



VIGNAN'S

Foundation for Science, Technology & Research
(Deemed to be University)

-Stat. u/s 3 of UGC Act 1956



CHAPTER - 26

DEFINITIONS



Definitions

In these Rules, unless there is anything repugnant in the subject or context :

- i. *“Academic Council”* means the Academic Council of the University.
- ii. *‘Academic Year’* means the period of twelve months commencing from the 1st day of July and ending on 30th day of June of the following year or such period as may be specified by the competent authority.
- iii. *“Authorities”* mean the authorities of the University.
- iv. *‘Appellate Authority’* means an authority specified in the schedule to whom an employee may appeal against penalties imposed under the rules.
- v. *‘Appointing Authority’* means the authority competent to make appointment to the posts of the University.
- vi. *‘Average Pay’* means the average monthly pay earned during the twelve complete months immediately preceding the month in which the event occurs which necessitates the calculation of average pay.
- vii. *‘Board or BOM’* means the BOM of VFSTR University.
- viii. *“Central Government”* means the Government of India.
- ix. *‘Chancellor’* means the President/Chancellor of VFSTR University
- x. *“Commission”* means the University Grants Commission.
- xi. *‘Competent Authority’* means the BOM/Vice-Chancellor, as the case may be to whom powers are delegated by the BOM / Vice-Chancellor to discharge the functions laid down in these Rules.
- xii. *“Compensatory Allowance”* means an allowance granted to meet expenditure necessitated by the special circumstances in which duty is performed,
- xiii. *‘Consolidated Salary’* means pay and other allowances, assigned to a post, by the appropriate authority, to which appointment is made on contract, ad-hoc or regular basis.



- xiv. *“Department”* means an academic Department of the University College
- xv. *‘Discharge of Probationer’* means termination of the services of a Probationer.
- xvi. *‘Disciplinary Authority’* means the authority specified in the Manual who is competent to take disciplinary action and impose penalties specified in these rules.
- xvii. *“Employee”* means any person recruited and appointed by the University. The term employee does not include any person employed on daily wage basis, or on consolidated pay or on part time basis or on contract basis.
- xviii. *“Faculty”* means faculty of the University.
- xix. *‘Family’* means an employee’s spouse and unmarried children / step children / adopted children ordinarily residing with and wholly dependent on him. Or means as the family as defined in the specific rules.
- xx. *‘Financial Year’* means the period of twelve months commencing from the 1st day of April and ending on 31st day of March of the following year.
- xxi. *‘Full-time Employee’* means a person who has been appointed on a full-time basis to a post of the University.
- xxii. *“He, him and his”* includes both the genders.
- xxiii. *All Directors and Finance officer areas are ‘Heads of Office’ or ‘Heads of Directorates’.*
- xxiv. *‘Head of Office’* means the Registrar in respect of staff working in the University Administration branches and the Principal / Director concerned in respect of the staff working in the University Institutions. University Engineer in Works Department, Librarian in Central Library, Chief Warden in respect of Hostels.
- xxv. *‘Holiday’* means a holiday declared by the University.
- xxvi. *“Hostel”* means residential accommodation provided for the students of the University maintained or recognized by the University as per the norms prescribed.
- xxvii. *‘Honorarium’* means a recurring or nonrecurring payment granted to an employee / experts from out side of the University as remuneration for special or professional work.
- xxviii. *‘Joining Time’* means the time allowed to a University employee to enable him to join a new post at a different station to which he is appointed while on duty in his old post.
- xxix. *‘Leave Salary’* means the monthly amount paid by the University to its employees on leave.



- xxx. *'Member of the University Staff'* means a person who has been appointed to the staff of the University and who has not retired or resigned or has been removed, dismissed or discharged for any reason, and includes a probationer and whole time employee of the University staff.
- xxxi. *"Memorandum"* means the Memorandum of Association of VFSTR University
- xxxii. *'Month'* means a calendar month. In calculating a period expressed in terms of months and days, complete calendar months irrespective of the number of days in each month should first be calculated and the odd number of days calculated subsequently.
- xxxiii. *'Officiating in a Post'* means performing the duties of the post on which another person holds a lien. The Vice-Chancellor may, if he thinks fit, appoint an employee to officiate in a vacant post on which another employee holds a lien.
- xxxiv. *'Overseas Pay'* means pay granted to an employee in consideration of the fact that he is serving in a country other than the country of his domicile.
- xxxv. *'Pay'* means the amount drawn monthly by an employee as pay including special pay, personal pay, overseas pay and any other emoluments which may be specifically classified as pay by the BOM
- xxxvi. *'Period of Probation'* means the period of probation prescribed under these rules or the order of appointment or any extension thereof at the discretion of the appointing authority.
- xxxvii. *'Personal Pay'* means additional pay granted to a University employee:
- a) to save him from a loss of substantive pay due to a revision of pay or any reason otherwise than as a disciplinary measure; or
 - b) in exceptional circumstances, on other personal considerations
- xxxviii. *"Prescribed"* means prescribed by the rules, regulations or bye-laws of the University,
- xxxix. *"President"* means President of the VFSTR society (equivalent to Chancellor of a University).
- xl. *'Principal / Director'* means the Head of a University College / Institution appointed by the Competent Authority.
- xli. *'Probationer'* means an employee is provisionally appointed to a post and who has not completed the period of probation prescribed in these rules or in the offer of appointment.
- xlii. *'Registrar'* means the Registrar of VFSTR University
- xliii. *"Rules", "Regulations" and "Bye-laws"* respectively mean the rules, regulations and bye-laws framed by the University.



- Xliv. 'Director' means any Director appoint with in the University to take responsibility for a specific function.
- xlv. 'Salary' means the basic pay and dearness allowance drawn by an employee but excludes all other allowances.
- xlvi. 'Special Pay' means additional pay granted to a University employee in consideration of :
- a) the specially arduous nature of the duties; or
 - b) a specific addition to the work or responsibility
- xlvii. "Student" includes a person enrolled in the University for taking a course of study for a degree, diploma or other academic distinction duly instituted, or for undergoing any training.
- l. 'Substantive Pay' means the pay other than special pay, personal pay , etc.
 - li. 'Subsistence Grant' means a monthly grant made to an employee under suspension, who is not in receipt of pay or leave salary during the period of suspension according to rules.
 - lii. 'Teacher or Teaching Staff' means Principals / Directors, Professors, Associate Professors, Assistant Professors, Lecturers, Teaching Assistants and such other categories of staff appointed by the University to give instruction or guide research in the University. All other staff shall be referred to as *Non-Teaching Staff*.
 - liii. 'Tenure Post' means a permanent post which an individual employee may not hold for more than a limited period.
 - liv. 'Time Scale of Pay' means the pay which, subject to any conditions prescribed in these rules, rises by periodical increments from a minimum to a maximum of the scale of pay.
 - lv. 'Traveling Allowance' means all allowances granted to an employee to cover the expenses which he incurs for traveling and to staying at an outstation in the interests of the University or on University activities.
 - lvi. 'University' means VFSTR University including its Colleges / Institutions including the Colleges / Institutions run or managed by the University.
 - lvii. 'University Institution' means a college or institution established or maintained by VFSTR University and providing courses of study qualifying students for admission to the examinations in accordance with the rules, regulations and bye-laws of the University.
 - lviii. 'Vice-Chancellor' means the Vice-Chancellor of VFSTR University.
 - lix. 'Year' means a period of twelve English calendar months.

