Regulation 1: Governing Admission to all the Programmes

1. Applications for admission to all the programmes offered by The English and Foreign Languages University should be made to the Registrar, The English and Foreign Languages University, Hyderabad, on prescribed forms.

2. Admission to the Programme/s is made through Entrance Test, conducted by the University, wherever it is prescribed. The bulletin of information in this regard will be for Rs.100/∗- from EFL University, Hyderabad and other campuses.

3. The Entrance Test fee will be Rs.200/-*. The fee will be utilized for meeting the cost of conduct of the Entrance Test, including the remuneration to the examiners, superintendent, staff and their T.A. and D.A. The savings from bulletin and examination charges will be deposited into Non-Formal Funds in the stipulated proportion.

4. The Admission Committee constituted for the purpose shall decide whether an applicant is to be admitted, and if so, to which programme.

5. All admissions shall, in the first instance, be deemed provisional.

6. The Committee may for any valid reason cancel the admission granted, provisionally or otherwise, to any candidate.

7. The Committee may admit only those candidates to a programme who fulfil the requirements for admission laid down for that programme.

8. No candidate admitted to a full-time programme at the University shall be allowed to pursue another full-time course.

9. Candidates who fulfil all other eligibility conditions and have taken the examination leading to the degree prescribed as the minimum qualification for being considered for admission may be allowed to take the Entrance Test for admission to the respective programmes, and granted provisional admission, if found suitable.

10. Candidates admitted provisionally will be allowed to attend classes from the beginning of the programme.

11. Such candidates will join the programme and pay the fee at their own risk. The provisional admission will automatically stand cancelled if they fail to produce evidence of their having passed the qualifying examinations by the due date.

12. Such candidates are required to submit an affidavit on non-judicial stamp paper for Rs.50/- before they join the programme.

Regulation 2: Application Form for applying to the University for Recognition of a Teacher as Professor/Reader/Lecturer/Teacher.

1. NAME

2. DATE OF BIRTH

3. POSTAL ADDRESS

4. ADDRESS OF THE INSTITUTION

QUALIFICATIONS

DEGREE/ DIPLOMA	Institution from where Qualified	subject/s	Division	% of Marks

Experience

(a) Teaching

(b) Administrative Experience

(c) others

(d) Research experience

(e) No. of Books published (please attach a list)

(f) No. of papers/Monograph published (please attach a list)

Extra Curricular/co-curricular activities, if any

Any other information

Have you applied for recognition, earlier.

If so, when.

I certify that the information given above is correct.

Date Signature

Forwarded/Recommended by

Date Head of the Institution/Department.

With address.

Regulation 3.: NORMS/GUIDELINES FOR INSTITUTION OF MEDALS/PRIZES IN THE UNIVERSITY

Medals/Prizes may be instituted by the University:

1. EFL University Gold Medal for the best student be instituted for award to the student who is adjudged as best all-round student on the basis of his/her academic performance as well as sports, athletics, debates and participation in literary clubs in the university. The weightages to be given for each activity shall be decided by the Committee headed by the Vice-Chancellor, Pro-Vice-Chancellor, Dean Students' Welfare and special invitees.

2. Gold Medal in each Department Gold Medals may be instituted in each Department for award to the students of the following programmes:

1. One gold medal for each of the Under-graduate/M.A programme in each department

2. To be awarded to a student who has secured the highest CGPA in the respective programmes, provided that-

a. The student has cleared all courses within the minimum period prescribed for completion of the programme;

b. The student is not found guilty of misconduct or moral turpitude

3. Prizes: Prizes in suitable form be instituted for each of the following activities and that these prizes may be awarded when these activities are held in an organized way as a regular annual feature:

Debating, Sports, Dramatics, N.S.S and Environmental Improvement

THE ENGLISH AND FOREIGN LANGUAGES UNIVERSITY HYDERABAD

LOGO

DISTINGUISHED PERFORMANCE MEDAL IN_____

This is to certify that _____ has been awarded the "Distinguished Performance Medal" in _____ for his/her outstanding performance in the year _____.

REGISTRAR

Regulation 4.: MEDALS/PRIZES TO BE INSTITUTED BY INDIVIDUALS/PRIVATEMORGANISATIONS

1. The purpose for which the Medals and Prizes are instituted should conform to the objectives as defined in the EFL University Act.
2. The Medals and Prizes should not be denominational in character and should be open to students of the university irrespective of their caste, creed and religion, sex, language or state.
3. Ordinarily these medals should not be named after an individual. However, if the donor so desires, the Medals could be named after a person who has made a distinct and significant contribution in the relevant field of languages, literature and humanities. Institution of medals in memory of persons from whom contributions have been received and accepted by the University may be made on specific requests from the donors. The University may examine such specific requests on individual merit in the light of the subjects being offered in the University, and such Medals may be titled as "Distinguished Medals".

   A certificate (draft enclosed) indicating the fact that a Medal/Prize has been instituted in the memory of a particular person may be issued along with the Medal/Prize.

   Scholarship/Fellowship named after distinguished dignitaries and founded by Trust/Foundation/or Board of Governors etc.

Regulation 5: CONDUCT OF THE MEETING OF THE ACADEMIC COUNCIL

1. Chairperson

The Vice-Chancellor shall preside over the meetings of the Academic Council. In his/her/her absence the Pro-Vice-chancellor shall preside. In the absence of all the above, the Academic Council shall elect a Professor from amongst those present in the meeting to preside over the meeting. The Member Secretary or any other Member present in that meeting may propose the name of a Professor for this purpose.

2. Meetings

The Academic Council shall meet as often as necessary but not less than twice during the academic year. In extraordinary circumstances, the Vice-Chancellor, on his/her/her discretion, may convene an emergency, special or adjourned meeting on a date to be fixed by him/her.

3. Notice of Meetings

A written notice of every meeting of the Academic Council shall be circulated by the Registrar to the members of the Academic Council at least fourteen days before the meeting. The Vice-Chancellor may authorize the convening of an emergency meeting of the Academic Council at short notice to consider issues of special importance or urgency or on a written requisition signed by at least 1/3rd of the members of the Academic Council.

4. Agenda

Items of the agenda shall be circulated to the members of the Academic Council at least 7 days in advance of the date of the meeting.

5. Items from the members of the Academic council for being considered for inclusion in the Agenda, may be forwarded to the Registrar at least 21 days in advance of the date of the meeting. The inclusion of the item into the agenda or otherwise will at the Vice-Chancellors' discretion.

6. Notes on the Agenda items may be circulated ordinarily 4 days in advance of the date of the meeting.

7. The Supplementary Agenda of the meeting can be circulated as decided by the Chairperson.

8. The Chairperson of the Academic council may, however, permit inclusion of any item for which notice could not be given.

9. Quorum

Nine members of the Academic Council shall form quorum for a meeting of the Academic Council.

10. How decision should be taken

All questions at any meeting of the Academic Council shall be decided either through consensus or by a majority of votes of the members present and voting, and in the case of the number of votes being equal, the Vice-chancellor or the member presiding as the case may be, shall have and exercise a second or a casting vote. The voting will be done through the show of hands to be counted by the Member Secretary.

11. Ruling of the Chairperson

The ruling of the Chairperson of the meeting in regard to all questions shall be final.

12. Inviting an Outsider

The Academic Council may for the purpose of consultation invite any person having special knowledge or practical experience, to the meeting when the relevant matter is being considered. Such person may speak and otherwise take part in the proceedings of the meeting, but shall not be entitled to vote.

