of Colleges, Departments, Institutions of Research and specialized studies, Special Centres, Libraries, Laboratories and Museums etc. and to initiate process of statute making to be undertaken by the authorities concerned;
- (vi) examination and review of the recommendations of the University Grants Commission and other authorities concerned and to submit recommendations to the Academic Council for the creation or abolition of teaching posts in the University and Colleges and classification of the said posts and emoluments and duties attached thereto;
- (vi) Periodic appraisal of the Plans and schemes for fulfillment of the set targets;
- (vii) Formulation of fresh programmes within the savings in the light of the experience of the University
- (viii) Constant review of schemes and proposals for their presentation and approval of the Academic Council;
- (ix) review of Faculty proposals and schemes pertaining to the organization of and assignment of subjects to departments, interdisciplinary studies and to report to the Academic Council with specific and comprehensive recommendations as to the experience of creation, abolition, reconstitution or division of any Faculty or the amalgamation of one or more Faculties;
- (x) examination of any other matter referred to the Academic Council or its Chairman pertaining to matters falling within the purview of the Committee.

2. **RESEARCH & ADVANCED STUDIES BOARD (RASB)**

*Vice-Chancellor, Chairman*

*Vice-Chairman* – to be nominated by the Vice-Chancellor

**MEMBERS**

4 teachers from each of the concerned faculties to be nominated by Vice-Chancellor who have research publication of merit or projects of extension service.

5 outside experts in such discipline to be nominated by the Vice-Chancellor from –

- (a) Social Sciences & Humanities (Law, Education & Commerce inclusive)
- (b) Science
- (c) Technology
- (d) Agriculture
- (e) Medicine & Indian Medicine

Deputy Registrar (Academic), Member Secretary

**POWERS AND FUNCTIONS**

The main function of this Committee will be to suggest ways and means of promoting of advanced studies and research and providing of adequate facilities for carrying out high quality functional and experimental research by ensuring adequate research facilities in terms of Laboratory equipment, library acquisitions, collaborative research with national laboratories and industries, creation of University instrumentation and service centers so as to enable the University to contribute to social development will be concerned services to the community. The Committee will be concerned with:

- (i) promotion, co-ordination and review of research in the University in order to submit periodical reports and guidelines to the Academic Council for providing appropriate incentives including awards to researchers for their high quality and achievements and making recommendations to Academic Council as to the ways and means of providing adequate support to individual, groups, and departments on merit for carrying out high quality research schemes, either fundamental or application oriented, which help the University to contribute to social development and solution of societal problems;
- (ii) formulating guidelines for deputation of teachers for training in recognized institutions, or participations in national/international seminars, conference and workshops.
- (iii) formulating guidelines for recommendations and proposals to be made to the Academic Council for inviting visiting professors and fellows,

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appointing emeritus and honorary professors, national teachers or other eminent scholars to deliver lectures-extramural or memorial including publication of the lecture series and meritorious works;

- (v) formulation of extension and social service programmes of the University and the co-ordination of development projects for the community around the University.

### **3. ADMISSIONS CO-ORDINATION BOARD (A.C.B)**

*Vice-Chancellor, Chairman*

*Vice-Chairman* – to be nominated by the Vice-Chancellor.

#### **MEMBERS**

6 members to be nominated by the Academic Council.

Deputy Registrar (Academic), Member Secretary

#### **POWERS AND FUNCTIONS**

The main function of this Committee will be to lay down general admission policy which takes into consideration measures to be adopted for reducing pressures on the University system and laying down minimum eligibility of admission to different courses in consonance with available resources of the University. The Committee will be concerned with formulation of general admission policy and guidelines and recommendations to the Academic Council regarding:

- (i) minimum eligibility requirements and principles of weightage and reservation, if permissible, to different courses and hostels and fixing of last dates of admission;
- (ii) printing and publication of prospectuses, application forms, bulletins of information and advertisements concerning admission to the University;
- (iii) annual review of admission made in every academic session and submission of reports to the Academic Council;
- (iv) investigation in irregularities in admissions and violation of Ordinances referred to it by the Academic Council and or its Chairman and cancellation of such admissions;
- (v) proposals to the Academic Council for laying down of Ordinances on admissible, or their modification, or amendment whenever required for improvement in the quality of standards of admittees on merit;
- (vi) any matter pertaining to admission referred to it by the Academic Council and or its Chairman..

