



JAMIA MILLIA ISLAMIA
DELHI

THE
MEMORANDUM OF ASSOCIATION
AND
THE RULES

(As amended up to 1st February, 1984)

**THE REGISTRAR, JAMIA MILLIA ISLAMIA,
Jamia Nagar, New Delhi-110025**

1984

The Jamia Millia Islamia Society, Delhi

MEMORANDUM OF ASSOCIATION

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The Jamia Millia Islamia Society, Delhi

MEMORANDUM OF ASSOCIATION

THE SOCIETY

Name

1. (a) The name the Society shall be the “Jamia Millia Islamia Society, Delhi.”

(b) In the context of this Memorandum of Association, “Society” shall mean Jamia Millia Islamia Society, Delhi and “Jamia” shall mean the Jamia Millia Islamia.

Common Seal

2. The Society shall have a Common Seal and shall sue and be sued in the name of such officer as may be determined by the Regulations.

Aims and objects

3. The aims and objects of the Society shall be: —
 - (i) To promote and provide for the religious and secular education of Indians, particularly Muslims, in the Jamia Millia Islamia. in conformity with sound principles of education and in consonance with the needs of national life and to that end, to establish and maintain suitable educational institutions within the Jamia Campus and to set up and organise educational extension centres in the Union Territory of Delhi from time to time;
 - (ii) To hold examinations and award degrees, diplomas and certificates;
 - (iii) To conduct and aid research work and to disseminate knowledge;
 - (iv) To conduct educational experiments;
 - (v) To acquire and hold property movable and immovable, give or raise loans with the prior permission of the Central Government

and enter into contracts for the achievement of the objects of the Society;

- (vi) To sell, purchase, lease, exchange, invest or otherwise transfer all or any of the property, movable or immovable, for the time being vested in the Society;

Provided that no assets shall be disposed of or encumbered without the prior approval of the University Grants Commission and or the Central Government;

- (vii) To collect funds, accept gifts, donations and subscriptions in any form for the maintenance of the institutions and the furtherance of the objects of the Society;
- (viii) To institute Professorships, Readerships, Lectureships and any other teaching posts required by the Jamia;
- (ix) To appoint persons as Professors, Readers or Lecturers, or otherwise as teachers of the Jamia;
- (x) To institute and award Fellowships, Scholarships. Studentships and prizes;
- (xi) To demand and receive payment of such fees and other charges as may be authorised by the Regulations;
- (xii) To supervise and control the residence and discipline of students of the Jamia, and to make arrangements for promoting their health and general welfare;
- (xiii) To create administrative, junior and other necessary posts and to make appointments thereto; and
- (xiv) To do all such acts and things as are necessary for or conducive to the said objects.

4. In the discharge of its functions and in the furtherance of its aims and objects, the Society shall be guided by the following basic principles—

- (i) It shall be an autonomous educational body.
- (ii) It shall accept no aid given on conditions that conflict with any of its aims or principles.
- (iii) The medium of instruction at all stages of education in all the institutions maintained by the Society shall be Urdu, but in

special cases instruction may be imparted through the medium of other languages.

- (iv) The Jamia shall be open to persons of either sex and of whatever caste, class, creed or race.
- (v) It shall promote friendly understanding and mutual appreciation among the various Indian communities

Officers of the Jamia

- 5. The following shall be the Officers of the Jamia:—
 - (i) The Amir-i-Jamia (Chancellor);
 - (ii) The Shaikhul Jamia (Vice-Chancellor);
 - (iii) The Khazin (Treasurer);
 - (iv) The Musajjil (Registrar);
 - (v) The Deans of Faculties;
 - (vi) The Proctor;
 - (vii) The Librarian: and
 - (viii) Such other persons as may be declared by the Rules to be Officers of the Jamia.

Powers and Duties of Officers

- 6. Subject to the provisions of this Memorandum, the powers and duties of the Officers of the Jamia, the term for which they shall hold office and filling of casual vacancies in such offices shall be provided for by the Rules.

Authorities of the Jamia

- 7. The following shall be the Authorities of the Jamia :—
 - (i) The Anjuman, Jamia Millia Islamia, hereinafter called the Anjuman (Court);
 - (ii) The Majlis-i-Muntazimah (Executive Council);
 - (iii) The Majlis-i-Talimi (Academic Council);
 - (iv) The Majlis-i-Maliyat (Finance Committee);

- (v) The Faculties; and
- (vi) Such other Authorities as may be declared by the Rules to be Authorities of the Jamia.

The Anjuman

- 8. The Anjuman shall be the highest Authority of the Jamia and shall have the power to review the acts of the Majlis-i-Muntazimah and Majlis-i-Talimi, save where these bodies have acted in accordance with the powers conferred on them under this Memorandum, the Rules, the Regulations, and the Bye-Laws and shall exercise all the powers of the Jamia not otherwise provided for by this Memorandum or the Rules.

The Majlis-i-Muntazimah

- 9. The Majlis-i-Muntazimah shall be the executive Authority of the Jamia, and its constitution and terms of office of its members, other than ex-officio members, shall be prescribed by the Rules.

The Majlis-i-Talimi

- 10. The Majlis-i-Talimi, shall be the academic body of the Jamia and shall, subject to the provisions of this Memorandum, the Rules and the Regulations, have control and general supervision over and be responsible for the maintenance of standards of instruction, education, examination, health and discipline of students of the Jamia and shall exercise such other powers and perform such other duties as may be conferred or imposed upon it by the Rules. It shall advise the Majlis-i-Muntazimah on all academic matters.

The constitution of the Majlis-i-Talimi and the terms of office of its members, other than ex-officio members, shall be prescribed by the Rules.

Powers and Duties of the Authorities of the Jamia

- 11. Subject to the provisions of this Memorandum, powers and duties of the Authorities of the Jamia shall be provided for by the Rules.

Rules, Regulations and Bye-Laws

Rules

- 12. Subject to the provision of this Memorandum, the Rules may provide for all or any of the following matters, namely:—

- (a) The constitution, powers and duties of the Anjuman, the Majlis-i-Muntazimah, the Majlis-i-Talimi, the Majlis-i-Maliyat and such other bodies as may be deemed necessary to constitute from time to time;
- (b) The election and continuance in office of the members of the said bodies and filling of vacancies of members and all other matters relating to these bodies for which it may be necessary or desirable to provide;
- (c) The appointment, powers and duties of the Officers of the Jamia;
- (d) The institution of schemes for pension, gratuity and/or provident fund and the establishment of an insurance scheme for the benefit of the employees of the Jamia;
- (e) The withdrawal of degrees, diplomas, certificates and other academic distinctions;
- (f) The institution of fellowships, scholarships, Studentships, medals and prizes;
- (g) Medium of instruction and examination: and
- (h) All other matters which by this Memorandum are or may be provided for by the Rules.

Rules how made

- 13. (i) The Rules of the Jamia shall be set out in the Schedule.
- (ii) The Anjuman may, from time to time, make new or additional Rules or may amend or repeal the Rules in the manner hereafter provided.
- (iii) The Majlis-i-Muntazimah may propose to the Anjuman the draft of any Rule to be passed, amended or repealed by the Anjuman, and such draft shall be considered by the Anjuman at its next meeting.
- (iv) The Anjuman may approve any such draft as is referred to in Para 13 (iii) above and pass the Rules or refer the draft back for clarification or return it to the Majlis-i-Muntazimah for reconsideration, either in whole or in part, together with any amendments which the Anjuman may suggest;

Provided that the Majlis-i-Muntazimah shall not propose the draft of any Rule or of any amendment of a Rule affecting the status, powers or constitution of any existing Authority of the Jamia until such Authority has been given an opportunity of expressing its opinion upon the proposal, and any opinion so expressed shall be in writing and shall be considered by the Anjuman.