13. Minutes

The minutes of the proceedings of the meetings of the Academic council shall be circulated to the members ordinarily within a month from the date of the meeting.

14. Notice of Resolution and Amendment

a. Any member who wishes to propose a resolution at the meeting of the Academic Council shall forwarded the terms of the resolution to the Registrar so as to reach him/her not later than fourteen days before the date fixed for the meeting.

b. Such resolutions shall pertain to the powers and duties of the Academic Council in accordance with the Act, the Statutes and the Ordinances.

c. The Vice-Chancellor in his/her capacity as the Chairperson of the Academic Council shall be the sole authority to determine whether resolution is in order or not.

15. No resolution, proposal, amendment or any other business of which due notice has not been given shall be brought before the Academic Council at any meeting without the permission of the Chairperson except the following:

a. to adjourn the debate;

b. to adjourn the meeting;

c. to dissolve the meeting;

d. to change the order of the business

e. to refer any matter to any authority of the university;

f. to pass on to the next item of the business;

g. to appoint a committee; and

h. to propose that the question be put to vote.

16. Ruling of the Chair: The ruling of the Chairperson of the Academic Council in regard to all questions on procedure shall be final.

Regulation 6: STANDING COMMITTEE OF THE ACADEMIC COUNCIL

1. There shall be a Standing Committee of the Academic Council which will consists of the Vice-Chancellor or nominee, the Pro-Vice-chancellor, Proctor, Dean of Students' Welfare and 8 members of the Academic Council nominated by the Vice-chancellor.

2. The nominated members of the Standing Committee shall hold Office for a period of 3 years or so long as they continue as the members of the Academic Council which ever is earlier.

3. The Standing Committee shall have the following powers of the Academic Council:

(i) to prescribe qualifications for admission to various courses, to determine the intake of students in each course and to fix various external examination Centres and other matters relating to the admission of the students;

(ii) to recognise examinations, degrees, diplomas of other Universities and educational bodies for the purpose of admission to various programmes of the University;

(iii) to consider the special cases of relaxation and in this behalf of the rules framed by the Academic Council and to make suitable recommendations;

(iv) to consider the proposals of the School Boards and to make suitable recommendations to the Academic Council;

(v) to consider any other matter referred to it by the Vice-chancellor or the Academic Council;

(vi) to recommend for approval by the Vice-Chancellor the Academic Calendar of the University subject to ratification by the Academic Council.

(vii) to recommend to the Vice-Chancellor from time to time the fee structure in respect of all the academic programmes of the University.

4. The Standing Committee shall meet at least twice in a year preferably 20 days before every meeting of the Academic Council.

5. At least 3 days notice should be given for the meeting of the Standing Committee and the quorum for the meeting may be 1/3rd of the number of total members of the Standing Committee.

6. The Vice-chancellor, when present, shall preside over the meeting of the Standing Committee and in his/her absence, the Pro-Vice-Chancellor shall act as the Chairperson. In the absence of Vice-Chancellor and Pro-Vice-Chancellor, the meeting will be presided over by Vice-Chancellor's Nominee.

7. The Registrar shall be the non-member Secretary of the Standing Committee. He/she will communicate the proceedings of the Standing Committee to the Vice-Chancellor, Academic Council and Authorities concerned.

Regulation 7: Admission Committee

1. There shall be an Admission Committee for each School.
2. The Vice-Chancellor shall appoint Admission Committee for each academic year
3. The Admission Committee shall consist of:

Dean (Chairperson)

Heads of the Department concerned

One Professor

One Reader

One Lecturer

Programme Co-ordinator if any

One Member of the Academic Council;

One Member of SC/ST category.

The committee may co-opt any member if it so desires with the approval of the Vice-Chancellor.

4. One-third of the members of the committee shall form a quorum. However, the presence of SC/ST representative in the Committee will be compulsory.

Regulation 8: Grievance Committee (Teaching Staff)

1. Grievance Committee (Teacher) shall be appointed by the Vice-Chancellor

ii. Constitution:

Vice-Chancellor or Pro-Vice-Chancellor/Nominee (Chairperson)

Five Deans

Five Heads of Departments

Two Readers and Two Lecturers nominated by

Vice-Chancellor

for a tenure of 2 years

President and Secretary of Teachers

Association for each year

Registrar (Secretary)

Finance Officer

SC/ST representative.

iii. Meetings shall be held once in each semester.

iv. Special meetings may be held as and when it become necessary.

v. One third of the members of the committee shall form the Quorum.

Regulation 9: Grievance Committee (Non-Teaching Staff)

1. Grievance Committee (Non-Teaching Staff) shall be appointed by the Vice-Chancellor
2. Constitution:

   Pro-Vice-chancellor (Chairperson)

   Two Heads of Departments)

   Two Professors)

   One Reader and) - to be nominated by

   Vice-chancellor

   One Lecturer) for a period of 2 years

   President and Secretary from all Associations by rotation for one year

   One person each representing each Group-i.e.,Gr.A,B,C & D- to be nominated by Vice-Chancellor SC/ST representative

   Finance Officer

   Registrar shall be the Member-Secretary

3. Meeting shall be held once in each semester.
4. Special meetings may be held as and when it becomes necessary.
5. One third of the Members of the committee shall form the Quorum.

Regulation 10: Grievance Committee – Students

a. Grievance Committee shall be appointed by Vice-chancellor

b. Vice-Chancellor/Nominee (Chairperson)

   Pro-Vice-Chancellor

   Proctor

   Dean Students Welfare

   One Dean, One Professor) to be nominated by

   One Head of Department) Vice-Chancellor for 2 years

   One Reader and One Lecturer)

   President and Secretary, Students Council for each year

   One Student each from Hostel, UG and PG and

   One each from M.Phil. and Ph.D. courses

   Finance officer

   Registrar

   SC/ST representative

   Dean of Students' Welfare (Member-Secretary)

c. Meetings of the Grievance Committee shall be held once in each semester

d. Special meetings may be held as and when it becomes necessary

e. One third of the Members of the committee shall form Quorum

Note: In the absence of the Vice-Chancellor, the Pro-Vice-Chancellor shall preside over the meetings.

Regulation 11: Procedure of Convocation for Conferring Degrees

1. Order of Precedence

a) The following order of precedence shall be observed at the time of Convocations:

   i. Chancellor

ii. Vice-Chancellor

iii. Pro-Vice-Chancellor

iv. Deans and Directors of Campuses

v. Proctor

vi. Registrar

vii. Members of the Executive Council

viii. Members of the Academic Council

ix. Librarian

b) The precedence of persons falling under the same head in the table of precedence will be determined by the order in which their names are enrolled in the University Books.

c) The Vice-Chancellor shall determine from time to time as to the persons who will form the procession at the Convocation. Any dispute arising as to the seniority shall be decided by the Vice-Chancellor whose decision shall be final.

2. Academic Costumes

a) Chancellor: purple velvet with 4-inch gold lace and tufts in front and on the outside of the bottom of the sleeves.

b) Vice-Chancellor: purple velvet with 2-inch gold lace and tufts in front and on the outside of the bottom of the sleeves.

c) Pro-Vice-Chancellor: purple velvet with 1-inch gold lace and tufts in front and on the outside of the bottom of the sleeves.

d) Proctor : purple velvet with 2 inch silver lace and tufts in front and on the outside of the bottom of the sleeves.

e) Deans and Directors of Campuses: purple silk with 2 inch silver lace and tufts in front and on the outside of the bottom of the sleeves.

f) Registrar: purple silk with 1-inch silver lace and tufts in front and on the outside of the bottom of the sleeves.

g) Members of Executive Council and

Members of Academic Council : Claret gown with two-inch cream band round neck and front open folds.

h) Colours for the various degrees:

B.A.(Hons.), B.Ed - Navy Blue + Black with white border.

