

[To be published in the Gazette of India, Extraordinary, Part III, Section 4]

**National Sports University
Government of India
Ministry of Youth Affairs and Sports**

NOTIFICATION

Imphal, the 18th January, 2021

F.No. NSU/Ordinances/2021 :- In exercise of the powers conferred by sub-section(2) of Section 26 of the National Sports University Act, 2018, read with Statute 36 of the Schedule to the National Sports University Act, 2018, the following Ordinances approved by the Executive Council dated 18th January, 2021, are hereby published for general information:-

ORDINANCE NO. I

ADMISSION AND ENROLMENT

[Section 26(1)(a) of the NSU Act, 2018]

1. Admissions to the various programmes of studies shall be made by the Admission Committee of the concerned School comprising of the Dean as Chairman, Heads of the Departments as members, two nominees of the Vice Chancellor out of which one nominee shall represent the reserved categories. (if possible, one woman representative should be included in the Committee).
2. The number of students to be admitted in the Schools of the University in the coming session shall be as per the allotted seat for various departments of the schools. The enhancement of the seats of various departments is subject to approval of the Academic and Activity Council.
3. The minimum eligibility criteria for admission to various programmes offered by the University shall be prescribed through the University Scheme on Admission approved by the Academic and Activity Council
4. Application form for admission to the various programmes offered by the University shall be as prescribed by the Admission Committee from time to time. The application form shall be accompanied with such documents and testimonials as may be prescribed in the University Scheme on Admission.
5. Admission of students shall be made strictly on the basis of merit through All India Common Entrance Test comprising of written test, viva, physical fitness test and game specific skill test or a combination of them as prescribed in the University Scheme on Admission.
6. The last date for admission to the various programmes offered by the University shall be fixed each year by University in accordance with the Academic Calendar approved by the Academic and Activity Council each year.
7. Reservations:
 - 7.1 The reservation policy of the Government of India, as given below, shall be applicable to the Admissions in the University.

Reservation of Seats	
Category	Percentage of Reservation
Scheduled Caste	15
Scheduled Tribe	7.5
Other Backward Classes	27

The wards of Kashmiri Migrants and Kashmiri Pandit/Kashmiri Hindu Families (Non-Migrants) living in Kashmir valley (Supernumerary)	Post Graduate Courses – One seat each Under Graduate Courses – Two seats each
Economically Weaker Section (EWS) (Supernumerary)	10%

7.2 In all the programmes 30% of the seats will be reserved for women candidates. However, if the seats reserved for women candidates do not get filled, these may be allocated to male candidates.

8. Direct Admission:
International athletes and High Sports Achievers may be admitted to any undergraduate and postgraduate programmes offered by the University in accordance with the criteria prescribed in the University Scheme on Admissions.
9. Admission of Foreign Nationals/Non-Resident/Persons of Indian origin shall be regulated in accordance with the guidelines issued from time to time by the Government of India.
10. Counseling:

After a merit list is drawn based on the All India Common Entrance Test, the students may be offered admission through the process of counseling and after fulfilling such other requirements like verification of documents, medical fitness certificate etc. as prescribed in the University Scheme on Admissions.
11. Admission will be granted to the candidates at their own risk and responsibility as per details furnished by them. If, at any time, it is noticed that the admission has been obtained by giving incorrect or false information or concealing information or oversight, the admission granted will be cancelled and the candidate shall be asked to leave the University.
12. Every student admitted to the University shall be enrolled on receipt of prescribed fee and after following such procedure as prescribed in the University Scheme on Admission.

ORDINANCE NO. II ACADEMIC CALENDAR

[Section 26(1)(b) of the NSU Act, 2018]

1. The University will publish an Academic Calendar each year with the approval of the Academic and Activity Council.
2. Each academic year shall comprise of two semesters viz. Odd and Even semesters. Odd semesters shall be from July to November/December and Even Semesters shall be from December to April/May. There shall be not less than 90 working days which shall comprise 450 teaching hours for each semester (exclusive of the days for the conduct of University or semester-end examinations).

ORDINANCE NO. III
PROGRAMMES OF STUDIES
[Section 26(1)(b) of the NSU Act, 2018]

1. There shall be programmes of studies in the University for Degrees, Diplomas and Certificates in various Schools as decided and approved by the University authorities from time to time:

2. Programmes offered:

The programmes on offer, their duration and credit requirements are as follows:

Under Graduate Programmes:

Sl. No	Programme	Duration	Semester	Credit per semester	Total credit
1	Bachelor of Physical Education and Sports	Three years	Six	24	144
2	Bachelor of Science (Sports coaching)	Four years	Eight	32	256

Post Graduate Programmes:

Sl. No	Programme	Duration	Semester	Credit per semester	Total credit
1	Master of Arts (Sports Psychology)	Two years	Four	32	128
2	Master of Science (Sports Coaching)	Two years	Four	32	128

3. All Programmes shall be run on Choice Based Credit System (CBCS) as per the UGC guidelines.
4. All Programmes shall consist of a number of courses. The term 'Course' is applied to indicate a logical part of the subject matter of the programme and is invariably equivalent to the subject matter of a 'paper' in the conventional sense. The following are the various categories of courses for the both undergraduate and postgraduate programme.
- (a) Theory: Core Course and Elective Course.
 - (b) Practical: Major games and Sports, Indigenous Games and Sports, Teaching and Coaching Lesson, Project work.
 - (c) Internship and Dissertation/Thesis.
5. The term 'Credit' refers to the weight given to a course, usually in relation to the instructional hours assigned to it. The total minimum credits, required for completing a programme is mentioned above. One credit is equivalent to one hour of teaching (lecture or tutorial) or two hours of practical works/field works per week.

6. The University may introduce, modify or discontinue a programme or modify the credit for semester on the recommendation of the concerned School Board and with the approval of the Academic and Activity Council.

ORDINANCE NO. IV
MEDIUM OF INSTRUCTION
[Section 26(1)(c)(g) of the NSU Act, 2018]

The medium of instruction and examination in the University shall be in English.

ORDINANCE NO. V
SCHOOLS OF STUDIES AND DEPARTMENTS
[Section 24 (k), Statute 14(1) and (5)(a) of the NSU Act, 2018]

1. The University will establish the following Schools of Studies in a phased manner:
 - a) School of Sports Science and Sports Medicine
 - b) School of Sports Management and Technology
 - c) School of Sports Education
 - d) School of Inter-disciplinary Studies
2. Assignment of Departments to Schools:
 - 2.1 The following Departments shall be assigned to the School of Sports Science and Sports Medicine:
 - a) Department of Sports Physiology and Nutrition
 - b) Department of Biochemical Sciences
 - c) Department of Sports Psychology
 - d) Department of Sports Biomechanics and Movement Sciences
 - e) Department of Preventive and Rehabilitative Sciences
 - f) Department of Sports Medicine, Disability Sports and Adventure Sports
 - 2.2 The following Departments shall be assigned to the School of Sports Management and Technology:
 - a) Department of Sports Management and Digital Media
 - b) Department of Sports Technology and Architecture
 - 2.3 The following Departments shall be assigned to the School of Sports Education:
 - a) Department of Physical Education
 - b) Department of Sports Coaching
 - 2.4 The following Departments shall be assigned to the School of Inter-disciplinary Studies:
 - a) Department of Languages
 - b) Department of Sports Sociology, Peace and Development
3. The list of aforesaid Schools and Departments thereunder may be modified from time to time with the approval of the Academic and Activity Council.

ORDINANCE NO. VI
THE BOARD OF SPORTS STUDIES
[Statute 15(2)]

1. Each Department shall have a Board of Sports Studies comprising the following members:
 - a) Head of the Department: Chairman & Convener.
 - b) All the Professors of the Department (*ex-officio* members).
 - c) The senior most Associate Professor and the senior most Assistant Professor by rotation, to be nominated by the Vice-Chancellor.
 - d) Not more than two teachers nominated by the Vice-Chancellor from amongst the teachers teaching allied or cognate subjects.
 - e) Two subjects experts not in the service of the University, to be appointed by the Vice-Chancellor on the recommendation of the Chairman
 - f) Not more than two experts, to be invited by the Chairman, in case need is felt for such person for inputs in specialized area.
2. Terms of office:

The term of the office of the members of the Board of Sports Studies other than Head of the Department and Professors shall be 3 years. However they can be re-nominated.
3. The Board of Sports Studies shall ordinarily meet at least twice a year and on such occasions as may be determined by the Vice-Chancellor.
4. The quorum for the Board of Studies Meetings shall be half of the total number of members.
5. In the absence of the Chairman, the senior-most member present shall act as Chairman for that meeting.

ORDINANCE NO. VII
FEES PAYABLE BY STUDENTS
[Section 5 (xx) and 26(1)(e) of the NSU Act,2018]

1. The Executive Council on the recommendations of the Academic and Activity Council shall, from time to time prescribe the fees and other charges payable by the students of the University.
2. Details of fees and other charges payable by an applicant and students admitted to different Programmes of Studies shall be specified in the Admission Brochure / Prospectus issued by the University from time to time.
3. A student shall be deemed to have been admitted to a Programme of Studies only after he/she pays the fees as prescribed.

Due Date and Penalty for Delay & Default:

4. Fees and other charges, for a Semester shall be payable at the time of the commencement of the Semester and shall be required to be paid by the students in full on or before the date fixed by the University.
5. In case a student does not pay fees on time, he/she shall be liable to pay a fine as follows:
 - a) 10% of the total fees due for the first 10 days
 - b) 15% of the total fees due for the next 10 days
 - c) 20% of the total fees due for the next 10 days
6. In case a student fails to pay his/her fees within 30 days from the last date prescribed for the fees he/she shall be considered as defaulter and his/her name shall be removed from the rolls of the University.
7. The Vice-Chancellor or on his/her behalf any other officer to whom this power is delegated may, on the recommendations of the Dean of the School concerned, relax any of the conditions for payment of fees in special cases provided the student concerned submits a written application explaining the reasons for delay in payment of fees.

Provided further, that applications for condoning delay in payment of fees should be submitted by the student well in advance, so that a decision may be taken in time.
8. A student whose name has been struck off from rolls of the University, due to non-payment of fees in time, may be re-admitted on the recommendations of the Dean of the School concerned and on payment of arrears of fees in full and other dues, together with a readmission fees as fixed by the University.

Provided further that request for re-admission shall be within the same semester and subject to the student fulfilling the requirement of minimum attendance as prescribed by the university.
9. In case a student proposes to withdraw from the University, he/she shall be required to submit a written application in advance to the Dean of the School concerned through the Head of the Department intimating the date of his/her withdrawal, failing which he/she shall continue to be on the rolls of the University for the duration of the Semester and shall accordingly be liable to pay the prescribed fees for the whole semester.
10. In case a student, after completing all admission formalities changes his/her Programme of Studies, he/she shall be required to pay the differential fees, if any, by the stipulated date.

Fees Concession for SC / ST / Kashmiri Migrant Category:

11. Concessional Fees for SC / ST / Kashmiri Migrant students and any other category as per Govt. of India directives shall be applicable.

12. Refund of fees, security deposit etc.:

- i) Security deposit or caution money are refundable, on an application from the student on his / her leaving the University, after deducting all dues, fines and other claims against him.
- ii) If any student does not claim the refund of any amount lying to his / her credit within one calendar year of his / her leaving the University, it shall be considered to have been donated by him to the Students' Aid Fund. (Explanation: The period of one year shall be reckoned from the date of announcement of the result of the examination taken by the student or the date from which his/her name is struck off from the rolls of the University).
- iii) If, after having paid the fees, a candidate desires his / her admission to be cancelled, he shall be refunded all fees and deposits except Tuition fee for one semester, Admission Fee and Registration fee, provided his /her application for withdrawal is received by the Registrar at least five days before the commencement of the academic session concerned or within five days after the completion of admission.
- iv) If, after having paid his / her fees a candidate does not join the University, only the Uniform fee and security Deposit shall be refunded to him /her, provided his / her application for withdrawal is received by the Registrar not later than 15 days after the commencement of the academic session concerned.
- v) Application for withdrawal received after the expiry of 15 days from the commencement of the academic session would entitle a student for the refund of Security Deposit /Caution Money only.
- vi) If a Student owes any money to the University on account of any damage he may have caused to the University property, it shall be along with outstanding Tuition Fee and fines, if any deducted from the Security Deposit due to him.

13. Students shall not be issued Hall Tickets or allowed to appear at the Examinations unless they have cleared their dues and paid the examination fee.

14. Fees for re-checking examination results:

The fees for re-checking examination results shall be fixed by the University.

Provided that the fees shall be refunded to the candidate if, on re-checking the results, any error or omission is discovered in the results notified by the University.

15. Schedule of Fees for the supply of Statement of Marks, issue of transfer, provisional and other certificates/degrees and their duplicates shall be prescribed by the University.

Notwithstanding anything contained in this ordinance the Vice-Chancellor may take such measures as may be necessary for removal of doubts/difficulties and to resolve any other extraordinary issue.

ORDINANCE NO. VIII
AWARD OF FELLOWSHIP, SCHOLARSHIP, STUDENTSHIP,
MEDAL AND PRIZES

[Section 5(1)(xiv) and 26(1)(f) of the NSU Act,2018]

1. The University shall strive to provide for adequate number of scholarships, fellowships, studentships and free-ships, for financial help, and also provide for award of Medals and Prizes as prescribed in the scheme on the subject approved by the Executive Council on recommendation of the Academic and Activity Council from time to time. These may include:
 - Fee concessions in the form of **half and full freeships of tuition fees** in each School, Department and Specific Sports.
 - **Merit scholarship** where the first and second rank holders on the basis of overall performance and/or sports performance in every even semester will be awarded scholarship the quantum of which shall be decided by the University from time to time.
 - Fellowships instituted in the University for studies or research as approved under the norms of UGC or other funding Agencies from time to time.
 - Award of medals / prizes to the meritorious students of the University and Affiliated Colleges/Institutions for their best performance in various University Examinations and Sports Competitions.
2. All Scholarships and Freeships shall be administered at the University level by a Committee to be constituted by the Vice-Chancellor.