- (v) Every new Rule or addition to the Rules shall require the previous approval of the Central Government, who may sanction, disallow or remit it for further consideration.

Regulations

14. Subject to the provision of this Memorandum and the Rules, the Regulations may provide for all or any of the following matters namely:—

- (a) The establishment and abolition of Faculties, Department of Studies and Hostels;
- (b) The admission of students to the Jamia and their enrolment as such;
- (c) The courses of study to be laid down for all degrees, diplomas and certificates of the Jamia;
- (d) The degrees, diplomas, certificates and other academic distinctions to be awarded by the Jamia, the qualifications for the same, and the measures to be taken relating to the granting and obtaining of the same;
- (e) The fees to be charged for courses of study in the Jamia and for admission to the examinations, degrees, diplomas and certificates of the Jamia;
- (f) The conditions of the award of fellowships, scholarships, studentships, medals and prizes;
- (g) The conduct of examinations, including the terms of office and manner of appointment and the duties of the examining bodies, examiners and moderators;
- (h) The maintenance of discipline among the students of the Jamia;
- (i) The conditions of residence and health of students at the Jamia;
- (j) The special arrangements, if any, which may be made for the

residence, discipline and teaching of women students, and the prescribing of special courses of study for them;

- (k) The giving of religious instruction;
- (l) The emoluments and the terms and conditions of service of the teachers, officers and other employees of the Jamia;
- (m) The management of colleges and other institutions founded or maintained by the Jamia; and
- (n) All other matters which by this Memorandum or the Rules are to be or may be provided for by the Regulations.

Regulation how made

15. (1) The Regulations of the Jamia may be made or those in force amended, repealed or added to at any time by the Majlis-i-Muntazimah;

Provided that:

- (i) No Regulation shall be made affecting the conditions of residence, health or discipline of students, except after consultation with the Majlis-i-Talimi;
- (ii) No Regulation shall be made
 - (a) affecting the admission or enrolment of students on prescribing examinations to be recognized as equivalent to the Jamia examinations, or
 - (b) affecting the conditions, mode of appointment or duties of examiners or the conduct or standard of examinations or any course of study,

unless a draft of such Regulation has been proposed by the Majlis-i-Talimi.

- (2) The Majlis-i-Muntazimah shall not have power to amend any draft proposed by the Majlis-i-Talimi under the provisions of para 15-I (i), but may reject the proposal or return the draft to the Majlis-i-Talimi for reconsideration, either in whole or in part, together with any amendments which the Majlis-i-Muntazimah may suggest.
- (3) Where the Majlis-i-Muntazimah has rejected the draft of a Regu-

lation proposed by the Majlis-i-Talimi, the Majlis-i-Talimi may appeal to the Amir-i-Jamia and the Amir-i-Jamia may direct that the proposed Regulation shall be laid before the next meeting of the Anjuman for its approval and that pending such approval, it shall have effect from such date as may be specified in the directive;

Provided that if the Regulation is not approved by the Anjuman at such meetings, it shall cease to have effect from the date of such decision.

- (4) All Regulations made by the Majlis-i-Muntazimah shall be submitted, as soon as may be, to the Anjuman and shall be considered by the Anjuman at its next meeting and the Anjuman shall have power, by a resolution passed by a majority of not less than 3/4 of the members present and voting, to cancel any Regulation made by the Majlis-i-Muntazimah and such Regulation shall from the date of such resolution cease to have effect.

Bye-Laws how made

16. The Authorities of the Jamia may make Bye-Laws consistent with the Memorandum, the Rules and the Regulations:
 - (1) (a) Laying down the procedure to be observed at their meetings and the number of member required to form a quorum;
 - (b) Providing for all matters which by this Memorandum, the Rules or the Regulations are to be prescribed by Bye-Laws;
 - (c) Providing for all other matters solely concerning such Authorities or Committees appointed by them and not provided for by this Memorandum, the Rules or the Regulations; and
 - (d) Providing for payment of Traveling Allowance.
- (2) Every Authority of the Jamia shall make Bye-Laws providing for giving of notice to the members of such Authority of the dates of meetings and of the business to be considered at meetings and for the keeping of a record of proceedings of meetings.
- (3) The Majlis-i-Muntazimah may direct the amendment, in such manner as it may specify, or the annulment of any Bye-Laws made under part 16 (1) & (2).

Residence

17. Students of the Jamia shall ordinarily reside in Hostels or under such conditions as may be prescribed by the Majlis-i-Talimi.

Hostels

18. (i) The Hostels shall be maintained by the Jamia on such conditions as may be prescribed by the Regulations.
- (ii) The Wardens and Tutors and the staff of the Hostels shall be appointed in the manner prescribed by the Regulations.

ANNUAL REPORT AND ACCOUNTS

Annual Report

19. The annual report of the Jamia shall be prepared under the direction of the Majlis-i-Muntazimah and shall be submitted to the Anjuman on or before such date as may be prescribed by the Rules and shall be considered by the Anjuman at its meeting. The Anjuman may pass resolutions thereon and communicate the same to the Majlis-i-Muntazimah

Accounts and Audit

20. (i) The Jamia shall cause regular accounts to be kept of all its monies and properties.
- (ii) The accounts of the Jamia shall be audited annually by the Comptroller and Auditor General of India or by any person authorised by him in this behalf and any expenditure incurred in connection with such audit shall be payable by the Jamia to the Comptroller and Auditor General of India.
- (iii) The Comptroller and Auditor General of India and any person appointed by him in connection with the audit of the accounts of the Jamia shall have the same rights, privileges and authority in Connection with such audit as the Comptroller and Auditor General of India has in connection with the Government Accounts and in particular shall have the right to demand the production of books, accounts, connected vouchers and other necessary documents and papers.
- (iv) The result of the audit shall be communicated by the Auditor to the Shaikhul Jamia, who shall place it before the Majlis-i-Muntazimah after it has been examined by the Majlis-i-Maliyat.

Dispute as to membership

21. If any question arises whether any person has been duly elected or appointed as, or is entitled to be a member of any Authority or other body of the Jamia, the matter shall be referred to the Amir-i-Jamia, whose decision thereon shall be final.

Filling of Casual Vacancies

22. All casual vacancies among the members (other than ex-officio members) of any Authority or other body of the Jamia shall be filled, as soon as convenient may be, by the person or body who appointed, elected or co-opted the member, whose place has become vacant and the person appointed, elected or co-opted to a casual vacancy shall be a member of such Authority or body for the residue of the term for which the person whose place he fills would have been a member.

Proceeding not invalidated by vacancies

23. No act or proceedings of any Authority or other body of the Jamia shall be invalidated merely by reason of the existence of a vacancy or vacancies among its members.