M.A. M.Ed, M.Phil. -Black lined throughout with light green.

Ph.D. - Claret gown with two-inch cream band round neck and front open folds.

i) Caps:

Chancellor, Vice-chancellor and Pro-Vice-chancellor-Mortar board with gold beading and tassel.

Proctor, Deans, Registrar, Heads and members of the Executive Council-Mortar Board.

3. Instructions for Candidates

1. Candidates must appear in the prescribed academic dress.
2. A rehearsal shall be arranged on or before the day of the Convocation, at which candidates for degrees must be present. Candidates not present at the rehearsal run the risk of not being admitted at the Convocation.

3. Candidates who are unable to attend the Convocation must inform the Registrar before hand. Such candidates will be admitted to the degree in absentia in accordance with the rules prescribed from time to time.

4. "Sir,

I present to you the _____

Candidates

Whose names are set out in the list, and who have been examined and found qualified for the Degree

of _____ to which I pray that they may be admitted."

5. The Vice-Chancellor thereupon shall give to the candidates the Diplomas and Degrees and shall say-

"By virtue of the authority vested in me as Vice-Chancellor of this University, I admit you to the Degree of _____ and I charge you that ever in your life and conversation, you show yourselves worthy of the same".

The candidates shall acknowledge by a bow.

Regulation 12: Guidelines For drawing up Panel of Experts for the Selection Committees for the appointment of teachers.

1. The Registrar shall send a circular letter (along with the proforma□) in the month of February (once in two years) to all the Heads of the Department requesting them to convene a meeting of the Teachers of the Department for drawing up Panel of Experts.
2. The Heads of the Department in turn shall request the Teachers to submit names of experts in their respective discipline/s.
3. All the names thus received will be considered by the Department. As far as possible, former teachers of the University should not be included into the panel of experts.
4. The Head of the Department, after considering all the proposals, shall finalise the names of experts in the meeting of the department.
5. The names of experts shall be indicated in the proforma sent by the Registrar's Office.
6. The Panel shall ordinarily contain 15 names of experts in different fields of specialization.
7. The Panel shall contain names, addresses, telephone numbers, E-mail Id etc. of the experts.
8. A mention may be made in the proforma, date on which teachers' meeting of the department was held.
9. The proforma duly filled in shall be sent to the Vice-Chancellor by the Head of the Department in a sealed/confidential cover by 30th April.
10. In case no panel is received from the department by the stipulated date, i.e., 30th April, the Panel of Experts shall be drawn by the Vice-Chancellor in consultation with the experts in the discipline concerned.
11. Panel of experts will be valid for two academic years.
12. The Panel of experts shall be reported to the Academic Council confidentially.
13. The Vice-Chancellor has the authority to add or delete the names of experts before the panel is approved by the Academic Council in the form of a confidential proposal.
14. In the case of new departments, the first panel of experts shall be drawn by the Vice-Chancellor in consultation with the experts in the discipline concerned.
15. The file containing the panel of experts shall be kept in the Vice-Chancellors office. He/She may also assign this task to one of the officers who deals with confidential matters.
16. The Vice-Chancellor shall select experts ordinarily from the Panel of Experts approved by the Academic Council for being nominated for constituting Selection Committees from time to time.

- Proforma enclosed

The English and Foreign Languages University

Hyderabad 500 007

Department of ……

Proforma : Panel of Experts

Year 2008-2009 and 2009-2010

Sl.No.	Name and Address of Expert/s (with Tel.No./E.Mail Id)	Field of specialization	Whether connected to EFL U or not	Remarks
(1)	(2)	(3)	(4)	(5)

Signature

Head of the Department

Date

Note : In the case of retired persons, kindly indicate his/her residential address.

Regulation 13:

REGULATIONS CONCERNING THE CONDUCT OF THE MEETING OF THE COURT

1. Short Title: These Regulations shall be called the "Regulations for the conduct of the meetings of the Court".
2. Chairperson: The Chancellor shall preside over meeting of the Court and in the absence, the Vice-Chancellor, and in the absence of later, the Pro-vice-Chancellor.
3. Convening of Meetings
   (1) A written notice of meeting shall be circulated by the Registrar to the members of the court at least 30 days before the meeting.
   (2) An annual meeting of the Court will be held on a date fixed by the Executive Council. The Court may also meet as and when necessary. In addition, an emergency meeting of the Court at short notice may be convened to consider issues of special importance or urgency or on written requisition signed by at least 20 members of the Court.
4. Agenda Items:
   (1) Items for the agenda along with notes shall be circulated to the members of the Court at least 7 days in advance of the date of the meeting.
   (2) Item from the members of the Court for being considered for inclusion in the agenda may be forwarded to the Registrar (Member Secretary) at least 21 days in advance of the date of the meeting.
   (3) Supplementary Agenda of the meeting shall be circulated as decided by the Chairperson.
   (4) The Chairperson of the court may, however, permit inclusion of any item for which due notice could not be given.
5. Quorum: 11 members of the Court shall form a quorum.
6. Notice of Resolution and Amendment
   (1) Any member who wishes to propose a resolution at the meeting of the Court shall forwarded the terms of the resolution to the Registrar so as to reach him/her not later than fourteen days before the date fixed for the meeting.
   (2) Such resolutions shall pertain to the powers and duties of the Court in accordance with the Act, the Statutes and the Ordinances.
   (3) The Chancellor in his/her capacity as the Chairperson of the Court and or in his/her absence the Vice-Chancellor shall be the sole authority to determine whether resolution is in order.

7. No resolution, proposal, amendment or any other business of which due notice has not been given shall be brought before the Court at any meeting without the permission of the Chairperson except the following:

(a) to adjourn the debate;

(b) to adjourn the meeting;

(c) to dissolve the meeting;

(d) to change the order of the business

(e) to refer any matter to any authority of the university;

(f) to pass on to the next item of the business;

(g) to appoint a committee; and

(h) to propose that the question be put to vote.

8. Ruling of the Chair: The ruling of the Chairperson of the court in regard to all questions on procedure shall be final.

Regulation 14:

REGULATION CONCERNING THE CONDUCT OF THE MEETINGS OF THE EXECUTIVE COUNCIL

1. Short Title: These regulations shall be called the regulations for the conduct of the meetings of the Executive Council.

2.Chairperson: The Vice-Chancellor shall preside over every meeting of the Executive Council. In his/her absence the Pro-Vice-Chancellor shall preside. In the absence of both Vice-Chancellor and Pro-Vice-Chancellor, a Professor member of the Executive Council elected by the Executive Council of the University shall preside over the meeting. The name of such a Professor may be proposed by the Member-Secretary or any other member of the Executive Council.

3. Convening of meetings

i. A written notice of every meeting shall be circulated by the Registrar to the members of the executive council at least 14 days before the meeting.

ii. The Vice-Chancellor may authorise the convening of an emergency meeting of the Council at short notice to consider issues of special importance or urgency.

iii. The Council shall meet as often as may be necessary but not less that 2 times in a year.

4. Agenda Items

Items for the agenda as approved by the Vice-Chancellor together with the notes thereon may be circulated to the members of the Council at least 7 days in advance of the date of meeting.

5. Ruling of the Chair: The ruling of the Chairperson of the council in regard to all questions on procedure shall be final.

