

## **REGULATION NO. 28**

### **SELF SUPPORTING PROGRAMME**

#### **1. The Self Supporting Programme (SSP)**

1.1 In order to have partial support for the infrastructure, University shall run courses under self supporting programme (SSP).

1.2 University Teaching Departments, schools of studies and Centres may run courses under self supporting programme by establishing a separate cell within the department/institution. University would retain 20% of the course fee of such course to be utilized for academic and developmental programmes.

1.3 Affiliated colleges may run course under self-supporting programme with approval of the University on payment of Rs. 10,000/- (or 20% of the course fee whichever is higher ) per annum per course.

1.4 Private institutions may seek affiliation to the University of payment of an affiliation fees of Rs. 25,000/- per annum for running courses under SSP on the payment of an additional fee of Rs. 10,000/- (or 20% of the course fee whichever is higher) per annum per course.

#### **2. Professor-In-Charge of the Cell**

2.1 A Professor-In-Charge shall be appointed by the Head of institution from amongst the regular faculty members of the institution for each SSP course. If no suitable person is available in the institution a person from outside the institution may be appointed.

2.2 The Professor-In-Charge shall be the academic and executive officer for the course and shall carry out his duties under the overall supervision of the Head of the nodal department.

2.3 Professor-In-Charge alongwith Registrar shall be responsible for the safe custody of the funds and shall ensure observance of financial norms.

2.4 Professor-In-Charge shall be responsible for maintaining the proper account and other relevant records including the preparation of annual accounts, balance sheet and audit.

2.5 Professor-In-Charge shall be responsible for the preparation of annual budget estimates for being submitted to the Finance Committee and Administrative committee as well as to SSP Director and the Executive Council for their approval.

2.6 Professor-In-Charge shall be responsible for the preparation of annual progress report and present the same to the proper authorities through Director for consideration and adoption.

2.7 Professor-In-Charge shall have powers to call visiting fellows, guest lecturers and others in consultation with the Head of institution.

2.8 Professor-In-Charge shall exercise all such powers as may be delegated to him or otherwise required.

2.9 In the case of correspondence courses, professor-in-charge shall arrange the Personal Contact Programmes (PCP) in consultation with the course Coordinator (s) and Head of institution.

#### **3. Directorate of Self Supporting Programmes**

31. For management of the courses run under the Self Supporting Programme, there shall be a Directorate comprising of :

(i) Vice Chancellor

Chairman

- (ii) Registrar
- (iii) Professor-In-Charge of all SSP cells
- (iv) Director Member

- Member
- Members
- Secretary

**Note:** The Director will be nominated by the Kulpati from amongst the Professors of the University or from outside the University. For this work he will be entitled for honorarium/conveyance allowance only as per rules of SSP.

3.2 The Directorate shall frame policies for planning, execution and evaluation for the self supporting programmes.

3.3 The Directorate shall decide remuneration/honorarium, conveyance and other allowances for the different purposes from time to time.

3.4 The Directorate shall decide fees for various self supporting programmes.

3.5 The Directorate shall ordinarily meet atleast once in three months and the minutes will be circulated by the member secretary, counter signed by the Registrar after the approval of the Chairman. The necessary orders shall be issued by the joint signatures of the Director and the Registrar.

3.6 The Directorate shall function with the assistance of following persons who will normally be provided from the existing staff of the University.

- (i) Director
- (ii) Officer-In-Charge or Administrative Officer, not below the cadre of Superintendent/Senior Technical Assistant.
- (iii) Accountant
- (iv) Office Assistant
- (v) Clerk-Cum-Typist
- (vi) Peon

The personnel engaged in SSP Directorate and DEC will be given 6.25% of basic salary as additional allowance. Moreover, the Director, the Registrar and the Finance Officer may be paid honorarium/conveyance allowance as applicable for Professor Incharge of a course.

3.7 Wherever necessary the sanctions and approvals of relevant matters pertaining to self supporting programmes will be given by the competent authorities on the recommendations of the Director for which the recommendations in the files will be obtained directly from the Finance Officer/Registrar. The processing of the files will be carried out within the Directorate.

3.8 A minimum of two percent of the course fee of each SSP will be made available to the Directorate for its expenses as per the budgetary approval.

3.9 The Directorate shall have powers to approve and file various positions recommended by individual SSP cells, as per requirements and proper justification.