Member to continue in office till retired

24. When the tenure of any member or members of any Authority of the Jamia has expired, such member or members shall none-the-less continue in office till the successor or successors takes or take charge of the office.
25. (i) Every teacher and salaried officer of the Jamia shall be appointed under a written Contract, which shall be lodged with the Jamia and a copy thereof furnished to the teacher or officer concerned.
- (ii) Any dispute arising out of a contract between the Jamia and any of its teachers or salaried officers shall, at the request of the teacher or officer concerned or at the instance of the Jamia, be referred to a Committee consisting of one member appointed by the Majlis-i-Muntazimah, one member nominated by the teacher or officer concerned and an umpire appointed by the Amir-i-Jamia, and the decision of the Committee shall be final.

Pension, Provident Fund and Gratuity.

26. (i) The Jamia shall institute, for the benefit of its teachers, salaried

officers, administrative and Junior staff and other employees, in such manner and subject to such conditions as may be prescribed by the Rules, such schemes for pension, provident fund and or gratuity and insurance, as it may deem fit.

- (ii) Where any such pension, provident fund and/or gratuity and insurance has been so instituted under rules which have been approved by the Central Government, the Central Government may declare that the provisions of the Provident Fund Act, 1925 shall apply to such funds as if it were a Government Provident Fund.

AMENDMENT IN THE MEMORANDUM

Amendment

27. Subject to the provisions of this Memorandum, Rules, Regulations and Bye-Laws, the Anjuman may make amendments in or additions to the Memorandum on the motion of the Majlis-i-Muntazimah, or sue moto, provided that in all matters relating to the administrative or academic functioning of the Jamia, proposals regarding such amendments or additions will be referred to the Majlis-i-Muntazimah or the Majlis-i-Talimi, as the case may be, for its opinion;

provided that all amendments in or additions to the Memorandum shall require the previous approval of the Central Government.

Interpretation of the Memorandum

28. In the event of a conflict of opinion with regard to the interpretation of the Memorandum of Association or the Rules and Regulations or the Bye-Laws, the opinion of the Majlis-i-Muntazimah shall prevail.

Instituting Enquiry

29. (i) The Amir-i-Jamia may :
- (a) with the concurrence of the Anjuman, or
 - (b) at the request of the Shaikhul Jamia, or
 - (c) upon resolution passed by the Anjuman by at least two-third of the total members of the Anjuman at a formal meeting;

order an enquiry into any matter or matters concerning the administration or academic work of the Jamia.

30. Any member of the Anjuman, the Majlis-i-Muntazimah or the Majlis-i-Talimi may be removed by a resolution of the Anjuman, the Majlis-i-Muntazimah or the Majlis-i-Talimi, as the case may be, passed by a majority of not less than two-thirds of its members on any of the following grounds, namely;
- (i) The member loses his citizenship of India;
 - (ii) The member has become incapable of performing his duties; and
 - (iii) The member has been convicted by a court of law of an offence which, in the opinion of the Anjuman, the Majlis-i-Muntazimah or the Majlis-i-Talimi, as the case may be, involve moral turpitude.
31. The Central Government shall have the right to cause an inspection to be made of the Jamia, its buildings, laboratories, its examinations, teaching and other work conducted or done by the Jamia and cause an enquiry to be made, if considered necessary by the Central Government in respect of any matter connected with the Jamia. The procedure for inspection as also the enquiry referred to above shall be determined by the Central Government after consulting the Jamia.

Bankers

32. The bankers of the Jamia and the mode of operation of account shall be such as may be determined by the Majlis-i-Muntazimah from time to time.

THE SCHEDULE

THE RULES OF THE JAMIA

(See Para 13(i) of the Memorandum)

1. In these Rules, unless there is anything repugnant in the subject or context, the 'Memorandum' means the Memorandum of Association of the Jamia Millia Islamia Society, 1939, as amended from time to time, and 'Para' means a Para of the Memorandum.

THE ANJUMAN

2.(1) The Anjuman shall consist of the following persons, namely :—

Ex-officio Members

- (i) Amir-i-Jamia;
- (ii) Shaikhul Jamia;
- (iii) Khazin;
- (iv) Deans of Faculties;
- (v) Proctor;
- (vi) Librarian;
- (vii) Heads of Departments of Studies;
- (viii) Professors who are not Heads of the Departments of Studies;
- (ix) The Vice-Chancellor, University of Delhi, Delhi;
- (x) The Director, Indian Agricultural Research Institute, Delhi;
- (xi) The Director, Indian Institute of Technology, Delhi;
- (xii) The Vice-Chancellor, Jawaharlal Nehru University, Delhi;
- (xiii) The Director, All India Institute of Medical Sciences, Delhi;
- (xiv) The Municipal Commissioner, Municipal Corporation of Delhi, Delhi;

(xv) The Principal, Civil and Rural Engineering Department;

(xvi) The Principal, Higher Secondary School;

(xvii) The Headmaster, Middle School;

(xviii) The Director, Nursery School;

(xix) The Director, Balak Mata Centre;

(xx) Ex-Vice-Chancellors of the Jamia;

Life Members

(xxi) Persons who signed the pledge of 20 years' service in 1928, 1942, 1950 and 1957 (see Appendix A, B and C);

Representatives of Teachers other than Professors

(xxii) One Reader, by rotation according to seniority;

(xxiii) Two lecturers, by rotation according to seniority;

(xxiv) One person from amongst 'other teachers' i.e. teachers other than Professors, Readers and Lectures, by rotation according to seniority;

Elected Members

(xxv) Four persons elected by the members of the Administrative Staff of the Jamia from amongst themselves;

(xxvi) Four persons elected by the members of the Junior Staff of the Jamia amongst themselves;

(xxvii) Five persons elected by the Registered Graduates of the Jamia from amongst themselves through the procedure provided by the Regulations;

Nominated Members

(xxviii) Three persons nominated by the Amir-i-Jamia;

Coopted Members

(xxix) Not more than six persons from amongst prominent public men to be coopted by the Anjuman.

- (2) The names of persons to be coopted shall be proposed and seconded in the meeting of the Anjuman, and only those shall be coopted who get the approval of the majority of the members present by a show of hands.
- (3) Save as otherwise expressly provided a member of the Anjuman under Rule, part I (xxii), (xxiii), (xxiv), (xxv), (xxvi), (xxvii), (xxviii) and (xxix) shall hold office for a period of 2 years.

Provided that a member shall be eligible for re-election, cooption or nomination after the expiry of the said period. The term of members shall commence from the date of their appointment or nomination or election or cooption, as the case may be.

3. An annual meeting of the Anjuman shall be held on a date to be fixed by the Majlis-i-Muntazimah, unless some other date has been fixed by the Anjuman in respect of any year.

At such annual meeting, any vacancy among the officers of the Jamia or among the members of the Authorities of the Jamia, which ought to be filled by the Anjuman, shall be so filled

4. A report of the working of the Jamia during the previous year together with a statement of income and expenditure, the balance sheet, as audited and the financial estimates along with the Audited Report shall be presented to the Anjuman at its annual meeting.
5. The Shaikhul Jamia may, if he deems necessary or upon a requisition by one-fourth of the total number of members, call a meeting of the Anjuman.
6. One third of the members of the Anjuman shall form the quorum for a meeting of the Anjuman

THE MAJLIS-I-MUNTAZIMAH

- 7.(i) The Majlis-i-Muntazimah shall consist of following persons namely :—

- (1) Shaikhul Jamia;
- (2) Khazin;
- (3) Two Deans of Faculties to be appointed by the Shaikhul Jamia by rotation from amongst Deans in order of their seniority;

- (4) Proctor;
- (5) Two persons from amongst the life members under Rule 2-1 (xxi) chosen by the Anjuman by rotation and by lot;
- (6) One person other than a life member elected by the Anjuman;
- (7) Two teachers—one from amongst Readers and the other from amongst Lecturers of the Jamia to be elected by the Professors, Readers and Lecturers in the Jamia;
- (8) Three persons nominated by the University Grants Commission;
- (9) One person nominated by the Central Government; and
- (10) Heads of one of the following institutes by rotation: —
 - (i) The principal, Higher Secondary School;
 - (ii) The Headmaster, Middle School;
 - (iii) The Director, Nursery School;
- (ii) Five members shall form the quorum for a meeting of the Majlis-i-Muntazimah.
- (iii) The Members of the Majlis-i-Muntazimah referred to in items (3), (5), (6) (7), (8) and (9), shall hold office for a period of two years.
- (iv) The membership of the Majlis-i-Muntazimah shall not exceed fifteen and if it does a system of rotation shall be introduced among the Deans/Principals and their term shall be two years.

