

JAMIA MILLIA ISLAMIA

(A Central University by an Act of Parliament)

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Office of the Registrar

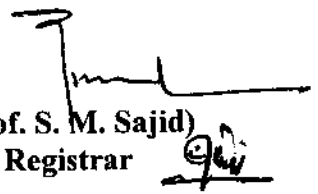
No. JMI/R.O./L&Ord./2011

July 11, 2011

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15/7/11

NOTIFICATION

This is to notify for information of all the concerned that the Executive Council in its Meeting held on 14.02.2011 vide its Resolution No.EC-2011(I):04 on the recommendation of the Academic Council vide its Resolution No.04 dated 15.12.2010 has approved the Rules & Regulations of the Centre for Early Childhood Development and Research as per Annexure enclosed.


(Prof. S. M. Sajid)
Registrar

Copy for information to:-

1. All the Deans of Faculties of JMI
2. The Dean, Students' Welfare, JMI
3. All the Heads of the Departments, JMI
4. The Directors/Hony. Directors of the Centres, JMI
5. The Controller of Examinations, JMI
6. The Chairman, Ordinance Committee, JMI
7. The Hony. Director, FTK Centre for Information Technology, JMI –
With the request to incorporate in the appropriate place of the University's Ordinance and also for display on the Jamia's Website.
8. The Finance Officer, JMI
9. The Dy. Registrar (Admn.), JMI
10. The Dy. Registrar (HRD), JMI
11. The OSD (Establishment), JMI
12. The Media Co-ordinator, JMI
13. The Secretary to the Vice-Chancellor, JMI
14. The Asstt. Registrar (Legal & Ord.), JMI
15. The Asstt. Registrar (A&C), JMI
16. The P.A. to the Pro-Vice-Chancellor, JMI
17. The Sr. P.A. to the Registrar, JMI

Rules and Regulations for the

CENTRE FOR
EARLY CHILDHOOD DEVELOPMENT & RESEARCH [CECDR]

The Jamia has established a Centre for Early Childhood Development and Research with the ongoing funding of the Save the Children, India as per the terms and conditions mentioned in the Memorandum of Understanding (MoU) signed between the Jamia Millia Islamia and Save the Children, India (annex A).

1. **Aims, Objectives and Functions of the Centre:** Generally the agenda of the Centre will be to:
 - a. Influence Early Childhood Development (ECD) policy through research and advocacy for promoting holistic development of young children;
 - b. Contribute to the professional and institutional development for quality improvement of ECD services in India through increasing the quality of scientific investigation, analysis and practice; and
 - c. Operate the Centre such that it is open to persons of either sex and of whatever race, creed, caste, class, or religion. Detailed activities of the Centre have been outlined in the annex A to the MoU signed between the Jamia Millia Islamia and Save the Children, India.
 - d. For the first three years from the date the Centre commences operations, the work of the Centre (including research work) shall be divided focused on Tsunami affected areas. After the completion of this three year period, the Centre's work may be directed towards any areas / regions of India that the Board of Management may consider appropriate.
 - e. The Centre from the date of its commencement will concentrate on the development and implementation of programmes / courses in connection with the development and promotion of ECD.
2. **Board of Management:** The Centre shall be governed by a Board of Management. The Board of Management shall comprise of the following:
 - a. The *Shaikhul Jamia* (Vice Chancellor): Chairman
 - b. *Naib Shaikhul Jamia* (Pro-Vice Chancellor): Member
 - c. Three members of the academic staff of Jamia having special interest in the objectives of the Centre, nominated by the *Majlis-i-Muntazimah* (Executive Council) on the recommendations of the Vice Chancellor
 - d. Three members of the academic staff of the Centre, one each from amongst the Professors / Chair Professors, Associate Professors and Assistant Professors, or of equivalent grade, by rotation, in order of seniority.
 - e. Three nominees of Save the Children, India. These will be chosen out of the five recommendations that will be made by Save the Children.