3.10 The selection committee for the academic positions will comprise of

- (i) Vice Chancellor or His nominee Chairman  
(not below the rank of Professor)
- (ii) Director
- (iii) Professor-In-Charge of the course concerned

- (iv) Two subject Experts nominated by the Vice-Chancellor, normally not below the rank of Reader. Atleast one expert will be from outside the University.

Provided that atleast one subject expert must be present when the selection committee meets.

3.11 The appointments as various positions will be made by the Directorate after the approval of the recommendations of the selection committee by the Executive Council. Appointment letters will be issued by the Director. Wherever necessary, a contract shall be signed between the Director and appointee.

3.12 In case of urgency the Director, on the basis of proposal made by the Professor-In-Charge of the cell, may appoint any person with the approval of Vice Chancellor, if the position is not to continue for more than two months. Normally the same person will not be appointed repeatedly.

#### **4 Administrative Committee for each SSP cell**

4.1 There shall be an Administrative Committee for each SSP Cell (course) consisting of :

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|---|------------------|
| (i) Director  | Chairman         |
| (ii) Dean of the concerned Faculty                                | Member           |
| (iii) Registrar or his nominee<br>Not below the rank of Dy. Regr. | Member           |
| (iv) Head of the Department                                       | Member           |
| (v) One Teacher of the Nodal Dept.<br>Nominated by HOD            | Member           |
| (vi) Professor-In-Charge of the programme-                        | Member/Secretary |

4.2 The Administrative Committee shall scrutinise all matters such as administration, examination. seminars, conferences, infra-structural development and faculty development etc. related to the SSP course and refer the same to the Directorate for approval.

4.3 The Administrative Committee shall have powers to recommend different positions for the concerning SSP and forward the same with justification to the Directorate for approval and appointments. The incumbents will be paid out of the funds of the concerned SSP cell and appointments will be purely on tenure basis.

4.4 The Administrative Committee shall meet as occasion demands for four members will form its quorum.

#### **5 Academic Committee for each SSP Cell**

5.1 There shall be an Academic Committee for each SSP course comprising of:

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|--|-----------|
| (i) Head of the Department                                       | Chairman  |
| (ii) Chairman of concerned Board of Studies<br>of the University | Member    |
| (iii) One Teacher of the nodal dept nominated by<br>HOD          | Member    |
| (iv) Two subject experts to be nominated by V.C.                 | Member    |
| (v) Professor-In-Charge Member                                   | Secretary |

5.2 The Academic Committee shall work out the details of the course contents and the manner in which the course has to be run for which consultation should be made with the recognised institutes of that subject.

5.3 The Academic Committee shall maintain the high standards of the course, by way of incorporating appropriate number of theory and/or practical schedules and periodically monitoring the progress.

5.4 Regular faculty including Prof-In-Charge would take classes in the SSP with the consent of HOD, on payment basis, subject to a maximum of 8 hours per week.

5.5 The Academic Committee shall meet as occasion demands and three members will form its quorum.

## **6 Financial Committee for each SSP Cell**

6.1 There shall be a Finance Committee consisting of the following :

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| (i) Professor-In-Charge of the SSP                                     | Chairman |
| (ii) Finance Officer   | Member   |
| (iii) One member to be nominated by V.C. not below the rank of Reader  | Member   |
| (iv) Professor-In-Charge of any other SSP course nominated by the V.C. | Member   |

6.2 The Finance Committee shall meet as occasion demands and three members will form its quorum.

6.3 The Finance Committee shall examine and scrutinize the annual budget of the programme prepared by the Professor-In-Charge and make recommendations for onward submission to the Administrative Committee.

6.4 The Finance Committee shall consider the annual audited accounts and forward the same to the Administrative Committee.

6.5 The Finance Committee shall ensure maintenance of proper accounts and regulate expenditure as per financial rules and procedures of SSP and the University.

6.6 The Finance Committee shall give its views and make recommendations on any proposal of the Professor-In-Charge on any financial aspect concerning the programme.

6.7 The Finance Committee shall do all such other things incidental or conducive to the attainment of all or any of the objectives of the programme.

## **7 Funds & Accounts of the Individual SSP Cell**

7.1 All money received by way of application fee, registration fee, tuition fees, course fee, reading material fee, late fee and other miscellaneous fees shall be deposited first in the joint Account in the name of the University Registrar & Prof-In-Charge. The statement of all receipt of funds will be prepared periodically and submitted to University.

7.2 20% of the course fee will be transferred to the Self Source Account of the University.