Powers and Duties of the Majlis-i-Muntazimah

- (v) Subject to the provision of the Memorandum, the Rules and the Regulations, the Majlis-i-Muntazimah, shall, in addition to all other powers vested in it, have the following powers, namely :—
 - (1) to appoint, from time to time, Proctor, Wardens, Tutors and such other Officers as the Majlis-i-Muntazimah deems necessary and fix their honorarium, if any;
 - (2) to appoint, from time to time, the Registrar, Heads of

the Teaching Institutions, Librarian and Professors, Readers, Lecturers and such other members of the teaching staff as may be necessary, on the recommendations of the Selection Committees constituted for the purpose;

Provided that action shall be taken by the Majlis-i-Muntazimah in respect of the number, qualifications and emoluments of teachers only after taking into consideration the recommendation of the Majlis-i-Talimi;

- (3) to appoint members of the administrative and junior staff or to delegate the power of appointment to such officer or officers under such conditions as it may deem necessary;
- (4) to grant leave of absence to any salaried officer of the Jamia other than Shaikhul Jamia and to make the necessary arrangements for the discharge of the functions of such an officer during his absence;
- (5) to manage and regulate the finances, accounts, investments, property, business and all other administrative affairs of the Jamia and for that purpose to appoint such agents as it may think fit;
- (6) to accept on behalf of the Jamia bequests, donations and transfers of any movable or immovable property to the Jamia and to receive and collect fees, grants and interests due to the Jamia and to make all payments on behalf of the Jamia;
- (7) to make Regulation for and to regulate the award of fellowships, traveling fellowships, scholarships, studentships, medals and prizes;
- (8) to appoint, on the recommendation of the Majlis-i-Talimi, examiners, moderators and others concerned with the conduct of examinations and to fix their remuneration;
- (9) to determine the form and provide for the custody and regular use of the Common Seal of the Jamia;
- (10) to exercise all powers of the Jamia which may be neces-

sary to give effect to the provisions of the Memorandum of Association;

- (11) to submit to the Anjuman every year a report about all matters concerning the affairs of the Jamia;
- (12) to institute and/or defend on behalf of the Jamia any suit, civil or revenue proceeding, criminal case or complaint or a legal action of any description whatsoever;
- (13) to entertain, adjudicate upon, and if it thinks fit to redress any grievance of the officers of the Jamia, the teaching staff, and the non-teaching staff of the Jamia, who may, for any reason, feel aggrieved otherwise than by an act of the Court; and
- (14) to exercise such other powers, perform such other functions and discharge such other duties as may be assigned to the Majlis-i-Muntazimah from time to time, by the Regulations.

THE MASS COMMUNICATIONS RESEARCH CENTRE

7. A. The Jamia Millia Islamia shall establish and maintain a Mass Communications Research Centre to organize instruction and research in Mass Media in consonance with the objectives of the Jamia Millia Islamia. The Centre shall be managed by a Board of Management which shall be an Authority of the Jamia as laid hereinafter.
- B. There shall be a Board of Management for the Mass Communications Research Centre comprising of the following:—
 - 1) Chairman, to be nominated by the Amir-i-Jamia (Chancellor) from a panel of three persons recommended by the Majlis-i-Muntazimah for a period of 3 years.
 - 2) 4 eminent persons in the field of Mass Communications to be nominated from outside Jamia by the Majlis-i-Muntazimah in consultation with the Chairman for a period of three years.
 - 3) A nominee of the Shaikhul Jamia, Jamia Millia Islamia.
 - 4) A representative of the University Grants Commission for a period of three years.

- 5) One expert from amongst the Mass Communication Centres in Universities to be nominated by the Majlis-i-Muntazimah for a period of two years.
- 6) Director of the Centre.
- 7) Heads of all Departments of the Centre.

The Administrative Officer of the Centre will be the Ex-Officio Secretary of the Board of Management but he will not be a member of the Board.

(Note: The Chairman and Members would be eligible for re-nomination).

C. The Centre will be a separate administrative unit of the Jamia and will enjoy administrative, financial and budgetary autonomy in its functioning. For this purpose, the powers of the Majlis-i-Muntazimah shall be deemed to have been vested in the Board of the Management of the Mass Communications Research Centre. The Board shall be competent to exercise all or any of the following powers:—

- 1) To appoint from time to time Librarian, Professors, Readers, Lecturers and such other members of the teaching staff of the Mass Communications Research Centre on the recommendations of the Selection Committees constituted for the purpose and fix their salaries, emoluments, honoraria or other service conditions. All such appointees shall be on the rolls of the Jamia Millia Islamia and governed by its rules, Regulations and Bye-laws.
- 2) To appoint members of the Administrative and Junior Staff or to delegate powers of appointment to such officer or officers under such conditions as it may deem necessary.
- 3) To grant leave of absence to any salaried staff of the Mass Communications Research Centre and to make necessary arrangement for the discharge of the functions of such officer during his absence.
- 4) To manage and regulate the finances, accounts, business and all other administrative affairs of the Mass Communications Research Centre.

- 5) To institute and regulate the award of fellowship, traveling fellowship, scholarship, studentship, medals, prizes, certificate, merit certificates etc.
 - 6) To appoint on the recommendations of the Majlis-i-Talimi, Examiners. Moderators and others concerned with the conduct of the examination and to fix their remuneration.
 - 7) To entertain, adjudicate upon and if thought fit to redress any grievance of the officers of the Mass Communications Research Centre, teaching staff, non-teaching staff or any other administrative staff of the Centre who may feel aggrieved or for any other reason.
 - 8) To exercise such other powers and perform such other functions and discharge such other duties as may be deemed necessary to achieve the objects of the Centre.
- D. The Board of Management of the Mass Communications Research Centre shall submit its annual report, in respect of all matters concerning the affairs of the Mass Communication Research Centre, to the Majlis-i-Muntazimah.
 - E. Annual Accounts and financial estimates of the Centre shall be submitted to the Majlis-i-Maliyat.
 - F. The Chairman of the Board of Management shall be responsible for the overall functioning and supervision of the Centre and shall exercise such powers and perform such duties as may be assigned to him by the Board.
 - G. The Chairman of the Board of Management of the Centre shall be invited to participate in all meetings of the Majlis-i-Muntazimah whenever any matter concerning the Centre is on the agenda.
 - H. The Director of the Centre will be appointed by the Majlis-i-Muntazimah on the recommendation of the Chairman of the Board of Management from among the Professors of the Centre for a period of three years. He will be eligible for reappointment after the expiry of his term.
 - I. The Director will be the Executive and Academic Head of the Centre and will be responsible for the maintenance of the building, studios, laboratories and equipment.