#### 4. EXAMINATION CO-ORDINATION BOARD (ECB)

*Vice-Chancellor, Chairman*

*Vice-Chairman* – to be nominated by the Vice-Chancellor

##### MEMBERS

Directors/Deans/Principals of Institutes/Faculties/ Colleges.

Controller of Examinations, - Member Secretary.

##### POWERS AND FUNCTIONS

The Committee will be concerned with laying down the policy and guidelines pertaining to conduct of examinations and the periodical review of the examination systems and reforms with a view to ensuring integrity and standards of evaluation of examinees, it will be entrusted with formulation of guidelines, submitting of comprehensive reports and recommendations to the Academic Council pertaining to:

- (k) Ordinances concerning examinations of the University dealing with conditions on which students are to be admitted to such examinations;
- (iii) maintenance of proper standards of examinations on the basis of scrutiny of results and statistics;
- (iv) conducting examinations in conformity with the Ordinances and fixing of dates for holding them;
- (v) appointment of tabulators, members of flying squads and other administrative personnel for conducting examinations;
- (vi) constitution of the Results Committee for discharging the functions of publication of results in conformity with the Ordinances and regulations;
- (vii) conferment or grant of degrees, diplomas, certificates, titles and marks of honours;
- (viii) reforms in, and ways and means of conducting examinations on the basis of periodical review of the examination system in the light of recommendations made by the examination Implementation Committee established by the University Grants Commission.
- (viii) any other matter on examination reforms referred to it by the Academic Council and or its Chairman.

**5. TEACHERS' DEPUTATION COMMITTEE**

**Chairman** – Professor nominated by the Vice-Chancellor.

**MEMBERS**

Directors of Institutes concerned  
Deans of the Faculties concerned.  
1 Representative of Teacher's Association  
3 Teachers nominated by the Vice-Chancellor  
Finance Officer – Ex-Officio  
Registrar – Ex-Officio  
Deputy Registrar (Academic), Member Secretary.

**POWERS AND FUNCTIONS**

Allocation and disbursement of funds for foreign deputation purposes and for deputation to National Seminars, Conferences and Workshops etc. in accordance with rules approved by the Academic Council.

**6. STUDENTS WELFARE COMMITTEE  
(CHHATRA KALYAN SAMITI)**

**Chairman**—A Professor nominated by the *Vice-Chancellor*

**Members**

3 Office Bearers of the Students Union.

- (i) President
- (ii) General Secretary
- (iii) Vice-President

13 Under-graduate students of highest academic merit representing each faculty.

2 sportsmen of distinction nominated by the Sports Board.

2 Women students of academic distinction from Mahila Mahavidyalaya.

5 Postgraduate students representing faculties of –

- (i) Arts
- (ii) Science,
- (iii) Agriculture
- (iv) Social Sciences
- (v) Law, Education and Commerce

13 Student Advisors of the Faculties and such number of teachers from the Faculties not provided with Student Advisors to be nominated by the respective Deans, Coordinator of N.S.S., Superintendent of Health Centre, Vice-Chairman of University Sports Board; Dean of Students, Member-Secretary.