7.3 Out of the 80% course fee available to the individual SSP cell, 20% shall be credited to the endowment fund ( may be kept in fixed deposit as far as possible ) of the SSP cell, rest will be budgeted and used for the SSP course. The endowment fund should only be used during emergency and for the development of the concerned programme.

7.4 A minimum of 2% of the course fee available to SSP cell will be transferred to the Directorate's account.

7.5 Since every expenditure to be incurred is pre-audited, the Professor-In-Charge would be authorized to sanction and issue cheques upto a limit of Rs. 5,000/- all cheques would be signed jointly by Professor-In-Charge and the Registrar after due approval.

7.6 All payments will be made through cheques.

7.7 All expenditures shall be pre-audited by the Local Fund Accounts, who also certify the annual accounts. The Professor-In-Charge shall submit yearly-audited statement of account duly signed by the Local Fund, Finance Officer, Prof-In-Charge, and Registrar to Directorate. Audit fees will be paid by the concerned cell.

### **8. Purchase Committee for Self Supporting Programme Directorate & Self Supporting Cells.**

There shall be a purchase Committee consisting of the following members:

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| (i) Director SSP                               | Chairman         |
| (ii) Two members nominated by VC               | Member           |
| (From amongst the Prof-In-Charge of the Cells) | Member           |
| (iii) Head of nodal Department or his nominee  | Member           |
| (iv) Registrar or his nominee                  | Member           |
| (v) Prof-In-Charge of the concerned cell       | Member Secretary |

(In case of the purchases for the Directorate, Officer-In-Charge or Administrative Officer will be the secretary of the Purchase Committee )

### **9. Delegation of Financial Powers**

Summary of Powers to incur expenditure by various authorities are as under :

Sr. No.	Nature of Power	EXTENT OF POWER	
		Power-In-Charge	Directorate
1.	Honorarium/Conveyance Allowance to Visiting Fellows/ Guest Lecturers & Academicians	Full Powers subject to prescribed scale	
2.	Remuneration to Part time academic positions, Ministerial staff	-do-	
3.	Payment of Travelling Allowances	Full Powers ---	
4.	Purchase of Teaching and other course material, photocopy Typing etc.	Upto Rs. 5000/-	Full Power
5.	Purchase of equipment Typewriters etc.	-do-	-do-
6.	Advertisement	Full Power after obtaining the approval from VC	-
7.	Printing of Prospectus & Application forms and other printing matter	Upto Rs. 5000/-	Full Power
8.	Marking of Answer Books	Upto Rs. 5000/- At a time	Full Power

9.	Postage & Telegrams	Full Power	-
10.	Seminars	Full Power subject to budget provision on the recommendation of Administrative Committee	-
11.	Contribution to Journals, Periodicals, Papers, etc.	Upto Rs. 1000/- at a time	Full Power
12.	Contingent & Misc. Expenses	Upto Rs. 1000/- at a time	Full Power
13.	Repair & Servicing of equipment's	-do-	Full Power
14.	Purchase of Books	Upto Rs 5000/-	Full Power
15.	Sanction of leave to Part time Academic Positions & other Staff	Full Power	-
16.	Other Remunerations	Upto Rs. 5000/-	Full Power

#### **NOTES:-**

1. For reappropriation - The Executive Council will have Full Power within the same unit of SSP on the recommendation of the Administrative Committee.
2. For Appointment of various positions and for periods exceeding two months, the Executive Council will have full power.
3. All items of expenditure will be subject to budget provisions.

#### **10. Modification of Rules and Interpretation**

These rules may be modified from time to time by the Executive Council on the recommendations of the Directorate. In case of any ambiguity in any clause of this regulation or in interpretation, the decision of the Vice Chancellor shall be final. If need be DEC may frame a separate regulation.

### **DIRECTORATE OF SELF SUPPORTING PROGRAMME Honarium/Remuneration Rates/Conveyance Allowance**

Part-A : Remuneration for conduct of Entrance Test

Part-B : Honarium/conveyance allowance/remuneration to Prof. Incharge/Co-ordinator/Class III/IV Employees

Part-C : Contractual appointments of Academic positions/ Teachers/ Resource persons

- Part-D : Contractual appointments of class III and IV employees
- Part-E : Preparation of reading materials for correspondence course
- Part-F : Personal contact Programme/Practical training Programme
- Part-G : Remuneration rate for the staff of the nodal depts
- Part-H : Remuneration for conduct of Annual/Semester Exams. of DEC only
- Part-I : Conditions and savings