6. Seven members shall form the Quorum for the meeting.

7. i. Notice of Resolution and Amendment

f. Any member who wishes to propose a resolution at the meeting of the Executive Council shall forwarded the terms of the resolution to the Registrar so as to reach him/her not later than fourteen days before the date fixed for the meeting.

g. Such resolutions shall pertain to the powers and duties of the Executive Council in accordance with the Act, the Statutes and the Ordinances.

h. The Vice-Chancellor in his/her capacity as the Chairperson of the Executive Council shall be the sole authority to determine whether resolution is in order.

vi. No resolution, proposal, amendment or any other business of which due notice has not been given shall be brought before the Executive Council at any meeting without the permission of the Chairperson except the following:

a. to adjourn the debate;

b. to adjourn the meeting;

c. to dissolve the meeting;

d. to change the order of the business

e. to refer any matter to any authority of the university;

f. to pass on to the next item of the business;

g. to appoint a committee; and

h. to propose that the question be put to vote.

vii. Ruling of the Chair: The ruling of the Chairperson of the Executive Council in regard to all questions on procedure shall be final.

Regulation 15: PURCHASE COMMITTEE

A. Purchase Committee that will be required to make finalise purchases in respect of central budgetary heads shall be appointed by Vice-Chancellor every year.

1. Constitution:

(i) A Professor to be appointed by Vice-Chancellor (Chairperson)

(ii) Registrar or his/her nominee

(iii) Finance Officer or his/her nominee

(iv) Dean if concerned

(v) Dean, Campus Development/ Technical Infrastructure/ Publication and Library/ Culture/ Hostels and Guest House as the case may be

(vi) Head of Department if concerned

(vii) Experts if any

(viii) Deputy Registrar/ Assistant Registrar Stores

2. Three Members shall constitutes the quorum

3. It may follow the procedure as laid down in General Financial Rules (GFR of the GOI)

B. Schools, Departments, Hostels, Guest House etc., shall have their own Purchase Committees to be constituted by the respective Dean/Head of the Department/Provost etc under intimation to Finance Officer. Such a Committee shall have at least one representative each of Finance and Stores Departments.

C. The English and Foreign Languages University Campuses shall have their own Purchase Committee to be constituted by the director concerned on the pattern of the Purchase Committee of Hyderabad Campus as far as possible.

Regulation 16: Building Committee

i. The Vice-chancellor…. Chairperson

ii. A representative of the CPWD or PWD undertaking not below the rank of Executive Engineer.

iii. A representative of the Planning Board

iv. The Registrar…. Member Secretary

v. The Finance Officer

vi. A representative of the user Department along with Two Teachers of the University not below the rank of Professors nominated by the Vice-Chancellor

vii. Head, Dept. of Civil Engineering (where it exists)

viii. Head, Dept. of Electrical Engineering (where it exists)

ix. The University Engineer (or near by University) or University Architect or the Govt. Architect.

Regulation 17: POWERS OF THE VICE-CHANCELLOR

I. Administrative:

a) To supervise the conduct and work of the staff of the University and for that purpose to exercise such disciplinary control as may be necessary.

b) To sanction all kinds of leave to members of the staff, research fellows etc.

c) To arrange at his/her discretion outside visits for the members to educational centres in India for educational purposes.

d) To act as controlling officer in respect of journeys performed by the members of the staff and act as his/her own controlling officer in respect of journeys performed by him in connection with the affairs of the University.

e) To permit at his/her discretion in special cases and for reasons to be recorded in writing officers and members of staff to draw actual expenses incurred by them while on tour

f) To allow mileage allowance by a route other than the shortest

g) To decide the shortest of two or more routes

h) To make temporary and ad-hoc appointment of teachers

i) To create temporary posts on sanctioned scales of pay, in Group C and D and to fill such posts for periods not exceeding six months in each case

j) To permit retention of lien on a post under the University

k) To transfer an employee from one place to another

l) To sanction grant and to permit acceptance of honorarium

m) To withhold increments

n) To allow an employee to count extraordinary leave for increments up to 2 years

o) To grant subsistence allowance to an employee

p) To order destruction of records, as per weeding rules

q) To order sale, by auction or otherwise in the interest of the university of unserviceable stores or perishable articles.

II. Financial

a) To arrange to prepare budget estimates

b) To re-appropriate funds from one head of appropriation to another

c) Subject to availability of budget provision, the estimates as approved by the Executive Council.

i) To disburse salaries and allowances and stipends to the employees of the University,

Research Fellows and other persons engaged in the programme of the University.

ii) To incur expenditure of a contingent or miscellaneous nature on:

1. Electricity, Water and Gas Charges
2. Freight Charges
3. Demurrage/Wharfage charges
4. Hire of the office furniture, fans, heaters, cookers, clocks, etc.
5. Maintenance and upkeep of Vehicles
6. Rent, Rates and Taxes
7. Postage, Telephone and Telegrammes
8. Contingent paid staff
9. Supply of liveries, badges and payment of washing allowances
10. Repairs to, erection of and removal of machinery (where expenditure is of a capital nature)
11. Incurring legal expenses
12. Petty works and special repairs to buildings, etc.
13. Ordinary repairs and maintenance of buildings etc
14. Local purchase of stationery, printing etc.
15. Fixtures and furniture
16. Books and periodicals
17. To purchase working stores, office equipment, computers calculating machines, etc.

18. To sanction the installation of office and residential telephones
19. Bicycles
20. To sanction fixed recurring charges of a contingent character
21. Purchase of Motor Vehicle
22. Expenditure not included in any of the above categories

iii) To sanction permanent advances

d) To open bank accounts in the name of the University in such banks as are approved by the Executive Council, and to operate the account, i.e., to say

i) Pay in all money received by the University and for that purpose endorse all cheques, drafts, bills etc.

ii) To draw cheques in the name of the University

e) To sanction increments, TA, and other advances, etc., to employees of the University according to rules.

f) To sanction advance of pay and TA to any officer under transfer

g) To sanction advance for the purchase of conveyance

h) To vary the terms of repayment of advance

i) To pay salaries on the last working day of the month if the first day of the following month is a holiday(or as per the practice of the University)

j) Power in regard to writing off the irrecoverable value of Stores, cash and Stamps, etc.

Provided that (1) the loss is not due to theft or fraud and (2) it does not disclose a defect of system or serious negligence on the part of some individual employees of the University which might possibly call for disciplinary action.

III. Disciplinary

To impose all penalties on teachers and non-teaching employees laid down in the terms and conditions of service

Regulation 18: Finance

The English and Foreign Languages University is one of the Central Universities of University Grants Commission, 100% funded by the Government of India. In all Financial matters, the University is governed by the Rules and Regulations of the Central Government. The University's budget is approved by the Finance Committee in which the nominees of the Visitor(Financial adviser of MHRD and UGC etc) are present. The budget is approved by the Executive Council of the University. The accounts of the University is audited by the officers of the CAG of India.

The University, as in other Central Universities, follows all the rules of the Central Government, in the matter of Pay and other allowances; travelling allowance(T.A/D.A); Advances(Loans) such as festival advance, conveyance advance, house building advance, LTC etc.

Regulation- 19: Procedure and norms for appointment to the posts of Professor, Reader and Lecturer

The Executive Council hereby makes the following norms and procedure for appointment to the posts of Professor, Reader, and Lecturer in English and Foreign Languages University, Hyderabad.

