

University Grants Commission Work Management Rules, 2060 (2004)

By exercising the power conferred by Section 19 of the University Grant Commission Act, 2050 (1993), the University Grants Commission has framed the following Rules.

CHAPTER - 1

Preliminary

1.1 **Short Title and Commencement:** (1) These Rules may be called as "University Grants Commission Work Management Rules, 2060 (2004)

(2) These Rules shall come into force from the date as may be appointed by Government of Nepal.

1.2 **Definition:** (1) Unless repugnant to the subject or context in this Regulation; -

- (a) "Act" means the University Grant Commission Act, 2050 (1993)
- (b) "Personnel" means the working as personnel in the service of the Commission.
- (c) "Commission" means the University Grant Commission.
- (d) "Committee" means the Committees as referred to in Chapter Five.
- (e) "Report" means the Report to be submitted by the Commission to Government of Nepal.
- (f) "Teacher" means Teachers teaching in the established university or their organic or affiliated campuses or educational institutions.
- (g) "Educational institution" means the university or its body or affiliated campus thereof or educational institution.

- (h) "University" means Universities established pursuant to the prevailing Nepal Laws.
- (i) "Prescribed or as prescribed" means Prescribed or as prescribed by the Directives of the Commission.

1.3 **Interpretation of the Rules:** (1) The powers to interpret these Rules shall be vested in the Commission.

(2) The interpretation done by the Commission shall be final.

CHAPTER - 2

Functions, Duties and Powers as well as terms of service of the Chairperson

2.1 **Functions, Duties and Powers of the Chairperson:** (1) The Chairperson shall be the Chief Office-bearer of the Commission. Functions, duties and powers of the Chairperson shall be as follows-

- (a) To prepare or cause to be prepared short term and long-term policy, planning and programmes of the Commission.
- (b) To implement, monitor and evaluate the approved policy, planning and programmes.
- (c) To determine or cause to be determined necessary policy in regard to make available grant to the Universities.
- (d) To draft or cause to be drafted necessary programmes for the promotion of educational standard in the Universities.
- (e) To coordinate or cause to be coordinated among the Universities.

- (f) To manage or cause to be managed necessary arrangement in order to exchange scholarship or fellowships among the native and foreign Universities and educational institutions.
- (g) To prepare or cause to be prepared annual report of the Commission.
- (h) To prepare or cause to be prepared the matters to be submitted to the Commission.
- (i) To implement or cause to be implemented the decision of the Commission.
- (j) To cause to prepare necessary programmes and budget required for the Commission and to cause to submit the same before the Commission.
- (k) The Chairperson shall, on behalf of the Commission, contact and enter into agreements with domestic and foreign organization/institutions or agencies. The contact and agreement so entered into are required to get approved from the Commission.

Provided that, the prior approval of Government of Nepal shall have to be obtained if it is required to enter into the agreement causing financial burden.

- (l) To do or cause to be done other works necessary for the attainment of objectives of the Act.

- (m) To perform all works except those which are allocated to the particular office-bearer in the Act and Rules framed thereunder while exercising this authority the same shall have to get approved from the Commission.
- (n) The Chairperson may, as per necessity, delegate the powers vested in him/her to members, committee, sub-committee or officer of the Commission.

(2) In the circumstances of absence or vacancy of post of Chairperson, the member prescribed by the Commission shall exercise the function, duty and powers prescribed to such Chairperson.

2.2 **Post shall be deemed vacant:** The Office of the Chairperson shall be deemed vacant in the following circumstances:-

- (a) If the resignation submitted by him/her in writing is accepted by Government of Nepal, or
- (b) If he/she has been convicted of an offence involving moral turpitude by the Court, or
- (c) If tenure of office is completed, or
- (d) If he/she gets insane, or
- (e) If dies, or
- (f) If alteration is made pursuant to sub-section (3) of Section 5 of the Act.

2.3 **Leave to be obtained by the Chairperson:** The Chairperson shall obtain the following leaves:

(1) During the tenure of office, the Chairperson may utilize the leave up to eight months at the rate of two months per year upon getting approved from the Commission.

Provided that, if the leave less than seven days is required, in such a case the information given to the Commission shall be sufficient.

(2) The leave remained after utilizing pursuant to sub-rule (1) shall be accumulated and a lump sum amount equivalent to the salary receiving at the moment shall be given for such accumulated leave.

Provided that, such amount shall not be more than the amount equivalent to the salary of six months.