**POWERS AND FUNCTIONS**

The Committee will function as a Council of Students Affairs to advise the Academic Council on matters relating to:

- (i) the general welfare of the students of the University residents, non-resident as well as foreign nationals;
- (ii) the provision of amenities such as health service, games and sports, messing, canteens, cafeterias and co-operative stores;
- (iii) the extra-curricular and co-curricular activities like debates, dramatics, N.S.S. etc.;
- (iv) the award of scholarships, loans and financial aid to the students;
- (v) the appointments of a appropriate implementation Sub-Committees for implementing the rules and policies laid down by the Academic Council in regard to the matters falling within its domain.

**7. STUDENT ACCOMMODATION COMMITTEE**

**Chairman** – Professor nominated by the Vice-Chancellor.

**MEMBERS**

1 student representing hostels of each of the Five Groups of Faculties.

**MEMBERS OF STUDENTS ON THE CAMPUS**

Medical, Technology, Science, Agriculture, Humanities including Social Sciences, Law, Education & Commerce.

1 student representing each of the approved lodges.

1 student representing each of the City delegacy Circles.

Warden In-charge, Delegacy Centre

Deans/Directors or their nominees.

Warden in-charge, Women's Hostel

Warden, International Hostel

3 Teachers nominated by the Vice-Chancellor.

Deans of Students – Member Secretary.

**POWERS AND FUNCTIONS**

- (i) To advice the Academic Council in regard to accommodation problems of students of the University including admission to hostels, acquisition

of lodges and their management, conditions of living of students in rented rooms in the town, and of delegacy students;

- (ii) To submit proposals to the Academic Council for construction of hostels and lodges and Faculties for delegacy students.

**8. COMPUTER AND SOPHISTICATED INSTRUMENTS COMMITTEE**

*Chairman – Vice-Chancellor* or his nominee

*Vice-Chairman* – To be nominated by the Vice-Chancellor

**MEMBERS:**

Deans of the Faculties of Engineering and Technology, Science, Agriculture and Medicine or their nominees.

Finance Officer – Ex-Officio

Registrar – Ex-Officio

Co-ordinators of Centres/Schools

Director, Computer Centre, Member Secretary

**POWERS AND FUNCTIONS**

- (i) Co-ordination in the services of the Computer and Instruments Centres
- (ii) management of the Computer and other instruments
- (iii) the rules and regulations for the University as well as outside agencies as approved by the Academic Council on its recommendations;
- (iv) improvement, development and effective utilization of the Centres and to submit Schemes and proposals therefore;
- (v) submission of Annual Report to the Academic Council.

**SECTION III**

**(COMMITTEE CONSTITUTED UNDER ORDERS OF THE  
VICE-CHANCELLOR)**

**1. UNIVERSITY CONSULTATIVE COMMITTEE (U.C.C.)**

Vice-Chancellor, Chairman

**MEMBERS:**

Local members of the Executive Council.

Directors, Deans and Principals of Colleges  
Senior-most Professor, Associate Professor and Assistant Professors  
President, Teachers' Association  
Chief Proctor and Dean of Students  
Controller of Examinations and  
Finance Officer  
Registrar, Member-Secretary

**POWERS AND FUNCTIONS**

- (j) To advise the Vice-Chancellor in discharging of his functions in his discretion in particular in situations requiring immediate action under 7(C)5 of the Act
- (iii) To advise the Vice-Chancellor in abnormal situations or emergency
- (iii) To advise the Vice-Chancellor on any other matter referred by him.

**2. UNIVERSITY DISCIPLINE COMMITTEE (UDC)**

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

**MEMBERS:**

Such number of Senior Teachers as there are faculties/Colleges other than Directors/Deans and Heads of the Departments in the Banaras Hindu University.

Chief Proctor

Legal Advisor of the University, Invitee.

Deputy Registrar (Academic), Member-Secretary.

**POWERS AND FUNCTIONS**

- (i) To review disciplinary actions;
- (ii) To exercise the power of the Vice-Chancellor in regard to discipline matters;
- (iii) To dispose of grievances against disciplinary action
- (iv) To institute enquiry in matters of discipline
- (v) To suggest ways and means of improving discipline and maintaining of discipline in the Campus.
- (vi) To submit periodic reports to the Vice-Chancellor.
- (vii) To consider any matter pertaining to discipline referred to it by the Vice-Chancellor.

