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BIHAR AGRICULTURAL UNIVERSITY, SABOUR

NOTIFICATION

The 27th February 2017

No. 2045—In exercise of power conferred under Section 36(1) of the Bihar Agricultural University Act, 2010, the 15 Chapters (i.e. I, II, III, IV, VI, VIII, IX, XI, XII, XIII, XIV, XV, XVI, XVII and XVIII) of Bihar Agricultural University Statute 2010 as proposed by the Board of Management in its 1st meeting held on 09.12.2010 on the recommendation of Academic Council of the University and approved by the Hon'ble Chancellor as conveyed by the Additional Secretary, Governor's Secretariat, Bihar vide letter No. BAU-06/2011-2592 GS(I) dated 08.11.2011 duly published in Extra Ordinary issue of Bihar Gazette on 18th January, 2017 are hereby published under Section 36(3) of the Bihar Agricultural University Act, 2010 for general information.

CHAPTER- I

SHORT TITLE

- 1.1 These Statutes, which have been framed as specified in Section 35 of Bihar Agricultural University Act, 2010, shall be called the Bihar Agricultural University Statutes, 2010

COMMENCEMENT

- 1.2 These Statutes shall come into force with effect from the date of their publication in the Bihar Government Gazette,

DEFINITIONS

- 1.3 In these Statutes unless there is anything repugnant to the subject or context-

- (i) (a) **'Act'** means Bihar Agricultural University Act of 2010 and as amended thereafter.
- (b) **'Clause'** means a subdivision of the Statutes.
- (c) **'Section'** means a section of the Act.
- (ii) **'Emolument'** means pay, leave salary or subsistent grant and will include any allowances or remuneration classes as pay.
- (iii) **'Employees'** means whole-time employees other than part-time employees, honorary employees or those paid from contingencies.
- (iv) **'Government'** means the Government of Bihar.
- (v) All other words and expressions used but not defined in the Statutes shall have the meaning respectively assigned to them in the Act.

CHAPTER -II

AUTHORITIES OF THE UNIVERSITY CONSTITUTION, POWERS, DUTIES PROCEDURE FOR THE MEETINGS THEREOF AND COMMITTEES FOR SPECIFIC PURPOSES

Authorities of the Universities

2.1 *In addition to the Chapter-III of Section 8 of the Act, the following shall be the authorities of the University:*

- (i) The Research Council; and
- (ii) The Extension Education Council.

Constitution of the Board of Management

2.2 **Constitution of the Board of Management will be as specified in Sub-section (i) of Section 9 of the Act.**

2.3 Powers of the Board of Management

Powers of Board of Management will be as specified under Chapter-III of Section 10, In case of additional financial liability, prior approval of the State Government will be necessary.

Constitution and Powers of the Senate

2.4 **The constitution and powers of the Senate shall be as laid down in Section 11 and 12 of the Act.**

Constitution of the Academic Council

2.5(1)The constitution of the Academic Council shall be as provided in Sub-Section (1) of Section 13 of the Act.

Nominations to the Academic Council

2.5(2) In accordance with Clause (2 & 3) of Section 13 of the Act, the Vice-Chancellor shall nominate two Head of the Departments from each college for a period of two years in the alphabetical orders of the Departments of the concerned Faculty.

- (i) In accordance with Clause (vi) of Section 13 of the Act, the Vice-Chancellor shall nominate one University Professor from each Faculty having at least five years of teaching experience for a period of two years in the alphabetical orders of the Departments of the concerned Faculty,
- (ii) In accordance with Clause 13 (2) the Vice-Chancellor shall nominate two persons having special knowledge of Agriculture and allied branches for a period of two years.

Powers & functions of the Academic Council;

- 2.5(3) In addition to its powers and functions as specified in Sub-section (1), (2) & (3) of Section 14 of the Act, the Academic Council shall have the following powers:
- (a) to initiate measures for improving the quality of teaching and teachers, student evaluation and student advisory service;
 - (b) to assess the examination of the courses of studies and degree of other Universities and to recommend to the Board of Management for their recognition;
 - (c) to recommend from time to time measures for the integration of (i) inter-Faculty teaching programmes and (ii) teaching, research and extension education in each Faculty, for the most effective utilization of available resources;
 - (d) to recommend to the Board of Management the candidates for University certificates, diplomas, degrees and other academic distinctions;
 - (e) to recommend regulations for (i) the award of scholarships, fellowships, medals and other prizes; (ii) the conduct of convocation, and (iii) maintenance and improvement of discipline amongst the students to the Board of Management; and
 - (f) to consider any other academic matter.

Faculties of the University**2.6 (1) (a) As per Section 15 (1) of the Act, the University shall have the following Faculties**

- (i) Faculty of Agriculture (includes Horticulture, Forestry & Environmental Science)
 - (ii) Faculty of Agricultural Engineering
 - (iii) Faculty of Basic Sciences & Humanities
 - (iv) Faculty of Dairy Science and Technology
 - (v) Faculty of Home Science
 - (vi) Faculty of Veterinary & Animal Sciences
 - (vii) Faculty of Food Science and Technology
 - (viii) Faculty of Post-Graduate Studies
- (b) Each Faculty except the Faculty of Post-Graduate Studies shall consist of Departments, which shall undertake teaching, research and extension education in their respective subjects.
- (c) The Faculty of Post-Graduate Studies shall consist of those Departments of other Faculties which provide for Post-Graduate programmes of study.

2.6 (2) In accordance with Sub-section (2) of Section 15 of the Act, the following Faculties will have various Departments as under**Faculty of Agriculture**

- a) Department of Agronomy
- b) Department of Agricultural Economics
- c) Department of Entomology
- d) Department of Extension Education
- e) Department of Forestry & Environmental Science

- f) Department of Horticulture
- g) Department of Nematology
- h) Department of Plant Pathology
- i) Department of Plant Breeding & Genetics
- j) Department of Soil Science
- k) Department of Seed Technology

Faculty of Agricultural Engineering

- a) Department of Farm Machinery
- b) Department of Farm Power & Renewal Energy
- c) Department of Irrigation & Drainage
- d) Department of Soil Conservation Engineering
- e) Department of Post Harvest Technology

Faculty of Basic Sciences & Humanities

- a) Department of Plant Physiology
- b) Department of Microbiology
- c) Department of Agriculture Biotechnology & Molecular Biology
- d) Department of Biochemistry
- e) Department of Statistics, Mathematics & Computer Application
- f) Department of Physics
- g) Department of Chemistry

Faculty of Dairy Technology

- a) Department of Dairy Technology
- b) Department of Dairy Engineering
- c) Department of Dairy Chemistry
- d) Department of Dairy Microbiology
- e) Department of Dairy Economics & Statistics
- f) Department of Dairy Cattle Nutrition & Forage Production
- g) Department of Dairy Extension

Faculty of Home Science

- a) Department of Family Resource Management
- b) Department of Clothing & Textiles
- c) Department of Food & Nutrition
- d) Department of Child Development
- e) Department of Home Science Extension Education

Faculty of Veterinary & Animal Sciences

- a) Department of Veterinary Anatomy & Histology
- b) Department of Animal Production Gynaecology & Obstetrics
- c) Department of Veterinary Epidemiology and Preventive Medicine
- d) Department of Clinical Veterinary Medicine
- e) Department of Veterinary Microbiology
- f) Department of Veterinary Pathology
- g) Department of Veterinary Pharmacology & Toxicology
- h) Department of Veterinary Parasitology
- i) Department of Veterinary Surgery and Radiology
- j) Department of Veterinary Public Health
- k) Department of Veterinary Physiology

- l) Department of Animal Breeding & Genetics
- m) Department of Veterinary & Animal Husbandry Extension
- n) Department of Animal Nutrition
- o) Department of Livestock Production and Management
- p) Department of Livestock Products Technology
- q) Department of Veterinary Biochemistry

Faculty of Food Sciences and Technology

Departments will be decided by the Academic Council

Construction, Power and Function of Faculty

2.6 (3) In accordance with Sub-section (3) of Section 15 of the Act, each Faculty shall consist of:

- (a) Chairman: Dean of the concerned Faculty.
- (b) Members:
 - (i) Director R.I. cum Dean PGS/Director, Research/Director Extension Education.
 - (ii) All Associate Deans of the Faculty. In case of P.G. Faculty, Deans of other Faculties also.
 - (iii) All Chairman/Professors of different faculties.
 - (iv) Regional Director/Associate Director of the Research Institutes, in case of Faculty of Agriculture,
 - (v) Two Associate Professors, two Assistant Professors of each college of the Faculty to be nominated on rotation by the Vice-Chancellor, provided that this nomination will confine itself to such Associate Professor & Assistant Professors who take P.G. classes in the case of P.G. Faculty;
 - (vi) One Associate Professor and one Assistant Professor from each of the research Institute to be nominated on rotation by the Vice-Chancellor in alphabetical order of the Department.
 - (vii) One member not concerned with the University whom Vice-Chancellor may nominate;
 - (viii) One member from each of the other Faculties as the Vice-Chancellor may nominate;
- (c) Member Secretary: Registrar.

2.6 (4) The functions of each Faculty shall be as follows:

- a) To review the teaching, research and extension work and suggest improvement.
- b) To recommend to the Academic Council the details of conditions to be prescribed for admission of students to various courses of study in the Faculty;
- c) To formulate for approval of the Academic Council the standards for the evaluation of the progress and attainment of the studies;
- d) To evaluate the performance of teaching, research and extension programmes;
- e) Each Faculty shall draw up a College Organizational plan which provides for such Departments as deemed best and shall define the scope of the work to be done by the College and the various Departments comprised in each such Faculty. A proposal of a Faculty shall be considered by the Academic Council, and if approved by the Council, shall be forwarded to the Board of Management for its

consideration. Any change desired by the Council and/or Board of Management shall be referred to the Faculty; and

- f) To perform such other functions as may be assigned to it by the Academic Council

The Constitution, Power and Function of Board of Studies

2.7(1) In accordance with sub-section 4 of 15 of the Act, Board of Studies of each Faculty shall consist of

- (a) Chairman:- The Dean of the concerned Faculty
 (b) Members
 (i) All Associate Dean of the Faculty; in case of P.G. Faculty, Deans of the Faculty also.
 (ii) All Chairman/Head of the Department of the Faculty
 (iii) One Senior Faculty members of each Department to be nominated by the Dean
 (iv) Senior Chairman/ Head of the Department to be nominated by Dean- as Member-Secretary

2.7(2) The functions of the Board of Studies shall be specified in section 15(C):

- (a) To propose to the Faculty concerned the courses of study for the various programmes of instructions offered.
 (b) To propose to the Faculty curricula of the course to be offered
 (c) To exercise such other powers and performs such other duties as directed by the Faculty.

The constitution, Power and Function of Finance Committee

2.8(1) In accordance with Sub-section (1) & (2) of Section 34 of the Act, The Finance Committee shall consist of:

- (i) The Vice-Chancellor- Chairman;
 (ii) Principal Secretary/Secretary, Finance Department, Govt. of Bihar or the nominee not below the rank of Joint Secretary- Member
 (iii) Principal Secretary/Secretary, Department of Agriculture, Government of Bihar or his nominee not below the rank of Joint Secretary- Member
 (iv) A Dean/Director from amongst the members of the Board of Management to be nominated by the Vice-Chancellor-Member
 (v) One member to be nominated by the Board of Management
 (vi) Comptroller- Member-Secretary
 (vii) One University Professor to be nominated by Vice-Chancellor – Member

Provided that persons nominated under item (iv) and (v) above shall not be re-nominated until eligible persons have been nominated by rotation.

The term of the office of membership of the Finance Committee shall be for one years from the date of nomination.

The Finance Committee shall meet at least twice in a year.

2.8(2) Powers and Function of the Finance Committee

- (i) To examine the Annual Accounts and Budget estimates of the University and make recommendations to the Board of Management
 (ii) To review the financial position of the University from time to time
 (iii) To make recommendations in all financial matters of the University

- (iv) To make recommendation to the Board of Management on all proposals involving expenditure in excess of the amount provided in the Budget.

The constitution, Power and Functions of Research Council

2.9 (1) The Research Council shall consist of:

- (a) Chairman – Vice-Chancellor
- (b) Members :
- (i) Director of Agriculture, Bihar
 - (ii) Director of Animal Husbandry, Bihar;
 - (iii) Director, Fisheries, Bihar
 - (iv) All Deans of the University
 - (v) All Directors of the University
 - (vi) Associate Deans of the University,
 - (vii) Regional Director/Directors of different Research Institutes under the BAU
 - (viii) All Chairman of the PG Departments/All University Professors :
 - (ix) Two Scientists of Eminence from outside the University to be nominated for particular meeting by the Vice-Chancellor for their specialized knowledge of a subject or subjects on the agenda of the meetings;
 - (x) Three progressive farmers specialized in general Agriculture, Horticulture, Animal Husbandry and Dairy and allied fields to be nominated by the Vice-Chancellor for their specialized knowledge and experience.
 - (xi) Director (Research) of other State Agricultural University of Bihar,
 - (xii) Director Research: Member Secretary

2.9 (2) Powers and Function of the Research Council

- (a) The Research Council shall conduct and make recommendations in respect of Research programme and projects undertaken or to be undertaken by various University units in the field of Agriculture, Animal Husbandry/ Veterinary science and allied sciences with a view to promoting effective co-ordination;
- (b) Physical and fiscal administrative facilities required for implementing the research projects;
- (c) Orienting research to meet farmers need on sustainable basis
- (d) Integration of research, extension education and teaching and participation of research workers in teaching and extension education
- (e) Any other matter pertaining to Agriculture/Animal Husbandry, Horticulture, Dairy and allied research programmes which may be referred to it by the Vice-Chancellor or the Senate/Board of Management or any other authority of the University.