2.4 **Remuneration and facility:** The Chairperson shall, on the approval of the Government of Nepal, receive the following remuneration and facility:-

(1) Monthly remuneration as determined by the Commission from time to time.

(2) Appropriate transport vehicle and telephone facility having the facility of local call as prescribed by the Commission.

(3) Treatment expenditure, *Dashain* expenditure, insurance, loan and other facilities shall be as prescribed by the Commission upon the approval of the Ministry of Education.

(4) Other facilities to be received by the Chairperson shall be as determined by the Commission.

CHAPTER - 3

Secretariate

3.1 **Secretariat of the Commission:** (1) There shall be a Secretariate for the operation and administrative works.

(2) There shall be a Secretary as chief office-bearer of the Secretariat and personnel's of the Commission shall be under her.

3.2 **Functions, Duties and powers of the Secretary:** (1) The Secretary shall perform the following day-to-day function being under the general direction of the Chairperson; -

- (a) To conduct the personnel management and administration of the Commission.
- (b) To implement or cause to be implemented the decisions made by the Commission.
- (c) To prepare or cause to be prepared the proposals to be submitted to the Commission.
- (d) To prepare or cause to be prepared annual programmes and budget.
- (e) To get internally audited the accounts of the Commission and perform or cause to be performed the works relating to settle irregularity as prescribed by the Commission.

- (f) To conduct financial administration of the Commission and to spend according to the approved budget.
- (g) To prepare the minute of the Commission, take on custody and certify the same.
- (h) To initiate the case to be filed on behalf of the Commission or to make necessary arrangement for the cases to be defended.
- (i) To cause to keep the account of financial transaction of the Commission correctly.
- (j) To perform or cause to be performed necessary functions regarding the protection and operation of property of the Commission.
- (k) To systematize the internal organization of the central office of the Commission and conduct or cause to be conducted its administrative and daily work.
- (l) To perform other functions as delegated by the Commission and Chairperson.

(2) The Secretary shall exercise the functions, duties and powers as prescribed by the Act and Rules framed thereunder.

(3) The Secretary may delegate the powers vested in him/her to the officer of the Commission, as per necessity.

3.3 **Post shall be deemed vacant:** (1) The Office of the Secretary shall be deemed vacant in the following circumstances:-

- (a) If the resignation submitted by him/her, in writing is accepted by Government of Nepal, or
- (b) If he/she has been convicted of an offence involving moral turpitude by the court, or
- (c) If his/her tenure of office is completed, or
- (d) If he/she gets insane, or
- (e) If dies, or
- (f) If alteration is made pursuant to sub-section (3) of Section 5 of the Act.

3.4 **Leave:** (1) During the tenure of office, the Secretary may utilize the leave up to eight months at the rate of two months per year upon getting approved from the Chairperson.

Provided that, if the leave less than seven days is required, in such a case the information given to the Chairperson shall be sufficient.

(2) The leave remained after utilizing pursuant to Sub-rule (1) shall be accumulated and a lump sum amount equivalent to the salary receiving at the moment shall be given for such accumulated leave.

Provided that, such amount shall not be more than the amount equivalent to the salary of six months.

3.5 **Remuneration and facility:** The Secretary shall receive the following remuneration and facility by obtaining approval from Government of Nepal:-

(1) The Secretary shall receive monthly remuneration as determined by the Commission from time to time.

(2) The Commission shall manage an appropriate transport vehicle and one set of telephone.

(3) Treatment expenditure, *Dashain* expenditure, insurance, loan and other facilities shall be as prescribed by the Commission upon the approval of the Ministry of Education.

(4) Other facilities to be received by the Secretary shall be as prescribed by the Commission.

CHAPTER - 4

Meeting of the Commission and working system

4.1 **Meeting of the Commission:** (1) The Meeting of the Commission shall be held once a month at least.

(2) Except that, the meeting may also be convened at any time, as per necessity.

4.2 **Notice for the meeting of the Commission:** (1) The Secretary shall have to convene the meeting of the Commission on the direction of the Chairperson.

(2) The notice of the meeting shall have to be given to the members at least three days, in advance. In such a notice the place, date, time and agenda of meeting shall have to be mentioned.

Provided that, the meeting may also be convened earlier as per necessity of the subject matter.

(3) If any report or subject matter is related with the agenda to be discussed in the meeting, the same shall have also be send along with the notice of meeting.