ORDINANCE NO. IX
EXAMINATION AND EVALUATION

[Section 26(1)(g) and Statute 11(3)(xiv) of the NSU Act,2018]

1. Conduct of Examination
 - 1.1 Conduct of Semester End examinations for UG and PG Courses shall be done by the Controller of Examination in accordance with the Scheme of Examination as may be approved by the Academic and Activity Council from time to time.
 - 1.2 The Controller of Examination shall prepare and notify examination schedule for the conduct of examination specifying the date of each examination in accordance with the Academic Calendar of the University.
 - 1.3 The Controller of Examination shall, with the approval of the Vice-Chancellor appoint the Superintendent, Assistant Superintendent, Invigilators, Coordinators and such other staffs as may be necessary for the conduct of examinations and declaration of results and shall issue necessary instructions to

them for the smooth conduct of examinations as per laid down rules/scheme.

- 1.4 Except otherwise decided by the Board of School/studies, the answer scripts of different semester examinations of the University shall be retained for a period of three years from the date of declaration of the results and shall be destroyed subsequently.
- 1.5 All communication regarding examination shall be made by the Controller of Examination.
- 1.6 The Controller of Examination shall declare their results after obtaining approval from the Examination Committee, and Vice-Chancellor.
- 1.7 The Vice-Chancellor may cancel an examination, on the recommendation of the Examination Committee, if it is proved that there has been a leakage of question paper(s) or any other irregularity which warrants such an action.

2 Examination committee

- 2.1 There shall be an examination Committee in the University which will consists of the following:
 - (i) The Vice-Chancellor or his nominee - Chairman
 - (ii) Dean Students Welfare - Member (Ex-Officio)
 - (iii) Deans of School, to be nominated by the Vice-Chancellor - Member
 - (iv) Two Heads of Departments to be nominated by the Vice-Chancellor - Member
 - (vi) The Controller of Examinations Secretary - Member (Ex-Officio)

In the absence of any member the Vice Chancellor may appoint another member in his place.

- 2.2 All the nominated members shall hold office for a period of three years and shall be eligible for re-nomination/re-appointment.
- 2.3 Four members shall form quorum for a meeting of the Committee.
- 2.4 The Committee shall consider the consolidated results placed by the Controller of Examinations, approve the same and arrange for the declaration of all examination results.
- 2.5 The Committee may recommend award of grace marks in deserving cases according to the Scheme of Examinations.
- 2.6 The committee shall serve as an Appellate body on all matters relating to examination.
- 2.7 The Committee shall submit a report every year to the Academic and Activity Council on the working of the University examinations and make recommendations for effecting improvement.
- 2.8 The Committee shall also make recommendations regarding

disciplinary action to be taken against candidates using unfair means in examinations or contravening in any manner the rules for the conduct of examinations.

2.9 It shall perform such other duties and functions as may be assigned to it by the Academic and Activity Council.

3. Eligibility to appear in semester end examination:

A bonafide student of UG and PG Courses, who has been admitted to the University as per Rules, shall be eligible to appear in the Semester End examination if he/she has completed regular course of study and fulfills all other requirements in the semester as may be laid down in the Scheme of Examinations.

4. Clearing and carrying forward the semesters:

A student will be promoted to the next semester and will be allowed to appear in their back papers/supplementary examination in accordance with the provisions of the Scheme of Examinations.

5. If any student fails to appear, on valid grounds, in one or more of the Internal Assessment tests, his performance will be evaluated based on the remaining Internal Assessment tests or by appearing in fresh tests arranged by the University in accordance with the provisions of the Scheme of Examinations.

6. Use of unfair means:

6.1. A candidate shall be held guilty of using unfair means in an examination if he/she is found copying from some book or notes or from the answer of some other candidates or helping or receiving help from any other individual or keeping with him in the examination hall any material connected with the examination or failure of an examinee to hand over his answer book to the Superintendent/Invigilator or taking away his own answer book(s) out of examination hall or in any other manner whatsoever. In such a situation, the hall ticket/admit card will be taken back from the student and he/she will not be allowed to appear in the examination.

6.2. The use of unfair means in the examination, as reported by the Centre Superintendent along with the report of the Examiner, shall be examined by Unfair Means Committee (UMC) appointed by the Vice Chancellor as per para/clause 6.8.

6.3. The Controller of Examination shall call upon the student concerned to appear before the UMC on stipulated date and time to present his/her case in person and in writing.

6.4. The UMC shall, after having gone through all documents, evidences and hearing of the student, record its finding and shall submit its report to the Vice Chancellor with its recommendations.

6.5. On the recommendation of the UMC, the Vice Chancellor may cancel the examination of the candidate and/or debar him/her from appearing in an examination of the University for one or more years (maximum three), if it is discovered that the candidate was guilty of using unfair means/misconduct in connection with examination and/or was instrumental in or has a betted the tampering of University records including the answer books, mark sheets, results charts, diploma, etc. after

- giving him/her an opportunity to present his/her case in person.
- 6.6. The name/s of candidate so disqualified shall be circulated to all universities in India requesting them not to admit such candidate/s during the period of his/her disqualification.
 - 6.7. After completion of the punishment, the candidate shall appear in all papers/parts of the subject as an ex-candidate.
 - 6.8. Constitution of Unfair Means Committee (whenever it is required):
The UMC shall consist of following 5 members:
 - 6.8.1. One Senior Professor as Chairperson (to be nominated by the Vice Chancellor).
 - 6.8.2. Two Professors / Associate Professors as Members (to be nominated by the Vice Chancellor).
 - 6.8.3. One External Member (to be nominated by the Vice Chancellor).
 - 6.8.4. Controller of Examination as Member Secretary
7. Carryover of marks of theory, sessional project, practical examination (theory and activity):
 - 7.1. Sessional marks will be carried-over in all circumstances.
 - 7.2. If a candidate fails in Theory and passes in Practical, he/she has to appear in Theory only and Practical marks (Activity) will be carried-over.
 - 7.3. If a candidate passes in theory and failed in Practical, he/she has to appear in Practical Examination only and Theory subject's marks will be carried-over.
 8. Revaluation and scrutiny of marks:
 - 8.1. Any candidate, who has appeared at an examination conducted by the University, may apply to the Controller of Examinations for the scrutiny of his marks in any subject and rechecking of his result. Such application must be made so as to reach the Controller of Examinations within 7 days after the date of issue of marks sheet to the candidate.
 - 8.2. A candidate can apply for revaluation in a maximum of **TWO** subjects.
 - 8.3. Such application for revaluation/scrutiny of marks must be accompanied with a fee Rs.1000/- per subject respectively.
 - 8.4. The result of revaluation/scrutiny of marks shall be communicated to the candidate through notification.
 - 8.5. Scrutiny will be done only to see that the marks awarded to various answers have been correctly added and all the answers have been assessed by the examiner.
 - 8.6. In no case, the revaluation/scrutiny of answer books is done in the presence of candidate or any one on his/her behalf, nor will the answer books be shown to him/her or his/her representative.
 - 8.7. If as a result of revaluation/scrutiny, it is found that the examinee should be declared as having passed or placed in a higher division, the result of the candidate shall be revised accordingly.
 - 8.8. The detailed rules and provisions for Revaluation/Scrutiny of Answer-books shall be such as may be prescribed in the Scheme of Examinations.

9. Grace marks:
The Vice-Chancellor on the recommendation of the Examination Committee may award such grace marks to the students as provided in the Scheme of Examinations.
10. Special examination:
Special Examination may be conducted on specific approval of the Vice Chancellor for those students missing examination due to Inter University, National Sports Competitions, attending the Selection Trials for National Teams or any other official tournament deemed appropriate by the University. The student/s will be allowed to join the next higher semester on the condition that he/she will appear and pass in those missed paper/subjects in the special examination. Date of the special examination will be announced by the Controller of Examination after getting due approval of Vice Chancellor.
11. Rules of passing and grading:
 - 11.1 Once the marks of the Continuous Internal Assessment (CIA) and semester end examinations for each of the courses are available, they will be added. The marks thus obtained will then be graded as per details provided in 11.3 and 11.4. From the First semester onwards the total performance within a semester and continuous performance starting from the first semester are indicated respectively by Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA). These two are calculated by the following formulae:
 - 11.2 Computation of SGPA and CGPA
 - i. The SGPA is the ratio of sum of the product of the number of credits with the grade points scored by a student in all the courses taken by a student and the sum of the number of credits of all the courses undergone by a student, i.e.

$$SGPA (S_i) = \sum(C_i \times G_i) / \sum C_i$$

Where C_i is the number of credits of the i th course and G_i is the grade point scored by the student in the i th course.
 - ii. The CGPA is also calculated in the same manner taking into account all the courses undergone by a student over all the semesters of a programme, i.e.

$$CGPA = \sum(C_i \times S_i) / \sum C_i$$

where S_i is the SGPA of the i th semester and C_i is the total number of credits in that semester.
 - iii. The SGPA and CGPA shall be rounded off to 2 decimal points and reported in the transcripts
 - 11.3 Conversion table for under graduate course:
The grades for each course would be decided on the basis of the percentage marks obtained in the end-semester external and internal examinations as per following table:

Percent age	Grade Point	Grade	Description
85 & above	8.5-10.0	O	Outstanding
70-84.99	7.0-8.49	A+	Excellent
60-69.99	6.0-6.99	A	Very Good
55-59.99	5.5-5.99	B+	Good
50-54.99	5.0-5.49	B	Above Average
40-49.99	4.0-4.99	C	Average
Below 40	0	F	Fail/Dropped
	0	AB	Absent
	0	R	Reappear

11.4 Conversion table for PG course:

The grades for each course would be decided on the basis of the percentage marks obtained in the end-semester external and internal examinations as per following table:

Percent age	Grade Point	Grade	Description
85 & above	8.5-10.0	O	Outstanding
70-84.99	7.0-8.49	A+	Excellent
60-69.99	6.0-6.99	A	Very Good
55-59.99	5.5-5.99	B+	Good
50-54.99	5.0-5.49	B	Above Average
45-49.99	4.5-4.99	C	Average
Below 45	0	F	Fail/Dropped
	0	AB	Absent
	0	R	Reappear

11.5 Grade Point Calculation

Calculation of Semester Grade Point

Average (SGPA) and Credit Grade
point Average (CGPA)

The credit grade points are to be calculated on the following basis:

Sum of grade points of all courses of the particular semester

SGPA= -----

Total credit of the semester

- 11.6 The calculation of SGPA and CGPA procedure is same both for under graduate and Post Graduate Course

SGPA is calculated only if the candidate passes in all the courses i.e. get minimum C grade in all the courses. CGPA is calculated only when the candidate passes in all the courses of all the previous and current semesters.

- 11.7 Grade sheet/card: A grade certificate shall be issued to all the registered students after every semester. The grade certificate will display the course details (code, course title, number of credits, grade secured) along with SGPA of that Semester and CGPA earned till that semester.

12. Evaluation of answer scripts and conduct of practical examination will be carried out in such manner as provided in the Scheme of Examinations.

13. Manner of appointment of examiners and moderators for various examinations and the detailed manner for evaluation and moderation shall be such as prescribed in the Scheme of Examinations.

Notwithstanding the aforesaid provisions of the Ordinance, the Vice-Chancellor may take such measures as may be necessary to remove any difficulty.

ORDINANCE NO. X

AWARD OF DEGREE, DIPLOMA AND CERTIFICATES

[Section 5(1)(ii) and Statue 26(1)(d) of the NSU Act,2018]

1. The Degree will be awarded to the candidates who have successfully passed all the Examination within a stipulated time period.
2. The Degrees awarded shall be in both in Hindi (Devnagri script) and English.
3. The Degrees shall bear the signatures of Registrar and Vice Chancellor along with seal of the University.
4. If a student is unable to attend the appropriate convocation, he may apply to the Registrar/Controller of Examination for the Degree by remitting a fee of Rs.1000/-. The Registrar/Controller of Examination, after verifying the particulars of the application and fee, will forward the Degree to his/her address by Registered Post/Speed Post. However, with the permission of The Vice Chancellor, the degree may be given by hand.

ORDINANCE NO. XI
EQUIVALENCE COMMITTEE FOR RECOGNITION OF
EXAMINATIONS/DEGREES

[Section 26(1)(o) of the NSU Act,2018]

A Board/Committee shall be constituted by the Vice-Chancellor on need basis accordingly to convene a meeting to decide on equivalence for recognition of Examination/Degree for student joining the various courses offered by the University.

Composition:

There shall be an Equivalence Committee consisting of the following members:

- | | |
|---|------------------|
| (1) Senior most Dean | Chairman |
| (2) Deans of the Schools | Member |
| (3) One person nominated by the Vice-Chancellor | Member |
| (4) Controller of Examinations | Member |
| (5) Registrar | Secretary/Member |

The Committee may invite a domain expert, wherever necessary to assist it in its functioning.

Functions:

The functions of this Committee shall be:

1. to examine and recommend to the Academic and Activity Council equivalence of such examinations/degrees as may be referred to it from time to time including those of foreign Universities.
2. to examine and recommend to the Academic Council the withholding, suspension or cancellation/ recognition to any examination/degree for such reasons and such time as it may deem fit.
3. to consider requests for recognition of examinations received from other Universities and Institutions and submit its recommendations to the Academic and Activity Council; and
4. to prepare a case of moving application for seeking recognition of Degrees/Diplomas and Certificates awarded by the University equivalent to the corresponding Degrees, Diplomas and Certificates of Universities and other institutions within and outside the country.

Quorum:

Not less than half the total number of members of the Committee shall constitute the quorum for a meeting of the Committee.

ORDINANCE NO. XII
COMMITTEES FOR CO-CURRICULAR ACTIVITIES

[Section 26(1)(l) of the NSU Act,2018]

The University will form various committees/society/clubs eg. Intramural Committee, Cultural Club, Literary Society, Photography Club etc. to promote co-curricular activities through competitions, healthy campus environment, hobbies, culture & traditions etc. The committee shall be constituted by the Dean Students' Welfare at the beginning of each academic year and will comprise of two students

representatives from every odd semester.

The Committee shall:

- (1) make arrangements and supervise the co-curricular activities of the University and frame Regulations in this regard accordingly;
- (2) frame the budget for games and sports;
- (3) allocate finances to the various Clubs;
- (4) hold contests, competitions, tournaments, athletic meets etc.