- f. Three members from outside Jamia , to be nominated by the Board of Management out of which atleast one shall be from the Ministry of Women and Child Development, Govt of India.
- g. Director / Honorary Director of the Centre: Member Secretary
The members of the Board, other than ex-officio members shall hold office for a term of three years.
3. **Powers and Functions of the Board of Management:** The Board of Management of the Centre shall function under the over all supervision and direction(s) of the authorities of the University and shall be competent to exercise all or any of the following powers, namely:
- a. To exercise overall supervision over the functioning of the Centre;
 - b. To direct and supervise the academic programme and activities of the Centre in consonance with the directions of the *Majlis-i-Talimi* (Academic Council);
 - c. To recommend to the *Majlis-i-Talimi* (Academic Council) / *Majlis-i-Munatazimah* (Executive Council) the requirement of academic discipline (subject concerned) for each teaching positions;
 - d. To recommend to the *Majlis-i-Talimi* (Academic Council) / *Majlis-i-Munatazimah* (Executive Council) the qualifications for the posts for which the UGC or the concerned Council has not prescribed the requisite qualifications and also to recommend specializations for various posts of the Centre, if required as the case may be;
 - e. To recommend to the *Majlis-i-Talimi* (Academic Council) / *Majlis-i-Munatazimah* (Executive Council) the creation or abolition of posts of academic, scientific, technical, research or administrative staff as the case may be;
 - f. To recommend to the *Majlis-i-Talimi* (Academic Council) / *Majlis-i-Munatazimah* (Executive Council) the creation of tenure-based short-term/long-term Chairs/Visiting Professors/ Adjunct Professors/ Visiting Scientists/Visiting Fellows;
 - g. To constitute Committees/Sub-Committees for smooth functioning of the Centre.
 - h. To recommend to the Academic Council for entering Agreements/ MOUs with other Institutions/Organizations.
 - i. To recommend the Annual Budget to Finance Committee;
 - j. To submit its Annual Report to the *Majlis-i-Munatazimah* (Executive Council);
 - k. To frame Regulations and recommend for their approval by the competent authorities;
 - l. To exercise such other powers and perform such other functions as may be deemed necessary to achieve the objectives of the Centre and those of the University.
4. **Meetings of the Board of Management:**
- a. The Board of Management shall meet at least twice a year.
 - b. Notice for a general meeting of the Board shall be at least one week in advance from the date of the meeting,

- c. An emergency meeting of the Board may be held at a short notice which would not be less than twenty four hours,
 - d. One-half of the members of the Board shall form the quorum for a meeting.
5. **Director / Honorary Director of the Centre:** The Centre shall be headed by a Director / Honorary Director, appointed by the *Majlis-i-Muntazzimah* (Executive Council) on the recommendations of the Vice Chancellor, who shall be an academic staff of the University in the grade of Professor or equivalent.
6. **Powers and Functions of the Director / Honorary Director:** The Director / Honorary Director shall:
- a. Exercise overall control of the functioning of the concerned Centre,
 - b. Convene meetings of the Board of Management in consultation with the Chairman,
 - c. Chair the meetings of the Committee of Studies of the Centre,
 - d. Hold meetings of the staff of the Centre for streamlining the functioning of the Centre and to carry out its activities more effectively.
 - e. Be responsible for the safe custody of the records and the property of the Centre,
 - f. Operate budget of the Centre,
 - g. Organize and supervise academic programmes viz. teaching, seminars, symposia, workshops, extension lectures, training programmes, etc.
 - h. Exercise such other powers and perform such other duties, as may be assigned by the Board of Management / Chairman of the Board of Management of the Centre.
7. **Officiating charge in absence of the Director / Honorary Director:** When the office of the Director / Honorary Director falls vacant or when he/she is by reasons of illness, absence or any other cause unable to perform the duties of the office, the next senior most academic/scientific staff of the Centre, who shall not be in the grade less than that of an Associate Professor or its equivalent, shall discharge the duties of the Director / Honorary Director. In case, no such official in the grade of Associate Professor or its equivalent is available in the Centre, the Shaikhul Jami'a shall appoint a Professor of the University to discharge the duties of the Director / Honorary Director.
8. **Committee of Studies:**
- a. The Centre (planning to start imparting courses of Ph.D./ Post-graduation /Under-graduation/ Diploma/ Certificate or such courses), shall have a Committee of Studies, comprising of the following:
 - i. Director / Honorary Director of the Centre : Chairman;
 - ii. All the academic/ scientific staff of the Centre;
 - iii. Two person teaching allied or cognate subjects in the University to be nominated by the Board of Management;