Subject to the general supervision and control by the Chairman, the Director will coordinate teaching, training and other activities of the Centre.

- J. The Director shall perform such other functions and exercise such other administrative and financial powers as may be assigned to him from time to time by the Board of Management, or the Chairman.
- K. That the Board shall make bye-laws for regulating the proper working and management of the Centre.
- L. The Board shall appoint an Advisory Committee to advise it on the Mass Communication courses, programmes and projects from time to time.
- M. The Board may constitute such bodies as it deems necessary for the functioning of the Centre and frame bye-laws thereof.
- N. The Shaikhul Jamia shall have the privilege to attend any or all the meetings of the Board of Management of the Centre.

THE MAJLIS-I-TALIMI

- 8. (i) The Majlis-i-Talimi shall consist of:
 - (1) Shaikhul Jamia;
 - (2) Deans of Faculties;
 - (3) Heads of the Departments of Studies;
 - (4) The Principal, Department of Engineering;
 - (5) Professors;
 - (6) Proctor;
 - (7) Librarian;
 - (8) Two teachers, at least one of whom should be a Reader from each Faculty elected by the teachers from the Faculty concerned for a period of two years;
 - (9) Three persons other than the employees of the Jamia, coopted by the Majlis-i-Talimi for two years for their special knowledge;

- (10) The Principal, Higher Secondary School;
 - (11) The Headmaster, Middle School;
 - (12) The Director, Nursery School;
 - (13) The Director, Balak Mata Centre; and
 - (14) The Lecturer Incharge, Correspondence Course in Urdu.
- (ii) One third of the total members of the Majlis-i-Talimi shall form the quorum.
- (iii) The Majlis-i-Talimi shall:
- (1) Prescribe the syllabus of study for various courses of studies on the recommendation of the Faculty concerned;
 - (2) recommend to the Majlis-i-Muntazimah the creation and abolition of academic posts and departments of studies suo moto or on the recommendation of the Faculties concerned;
 - (3) make necessary Regulations for admission, instructions, examination, health and discipline;
 - (4) recommend to the Majlis-i-Muntazimah appointment of examiners, moderators and other persons concerned with the conduct of examination and their remuneration and duties;
 - (5) arrange for the conduct and declaration of results of various examinations through Committee or Committees, Officer or Officers and make recommendation regarding the conferment or grant of degrees, diplomas and certificates on the basis of the examinations so held;
 - (6) subject to the general control of the Majlis-i-Muntazimah, manage the Jamia Library and appoint a Library Committee under its general control to manage the affairs of the Library;
 - (7) recommend to the Majlis-i-Muntazimah the institution of fellowships, scholarships, studentships etc.;
 - (8) frame Bye-Laws or appoint Committees for the awards mentioned in Sub-Para (7) above;

- (9) recognise the equivalence of examinations, degrees and diplomas of other Universities or Bodies;
- (10) Consider the recommendation of Faculty; and
- (11) promote research and constitute Boards of Advanced Studies and Research.

FACULTIES

9. The Jamia shall have such Faculties as may be prescribed by the Regulations.

DEPARTMENTS

10. Each Faculty shall have such Departments of Studies as may be prescribed by Regulations.

THE MAJLIS-1-MALIYAT

11. (i) The Majlis-i-Maliyat shall consist of the following members, namely :—
 - (1) Shaikhul Jamia (Chairman);
 - (2) Khazin;
 - (3) Two persons nominated by the Central Government;
 - (4) One member nominated by the Anjuman who shall not be an employee of the Jamia and who shall hold office for three years; and
 - (5) The two Deans serving on the Majlis-i-Muntazimah will also be members of the Majlis-i-Maliyat. Their membership will be co-terminous with their membership of the Majlis-i-Muntazimah; and
 - (6) One person nominated by the University Grants Commission.
- (ii) The Majlis-i-Maliyat shall meet at least twice a year
- (iii) Three members of the Majlis-i-Maliyat shall form the quorum.
- (iv) The functions of the Majlis-i-Maliyat shall be:—
 - (a) to examine the accounts and to scrutinise the proposals for recurring and non-recurring expenditure of the Jamia;

- (b) to consider and comment upon the annual accounts and the financial estimates of the Jamia before they are submitted to the Majlis-i-Muntazimah for approval and submission to the Anjuman;
 - (c) to fix ceilings for the total recurring and non-recurring expenditure of the Jamia, based on its income and resources of the Jamia; and
 - (d) to consider the audit report of the Auditor.
- (v) No expenditure shall be incurred by the Jamia which is not included in the approved budget without the prior approval of the Majlis-i-Maliyat;

Provided that re-appropriation from one head of the budget to the other, within the budgeted items may be approved by the Shaikhul Jamia, who will report the matter for confirmation in the next meeting of the Majlis-i-Maliyat.

STANDING COMMITTEES

12. Subject to the provisions of the Memorandum of Association and the Rules, any Authority of the Jamia may, from time to time, appoint such Standing Committees or Sub-Committees or Boards, as it may deem fit, and may appoint to them persons who are not members of such Authority. Such Committees and Boards may deal with any subject delegated to them, subject to subsequent confirmation by the Authority appointing them.

OFFICERS OF THE JAMIA

13. Amir-i-Jamia (Chancellor)

- (1) The Amir-i-Jamia shall be elected by the Anjuman and shall be the head of the Jamia Millia Islamia.
- (2) The Amir-i-Jamia shall hold office for five years, and be eligible for reappointment.
- (3) The Amir-i-Jamia shall, if present, preside at the meeting of the Anjuman and the Convocation of the Jamia Millia Islamia.

14. Shaikhul Jamia (Vice-Chancellor)

- A. (i) The Shaikhul Jamia shall be appointed by the Amir-i-Jamia

from a panel of not less than two names, selected by a Committee consisting of three persons, one person nominated by the Majlis-i-Muntazimah of the Jamia Millia Islamia, one by the Chairman, University Grants Commission and one, who shall be the Chairman of the Committee, nominated by the Amir-i-Jamia, provided that no member of the above Committee shall be connected with the Jamia Millia Islamia;

Provided also that if the Amir-i-Jamia does not approve of any of the persons so recommended, he may call for a fresh recommendation.

- (ii) The Shaikhul Jamia shall be a whole-time salaried officer of the Jamia.
- (iii) The Shaikhul Jamia shall hold office for 5 years and shall be eligible for reappointment in accordance with the procedure given in Para A (i) above;

Provided that, notwithstanding the expiry of the said period of 5 years, he shall continue in office until his successor is appointed and enters upon his office;

Provided further that the Shaikhul Jamia shall retire on his reaching the age of 65, even though he may not have completed the term of 5 years for which he was appointed.

Provided further that in the case of a Shaikhul Jamia who without completing his term of 5 years attains the age of 65 years, the Amir-i-Jamia in the interest of the Jamia, may, in consultation with the Government of India extend his term for a period not exceeding two years provided that the total period does not exceed 5 years.

