

# **Rules, regulations, instructions manual and records for discharging functions**

## **1.5.1 - Title and nature of the record/ manual /instruction.**

The various files, documents/ record at Sikkim University are maintained by relevant sections along with the references and correspondence. Central Universities Act,2006 No.10 of 2007, Statutes of the University, Ordinances of the University available on University website at [www.cus.ac.in](http://www.cus.ac.in)

## **1.5.2 - List of Rules, regulations, instructions manuals and records.**

- 1 Admission Rules
- 2 Fee Structure
- 3 Refund of Fee Rules
- 4 Cadre Recruitment Rules
- 5 Seniority Rules
- 6 Regulations for conduct of the meetings of the Academic Council of the University
- 7 Regulations for conduct of the meetings of the Executive Council of the University
- 8 Regulations for conduct of the meetings of the Court of the University

## **10.5.1 - Acts/ Rules manuals etc.**

- **Act:** Central Universities Act, 2006 No.10 of 2007
- **Statutes of the University:**
- **Ordinances of the University:**

<b>S.No.</b>	<b>Ordinance No.</b>	<b>Description</b>
1.	I	Governing the Grant of status of Recognized Institutions
2.	II (Old)	Award of degree of Master of Philosophy/Doctor of philosophy
3.	II	Degree of Master of Philosophy (M. Phil.)
4.	II (A)	Degree of Doctor of Philosophy (Ph.D.)
5.	III	Powers and duties of the Dean of the School of Studies
6.	IV (A)	Qualifications for appointment to the teaching and other posts
7.	IV (B)	Career Advancement Scheme (CAS)-2010
8.	IV (C)	Selection Committee Procedure
9.	V	Conditions of service of appointed teachers of the University
10.	V (A)	Terms and Conditions of Services of the permanent employees, other than teachers
11.	V (B)	Appointing and Disciplinary Authorities

12.	VI	Emoluments and other terms and conditions of service of Pro Vice Chancellor
13.	VII	Emoluments, terms & conditions of service, functions and responsibility of the Registrar
14.	VIII	Functions and Responsibilities of the Dean Students Welfare (DSW)
15.	IX	Appointments made under Statute 19(2)
16.	X	Empanelment of Adjunct Faculty and appointment of Consultants
17.	XI	Constitution of the Board of Studies and terms of office of its members
18.	XII	The School Board
19.	XIII	The Head of the Department
20.	XIV	Leave Rules for Teaching Staff
21.	XV	Programmes leading to the award of Post Graduate degrees / diplomas
22.	XV (Revised)	Revised ordinance relating to programmes leading to the award of Post Graduate degrees / diplomas
23.	XV (A)	General Rules for Examinations
24.	XV (B)	Disorderly conduct and use of unfair means in examinations
25.	XV (C)	Withholding Conferment of any Degree/ Diploma or Award of any Certificate
26.	XVI	Medium of Instructions and Examinations
27.	XVII	Assignment of Departments to the Schools
28.	XVIII	Manner of appointment and emoluments of employees other than teachers and other academic staff
29.	XIX	Sensitization, Prevention and Redressal of sexual harassment
30.	XIX (A)	Prohibition and Punishment for Ragging
31.	XX	Convocation
32.	XXI	Qualifications, Appointment, Emoluments, Terms and Conditions of Service of Vice-Chancellor
33.	XXII	Qualifications, Appointment, Emoluments, Terms and Conditions of Service of the Finance Officer
34.	XXIII	Qualifications, Appointment, Emoluments, Terms and Conditions of Service of the Controller of Examinations
35.	XXIV	Qualifications, Appointment, Emoluments, Terms and Conditions of Service of the Librarian
36.	XXV	Appointment, Honorarium, Powers and Functions of Proctor
37.	XXVI	Machinery for Redressal of Grievances of Employees & Students
38.	XXVII	Qualifications, Appointment, Honorarium and other Terms and Conditions of Service of Visiting Professors
39.	XXVIII	Qualifications, Appointments, Honorarium and other Terms and Conditions for Visiting Fellow

40.	XXIX	Programmes Leading to The Award of Bachelor of Technology (B. Tech.) Degree
41.	XXX	Programme Leading to The Award of The Certificate/ Diploma/ Advanced Diploma/Degree of Bachelor of Vocation (B.Voc.)
42.	XXXI	Qualifications, Appointment, Emoluments, Terms and Conditions of Service of the Academic Consultant/Academic Advisor

### **10.5.2 - Transfer policy and transfer orders**

There is no transfer policy for Teachers of the University. Transfer of Non-Teaching employees is done as per requirement. Transfer orders uploaded on University website.