### 3. STUDENTS' FINANCIAL AID COMMITTEE

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

**MEMBERS:**

Treasurer of Students' Union  
Dean of Students  
3 Teachers to be nominated by the Vice-Chancellor.  
3 Representatives of the Students Union.  
Finance Officer or his nominee not below the rank of the Deputy Registrar (Accounts) – Member Secretary.

**POWERS AND FUNCTIONS**

Disbursement of Financial Aid, grants and assistance to students in need or distress, in accordance with the rules and regulations laid down in this regard.

### 4. UNIVERSITY GUEST HOUSE COMMITTEE (UGHC)

**Chairman** – to be nominated by the *Vice-Chancellor*.

**MEMBERS:**

Three Teachers to be nominated by the Vice-Chancellor.  
Nominee of Chief Proctor  
Head of the Department of Home Science  
Finance Officer – Ex-Officio  
Registrar – Ex-Officio  
Executive Officer, Member-Secretary

**POWERS AND FUNCTIONS**

- (k) To advise the Vice-Chancellor in the management of Guest House Complex.
- (ii) To suggest proposals for improvement and development of Guest House facilities in and outside Varanasi.
- (iv) To organize and manage the Guest House Complex.

### **SECTION IV**

#### **\*MANAGEMENT COMMITTEE OF BHARAT KALA BHAVAN AND ITS STANDING RULES**

**\*(ENGLISH VERSION OF RULES-WITH APPROPRIATE MODIFICATIONS IN  
VIEW OF DEMISE OF MEMBERS AND OTHER MINOR CHANGES.)**

*(Approved by the Executive Council vide Resolution No.37 dated 1<sup>st</sup> July, 1950)*

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1. This collection shall be named Bharat Kala Bhavan and shall hereinafter be referred to as Kala Bhavan.
2. The following shall be the objectives of Kala Bhavan.
  - (a) To preserve the already acquired collections relating to the Arts, Crafts and Culture and Archaeology of India and of the entire sub-continent of India and relating to the history of all branches of Indian researches and to further increase and properly exhibit the collection by acquiring, selling or obtaining new materials for the collection.
  - (b) To create popular interest in the aforesaid arts and to obtain for them appropriate place in the life and culture of nation by organizing popular lectures, seminars, conferences and exhibitions etc. and by the publication of appropriate literature and art reproduction.
  - (c) To preserve the individuality of Indian Art and Crafts.
  - (d) To take such other measures by which aforesaid objectives may be realized.
3. Kala Bhavan, all its materials and collections shall be the property of Banaras Hindu University (which shall hereinafter be referred to as the University) and there shall be permanent ownership of the University over them. It shall be associated with the Indology Departments of the University. The financial responsibility of maintaining it shall be of the University.
4. Kala Bhavan shall be situated on the land provided for it by the University.
5. There shall be a management committee acting under the auspices and authority of the Executive Council of the University and which shall run and manage the Kala Bhavan and which shall be forthwith referred to as the Committee.
6. There shall be twenty-six (26) members in this Committee out of which-
  - (a) Fifteen members shall remain as permanent members/life members including the Vice-Chancellor of the University and the Minister of Education, Government of India in their ex-officio capacity.
  - (b) Eleven members shall be appointed by the University, who shall be nominated every three years except the members' ex-officio.
7. (a) The Officers of the Committee shall be one Chairman, three Vice-chairman and one Secretary. The Vice-Chancellor of the University shall be the Chairman ex-Officio of the Committee and the Rector shall be one of the three Vice-chairman.