1. The post of Professor, Reader and Lecturer will be categorised as Group A Posts as per Central Govt. rules.
2. The University will advertise the above posts and make appointments thereto on all India basis on the recommendation of the Selection Committee constituted under Statute 18.
3. The Chairman shall be entitled to vote at the Selection Committee meeting and shall have an exercise to cast a vote in the case of a tie.
4. In exceptional cases, to be spelt out in writing, the Selection Committee may recommend relaxation in the qualifications of a candidate/s, in particular with reference to the work experience etc to EC.

   The recommendation of the Selection Committee shall be ordinarily submitted to the Executive Council and orders of appointment shall be issued after the approval of the Executive Council provided in an emergency, the Vice-Chancellor may issue orders of appointment as recommended by the Selection Committee and report the matter to the Executive Council at its next meeting.

5. The terms and conditions with regard to the minimum qualifications and other terms and conditions as prescribed by the UGC in its Notification NO.F-3-1/94 (PS) dated 24.12.1998 and any other Notification issued or that may be issued by the UGC from time to time, shall be followed. The Vice-Chancellor may prescribe in consultation with the concerned Head of the Department, such specification or any other condition as required for the post to be filled up.

6. The prescribed qualification and experience will be minimum, and the mere fact that a candidate possessing the same will not entitle him for being called for interview. The University will have the right to restrict the number of candidates to be called for interview, to a reasonable number on the basis of qualifications and experience higher than the minimum prescribed or by any other condition that it may deem fit.

7. All the substantive vacancies in the cadres of Professor, Reader, Lecturer, Registrar, Finance Officer, Controller of Examinations, Librarian etc. are advertised in National Dailies.

   Application fee prescribed may be charged along with filled in application. 3-4 weeks time may be given for receipt of filled in applications. Applications are not rejected normally on account of delay which is beyond one's control. However, the decision of the University in this regard is final. Incomplete applications may be rejected.

8. All the applications are sent to the Head of the Department concerned for making summary and the Head of the Department in consultation with at least two of his senior colleagues, ordinarily consisting of outgoing and incoming head of the Department based on seniority, may screen the applications with reference to the advertisement and recommend the names of candidates who may be invited for interview.

9. If the post in question is of a specialised nature, one specialist in that discipline may be associated by the Head of the Department. If the Head of the Department himself is a candidate, the file would be sent to the Dean or any one of the Professors of the University to be appointed by the Vice-Chancellor for screening/ short-listing of candidates. The file when returned, may be submitted to the Vice-Chancellor, who may add or delete the number of candidates or he may appoint another screening committee if he so desires. His decision shall be final.

10. Selected candidates would be invited for interview: they would be paid Rail-fare (by sleeper class) to and fro for attending the interview. Ordinarily the payment would be made by cheque subsequently, at the address given by the candidate, in the application form.

11. The recommendation of the selection committee would be kept in a sealed cover, to be opened at the meeting of the Executive Council, when held next. Selection committee may recommend a candidate, even though he might not have applied. In emergent situations, the Vice-Chancellor may approve the recommendations of the selection committee and allow the candidates to join at an early date. Such a decision will be reported to the Executive Council at its next meeting.

12. As per UGC guidelines not more than 5 (advance) increments can be recommended by Selection Committee. The University shall follow the UGC guidelines regarding Reservations.

13. The University may consider candidates who may not have applied for position/s in absentia. The Selection Committee can consider such cases in absentia. VC may condone the delay in the submission of application(s) till the time he/she deems fit.

14. The University shall follow the UGC/ Govt. of India rules regarding reservation of SC/ST/OBC/ Physically Challenged.

Regulation 20 Distribution and Management of Funds Generatedby the University New 25-8-14

1. Introduction

The EFL University generates funds through various internal means such as savings on net sale proceeds of University publications, royalty from consulting publishers,50% of the amounts that individual faculty receive from private consultancy, net savings from training programmes, proficiency courses, self-financed courses, savings from fees received from foreign students, entrance examination fees, royalty received from the University's infrastructure facilities, donations by alumni and others, film and T.V. Productions, charity shows organized by the University, sale of tickets to University-sponsored performances, unclaimed security and other deposits, and other heads, if any.

The distribution of these funds shall be made under the following heads subject to periodic review:

Sl.no.		Percentage
1	Development Fund	35%
2	Students' Welfare Fund	25%
3	Foreign Students' Welfare Fund	1%
4	Staff Welfare Fund	7.5%
5	Faculty Welfare Fund	5%
6	Academic Updating	7.5%
7	International Collaboration	10%
8	Publications Fund	5%
9	Miscellaneous	4%

2. Administration of the funds

The funds shall be administered through a Committee constituted by the Vice- Chancellor called the Regulation 20 Grants Committee 'B' consisting of the following members:

i. Pro-Vice Chancellor or the Vice-Chancellor's nominee(Chairperson)

ii. Proctor/ Deputy Proctor

iii. Dean, Research

iv. Dean, Students' Welfare

v. Dean, Non-formal Courses and Resources

vi. Dean, Campus Development

vii. Dean, Foreign Students

viii. Finance Officer or his/her nominee

ix. Controller of Examinations (Member Secretary)

x. DR/ AR Academic (Convener)

Additionally, the following members will be invited if and when matters pertaining to their mandate arise:

i. Dean, International Relations

ii. Provost, Men's Hostel

iii. Provost, Women's Hostel

3. Accounts shall be maintained by the Finance Officer or his/her nominee

4. The Committee shall submit a report to the Executive Council once in a year.

5. The Vice-Chancellor can transfer allocation from one head to another at her/his discretion depending on the need and urgency for the same.

6. The Vice-Chancellor can under her/his discretionary powers approve new heads of expenditure from the non-formal resources which shall be ratified in the subsequent meeting of the Executive Council.

7. General Guidelines for Allocation of Resources Generated through Non - Formal Channels:

i. All applications for financial assistance from these resources under the various heads shall be made to the Chairperson of the Grants Committee in the prescribed format, which shall be available in the Academic Section. The Grants Committee constituted by the Vice-Chancellor shall consider all the applications on their merit. It may call the applicants for an interview if deemed necessary. The Grants Committee shall send the recommendations to the Vice Chancellor for her/his approval.

ii. The Vice Chancellor may consult the Chairperson of the Grants Committee and/or the respective Deans concerned if she/he so desires, to specify any need/s other than those specified below, under each section.

iii. All allocations for financial assistance under any head are subject to availability of funds.

iv. The Grants Committee shall meet 4 times in a financial year, in August, November, January, and March. However, in case of emergency (during vacation period May-June) committee members available on duty can meet and make recommendations to the VC for approval.

v. The Vice Chancellor shall be the final authority for granting financial assistance under any head.

Guidelines and Modalities for Distribution of Resources per Annum

1 Development Fund: 35%

A the development needs of non-formal courses
B the overall development needs/infrastructure of the University
C expenses towards technical infrastructure
D expenses towards equipment and renovation
E any other need, to be approved by the Vice-Chancellor

2 Students' Welfare Fund: 25%

A Merit-cum-Means Fellowship, Exemption of Tuition Fee and Book Allowance
Limit: 15 lakhs

B Travel Grant

A Merit-cum-Means Fellowship, Exemption of Tuition Fee and Book Allowance

Eligibility

a All fulltime, Indian students, registered for any Programme, except PhD, with less than Rs. 1,50,000 annual income of parents are eligible to apply for EFLU Merit- cum- Means Fellowship and Exemption from Tuition Fee.

Students who receive Fellowship shall be granted Book Grant up to Rs1000/- per annum, each year of valid studentship.