- (iv) The emoluments and other terms and conditions of service of the Shaikhul Jamia shall be prescribed by the Regulations.
- (v) In case when the Shaikhul Jamia is on leave or in any emergency when he is not able to perform his duties owing to absence, illness or any other cause, the senior most Dean shall officiate for him and will be designated as Qaim-maqam Shaikhul Jamia (Officiating Vice Chancellor);

Provided that if the senior most Dean is not able to perform the duties, the next Dean, in order of seniority, shall officiate for the Shaikhul Jamia;

Provided further that the Qaim-maqam Shaikhul Jamia shall exercise all the powers and perform all functions of the Shaikhul Jamia.

(vi) Fix the dates of the meetings of the Anjuman in consultation with the Amir-i-Jamia.

B. Powers of the Shaikhul Jamia

- (1) The Shaikhul Jamia shall be the principal executive and academic officer of the Jamia and shall take rank in the Jamia next to the Amir-i-Jamia.
- (2) He shall be the ex-officio Chairman of the Majlis-i-Muntazimah, the Majlis-i-Talimi and the Majlis-i-Maliyat.
- (3) In the absence of the Amir-i-Jamia, he shall also preside at the meetings of the Anjuman and at the Convocation to confer degrees.
- (4) He shall be entitled to be present at and to address any meeting of any Authority or Body of the Jamia but shall not be entitled to vote thereat unless he is a member of such Authority or Body.
- (5) It shall be the duty of the Shaikhul Jamia to see that the provisions of the Memorandum of Association, the Rules, the Regulations and the Bye-Laws are duly observed and he shall have all powers necessary for that purpose.
- (6) He shall have the power to convene the meetings of the Anjuman, the Majlis-i-Muntazimah and the Majlis-i-Talimi and shall perform all such acts as may be necessary to carry out or further the provisions of the Memorandum of Association, the Rules and the Regulations.
- (7) If, in the opinion of the Shaikhul Jamia, a situation has arisen which requires that immediate action should be taken, the Shaikhul Jamia shall take such action as he deems necessary and shall report the same for confirmation at the next meeting of the Authority which, in the ordinary course, would have dealt with the matter;

Provided that if the action taken by the Shaikhul Jamia is not approved by the Authority concerned, he may refer the

matter to the Amir-i-Jamia, whose decision thereon shall be final;

Provided further that where any such action taken by the Shaikhul Jamia affects any person in the service of the Jamia, such person shall be entitled to prefer, within thirty days from the date on which he receives notice of such action, an appeal to the Majlis-i-Muntazimah.

- (8) The Shaikhul Jamia shall exercise general control over the affairs of the Jamia and shall give effect to the decisions of the Authorities of the Jamia.
- (9) All powers relating to the proper maintenance of discipline in the Jamia shall stand vested in the Shaikhul Jamia.
- (10) The Shaikhul Jamia shall have all the residuary and such other powers as may be deemed necessary for executing the decisions of various bodies of the Jamia.

15. Khazin (Treasurer)

- (1) The Khazin shall be elected by the Anjuman by a majority vote out of a panel of three names proposed by the Shaikhul Jamia.
- (2) The Khazin shall hold office for three years and shall be eligible for re-election.
- (3) The Khazin shall be the ex-officio member of the Anjuman and the Majlis-i-Muntazimah and the Majlis-i-Maliyat.
- (4) A casual vacancy in the office of the Khazin shall be filled by the Majlis-i-Muntazimah. The person appointed to fill such vacancy shall hold office until the election of his successor.
- (5) The Khazin shall— subject to the control of the Majlis-i-Muntazimah;
 - (i) exercise general supervision over the funds of the Jamia;
 - (ii) advise the Jamia in regard to its financial policy;
 - (iii) be responsible for seeing that all moneys are expended on the purpose for which they are allotted or granted;
 - (iv) manage the property and investments of the Jamia and be responsible for the preparation of the annual accounts and

the financial estimates and for their presentation to the Majlis-i-Muntazimah and the Anjuman; and

- (v) exercise such other powers as may be prescribed by the Regulations.
- (6) The receipt of the Khazin or of the person or persons duly authorised in this behalf by the Majlis-i-Muntazimah for any money payable to the Jamia shall be sufficient discharge for the same.

16. Musajjil (Registrar)

- (1) The Musajjil shall be appointed by the Majlis-i-Muntazimah and shall be a whole-time officer of the Jamia. The terms and conditions of service of the Musajjil shall be such as may be prescribed by the Regulations.
- (2) The Musajjil shall be the *ex-officio* Secretary of the Anjuman, the Majlis-i-Muntazimah, the Majlis-i-Talimi, the Majlis-i-Maliyat, the Faculties, the Committees of Courses, all Selection Committees but shall not be deemed to be a member of such Authorities, Committees etc.
- (3) The Musajjil shall—
 - (i) be the custodian of the records, Common Seal and such other property of the Jamia as the Majlis-i-Muntazimah may comit to his charge;
 - (ii) keep a register of the graduates of the Jamia;
 - (iii) fix and announce the dates of the meetings of the Anjuman, the Majlis-i-Muntazimah, the Majlis-i-Talimi and the Majlis-i-Maliyat, the Faculties, Committees of Courses and Selection Committees and any Committee appointed by the Authorities of the Jamia; and keep the accounts of all meetings of the Committees;
 - (iv) conduct the official correspondence on behalf of the Jamia;
 - (v) make arrangement for, and conduct all examinations on behalf of and subject to the directions of the Examination Committee and the Majlis-i-Talimi;
 - (vi) have the power to transfer any member of the administrative and junior staff of the Jamia from one office of the Jamia to the other;

- (vii) have the power to suspend or otherwise punish any member of the administrative and junior staff of the Jamia for misconduct, negligence of duty, omissions and errors. Such suspension or punishment shall immediately be reported to the Shaikhul Jamia,
- (viii) represent the Jamia on suits or proceedings by or against the Jamia;
- (ix) sign all contracts made on behalf of the Jamia; and
- (x) perform such other duties as may, from time to time, be assigned to him by the Majlis-i-Muntazimah.

17. DEANS

- (1) Each Faculty shall have a Dean who will be appointed by the Shaikhul Jamia from amongst the Professors in the Faculty for a period of two years by rotation.

Provided that if at any time there is no Professor in a Faculty, the Shaikhul Jamia may appoint a Reader as Dean from amongst the Readers by rotation for a period of two years. However, if a Professor is appointed in the Faculty during the period of Reader as a Dean, his tenure will cease from the date of the appointment of a Professor who shall then be the Dean”.

- (2) The Dean of the Faculty shall—
 - (i) be the executive officer of the Faculty and shall preside over the meetings of the Faculty;
 - (ii) prepare the time table in consultation with the Departments of the Studies comprising the Faculty;
 - (iii) be responsible for the coordination and supervision of teaching in the Faculty and the execution of the decisions of the Majlis-i-Talimi;
 - (iv) be entitled to present and address the meetings of any Committee of Courses or Department of Studies or any Committee of the Faculty, but he shall not vote unless he is the member of the Committee; and
 - (v) have such other powers and duties as may be conferred on

him by the Rules and Regulations of the Jamia framed from time to time.

- (3) During the absence of the Dean, the Shaikhul Jamia shall appoint a member of the Faculty concerned to officiate as Dean.

18. Librarian

- (1) The Librarian shall be appointed by the Majlis-i-Muntazimah and shall be a whole-time officer of the Jamia.
- (2) The Librarian shall exercise such powers and perform such duties as may be prescribed by the Regulations or as may, subject to these Rules, be assigned to him by the Majlis-i-Muntazimah.