The Constitution, Power and Function of Extension Education Council

2.10 (1) There shall be an Extension Education Council consisting of

- a) Chairman: The Vice-Chancellor
- b) Members
- (i) Agricultural Production Commissioner, Bihar;
 - (ii) Director of Agriculture, Bihar;
 - (iii) Director of Animal Husbandry, Bihar;
 - (iv) Director of Fisheries, Bihar
 - (v) Director Research of the University;

- (vi) All Deans and Associate Deans, Assoc. Director, Extension Education Regional Directors/Directors of different Research Institutes of the University.
- (vii) University Professors to be nominated by the Vice-Chancellor for particular meeting according to the requirements of the agenda;
- (viii) Director, Extension Education of other SAU of the State.
- (ix) One representative each of the under mentioned organizations, as decided by the Vice-Chancellor
 - a) Irrigation Department of the Govt. of Bihar.
 - b) Minor Irrigation Department of the Govt. of Bihar.
 - c) Community Development Department of the Govt. of Bihar.
 - d) Revenue Department of the Govt. of Bihar:
 - e) Planning Department of the Govt. of Bihar :
 - f) Co-operative Department of the Govt. of Bihar:
 - g) Bihar State Agro-industries Development Cooperation;
 - h) Dairy Development Corporation of the Govt. of Bihar:
 - i) Bihar State Electricity Board;
 - j) IFFCO/NFL
 - k) National Seeds Corporation; and
 - l) Any other Agro-industries or Agro-Services Organization.
 - m) NGOs
- (x) Two eminent persons in the field of Extension Education from outside the University to be nominated by the Vice-Chancellor for any particular meeting in accordance with the requirements of the agenda.
- (xi) Three progressive farmers specialized in general Agriculture, Horticulture, Animal Husbandry, Dairying and allied sciences to be nominated by the Vice-Chancellor for their specialized knowledge and experience
- (c) Member Secretary- Director of Extension Education

2.10 (2) The Extension Education Council shall consider and make recommendations in respect of:

- (a) Methodology of extension education and transfer of technology with changing scenario in Agriculture and Environment
- (b) Co-operative extension educational programmes and projects of the University;
- (c) Co-ordination of co-operative extension educational activities of various agencies for improvement of Agriculture, Horticulture, Dairying and Animal Husbandry and for the development of rural communities;
- (d) Integration of extension education with teaching and research in the University and participation of teachers in the field extension programme and evaluation of their work;
- (e) Development of farmers' education and advisory service, identification and resolution of field problems and problems in transmission of information;
- (f) Any other matter referred to it by the Vice-Chancellor, Senate/Board of Management or any other authority of the University.

2.11 Rules to regulate the meeting of authorities: Subject to the concurrence of the Senate each authority of University shall draw up and adopt rules to regulate the business at its meetings.

(1) Board of Management

- (a) In accordance with the provisions under clause 6 of Section 9 of the Act the Board of Management shall meet at least twice in a year on a date to be fixed by the Vice-Chancellor. However, on a written request of not less than five members of the Board of Management, the Vice-Chancellor may convene a special meeting as he deem fit.
- (b) The agenda for the meeting of the Board of Management shall be in the following order:
- (i) Confirmation of the proceedings of the last meeting;
 - (ii) Compliance report on the decisions taken in the last meeting;
 - (iii) Brief Progress Report of the activities of the University;
 - (iv) Items proposed since last meeting
 - (v) Financial and other matters related to accounts;
 - (vi) Approval of appointment, if any
 - (vii) Recommendations of other Authorities of the University for approval;
 - (viii) Recommendation of the Sub-committee constituted by the Board, if any for approval
 - (ix) Items officially proposed;
 - (x) Any other item with the consent of the Chair.
- (c) The Vice-Chancellor may at any time, after circulation of the agenda, also include any item as mentioned in above clause for consideration before the Board of Management for which supplementary agenda shall be circulated.
- (d) In accordance with the provisions of the Act, the Vice-Chancellor will preside over the meeting.
- (e) The notice along with the agenda items for the meeting of the Board shall be issued at least a fortnight before the date of fixed for the meeting.
- (f) Any member during the discussion on any item can raise a point of order which shall be decided by the Chairman, whose decision shall be final.
- (g) In the event of difference of opinion, the decision shall be taken by majority of votes of members present in the meeting.
- (h) In the event of equality the Chairman shall have a casting vote.
- (i) One third of the members of the Board shall form the quorum of ordinary meeting provided that there shall be no quorum for adjourned meeting.

2.11(2) Senate

- (a) In accordance with the provision of Sub-Section (3) of Section 11 of the Act, the Senate, shall on the date fixed by the Vice-Chancellor, meet twice in every year and those meetings shall be called ordinary meeting of the Senate.
- (b) The meeting of Senate held in first half of the year shall be called annual meeting while the other shall be called ordinary.
- (c) In accordance with provision of Sub-Section (4) of Section 11 of the Act, there shall be special meeting of the Senate for which not less than one third of total number of members of the Senate shall submit requisition in writing to the Vice-Chancellor.

- (d)The Vice-Chancellor on receiving such requisition shall convene such a special meeting whenever he thinks fit.
- (e)The notice along with agenda items for meeting of the Senate shall be issued at least one month prior to the date of meeting.
- (f)The agenda of the meeting shall be as prescribed in Section 12 of the Act.
- (g)The quorum of the meeting of Senate shall be $1/3^{\text{rd}}$ of the total number of members of Senate.

2.11(3) Academic Council

- (a)The Academic Council shall ordinarily meet once in a Semester on a date decided by the Vice-Chancellor for discharging its powers and functions as provided in the Act.
- (b)The quorum of the meeting of the Academic Council shall be $1/3^{\text{rd}}$ of the total number of members of the Academic Council.
- (c)The subject of agenda for discussion and approval of the Academic Council is provided in Section 14 of the Act.
- (d)A special meeting of the Academic Council may be convened under the order of the Vice-Chancellor, if he thinks fit.

2.11(4) Research Council

- (a)There shall be ordinarily two meetings of the Research Council corresponding with the Kharif and Rabi season of crops
- (b)The quorum for Research Council meeting shall be one third of the total number of members of the council.
- (c)The item on agenda for discussion shall be decided by the Chairman in consultation with the Director, Research of the University.
- (d)A special meeting of the Research Council may be convened under the order of the Vice-Chancellor, if he thinks fit.

2.11(5) Extension Education Council

- (a)There shall be ordinarily two meetings of the Extension Education Council corresponding with the Kharif and Rabi season of crops
- (b)The quorum for Extension Education Council meeting shall be one third of the total number of members of the council.
- (c)The item on agenda for discussion shall be decided by the Chairman in consultation with the Director, Extension Education of the University.
- (d) A special meeting of the Extension Council may be convened under the order of the Vice-Chancellor, if he thinks fit.

2.11(6) Faculty and Board of Studies

- (a)The Faculty and Board of Studies shall meet at least once in a year
- (b) The Faculty and Board of Studies shall discuss and make recommendation on the matters as prescribed in the Acts and Statutes
- (c) The agenda for the Faculty and Board of Studies shall be as decided by the Dean of the concerned Faculty.

CHAPTER -III

OFFICERS OF THE UNIVERSITY- THEIR FUNCTIONS AND DUTIES

Officers of the University as declared under Section 18 of the Act:

3.1 In addition to those mentioned in items 1, 2, 3, 4, 5 and 6 of Section 18 of the Act, the following shall be officers of the University as hereby declared under item 7 of the said Section

1. The University Librarian
2. The Director, Works & Plant
3. The Advisor to the Vice-Chancellor
4. The Director (Administration)
5. The Director, Seed & Farms
6. The Director, Planning

Powers and duties of officers and employees of the University

3.2 **The Chancellor;** As defined in Section 19 of the Act

3.3 **The Vice-Chancellor:** As defined in Section 21 of the Act.

3.4 Under Section 35(3) read with Section 23(7) of the Act, duties as defined hereunder are assigned to the various officers and employees of the University.

(1) **The Registrar** shall be responsible to the Vice-Chancellor and shall in addition to the duties specified in Sub-Section (5) of Section 23 of the Act, perform the following duties and functions:

- a) He shall be responsible for the preparation of the annual report of the University for approval of the Vice-Chancellor and the Senate/Board of Management;
- b) He shall be the custodian of the academic records of the academic semester of the University;
- c) He shall administer the prescribed provisions for admission, registration and enrollment of students and the continuance of enrollment and maintenance of students' records;
- d) He shall be responsible for the maintenance of registers of all degrees and diplomas conferred by the University;
- e) He shall carry out other duties assigned to him by the Vice-Chancellor;
- f) He shall assist the Vice-Chancellor in all matters of general administration;
- g) He shall be the officer to sue and be sued on behalf of the University.
- h) He shall be ex-officio Secretary to the Board of Management/Senate and Faculty.

(2) **The Comptroller** in addition to the duties specified in Chapter-IV Sub-Section 23 (6) of Section 23 of the Act, his duties shall be as follows:

- a) he shall be the custodian of the movable and immovable properties of the University including valuable securities, title, deeds and cash and other liquid assets of the University and shall maintain a complete record of all such properties;
- b) subject to the administrative control of the Vice-Chancellor, he shall regulate all finance, accounts and internal audit establishments of the University and at all its campuses;

- c) subject to the assignment by the Vice-Chancellor, he shall communicate to the officers authorized to incur expenditure on behalf of the University, their annual and supplementary allotments from the budget allocations under the respective heads of accounts;
 - d) he shall ensure that the collection of dues of the University and the incurring of expenditure are well defined and strictly observed;
 - e) he shall bring to the notice of the Vice-Chancellor financial irregularities, if any, observed in the University;
 - f) he shall consolidate the monthly, half-yearly and annual accounts of the University and all its various constituent units;
 - g) he shall be responsible for presenting the annual accounts and balance sheet to the Statutory Auditors of the University for examination and certification by them;
 - h) to perform such other functions and duties as assigned to him by the Vice-Chancellor.
- (3) **Deans of Faculties:** In addition to the duties specified in Chapter-IV Sub-section 23 (4) of Section 23 of the Act, the duties of the Dean of a Faculty shall be as follows:
- he shall be responsible for the conduct of teaching, research and extension work of the Departments in the Faculty;
- a) he shall be Chief Executive Officer of the Faculty and be responsible for its administration;
 - b) he shall serve as a medium of communication for all official business of the Faculty with other authorities of the University, the students and the public;
 - c) he shall formulate and present policies to the Faculty for its consideration regarding matters relating to the Faculty;
 - d) he shall develop close co-operation, collaboration and co-ordination with Director of Research/ Extension Education regarding development of programmes of research and extension for Faculty vis-a-vis other University units;
 - e) he shall be responsible for the due observance of the statutes and other regulations relating to the Faculty.
 - f) he shall formulate and present policies to the Board of Studies for its consideration on matters relating to the Faculty;
 - g) he shall discharge such other functions and duties as assigned by the Vice-Chancellor.
- (4) **Director of Research:** In addition to the duties specified in Chapter-IV Sub-Section 23 (2) of Section 23 of the Act, his duties shall be as follows:
- a) to develop research in the University to promote team work and interdisciplinary collaboration, to link up research by students with the research programmes of the University for the State and to co-operate and collaborate with the Director of Extension Education in extending the results of researches to the fields;
 - b) to prepare the annual budget estimates of the research programmes of the University and supervise their implementations;

- c) to organize inter-faculty co-ordination in research programmes;
 - d) to promote the compilation and publication of the research findings; and
 - e) to promote the integration of research with teaching and extension education.
 - f) he will be responsible for holding the Research Council meeting.
 - g) to develop research network in the University by collaborating with other SAU/ICAR/ statutory bodies of National and International repute.
 - h) to develop readymade technology packages to be transferred to the Directorate of Extension for differing stressed situations in agriculture
- (5) **Director of Extension Education:** In addition to the duties specified in Chapter-IV Sub-Section 23 (3) of Section 23 of the Act, the duties of the Director of Extension Education shall be as follows:
- a) to develop and draw of programmes of extension education in the University;
 - b) to prepare budget estimates for extension education and to supervise this implementation;
 - c) to organize inter-faculty co-ordination with extension education programmes;
 - d) to develop mass communication and media and to direct for preparation and distribution of materials such as publications and films;
 - e) to provide supplementary service to farmers in testing of soil, seeds and implements and in plant protection services including value addition;
 - f) to provide integration of extension education with research and teaching;
 - g) to organize and supervise the University's public relations and information services;
 - h) to develop extension network in Krishi Vigyan Kendras in Collaboration with the Directorate of Research and other units of the University/other organizations; and
 - i) He will be responsible for conducting of Extension Education Council meeting.
- (6) **Director of Resident Instruction-cum-Dean, PGS:** In addition to the duties specified in Chapter-IV Sub-Section 23 (1) of Section 23 of the Act, the duties of the Director of Resident Instruction-cum-Dean, PGS shall be as follows:
- a) to co-ordinate inter-campus and inter-faculty programmes and standards of teaching and evaluation of students progress at all under-graduate and post-graduate levels in order to raise the standard of teaching and students attainments; and
 - b) to perform such other duties as may be entrusted by the Vice-Chancellor
- (7) **Director of Student's Welfare:** The duties of Director of Students' Welfare shall be as follows:
- a) to plan and organize students extra-curricular activities e.g., sports, cultural debating and other recreational activities, National Cadet Corps and other allied activities in the University;
 - b) to supervise and co-ordinate the management of students' hostels, cafeteria and mess arrangements;

- c) to look after all schemes relating to scholarship and stipend, part-time employment, freships and such other financial assistance to deserving and/or needy students and travel facilities for the study tours of students;
 - d) to promote discipline among students of the University;
 - e) to plan and direct a programme of counseling and advisement of students; and
 - f) To enlist the details of prospective employers and employment agencies and to provide assistance in the placement of the graduates and students of the University.
- (8) **Director Administration:** The duties of Director Administration shall be as follows:
- (a) The Director Administration shall be responsible for all matters, allotted to the establishment of the University, e.g., recruitment, promotion, deputation, and leave, maintenance of service records, disciplinary action etc. of all the employees of the University.
 - (b) Any other matter assigned to by the Vice-Chancellor.
- (9) **University Librarian:** The duties of the University Librarian shall be as follows:
- a) to maintain and manage the University Library :
 - b) to guide and co-ordinate the working norms in the libraries of different constituent units of the University; and
 - c) to prepare the annual statement of operational and developmental requirements of all libraries of the University for incorporation in the budget estimates, coordinating the recommendations of the Chairman, Head of Departments, Associate Deans, Deans, Directors and Registrar for the purchase books, journals etc. and improvement of Library facilities./Infrastructures.
- (10) **Director, Works & Plant:** (1) The duties and functions of the Director, Works and Plants shall be as follows:
- a) to exercise control over the construction, maintenance and repair of the buildings, roads, and similar estimates of the University;
 - b) to organize services relating to water supply, electricity and communications;
 - c) to supervise the installation and maintenance of such machinery as may be assigned to his control by the Vice-Chancellor;
 - d) to get designs, plans and estimates as prepared for such projects for construction and/or alteration of University buildings and grounds as may be ordered by the Vice-Chancellor;
 - e) to maintain records of allotment of buildings of the University for various purposes; and
 - f) any other work assigned to him from time to time, assigned by the Vice Chancellor
- (2) The status rank, pay scale and other emoluments of the post will be determined according to scale and work load adopted by the State Public Works Department for the purpose.
- (11) **Director, Planning:** The duties and functions of the Director, Planning shall be as follows:

- a) He will be in-charge of the Project Planning, Monitoring-cum-Implementation Cell.
 - b) He shall keep record of all 5 years plan schemes, ad-hoc, coordinated and other special projects in operation under the University.
 - c) He will assist the Vice-Chancellor in reviewing the progress of plans and projects and will be responsible for pointing out wherever progress is not up to the mark
 - d) He will maintain records of reports .He will be provided with monthly, quarterly and annual report of the plan scheme and special projects under the officers concerned.
 - e) He will perform any other assignment that may be assigned to him by the Vice-Chancellor.
- (12) **Director, Seeds& Farms:** The duties and functions of the Director, Seeds& Farms shall be as follows
- a) He shall be responsible for executive supervision and coordination of all kinds of seed production programme in the University and shall be responsible to the Vice-Chancellor for performance of his duties.
 - b) He will prepare plan for execution in consultation with the Director (Research) as well as Director (Extension Education) and Director Planning for production of seeds of specified/ selected crops and coordinate the same with all the Institutional heads/Programme Coordinator, KVKs and Govt. agencies.
 - c) He will monitor the Seed Production Programme.
 - d) He will perform any other assignment that may be allotted to him by the Vice-Chancellor time to time in accordance with the existing requirements of the state.
- (13) **Chairman of University Departments and Heads of CollegeDepartments:**
- (13.1) Chairman of University Departments
- In accordance with Chapter-III sub-section 15 (6) of Section 15 of the Act, each Post-Graduate Department in every Faculty will have a Chairman and each Under-Graduate Department will have a Head, who shall not be below the rank of Professor and Associate Professor respectively for a period of three years on rotation basis.
- a. He/She shall be responsible to the concerned Dean for proper organization and working of Department and will be under the administrative control of the Dean concerned. However he/she shall also be responsible to the Director (Research), Director (Extension Education) and DRI-cum-Dean, PGS for coordinating research, extension education and P.G. teaching programme, respectively of the Department.
- Provided that if there is more than one Professor in any Department, the Chairman/ Head of the Department shall be appointed by the Vice-Chancellor from amongst the Professor, on the rotation basis.
- Provided that in the case of Department where there is only one Professor, the Vice-Chancellor shall have option, to appoint either the Professor or an Associate Professor as the Chairman/Head of the Department on rotation.

- Provided also that in a Department where there is no Professor or Associate Professor in a Department, the Dean/Associate Dean shall act as the Head of the Department or with the approval of the Vice-Chancellor. This assignment will be allotted to any other Chairman/Head of the Department.
- b. A Professor or Associate Professor appointed as Chairman/Head of the Department shall hold office as such for a period of three years and shall be eligible for re-appointment/re-nomination.
- (13.2) The Chairman/Head of the Department will have powers and duties as under:
- (a) He/She will be responsible for the conduct of teaching/research and extension education activities/programmes of Department.
 - (b) He/she will plan, organize and monitor the progress of programmes/activities of his Department
 - (c) He/she will have adequate sanctioning and financial powers commensurate with his responsibilities for efficient management of Department and for carrying out day-to-day activities;
 - (d) He/she will guide, coordinate and establish linkage with the teachers of discipline stationed at different colleges/Research Institutes in close collaboration with Head of sister Departments/Sections of those College/Institutions and
 - (e) He/she will perform any other duties that may be assigned to him by the authorities concerned of the University & Vice-Chancellor.
- (14) **Other officers and employees:** The duties of other officers and employees other than those referred to in clause (1) to (14) above shall be as may be prescribed by the Vice-Chancellor from time to time.

General:

- (1) Each officer and employee of the University shall be responsible for use of property, equipment, stores, vehicles, etc. belonging to the University with reasonable care and he shall in his dealing with University accounts, act with prudence, promptitude, accuracy and in conformity with rules and general orders.
- (2) Besides the duties enumerated in Chapter 3 above, such other duties as may be assigned to any officer or officers or employee or employees, individually or collectively, by the Act, Statutes, Regulations or Rules or by the Vice-Chancellor or the immediate superior officer or officers, employee or employees shall be duly carried out by the person or persons to whom such duty/duties is/are assigned.

C H A P T E R - I V

**CLASSIFICATION, QUALIFICATION AND MANNER OF APPOINTMENT OF
TEACHERS AND OTHER NON-TEACHING STAFF**

Classification of teachers

- 4.1 "Teachers" as defined in sub-section 26 of Section 2 of the Act means and include the following:
- a) Deans
 - b) Directors
 - c) Associate Dean-cum-Principals
 - d) Associate Directors
 - e) Regional Directors/Directors of the Research Institute

- f) University Professor-cum-Chief Scientist
- g) Associate Professor-cum-Senior Scientist
- h) Assistant Professor-cum-Junior Scientist
- i) Registrar
- j) Director, Seeds & Farms
- k) University/Associate/Assistant Librarian
- l) Deputy Director (Research)/Extension/Training
- m) Information Officer
- n) Assistant Information Officer
- o) Exhibition Officer
- p) Any other person engaged in the work of teaching, research and extension and is declared as a teacher from time to time for specific purpose by the University.

Classification of non-teaching staff

4.2 All other employees of the University shall be classified and known by one common designation of non-teaching employees.

4.3 APPOINTMENT TO UNIVERSITY POSTS AND CERTAIN ESSENTIAL PROCEDURES TO BE OBSERVED

Technical posts to be filled by direct recruitment and promotion:

(a) The direct recruitment to the post of Assistant Professor, Associate Professor and University Professor in the Universities and constituent Colleges shall be on the basis of merit through all India advertisement and selections by the duly constituted Selection Committees shall be as provided in Chapter-XIII of the Statutes.

* Appointment on the post of Assistant Professor shall be only through direct recruitment.

Career advancement Scheme for promotion of teachers effective from 27.7.1998

4.4 (1)(a) Minimum length of service for eligibility to move into the grade of Assistant Professor (Senior scale) would be four years for those with Ph.D., five years for those with M. Phil, and six years for others as Assistant Professor and for eligibility to move into the Grade of Assistant Professor (Selection Grade)/Associate Professor, the minimum length of service as Assistant Professor (Senior scale) shall be uniformly five years.

(b) For movement into grades of Associate Professor and above, the minimum eligibility criteria would be Ph.D. Those teachers without Ph.D. can go up to the level of Assistant Professor (Selection Grade).

(c) An Associate Professor with a minimum of eight years of service will be eligible for consideration for appointment as a University Professor.

(d) The Selection Committee for Career Advancement Scheme shall be the same as those for direct recruitment for each category. In addition, one representative of the State Government will be included as a member of the committee as contained in item-2(vii) of the Sankalap No.2976 dated 5-10-2002 issued by the Deptt. of Agriculture, Govt. of Bihar, Patna.

(e) The existing scheme of Career Advancement for non-academic staff namely Assistant Registrar, Assistant Librarian would continue.

4.4(2) Eligibility criteria for promotion:**Eligibility for the post of Assistant Professor (Basic Grade)- As provided in Section 13.1(22) of the Statutes****4.4(2.1) Assistant Professor (Senior Scale)**

An Assistant Professor/Junior Scientist will be eligible for placement in a senior scale through a procedure of selection, if he/she has:

- (i) Completed six years of service after regular appointment as Assistant Professor with relaxation of one and two years respectively, for those with M.Phil and Ph.D.;
- (ii) Participated in one orientation course and one refresher course of approved duration, or engaged in other appropriate continuing education programmes of comparable quality as may be specified or approved by the University Grants Commission/ICAR;
(Those with Ph.D. degree would be exempted from one refresher course)
- (iii) Consistently satisfactory performance appraisal reports, with at least three publications in a reputed national journals having rating more than 3.00 in NAAS.
- (iv) Shall have at least three publication in a reputed national journals having rating more than 3.00 in NAAS
- (v) Shall have at least three outstanding remarks on CR/AR, which can be relaxed by the committee.

4.4(2.2) Assistant Professor/Junior Scientist (Selection grade) :

Assistant Professor/Junior Scientist in the senior scale who do not have a Ph.D. degree or equivalent published work, and who do not meet the scholarship and research standards, but fulfill the other criteria given above for the post of Associate Professor/Senior Scientist, and have a good record in teaching and, preferably, have contributed in various ways such as to the corporate life of the institution, examination work or through extension activities, will be placed in the Selection Grade, subject to the recommendations of the Selection Committee which is the same as for promotion to the post of Associate Professor. One representative of the State Government will be included in the selection Committee as per provision contained in item 2(vii) of the resolution no.2976 dated 5-10-02 issued by the Department of Agriculture, Bihar, Patna. They will be designated as Assistant Professor/Junior Scientist in the Selection Grade. They would offer themselves for fresh assessment after obtaining Ph.D. or fulfill other requirements for promotion as Associate Professor/Senior Scientist. If found suitable, he/she could be given the designation of Associate Professor/Senior Scientist.

4.4(2.3) Associate Professor/Senior Scientist (Promotion)

An Assistant Professor/Junior Scientist in the Senior Scale will be eligible for promotion to the post of Associate Professor/Senior Scientist, if he/she has:

- (i) Served as Assistant Professor (Sr. Scale) with 5 years of service in the senior scale or with a total of 9 years service as Assistant Professor Master degree (with Ph.D.)/10 years service (with M. Phil)/11 years service would be eligible for promotion to the post of Assistant Professor/Junior Scientist (Selection. Grade) /Associate Professor/Senior Scientist (Promotion);
- (ii) Made some mark in the areas of scholarship and research as evidenced by self-assessment, reports of referees, quality of publications, contribution to

educational innovation, design of new courses and curricula and extension activities;

- (iii) After placement in the Senior Scale successfully participated in two refresher courses/summer/winter institutes of approved duration, or engaged in other appropriate continuing education programmes of comparable quality as may be specified or approved by the University Grants Commission/ ICAR;
- (iv) Possessed consistently good performance appraisal reports.
- (v) Shall have at least three publication in a reputed national journals after having promotion to the Assistant Professor (Senior Scale)
- (vi) Shall have at least three outstanding remarks on CR.

4.4(2.4) Promotion to the post of Associate Professor/Senior Scientist (Promotion) will be through a process of Selection by a Selection Committee to be set up under the Statutes/Ordinance of the University or other similar Committees set up by the appointing authority.

4.4(2.5) University Professor/Chief Scientist (Promotion):

In addition to the sanctioned position of Professors, which must be filled in through direct recruitment through all India advertisements, promotions may be made from the post of Associate Professor/Senior Scientist to that of University Professor/Chief Scientist (Promotion) after 8 years of service as Associate Professor/Senior Scientist.

The Selection Committee for promotion to the post of University Professor/Chief Scientist (Promotion) should be the same as that for direct recruitment. One representative of the State Government will also be included in the Committee as per provision contained in item 2(vii) of the Sankalap no.2976 dated 5-10-02 issued from the Department of Agriculture, Govt. of Bihar. For the promotion from Associate Professor/Senior Scientist to University Professor/Chief Scientist (Promotion), the following method of promotion may be followed :

The candidate should present herself/himself before the Selection Committee with the following documents:

- a) Self-appraisal reports (required).
- b) Research contribution/books/articles/Bulletin published.
- c) Any other academic contributions.
- d) Seminars/Conferences attended.
- e) Contribution to teaching/academic environment/ Institutional corporate life
- f) Extension and field outreach activities.
- g) Shall have at least three publication after joining as Associate Professor-cum-Senior Scientist/ Senior Scientist-cum-Associate Professor in a reputed national journals.
- h) Shall have at least three outstanding remarks on CR.

The best three written contributions of the teachers (as defined by her/him) may be sent in advance to the experts to review before coming for the selection. The candidate should be asked to submit these in three sets with the prescribed application.

The requirement of participation in orientation/refresher courses/summer/ winter institutes, each of at least 3 to 4 weeks duration, and consistently satisfactory performance appraisal reports, shall be the mandatory requirement for Career

Advancement from Assistant Professor/Junior Scientist (Senior Scale) to Assistant Professor/Junior Scientist (Selection Grade).

The requirement for completing these courses would be as follows:

- (i) For Assistant Professor/Junior Scientist to Assistant Professor/Junior Scientist (Senior Scale), one orientation course would be compulsory for University and College teachers. Those without Ph.D. would be required to do one refresher course in addition;
- (ii) Two refresher courses for Assistant Professor/Junior Scientist (Senior scale) to Assistant Professor/Junior Scientist (Selection Grade) are mandatory;
- (iii) The senior teachers like Associate Professor/Senior Scientist/Assistant Professor/Junior Scientist (Selection grade) and University Professor/Chief Scientist may opt to attend two seminars/Conferences in their subject area and present paper as one aspect of their promotion/Selection to higher level or attend refresher course to be offered by ASCs for this level.

4.4(2.6) If the number of years required in a feeder cadre are less than those stipulated in the Scheme, thus entailing hardship to those who have completed more than the total number of years in their entire service for eligibility in the cadre, may be placed in the next higher cadre after adjusting the total number of years.

This situation is likely to arise as in the earlier scheme, the numbers of years required in feeder cadre were much more than those envisaged under this scheme.

4.4(3) Counting of Past service

Previous service, without any break as an Assistant Professor/Junior Scientist or equivalent in a University, college, national laboratory, or other scientific organisation e.g. CSIR, ICAR, UGC, DRDO, ICSSR, ICHR and as a UGC Research Scientist, should be counted for placement of Assistant Professor/Junior Scientist in Senior Scale/Selection Grade provided that:

- i. The post was in an equivalent grade/scale of pay as the post of an Assistant Professor/ Junior Scientist;
- ii. The candidates who apply for direct recruitment should apply through proper channel;
- iii. The qualifications for the post were not lower than the qualifications prescribed by the UGC/ICAR for the post of Assistant Professor/Junior Scientist;
- iv. The concerned Assistant Professor/Junior Scientist possessed the minimum qualifications prescribed by the UGC/ICAR for appointment as Assistant Professor/Junior Scientist;
- v. The post was filled in accordance with the prescribed selection procedure as laid down by the University/State Government/Central Government/ Institution's regulation; and
- vi. The appointment was not ad-hoc or in a leave vacancy of less than one year duration. Adhoc service of more than one year duration can be counted provided that:
 - (a) the ad-hoc service was of more than one year duration;
 - (b) the incumbent was appointed on the recommendation of duly constituted selection committee; and

- (c) the incumbent was selected to the permanent post in continuation to the ad-hoc service, without any break.