4.3 **Quorum and decision of the meeting:** (1) Fifty percent out of the total number of members shall constitute the quorum of the meeting.

(2) The decision of majority shall be considered as the decision of the Commission.

(3) In the case of tie in the meeting the casting vote of the Chairperson shall be decisive.

4.4 **Chairpersonship of the meeting:** (1) The Chairperson shall preside over the meeting.

(2) If the Chairperson absents, the member as prescribed by him shall preside over the meeting.

4.5 **To certify the decision of the Commission:** (1) The decision made by the Commission shall be written in the minute book immediately.

(2) The Secretary shall certify the decision.

4.6. **Expert or concerned person may be attained:** (1) The Chairperson may invite any expert or concerned person or authorized person to the meeting, as he/she deems necessary or appropriate.

(2) The person invited pursuant to Sub-rule (1) may take part in the discussion and submit own opinion.

Provided that, he shall not have the right to vote.

CHAPTER - 5

Committees of the Commission and their working system

5.1 **Committees of the Commission:** (1) There shall be the following Committees in the Commission:

- (a) Equivalence committee
- (b) Quality standard ensurance committee
- (c) Academic committee
- (d) Research committee
- (e) Any other committee as deemed appropriate by the Commission.

(2) The nomination of members of the committee shall be done by the Commission.

5.2 **Functions of the committee:** (1) The working scope of the committee shall be as determined by the Commission.

(2) The committees shall hold discussions or scrutinize as per necessity, study, consult on the matters authorized to it by the Commission and submit its opinion to the Commission through the Chairperson.

5.3 **Meeting of the committee:** (1) The meeting of the committee shall be held as per necessity.

(2) The coordinator of the committee shall convene the meeting of the committee as per necessity.

(3) The procedure of meeting of the committee shall be as determined by the committee itself.

5.4 **University Coordination Committee:** (1) Notwithstanding anything contained in Rule 5.1, there shall be an University Coordination Committee under the Chairpersonship of the Chairperson of the

Commission including Vice-Chancellor of the University as its member in order to coordinate among the Universities.

(2) The committee shall establish reasonable coordination by holding discussions on other necessary matters including educational quality, curricula, and degree among the Universities.

(3) The Chairperson may convene the meeting of the committee as per necessity.

5.5 **Allowance facility to be received to the members of the committee:**

(1) The allowance and facility to the coordinator and members shall be given as decided by the Commission.

CHAPTER - 6

Procedure relating to distribution of grant

6.1 **Distribution of Grant to Universities:** (1) The Commission shall carry out the functions distribution of grant from its fund.

(2) The distribution of grant shall generally, be made in two headings namely general and development.

(3) The following grounds shall be generally taken into consideration in distributing the grants in general hearing: -

- (a) Amount system and past experience of amount of grant being distributed by the Commission.
- (b) Scope of teaching and learning, number of teachers, number of students and number of passed students of the University.

- (c) Structure and scope of Universities and their organic and affiliated campuses.
- (d) Income source of University.
- (e) Level of excellence maintained in teaching and learning by the University.
- (f) Other matters as may be deemed reasonable by the Commission.

(4) Universities shall have to submit the programme of budget and proposal for the forthcoming year of the University at least prior to 6 months before the commencement of fiscal year of the University.

(5) Before deciding to give grants for necessary development expenditure to be given to the Universities, the Commission may ask detailed planning from the concerned University.

6.2 **Grant distribution to affiliated education institutions:** (1) The educational institution, conducting graduate and post-graduate teaching and learning, who request for the grant amount is required to submit details in the format as prescribed by the Commission, at least prior to four months before the commencement of the fiscal year.

(2) The Commission shall evaluate and classify the affiliated campuses on the following basis:

- (a) Physical condition of the campus.
- (b) Economic condition of the campus. Audit report is necessary in this regard.
- (c) Scope of teaching and learning of the campus.

- (d) Number of teachers and employees, qualification and details of teaching load.
- (e) Number of students in bachelor level and above the same and percentage of passed students.
- (f) Development condition of the campus.
- (g) Condition of grant being given by the Commission.
- (h) Academic research oriented articles, reports and other publication.
- (i) Other basis as deemed appropriate by the Commission.

(3) The Commission shall determine a lump sum grant to the affiliated campuses on the basis of "one faculty one programme" keeping in mind the conditions as stipulated in Sub-rule (2). Based on the standards as deemed appropriate by the Commission, it may give additional grant.