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- (b) The remaining two Vice-Chairman shall be elected from among the members of the Committee for the term of their office.
  - (c) Shree Rai Krisnandasa shall remain the Member Secretary of the Committee (as long as he desires to function) where after the Director/Head of Bharat Kala Bhavan shall act as Secretary ex-officio of the Committee.
  - (d) The quorum of the Committee shall be seven members.
8. The Committee shall fill up its vacation in membership of 6 a and b categories from among the persons interested in art and specialists with the approval of the Executive Council of the University.
  9. There shall ordinarily be two meetings of the Committee in one year.
  10. Kala Bhavan shall have its own office.
  11. Such articles and books in Indology Department, Ancient History Department, Library, Lala Shri Ram Collection etc. which are fit or useful for the Kala Bhavan shall, as far as possible, be kept in Kala Bhavan.
  12. The Committee shall have the right to appoint sub-committee of specialists for its special functions.
  13. The Committee shall be competent to make rules and regulations and to amend them with the approval of the Executive Council.
  14. The Committee shall have the right to select patrons, with the approval of the Executive Council for the Kala Bhavan for which only the scholars shall be entitled.
  15. The Committee shall in the interest of Kala Bhavan have the right, subject to the special sanction of the Executive Council, to alter, destroy or send in exhibition one or more articles of the Kala Bhavan.  

Provided that if the aforesaid one or more articles are such that the equivalent of which are not in any public collection-house or it is made of gold, silver, jewels or any precious stones or semi-precious stones, it can not be altered or destroyed; but if there is the possibility of any extremely extra-ordinary addition then even such articles may be altered if the members of the Executive Council and Committee unanimously concur and deem it desirable.
  16. The Committee shall not be entitled to let any article go out of the premises of Kala Bhavan save with the permission of the Executive Council.

However, the Committee shall be entitled to let any article go out of the premises of Kala Bhavan to return the objects on loan for certain period, for repair of any objects for its renovation, for making photo-block or for making any other type of cast or model or to obtain the opinion of specialists.

17. The budget of Kala Bhavan shall be prepared by the Committee which shall be passed by the competent University authorities. After the budget is approved, the Committee shall have the right to spend accordingly. The Committee shall collect subscriptions for the Kala Bhavan or delegate power to any of its members to collect subscriptions. It shall receive grants from Central and State Governments and shall spend the said grant with the approval of the Council or shall authorize the Director/Head to spend the same.
18. The Committee shall, for the appointment of the employees of Kala Bhavan, send advice to the Executive Council which shall take decision after considering the advice of the Committee.
19. Rai Krishnadasa\*<sup>266</sup> shall be permanent Honorary Director of Bharat Kala Bhavan. He shall be the Chief Executive Officer of Kala Bhavan and shall remain on the post till he leaves of his own.
20. The Director/Head shall act under the direction of, and when necessary by taking the advice of, the Committee, under the ultimate authority of the Executive Council.
21. Out of the money sanctioned under S.17, the Director/Head shall spend for collection, preservation, exhibition, publication, library, photographs, making of cast/models, reproduction and for other schemes as per decision of the Committee.
22. In case of an urgent/compulsory work when the meeting of the Committee is impossible, the Director/Head shall seek the advice of the members through letters and act accordingly. If this too is not possible he will take the concurrence of the Chairman of the Committee (Vice-Chancellor of the University).
23. In all such matters which are not mentioned in the aforesaid rules the Committee shall send its advice to the Executive Council which will take the decision as it deems fit and the work will be done in accordance with the decision of the Executive Council.

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<sup>266</sup> Shri Rai Krishnadasa expired on July 20, 1980.