ORDINANCE NO. XIII THE PROCTOR

(Section 26(1) (o) and Statute 27(2) of the NSU Act, 2018)

1. The Proctor shall exercise such powers and perform such duties in respect of the maintenance of discipline among students, as may be delegated/assigned to him/her by the Vice-Chancellor
2. The Proctor shall hold office for a period of three years and shall be eligible for reappointment.
3. The Proctor shall have all such powers delegated to him/her by the Vice-Chancellor.
4. The Proctor shall be entitled to such allowances and amenities as the Executive Council may approve from time to time.
5. The Proctor shall be the Secretary of the Discipline Committee, and he/she shall convene the meetings of the Committee.
6. The Proctor shall be assisted by Assistant Proctors appointed by the Vice-Chancellor for a term of three years.
7. The Assistant Proctors shall be entitled to such allowances and amenities as the Executive Council may approve from time to time.
8. The Proctor shall have the power to take cognizance of any breach of discipline, and if the circumstances so require, to take immediate disciplinary action in such cases.
9. The Proctor shall:
 - (i) monitor the disciplinary climate prevailing in the student community;
 - (ii) take preventive steps such as issue of notices, warnings, instructions regulating certain acts, and other arrangements for the purpose of forestalling acts of individual or collective indiscipline;
 - (iii) collect relevant facts about the incidents of indiscipline, evaluate

the evidence and decide/recommend the quantum of punishment to be imposed on the erring students. Whenever considered necessary, the Proctor shall place the relevant information before the Vice-Chancellor or the Discipline Committee for their decision; and

- (iv) issue all orders relating to disciplinary proceedings against students.
- 10. The Proctor shall maintain liaison with the Local Administration in matters regarding the law and order situation in the University Campus.
- 11. The Proctor shall have the power:
 - (i) to suspend or institute proceedings in cases of breach of discipline, referred to him/her by the Vice-Chancellor or reported to him/her by any other person or noticed by himself/herself;
 - (ii) to suspend or gate a student up to a maximum period of two weeks; and
 - (iii) to impose a fine as prescribed from time to time.
- 12. In all cases of disciplinary action, where the Proctor dealing with the matter considers that a higher punishment than he/she has power to impose is required, he/she shall report the same to the Discipline Committee for suitable action.
- 13. Foreign students' welfare (visa etc.)
- 14. Security
- 15. Protection of University property
- 16. The Proctor shall perform such other functions as the Vice-Chancellor may direct from time to time.

ORDINANCE NO. XIV
DEAN OF STUDENTS' WELFARE

(Section 26 (1) (l) and (o) and Statute 35(1)(i) of the NSU Act, 2018)

- 1. The Dean of Students' Welfare shall be appointed from amongst the Professors or from amongst such Associate professors as have a standing of not less than 2 years as Associate Professor in the University by the Executive Council on the recommendation of the Vice -Chancellor and shall discharge his duties in addition to his own duties as teacher and shall be entitled to such allowance and facilities as may be determined by the Executive Council
- 2. The Dean of Students' Welfare (DSW) shall look after the general welfare of the students outside the classroom which contribute to the growth and

development of their personality. The DSW shall endeavor to promote understanding among the students of fuller realization of their objects through fruitful intellectual, social, cultural and corporate life in the University.

3. The DSW shall assist the Vice-Chancellor in all matters affecting, students generally and shall exercise such powers and perform such other duties as assigned to the DSW by the Vice-Chancellor.
4. In addition to all other duties, the DSW shall perform duties and functions in respect of the following matters in consultation and coordination with other relevant Officers and units of the University:
 - a) arrangement of facilities for educational tours and excursions and participation in sports activities outside the University;
 - b) organization of social and cultural activities with student participation;
 - c) organization of student bodies in the University and their functioning;
 - d) student-teacher relationship;
 - e) financial aid to needy students;
 - f) securing fellowships or scholarships for further studies in the country or abroad;
 - g) health and medical services;
 - h) student counseling;
 - i) special arrangement to be provided, if any, to women students.
 - j) liaison between University administration and students;
 - k) student-information services;
 - l) residential life of the students;
 - m) securing facilities for students for further studies in the country and/or abroad;
 - n) alumni activities ;and
 - o) Issue of certificates as authorized and delegated by the Vice-Chancellor
5. The DSW shall maintain essential particulars of each student from the date of his enrolment in the University.
6. The DSW may communicate with the parents/ guardians of the students in respect of any matter requiring assistance and cooperation of the parents/guardians.
7. The DSW shall take necessary actions for all issues related to ragging.
8. The DSW shall be responsible for the financial transactions in which he/she has taken advance for conducting students activities.
9. The DSW will function under the control of the Vice-Chancellor and will be a member of Discipline Committee and other Committees involving students and student's matters.
10. The DSW shall report to the Vice-Chancellor cases of students who require

special attention or whose conduct and activities are not in the best interests of the University or who are not likely to profit by their continuance in the University.

ORDINANCE NO. XV
POWERS & FUNCTIONS OF HEADS OF DEPARTMENTS
[Section 2 (m) read Statute 14(5)(b) and Section 26(1)(o) of the NSU
Act 2018]

1. Constitution:

In addition to the members enumerated under Statute 14 (5) (b) (i) to (iv), the following shall also be the members of the department under Statute 14 (5) (b) (v):

- i. One teacher of the University who is an expert in allied or cognate subjects dealt within the Department to be nominated by the Vice-Chancellor for the period of three years. Provided that no such teacher shall be nominated as a member of more than two Departments.

2. Appointment:

- i. Every Head of Department shall be appointed by the Vice-Chancellor from amongst the Professors in the Department for a period of three years. Provided that in case there is only one Professor or no Professors in a Department, the Head of the Department shall be appointed, for the time being, from among the Professors, if any, and Associate Professors in the Department. Such appointments shall be reported to the Executive Council.
- ii. The Head of a Department shall hold office for a period of three years and he/she shall be eligible for reappointment.
- iii. Pending the appointment of a Head of Department or when the office of the Head of the Department is vacant or when the Head of the Department is by reason of illness or absence or any other cause, unable to perform the duties of his office, the duties of the office shall be performed by such person the Vice-Chancellor may appoint for the purpose.

3. Powers and Functions:

The Head of the Department shall:

- i. Be the Academic Head of the Department and shall convene and preside over the meetings of the Department and the Board of Sports Studies;
- ii. Maintain discipline in the Classroom, Laboratories and field through teachers of the Department;
- iii. Frame the time-table in conformity with allocation of the teaching work by the Department.
- iv. Shall implement the decision of the School Board and the Board of Sports Studies.
- v. Supervise and conduct all examinations of the Department.
- vi. To keep records of continuous internal evaluation of class examinations, attendance etc. of the students as prescribed, and to forward the records of such evaluation in time to the Controller of Examinations for necessary action.

- vii. Assign to the teachers in the Department such duties as may be necessary for the proper functioning of the Department;
- viii. Be responsible for the coordination and supervision of teaching and research in the Department;
- ix. Recommend leave application of the members of the teaching and non-teaching staff of the Department to the Dean of the School concerned according to the Rules framed for the purpose;
- x. Be responsible for the records, equipment and furniture of the Department and the books of the Departmental Library;
- xi. Operate the Budget of the Department;
- xii. Shall be responsible for observance of the provisions of the Act / Statutes / Ordinances and Regulations relating to the Department; and
- xiii. Perform such other academic duties as may be assigned to him/her by the Academic and Activity Council, the Executive Council or the Vice-Chancellor.

Notwithstanding anything contained in this ordinance the Vice-Chancellor may take such measures as may be necessary for removal of doubts/difficulties and to resolve any other extraordinary issue.

ORDINANCE NO. XVI **POWERS AND FUNCTIONS OF THE DEANS OF SCHOOLS**

[Section 11 read with Statute 4 (3) of the NSU Act 2018]

1. The Dean of the School shall be the Head of the School and shall be responsible for the conduct and maintenance of the standards of teaching and research in the School.
2. The Dean of the School shall:
 - i. co-ordinate and generally supervise the teaching and research works in the School through the Heads of the Departments;
 - ii. have the right to present and to speak at any meetings of the Departments/Board of Sports Studies or Committee of the School, as the case may be, but shall not have the right to vote there at unless he/she is a member thereof.
 - iii. take steps to promote interdisciplinary teaching and research whenever necessary and maintain discipline in the school through the Heads of Departments;
 - iv. maintain discipline in the classrooms through the Heads of the Departments;
 - v. keep a record of the evaluation of sessional work and of the attendance of the students at lectures, tutorials or seminars when these are prescribed;
 - vi. arrange for the examinations of the University in respect of the students of the School in accordance with such directions as may be given by the School Board or the Academic and

Activity Council and in co-operation with Controller of Examinations;

- vii. responsible for observance of the provisions of the Act / Statutes / Ordinances and Regulations relating to the Departments and the School;
- viii. convene and preside over the meetings of the School Board and keep the minutes of the meetings of the Board;
- ix. take steps to promote modular and inter-disciplinary teaching and research wherever necessary;
- x. take steps and to give effect to the decisions and recommendations of the School Board;
- xi. responsible to collect and compile the Annual Report of their Schools in the prescribed format for final compilation and printing after due approval of the University bodies;
- xii. perform any function deemed necessary for the furtherance of academic pursuits of the School or its constituent academic units;
- xiii. perform such other academic duties as may be assigned to him/her by the Academic and Activity Council, the Executive Council or the Vice-Chancellor.

ORDINANCE NO. XVII
DEANS' COMMITTEE

[Section 26(1)(l) of NSU Act, 2018]

1. There shall be a committee of Dean's of the University to be known as the Dean's committee comprising of the following:
 - i. Vice-Chancellor - Chairperson
 - ii. All Deans of Schools - Members
 - iii. Registrar - Secretary

2. Functions:

The functions of this Committee shall be as follows:

- i. Selection of candidates for award of fellowships;
- ii. To recommend deputation of teachers for International Conferences;
- iii. To consider matters arising from conduct of examinations and their results, etc.;
- iv. To consider general academic matters relating to functioning of Schools and such other matters as may be recommended by the School Boards; and

- v. To consider such other matters as may be assigned to it by the Executive Council or may be referred to by the Vice Chancellor.

3. Meeting:

The meetings of the committee shall be convened by the Registrar with the approval of Vice- Chancellor.

4. Quorum:

The quorum of the committee shall be not less than half the total number of its members.

5. Rules of Business:

The rules of conduct of meetings shall be as may be prescribed by the Regulations in this regard.

Notwithstanding anything contained in this ordinance the Vice-Chancellor may take such measures as may be necessary for removal of doubts/difficulties and to resolve any other extraordinary issue.

ORDINANCE NO. XVIII
CONVOCATION

(Section 26(0) and Statute 28 of the NSU Act,2018)

Convocation for the purpose of conferring Degrees shall be held on such date and place as may be fixed by the Executive Council/Vice-Chancellor. The convocation may be held in the second week of September or any other date convenient to the chancellor/Vice-Chancellor.

1. Special Convocation:

A special Convocation may be held at such time as may be decided by the Executive Council for the purpose of conferring Honorary Degrees in accordance with the procedure or for the purpose of conferring other Degrees under special circumstances on the recommendation of the Academic Activity Council.

The Convocation shall consist of the body corporate of the University. The Chancellor shall preside over at the Convocations of the University held for conferring Degrees when he is present.

2. Notice:

Not less than four weeks' notice shall be given by the Registrar for meetings of the relevant statutory authorities for the Convocation.

The Officer concerned shall, with the notice, issue to each member of the Convocation, a programme of the procedure to be observed thereat.

The candidates who have passed their examinations in the years since the last Convocation shall be eligible to be admitted to the Convocation.

Provided that in case the Convocation is not held in a particular year, the Vice -Chancellor shall be competent to authorize admission of successful candidates in the year to their respective Degrees in absentia and issue the degrees on payment of prescribed fee.

3. Application:
A candidate for the Degree must submit to the Officer concerned his/her application on or before the date prescribed for the purpose for admission to the Degree at the Convocation in person along with the prescribed fee. Such candidates who are unable to present themselves in person at the Convocation shall be admitted to the Degree in absentia by the Chancellor and their Degrees shall be given by the Controller of Examinations on application and payment of the prescribed fee.
4. Fees:
The fee for admission to the Degree at the Convocation in person and in absentia shall be fixed by the University.
5. Honorary Degree:
Honorary Degree shall be conferred at Convocation/ Special Convocation and may be taken in person or in absentia.

The presentation of the persons at the Convocation on whom Honorary Degrees are to be conferred shall be made by the Vice - Chancellor or by a person nominated by him.
6. Academic Dress:
The Academic Dress of the University for the Convocation shall be as prescribed by the University. Candidates at the Convocation shall wear Academic Dress (gowns) appropriate to their respective Degree as specified by the University. No candidate shall be admitted to the Convocation who is not in proper Academic Dress as prescribed by the University.
7. Convocation Procedure:
The Convocation Procedure shall be as laid down in the Regulations.

Notwithstanding anything contained in this ordinance the Vice-Chancellor may take such measures as may be necessary for removal of doubts/difficulties and to resolve any other extraordinary issue.