4.5 Merit Promotion

Merit Promotion Scheme of 1983 which was terminated in 1987 for those who did not opt for it, stands abolished. However, Professors who were governed by the old merit promotion scheme of 1987 would be eligible for full scale of Professor w.e.f. 1.1.1996 in RAU. The University can discuss in its academic body and decide inter-se-seniority between the merit promote and direct recruits, based on the date of selection, and as per the existing/amended Acts and Statutes of the Bihar Agricultural University.

4.6 General conditions

- i. The incumbent on the post of Assistant Professor/Junior Scientist promoted as Assistant Professor/Junior Scientist (Sr. Scale/ Selection Grade)/Associate Professor/Senior Scientist (Promotion) and Associate Professor/Senior Scientist promoted as University Professor/Chief Scientist (Promotion) shall be deemed to be upgraded with effect from the date of such promotion and shall remain upgraded till the incumbent continues to hold the post, but the same shall be reverted to the post of Assistant Professor/Junior Scientist, Associate Professor/Sr. Scientist as the case may be in the event of incumbent's appointment to a higher post or when the post falls vacant due to his/her retirement, resignation, death or otherwise. Nothing in these Statutes shall construed to have created any vacancy on the post of Assistant Professor/Junior Scientist and / or Associate Professor/Sr. Scientist which have been upgraded as that of Assistant Professor/Junior Scientist (Sr. Scale/ Selection Grade)/ Associate Professor/Senior Scientist (Promotion)/University Professor/Chief Scientist (Promotion).
- ii. The upgraded post shall be deemed to be a substantive post till the promote holds it, but any temporary vacancy on the post, on account of holding any other post on temporary basis, shall be that of Assistant Professor/Junior Scientist and or Associate Professor/Sr. Scientist.
- iii. An Assistant Professor/Junior Scientist promoted as Assistant Professor / Junior Scientist (Sr. Scale/Selection Grade)/ Associate Professor /Senior Scientist (Promotion) / University Professor/Chief Scientist (Promotion) as the case may be, shall from the date of such promotion, draw his pay in the upgraded scale which shall be equal to the amount of his pay in the lower grade but if his/her pay in the lower grade of scale does not fit in the higher scale, his/her pay in the higher grade shall be fixed at the stage next above the amount of his/her pay in the lower scale.
- iv. The seniority of Teachers/Scientists promoted under these Statutes shall be determined from the date of promotion, but the inter-se-seniority of teachers/scientists promoted on the same date shall be the same as they had in their lower cadre posts.
- v. In case promotion of an incumbent is not recommended by the University Selection Committee for whatever the reasons may be, may again be considered for promotion after a period of one year has lapsed since his name was last considered. The promotion in such a case shall take effect from the date of the recommendation of the University's Selection Committee.
- vi. The University Selection Committee shall consider the cases of promotion at least twice in a year preferably in the month of June and December every year.

The Career Advancement Scheme for promotion of teachers shall be revised in accordance with the UGC/ICAR provisions as approved by the Govt. of Bihar.

4.7. **Repeal and Saving**

The Merit Promotion Scheme effective 9-12-1985, Personal Promotion Scheme effective 14-11-1980 as well as Career Advancement Scheme effective 1-1-1986 are hereby repealed.

Notwithstanding such repeal anything done or any action taken in exercise of the powers conferred by or under the said scheme and so far as it is not inconsistent with the provisions of this Scheme shall be deemed to have been done or taken in the exercise of powers conferred by or under the scheme as if the scheme were in force on the day on which such thing was done or action taken.

In accordance with the provision contained in the Sankalp no. 2796 dated 5-10-2002 (para 2 (v) (d) [k] x) issued from the Govt. of Bihar, the Govt. sponsored promotional scheme shall cease to be operative with effect from 31-12-1995. However, Career Advancement Scheme is effective in BAU for promotion of Teachers in different grades as per provisions laid down by UGC/ICAR and approved by the State Govt. time to time.

4.8 **Certain posts to be filled by deputation or direct recruitment:**

- a. Post of the Comptroller and Director (Administration) shall be filled up by direct recruitment or by obtaining the services of suitable officers on deputation from the State or Central Government or I.C.A.R. or Universities.

The post of Deputy and Assistant Registrar, Deputy and Assistant Comptrollers, Deputy and Assistant Director (Administration), Recruitment Officer and posts of equivalent rank as per sanctioned posts may be filled up either by direct recruitment or by promotion of officers from lower rank within the University or transfer from equivalent rank, provided that:

- (i) 50 percent of the vacancy may be filled up by promotion from lower rank and 50 percent by direct recruitment. This should be done on one to one basis by alternate rotation. In other words, if the first vacancy is filled up by direct recruitment the next vacancy be filled up by promotion.
 - (ii) The recommended percentage of vacancy should be filled up by promotion only when suitable qualified candidates are recommended on merit-cum-seniority basis by the Evaluation Committee.
- b. The procedure for appointment to non-technical posts will be as decided by the Board of Management.

4.9 **Certain posts to be filled by negotiation:**

In rare case, where the Selection Committee is not able to select a suitable candidate, the Vice-Chancellor may, in exceptional circumstances, negotiate with suitable persons available in the country in consultation with the Selection Committee and Board of Management. Such negotiations are also permissible if the University desires the services of a very eminent person for improving a certain Department or establishing a certain school of research/college.

4.10 **Adhoc arrangements against pending regular appointment:**

- a. In case of pending regular appointment, the appointing authority may make interim arrangements for carrying on urgent work but such an adhoc arrangement will not entitle the holder of the post for a regular appointment. Such an appointment shall not exceed for a period of six months unless extension to the period has been approved by the Board of Management. If his/her performance is

not found satisfactory, the Vice-Chancellor may terminate the person appointed on adhoc basis without any notice.

- b. In case of retired Govt. Servant appointed to a post on adhoc-basis, Board of Management may extend his period of engagement on the recommendation of Vice Chancellor, till he attains 65 years of age.

4.11 Medical examination:

Each appointee on his first appointment to a post shall produce a medical certificate of fitness by a Medical Board constituted by the University/State Government.

4.12 Probation:

- (1) Except otherwise provided in the Act or Statutes or in the case of an appointment on fixed tenure or contract or deputation which will be governed by the terms of that contract or deputation, all employees of the University shall, on appointment against a substantive vacancy, be ordinarily placed on probation for a period of two years counting from the date of joining.

Provided that the period during which a person has held officiating or temporary appointment in a post under the University may, subject to a maximum period of two years, be allowed by the appointing authority to count towards the period of probation prescribed by the Statutes. If an Officer's temporary service exceeds two years, the date of confirmation shall not be a date earlier than the date of his permanent absorption.

Provided further that in the case of posts, such as of Assistant, Stenographer, Typist, etc. to which normal recruitment is made on the result of a test, only that part of the temporary service would be set off against the probationary period, which is subsequent to the incumbent's passing the test.

- (2) If during the period of probation, the work and conduct of an employee is, in the opinion of the appointing authority, not satisfactory or if he is found to be otherwise unfit for permanent appointment to the post under the University, it may dispense with the services of such an employee by terminating his probation if direct recruited to the University service, or revert him to his former post, if any, or extend the period of his probation provided that the total period of probation including extension, if any, shall not exceed three years.

The discharge of a person appointed on probation or his reversion to a former post, if any, held by him, in the above circumstances, does not amount to a penalty within the meaning of Statute 13.9 (2) and before passing such an order it will not be necessary to follow the procedure prescribed for disciplinary cases in the relevant statutes.

- (3) Subject to the above provisions and on passing such tests and examinations as may be prescribed under Statute 13.6 an employee on satisfactory completion of the period of his probation may be confirmed provided the appointing authority considers him fit for confirmation and until a specific order is passed to the said effect, or to terminate his services, the employee shall be deemed to be on probation.

4.13 Reservation in recruitment

- (i) The rules and orders framed by the State Government from time to time for reservation of posts for Scheduled Castes and Scheduled Tribes shall be observed for all appointments under the University provided that persons belonging to the aforesaid classes must fulfill the minimum qualifications laid down for the posts.

- (ii) For recruitment to various teaching and non-teaching posts belonging to SC, ST, BC, EBC, RFG will be made as per state government rules.
- (iii) Reservation of teaching posts to the extent prescribed for each category shall be made Faculty-wise and non-teaching posts shall be made Institution-wise by taking into account the total number of vacant posts in the Faculty/Institution/Department;

4.14 Maximum age limit for recruitment

The maximum age limit for entry into the service up to Assistant Professor rank in the University shall be as prescribed by the State Government from time to time. However, there shall be no age limit for appointment on Technical posts such as Deans/Directors/Registrar/University Professor/Associate Professor or equivalent in the University

There will be no age restriction for employees of the University seeking higher posts under direct recruitment procedures. The upper age limit for recruitment will be as per State Govt. rules.

4.15 Scale of pay of employees

The scale of pay of employees of the University other than the Vice-Chancellor shall be as prescribed by the Board of Management with prior approval of the State Government and various financing agencies involved.

4.16 Increment

- (1) An increment shall ordinarily be allowed on the due date, as a matter of course, unless withheld for unsatisfactory work or conduct by specific order of the appointing authority recorded before the date on which the increment is due.

Service during the period of deputation to a lower scale of pay will not count towards increment.

- (2) Extra-ordinary leave taken for higher studies or on medical ground should count for increment as admissible under the rules of the State Government.

4.17 Allowances

- (i) Cost of living allowance, city allowance, house rent allowance, reimbursement of medical treatment, allowance for education of children, bonus, and traveling allowance shall be allowed to employees in accordance with the general rules and orders of the State Government regulating these allowances. Medical reimbursement shall be made as per Government rules.
- (ii) For medical treatment of the employer or their dependents outside the headquarters, the patient shall get referred by the local govt. hospital to any hospital of repute recognized by Govt. of Bihar across the country.

4.18 Volunteer retirement

The case of volunteer retirement if any, shall be considered in accordance with the rule enforced in Bihar Govt. as consented by the Board of Management.

4.19 L.T.C.

The LTC facility will be given to the employee of the University on terms and conditions prescribed by the State Govt.

4.20 Home Loan

The Home Loan facility may be also extended to the University employees on the terms and conditions laid down by the State Govt.

CHAPTER – VI
ESTABLISHMENT, AMALGAMATION, SUB-DIVISION AND ABOLITION OF FACULTIES AND DEPARTMENTS

- 6.1 In accordance with the provision in sub-section (1) & (2) of Section 15 of the Act, the University shall have the Faculties as mentioned in clause 2.6(1) (a) of the Statutes.
- 6.2 The Faculties as provided in Clause 2.6(1)(a) shall have the Departments as decided by the Board of Management on the recommendation of the Academic Council.
- 6.3 The University shall have the right to amalgamate or sub-divide, reorganize or abolish any of the Faculty mentioned above and the Departments therein on the recommendation of the Academic Council and approval of the Board of Management.
- 6.4 The University shall have the right to create or establish a new Faculty and Department on the recommendation of the Academic Council and approval of the Board of Management.
- 6.5 In case of additional financial liability prior approval of the State Govt. will be necessary.

CHAPTER – VIII
HOLDING OF CONVOCATION TO CONFER DEGREES AND DIPLOMAS

- 8.1 The University may hold convocation once in a year for the purpose of conferring degrees and diplomas on a date and place to be fixed by the Chancellor in consultation with the Vice-Chancellor. The proceedings of the convocation shall be conducted in accordance with the Regulations made separately for the purpose.
- 8.2 The Chancellor shall preside over the convocation of the University and confer degrees, diplomas and other Academic distinctions on persons entitled to receive. In case the chancellor is unable to preside over the convocation due to unavoidable reasons, he may authorize/ nominate to the Vice Chancellor to preside over the convocation.

CHAPTER – IX
9 Institution, Award and Withdrawal of Degree, Diplomas, Certificates and Prizes, Convocations for Award of Degrees.

9.1 Degree of University

The University shall institute the under mentioned degrees.

- a. Degree of Bachelor of Science.
- b. Degree of Master of Science.
- c. Degree of Doctor of Philosophy.
- d. Degree of Doctor of Science.

9.2 Registration for Ph.D. and D. Sc. Degrees

The candidates shall be registered for Ph.D. and D. Sc. Degrees as prescribed in the Regulations on the recommendations of the Academic Council.

9.3 Eligibility requirement for Degrees

Eligibility requirements for various degrees shall be prescribed in the Regulations on the recommendations of the Academic Council.

9.4 CONFERMENT OF HONORARY DEGREE, ACADEMIC DISTINCTION AND WITHDRAWAL THEREOF.

The University may confer honorary degrees of Doctor of Philosophy upon a person as per conditions below:

- (i) The Honorary Degree of Philosophy or Doctor of Science shall be conferred upon a person on the ground that his by reason of eminent position and attainments or by virtue of his contribution to learning or eminent services to the cause of Agricultural Education, Research and Development, a fit and bonafied person to receive such a degree.
- (ii) The Board of Management shall, subject to prior approval by the Chancellor, have powers to confer the Honorary Degree and other Academic Distinctions on the recommendation of the Academic Council.
- (iii) The Honorary Degree and other Academic Distinctions shall be conferred at convocation, or at a special convocation, and may be awarded in person or in absentia.
- (iv) The presentation of person or persons at the Convocation, on whom the Honorary Degree/Academic Distinctions is to be conferred, shall be made by the Vice-Chancellor.
- (v) If at any time, after conferment of Honorary Degree/Academic Distinctions, it come to the notice of the University that the Honorary Degree/Academic Distinction has been granted to a person who is not fit for the same, the University shall have a right to withdraw the same with the approval of the Board of Management on the recommendation by the Academic Council.