19. Proctor

- (1) The Proctor shall be appointed by the Majlis-i-Muntazimah from amongst the teachers of the Jamia, on the recommendation of the Shaikhul Jamia and shall exercise such powers and perform such duties in respect of the maintenance of discipline among students as may be assigned to him by the Shaikhul Jamia.
- (2) The Proctor shall hold office for a period of two years and shall be eligible for reappointment.

20. Wardens and Tutors of Hostels

- (1) The wardens and Tutors shall be appointed by the Majlis-i-Muntazimah from amongst the teachers of the Jamia on the recommendation of the Shaikhul Jamia and shall exercise such powers and perform such duties as may be assigned to them by the Shaikhul Jamia.
- (2) The wardens and Tutors shall hold office for a period of two years and shall be eligible for reappointment.

JAMIA TEACHERS

21. Teachers of the Jamia shall be of two categories, namely:

- (a) employees of the Jamia paid by the Jamia and appointed by the Majlis-i-Muntazimah as Professors, Readers or Lecturers or otherwise as teachers of the Jamia, or
- (b) persons appointed by the Majlis-i-Muntazimah as honorary teachers of the Jamia.

SELECTION COMMITTEES

22. (i) The Selection Committee for any appointment specified in Column 1 of the Table hereto annexed shall consist of the Shaikhul Jamia and the persons specified in the corresponding entry in Column 2 of the Table.

THE TABLE

Column No. 1		Column No. 2	
1.	Professor	(1) (2) (3)	The Dean of the Faculty concerned; The Head of the Department concerned, if he is Professor; and Three persons, who are not employee of the Jamia and non members of Majlis-i-Muntazimah or the Majlis-i-Talimi, be nominated by the Shaikhul Jamia out of a panel of 10 persons to be suggested by the Majlis-i-Talimi, for their special knowledge of or interest in the subject with which the Professor will be concerned.
2.	Principal, Department of Engineering	(1) (2)	Three persons, who are not employees of the Jamia and not members of the Majlis-i-Muntazimah or the Majlis-i-Talimi, out of whom two he nominated by the Shaikhul Jamia out of the panel of 7 persons to be suggested by the Majlis-i-Talimi and one he nominated by Majlis-i-Muntazimah. One member of the Majlis-i-Muntazimah nominated by it.
3.	Reader	(1) (2)	The Dean of the Faculty concerned; The Head of the Department concerned, if he is a Reader or a Professor; and

		(3)	Two persons, who are not the employees of the Jamia and not members of Majlis-i-Muntazimah or Majlis-i-Talimi, be nominated by the Shaikhul Jamia out of a panel of 7 persons to be suggested by the Majlis-i-Talimi for their special knowledge of, or interest in the subject with which the Reader will be concerned;
4.	Lecturer	(1) (2) (3)	The Dean of the Faculty concerned; The Head of the Department concerned, and Two persons, who are not the employees of the Jamia and not members of Majlis-i-Muntazimah or Majlis-i-Talimi, be nominated by the Shaikhul Jamia out of a panel of 7 persons to be suggested by the Majlis-i-Talimi for their special knowledge of, or interest in the subject with which the Lecturer will be concerned;
5.	Principal, Higher Secondary School; Headmaster, Middle School; Director, Nursery School; and Director, Balak Mata Centre	(1) (2)	The Dean, Faculty of Education; and Three persons, who are not the employees of the Jamia and not members of Majlis-i-Muntazimah or Majlis-i-Talimi, out of whom to be nominated by the Shaikhul Jamia out of a panel of 7 persons to be suggested by the Majlis-i-Talimi and one be nominated by the Majlis-i-Muntazimah.
6.	Instructor and Demonstrator	(1) (2)	The Dean of the Faculty concerned; The Head of the Department concerned, and

		(3)	One person, who is not the employee of the Jamia and not member of Majlis-i-Muntazimah or Majlis-i-Talimi, nominated by be nominated by Majlis-i-Talimi for his special knowledge of, or interest in the subject with which the Instructor and Demonstrator will be concerned.
7.	Musajjil	(1) (2)	The Khazin; and Two persons, who are not the employees of the Jamia and not members of Majlis-i-Muntazimah or Majlis-i-Talimi, be nominated by the Shaikhul Jamia out of a panel of 7 persons to be suggested by the Majlis-i-Muntazimah.
8.	Librarian		Three persons, who are not the employees of the Jamia and not members of Majlis-i-Muntazimah or Majlis-i-Talimi, out of whom to be nominated by the Shaikhul Jamia out of a panel of 7 persons to be suggested by the Majlis-i-Talimi and one be nominated by the Majlis-i-Muntazimah.
9.	Other teachers	(1) (2) (3)	The Dean, Faculty of Education; and The Head of the School concerned, and One person, who is not engaged in teaching at the Jamia and not member of Majlis-i-Muntazimah or Majlis-i-Talimi, be nominated by the Shaikhul Jamia out of a panel of four persons for their experience of school education and administration.

10.	Library Staff		The Majlis-i-Muntazimah will appoint a permanent Selection Committee for the Library staff, other than Librarian (from time to time).
11.	Administrative Staff		The Majlis-i-Muntazimah will appoint a permanent Selection Committee for Administrative Staff (from time to time).

- (ii) The Shaikhul Jamia shall preside at the meetings of the Selection Committee and the Musajjil shall be the Secretary of the Committee and convene its meetings.
- (iii) The proceedings of the Selection Committee shall be recorded.
- (iv) No member of the Selection Committee shall be allowed to offer himself as a candidate for the post for which the Selection Committee has been constituted.
- (v) The Selection Committee shall consider and submit to the Majlis-i-Muntazimah recommendations as to the appointment referred to it. If the Majlis-i-Muntazimah is unable to accept the recommendation made by the Committee, it shall give its reasons and submit the case to the Amir-i-Jamia for final orders.
- (vi) Whoever persons nominated by the Shaikhul Jamia are to be present on the Selection Committees, the proceeding would be valid only when at least 2 persons are present when the number is 3 and at least one is present when the prescribed number is 2.

RESEARCH FELLOWSHIPS, SCHOLARSHIPS

AND STUDENTSHIPS

- 23. The Majlis-i-Muntazimah, on the recommendation of the Majlis-i-Talimi, may institute such and so many Research Fellowships, Scholarships and Studentships of such value and duration as may be prescribed by Bye-Laws.

SENIORITY

24. (1) Whenever, in accordance with these Rules, any person is to hold an office or be a member of any Authority of the Jamia by rotation, according to seniority, such seniority shall be determined according to the length of continuous service from the date of appointment of such a person in his grade;

Provided that, for the time being, the seniority of the teaching staff appointed on or before 1st April, 1963 be based generally on the length of service subject to the following conditions

- (a) Seniority in each grade will be determined in accordance with the length of service;

Provided that if a teacher was appointed when the present minimum qualification for teaching degree classes did not apply, his period of service will be reckoned from the time when he joined service after attaining the requisite qualifications.

- (b) If a teacher of one of the institutions of higher education, maintained or run by the Jamia, is selected for an appointment in the same grade in any of the Departments of Studies, his seniority in the Department will be reckoned from the date of his original appointment in the Jamia.