**PART-A: REMUNERATION RATES FOR CONDUCT OF ENTRANCE TEST**

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|--|----------------------------|
| (i) Paper setting per paper (including memorandum)   | Rs. 300/-                  |
| (ii) Valuation of each answer book<br>(with a minimum of Rs. 100/-)  | Rs. 5/-                    |
| (iii) Viva-voce (per candidate per member)<br>(with a minimum of Rs. 75/- to each member of<br>the board consisting of not more than 3 members)                            | Rs. 3/-                    |
| (iv) Supervision of group discussion (per candidate per<br>member (with a minimum Rs. 75/- to each supervisor)   | Rs. 2/-                    |
| (v) Conduction of the Entrance test  |                            |
| (a) Coordinator<br>(Ex-office Prof. Incharge or any other person (per session)<br>appointed for the purpose by the Kulpati)  | Rs.150/-                   |
| (b) Superintendent   | Rs.125/-<br>(per session)  |
| (c) Deputy Superintendent  | Rs. 100/-<br>(per session) |
| (d) Invigilators (two for every 25 students)<br>(In special circumstances Vice Chancellor may<br>permit more invigilators for the efficient conduct<br>of the examination) | Rs. 50/-<br>(per session)  |
| (e) Class III employee (one for the purpose of the<br>entrance examination)  | Rs.150/-                   |
| (f) Class IV employee (one for the purpose of the<br>examination)  | Rs.100/-                   |

(g) Water-man (one between two rooms)	Daily wages as per the Collector's rate
(vi) Refreshment to officials and staff	Rs. 25/- (per person)
(vii) Observer	
(a) TA/DA as per University rules	
(b) Actual transportation charges for the travel to and from railway station to outstation observer with a maximum of Rs. 200/-	
(c) Honorarium	Rs.150/-
(viii) Contingency expenses for the examination centre (with a minimum of Rs. 300/-)	Rs. 8/- per candidate

**PART - B : HONORARIUM/CONVEYANCE ALLOWANCE/ REMUNERATION  
TO PROF-IN-CHARGE/ COORDINATOR/CLASS III/IV EMPLOYEES**

	<b>(per month)</b>
(i) Conveyance allowance to Prof. Incharge of course	Rs. 1000/-
(ii) Conveyance allowance to Course Coordinators of various courses under Distance Education Centre (DEC)	Rs. 600/-
(iii) Conveyance allowance to Part Time Accountant/ Accounts Officer for different courses/ DEC	Rs. 150/-

**NOTE:** If a person is engaged in more than one self supporting programmes he would be entitled for an honorarium of Rs. 600/- per month for all additional programmes in addition to the conveyance allowance of Rs. 1000/- for the first course as mentioned above. A professor/teacher will be normally made I/C of atmost two such courses.

**PART- C: CONTRACTUAL APPOINTMENTS OF TEACHERS/RESOURCE PERSONS**



- (a) The honorarium/salary/conveyance allowance be negotiated depending upon the work load and period of contractual appointment. The orders must bear the emoluments as well as the duration of the appointment specifically.
- (b) The payment to visiting faculty and guest faculty- Rs. 150/- per hour lecture with a maximum not exceeding Rs. 6000/- per course per month (maximum Forty lectures @ Rs. 150/- per lecture) to a person, beside the TA/DA as per University rules. In exceptional cases Kulpati may permit higher payment on the basis of the assignment. However, the total payment to any person will not exceed Rs. 10,000/- per course per month.
- (c) University/local guest faculty @ Rs. 100/- per hour lecture as conveyance allowance but not exceeding Rs, 1500/- per month per course.

#### **PART- D: CONTRACTUAL APPOINTMENTS OF CLASS III AND IV EMPLOYEES**

The salary of class III and IV employees would be as per the rates fixed by the collector for daily wage employee from time to time.

#### **PART- E: PREPARATION OF READING MATERIALS FOR CORRESPONDENCE COURSES**

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| (a) Lesson writing per lesson  | Rs, 600/- |
| (b) Lesson review/editing per lesson   | Rs. 150/- |
| (c) Lesson translation per lesson  | Rs. 400/- |
| (d) Proof reading per page   | Rs. 3/-   |
| (e) Typing charges of lessons (in duplicate) per page<br>(admissible line spacing 1.5) |           |
| (i) Manual typewriter  | Rs. 6/-   |
| (ii) Electronic typewriter   | Rs. 10/-  |
| (iii) Computer print out   | Rs. 15/-  |

#### **NOTE:**

These charges can be revised each year at the start of the session.