9.5 Diplomas and Certificates:

- (i) Courses for training of technicians in agriculture, veterinary and other allied sciences and for farmers, may be provided by the university. Detailed schemes for such courses providing for award of diplomas and certificates, shall be drawn up by the Board of studies and submitted for approval to the Vice Chancellor through the Academic Council.
- (ii) Orientation courses for Agricultural and Veterinary Scientists and for scientists and technologists in other allied Sciences may be provided, from time to time by the University.

9.6 Medals, Certificate, Honour and Prizes:

- (i) A student who in fulfilling the University requirements for a degree, diploma or certificate, has at his credit an outstanding performance, may be awarded:
 - a. A medal, or
 - b. A certificate of honour. or
 - c. A prize as per provision in the regulation.
- (ii) Best Teacher Award/Best Research Scientist Award/Best Extension Worker Award will be given annually as per criteria laid down by Academic Council with approval of Vice Chancellor.

CHAPTER – XI

CONDITIONS AND MODE OF APPOINTMENT AND DUTIES OF EXAMINING BODIES AND EXAMINERS

The conditions and mode of appointment regarding the examiner/examining bodies shall be determined as per the academic regulation for undergraduate and resident instructions for Post Graduate programme to be framed in due course.

Examining body of the University

- 11.1 There shall be examination Committee for each Faculty at Under-graduate and Post-Graduate level which shall be responsible for organizing the Examination

under existing Regulations on Resident Instruction and shall be consisting of the Following bodies:

(a) Under-Graduate

(i) Dean	Chairman
(ii) Associate Dean	Member
(iii) Chairman/Head of the Department	Members
(iv) Concerned Instructors	Members

(b) Post-Graduate

(i) DRI-cum-Dean, PGS	Chairman
(ii) Dean of the Faculty concerned	Member
(iii) Chairman/Head of the Department	Members
(iv) Concerned Instructors	Members

11.2 (1) The Dean of the concerned Faculty offering the course shall preside over the aforesaid Committee and similarly the Associate Dean, Chairman and Head of the Department and the Instructors shall also be drawn from the faculty offering the courses.

(2) The Dean of the concerned Faculty as mentioned above shall preside over the meeting of the Committee.

11.3 The duties of the aforesaid Committee shall ensure that the provisions of Regulations on Resident Instructions are followed in Aim and spirit.

CHAPTER – XII

MANAGEMENT OF COLLEGES/ CENTRES/ DIVISIONS/ DEPARTMENTS/ REGIONAL STATIONS/ RESEARCH STATIONS/ KRISHI VIGYAN KENDRAS

12.1 The following colleges, institutions and Krishi Vigyan Kendras shall be constituent unit of the University:

Colleges

1. Bihar Agricultural college, Sabour (Bhagalpur)
2. Mandan Bharti Agricultural College, Agwanpur (Saharsa)
3. College of Horticulture, Noorsarai (Nalanda)
4. Agricultural College, Dumraon, Buxer
5. Bholu Paswan Shastri Agriculture College, Purnea
6. Bihar Veterinary College, Patna
7. Sanjay Gandhi Institute of Dairy Technology, Patna

Research Institutes/ Stations/Sub-Stations

1. Regional Research Station, Agwanpur (Saharsa)
2. Regional Research Sub-Station, Jajalgarh (Purnea)
3. Jute Research Station, Katihar
4. Irrigation Research Station, Madhepura
5. Irrigation Research Sub-Station, Araria
6. Regional Research sub-station, Munger
7. Rice Research Sub-Station, Tilaundha
8. Irrigation Research Kendra, Bikramganj
9. Botanical Research sub-station, Dhangai
10. Agricultural Research Institute, Patna
11. Pulse Research Centre, Mokama
12. Betelvine Research Station, Islampur

Krishi Vigyan Kendra

1. Krishi Vigyan Kendra, Munger
2. Krishi Vigyan Kendra, Ariari (Shekhpura)
3. Krishi Vigyan Kendra, Agwanpur (Saharsa)
4. Krishi Vigyan Kendra, Jalalgarh, Purnea
5. Krishi Vigyan Kendra, Katihar
6. Krishi Vigyan Kendra, Madhepura
7. Krishi Vigyan Kendra, Sabour (Bhagalpur)
8. Krishi Vigyan Kendra, Araria
9. Krishi Vigyan Kendra, Banka
10. Krishi Vigyan Kendra, Lakhisarai
11. Krishi Vigyan Kendra, Supaul
12. Krishi Vigyan Kendra, Kishanganj
13. Krishi Vigyan Kendra, Barh, Patna
14. Krishi Vigyan Kendra, Harnaut (Nalanda)
15. Krishi Vigyan Kendra, Bikramganj
16. Krishi Vigyan Kendra, Jahanabad
17. Krishi Vigyan Kendra, Aurangabad
18. Krishi Vigyan Kendra, Gaya
19. Krishi Vigyan Kendra, Arwal
20. Krishi Vigyan Kendra, Khagaria

Other Colleges and Institutes after Government approval will be established in the University with its headquarter at Sabour or elsewhere, However, prior recommendation of the Board of Management is mandatory for the purpose.

12.2 With respect to teaching, research and extension education in the field of Agriculture and allied sciences, the jurisdiction and responsibility for the Colleges/Research Institute shall extend to the areas as prescribed in the regulation.

12.3 The Colleges/Institution shall be responsible for maintenance of training centre for Agriculture and allied sciences and such other research and experimental stations for the programme of training of field extension workers and in the establishment, development and operation of Agriculture and allied sciences.

12.4 All Research and Experimental Stations, Krishi Vigyan Kendras and Training Centres or other Institutions relating to Agriculture and allied sciences falling within its jurisdiction shall be administrative sub-units of the respective college/institutions /Faculty under its full management and control.

12.5 Each College shall be headed by a Dean or Associate Dean-cum-Principal who shall be overall responsible for the conduct of teaching, research and extension education programmes of the College and its subordinate units.

- 12.6 Each Research Institute/Stations shall be headed by a Director/ Regional Director/Chief Scientist who shall be responsible for the management of research, extension education and training programme of the Institutions as well as units.
- 12.7 The Associate Dean shall be responsible to the Dean of the concerned Faculty. The Dean of the Faculty concerned will co-ordinate with the DRI-cum-Dean, PGS, Director, Research and Director, Extension Education as the case may be, about inter-disciplinary programmes with respect to teaching, research and extension education and training programmes of the College/Research Institutes
- 12.8 The Krishi Vigyan Kendra shall be under the administrative control of the Director, Extension/Associate Director/Senior Professors and shall be responsible to the Director of Seed & Farm for production of seeds and Director of Research for research programmes.

CHAPTER –XIII

QUALIFICATION COMPOSITION OF SELECTION COMMITTEE, APPOINTING AUTHORITY ETC FOR RECRUITMENT TO TECHNICAL, NON-TECHNICAL AND ADMINISTRATIVE POSTS OF THE UNIVERSITY.

13.1 The qualification for appointment to technical, non-technical and administrative posts of the University, the composition of selection committee and the Appointing Authorities shall be as given in the following tables.

No.	Name of the post	Qualification	Selection Committee	Appointing authority.
1	Registrar	<p>1. A Masters' degree with at least 55% of the marks or its equivalent grade of B in the UGC seven point scale.</p> <p>2. At least 15 years of experience as Assistant Professor (Sr. Scale)/ Assoc. Professor with eight years in Associate Professor grade along with experience in educational administration</p> <p style="text-align: center;">Or</p> <p>Comparable experience in research establishment and/or other institutions of higher education</p> <p style="text-align: center;">Or</p> <p>15 years of administrative experience of which 8</p>	<p>(a) Vice-Chancellor-Chairman</p> <p>(b) An Academician who is the nominee of the Chancellor-Member</p> <p>(c) Three Experts in the concerned field, out of the list recommended by the Vice – Chancellor and approved by the Board of Management-Member.</p> <p>(d) One of the Dean to be nominated by the V.C.- Member</p> <p>(e) One representative from State Govt.</p> <p>(f) Registrar-Member</p>	V.C. with the approval of the Board of Management

		years as Deputy Registrar or an equivalent post. Ph.D as a desirable qualification.	(g) One SC/ST representative nominated by the VC-Member	
2	Deputy Registrar	1. A Master's Degree with at least 55% of the marks or its equivalent grade of B in the UGC seven point scale. 2. Five years' of experience as (a) Assistant Professor in a College or a University with experience in educational administration or Comparable experience in research establishment and/or other institutions of higher education Or Five years' of administrative experience as Assistant Registrar or in an equivalent post.	(a) Vice-Chancellor-Chairman (b) An Academician who is the nominee of the Chancellor-Member (c) Three experts in the concerned field, out of the list recommended by the Vice-Chancellor and approved by the Board of Management-Members (d) One of the Dean to be nominated by the V.C - Member (e) One representative from State Govt. (f) Registrar- Member (g) One SC/ST representative nominated by the VC-Member	V.C. with the approval of the Board of Management
3	Assistant Registrar	(i) Good academic record plus Master's degree with at least 55% of the marks or its equivalent grade of B in the UGC seven point scale.	(a) Vice-Chancellor-Chairman (b) An academician nominated by the Chancellor- Member (c) Three experts in the concerned field out of a list recommended by the Vice-Chancellor and approved by the Board of Management-members (d) One of the Dean to be nominated by the V.C - Member (e) One representative from State Govt. (f) Registrar-Member (g) One SC/ST representative	V.C.

			nominated by the VC-Member	
4	Comptroller	<p>a) A Master Degree in Commerce/ MBA/Economics/ Agril.Economics/ Finance Management with 55% marks or its equivalent grade</p> <p>b) At least 10 year experience in respectable position as Deputy Comptroller/ Assistant Comptroller in Teaching and Research Institution of repute. or 10 years' experience as Deputy Comptroller/Asstt. Comptroller in a Teaching/ Research Institution.</p>	<p>(a) Vice-Chancellor-Chairman</p> <p>(b) An Academician who is the nominee of the Chancellor-Member</p> <p>(c) Three Expert in the concerned field, out of the list recommended by the Vice – Chancellor and approved by the Board of Management-Members.</p> <p>(d) One of the Dean to be nominated by the VC-Member</p> <p>(e) One representative from State Govt.</p> <p>(f) Registrar- Member</p> <p>(g) One SC/ST representative nominated by the VC-Member</p>	V.C. with the approval of the Board of Management
5	Deputy Comptroller	<p>a) A Master Degree in Commerce/MBA/Economics/Agril. Economics/Finance Management with 55% marks or its equivalent grade</p> <p>b) At least 5 years of experience as Assistant Comptroller or its equivalent in a College or a University with experience in account administration</p> <p>c) Persons having qualification of Chartered accountant/</p>	<p>(a) Vice-Chancellor-Chairman</p> <p>(b) An Academician who is the nominee of the Chancellor-Member</p> <p>(c) Three Expert in the concerned field, out of the list recommended by the Vice – Chancellor and approved by the Board of Management-Member.</p> <p>(d) One of the Dean nominated by the Vice-Chancellor-Member</p>	V.C. with the approval of the Board of Management

		Cost and Works accounts with Graduate Degree could also be considered.	(e) One representative from State Govt (f) Registrar- Member (g)One SC/ST representative nominated by the VC-Member	
6	Assistant Comptroller	Good Academic Record plus Masters' Degree in commerce/MBA with at least 55% marks or its equivalent	(a)Vice-Chancellor-Chairman (b) An Academician who is the nominee of the Chancellor-Member (c) Three Expert in the concerned field, out of the list recommended by the Vice – Chancellor and approved by the Board of Management-Member. (d) One of the Dean nominated by the Vice-Chancellor-Member (e) One representative from State Govt (f) Registrar- Member (g)One SC/ST representative nominated by the VC-Member	Vice-Chancellor
7	Director of Resident Instruction-cum-Dean, PGS	Essential (i)Doctorate in any branch of Agriculture, Veterinary or Animal Husbandry/Dairy Technology/ Fisheries/Basic Sciences & Humanities/Home Science/ Agricultural Engineering and allied branches. (ii) Ten years experience of teaching and/or research of which five years should have been in a position of responsibility or as the Univ. Professor or	(a) Vice-Chancellor-Chairman (b) An Academician who is the nominee of the Chancellor-Member (c)Three Experts in the concerned subject/field with experience of working as Head of Institutions of repute nominated by the Vice-Chancellor out of a panel approved by the Board of Management (d)One of the Deans or Directors nominated by the Vice-Chancellor-	V.C. with the approval of the Board of Management

		<p>equivalent</p> <p>(iii) Desirable: Evidence of leadership and outstanding achievements in teaching and organizing teaching</p> <p>(iv) Experience in managing an Agricultural and Animal Husbandry/ Dairy Technology/ Fisheries/Basic Sciences & Humanities/Home Science/ Agricultural Engineering College preferably offering under-graduate and Post-graduate education.</p>	<p>Member</p> <p>(e) A representative of the State Govt. (Agriculture Animal Husbandry Dept.)- Member</p> <p>(f) A representative of SC/ST to be nominated by the V.C.-Member</p>	
8	Dean	<p>Essential</p> <p>(i) Doctorate in any branch of respective Faculty of Agriculture, Veterinary or Animal Husbandry/Dairy Technology/ Fisheries/Basic Sciences & Humanities/Home Science/ Agricultural Engineering and allied branches.</p> <p>(ii) Ten years experience of teaching and/or research of which five years should have been in a position of responsibility or Univ. Professor or equivalent.</p> <p>(iii) Desirable: Evidence of leadership and outstanding achievements in teaching and organizing teaching</p> <p>(iv) Experience in managing an Agricultural and Animal Husbandry/ Dairy</p>	<p>(a) Vice-Chancellor-Chairman</p> <p>(b) An Academician who will be the nominee of the Chancellor- Member</p> <p>(c) Three Experts in the concerned subject/field with experience of working as Head of Institutions of repute nominated by the Vice-Chancellor out of a panel approved by the Board of Management</p> <p>(d) One of the Deans or Directors nominated by the Vice-Chancellor-Member</p> <p>(e) A representative of the State Govt. (Agriculture Animal Husbandry Dept.)- Member</p> <p>(f) A representative of SC/ST to be nominated by the V.C.-Member</p>	V.C. with the approval of the Board of Management