- (2) Seniority among the heads of the Departments of Studies, Principals/Deans of Faculties or holders of similar offices shall be determined with effect from the date they hold the office continuously.
- (3) It shall be the duty of the Musajjil to prepare and maintain, in respect of each category of employees, to whom the provisions of this Rule apply, a complete and upto date seniority list in accordance with the provisions of the foregoing Sub-Para.
- (4) If two or more persons have equal length of continuous service in a particular grade or post, or the relative seniority of any person or persons is otherwise in doubt, the Musajjil may, on his own motion, and shall, at the request of any person, submit the matter to the Majlis-i-Muntazimah whose decision thereon shall be final.

MEMBERSHIP OF AUTHORITIES BY

VIRTUE OF MEMBERSHIP OF OTHER BODIES

25. Notwithstanding any thing contained in these Rules, a person who holds any post in the Jamia or is a member of any Authority or Body of the Jamia in his capacity as a member of some other Authority or Body or as the holder of a particular appointment shall hold office so long only as he continues to be a member of that other Authority or Body or the holder of that particular appointment, as the case may be.

RESIDENCE CONDITIONS FOR MEMBERSHIP AND OFFICE

26. Notwithstanding any thing contained in these Rules, no person who is not ordinarily resident in India shall be eligible to be an officer of the Jamia or a member of any Authority of the Jamia except during his presence in India.

RESIGNATION

27. (1) Any member other than an ex-officio member of the Anjuman, the Majlis-i-Muntazimah, the Majlis-i-Talimi or any other Authority of the Jamia or Committee of the Jamia may resign by letter addressed to the Musajjil and the resignation shall take effect as it is accepted by the Shaikhul Jamia.
- (2) Any officer of the Jamia, other than salaried officer, may resign his office by letter addressed to the Musajjil;

Provided that the resignation shall take effect only from the date on which the same is accepted by the Authority competent to fill the vacancy.

- (3) Any employee of the Jamia may resign his office by a letter addressed to the Musajjil;

Provided that such a resignation shall take effect only on the date from which the same is accepted by the Authority, competent to make the appointment for the time being;

Provided further, that in the case of the Musajjil, the letter of resignation shall be addressed to the Shaikhul Jamia.

REMOVAL OF MEMBERS AND OFFICERS

28. (1) Any member of the Anjuman, the Majlis-i-Muntazimah or the

Majlis-i-Talimi may be removed by a resolution of the Anjuman, the Majlis-i-Muntazimah or the Majlis-i-Talimi, as the case may be, passed by a majority of not less than two-thirds of its members on either of the following grounds, namely :—

- (i) the member has become incapable of performing his duties; and
 - (ii) the member has been convicted by a court of law for an offence which, in the opinion of the Anjuman, the Majlis-i-Muntazimah or the Majlis-i-Talimi, as the case may be, involves moral turpitude.
- (2) Notwithstanding any thing contained in the terms of his appointment, any officer of the Jamia, salaried or otherwise, may be removed from that office by the Authority which is competent to fill the vacancy on either of the following grounds, namely —
- (i) the officer has become incapable of performing his duties; and
 - (ii) the officer has been convicted by a court of law for an offence which, in the opinion of the Anjuman, the Majlis-i-Muntazimah or the Majlis-i-Talimi, as the case may be, involves moral turpitude;

Provided that nothing in this Sub-para shall be deemed to affect any rights accruing to an officer appointed on contract in accordance with the terms of that contract.

ACTIVE CHAIRMAN OF MEETINGS

29. Where, by the Rules or the Regulations no provision is made for a Chairman to preside over a meeting of any Authority, Board or Committee of the Jamia or when the Chairman so provided for is absent, the members present shall elect one of their members to preside at the meetings.

30. RETIREMENT BENEFIT RULES—1974

(copy enclosed)

Appendix 'A'

The following persons* who have signed. (in 1928) the pledge as given below, as long as they fulfil the provision of the pledge :—

THE PLEDGE**

I hereby solemnly declare that I.....son of.....have undertaken to serve the Jamia Millia Islamia Society for a period of twenty years*** or to the end of my life, whichever be the shorter, and never to accept remuneration for service or services exceeding Rs. 150/- a month. I declare also that I shall loyally adhere to the aims and objects of the Society, and faithfully observe the rules laid down in the Constitution of the Society, and all other rules and regulations subsequently drawn up by the Society in accordance with the powers given to it by the Constitution.

Appendix 'B'

Any member of the teaching stair or any person otherwise serving the Jamia Millia Islamia or its institutions, provided that he signs the pledge given in Sec. 4 (i) of the Constitution of the Jamia (Rule 2, para 1 (xxi) of the Jamia), and provided that he has already served in the Jamia Millia Islamia or in any one of its institutions for a period of not less than five years on a salary of not more than Rs. 150/- a month or any amount fixed by the Governing Body of the Jamia Millia Islamia Society as the maximum salary for the members of the Society, and provided that the Governing Body recommend him for election, and provided further that at least three-fourth of the number of members present at the meeting favour his election as a member of the Society.

* See Appendix 'C'

** The form of the pledge was amended on 21.1.1950 to read as follows:

I hereby solemnly declare that I..... son of..... have undertaken to serve the Jamia Millia Islamia Society for a period of twenty years or to the end of my life, whichever be the shorter, and never ask for or accept remuneration for service or services in excess of Rs. 150/- a month or any amount fixed by the Governing Body of the Jamia Millia Islamia Society as the maximum salary for the members of the Society. I declare also that I shall loyally adhere to the aims and objects of the Society, and faithfully observe the rules laid down in the Constitution of the Society and all other rules and regulations subsequently drawn up by the Society in accordance with the powers given to it by the Constitution.

*** The period of twenty years' service shall be reckoned from the date when the members shall have joined the service of the Jamia Millia Islamia, and not from the date of signing the pledge.

Appendix 'C'

List of the life members of the Jamia Millia Islamia Society, Delhi, under Section 4 of the Constitution (amended up to May 1957) and the existing Rule 2, para (xxi).

(i) Permanent members, who signed the pledge of twenty years' service in 1928:—

1. Dr. Zakir Husain. (Deceased)
2. Khwaja Abdul Hai. (Deceased)
3. Maulana Mohd. Aslam (Deceased)
4. Hafiz Faiyaz Ahmad. (Deceased)
5. Shafiqur Rehman. (Deceased)
6. Saeed Ansari. (Deceased)
7. Irshadul Haq. (Deceased)
8. Maulvi Saad Ansari (Deceased)
9. Hamid Ali Khan. (Deceased)
10. Barkat Ali (Deceased)
11. Prof. Mohd. Mujeeb.

(ii) Permanent Elected Members, who signed the pledge of twenty years' service in 1942:—

1. Dr. Syed Abid Husain. (Deceased)
2. Prof. E.J. Kallat. (Deceased)
3. Prof Mohd. Aqil.
4. Miss Gerda phillipsborn. (Deceased)
5. Abdul Hai. (Deceased)
6. Akhtar Hasan Faruqi. (Deceased)
7. Abdul Ghaffar Mudholi. (Deceased)
8. Syed Ahmad Ali. (Deceased)

9. Ali Ahmad Khan. (Deceased)

(iii) Permanent Elected Members, who signed the pledge of twenty years' service in 1950:—

1. Mohd. Husain. (Deceased)

2. Abdul Razzaq.

3. Syed Mujtaba Husain Zaidi.

4. Mohd. Shafiuddin Nayyar. (Deceased)

(iv) Permanent Elected Members, who signed the pledge of twenty years' service in 1957:—

1. Hafiz Nabi Ahmad, (Deceased)

2. Barkat Ali 'Firaq'. (Deceased)