ORDINANCE NO. XIX
SENSITIZATION, PREVENTION AND REDRESSAL OF SEXUAL
HARASSMENT
[Section 26(n) of NSU Act 2018)

- 1) The National Sports University shall be committed to the elimination of all forms of discrimination against women and shall take proactive steps towards gender sensitization and elimination of sexual harassment.
- 2) In order to take proactive steps and sustained efforts towards gender sensitization and prevention of workplace harassment of all kind, the

University shall have an Apex Committee consisting of the following members:

- a) Three persons, of whom at least two shall be women, from amongst the teachers of the University, to be appointed by the Vice-Chancellor, the senior most of the woman member shall be the Chairperson.
 - b) Two persons, of whom at least one shall be a woman, from amongst the non-teaching staff of the University, to be nominated by the Registrar.
 - c) Two persons, of whom at least one shall be a woman, from amongst the Students of the University, to be nominated by the Vice-Chancellor on the recommendations of the Dean of Students' Welfare (DSW)/Coordinator Student's Affairs.
 - d) One woman representative of a Non-Governmental Organization engaged in women rights, gender issues and social development etc. to be appointed by the Vice-Chancellor.
 - e) One person to be appointed by the Vice-Chancellor from the Students' Council.
- 3) The chairperson and members shall hold office, as such, for a term of two years from the date on which they assume office or till such time as the Vice-Chancellor may decide from time to time.
- 4) The Apex Committee shall, with the approval of the Vice-Chancellor of the University:
- a) Evolve a permanent mechanism for prevention and redressal of gender based discrimination, sexual harassment and other acts of gender based violence;
 - b) Promote gender equity, obliterate gender-bias, eliminate discrimination against women, prevent and protect women from sexual harassment and gender-based violence;
 - c) Take measures necessary for creating a social and psychological environment for harmonious and healthy relationship at workplace;
 - d) shall design and organize awareness campaigns, gender-sensitization programmes, orientation and training for sensitizing the students, staff and teachers of the University about gender-based discrimination and workplace harassment;
 - e) Organize counseling, guidance and help centres aimed at preventing and protecting women against discrimination and sexual harassment;
 - f) Frame and issue policies and guidelines of good conduct and behavior amongst the students, staff, and teachers of the university;

- g) Ensure that the provisions of the ordinance are implemented in letter and spirit through proper reporting and redressal of the complaints;
 - h) Fulfill the directives of the Supreme Court enjoining all employees to develop and implement a policy against sexual harassment at the workplace; and
 - i) Take suo-motu cognizance of any act of gender discrimination, gender bias and sexual harassment on the campus and direct the Complaint Committee to look into the matter and make their recommendations for their redressal.
- 5) Quorum: Quorum for the meeting shall be one-half of the members of the Apex Committee.
- 6) For effective and efficient discharge of the complaints against sexual harassment, the University shall have a University Complaint Committee (UCC) consisting of the following members:
- a) One of the Members of Apex Committee to be appointed by the Vice-Chancellor, who shall be the chairperson.
 - b) Five persons to be appointed by the Vice-Chancellor from amongst the teachers (at least three women) of the University.
 - c) Two persons to be nominated by the Registrar from amongst the nonteaching (one woman) staff of the University.
 - d) One Member Secretary shall be elected from amongst the above, from the University;
 - e) The chairperson and members shall hold office, as such, for a term of two years from the date on which they assume office or till such time as the Vice Chancellor may decide from time to time.
- 7) The Complaint Committee shall have the rights and duties to:
- a) receive and register, in strict confidentiality, complaints from students, staff and teachers of the University and/or from any other person from outside the university against sexual harassment by a student, staff, teacher, service provider of the University;
 - b) request the university authorities to initiate necessary action for lodging complaint with the appropriate authorities, in case of sexual harassment by an outsider, i.e., by a person or persons unconnected with the University;
 - c) take cognizance of complaints about sexual harassment, and conduct enquiries, provide assistance and redressal to the victims and recommend penalties and other action to be taken; and
 - d) conduct a formal enquiry against the student/teacher/non-teaching staff /service provider of the University allegedly involved in a

case on the basis of its findings during the preliminary enquiry maintaining strict confidentiality.

- 8) Sexual harassment shall include such unwelcome sexual behaviour (whether directly or by implication) as:
 - a) Unwanted physical contact and advances;
 - b) A demand or request for sexual favors;
 - c) Making a sexually-coloured remarks;
 - d) Exhibiting/displaying/showing pornography; and/or
 - e) Any other unwelcome physical, verbal or non-verbal conduct of sexual nature.
- 9) The aggrieved party may lodge complaint of sexual harassment, either in writing or orally, directly to the Vice-Chancellor, or to the Chairperson or to any Member of the Complaint Committee.
- 10) In case the complaint is made orally, the same shall be recorded in writing by one of the Members of the Complaint Committee and shall be read out to the complainant and signed by the complainant and countersigned by the member.
- 11) The complaint received as such or as recorded in writing shall be forwarded to the Complaint Committee for conducting enquiry.
- 12) The Complaint Committee shall hear both the parties involved, i.e., the complainant and the accused in a manner as it may deem appropriate, and determine the course of action that the situation merits.
- 13) The enquiry shall be conducted under the rules and procedures and will be in conformity with the principles of natural justice.
- 14) The formal enquiry shall commence within a week and shall be completed within two months from the date of its reference. If the UCC (University Complaint Committee) finds it impractical to dispose off the case within the given time, it will be recorded in writing, and the period may be extended by the Vice Chancellor.
- 15) Depending upon the severity of the case, the University Complaint Committee may
 - a) In case of employees of the University, recommend disciplinary action including penalty and punishment as per university rules;
 - b) In case of outsiders/service providers to the University, request the university authorities to initiate necessary action for lodging complaint with the appropriate authorities; and
 - c) In case of students, the penalty, punishment and disciplinary action against the offender may include:

- i) Warning

- ii) Written apology
- iii) Fine in cash
- iv) Bond of good behavior
- v) Debarring entry into hostel/campus
- vi) Withholding examination results
- vii) Expulsion from the university
- viii) Denial of re-admission

Jurisdiction:

All members of staff (teaching and non-teaching) and all students, service providers to University and outsiders are subject to the Jurisdiction of this Ordinance. The territorial jurisdiction of the Apex Committee and UCC shall extend to acts of sexual harassment in the National Sports University Campus.

Notwithstanding anything contained in this ordinance the Vice-Chancellor may take such measures as may be necessary for removal of doubts/difficulties and to resolve any other extraordinary issue.

ORDINANCE NO. XX
EMPLOYEES AND STUDENTS' GRIEVANCES REDRESSAL
COMMITTEE

[Section 26(n) of the NSU Act 2018]

There shall be constituted a Mechanism for the redressal of the grievances of Employees and Students of the University.

Unless otherwise mentioned:

Student means all students who are registered for a programme of study in any School / / Department.

Employee means any person appointed by the University and includes teachers and other staff of the University.

The Grievances Committee shall observe the following general principles:

- (i) The Campus Community should be made fully aware of the grievance redressal mechanism;
- (ii) Every grievance from the student/staff should be registered and acknowledged;
- (iii) If a final decision is not possible within a fortnight, an acknowledgement should be sent to the applicant along with an indication as to when he/she can expect a final reply;
- (iv) As a matter of general rule no grievances should be pending beyond the limit of three months;
- (v) The officer nominated by the Vice-Chancellor and the person

responsible for addressing grievances should make himself/herself freely available to hear the grievances personally, at least once a week at fixed timings; and

- (vi) He/she will take decisions on grievances which are pending for more than three months. Aggrieved parties who are not satisfied with redressal in subordinate/attached formation can approach the Vice Chancellor for a decision.

1. STUDENTS GRIEVANCE REDRESSAL COMMITTEE

Chairman : The senior most Dean of schools.

Members:

3 Representatives of Students' Council.

3 Nominees of the Vice-Chancellor.

Dean of Students' Welfare, Member-Secretary.

Dean of the School concerned (special invitee)

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 and Activity Council and Executive Council for redressal or suitable action; and
- (iii) to recommend appropriate action against complainant, if allegations made in the documents are found to be baseless.

2. TEACHERS' GRIEVANCES COMMITTEE

There shall be constituted a Committee by the Executive Council consisting of the following:

A representative of the Vice Chancellor: Chairman

Five representatives from the teachers community representing gender, minority, SC, ST, OBC.

Vice Chancellor's nominee 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 and Activity Council and Executive Council for redressal or suitable action; and
- (iii) to recommend appropriate action against complainant, if allegations made in the documents found to be baseless.

3. NON-TEACHING STAFF GRIEVANCES COMMITTEE

The Chairman - to be nominated by the Vice Chancellor.

Five representatives from the non-teaching community representing gender, minority, SC, ST, OBC to be nominated by the Vice

Chancellor.

The Registrar or his nominee shall be the Member- Secretary of the Committee.

POWERS AND FUNCTIONS

- (i) to accept and consider 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 and Activity Council and Executive Council for redressal or suitable action; and
- (iii) to recommend appropriate action against complainant, if allegations made in the documents are found to be baseless.

ORDINANCE NO. XXI ALUMINI ASSOCIATION

[Statute 34(1)(2) of the NSU Act, 2018]

1. There shall be an Alumni Association of the University.
2. The objective of the Association shall be to promote the objectives of the University, to maintain contacts and solidarity among the graduates of the University, and to raise funds for the development of the University.
3. The membership of the Association shall be open to all degree holders of the University, including the holders of the diplomas and certificates.
4. The membership fee for the Association, shall be Rs.500/- per year and Rs.10,000/- for life or as decided by the Executive Council of the University from time to time.
5. There shall also be an Alumni Association Admission fee of Rs. 100/- which shall be collected at the time of admission of students in the University.
6. The application for membership shall be in the form prescribed by the University.
7. The Executive Committee of the Association shall consist of the
 - a) President;
 - b) Vice President;
 - c) General Secretary;
 - d) Joint Secretary; and
 - e) 10 other Members.
8. The Vice-Chancellor shall be the ex-officio Patron. All other office-bearers and members of the Association shall be elected for a term of three years.
9. No member of the Association shall be entitled to vote or stand for election unless he has been a member of the Association for at least one year prior to the date of the election and is a degree holder of the University of at least five years' standing.
10. Provided that the condition relating to the completion of one year membership shall not apply in case of the first election.
11. The funds of the Association shall be managed by the Finance Officer of the University who will maintain a separate Account for the purpose.

12. The elections of the Association and all its meetings shall be conducted in the manner to be prescribed by the regulations.
13. In case of any difficulty in operating any clause of the Ordinance the matter shall be referred to the Vice-Chancellor whose decision thereon shall be final.

ORDINANCE NO. XXII
COLLABORATION WITH OTHER LEADING
UNIVERSITIES AND ORGANIZATIONS
 [Section 5(1)(xii) and Section 26(1)(k) of the NSU Act, 2018]

Purpose:

National Sports University is one of the Central Universities established by an Act of Parliament. The growing requirement of human resource, intellectual faculties and research teams of the University and other reputed Institutions in the field of sports education in India and Abroad may necessitate establishment of collaborations and linkages. In order to strengthen the collaborative activities of the University and the respective partner, National Sports University intends to establish a separate Cell named as National and International Collaboration Cell (NICC) to provide guidelines and avenues to the stakeholders/partners for an effective implementation of the proposed schemes of collaborations. This Cell is a nodal body for all departments of the University and partner Institutions to propose schemes of collaborative studies, programmes and all of types of exchanges.

Objectives of the Cell:

The Cell shall have the following major objectives:

1. To identify the collaborating Institutions and invite them for arranging Linkages with the departments of the University, for specified purposes.
2. To organize signing of MoU and agreements with mutually acceptable terms and conditions.
3. To arrange to nominate the respective faculty-in-charge of each collaborative activity and monitor the progress.
4. To maintain Linkages with industries and other Human Resource Development (HRD) agencies, Government departments and overseas agencies for implementing new schemes and obtaining sponsorships, scholarships, Research Fellowships and Cultural Exchange facilities.
5. This Cell (NICC) is an advisory body to propose action plans, implement MoU based activities and explore new avenues of Collaboration with the approval of the Vice Chancellor.

ORDINANCE NO. XXIII
ADMISSION OF COLLEGES / INSTITUTIONS TO THE
PRIVILEGES OF THE UNIVERSITY
 [Section 5(1)(xxxvi) and Statute 33 of NSU Act, 2018]

1. A college or an institution may be admitted to the privileges of the University or granted affiliation in accordance with the provisions of the UGC (Affiliation of Colleges & Universities) Regulations 2009 as amended from time to time.

2. Wherever necessary the University may frame its own Regulations to supplement the aforesaid UGC Regulations.
3. In special circumstances, the University may relax these Regulations with the approval of Executive Council on the recommendation of the Academic and Activity Council.

Notwithstanding anything contained in this ordinance the Vice-Chancellor may take such measures as may be necessary for removal of doubts/difficulties and to resolve any other extraordinary issue.

ORDINANCE NO. XXIV
CODE OF CONDUCT OF
THE EMPLOYEES OF THE UNIVERSITY
 [Section 5 (1) (xxii) of the NSU Act,2018]

PART-I

1. These Rules may be called the “National Sports University (Conduct) Rules”.
2. Unless the context otherwise requires:
 - (a) “Employee” means teaching and non-teaching employees of the University.
 - (b) “Members of family” in relation to an employee includes:
 - (i) The wife or husband, as the case may be, of the employee whether residing with the employee or not, but does not include a wife or husband, as the case may be, separated from the employee by a decree or orders of a competent court.
 - (ii) Son or daughter or step-son or step-daughter of the employee wholly dependent on him but does not include a child or step child who is no longer in any way dependent on the employee, or of whose custody the employee has been deprived by or under any law:
 - (iii) Any other person related whether by blood or marriage to the employee or to the employee’s wife or husband, and wholly dependent on the employee.
 - (c) “Prescribed Authority” means the Vice-Chancellor or the authority prescribed by the Executive Council for the purpose of these rules as a whole or for any particular rule.

PART-II

3. (1) Every employee shall at all times:
 - (i) Maintain absolute integrity:
 - (ii) Show devotion to duty and
 - (iii) Do nothing which is unbecoming of an employee of the University.

- (2) (i) Every employee, holding a supervisory post, shall take all possible steps to ensure the integrity and devotion to duty of all employees for the time being under his control and authority:
- (ii) (a) No employee shall, in the performance of his official duties, or in the exercise of powers conferred on him, act otherwise than in his best judgment except when he is acting under the direction of his official superior.
- (b) The direction of the official superior shall ordinarily be in writing. Oral direction to subordinates shall be avoided, as far as possible. Where the issue of oral direction becomes unavoidable, the official superior shall confirm it in writing immediately thereafter.
- (c) An employee who has received oral direction from his official superior shall seek confirmation of the same in writing as early as possible, whereupon it shall be the duty of the official superior to confirm the direction in writing.
- (iii) Unless otherwise stated specifically in the terms of appointment and the contract, every whole time employee may be called upon to perform such duties as may be assigned to him by the competent authority beyond scheduled working hours and on closed holidays and Sundays.
- (iv) An employee shall observe the scheduled hours of working during which he must be present at the place of this duty.
- (v) Except for valid reasons and/or unforeseen contingencies, no employee shall be absent from duty without prior permission. If an employee is absent from duty without permission for a continuous period of 90 days, he shall be treated as absconding from duty and his service shall be deemed as terminated.

Explanation: Nothing contained in clause (ii) of sub-rule 3.2 shall be construed as empowering an employee to evade his responsibilities, by seeking instructions from or approval of a superior officer or authority when such instructions are not necessary under the scheme of distributions of powers and responsibilities.

4. (1) No employee shall use his position or influence directly or indirectly to secure employment for any member of his family in any company or firm having official dealings with the University.
- (2) No employee shall, in the discharge of his official duties deal with any matter or give or sanction any contract to any company or firm or any other person if any member of his family is employed in that company or firm or under that person or if he or any other member of his family is interested in such matter or contract in any other manner.
5. (1) No employee shall be a member of, or be otherwise associated with, any political party or any organization which takes part in politics nor shall he take part, subscribe in aid of, or assist in any other manner, any political movement or activity.
- (2) It shall be the duty of every employee to endeavor to prevent any

member of his family from taking part in, subscribing in aid of, or assisting in any other manner any movement or activity which is, or tends directly or indirectly to be subversive of the Government or the University as by law established and where an employee is unable to prevent a member of his family from taking part in, or subscribing in aid of or assisting in any other manner, any such movement or activity, he shall make a report to that effect to the University.