		Technology/ Fisheries/Basic Sciences & Humanities/Home Science/ Agricultural Engineering College preferably offering under-graduate and Post-graduate education.		
9	Director of Research	<p>Essential</p> <p>(i)) Doctorate in any branch of Agriculture, Veterinary or Animal Husbandry/Dairy Technology/ Fisheries/Basic Sciences & Humanities/Home Science/ Agricultural Engineering and allied branches.</p> <p>(ii) 10 years experience in teaching and/or research work as evidenced by published work in standard research journals of which at least 5 years experience should have been in a position of an Institution in which research holds an important place or should have been as Univ. Professor/ Chief Scientist or equivalent..</p> <p>(iii) Evidence of leadership, outstanding achievement in research and organizing research.</p> <p>Desirable: Administrative experience as Chief Scientist/University Professor of any Research Organization/ Chairman of P.G. Department shall be preferred</p>	<p>(a) Vice-Chancellor- Chairman</p> <p>(b) An Academician who will be the nominee of the Chancellor- Member</p> <p>(c) Three Experts in the concerned subject/field with experience of working as Head of Institutions of repute nominated by the Vice-Chancellor out of a panel approved by the Board of Management</p> <p>(d) One of the Deans or Directors nominated by the Vice-Chancellor-Member</p> <p>(e) A representative of the State Govt. (Agriculture/ Animal Husbandry Dept.)- Member</p> <p>(f) A representative of SC/ST to be nominated by the V.C.-Member</p>	V.C. with the approval of the Board of Management.
10	Associate Director (Res)	<p>Essential</p> <p>(i) Doctorate in any branch of Agriculture,</p>	<p>(a) Vice-Chancellor- Chairman</p> <p>(b) An Academician</p>	V.C. with the approval of the Board of

		<p>Veterinary or Animal Husbandry/Dairy Technology/ Fisheries/Basic Sciences & Humanities/Home Science/ Agricultural Engineering and allied branches (ii) 10 years experience in teaching and/or research work as evidenced by published work in standard research journals of which at least 5 years experience in the rank of Senior Scientist/Associate Professor having research as a major component attached with the post. (iii), Evidence of leadership, outstanding achievement in research and organizing research.</p>	<p>who will be the nominee of the Chancellor-Member (c) Three Experts in the concerned subject/field with experience of working as Head of Institutions of repute nominated by the Vice-Chancellor out of a panel approved by the Board of Management (d) One of the Deans or Directors nominated by the Vice-Chancellor-Member (e) Director Research-Member (f) A representative of the State Govt. (Agriculture/ Animal Husbandry Dept.)-Member (g) A representative of SC/ST nominated by the VC-Member</p>	<p>Management.</p>
11	Deputy Director (Research)	<p>Essential (i) Doctorate in any branch of Agriculture, Veterinary or Animal Husbandry/Dairy Technology/ Fisheries/Basic Sciences & Humanities/Home Science/ Agricultural Engineering and allied branches (ii) 10 years experience in teaching and/or research work as evidenced by published work in standard research journals of which at least</p>	<p>(a) Vice-Chancellor-Chairman (b) An Academician who will be the nominee of the Chancellor- Member (c) Three Experts in the concerned subject/field with experience of working as Head of Institutions of repute nominated by the Vice-Chancellor out of a panel approved by the Board of Management</p>	<p>V.C. with the approval of the Board of Management.</p>

		<p>5 years' experience in the rank of Senior Scientist/Associate Professor having research as a major component attached with the post.</p> <p>or</p> <p>Comparable experience in research establishment and/or other institutions of higher learning</p> <p>(iii), Evidence of leadership, outstanding achievement in research and organizing research as evidenced by published papers in journal of repute</p>	<p>(d) One of the Deans/ or Directors nominated by the Vice-Chancellor-Member</p> <p>(e) Director Research-Member</p> <p>(f) A representative of the State Govt. (Agriculture/ Animal Husbandry Dept.)-Member</p> <p>(g) A representative of SC/ST to be nominated by the V.C.-Member</p>	
12	Director of Extension Education	<p>Essential:</p> <p>(i) Doctorate in any branch of Agriculture, Veterinary or Animal Husbandry/Dairy Technology/ Fisheries/Basic Sciences & Humanities/Home Science/ Agricultural Engineering/ Social Sciences and allied branches</p> <p>(ii) 10 years experience of teaching/research or field extension of which 5 years should have been in a position of responsibility or as in the rank of ADE or Univ. Prof./ Chief Scientist in the concerned discipline.</p> <p>(iv) Desirable: Evidence of leadership and outstanding achievement in extension and organizing extension.</p>	<p>(a) Vice-Chancellor-Chairman</p> <p>(b) An Academician who will be the nominee of the Chancellor- Member</p> <p>(c) Three Experts in the concerned subject/field with experience of working as Head of Institutions of repute nominated by the Vice-Chancellor out of a panel approved by the Board of Management</p> <p>(d) One of the Deans or Directors nominated by the Vice-Chancellor-Member</p> <p>(e) A representative of the State Govt. (Agriculture Animal Husbandry Dept.)-Member</p> <p>(f) A representative of SC/ST to be nominated by the VC-Member</p>	V.C. with the approval of the Board of Management

13	Associate Director, Extension Education	<p>Essential:</p> <p>(i) Doctorate in any branch of Agriculture, Veterinary or Animal Husbandry/Dairy Technology/ Fisheries/Basic Sciences & Humanities/Home Science/ Agricultural Engineering Social Sciences and allied branches</p> <p>(ii) 10 years' experience of teaching/research or field extension of which 5 years' experience in the rank of Associate Professor/Senior Scientist having extension as a major component attached with the post</p> <p>(iv) Desirable: Evidence of leadership and outstanding achievement in extension and organizing extension as evidenced by published papers in journal of repute.</p>	<p>(a) Vice-Chancellor-Chairman</p> <p>(b) An Academician who will be the nominee of the Chancellor- Member</p> <p>(c) Three Experts in the concerned subject/field with experience of working as Head of Institutions of repute nominated by the Vice-Chancellor out of a panel approved by the Board of Management</p> <p>(d) One of the Deans or Directors nominated by the Vice-Chancellor-Member</p> <p>(e) Director, Extension Education-Member</p> <p>(f) A representative of the State Govt. (Agriculture Animal Husbandry Dept.)- Member</p> <p>(g) A representative of SC/ST to be nominated by the VC-Member</p>	V.C. with the approval of the Board of Management
14	Deputy Director, Extension/ Training	(a), Doctorate in any branch of Agriculture, Veterinary or Animal Husbandry/Dairy	<p>(a) Vice-Chancellor-Chairman</p> <p>(b) An Academician who will</p>	V.C. with the approval of the Board of Management

		<p>Technology/ Fisheries/Basic Sciences & Humanities/Home Science/ Agricultural Engineering/Social Sciences and allied branches (b)5 years experience of Extension Education having extension as a major component attached with the post</p>	<p>be the nominee of the Chancellor- Member (c)Three Experts in the concerned subject/field with experience of working as Head of Institutions of repute nominated by the Vice- Chancellor out of a panel approved by the Board of Management (d)One of the Deans or Directors nominated by the Vice-Chancellor- Member (e)Director, Extension Education-Member (f)A representative of the State Govt. (Agriculture Animal Husbandry Dept.)- Member (g)A representative of SC/ST to be nominated by the VC-Member</p>	
15	Associate Dean/ Principal of the concerned Faculty	<p>Essential: (i) Doctorate degree in any branch of Agriculture, Horticulture, Veterinary Science & A.H., Dairy Technology, Fisheries and allied branch. (ii)Ten years experience of teaching/research in University/College and other institution of higher education in concerned field of which five years in the capacity of University Professor/Chief Scientist Desirable: Evidence of leadership and outstanding achievement in teaching and organizing teaching</p>	<p>(a) Vice-Chancellor- Chairman (b) An Academician who will be the nominee of the Chancellor- Member (c) Three Experts in the concerned subject/field with experience of working as Head of Institutions of repute nominated by the Vice- Chancellor out of a panel approved by the Board of Management (d)Dean of the concerned Faculty - Member (e)A representative of the State Govt. (Agriculture Animal Husbandry Dept.)- Member</p>	V.C. with the approval of the Board of Management

			(f)A representative of SC/ST to be nominated by the VC-Member	
16	Director, Planning	<p>(i) Doctorate in any branch of Agriculture, Veterinary or Animal Husbandry/Dairy Technology/ Fisheries/Basic Sciences & Humanities/Home Science/ Agricultural Engineering and allied sciences</p> <p>(ii) 10 years experience of teaching/research of which 5 years experience should have been in a position of responsibility or as the Univ. Prof./ Chief Scientist or equivalent.</p> <p>Desirable: Ph.D. Degree in Agricultural Economics/ Statistics/ Extension Education</p> <p>Well experienced in planning/monitoring/ evaluation work/report preparation</p>	<p>(a) Vice-Chancellor - Chairman</p> <p>(b) An Academician who will be the nominee of the Chancellor- Member</p> <p>(c) Three Experts in the concerned subject/field with experience of working as Head of Institutions of repute nominated by the Vice-Chancellor out of a panel approved by the Board of Management</p> <p>(d) One of the Deans or Directors nominated by the Vice-Chancellor-Member</p> <p>(e) A representative of the State Govt. (Agriculture Animal Husbandry Dept.)- Member</p> <p>(f) A representative of SC/ST to be nominated by the VC-Member</p>	V.C. with the approval of the Board of Management.
17	Director, Seeds & Farms	<p>(i) Doctorate degree in any branch of Agriculture Science and its allied discipline</p> <p>(ii) Ten years experience of teaching/research/extension as evidenced from published papers in journals of repute of which five years experience as University Professor/Chief Scientist or equivalent.</p>	<p>(a) Vice-Chancellor-Chairman</p> <p>(b) An Academician who will be the nominee of the Chancellor-Member</p> <p>(c) Three Experts in the concerned subject/field with experience of working as Head of Institutions of repute nominated by the Vice-Chancellor out of a panel approved by the Board of Management</p>	V.C. with the approval of the Board of Management.

			<p>(d) One of the Deans or Directors nominated by the Vice-Chancellor-Member</p> <p>(e) A representative of the State Govt. (Agriculture/ Animal Husbandry Dept.)-Member</p> <p>(f) A representative of SC/ST to be nominated by the VC-Member</p>	
18	Director Administration	<p>1. A Bachelor's degree with at least 55% of the marks or its equivalent grade</p> <p>2. At least 15 years of experience on an administrative position in a Institution of repute.</p> <p style="text-align: center;">Or</p> <p>Comparable experience in establishment and/or other institutions of higher education</p> <p style="text-align: center;">Or</p> <p>15 years of administrative experience of which 8 years as Deputy Director Administration/ Dy. Registrar or an equivalent post.</p>	<p>(a) Vice-Chancellor-Chairman</p> <p>(b) An Academician who is the nominee of the Chancellor-Member</p> <p>(c) Three experts in the concerned field, out of the list recommended by the Vice-Chancellor and approved by the Board of Management-Members</p> <p>(d) One of the Dean to be nominated by the V.C.- Member</p> <p>(e) One representative of the State Govt.</p> <p>(f) One SC/ST representative nominated by the VC-Member</p>	V.C. with the approval of the Board of Management
19.	Director Works & Plant	<p>1. A Bachelor's degree in Engineering & Technology with at least 55% of the marks or its equivalent grade</p> <p>2. At least 15 years of experience on the position of Executive Engineer or equivalent post in a Institution of repute.</p> <p style="text-align: center;">Persons B. Tech. Degree in (Civil) shall be preferred.</p>	<p>(a) Vice-Chancellor-Chairman</p> <p>(b) An Academician who is the nominee of the Chancellor-Member</p> <p>(c) Three experts in the concerned field, out of the list recommended by the Vice-Chancellor and approved by the Board of Management-Members</p> <p>(d) One of the Dean to</p>	V.C. with the approval of the Board of Management

			<p>be nominated by the V.C.- Member</p> <p>(e) One representative of the State Govt.</p> <p>(f) One SC/ST representative nominated by the VC-Member</p>	
20	Director of Students' Welfare	<p>Essential</p> <p>(i) Doctorate in any branch of Agriculture, Veterinary or Animal Husbandry/Dairy Technology/ Fisheries/Basic Sciences & Humanities/Home Science/ Agricultural Engineering and allied sciences</p> <p>(ii) 10 years experience of teaching in a College of Agriculture, Veterinary or Animal Husbandry/Dairy Technology/ Fisheries/Basic Sciences & Humanities/Home Science/ Agricultural Engineering or Education in the capacity of a College Professor/ Assoc. Professor.</p> <p>(iii) Adequate experience of organizing sports, games, dramas and other students' welfare activities.</p> <p>Desirable: Evidence of leadership and capacity in organizing and guiding the student's activities.</p>	<p>(a)Vice-Chancellor-Chairman</p> <p>(b)An Academician who will be the nominee of the Chancellor- Member</p> <p>(c)Three Experts in the concerned subject/field with experience of working as Head of Institutions of repute nominated by the Vice-Chancellor out of a panel approved by the Board of Management</p> <p>(d)One of the Deans or Directors nominated by the Vice-Chancellor-Member</p> <p>(e)A representative of the State Govt. (Agriculture Animal Husbandry Dept.)-Member</p> <p>(f)A representative of SC/ST to be nominated by the VC-Member</p>	V.C. with the approval of the Board of Management
21	University Professor-cum- Chief Scientist (in case of teachers born on the research	<p>Essential:</p> <p>(i) An eminent scholar in relevant subject with published work of high quality, actively engaged in research with</p> <p>(ii) 10 years of experience in</p>	<p>(a)Vice-Chancellor-Chairman</p> <p>(b) An Academician who is the nominee of the Chancellor-Member</p> <p>(c) Three experts in the concerned subject/field</p>	V.C. with the approval of the Board of Management.