**RULES FOR THE MANAGEMENT OF THE MAIN TEMPLE OF THE BANARAS  
HINDU UNIVERSITY (VISHWANATH TEMPLE).**

1. There shall be a Committee for the management of the main Temple of the University (Vishwanath Temple). The Committee shall be known as the Temple Committee.
2. It shall consist of nine members with the Vice-Chancellor or his nominee as the Chairman and the other eight members -
  - (i) Three members to be nominated by the Executive Council.
  - (ii) Two Donors to be elected from amongst the donors who have donated Rs.20, 000/- or more.
  - (iii) One representative of the Birla family to be nominated by the family.
3. The term of the above members shall be three years.
4. The Registrar, B.H.U. shall be the Secretary of the Temple Committee.
5. The Temple Committee shall meet at least once in a year.
6. Subject to the control of the Executive Council of the University, the Temple Committee shall be responsible for the management of the Temple. It shall frame its budget every year which shall be sent to the Executive Council for its approval.
7. The employees of the temple including the Manager and Pujaris and other staff shall be appointed by the Executive Council on the recommendation of the Temple Committee.
8. The Temple Committee shall lay down rules for the management of the temple which shall be effective subject to the approval of the Executive Council.
9. The temple Committee shall arrange for the daily puja of the deities installed in the temple as well as special pujas and celebrations and services on the following occasions:
  - i) Mahashivaratri
  - ii) Ramnavmi
  - iii) Mondays in the month of Shravans
  - iv) Janamashtami
  - v) Vijaya Dashmi
  - vi) Mahavir Jayanati
  - vii) Malviyaji's Birth-day
  - viii) Basant Panchami
10. The management and repairs of the Temple shall be done by the University U.W.D. as a part of the maintenance and repairs of all buildings of the University.

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11. The garden of the Temple shall be maintained by the Temple Committee.
12. The Temple Committee shall look after the endowments made for the temple and their investments and the same shall be reported to the Executive Council from time to time.
13. The temple shall be open to all persons who wish to visit the same and observe the rules and regulations framed in this behalf.
14. The area around the temple bounded on all the four sides by roads except the porting earmarked for the Botanical Garden which is indicated in the shaded area in the plan annexed herewith shall be utilized for the maintenance of the temple and its gardens.
15. Any difference between the expenditure and income as provided for in the annual budget of the University approved by the Executive Council shall be met from the general funds of the University.



No. F(A)1-Budget/ 654

Dated: 24<sup>th</sup> January 2024

The Directors of the Institutes,  
The Deans of the Faculties,  
The Principal, MMV,  
The Heads of the Departments,  
The Principals of the Schools,  
Banaras Hindu University.

**Sub. Revised Budget Estimate for the financial year 2023-24**

Dear Sir/Madam,

A budget allocation to all the Faculties, Departments, Offices and Units of the University was made vide this office letter no. F(A)1-Co-ordination/Cir/10 dated 19.04.2023. on the basis of estimated grant to be received from the University Grants Commission and internal receipts of the University for smooth academic, administrative and financial operations in the University.

After a lapse of three quarters of the current financial year expenditure incurred till now and the expected budgetary allocations from the UGC, revised budget allocation to different units has been made which is enclosed with this letter.

All the Heads of the Departments/ Offices are requested to monitor the balance pace of the expenditure throughout the year. The Ministry of Finance, Govt. of India on several occasions issued instruction to curb the rush of expenditure in the last quarter of the financial year particularly in the month of March. It has also been requested to incur the expenditure strictly adhering the instructions issued by the Govt. of India/University from time to time.

All the Directors of the Institutes / the Deans of the Faculties/ the Heads of the Departments/ In charge of Offices are requested to instruct the Departments/offices/ sections working under them to ensure optimum utilization of fund allocated in the Revised Budget Estimates following the timeline issued for submission of bills in the Finance Office.

Yours faithfully,

FINANCE OFFICER

Encl. : Revised Budget Estimate for 2023-24

Copy forwarded for information and necessary actions to:

1. The Asst. Registrar and Secretary to the Vice Chancellor, Banaras Hindu University.
2. The Coordinator, Computer Centre with the request to host this letter and Revised Budget Estimates 2023-24 on the University's web site.

FINANCE OFFICER