Students belonging to reserved categories exempted from paying tuition fees under GOI rules shall get only the Book Grant of Rs.1000/- per annum for each year of valid studentship.
All other deposits and fees as mentioned in the Prospectus and Hostel room rent as per rules shall have to be paid by all students.

b All SC/ST/OBC and Physically/Visually Challenged students registered for any Programme, except PhD are eligible to apply for Scholarship and Exemption from Tuition Fee (if not exempted under GOI rules). However, they also have to pay all other fees as prescribed by the EFL University from time to time as mentioned in the Prospectus and Hostel room ren as per rules.

c No student of any category availing any other Scholarship/Fellowship/Financial help from any agency/ charitable organization is eligible to avail any financial assistance from the University.

d Students availing Scholarship/Fellowship/ Financial Assistance through Social Welfare department/ State Govts./ Ministry of Tribal Affairs/ UGC and any other agency/ organization of Rs. 1000/- or above pm are not eligible to receive the EFLU Merit-

cum-Means fellowship. Where the amount is less than Rs.1000/- per month, the short fall will be paid to the student under EFLU Fellowship Assistance.

g Among newly admitted students, only those who obtained 50% marks or an equivalent grade in their qualifying examination such as BA,MA, M.Ed., PGDTE, B.Ed., etc. and 60% of the highest score in the entrance tests conducted by the university annually, are eligible to apply for Scholarship, exemption of tuition fee and book allowance.

Among students who are in the second and the following semesters, only those who have been promoted (i.e., not have failed in two or more courses), secured 50% marks, and fulfilled the attendance requirement, are eligible for EFLU Merit cum Means Fellowship, exemption of tuition fee and book allowance or any other kind of financial assistance.

Procedure for application

Applications should be made in the prescribed format, available in the Academic section/ University Website, to the Chairperson of the Grants Committee, during the months of November and May.

All applications should be submitted through the Head of the Department in case of students not residing on the campus, and through the Provost if they are residents in the hostels, within one month from their admission.

All relevant documents such as Caste Certificate, Income Certificate etc., must be submitted along with the application form.

Mode of payment of scholarship

a Scholarship of Rs.1000/- per month for eligible students will be paid twice in a year during December and June after the results of the respective semesters are out.

b Release of EFLU Fellowship, book grant etc. are subject to deductions of the amount on mess bills, damage caused to the University property, books lost or damaged and any other dues pending against a student.

c Students receiving any grant or scholarship from any other source will have to declare the same in writing. Concealment of information or submission of false information shall lead to withdrawal of all concessions and scholarship. It may also lead to disciplinary action against the defaulter including expulsion from the academic programmes of the university.

B Travel Grant

Eligibility

a A research student registered for PhD programme (regular mode) in the EFL University, shall be eligible for travel grant to attend Seminars and Conferences/ Symposia/Workshops etc., if her/his paper or abstract of the paper is accepted.

b A Research scholar shall be eligible to avail the travel grant only twice, to participate in one national and one international Seminar/Conference/Workshop/Symposia etc., during the period of his/her active registration.

c For **international travel**, the grant-in-aid shall be for economy class airfare by shortest route, registration fee, accommodation and per diem for 3 days as per GOI rules. The total sanctioned amount should not exceed Rs. 80,000/-.

d 80% of the amount shall be released first and the remaining 20% after submission of bills. Students have to submit an expenditure statement and all bills within 10 days after return from the seminar.

e For **travel within India**, research students are eligible for this grant for travel by rail or bus for attending national /international level seminars only once during their period of registration. Total sanctioned grant will not be more than Rs. 4000/. Students have to submit an expenditure statement and all bills within 10 days after return from the seminar.

f In both **c** and **e** above, failure to submit the expenditure statement within 10 days after return from the seminar shall warrant recovery of the advance released to the research student.

Procedure for application

a The application for the travel grant should be addressed to the Chairperson of the Grants Committee in the prescribed format, available with the office of the Controller of Examinations and on the University's website. Application shall be submitted to the DR/ AR Academic with a copy marked to the CoE'sOffice through the Head of the Department concerned, or in her/his absence, through the Dean of School, and Research Guide, at least 30 days before the date of the programme.

b After the receipt of the application, the DR/ AR Academicshall send the application to the Grants Committee which shall request the Head of the Department (in her/his absence the concerned Dean of the School) to nominate two internal and one external expert to whom the paper shall be sent for evaluation.
(A Panel to be maintained by the Academic Section for this purpose.)
At least two reports - one from internal and one from external - have to be positive for consideration of the Grant.

c On the basis of the reports received, the Grants Committee shall recommend to the Vice Chancellor the amount of financial assistance to be given within the parameters already set.

d The following documents should be enclosed along with the application:

Covering letter from the Advisory Committee of the student recommending and highlighting the relevance of the paper for the conference/seminar/workshop.
Document about the status of the host Organization.
Three copies of the complete paper to be presented and soft copy mailed to academic.eflu@gmail.com

Invitation and / or acceptance letter from the organizers

Details of programme (Title, Place and Duration of the programme, and information about the organizers) and proposed budget statement

A document detailing the relevance of the Seminar/ Conference to the student's area of research.

3 Foreign Students Welfare Fund: 1%

A Welfare Funds

B Travel Grant

A Welfare

Amount set aside under this head shall be utilized fo the welfare of foreign students.

All foreign students are required to pay Rs. 5000/- p semester as Students' Welfare Fund fee as mentione in the Prospectus.

They also need to pay a monthly fee for medical insurance/ needs of foreign students as mentioned in the Prospectus.

B Travel Grant

Foreign national research scholars are eligible for this grant for travel within the country by rail or bus for attending national /international level seminars within the country only once during their period of registration. A lump sum grant of Rs. 4000/ is admissible.

No travel assistance is available to foreign national research scholars to present a paper abroad.

Eligibility criteria: As per rules specified for India students.

Procedure for application: As per rules specified f Indian students above.

Staff Welfare Fund: 7.5%

A Recoverable loans with 8% interest to staff

B Welfare funds for Contractual Workers

A Recoverable Loans

Recoverable loans may be granted to the non-teaching staff of the University. Up to a maximum of Rs. 1,50,000/- for Group 'A' Officers and Rs.1,00,000/- for Group B and C Staff may be granted for higher education of wards, or renovation of house, marriage of ward, emergency arising from unexpected events involving serious hardship etc., at 8% interest per annum, once in three years.

Repayment

The loan, including the interest shall be recovered at source in 24 equal installments.

B Welfare Funds for Contractual Workers

A sum of Rs. 2, 00,000/- may be kept aside as a Welfare Measure for the contractual /casual workers in the University. The total amount may be divided into two parts and allocation of the first part be done in the first six months of each financial year.

A contractual worker may be given non-recoverable financial assistance of up to Rs. 5000/-

The financial assistance will be given only once during their service period.

This shall be with the approval of the Vice Chancellor on the recommendation of the Grants Committee.

The assistance may be given for marriage, education of children, medical urgency to the contractual worker or his family, or for any other emergency.

5 Faculty Welfare Fund: 5%

A Recoverable loans with 8% interest for higher education of wards etc.

Recoverable loans may be granted to faculty up to a maximum of Rs. 1,50,000/once in three years for the higher education of wards, or for renovation of house, marriage of ward, emergency arising from unexpected events involving serious hardship.etc.

Procedure for application

Apply to the Chairperson of the Grants Committee in the format prescribed, with all the required supporting documents specified in the form.

Repayment

The loan shall be recovered at source in 24 equal installments, including the interest.