- (3) If any question arises whether a party is political party or whether any organization takes part in or whether any movement or activity falls within the scope of sub-rule 5.2. the decision of the University thereon shall be final. No employee shall canvass or otherwise interfere with or use his influence in connection with or take part in, an election to any legislature or local authority:

Provided that:

- (i) An employee qualified to vote at such election may exercise his right to vote, but where he does so, he shall give no indication of the manner in which he proposes to vote or has voted:
- (ii) An employee shall not be deemed to have contravened the provisions of this sub-rule by reason only that he assists in the conduct of an election in the due performance of a duty imposed on him by or under any law for the time being in force.

Explanation: The display of an employee on his person, vehicle or residence of any electoral symbol shall amount to using his influence in connection with an election within the meaning of this sub-rule.

- 6. No employee shall join or continue to be a member of an association, the object or activities of which are prejudicial to the interests of the sovereignty and integrity of India, public order, decency or morality.
- 7. No employee shall-
 - (i) engage himself or participate in any demonstration or strike which is prejudicial to the interests of the sovereignty and integrity of India, the security of the State, friendly relations with foreign states, public order, decency or morality, or which involves contempt of court, defamation or incitement to an offence; or
 - (ii) resort to or in any way abet in any form of strike or coercion or physical duress in connection with any matter pertaining to his services or the service of any other employee.
- 8. (i) No employee shall, except with the previous sanction of the University, own wholly or in part, or conduct, or participate in the editing or management of any newspaper or other periodical publication.
- (ii) No employee shall, except with the previous sanction of the University, or of the prescribed authority or except in the bona fide discharge of his duties
- (iii) publish a book himself or through a publisher, or contribute an article to a book or a compilation of articles.

- (iv) Participate in a radio broadcast or contribute any article or write a letter to any newspaper or periodical either in his own name or anonymously or in the name of any other person:

Provided that no such sanction shall be required-

- a) If such publication is through a publisher and is of a purely literary, artistic or scientific character, or
 - b) Such broadcast or such contribution or writing is of a purely literary, artistic or scientific character.
- (v) Whenever an employee wishes to put forth any claim or to seek redress of any grievance or any wrong done to him, he must forward his case through proper channel and shall not forward any advance copies of his application to any higher authority. Unless the lower authority has rejected the claim, or refused relief, or the disposal of the matter is delayed by more than three months.

- (vi) No employee shall be signatory to any joint representation addressed to the authorities for redress of any grievance or for any other matter.

9. No employee shall, in any radio broadcast or in any document published in his own name or in anonymously, pseudonymously or in the name of any other person or in any communication to the press or in any public utterance, make any statement of fact opinion—
- a. Which has the effect of an adverse criticism of any current or recent policy or action of the University or the University Grants Commission or the Government; or
 - b. Which is capable of embarrassing the relations between the University and the Commission or the Government:

Provided that nothing in this rule shall apply to any statements made or views expressed by an employee in his official capacity or in the due performance of the duties assigned to him.

10. (1) Save as provided in sub-rule 10.3 below no employee shall except with the previous sanction of the University give evidence in connection with any enquiry conducted by any person, committee or authority.

(2) Where any sanction has been accorded under sub-rule 10.1 no such employee giving such evidence shall criticize the policy or any action of the University or Commission or the Government.

(3) Nothing in this rule shall apply to -

- a. The evidence given at an enquiry before an authority appointed by the University, Commission, Government, Parliament or any State Legislature; or
- b. The evidence given in any judicial enquiry; or
- c. The evidence given in any departmental enquiry ordered by authorities subordinate to the Vice Chancellor.

11. No employee shall, except in accordance with any general or special order of the University or in the performance in good faith of the duties assigned to him, communicate, directly or indirectly any official document, or any part thereof or information to any other employee or any other person to whom he is not authorized to communicate such document or information.
12. No employee shall, except with the previous sanction of the University or of the prescribed authority, ask for or accept contribution to, or otherwise associate himself with the raising of any funds or other collections in cash or in kind in pursuance of any object whatsoever.
13. Save as otherwise provided in these rules, no employee shall accept, or permit any member of his family or any other person acting on his behalf to accept any gift. In this connection, the GoI Conduct Rules shall be binding him/her.

Explanation: the expression "gift" shall include:

1. The expression "gift" shall include free transport, board, Lodging or other service or any other pecuniary advantage when provided by any person other than a near relative or a personal friend having no official dealings with the employee.
- Note. 1. A casual meal, Lift or other special hospitality shall be deemed to be gift.
- Note. 2. An shall avoid acceptance of lavish or frequent hospitality from any individual or firm having official dealings with him or from industrial or commercial firm.
2. On occasions such as weddings, anniversaries, funerals or religious functions. when the making of gifts is in conformity with the prevailing religious or social practices, an employee of the Corporation may accept gifts from his near relatives but he shall make a report to the University if the value of the gift exceeds-
 - a. Rs. 25000 in the case of an employee holding any Group A post;
 - b. Rs. 15000 in the case of an employee holding any Group B post; and
 - c. Rs. 7500 in the case of an employee holding any Group C post;
 3. In any other case, an employee shall not accept or permit any other member of his family or any other person acting on his behalf to accept any gifts without the sanction of the University, if the value there of exceeds-
 - a. Rs. 1500 in the case of an employee holding any Group A or Group B post;
 - b. Rs. 500 in the case of an employee holding any Group C or Group D post;
 4. Notwithstanding anything contained in sub-rules 13.2 and 13.3 an employee may receive gifts of symbolic nature from foreign dignitaries and retain such gifts.
 5. Gifts from foreign dignitaries which are not of symbolic nature may be retained by an employee if the market value of the gift in

the country of origin does not exceed Rs. 1,000.

6. Where there is doubt whether gift received from a foreign dignitary is of symbolic nature or not, or where the market value of the gifts in the country of origin apparently exceeds Rs. 1,000 or where there is any doubt about the actual market value of the gifts, the acceptance of such gifts and retention thereof by the employee shall be regulated by the instructions issued by the government/ University in this regard from time to time.
7. An employee shall not accept any gift from any foreign firm which is either contracting with the University or is one with which the employee had/ has or is likely to have official dealings. Acceptance of gifts by an employee from any foreign firm shall be subject to the provision of sub-rule 13.3

13. A No employee shall-

- (i) give or take or abet the giving or taking of dowry; or
- (ii) demand, directly or indirectly, from the parents or guardian of a bride or bridegroom, as the case may be, any dowry.

14. No employee shall except with the previous sanction of the Vice-Chancellor, receive any complimentary or valedictory address or accept any testimonial or attend any meeting or entertainment held in his honour, or in the honour of any other employee

Provided that nothing in this rule shall apply to –

- (i) A farewell entertainment of a substantially private and informal character held in honour of an employee on the occasion of his retirement or transfer or any person who has recently the service of the University; or
- (ii) The acceptance of simple and inexpensive entertainment arranged by public bodies or institutions

Note: Exercise of pressure or influence of any sort on any employee to induce him to subscribe towards any farewell entertainment even if it is of a substantially private or informal character and the collection of subscriptions from Group 'C' employees under any circumstances for the entertainment of any employee not belonging to Group "C" is forbidden.

15. (1) No employee shall except with the previous sanction of the University, engage directly or indirectly in any trade or business or undertake any other employment:

Provided that an employee may, without such sanction-

- i. Undertake honorary work of a social or charitable nature; or
- ii. Undertake occasional work of a literary, artistic or scientific character; or
- iii. Participate in sports activities as amateur subject to the condition that in all the cases his official duties do not thereby suffer. He shall not undertake or shall discontinue such work or activity, if so directed by the University.

Explanation:

- (1) Canvassing by an employee in support of the business of insurance agency, commission agency, etc., owned or managed by his wife or any other member of his family shall be deemed to be breach of this sub-rule.
- (2) Every employee shall report to the University if any member, of his family is engaged in a trade or business or own or manages an insurance agency of commission agency.
- (3) No employee shall, without the previous sanction of the University except in the discharge of his official duties, take part in the registration, promotion or management of any bank or other company which is required to be registered under the Companies Act, 1956 (1 of 1956) or any other law for the time being in force or any co-operative society for commercial purpose:

Provided that an employee may take part in the registration, promotion or management of:

- (i) A co-operative society substantially for the benefit of the employees registered under the Co-operative Societies Act, 1912 (2 of 1912) or any other law for the time being in force; or
 - (ii) A literary, scientific or charitable society registered under the Societies Registration Act, 1960 (2 of 1960) or any other law for the time being in force.
- (4) No employee may accept any fee for any work done by him for any private or public body or any private person without the sanction of the competent authority of the University,

16. (1) No employee shall speculate in any stock, share, or other investment.
Explanation: Frequent purchase or sale or both of shares, securities or other investments shall be deemed to be speculation within the meaning of this sub-rule.

(2) No employee shall make or permit any member of his family or any person acting on his behalf to make, any investment which is likely to embarrass or influence him in the discharge of his official duties.

(3) If any question arises whether any transaction is of the nature referred to in sub-rule

16.2 the decision of the University thereon shall be final.

(4) (i) No employee shall, save in the ordinary course of business with a bank or a public limited company, either himself or through any member of his family or any other person acting on his behalf:

(a) Lend or borrow or deposit money, as a principal or an agent, to, or from, or with any person or firm or private limited company within the local limits of his authority or with whom he is likely to have official dealings or otherwise place himself under any pecuniary obligation to such person or firm or private limited company; or

(b) Lend money to any person at interest or in a manner

whereby return in money or in kind is charged or paid:

Provided that an employee may give to or accept from a relative or a personal friend, a purely temporary loan of a small amount free of interest or operate a credit account with a bonafide tradesman or make an advance of pay to his private employee:

Provided further that nothing in this sub-rule shall apply in respect of any transaction entered into by an employee with the previous sanction of the University.

(ii) When an employee is appointed or transferred to a post of such nature as would involve him in the breach of any or the provisions of sub-rule 16.2 or sub-rule 16.4, he shall forthwith report the circumstances to the prescribed authority and shall thereafter act in accordance with such order as may be made by such authority.

17. An employee shall so manage his private affairs so as to avoid habitual indebtedness or insolvency. An employee against whom any legal proceedings is instituted for the recovery of any debt due from him or for adjudging him as an insolvent shall forth with report the full facts of the legal proceedings to the University.

Note: The burden of proving that the insolvency or indebtedness was the result of circumstances which with the exercise of ordinary diligence, the employee could not have foreseen or over which he had no control, and had not proceeded from extravagant or dissipated habits shall be upon the employee.

18. (1) Every employee shall on his first appointment to any University service or post submit a return of his assets and liabilities, in such form as may be prescribed by the University, giving the full particulars regarding-

- (a) The immovable property inherited by him or owned or acquired by him or held by him on lease or mortgage either in the name of any member of his family or in the name of any other person.
- (b) Shares, debentures and cash including bank deposits inherited by him or similarly owned, acquired, or held by him.
- (c) Other movable property inherited by him or similarly owned, acquired or held by him; and
- (d) Debts and other liabilities incurred by him directly or indirectly.

Note 1: Sub-rule 18.1 shall not ordinarily apply to Class IV/Group C servants but the University may direct that it shall apply to any such employee or class (Group) of such employees.

Note 2: In all returns, the values of items of movable property worth less than Rs. 10,000 may be added and shown as a lump sum. The value of articles of daily use such as clothes, utensils, crockery, book, etc need not be included in such return.

Note 3: (i) Where an employee already belonging to a service, or holding a post is appointed to any other civil service or post he shall not be required to submit a fresh return under this clause.

(ii) Every employee belonging to any service or holding any post included in Group A or Group B shall submit an annual return in such form as may be prescribed by the University in this regard giving full particulars regarding the immovable property

inherited by him or owned or acquired by him or held by him on lease or mortgage either in his own name or in the name of any member of his family, or in the name of any other person.

(2) No employee shall, except with the previous knowledge of the University, acquire or dispose of any immovable property by lease, mortgage, purchase, sale, gift of otherwise either in his own name or in the name of any member of his family:

Provided that the previous sanction of the University shall be obtained by the employee if any such transaction is:-
With a person having official dealings with the employee.

(3) Where an employee enters into a transaction in respect of movable property either in his own name or in the name of a member of his family, he shall, within one month from the date of such transaction, report the same to the University, if the value of such property exceeds Rs.50,000/- in the case of an employee holding any Class I (Group A) or Class II (Group B) post or Rs.25,000/- in the case of an employee holding any Class III (Group C) or Class IV (Group D) post:
Provided that the previous sanction of the University shall be obtained if any such transaction :-

(i) With a person having official dealings with the employee.

(4) The University may, at any time by general or special order, require an employee to furnish, within a period specified in the order, a full and complete statement of such movable or immovable property held or acquired by him or on his behalf or by any member of his family as may be specified in the order. Such statement shall if so required by the University, include the details of the means by which, or the source from which, such property was acquired.

(5) The University may exempt any category of employee belonging to Class III (Group C) or Class IV (Group D) from any of the provisions of this rule except sub-rule (4). No such exemption shall, however, be made without the concurrence of the Executive Council.

Explanation 1: For the purpose of sub-rule (1) the expression movable property includes:

- (a) jewellery, insurance policies the annual premia of which exceeds two months' basic pay received from the University, whichever is less, shares, securities and debentures;
- (b) Loans advanced by such employees whether secured or not;
- (c) Motor cars, motor cycles, horses, or any other means of conveyance; and
- (d) Refrigerators, radios, radiograms and television sets.

Explanation 2: For the purpose of this rule, "lease" means, except where it is obtained from or granted to a person having official dealings with the employee, a lease of immovable property from year to year or for any term exceeding one year of receiving a yearly rent.