#### **PART- F: CONTACT PROGRAMME/PRACTICAL TRAINING PROGRAMME**

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| (1) Supervisor contact programme/training programme<br>(per working day) | Rs. 200/- |
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(2) Asstt. Supervisor (per working day)	Rs. 150/-
(3) Resource persons (per lecture)	Rs. 150/-
(4) Conveyance allowance per day (on holidays and non-office hours for all persons)	Rs. 25/-
(5) Technical staff (part-time) per working day one for every 20 students (or one per lab)	Rs. 100/-
(6) Training Assistants (part-time) per working day one for every 20 students (or one per lab)	Rs. 75/-
(7) Lab.Attendants	Rs. 60/-
(8) Office Assistance (during contact programme/training session)	
(i) For clerical work (to maintain records and other office assistance) per session one clerk is allowed per day (part-time work)	Rs. 50/-
(ii) Peon (only one allowed per session) part-time work per day	Rs. 30/-
(iii) Sweeper/Safai wallah (one allowed per session) part-time work per day	Rs. 20/-
(iv) Contingency expenses (per programme) during contact programme/training programme	Rs. 500/-
(v) Remuneration to Librarian (one per session if library is used by the student) per day	Rs. 75/-
(vi) Lab. expenses during PCP (if lab. session are of more than 3 hours per day) per student per day	Rs. 10/-
(vii) Valuation of home assignment/response sheet (Per assignment/per candidate; minimum Rs. 50/-)	Rs. 2/-
(viii) Evaluation of project report (where not covered in the examination rules/ordinance)	Rs. 30/-
(ix) Honorarium for conducting the job training for a period of 10-15 days under the supervision of a competent person in the establishment (on completion of the training the supervisor would award the marks and send a brief report).	Rs. 400/- per candidate

**NOTE:** Proper accounts are to be maintained for the expenditure incurred during PCP/training programme and should be submitted within 30 days of the completion of the PCP/Training Programme)

(9) Test during contact programme/training course	
(a) Paper setting (Only one paper to be set covering all the	Rs. 100/-

- aspects dealt during PCP)
- (b) Valuation of test/answersheets (per candidate) Rs. 3/-  
(Minimum Rs. 50/-)

**NOTE:** Invigilation during test should be done by the staff working during PCP/training programme and to extra remuneration will be paid for the invigilation.

**PART-G: REMUNERATION RATE FOR THE STAFF OF THE NODAL DEPTS.**

- (i) Part-time clerical assistance for the regular courses (one) Rs. 300/-  
per month
- (ii) Part-time clerical assistance for the Distance Education Courses Rs. 150/-  
per month
- (iii) Part-time assistance (peon) for the regular courses (one) Rs. 100/-  
per month
- (iv) Part-time assistance (peon) for the Distance Education Courses Rs. 50/-  
per month

**PART- H: REMUNERATION FOR CONDUCT OF ANNUAL SEMESTER EXAMS OF DEC ONLY**

- (a) Sr. Superintendent Rs. 150/- perday
- (b) Superintendent Rs. 125/- perday
- (c) Asstt. Superintendent Rs. 100/- perday
- (d) Invigilators (two for every 25 students) Rs. 50/- perday
- (e) Class III employees (per candidate) Rs. 3/-  
(minimum Rs. 150/- for complete duration of exam)
- (f) Class IV (per candidate) Rs. 2/-  
(minimum Rs. 100/- for complete duration of exam)
- (g) Water-man (one for two rooms) Daily wage as per  
Collector's rate
- (h) Contingency Rs. 12/-  
(subject to a minimum of Rs. 500/-) per candidate
- (I) Conveyance allowance Rs. 25/-  
(only for holidays)

### **PART-I: CONDITIONS AND SAVINGS**

- (1) For other remunerative work (not covered here) rules existing in the university would be applicable.
- (2) In special circumstances the Directorate may sanction honorarium etc. for any work related to Self Supporting Programmes.
- (3) These rates will be applicable w.e.f. July 1, 1998, and prior to it, the already existing rates (both for correspondence course as well as for the courses under self financing scheme) will remain applicable. The rates may be reviewed in two years.
- (4) The committed expenditures in the heads (given above) on various courses should generally be limited to 50% of the total fee collected for the individual programme. If in any year the expenditures exceed this limit, the Directorate should review the viability of the course or justification of such expenses.
- (5) Coordinator of individual courses and the Professor Incharge must ensure the proper maintenance of the records and assets generated out of the expenses incurred as above.