6 Academic Updating: 7.5%

A Travel grants for permanent faculty members for attending seminars and conferences within India and abroad

B Development of professional skills; updating of teaching faculty

C Any other

A Travel Grant

International travel

Rs 10 lakhs to be set aside for travel, accommodation, registration and other expenses of permanent faculty members for attending seminars and conferences outside India.

For international travel, permanent faculty members shall be eligible for the grant-in-aid only once in a period of 3 years **either** under this Regulation or under UGC Grants. They will be paid economy class airfare by shortest route, per diem for 3 days as per GOI rules, accommodation, and Registration Fee. The total sanctioned amount should not exceed Rs. 1.5 lakhs.

Out of the sanctioned grant 80% of the amount shall be released first; the remaining 20% shall be released after submission of bills. The faculty member shall submit the bills within 10 days after return from the seminar.

Travel within India

Rs 5 lakhs to be set aside for travel, accommodation, registration and other expenses of permanent faculty members for attending seminars and conferences within India.

Permanent faculty members are eligible for this grant for travel within India by air/train for attending national /international level seminars only once in an academic year. Amount sanctioned cannot exceed Rs. 15,000/.

B Development of professional skills; updating of teaching faculty

Eligibility and Procedure of application

Any permanent faculty of the university can apply for this grant forattending workshops, short-term courses, summer schools, etc. within the country for the development of professional skills.

He/ she can apply for the grant in the format prescribed and available in the Academic Section/website.He/ she needs to submit a write-up explaining the nature of the professional skills development programme, its scope, and how the participating teacher and the University stand to benefit from it.

Permanent faculty members of the university are eligible for this grantonly once in a period of 5 years. The grant sanctioned shall be for travel, registration fees, course fees, and living expenses. The total sanctioned amount shall not exceed Rs. 20,000/.

Procedure for application for A and B

Applications should be submitted well in advance, at least 60 days before travel/ commencement of the programme.

After receiving the application through the HoD, the AR/DR Academic shall send it to the Dean/HOD for suggesting some internal and external experts. The Chairperson shall then nominate two internal and one external expert to whom the proposal shall be sent for evaluation.

(A Panel to be maintained by the Academic Section for this purpose.)

At least two reports - one from internal and one from external - have to be positive for consideration of the Grant.

7 International Collaboration: 10%

A For travel undertaken by the Vice Chancellor or her/ his nominee for establishing international collaboration, and building networking and linkages.

B To meet expenses incurred on travel, board, lodging, local conveyance, medical insurance and contingent expenses incurred by the Vice Chancellor / Pro Vice Chancellor / Deans or persons authorized by the Vice Chancellor on her/his behalf for signing MoUs and on their execution, attending Education Fairs, conducting promotion campaigns, etc.

C To meet the living expenses, accommodation and travel (as per Government of IndiaRules) of faculty of the EFL University visiting any university in India / abroad for purposes of attending official meetings / for any other need approved by the Vice Chancellor.

D To meet the living expenses and accommodation of visiting professors from other countries coming to the University on Exchange programmes as per MoUs with the respective University.

E To meet the travel and travel related expenses (including refundable deposit of visa where applicable), living and accommodation expenses (as per Government of India rules) of teachers and students from the EFL University visiting any

University abroad with whom the University has an MoU, as part of the MoU activities (and as per the clauses set out in the MoU).

Eligibility
Only permanent faculty or registered, full-time, Indian students of the University are eligible to apply for the grant listed under E.

Procedure for application
The application for travel grant under **D**to be madeas per terms stated in the MoU.

The application for travel grant under **E** should be addressed to the Vice Chancellor stating clearly the reason for the travel and the amount required.

Publications Fund: 5%

A Printing and publishing of materials produced by faculty and researchers for which funds are not available from other sources

B Any other need related to dissemination of educational materials produced by faculty, to be approved by the Vice-Chancellor

Eligibility
Only permanent faculty of the University shall be eligible to apply for the publication grant.
Procedure for application

The application for publications fund should be made on the prescribed format with all relevant documents attached, stating clearly the scope and impact of materials to be printed/published and the amount required.

9 Miscellaneous: 4% A

Cultural activities

B Programmes, conferences, seminars, workshops, etc. Organized by the Alumni Association

C University Image Building activities – Press conferences, publicity and other such related initiatives.

D Any other need approved by the Vice-Chancellor
The approval for allocating or spending the allotted amount or a definite quantum thereof under any of the heads above shall be given by the Vice -Chancellor on the recommendation or in consultation with the Chairperson, Grants Committee.

1. Rules Gove 2008-09

Foreign Nationals from Non-SAARC countries

Sl. No	Name of the course	Regn. Fee at the time of joining	Tuition fee per semester	Library fee per semester	Reserved Fund	Exam. Fee per semester	Library deposit	Computer internet and sports fund (RF) per year	Development fund (RF) per year	Students Welfare Fund (RF)
1	B.A. (Hons)	200	1000	300	19000	200	500	500	200	RF: 1000 Med. Rs. 1000 Help
2	MA	200	1000	300	24000	200	500	500	200	RF: 1000 Med. Rs. 1000 Help
3	M. Phil	200	1000	500	29000	300	1000	500	200	RF: Rs. 1000 Med. Rs. 1000 Help
4	Ph.D.	200	1000	500	34000	300	1000	500	200	RF: Rs. 1000 Med. Rs. 1000 Help
5	All Part-time Courses in Foreign Languages	200	1500	-	-	200	-	-	-	-

Submission fee for M. Phil. .. Rs. 1000/- Ph. D. .. Rs. 5000/-

Tuition fee for General category participants

Name of the course	Registration Fee	Tuition fee per semester	Library fee per semester	Students' Welfare Fund per year	Exam Fee per semester	Library Deposit	Total
2 year MA	100	350	300	1950	200	500	2900+500
5 year MA English and MCJ	100	225	300	1575	200	500	2400+500
PGDTE	100	375	300	2425	200	500	3400+500
M.Phil	100	450	500	2850	300	1000	4200+1000
Ph.D.	100	600	500	2850	300	1000	4350+1000

Tuition fee for SC/ST participants

	Registration Fee	Tuition fee per semester	Library fee per semester	Students' Welfare Fund per year	Exam Fee per semester	Library Deposit	Total
2 year MA	100	Nil	300	200	200	500	800+500
5 year MA English and MCJ	100	Nil	300	200	200	500	800+500
PGDTE	100	Nil	300	200	200	500	800+500
M.Phil	100	Nil	500	200	300	1000	1100+1000
Ph.D.	100	Nil	500	200	300	1000	1100+1000

Regulation 20 (b): Guidelines for Non-Formal Courses conducted by The English and Foreign Languages University

PART I

Definition of Non-Formal Courses

All resource-generating courses offered by the University other than those that are statutory curricular courses will be considered Non-Formal Courses.

Non-formal courses fall under three broad heads:

a. Those on-campus or off-campus courses that are initiated and offered by the University based on perceived needs of society or sections of society for language training in English or in the Foreign languages being taught at the University.

b. Those on-campus or off-campus short-term training programmes that are offered by the University in English or Foreign Languages, on specific request from educational institutions, government departments, corporate organizations or private firms.

c. Assignments in curriculum design, materials development, editing, translating and interpretation that are undertaken by the University for external agencies/ organizations/ institutions.

Courses may be initiated by the Dean-in-Committee, Non-Formal Courses and Resources or offered on request from outside institutions or organizations.

They may also be initiated by the various departments of the University or offered on request from outside institutions/organizations in consultation with the Dean-in-Committee, Non-Formal Courses and Resources.