18. A Restriction in relation to acquisition and disposal of immovable property outside India and transactions with foreigners, etc. Notwithstanding anything contained in sub-rule 18.2, no employee shall, except with the previous sanction of the prescribed authority:

- (a) Acquire by purchase, mortgage, lease, gift or otherwise, either in his own name or in the name of any member of his family, any immovable property situated outside India;

- (b) Dispose of by sale, mortgage, gift, or otherwise, or grant any lease in respect of any immovable property situated outside India which was acquired or is held by him either in his own name or in the name of any member of his family;
 - (c) Enter into any transaction with any foreigner, foreign Government, foreign organization or concern:-
 - (i) for the acquisition by purchase, mortgage, lease, gift or otherwise, either in his own name or in the name of any member of his family, or any immovable property.
 - (ii) For the disposal of, by sale, mortgage, gift or otherwise, or the grant of any lease in respect of, any immovable property which was acquired or is held by him either in his own name or in the name of any member of his family.
- 19. (1) No employee shall, except with the previous sanction of the University, have recourse to any court or to the press for the vindication of any official act which has been the subject matter of adverse criticism or an attack of a defamatory character.
- (2) Nothing in this rule shall be deemed to prohibit an employee from vindicating his private character or any act done by him in his private capacity and where any action for vindicating his private character or any act done by him in private capacity is taken, the employee shall submit a report to the University regarding such action.
- 20. No employee shall bring or attempt to bring any political or other outside influence to bear upon any superior authority to further his interests in respect of matters pertaining to his service under the University.
- 21. (1) No employee shall enter into or contract a marriage with a person having a spouse living; and
- (2) No employee having a spouse living shall enter into or contract a marriage with any person;
- Provided that the University may permit an employee to enter into or contract any such marriage as is referred to in clause 1 or clause 2, if it is satisfied that:
 - (a) Such marriage is permissible under the personal law applicable to such employee and the other party to the marriage; and
 - (b) There are other grounds for so doing.
 - (c) An employee who has married or marries a person other than of India Nationality shall forthwith intimate the fact to the University.
- 22. An employee shall:
 - (a) Strictly abide by any law relating to intoxicating drinks or drugs in force in any area in which he may happen to be for the time being;
 - (b) Not be under the influence of any intoxicating drink or drug during the course of his duty and shall also take due care that the performance of his duties at any time is not affected in any way by the influence of such drink or drug.
 - (c) Refrain from consuming any intoxicating drink or drug in a public place;
 - (d) Not appear in a public place in a state of intoxication;
 - (e) Not use any intoxicating drink or drug, to excess.

Explanation: For the purpose of this rule, ‘public place’ means any place or premises (including a conveyance) to which the public have, or are permitted to have access, whether on payment or otherwise.

23. If any question arises relating to the interpretation of these rules, it shall be referred to the Executive Council whose decision thereon shall be final.
24. Unless there is anything repugnant in the National Sports University Act, Statutes, Ordinances, any amendments to the Central Civil Services (Conduct) Rules, 1964 shall be deemed to be the amendments of the relevant provision of these rules or any order or administrative instruction already issued/to be issued by the Central Government shall be deemed to be the orders or administrative instructions under these rules with effect from the date of such amendments/orders are brought into force by the Central Government.

ORDINANCE NO. XXV

THE RECRUITMENT AND TERMS AND CONDITIONS OF APPOINTMENT OF TEACHING STAFF

[Section 2 and Statute 11(3)(i) and 21(1) of NSU Act, 2018]

1. These Rules may be called the Rules governing the Recruitment and Terms and Conditions of Appointment of Teachers and other Academic Staff.

***Note:** ‘Teachers and other Academic staff’ include Professor, Associate Professor, Assistant Professor and any other posts mentioned in the UGC Regulation, 2018 as amended from time to time.*

2. Extent of applications

Instructions issued by the Government of India/University Grant Commission(UGC)/Medical Council India(MCI) regarding the appointment, conditions of service, pay-matrix and admissible emoluments etc. of the academic and other teaching staff from time to time shall be applicable to the academic and other teaching staff of the University.

3. Scales of Pay

The teaching and other academic staff and their scales of pay, other allowances etc. shall be those as specified by the UGC or Government of India from time to time.

4. Qualifications and Experience and other terms and conditions

(1)The qualifications, experience and method of recruitment for the posts of Teachers and other Academic staff shall be such as prescribed in the UGC REGULATION, 2018, ON MINIMUM QUALIFICATIONS FOR APPOINTMENT OF TEACHERS AND OTHER ACADEMIC STAFF IN UNIVERSITIES AND COLLEGES AND OTHER MEASURES FOR THE MAINTENANCE OF STANDARDS IN HIGHER EDUCATION, as amended from time to time;

OR

(2) As prescribed in the MINIMUM QUALIFICATIONS FOR TEACHERS IN MEDICAL INSTITUTIONS REGULATION, 1998 (vide Notification No. MCI-12(2)/98-Med, published in the Gazette of India Pt III, sec.4 dated 5th December, 1998) including its amendments made from time to time, for those posts and subjects related to medical fields.

5. Procedures for issue of advertisement and inviting applications

Posts to be filled shall be duly advertised.

6. Time limit for Recruitment process

The university may ensure that the entire recruitment process be completed within six months from the date of the publication of the advertisement calling for applications for the post(s). (Ref: DoPT O.M.No.Misc.14017/15/2015-Estt.(RR) dated 11.01.2016 duly forwarded by UGC to all central universities vide letter No.F.74-1/2017 (CU) dated 16th October, 2017).

Provided that, if in the opinion of the Vice-Chancellor, the circumstances so warrant, he may extend the time limit for the recruitment process by not more than six months at a time subject a maximum period of twelve months.

7. Application form and scrutiny

(1) Applications for all posts shall be in the prescribed format along with the prescribed fee payable. The prescribed fee shall be determined by the Vice-Chancellor from time to time. Concessions in application/processing fee, wherever provided, shall be as per Government of India norms.

The closing date for receipt of applications shall ordinarily be 30(thirty) days from the date of release of advertisement to the press. However, the Vice-Chancellor may at his discretion, decide the closing date for receipt of applications, keeping in view the exigency of the situation.

The Vice-Chancellor may extend the closing date beyond 30(thirty) days if circumstances so demand.

(2) Applications received shall be scrutinized for eligibility and short-listing based on the criteria as laid down in the UGC Regulation, 2018 amended from time to time by a screening committee to be constituted by the Vice-Chancellor from time to time.

8. Appointment and Joining Time

(1) The appointment of a candidate shall be subject to the verification of character and antecedents, educational qualifications, experience and medical fitness by the Competent Authority and until verification of character and antecedents are received, the appointment shall be treated as provisional.

(2) An offer of appointment issued by the University shall clearly specify the terms and conditions of the said appointment and it shall be obligatory on the part of the candidate desirous of joining the appointment to accept the same. The University should also clearly specify the period after which the offer of appointment lapse automatically if the candidate did not join within the specified period.

(3) If, however, within the specified period, a request is received from the candidate for extension of time, it may be considered by the Vice-Chancellor but extension beyond six months shall not be ordinarily granted.

9. Probation

- 1) Professor, Associate and other Academic staff shall be appointed on probation ordinarily for a period of 12 months but in no case the total period of probation shall exceed 24 months.
- 2) Assistant Professors shall be initially appointed on tenure track of four year (4 year). The procedure will be as under.
 - (i) Performance of the Assistant Professor shall be reviewed at the end of the two year by the internal review committee duly constituted for the purpose by the competent authority. If not found satisfactory, he/she shall be informed in writing to that effect.
 - (ii) Before the end of the fourth year, progress or performance shall be reviewed externally by the duly constituted committee and if found satisfactory they can be considered for regularization after interaction with the screening committee duly constituted.
 - (iii) If the Assistant Professor is unable to get a successful review as mentioned above, then the Assistant Professor shall have to wind up and find position elsewhere.
 - (iv) Women who have taken maternity leave are given an extra year for each child, upto two children.

10. Confirmation

- (1) It shall be the duty of the Registrar to place before the Executive Council the case of confirmation of a teacher on probation to assess the suitability two months before the expiration of probation periods.
- (2) The Executive Council may then either confirm the teacher or decide not to confirm him/her. Where the Executive Council decides not to confirm the teacher, he/she shall be informed in writing to that effect, not later than thirty days before the expiration of the probation.

11. General terms and conditions of recruitment

- (1) A person appointed against any post shall be governed by the Act or Statutes or Ordinances or Regulations of the University.
- (2) The selected candidate shall be governed by the New Pension Scheme of the Government of India.
- (3) In accordance with Section 32 (1) of the National Sports University Act, 2018, every employee shall be employed under a written contract. A copy of the contract shall be kept with the Registrar and another copy shall be furnished to the employee concerned.

12. Resignation

- (1) Every permanent teacher may resign his position after giving three months' notice in writing to the University or three months' salary in lieu of the notice.
- (2) Every temporary teacher may resign his/her post after giving one months notice in writing to the University or one months' salary in lieu of the notice: Provided that the Executive Council may waive the notice period.

13. Disqualification

The following categories of persons shall not be eligible to apply for any position in the University-

- (1) who has been convicted by any court of law or any criminal proceedings are pending against him;
 - (2) who is a person of unsound mind and questionable conduct or not medically fit to perform his duties.
 - (3) who has entered into or contracted a marriage with a person having a living spouse;
- provided that the Competent Authority of the University may, if satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and there are other grounds for doing so, exempt any person from the operation of these rules; and
- (4) any other category of person disqualified for appointment by the Government of India/ UGC from time to time.

14. Vigilance Clearance:

- (1) Candidate who is already in service shall submit the Vigilance Clearance Certificate from the employer or his authorized officer, to the effect that no disciplinary or criminal proceedings are pending or contemplated against him.
- (2) Willful suppression of factual information or providing wrong information or submission of fake or tampered documents shall make the person liable to be terminated.

15. Removal of Difficulties:

If any difficulty arises in the implementation or operation of any of the provision of these statute, the Vice-Chancellor may, from time to time issue with the approval of the Executive Council, such general or specific directions but not inconsistent with the provisions of the Act, Statutes, Ordinances, or directives of the Government of India, Ministry of Education /University Grants Commission, which appear to be necessary for the purpose of removing such difficulty.

16. Interpretation:

In matters relating to any ambiguity or lack of clarity with regard to any clause of the Rules, decision of the Executive Council shall be final.

17. Liability to Serve Anywhere in India

Employees appointed shall be liable to serve anywhere in India within the jurisdiction of the University.

18. Territorial Jurisdiction

In case of any dispute, the territorial jurisdiction for adjudication shall be the High Court of Manipur.

19. Saving Clause

None of the foregoing provisions shall be operated to the disadvantage of the serving employees.

ORDINANCE NO. XXVI

THE RECRUITMENT AND TERMS AND CONDITION OF APPOINTMENT OF SERVICE OF THE NON-TEACHING STAFF

(Statute 11(3)(iv) and 22(1) of the NSU Act, 2018)

These rules shall be called Recruitment rules and Terms and Conditions of Service of the Non-Teaching Posts of National Sports University, 2020.

Note : Non-Teaching posts mean all posts other than teaching posts.

1. Extent of applications

- (1) These Rules shall apply to appointments on regular/tenure/deputation / promotion basis by the University as the case may be.
- (2) Instructions issued by the Government of India/University Grants Commission (UGC) regarding the appointment, conditions of service, pay-matrix and admissible emoluments etc. of the non-teaching employees from time to time shall be applicable after due approval of the Executive Council.

2. Classification of Posts

Classification of posts shall be as under:

- (1) Group 'A'
- (2) Group 'B'
- (3) Group 'C' including Multi-Tasking Staff (MTS)

3. Table

- (1) The number of posts, their classification, scale of pay/ pay-matrix, details of qualification, experience, method of recruitment, age limit, etc. and any other information relevant to these posts will be provided in the Non Teaching Cadre Recruitment Rules with due approval of the Executive Council.
- (2) The first set of Cadre Recruitment Rules are appended to these Rules.
- (3) Any addition, deletion or modification in the cadre Recruitment Rules may be made with the approval of the Executive Council from time to time.

4. Appointing Authority

The Appointing Authority in respect of various posts in the University shall be as under:

	Appointing Authority	Posts
A.	Executive Council	Permanent appointment to all Group 'A' posts
B.	Vice-Chancellor	(i) Permanent appointment to all Group 'B' posts. (ii) Temporary/ Short-term/Contract appointments, to all Group 'A'/Group 'B'

		posts, not exceeding one year at a time.
C.	Registrar	(i) Permanent appointment to all Group 'C' posts. (ii) Temporary/ Short-term/Contract appointment to all group 'C' posts, not exceeding one year at a time.

Appointing Authority' in relation to any post in the University implies the authority competent to make appointment to that post under the Act or Statute or Ordinances or Regulations of the University or UGC as amended from time to time.

5. Method of Recruitment

The recruitment to various posts shall be made by the Appointing Authority by the following methods:

- (1) Direct Recruitment
- (2) Promotion
- (3) Deputation
- (4) Tenure appointments
- (5) Short-term contract
- (6) Wherever in these Rules, including the Table appended to these Rules, more than one method of recruitment has been prescribed for a particular post, the method of recruitment to be adopted shall be decided by the Vice-Chancellor. Decision taken by the Vice-Chancellor for adopting a particular method of recruitment for a post or posts, keeping in view the exigencies of the circumstances, shall not constitute a precedent.

6. Future maintenance of Posts:

- (1) All the appointments made in the University after notification of these Rules, shall be made only in accordance with the provision of these Rules.
- (2) The seniority of the employees borne on the strength of the University shall be maintained by the Registrar of the University and/or other officer(s) authorized for the purpose by the Competent Authority.

7. Initial Constitution

- (1) The employees holding the posts on regular basis in accordance with the prevailing rules i.e. prior to the commencement of these rules shall be deemed to have been appointed in accordance with the provisions of these Rules.
- (2) The regular continuous service of the personnel mentioned under sub-rule (1) prior to the initial constitution shall count for the purpose of probation period, qualifying service for promotion, confirmation and pension scheme as applicable in the service.

Note:

1. Competent Authority' means the authority competent to exercise different powers and functions under these Rules.
2. Regular Service means the service rendered by an employee on regular basis and shall not include the service on contract/daily wage/ad-hoc basis.

8. Procedures for issue of advertisement and inviting applications

(1) Posts to be filled shall be duly advertised. The University at its discretion, may request the Employment Exchange to sponsor candidates for posts as per the prescribed educational qualifications, experience etc.