- iv. Two experts not in the service of the University to be co-opted by the Committee of Studies.
 - b. The appointment of members specified in items (iii) and (iv) above shall be for a period of three years.
 - c. The Functions of the Committee of Studies shall be to recommend to the Board of Management:
 - i. Courses of studies and their Syllabi;
 - ii. Appointment of examiners for all courses; excluding Ph.D. course;
 - iii. Measures for improvement of standard of teaching, research, field projects and field experiments;
 - iv. Subjects for research for various degrees and other requirements of research work ;
 - v. Appointment of supervisors for research work.
 - vi. To allocate teaching work among the staff;
 - vii. To consider matters of general and academic interest to the Centre and its functioning;
 - viii. To perform such other functions as may be assigned to it by the Board of Management:
 - d. Meetings of the Committee of Studies:
 - i. The Committee of Studies shall meet at least twice a year.
 - ii. Notice for a general meeting of the Committee shall be at least one week in advance from the date of the meeting,
 - iii. An emergency meeting of the Committee may be held at a short notice which would not be less than twenty four hours,
 - iv. One-half of the members of the Committee shall form the quorum for a meeting.
9. **Conditions of Service of the Staff of the Centre:**
- a. Appointments at the Centre: all appointments made at the Centre shall be on the recommendations of a duly constituted selection committee, mentioned in para 9 (b).
 - b. Selection Committee: Selection Committees for various teaching positions shall be constituted as per the Ordinance 15(XV). The prescribed qualifications and experience for various academic posts in the Centre shall be as per the UGC norms. However for positions in the Project that are not in accordance with nomenclature used in Jamia, the Centre shall frame qualifications, experience and procedure for appointment for the approval of the *Majlis-i-Muntazimah* (Executive Council).
 - c. All appointments (excluding the Director / Honorary Director-Professor and those lent by Jamia Millia Islamia to the Centre) shall be on the basis of a written contract between the Jamia Millia Islamia and the employee.
 - d. All appointees of the Centre (excluding the Director / Honorary Director-Professor and those lent by Jamia Millia Islamia to the Centre) shall be of temporary status till the end of Project period. Appointment in the Centre shall not be considered as a claim in

- terms of seniority or permanent status or any other claim accruing as a permanent employee in the Jamia Millia Islamia.
- e. Non-vacation academic staff: All staff of the Centre, including Chair Professor / Professor, Associate Professor and Assistant Professor, Research Associate & Research Assistant shall be considered as non-vacation academic staff. The other employees like Administrative Assistants, Assistant Librarian, and Accounts Officer etc shall be considered as non-teaching, non-vacation posts. However, the services of the Director-Professor and those lent by Jamia Millia Islamia to the Centre shall be governed as per the Jamia rules applicable to them.
 - f. Conduct Rules: Conduct Rules as mentioned in Chapter IV of the Ordinance 6 (VI) shall apply on all employees of the Centre other than teachers.
 - g. Pay Scales / Pay Bands: Pay Scales / Pay Bands in respect of all appointments in the Centre (excluding the Director / Honorary Director-Professor and those lent by Jamia Millia Islamia to the Centre) shall be made on the basis of mutually agreed terms and conditions between the Jamia Millia Islamia and Save the Children, India.
 - h. Leave Rules: Leave rules for all teaching staff of the Centre shall be as per those applicable for temporary staff of the university as per Ordinance 5 (V). For non-teaching staff, Ordinance 6 (VI), Chapter - VI shall apply.
 - i. Medical Rules: All categories of employees of the Centre (excluding the Director / Honorary Director-Professor and those lent by Jamia Millia Islamia to the Centre) shall be eligible for a suitable medical allowance as approved by the Board of Management from time to time.
 - j. Residential Accommodation: Residential accommodation shall not be available to any employee of the Centre (excluding the Director / Honorary Director-Professor and those lent by Jamia Millia Islamia to the Centre).
 - k. Allowances: Travel, Conveyance, Per Diem, Overtime allowance and other allowances shall be as decided by the Board of Management from time to time.
 - l. Advances: Employees of the Centre (excluding the Director / Honorary Director-Professor and those lent by Jamia Millia Islamia to the Centre) shall not be entitled to advances like car, personal computer, house building, advances etc.
 - m. Deputations / Foreign Service: For employees on deputation / Foreign Service, the conditions of service as prescribed for deputation for Central government employees under FR /SR shall apply. Save the Children, India or the employee concerned shall bear the expenditure on leave salary and pension contribution as determined by Jamia Millia Islamia as per the Central Govt rules.

10. **Finances and Financial Structure:** The operation and funding of the Centre shall be ongoing. Save the Children shall release its grants in annual tranches as per the mutually agreed schedule of payment.
11. **The functioning of the Centre** shall be regulated by the above terms and conditions read along with the Memorandum of Understanding and its various amendments signed between the Jamia Millia Islamia and Save the Children, India. The Jamia Millia Islamia shall interpret the above rules and regulations as per its rules. In case of any dispute / interpretation of rules etc, the matter shall be resolved as per the provisions in the MoU.