Individual faculty members may also offer courses/training programmes on request from outside institutions or organizations in consultation with the Dean-in-Committee, Non-Formal Courses and Resources.

Prior permission and budget approval for all programmes offered under Non-Formal courses must be obtained from the Vice Chancellor through the Dean, Non-Formal Courses and Resources.

Individual faculty members invited by educational institutions/ other organizations to deliver lectures, keynote addresses, conduct workshops or seminars should obtain prior permission from the Vice Chancellor.

Teacher Training

Teacher Training Programmes in English will be conducted by the Department of Training and Development of the University. The Department may co-opt faculty members from other Departments in the English Division for teaching on the courses.

Teacher Training Programmes in Foreign Languages will be conducted by the Foreign Language Department concerned.

Resource Persons' Training Programmes conducted by the District Centre Scheme are part of the mandatory programmes of the Scheme, are non-resource generating and do not fall under Non-Formal courses.

Any Faculty-Improvement Training Programme conducted by the District Centre Scheme or the ELTI Support Scheme for the ELTIs or District centers does not fall under Non-Formal courses.

Courses for International participants will be under the purview of the International Relations Committee.

PART II

Course fees for the various programmes conducted by the Non-Formal Courses and Resources Committee. Course fees may be changed by the Vice-Chancellor ordinarily on the recommendation of Committee on Non-Formal Courses and Resources.

Proficiency Courses in English:

4 months' Basic level course : Rs. 6000

2 months' Advanced level course: Rs. 3000. (Concessional rate of Rs. 2500 for those who have completed the Basic level course)

1 month Basic level course : Rs. 1500

2 week Spoken English course : Rs. 1000

Short-duration training programmes:

For corporate/private sector organizations	:Rs. 25,000 per 6 hour day.
For Government departments/ organizations	:Rs. 15,000 per 6 hour day.

Course fees for Teacher Training Programmes:

For Government-run schools/colleges	:Rs. 6000 per 6 hour day
For Kendriya Vidyalayas/Navododaya Schools	: Rs. 8000 per 6 hour day
For Corporate/Private Schools	:Rs.15000 per 6 hour day

The course fee could be changed with the approval of Vice-Chancellor.

Travel and Hospitality Expenses:

The institution/organization for whom the course is conducted, will bear the expenses for the travel and hospitality of the resource persons, in addition to the course fee, Air fare for major cities/ 2 tier AC for destinations without flight facilities.

The institution/organization for whom the course is conducted will bear the expenses for local conveyance of the resource persons.

The institution/organization will be responsible for duplicating materials/handouts for the course.

The course fee must be paid by DD in favour of The Registrar, The English and Foreign Languages University, at least seven days in advance of the course. Whenever possible, travel tickets should be couriered to the resource persons by the institutions.

PART III

Remuneration for teaching on or coordinating Non-Formal Courses

On-campus/Local programmes

Faculty members of the University who teach on Non-Formal Courses are eligible for remuneration if the courses are held beyond the working hours of the University or on Saturdays, Sundays and Public Holidays at the rate of Rs. 500 per hour or on par with the UGC rates for Guest Lecturers, whichever is more.

Faculty members of the University who teach on Non-Formal Courses are eligible for remuneration during working hours and working days, if they are working on the courses beyond the weekly teaching load* specified by the University, at the rate of Rs. 500 per hour or on par with the UGC rates for Guest Lecturers, whichever is more.

Out-station programmes

Faculty members going to other places to conduct programmes will receive an allowance of Rs. 1000 a day, if they are not eligible for remuneration.

Remuneration for coordinating 3-5 day programmes: Rs. 1000

Remuneration for coordinating programmes with duration ranging from 6 days to one month: Rs. 1500

Remuneration for coordinating programmes of duration longer than a month is Rs. 2500 per month.

[Rule about teaching workload holds for coordination too]

*Teaching load

For Professors: 14 hours (exclusive of research supervision and other responsibilities)

For Lecturers and Readers: 16 hours

PART IV

Resource Persons Panel for Non-Formal Courses

Resource persons drawn from research scholars of the University, external faculty members, retired professors of the English and Foreign University or other Universities, other experts in related fields may be invited to teach on the programmes.

Remuneration for all non-faculty members of the Non-Formal Courses and Resources panel: Rs. 500 per hour.

External resource persons invited may have to undergo, if necessary, an orientation before empanelment on the Resource Persons' team.

PART V

Leave Rules

Faculty members teaching on off-campus programmes will be entitled to duty leave for the days they are teaching on the course, subject to a maximum of 40 days in an academic year.

PART VI

Savings, if any, will be credited to different funds governed under Regulations of the University.

Regulation 21: Outsourcing the services Printing Press of the University on commercial basis.

The University Press has the latest equipment which is already installed and is in operation. The equipment consists of:

1. Two Colour Heidelberg Offset Printing Machine 2. Dominant Offset Printing Machine 3. Programmed Cutting Machine 4. Heidelberg CTP Machine 5. Lamination Machine 6. Perfect Binding Machine 7. Perfoating Machine 8. Wire Stitching Machine 9. Folding Machie and 10. Cutting Machine.

Thanks to the above state-of-art equipment, the Press can compete with the outside Commercial Printing Presses. This will be in addition to catering to the needs of the University's Printing work. Accordingly, the University Press may undertake printing jobs on commercial basis subject to the provisions given below:

1. The printing work may be done on rates and terms and conditions to be approved by the Vice-Chancellor ordinarily on the recommendation of the Publication Committee of the University. The rates may be modified depending on the average market rates obtaining from time to time.
2. The commercial work, however, will not affect the official work of the University which will be completed according to the needs of the University and time schedule defined by the authorities/schools/ departments/ sections etc.
3. After meeting all the expenses, the net saving accruing from the printing jobs done by the University Press will be distributed among different reserve funds of the University according to the relevant regulation.
4. An incentive, up to a maximum of 10%, may be given to the Press employees for doing commercial jobs, which will be over and above the official work of the University work. This amount will be approved by the Vice-

Chancellor depending on the specificity of each job. The Vice-Chancellor may also approve additional provisions for governing the outsourcing of University Press services in the interests of the University if and when so required by any objective exigency or situation.

5. The rates to be fixed for printing jobs should generally be on the lower side of the prevalent market rates so that the Press could get printing orders in adequately viable quantities.

6. The Vice-Chancellor will be authorized to give special concessions in terms of rates for printing jobs depending on the bulk and quantum of the order.

7. A certain proportion of the expenditure would cover wear and tear charges of the machinery which will be approved by the Vice-Chancellor, ordinarily on the recommendation of the Publication Committee.

Regulation 22: Proctorial Board

The Proctorial Board will consist the following members:

Proctor	..	Chairperson
Deputy Proctor		
Dean, Students Welfare		
One Dean from FL	..	to be
nominated by the VC		
One Dean from English		
Language stream	..	to be
nominated by the VC		
Dean, Distance Learning		
Dean, Interdisciplinary Studies		
Dean, Hostels		
One Provost	..	to be
nominated by the VC		
Two Professors	..	to be
nominated by the VC		
Security Officer		

The Proctorial Board will assist the Proctor and function as an Advisory Body in:

i. taking critical decision related to the maintenance of discipline by students of the University;

ii. maintaining law and order at the University;

iii. providing safety and security to University community;

iv. dealing with legal matters arising in the University.

v. ensuring security of University property and assets of the University

vi. any other task assigned by the Vice-Chancellor

Prof. ALI RAZA MOOSVI, Registrar

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