9. Time limit for Recruitment process

(1) The university may ensure that the entire recruitment process be completed within six months from the date of the publication of the advertisement calling for applications for the post(s). (Ref: DoPT O.M.No.Misc.14017/15/2015-Estt.(RR) dated 11.01.2016 duly forwarded by UGC to all central universities vide letter No.F.74-1/2017 (CU) dated 16" "October, 2017).

Provided that, if in the opinion of the Vice-Chancellor, the circumstances so warrant, he may extend the time limit for the recruitment process by a maximum period of another six months.

10. Application form

(1) Applications for all posts shall be in the prescribed format along with the prescribed fee payable. The prescribed fee shall be determined by the Vice-Chancellor from time to time. Concessions in application/processing fee, wherever provided, shall be as per Govt. of India norms.

The closing date for receipt of applications shall ordinary be 30 days from the date of release of advertisement to the press. However, the Vice-Chancellor may at his discretion, decide the closing date for receipt of applications, keeping in view the exigency of the situation.

(2) The university may at its discretion adopt appropriate procedures for recruitment to all non-teaching posts, including holding of Written/ Skill Tests or any other types of test depending upon the exigency of service and or the job requirements for Group-B and C non-teaching posts.

(3) In pursuance of the Letter No. 19-50/2015-Desk-U, dated 22.12.2015, of the M.H.R.D, there shall be no interview for appointment to the Group 'C' and 'B' posts.

11. Composition and functions of the Selection Committee

(1) Composition of Selection Committee for Direct Recruitment / Departmental Promotion Committee/ Departmental Confirmation Committee of Non-Teaching Employees of National Sports University.

(i) The following Committees shall be constituted:

a) For Group 'A' posts (other than posts mentioned in the National Sports University Act, 2018):

1	Vice-Chancellor	Chairperson
2	One members from Executive Council	Member
3	One member nominated by the Vice-Chancellor	Member
4	Registrar	Member

5	A representative of SC/ST/OBC/Minority/Women/ PwD, if any of the candidates representing these categories is the applicant, is to be nominated by the Vice-Chancellor, if any of the above members of the Selection Committee do not belong to the category.	Member
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b) For Group 'B' posts:

1	Registrar	Chairperson
2	One members from Executive Council	Member
3	One member nominated by the Vice-Chancellor	Member
4	A representative of SC/ST/OBC/Minority/Women/ PwD, if any of the candidates representing these categories is the applicant, is to be nominated by the Vice-Chancellor, if any of the above members of the Selection Committee do not belong to the category.	Member

c) For Group 'C' posts:

1	Group 'A' Officer/ Professor nominated by the Vice-Chancellor.	Chairperson
2	One member to be nominated by the Registrar.	Member
3	Head of the Unit/Department	Member
4	A representative of SC/ST/OBC/Minority/Women/ PwD, if any of the candidates representing these categories is the applicant, is to be nominated by the Vice-Chancellor, if any of the above members of the Selection Committee do not belong to the category.	Member

(2)The foregoing Committees shall function as Selection Committee for Direct Recruitment / Departmental Promotion Committee/ Departmental Confirmation Committee of Groups A, B and C of Non-Teaching Employees of National Sports University, and shall submit recommendations to the Appointing Authority for consideration.

Note:

1. 'Selection Committee' means a composition of members as specified in the Act, Statutes, Ordinances, UGC Regulations.

12. Age limit

The upper age limit for appointment to various posts shall be as specified to these Rules. The crucial date for determining the age shall be the closing date of the application.

13. Reservation of Posts

The University shall strictly follow the norms of the Government of India in respect of reservation/ relaxation/ concessions to various categories in recruitment/promotions, etc., pertaining to age, qualifying marks, experience/fees, etc. as amended from time to time.

Note:

1. 'SC' means Scheduled Caste, 'ST' means Scheduled Tribe, 'OBC' means Other Backward Class, 'PwD' means Persons with Disability.

14. Constitution and Role of Screening Committee

Wherever considered necessary, the Vice-Chancellor may constitute a Screening Committee which shall screen the applications and shortlist the candidates in accordance with the eligibility criteria, prescribed in the advertisement and such other guidelines as may be approved by the Executive Council from time to time.

15. Constitution of Selection Committee/ Departmental Promotion Committees/ Departmental

A person shall be disqualified for sitting as a member of any Selection/ Departmental Promotion Committee and Departmental Confirmation Committee and from taking part in any selection/ promotion process under these Rules, if he/she is related to any candidate or there should be any conflict of interest in case of his/her association with the selection process. For this purpose, the University shall obtain an undertaking to this effect from the member concerned prior to the commencement of the selection process.

Note: The Acting/In-charge Vice-Chancellor shall not make any appointment to permanent Non-Teaching positions. However, the Acting/In-charge Vice-Chancellor may constitute a Screening Committee/Selection Committee for the appointment of temporary post subject to approval of the Executive council.

16. Quorum

Two-thirds of the members present, including the Chairperson, shall form the quorum for meetings of Committees.

17. Direct Recruitment by open selection

- (1)* Recruitment to any regular post in the University shall be made on the recommendations of a duly-constituted Selection Committee, as prescribed under these Rules.
- (2)* The Selection Committee shall decide its own method of evaluating the performance of the candidates in interview/skill test.
- (3)* In case two or more candidates are recommended for appointment, the recommendation shall be in order of merit.
- (4)* The recommendations of the Selection Committee shall be placed before the competent authority as prescribed under these rules for consideration and approval.
- (5)* If the EC, which is the competent authority for Group 'A' posts, is unable to accept the recommendations of the Selection Committee, it shall record its reasons and submit the case to the Central Government for final decision.
- (6)* If the Vice-Chancellor, who is the competent authority for Group 'B' posts, is unable to accept the recommendations of the Selection Committee, he/she shall record reasons and submit the case to EC for final decision.
- (7)* If the Registrar, who is the competent authority for Group 'C' posts, is unable to accept the recommendations of the Selection Committee, he/she shall record reasons and submit the case to Vice-Chancellor for final decision.

18. Seniority

The seniority of each candidate shall be determined on the basis of his/her position in the merit list recommended by the Selection Committee / Departmental Promotion Committee.

19. Appointment and Joining Time

- (1)* The appointment of a candidate shall be subject to the verification of character and antecedents, educational qualifications, experience and medical fitness by the Competent Authority. Until verification of character and antecedents are received, the appointment shall be treated as provisional.
- (2)* An offer of appointment issued by the University should clearly specify the terms and conditions of the said appointment and it shall be obligatory on the part of the candidate desirous of joining the appointment to accept the same. The University should also clearly specify the period after which the offer of appointment would lapse automatically if the candidate did not join within the specified period.
- (3)* If, however, within the specified period, a request is received from the candidate for extension of time, it may be considered by the University but extension beyond six months shall not be ordinarily granted. The candidate who joins within the above-mentioned period of six months shall have his/her seniority fixed under the seniority rules applicable to the post concerned to which he/she is appointed, without any depression of seniority.

20. General terms and conditions of recruitment

- (1)* A person appointed against any post shall be governed by the Act or Statutes or Ordinances or Rules of the University. For matters relating to Conduct,

Discipline and Appeal, a person appointed against any post shall be governed by CCS (Conduct) Rules, 1964 and CCS (CCA) Rule, 1965 or any other rules of the Government of India, as amended from time to time.

(2) The selected candidate shall be governed by the New Pension Scheme of the Govt. of India.

(3) In accordance with Section 32 (1) of the National Sports University Act, 2018, every employee shall be employed under a written contract. A copy of the contract shall be kept with the Registrar and another copy shall be furnished to the employee concerned. Such contract shall be duly stamped as per the rates applicable.

21. Promotion

(1) The candidates to be considered for promotion must comply with the prescribed eligibility criteria. If no eligible employee is available in the feeder post for promotion, the competent authority may consider to promote an employee on AD-HOC basis. If no employee can be promoted on AD-HOC basis for any reason whatsoever, an alternative method of appointment for filling up the said post shall be decided by the Vice-Chancellor from the methods of appointment prescribed in these Statutes for the said post.

(2) Promotion/AD-HOC Promotion of the employees shall be governed by the relevant rules of the Government of India/UGC.

22. Panel

The panel drawn for promotion/direct recruitment shall normally be valid for a period of one year from the date of approval of the recommendations respectively.

23. Modified Assured Career Progression Scheme (MACP)/ Career Advancement Scheme (CAS)/ Dynamic Assured Career Progression Scheme

The financial up-gradation under the Career Advancement Schemes such as MACP/CAS/DACP Scheme in respect of non-teaching staff of the, University shall be allowed as per the provisions of the Act / Statutes / Ordinances, Rules of the University and orders / guidelines of UGC / Government of India (as amended from time to time) duly adopted by the University.

24. Deputation with or without the provision for absorption

An appointment on deputation may be made initially for a period of three years (except statutory posts) which may be extended further at the discretion of the Competent Authority. The University, however, shall have the right to repatriate all incumbents, including the incumbents holding statutory posts, at any time even before the prescribed period in case his/her performance, integrity or conduct are found to be unsatisfactory at any stage. In case, it is decided in the interest of the University to absorb a person on deputation, the University may take up the matter with his/her parent organization for concurrence after obtaining the option of the employee concerned. In case the person on deputation is absorbed in the University, he/ she shall be assigned the bottom seniority of that particular cadre as per the Government of India rules. Maximum age limit in case of appointment by deputation/deputation (including

short term contract) shall be in accordance with GoI OM No.AB-14017/11/2017-Estt.(RR) dated 05.02.2018.

Note:

Statutory Posts mean posts which are mentioned in the National Sports University Act, 2018.

25. Probation

In case of direct recruitment, the selected candidate shall be kept on probation for a period as specified in these rules. The appointing authority may, at its discretion, extend the period of probation by one year in case of unsatisfactory performance. On completion of the probation period or any extension thereof, employees shall, if considered fit for permanent appointment, be retained in the appointments on regular basis and be confirmed against the available substantive vacancies as the case may be. In case there is no perceivable improvement despite all this, his/her services shall be discharged by giving him/her one month's notice in advance or on payment of one month's salary in lieu of notice. In matters of probation, the employee will be governed by the instructions issued by the Government of India in this regard from time to time.

Note:

1. 'On Probation' with relation to person means a person appointed to any post on probation as specified in these Rules.
2. 'Substantive appointment' means appointment made under the provisions of these Recruitment Rules after due selection process which includes appointment made on probation followed by confirmation on successful completion of the period of probation.
3. An employee of the University shall not be confirmed on his/her post unless and until he/she signs the 'Contract'.
4. There shall be no probation in the case of an employee appointed to a post on deputation, tenure or on re-employment after superannuation.
5. The appointing authority shall record the reasons in writing while terminating the appointment of a probationer or extension of the normal period of probation.

26. Power to Relax

(1) Relaxation in age, experience, qualifying marks, etc, may be granted to the candidates belonging to the Schedule Caste / Schedule Tribes / OBC / PwD or any other reserved category as per the UGC / Government of India guidelines.

(2) Relaxation in age, experience, qualifying marks, etc, may be granted to candidates working as Contractual/Temporary/ Outsourced employees in National Sports University.

27. Disqualification

The following categories of persons shall not be eligible to apply for any position in the University:

- (1) who has been convicted by any Court of Law or any criminal proceedings are pending against him;

- (2) who is a person of unsound mind and questionable conduct or not medically fit to perform his duties.
- (3) who has entered into or contracted a marriage with a person having a living spouse; provided that the Competent Authority of the University may, if satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and there are other grounds for doing so, exempt any person from the operation of these statute;
- (4) who is not a citizen of India; and
- (5) any other category of person disqualified for appointment by the Government of India/ UGC from time to time.

28. Vigilance Clearance:

- (1) Candidate who is already in service shall submit the Vigilance Clearance Certificate from the employer or his authorized officer, to the effect that no disciplinary / criminal proceedings are pending or contemplated against him.
- (2) Willful suppression of factual information or providing wrong information or submission of fake/ tampered documents shall be liable to be terminated.

29. Removal of Difficulties:

If any difficulty arises in the implementation or operation of any of the provision of these statute, the Vice-Chancellor may, from time to time issue with the approval of the Executive Council, such general or specific directions but not inconsistent with the provisions of the Act, Statutes, Ordinances, or directives of the Government of India, Ministry of Education/University Grants Commission, which appear to be necessary for the purpose of removing such difficulty.

30. Interpretation:

In matters relating to any ambiguity or lack of clarity with regard to any clause of the Rules, decision of the Executive Council shall be final.

31. Amendment of Rules:

The Executive Council shall have the authority to relax any or all of these Rules. Reasons for the relaxation shall be recorded for reference.

32. Residuary Matters

In regard to the matters not specified or referred to in these Rules, the corresponding, provisions as provided by the UGC for their employees or as prescribed by the Government of India relating to its employees, as amended from time to time, shall be followed. In case any particular provision in these Rules is in conflict with any provision of the Act/Statutes/Ordinances of the University/UGC Regulations/guidelines, Government of India Rules/Guidelines, the provisions of the Act/ Statutes/Ordinances/UGC Regulations/guidelines, Government of India Rules/ Guidelines, shall prevail and such provision in these Rules shall stand superseded.

33. Liability Of-Officers to Serve Anywhere in India

Employees appointed shall be liable to serve anywhere in India within the jurisdiction of the University.

34. Territorial Jurisdiction

In case of any dispute, the territorial jurisdiction for adjudication shall be the High Court of Manipur.

35. Saving Clause

None of the foregoing Rules shall be operated to the disadvantage of the serving employees.

L. SHYAM KUMAR

REGISTRAR

APPENDIX

CADRE RECRUITMENT RULES

National Sports University
Cadre Recruitment Rules for the Post of Deputy Finance Officer

1	Name of post	Deputy Finance Officer
2	Number of Post	1 (One)
3	Classification	Group- A
4	Scale of Pay/Pay Band/ Grade Pay	Level 12
5	Whether Selection or non –selection post	Not Applicable
6	Age Limit of direct recruits	50 Years
7	Educational and other qualifications required for direct recruits	<p>Essential: (As per UGC guidelines)</p> <ol style="list-style-type: none"> 1. Master Degree with at least 55% marks or its equivalent grade of ‘B’ in the UGC 7 point Scale. 2. At least 9years experience as Assistant Professor in the Academic in Level-10 and above with experience in educational administration. <p style="text-align: center;">OR</p> <p>Comparable experience in research establishments and/ other institutions of higher education.</p> <p style="text-align: center;">OR</p> <p>At least 5 years administrative experience as Assistant Registrar or in an equivalent post in level-10.</p> <p>Desirable:</p> <ol style="list-style-type: none"> 1. Experience in the areas of Finance & Accounts. 2. Knowledge of computer application.
8	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
9	Period of probation, If any	2(Two) years for direct recruit
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	Deputation/Direct Recruitment
11	In case of recruitment by promotion/ deputation / absorption grades from which promotion /Deputation /	<p>Deputation:</p> <p>Officer from the Central/State Govt. or Central /State Govt. Institutes or Central/ State Universities or Central/ State University level Institutions.</p> <ol style="list-style-type: none"> a) Holding analogous post or with three years regular service in Level-11 or with five years regular service in Level-10.

	absorption to be made.	b) Experience in the area of Finance & accounts. c) Possessing educational qualification as prescribed in column 7.
12	Composition of DPC or Selection Committee	Composition of the Selection Committee as prescribed in The Third Statute.