	budget the designation should be reversed such as Chief Scientist-cum-University Professor)	postgraduate teaching, and/or experience in research at the University/National level institutions, including experience of guiding research at doctoral level out of which 5 years' experience as Assoc. Prof. or equivalent. or An outstanding scholar with established reputation who has made significant contribution to knowledge. In exceptional cases the teachers with 15 years of UG teaching/research experience could also be considered	out of the list recommended by the Vice-Chancellor and approved by the Board of Management - Members (d) Dean of the Faculty- Member (e) A representative of the State Govt. (Agriculture Animal Husbandry Dept.)- Member (f) A representative of SC/ST to be nominated by the VC-Member	
22	Assoc. Professor-cum- Senior Scientist (in case of teachers born on research budget the designation should be reversed as Sr. Scientist-cum Assoc. Professor)	Essential: i) Good academic record with a doctoral degree in relevant subject or equivalent published work. In addition to these, candidates who join from outside the University system, shall also possess at least 55% of the marks or an equivalent grade of B in the 7 point scale with letter grades O,A,B,C,D,E,F at the Master's degree level ii) Five years of experience of teaching, research and/or extension on the post of Assistant Professor/Junior Scientist and equivalent (excluding the period spent for obtaining the research degree) and has made some mark in areas	(a)Vice-Chancellor-Chairman (b)An Academician who is the nominee of the Chancellor-Member (c)Three experts in the concerned subject/field out of the list recommended by the Vice-Chancellor and approved by the Board of Management-Members (d) Dean of the Faculty- Member (e)A representative of the State Govt. (Agriculture Animal Husbandry Dept.)- Member (f)A representative of SC/ST to be nominated by the VC-Member	V.C. with the approval of the Board of Management

		of scholarship as evidenced by quality of publications, contribution to educational innovation, design of new courses and curricula.		
23	Assistant. Prof.- cum Junior Scientist (in case of teachers born on research budget the designation should be reversed such as Jr. Scientist-cum-Asstt. Professor) and for KVK it should be same for SMS	<p>Essential:</p> <p>(i) Good academic record with at least 55% of the marks or an equivalent grade of B in the 7 point scale with letter grades O,A,B,C,D, E & F at the Master's degree level, in the relevant subject from an Indian University, or, an equivalent degree from a foreign University.</p> <p>(ii) Besides fulfilling the above qualifications, candidates must have cleared the National Eligibility Test (NET) for lecturers conducted by the ICAR, UGC, CSIR or similar test accredited by the UGC</p> <p>A relaxation of 5% may be provided from 55% to 50% of the marks, at the master's level for the SC/ST category</p> <p>A relaxation of 5% may be provided from 55% to 50% of the marks to the Ph.D. degree holders who have passed their Masters' Degree prior to 19th Sept., 1991</p> <p>(iii) Ph.D. if available shall be preferred</p>	<p>(a) Vice-Chancellor-Chairman</p> <p>(b) An Academician nominated by the Chancellor- Member</p> <p>(c) Three experts in the concerned subject/field out of the list recommended by the Vice-Chancellor and approved by the Board of Management-Members</p> <p>(d) A representative of the State Govt. (Agriculture Animal Husbandry Dept.)- Member</p> <p>(e) Dean of the Faculty- Member</p> <p>(f) A representative of SC/ST to be nominated by the VC-Member</p>	Vice-Chancellor
24	University Librarian	<p>Essential:</p> <p>(i) Master's Degree in Library Science/Information Science/ Documentation with at least 55% of the</p>	<p>(a)Vice-Chancellor-Chairman</p> <p>(b) An Academician nominated by the Chancellor- Member</p> <p>(c) Three experts in the</p>	V.C. with the approval of the Board of Management.

		<p>marks or its equivalent grade of B in the UGC seven point scale and consistently good academic record.</p> <p>(ii) At least ten years as a Deputy Librarian in a University Library or five years' experience as a College Librarian.</p> <p>(iii) Evidence of innovative library service and organization of published work.</p> <p>Desirable M.Phil/Ph.D. degree in library science/information science/documentation/archives and manuscript keeping.</p>	<p>concerned subject/field, nominated by the Vice-Chancellor out of the list recommended by the Vice-Chancellor and approved by the Board of Management-Members</p> <p>(d) One of the Deans or Directors to be nominated by the V.C. - Member</p> <p>(e) A representative of the State Govt. (Agriculture/ Animal Husbandry Dept.)-Member</p> <p>(f) A representative of SC/ST to be nominated by the VC-Member</p>	
25	Dy./Assoc. Librarian	<p>Essential:</p> <p>(i) Master's degree in Library Science/Information Science/ documentation with at least 55% of the marks or its equivalent grade of B in the UGC seven point scale and a consistently good academic record.</p> <p>(ii) Five year's experience as an Assistant University Librarian/College Librarian.</p> <p>(iii) Evidence of innovative library service, published work and professional commitment, computerization of library.</p> <p>Desirable M. Phil/Ph.D. degree in Library Science/Information Science/documentation/</p>	<p>(a)Vice-Chancellor-Chairman</p> <p>(b) An Academician who is the nominee of the Chancellor-Member.</p> <p>(c) Three experts in the concerned subject/field out of the list recommended by the Vice-Chancellor and approved by the Board of Management-Members</p> <p>(d) One of the Deans/Directors to be nominated by the VC – Member</p> <p>(e) University Librarian</p> <p>(f) A representative of the State Govt. (Agriculture Animal Husbandry Dept.)-Member</p> <p>(g) A representative of SC/ST to be nominated by the VC-Member.</p>	V.C. with the approval of the Board of Management.

		archives and manuscript keeping, computerization of library.		
26	Assistant Librarian	(i) Master's Degree in Library Science/Information Science/ Documentation or an equivalent professional degree with at least 55% of the marks or its equivalent grade of B in the UGC seven point scale plus a consistently good academic record, (ii) Qualifying in the National level test conducted for the purpose by the UGC or any other agency approved by the UGC.	(a)Vice-Chancellor-Chairman (b)An Academician nominated by the Chancellor- Member. (c) Three experts in the concerned subject/field out of the list recommended by the Vice-Chancellor and approved by the Board of Management - Members. (d) One of the Deans/Directors nominated by the VC - Member. (e) University Librarian-Member (f) A representative of SC/ST to be nominated by the VC-Member	Vice-Chancellor
27	Chief Medical Officer	Essential: (i) A degree in Medical Science of a recognized University (ii) Experience as a registered medical practitioner for a period of not less than five years Desirable: (iii) Experience of working in an educational institution for a period of not less than three years shall be a preferential qualification.	(a) Vice-Chancellor-Chairman (b) Two Senior officers not below the rank of Regional Director of health Services nominated by the Director of Health Services, Bihar-Members (c) A Dean or a Director nominated by the Vice-Chancellor-Member (d) A representative of SC/ST to be nominated by the VC-Member	V.C.
28	Information-cum-Publication Officer	(1) Bachelor degree in Agriculture Science /Animal Husbandry and Veterinary Science or Diploma in Vet. Science	(a) Vice-Chancellor-Chairman (b) Registrar-Member (c) Director of Extension Education-	V.C.

		<p>(2) High Second Class Masters Degree in any branch of Agriculture Science or Animal Husbandry and Vet. Science.</p> <p>(3) A degree or diploma in journalism</p> <p>(4) At least 5 years experience of field extension literature, organization of farmers fairs, field days, knowledge of other means of communication for carrying out the message of advanced agricultural and animal husbandry technology.</p>	<p>Member</p> <p>(d) Three experts from outside the University nominated by the Vice-Chancellor out of a panel approved by the Board of Management-Members</p> <p>(e) A representative of the State Government (Agriculture/Animal Husbandry Dept.) – Member</p> <p>(f) A representative of SC/ST to be nominated by the VC-Member</p>	
29	Post belonging to all non-teaching employees	As prescribed by the Board of Management/ State Government from time to time	<p>(a) One of the Deans/Associate Deans, /Directors to be nominated by the Vice-Chancellor depending upon the nature of the post to be filled up-Chairman</p> <p>(b) Director Administration/Comptroller-Member</p> <p>(c) Two teachers in the rank of University Professor to be nominated by the Vice-Chancellor-Members</p> <p>(d) One SC/ST representatives to be nominated by the VC</p>	Vice-Chancellor

Note

- (1) The Selection Committee shall recommend names arranged in order of preference to the appointing authority through proper channel.
- (2) The Selection Committee's recommendation shall be valid for a period of one year from the date on which it is drawn up by the Selection Committee.
- (3) At least four members including two outside experts/subject experts must constitute the quorum
- (4) When only one candidate satisfied the minimum eligibility criteria, he need not be called for interview at the discretion of the Vice-Chancellor and the members of the Selection Committee be consulted by circulation of the bio-data

- (5) The minimum length of experience in the case of persons with exceptionally brilliant academic records, i.e. who hold a Doctorate degree in the subject concerned and who secured a First Division, either in all the examinations, or in exceptional cases, all except one, without having failed at any examination, may be relaxed at the discretion of the Selection Committee.
- (6) The procedure for selection of Principal/University Professor/Associate Professor and equivalent rank should involve the following:
- (i) The process of selection should involve inviting the bio-data and Selection will be done through interview by duly constituted Selection Committee. The short listed candidates will be invited for interview.
 - (ii) The process of selection should involve the following:
 - (a) Assessment of aptitude for teaching and research;
 - (b) Ability to communicate clearly and effectively;
 - (c) Ability to analyze and discuss; and
 - (iii) It may be ensured that the process of selection in every case is transparent and credible
- (7) The minimum requirement of 55% should not be insisted upon for University Professors, Associate Professors, Registrars, Deputy Registrars, Librarians, Deputy Librarians and other equivalent posts for the existing incumbents who are already in the University system. However, these marks should be insisted upon for those entering the system from outside and those at the entry point of Assistant Professors, Assistant Registrars, Assistant Librarians and other such equivalent posts.
- (8) Incentives for Ph.D./M. Phil:
- (a) Four and two advance increments will be admissible to those who hold Ph.D. and M.Phil degrees, respectively, at the time of recruitment as Assistant Professor-cum-Junior Scientist. Candidate with D.Lit/D.Sc. should be given benefit at par with Ph.D. and M.Lit at par with M.Phil.
 - (b) One increment will be admissible to those teachers with M. Phil who acquire Ph.D. within two years of recruitment.
 - (c) An Assistant Professor obtained Ph.D. degree during service career will be eligible for two advance increments when she/he moves into Selection Grade/Associate Professor cum Sr. Scientist.
 - (d) A teacher will be eligible for two advance increments as and when she/he acquires a Ph.D. degree in her/his service career.
- (9) Service Agreement:
At the time of recruitment in University and its Colleges, service agreement should be signed between the University/College and the Teacher which should be lodged with the Director (Administration)/Principal with a copy to the concerned teacher. The self-appraisal of performance should be a part of the service agreement.
- (9) For appointment on the posts of teachers/scientist in Agriculture, Veterinary, Ag. Engg., Dairy Technology, Fisheries and Home Science related subject, it would be a basic requirement for the candidate applying for the posts to hold/ possess respective basic professional degree at the Under-graduate level.

Note: Professional Degree means; B.Sc.(Agriculture)/B.V.Sc.& A.H./B.Tech (Ag. Engg.)/B.Tech (DT)/B.Sc.(DT) or equivalent/B.F.Sc./B.Sc.(Home Science) and Pure Science for Basic Sciences subjects.

Procedure of Selection:

13.2 In the event of or in anticipation of a vacancy, the Vice-Chancellor shall, on the basis of available record and the approved percentage against specified categories of posts decided to be filled up by direct recruitment or by promotion, arrange the constitution of Selection Committee.

(a) Procedure of selection by Promotion:

- (i) An Evaluation Committee to be constituted by the Vice-Chancellor shall consider the names of all officers and employees of the University who possess the requisite qualifications and experience and/or are in the opinion of the Committee, suitable for the post specifically in view of their service record and recommend a panel in order of merit for the approval of the appointing authority. For this purpose the Evaluation Committee shall carefully review the past records, merit, professional attainment and experience of the candidates.
- (ii) If in the opinion of the Evaluation Committee no candidate amongst the employee of the University is found suitable the post may be filled up by direct recruitment.

(b) Procedure for direct recruitment:

- (i) For direct recruitment, the Vice-Chancellor or through such an officer as he may so designate arrange to advertise the post in newspapers and invite applications from suitable candidates within the last date so prescribed.
- (ii) On expiry of the last date for receipt of applications all the applications so received shall be compiled and placed before a Screening Committee of concerned Senior Officers constituted for the purpose by the Vice-Chancellor. The Screening Committee after tabulating the applications and comparing the qualifications of the applicants shall prepare a list of names of eligible candidates who should be called for interview and place it before the Vice-Chancellor for his approval.
- (iv) The eligible candidates may be called for interview to appear before the specified Selection Committee constituted as per Statutes, on a specified date.
- (iv) The Selection Committee shall interview the candidates and furnish a panel of suitable persons arranged in order of merit in respect of each post.
- (v) The Selection Committee may recommend for specified reasons in writing a higher starting salary in the scale of pay for any of the candidate included in the panel for consideration by the appointing authority.
- (vi) The period of validity of any panel prepared by the Selection Committee shall be one year from the date of its recommendation.

(c) Procedure for Tenural Appointment

The post of Deans/Directors will filled up through direct recruitment for a tenure of five years which may be extended in exceptional cases on recommendation of the Vice-Chancellor by the Board of Management till fresh appointment is made on term whichever is earlier.

(d) Procedure for appointment:

The panel prepared by the Selection Committee in order of merit will be forwarded by the Chairman of the Selection Committee to the Director Administration of the University who shall in turn check up the latest vacancy position and forward the panel to the appointing authority without any delay.

C H A P T E R- X I V
PROCEDURE OF ELECTION AND NOMINATION TO SENATE AND BOARD
OF MANAGEMENT

Electoral Roll of the Senate:

14.1 The Registrar shall maintain in such forms as the senate from time to time, prescribe separate rolls of persons eligible to vote at an election under section of the Bihar Agricultural University Act 2010.

These electoral rolls shall be revised once in every year in the month of August. Provided that for the purpose of election to the first Senate to be formed under the provisions of the Act. The Electoral Rolls shall be prepared by such date as the Vice-Chancellor may fix.

Resignation of office by members:

14.2 Any member, other than ex-officio members, may, by a letter addressed to the Vice-Chancellor, resign his office

Register of commencement and termination of office by members:

14.3 The Registrar shall keep a register showing the date on which the member takes office, the date on which his period of office will expire by efflux of time and the date on which he ceases to be a member.

Reporting of vacancies by the Registrar:

- 14.4 (i) The Registrar shall report to the Vice-Chancellor every vacancy which is likely to occur or which has occurred in the office of a Representative or Nominated Member.
- (ii) Such report shall be made:
- (a) in the case of vacancy which will occur by efflux of time; not later than nine weeks before the date on which such vacancy is likely to occur; and
 - (b) in the case of a vacancy occurring otherwise than by efflux of time, within one month after the vacancy has occurred.

14.5 When any vacancy occurs, or is about to occur, in the office of a Representative or Nominated Member, the Vice-Chancellor shall take necessary steps to ensure that such vacancy is duly filled as soon as possible but in any case within four months from the date of such vacancy.