National Sports University
Cadre Recruitment Rules for the Post of Deputy Controller of Examination

1	Name of post	Deputy Controller of Examination
2	Number of Post	1 (One)
3	Classification	Group- A
4	Scale of Pay/Pay Band/ Grade Pay	Level 12
5	Whether Selection or non –selection post	Not Applicable
6	Age Limit of direct recruits	50 Years
7	Educational and other qualifications required for direct recruits	<p>Essential: (As per UGC Guidelines)</p> <ol style="list-style-type: none"> 1. Master Degree with at least 55% marks or its equivalent grade of ‘B’ in the UGC 7 point Scale. 2. At least 9years experience as Assistant Professor in the Academic Level-10 and above with experience in educational administration. <p style="text-align: center;">OR</p> <p>Comparable experience in research establishments and/ or other institutions of higher education.</p> <p style="text-align: center;">OR</p> <p>At least 5 years administrative experience as Assistant Registrar or in an equivalent post in level-10.</p> <p>Desirable:</p> <ol style="list-style-type: none"> 1. Experience in the areas of administration and management of examination and others related work. 2. Knowledge of computer application.
8	Whether Age and educational qualifications prescribed for directrecruits will apply in the case of promotions	Not Applicable
9	Period of probation, If any	2(Two) years for direct recruit
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	Deputation/Direct Recruitment
11	In case of recruitment by promotion/ deputation / absorption grades from which promotion	<p>Deputation:</p> <p>Officer from the Central/State Govt. or Central/State Universities or Central/State Govt. Institutes or Central /State Autonomous bodies.</p> <ol style="list-style-type: none"> a) Holding analogous post or with three years regular service in Level-11 or with five years regular service in Level-10.

	/Deputation / absorption to be made.	b) Experience in the areas of administration, management of examination and related work. c) Possessing educational qualification as prescribed in column 7.
12	Composition of DPC or Selection Committee	Composition of the Selection Committee as prescribed in The Third Statute.

National Sports University
Cadre Recruitment Rules for the Post of Section Officer

1	Name of post	Section Officer
2	Number of Post	1 (One)
3	Classification	Group- B
4	Scale of Pay/Pay Band/ Grade Pay	Level 7
5	Whether Selection or non –selection post	Selection Not Applicable in case of Direct Recruitment/ Deputation.
6	Age Limit of direct recruits	45 Years
7	Educational and other qualifications required for direct recruits	Essential: <ol style="list-style-type: none"> i. Bachelor's Degree in any discipline from any recognized Institute/ University. ii. Three Years Experience as Assistant /Assistant Section Officer (ASO) in Level 6 or eight years as UDC in Level 4 in any Central/ State Govt. or Central/State University or CPSU/ PSU or other Central/ State Autonomous Institutions. iii. Proficiency in Computer Operation, noting and drafting.
8	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of promotions	No
9	Period of probation, If any	2(Two) years for direct recruits
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	Promotion/Deputation/Direct Recruitment.
11	In case of recruitment by promotion/ deputation / absorption grades from which promotion /Deputation / absorption to be made.	Deputation: Officer holding analogous post or with three years regular service in Level 6 or eight years as UDC in Level 4 in any Central/ State Govt. or Central/State University or CPSU/PSU or other Central /State Autonomous Institutions and possessing educational qualifications as prescribed for direct recruits at Col. 7 above.
12	Composition of DPC or Selection Committee	Composition of the Section Committee/ Departmental Promotion Committee as prescribed in The Third Statute.

National Sports University
Cadre Recruitment Rules for the Post of Private Secretary

1	Name of post	Private Secretary
2	Number of Post	1 (One)
3	Classification	Group- B
4	Scale of Pay/Pay Band/ Grade Pay	Level 7
5	Whether Selection or non –selection post	Selection
6	Age Limit of direct recruits	45 Years
7	Educational and other qualifications required for direct recruits	<p>Essential:</p> <ul style="list-style-type: none"> i. Bachelor's Degree from recognized University/Institute. ii. Three years experience as Personal Assistant in a Central/ State Govt. or Central/State University or Central/ State Research establishment or CPSU/PSU. iii. Knowledge of computer applications. <p>Desirable:</p> <ul style="list-style-type: none"> i. English/Hindi Stenography speed: 120 wpm in English or 100 wpm in Hindi. ii. Proficiency in English & good communication skills.
8	Whether Age and educational qualifications prescribed for directrecruits will apply in the case of promotions	No
9	Period of probation, If any	2(Two) years for Direct Recruit
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	Promotion/Deputation/Direct Recruitment
11	In case of recruitment by promotion/ deputation / absorption grades from which promotion /Deputation / absorption to be made.	<p>Promotion: PA with Five years regular service in Level- 6.</p> <p>Deputation: Person holding analogous post or with 3 years regular service as Personal Assistant in Level 6 of any Central/State Govt. or Central/ State University or CPSU/ PSU or other Central /State Autonomous bodies and fulfilling the educational qualifications as prescribed at column 7.</p>
12	Composition of DPC or Selection Committee	Composition of the Selection Committee as prescribed in The Third Statute.

National Sports University
Cadre Recruitment Rules for the Post of Assistant Section Officer

1	Name of post	Assistant Section Officer
2	Number of Post	1 (One)
3	Classification	Group- B
4	Scale of Pay/Pay Band/ Grade Pay	Level 6 (Six)
5	Whether Selection or non –selection post	Not Applicable
6	Age Limit of direct recruits	40 Years
7	Educational and other qualifications required for direct recruits	<p>Essential:</p> <ul style="list-style-type: none"> i. Bachelor Degree in any discipline from any recognized University / Institute. ii. Three years experience as UDC in Level 4 in Central/ State Govt. or Central/State University or CPSU /PSU or other Central/ State Autonomous Bodies. <p style="text-align: center;">OR</p> <p>Three years working experience in Administrative/ Academic / Finance & Accounts / Establishment, of which two years should be in an Institution of Higher Education</p> <ul style="list-style-type: none"> iii. Proficiency in typing, Computer applications, noting and drafting. <p>Desirable: Experience in Administrative/ Accounts/ Academic matters. Capacity to work in a fully computerized environment.</p>
8	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
9	Period of probation, If any	2(Two) years for Direct Recruit
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	Direct Recruitment/ Deputation
11	In case of recruitment by promotion/ deputation / absorption grades from which promotion /Deputation /	<p>Deputation: Officer holding analogous post or with 3 years regular service as UDC in level 4 in Central/ State Govt. or Central /State University or CPSU/PSU or other Central/ State Autonomous Bodies and possessing Academic and other qualifications as prescribed in col. 7 above.</p>

	absorption to be made.	
12	Composition of DPC or Selection Committee	Composition of the Selection Committee as prescribed in The Third Statute.

National Sports University
Cadre Recruitment Rules for the Post of Accountant

1	Name of post	Accountant
2	Number of Post	1 (One)
3	Classification	Group- B
4	Scale of Pay/Pay Band/ Grade Pay	Level 6
5	Whether Selection or non –selection post	Not applicable
6	Age Limit of direct recruits	35 Years
7	Educational and other qualifications required for direct recruits	<p>Essential:</p> <ul style="list-style-type: none"> i. Bachelor in Commerce with at least Second Division or Master in Commerce or Master in Business Management from a recognized University/Institution. ii. Three years experience in Finance and Accounts in Central/State Government or Central/ State University or CPSU/ PSU or other Central/ State Autonomous Institutions. <p style="text-align: center;">OR</p> <p>Three years working experience in Finance & Accounts, of which two years should be in an Institution of Higher Education</p> <ul style="list-style-type: none"> iii. Knowledge of Tally, PFMS and others financial software. <p>Desirable: Diploma in Financial Management/ Accounting.</p>
8	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
9	Period of probation, If any	2(Two) years for direct recruit
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	Direct Recruitment/Deputation
11	In case of recruitment by promotion/ deputation / absorption grades from which promotion	<p>Deputation: Officer holding analogous post on regular basis or with three years' regular service in the scale of level-5 or equivalent in the Central/State Govt. or Central/State Universities or Central/State Institutes or Central/ State autonomous organizations and possessing the educational</p>

	/Deputation / absorption to be made.	qualifications as prescribed for direct recruits at Col. 7 above.
12	Composition of DPC or Selection Committee	Composition of the Selection Committee as prescribed in The Third Statute.

National Sports University
Cadre Recruitment Rules for the Post of Personal Assistant

1	Name of post	Personal Assistant
2	Number of Post	1 (One)
3	Classification	Group-B
4	Scale of Pay/Pay Band/ Grade Pay	Level 6
5	Whether Selection or non –selection post	Not applicable
6	Age Limit of direct recruits	35 years
7	Educational and other qualifications required for direct recruits	<p>Essential:</p> <ul style="list-style-type: none"> i. Bachelor's Degree from recognized University/Institute. ii. Three years experience in Level 4 as Stenographer/ Data Entry Operator in a Central/ State Govt. or Central/State University or Central/ State Research establishment or CPSU/PSU. <p style="text-align: center;">OR</p> <p>Three years working experience as Stenographer/ Data Entry Operator, of which two years should be in an Institution of Higher Education.</p> <ul style="list-style-type: none"> iii. Knowledge of computer applications. <p>Desirable:</p> <ul style="list-style-type: none"> i. English/Hindi Stenography speed: 100 wpm in English or 80 wpm in Hindi. ii. Proficiency in English & good communication skills.
8	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
9	Period of probation, If any	2(Two) years for Direct Recruit
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	Direct Recruitment/ Deputation
11	In case of recruitment by promotion/ deputation / absorption grades	Deputation: Officers holding analogous post on regular basis or with three years regular service in L-4 as Stenographer / Data Entry Operator in any Central/State Govt. or Central/ State University

	from which promotion /Deputation / absorption to be made.	or CPSU/ PSU or other Central /State Autonomous bodies and fulfilling the educational qualifications as prescribed at column 7.
12	Composition of DPC or Selection Committee	Composition of the Selection Committee as prescribed in The Third Statute.

National Sports University
Cadre Recruitment Rules for the Post of Physiotherapist

1	Name of post	Physiotherapist
2	Number of Post	1 (One)
3	Classification	Group- B
4	Scale of Pay/Pay Band/ Grade Pay	Level 6
5	Whether Selection or non –selection post	Not applicable
6	Age Limit of direct recruits	35 Years
7	Educational and other qualifications required for direct recruits	<p>Essential:</p> <ul style="list-style-type: none"> i. Bachelor degree in Physiotherapy from a recognized University. ii. Four years' experience in Physiotherapy from a Government hospital or Hospital recognized by Government or Private Hospital with at least hundred beds. <p>Desirable: Master degree in Physiotherapy in any branch from a recognized University or Institute.</p>
8	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
9	Period of probation, If any	2(Two) years for direct recruit
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	Direct Recruitment/ Deputation
11	In case of recruitment by promotion/ deputation / absorption grades from which promotion /Deputation / absorption to be made.	<p>Deputation: Holding analogous post at a government hospital or hospital recognized by the government or private hospital with 100 beds and possessing educational qualifications as prescribed for direct recruits at Col. 7 above.</p>
12	Composition of DPC or Selection Committee	Composition of the Selection Committee as prescribed in The Third Statute.

National Sports University
Cadre Recruitment Rules for the Post of Library Assistant

1	Name of post	Library Assistant
2	Number of Post	1 (One)
3	Classification	Group- C
4	Scale of Pay/Pay Band/ Grade Pay	Level 3
5	Whether Selection or non –selection post	Not Applicable
6	Age Limit of direct recruits	35 Years
7	Educational and other qualifications required for direct recruits	Essential: <ul style="list-style-type: none"> i. Bachelor's Degree in Library & information Science or equivalent from a recognized University. ii. Typing speed of 30 words per minute in English. iii. Knowledge of Computer Applications.
8	Whether Age and educational qualifications prescribed for directrecruits will apply in the case of promotions	Not Applicable
9	Period of probation, If any	2(Two) years for Direct Recruit
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	Direct Recruitment/ Deputation
11	In case of recruitment by promotion/ deputation / absorption grades from which promotion /Deputation / absorption to be made.	Deputation: Person holding analogous post in any Central/State Govt. or Central/ State University or CPSU/PSU or other Central/ State Autonomous bodies and fulfilling the qualifications as prescribed at column 7.
12	Composition of DPC or Selection Committee	Composition of the Selection Committee as prescribed in The Third Statute.

National Sports University
Cadre Recruitment Rules for the Post of Nursing Attendant

1	Name of post	Nursing Attendant
2	Number of Post	1 (One)
3	Classification	Group- C
4	Scale of Pay/Pay Band/ Grade Pay	Level 1
5	Whether Selection or non –selection post	Not applicable
6	Age Limit of direct recruits	30 Years
7	Educational and other qualifications required for direct recruits	Essential: <ul style="list-style-type: none"> i. 10+2 or equivalent examination from a recognized Board. ii. Having Diploma in GNM/ANM or equivalent. iii. 2 years' experience in Government Hospital or Hospital recognized by the Government or Private Hospital having 100 beds. Desirable: B.Sc. Nursing.
8	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
9	Period of probation, If any	2(Two) years for direct recruit
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	Direct Recruitment/ Deputation
11	In case of recruitment by promotion/ deputation / absorption grades from which promotion /Deputation / absorption to be made.	Deputation: Holding analogous post at a government hospital or hospital recognized by the government or private hospital with 100 beds and possessing educational qualifications as prescribed for direct recruits at Col. 7 above.

12	Composition of DPC or Selection Committee	Composition of the Selection Committee as prescribed in The Third Statute.
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L. SHYAM KUMAR

REGISTRAR