Consequence of termination of office of representative members

14.6 Whenever any member of the Senate ceases to be a member of the Senate due to any cause whatsoever, he shall vacate all University offices or appointments held by him in his capacity as a member of the Senate and if he again becomes a member of the Senate, he shall not again hold any such office or appointment unless he is duly appointed thereto.

Notice of Election

- 14.7 (1) For Election of teacher's representative in the Senate the Registrar shall give at least thirty clear days notice to the Principals of Colleges to send a duly elected representative of the teaching staff of the College in such manner as may be prescribed under rules framed by the Vice-Chancellor.
- (2) The Registrar shall send notice of the date of election at least thirty clear days' in advance in case of a vacancy to every person qualified to vote at the election.

- (3) The Registrar shall give at least thirty clear days' notice to the Secretary of the Bihar Legislative Assembly or the Legislative Council as the case may be, in case of vacancy.

Eligibility to vote and to stand for election:

14.8 No person shall be qualified to vote at any election or to seek election unless his name is entered on the Electoral Roll.

Nomination of candidate:

- 14.9 (1) Every person qualified to vote at an election shall be entitled to nominate for each vacancy, the name of a person for election as a member of the Senate.
- (2) (a) In the case of an election to the Senate every nomination shall be sent to the Registrar so as to reach him twenty one clear days before the date of the election;
- (b) The Registrar shall prepare a list of the nomination received and sent it to every person qualified to vote at the election, fifteen clear days before the date fixed for the election.

Voting

14.10 Every person qualified to vote at an election held shall have only one vote for each vacancy to be filled.

14.11 The first election shall be conducted in such manner as the Vice-Chancellor may decide. The subsequent elections under the above sub-heads shall be conducted in the manner to be prescribed in these Statutes.

Election by majority:

- 14.12 (a) The candidate or, in the case of more than one vacancy, the candidates obtaining the largest number of votes shall be declared to be elected.
- (b) In the case of equality of votes between any two or more of such candidates, the election of one or more of such candidates to fill the vacancy or vacancies, as the case may be, shall be determined by lot.

Dispute:

- 14.13 (a) If any dispute arises with regard to the election of any person to be a member of the Senate, a written notice of objection, specifying the grounds upon which the validity of the election is questioned, shall be sent to the Registrar within seven days of the declaration of the result of the election.
- (b) The Registrar shall submit the notice to the Vice-Chancellor who shall thereupon report on the dispute to the Chancellor, whose decision in the matter shall be final.
- The Vice-Chancellor may give an opportunity to the petitioner to be heard before reporting to the Chancellor.

Senate meeting:

14.14 There shall be two ordinary meetings of the Senate in a year usually in April and November. The meeting held in April shall be the Annual Meeting.

14.15 Election of teacher to senate :

- (a) As per Section 11 (XVIII) of the Act, teachers who have at least five years of experience shall be elected in the following manner
- (b) The constituency for these elections shall be as under:
- (i) Bihar Agricultural College, Sabour,

- (ii) (Post-Graduate Department of Agriculture KVK, Sabour/Lakhisarai/Sheikhpura/Munger/Banka/ Rice Research Sub-Station, Tilaundha)
- (iii) Mandan Bharti Agriculture College, Saharsa (Regional Research Station, Saharsa/KVK Saharsa/Madhpura/ Supaul/ Irrigation Research Station, Madhepura)
- (iv) Agricultural Research Institute, Patna(Horticulture College, Noorsarai/ Agriculture College, Dumraon/ KVK, Barh/ Harnaut/ Bikramganj/ Jahanabad/ Aurangabad/ Gaya/Arwal/ Irrigation Research Station, Bikramganj/ Botanical Res.Sub-Station, Dhangai/ Pulses Research Station, Mokama/ Betelvine Research Station, Islampur)
- (v) Bholas Paswan Shastri Agricultural College Purnea (Regional research substation, Jalalgarh, Regional Research Sub-Center Araria, Jute Research Station Katihar, KVK, Purnia/ Katihar/ Araria/ Kisanganj)
- (vi) Bihar Veterinary College, Patna/PG department of veterinary sciences
- (vii) Sanjay Gandhi Institute of Dairy Sciences & Technology, Patna
- (c) The Registrar shall give at least 30 clear days' notice to all the Heads of Colleges /Research Institute/Stations/sub-stations/KVKs attached to Colleges; Heads of Post-graduate Departments of Agriculture Faculty; to send duly elected representative of the teachers as required in the B.A.U. Act under Section 11(xviii) for representation in the Senate to be elected in the manner prescribed hereunder:
 - (i) On receipt of the Notice of the Registrar, the Heads of the Institution will prepare Electoral Roll of the teachers discipline wise, consisting of all groups within a week of the receipt of such notice.
 - (a) Teachers in the Associate Professor's scale and above shall form one group.
 - (b) Teachers in the Assistant Professor's rank as defined in the Act shall be placed in another group.
 - (ii) Similar list shall also be prepared by the institutions attached with the constituency
 - (iii) The Electoral Roll shall be displayed on the Notice Board and objection, if any, shall be invited within one week of the display of the notice. Any omission of name shall be brought to the notice of the Head of the Institution by the staff concerned and the Head of the Institution, if satisfied, will correct the Electoral Roll and the list after expiry of one week from the date of publication shall be treated as final and no objection shall be entertained after that date.
 - (iv) The Head of the Institution within a week of the finalization of the Electoral Roll shall fix a date of election of representatives of teachers of both groups from his College. In the case of linked institutions the election shall be held at the respective campuses and the name of the two elected representatives from each group and each discipline will be sent to the Head of the Institution, Bihar Agricultural College, Sabour including P.G. Departments of Agriculture Faculty Mandan Bharti Agriculture, College, Saharsa, Agriculture Research Institute Patna. Each KVK will elect one representative and send the name of the representative to the concerned Principal.
 - (v) Then on the date fixed by the Head of the Institution of each College the teachers of groups A and B shall elect by secret ballot two representatives from each discipline.

- (vi) After the election of representative of both groups, the Head of the Institution will invite nominations from intending candidates within two days of the election of the representatives. After Scrutiny the final list of intending candidates will be hung on the Notice Board.
- (vii) These representatives of each discipline shall in turn elect one teacher representative from the intending candidates (teachers) from each College by secret ballot within two days of the display of notice for representation in the Senate.

Nomination of a student to senate

- 14.16 One student studying in M.Sc. course having brilliant academic records shall be nominated by the Vice-Chancellor in rotation from the Faculties of Agriculture/ Agricultural Engineering/ Basic Sciences & Humanities/ Dairy Technology/ Home Science/ Veterinary & Animal Husbandry after examining the marks obtained by the student at the final bachelor degree examination.

The nomination shall be in the following manner:

Agriculture/ Agricultural Engineering/ Basic Sciences & Humanities/ Dairy Technology/ Home Science/ Veterinary & Animal Husbandry and shall be repeated in the same sequence. In case of vacancy occurring due to obtaining of the M.Sc. degree, shall be filled up by the best student of the other Faculty in the sequence mentioned above.

Nomination of Deans/ Directors to the Board of Management

- 14.17 (i) In accordance with the provision in Sub-section xiii of Section 8(1) of the Act the rotation of Deans and Directors shall be as follows:

Dean

- (a) Agriculture and Environmental Science
- (b) Agricultural Engineering
- (c) Basic Sciences & Humanities
- (d) Dairy Technology
- (e) Fisheries
- (f) Home Science
- (g) Post graduate studies
- (h) Veterinary & Animal Husbandry

Directors

- (a) Director, Research
- (b) Director, Extension Education
- (c) Director, Resident Instruction

The Deans and Directors shall rotate in the order noted above after every two years.

- 14.17 (ii) In accordance with the provision in Sub-section xv of Section 8(1) of the Act the Chairman of the P.G. Department shall rotate in every two years from each of the 6 Faculties noted below as per alphabetical order of the University Department in the Faculty:

Faculty

- (a) Agriculture
- (b) Agricultural Engineering
- (c) Basic Sciences & Humanities
- (d) Dairy Technology
- (e) Fisheries
- (f) Forestry

- (g) Home Science
- (h) Veterinary & Animal Husbandry

14.18 Nomination of a representative of University employee (other than teacher) in Senate

In accordance with provision in Sub-Section (XX) of Section 11 of the Act a representative of the employee shall be elected on the following manner:

The Director Administration shall give at least 30 clear days' notice to all the Heads of Colleges /Research Institute/Stations/sub-stations/KVKs attached to Colleges; Heads of Post-graduate Departments of Agriculture Faculty; to send duly elected representative of the Non-teaching employees as required in the B.A.U. Act under Section 11(XX) for representation in the Senate to be elected in the manner prescribed hereunder:

- (1) On receipt of the Notice of the Director Administration (in case of headquarters), the Heads of the College/Institution will prepare Electoral Roll of the Non-teaching employees consisting of all groups within a week of the receipt of such notice.
- (2) The Electoral Roll shall be hung on the Notice Board and objection, if any, shall be invited within one week of the display of the notice.
- (3) Any omission of name shall be brought to the notice of the Head of the Institution by the staff concerned and the Head of the Institution, if satisfied, will correct the Electoral Roll and the list after expiry of one week from the date of publication shall be treated as final and no objection shall be entertained after that date.
- (4) The Head of the Institution within a week of the finalization of the Electoral Roll shall fix a date of election of representatives of Non-teaching employee from his College/institution.
- (5) Then on the date fixed by the Head of the Institution of each College the Non-teaching employee shall elect by secret ballot two representatives from the college/Institution. The employees of the KVK shall cast their vote in the institution/college to which the KVK is attached
- (6) The Head of the Institution shall send the names of the elected representatives to the Director (Administration) within a week
- (7) After receipt of the names of elected representatives from the College/Institution, the Director Administration will invite nominations from intending candidates from the elected representatives within a week. After Scrutiny the final list of intending candidates will be hung on the Notice Board.
- (8) These elected representatives of each college/institution shall in turn elect one non-teaching representative from the intending candidates by secret ballot within five days of the display of notice for representation in the Senate.

CHAPTER - XV

RECORD OF SERVICE OF UNIVERSITY EMPLOYEES

Personal file, character roll, service book and leave account book of employees:

- 15.1 There shall be a personal file for all papers, relating to each of the employee. All papers relating to his recruitment, date of birth, verification of his antecedents and service, leave, promotions, disciplinary action and retirement, shall be duly placed in this file. If an employee acquires any academic qualification or other distinction while in service, papers relating to these shall be duly placed in the file.

- 15.2 A personal confidential file or character roll shall be maintained for each employee. Adverse remarks recorded in the course of periodical or occasional assessment of an employee shall be duly communicated to him to give him an opportunity to make representation, if any, against the remarks.
- 15.3 A service book giving a history of his service shall also be maintained in respect of each University employee. The service books shall record entries of each incident in his service e.g., the date and nature of each of his appointments and of termination of each appointment in University service, the date of his confirmation, increment, promotion, rewards, and citations earned by him, the dates of his proceeding on leave and return from leave.
- 15.4 A leave account shall be maintained in the proforma prescribed by State Government for the purpose for each University employee showing a complete account of all leave (except casual leave) taken by him.

CHAPTER - XVI

DELEGATION OF POWERS TO THE AUTHORITIES AND EMPLOYEES OF THE UNIVERSITY

Powers of authorities and employees of the University not covered by the Act & Statutes:

- 16.1 The powers of the authorities and employees of the University, not covered by the Act and Statutes, shall be as prescribed in the Regulations.
- 16.2 Subject to the provisions of the Act and the Statutes, any officer or authority of the University may delegate his or its financial and administrative powers to any other officer or authority or person under his or its respective control subject to the condition that overall responsibility for the exercise of the powers so delegated shall continue to vest in the officer or authority delegating such powers.
- 16.3 The Vice-Chancellor may constitute a Committee as and when required to see that the delegated financial and administrative powers are used as per rules of the University.
- 16.4 Any matter not cover in the Statutes shall be dealt as per service rule of the State Government.

CHAPTER -XVII

Agreement and contracts

Miscellaneous

Agreements and contracts:

- 17.1 The following officers shall sign contracts and agreements on behalf of the University:

Documents

Officers authorized to sign on behalf of the University

- | | |
|--|---|
| <p>1. Agreement regarding appointments, training and other deputations, study leave.</p> | <p>Appointing authority (provided that the Registrar shall sign for the University in cases where the Board of Management or the Vice-Chancellor is the appointing authority }.</p> |
|--|---|

2. Agreement in respect of scholarship or fellowships. Director of Students Welfare
3. Agreement in respect of works. (a) Director, Works & Plant in respect of all works involving an estimated cost above Rs. five lakhs.
Above five lakh he will sign the agreement with the approval of the Vice-Chancellor.
(b) Executive Engineer in respect of all works involving an estimated cost up to Rs. One lakh
4. Other Agreements and contracts Officers nominated by the Vice-Chancellor

CHAPTER- XVIII

ALLOWANCE OF MEMBERS OF BOARD OF MANAGEMENT, SENATE AND OTHER STATUTORY COMMITTEE

- 18.1 For attending meetings of the Board of Management/ Senate and Committee formed by the Board of Management/Senate as well as meetings connected with University affairs, the non-official members of the Senate/Board of Management of the University shall be entitled to traveling allowance at the following rates:
- (a) The members nominated by the Bihar Legislative Assembly and Bihar Legislative Council for membership of the University authorities they shall be allowed traveling allowance prescribed for them by the State Government in their capacity as MLA and MLC, respectively for attending such meetings.
- (b) The Non-official members other than MLA and MLC will get Travelling and Daily Allowance applicable to the Grade-I officers of the University.
- (c) The non-official members of the Board will get sitting allowance of Rs. 1000/- for each sitting or as amended from time to time.

Travel by service plane:

- 18.2 The non-official members may travel by plane under special circumstances for which they will be entitled to traveling allowance in accordance with the Traveling Allowance Rules of the Government of Bihar.

Order:—The above order be published in Bihar Gazette as per Section 36(3) of the Bihar Agricultural University Act, 2010 as allowed by the Hon'ble Chancellor, Bihar vide letter No. BAU-06/2011-2592 GS(I) dated 08.11.2011 duly published in Extra Ordinary issue of Bihar Gazette on 18th January, 2017.

By Order,
Sd/Illegible,
Vice Chancellor.