(4) The Commission may provide grants for specific purposes. The grant obtained for such specific purposes shall have to be expended for the same purpose.

(5) Notwithstanding anything contained in these Rules, if Government of Nepal has taken a specific policy regarding to *Dalit* (down trodden class), suppressed class of people, *Janajatis* and women, the grant may also be distributed, on such basis.

(6) If the campus failed to pass students less than as determined by the Commission for consecutive three years, the grant may be stopped to such campus.

(7) In determining the grant, attention shall also be given to the report received upon getting inspection by the Commission.

(8) It is necessary to submit annual details along with the audit report to the Commission by the educational institutions receiving the grant within six months of expire of each fiscal year.

6.3 **Powers of the Commission:** For the purpose of distributing the grant, the Commission may do the following: -

(1) To alter, reduce or disapprove the requested amount.

(2) To look the record in order to address the reality of expenditure to be incurred under the particular heading.

(3) To cause to make clear by the authorized person.

6.4 **To reward:** If any institution fully depended on the grant of the commission arranges income source on its own, the grants receiving by such institution shall not be reduced and appropriate reward or matching fund shall be made available.

6.5 **To cooperate:** (1) The Commission may invite educational institutions to conduct particular programmes.

(2) The Commission may arrange necessary cooperation to the educational institution conducting programmes as referred to in Sub-rule (1).

CHAPTER - 7

Ensurity of quality standard and conduction of Improvement programme

7.1 **Quality standard ensuring programmes:** (1) The Commission shall carry out the following activities for the promotion and ensurance of quality standard of higher education:

- (a) Evaluation of degree to be awarded.
- (b) Evaluation of curriculum.
- (c) Evaluation of teachers.
- (d) Evaluation of physical in infrastructure.
- (e) Evaluation of number of passed.
- (f) Evaluation of research publications.

(2) To conduct the activities as referred to in Sub-rule (1), the Commission shall follow a reasonable procedure and system.

7.2 **Teachers quality standard improvement programme:** Generally, the Commission shall conduct the following programmes in order to improve the academic standard of teachers working in the higher education: -

- (a) Research promotion.
- (b) Teaching and learning tours.
- (c) Fellowship.
- (d) Development of physical facility.
- (e) Strengthening the library and equipment.

- (f) Development of reading materials.
- (g) Educational symposium, work-shop, training and conference
- (h) Arrangement of honorarium and award for teachers.
- (i) Other programmes as deemed appropriate by the Commission.

7.3 **Promotion of research:** The following programmes shall be conducted under the promotion of research:-

- (a) Small scale research.
- (b) Special research
- (c) Development of reference materials for research and infrastructure.
- (d) Other programmes as deemed appropriate by the Commission.

7.4 **Small scale research:** The small study projects shall be considered as small scale research, period for completion of which shall be six months, in maximum. Such projects shall be operated on the following basis:-

- (a) The teachers up to associate professors, who have not done Ph.D and working in the Universities or educational institutions shall be involved in short research work.
- (b) The number of such projects shall be as determined by the Commission in the annual programme.

- (c) The Commission shall invite application for the project.
- (d) The applicant teacher shall have to apply along with the details and within the time frame as determined by the Commission.
- (e) The Commission shall approve the project upon evaluating the received applications by the research committee.
- (f) The Commission shall make available the amount as determined by it for the conduction of the project.
- (g) If one fails to submit report upon completing the project within the prescribed time frame, the project shall be cancelled and the amount given for research shall be recovered by the concerned teacher.
- (h) Other matters in this regard shall be as determined by the Commission.

7.5 **Special research:** (1) The special research may be carried out by one or more teachers separately or jointly on the subject approved by the Commission or as proposed by the proposer or as prescribed by the Commission.

(2) Such research may also be proposed by the concerned educational institutions. If any teacher applies for the same, the recommendation of the concerned educational institution shall be a must.

(3) The received proposals shall be approved by the Commission on the recommendation of research committee and amount approved for the same shall be made available to the researcher.

(4) Other matters shall be as per Rule 7.3

7.6 **Development of reference materials for research and**

infrastructure: (1) In order to purchase books, journals, educational materials like reference materials amount as determined by the Commission may be made available to the researcher working in the research projects approved as per this Chapter. The Commission shall separately prescribe the basis, condition, quantum of amounts and other modalities of the disbursement of the money.

(2) The goods purchased pursuant to these Rules having permanent nature and seem to be used in other research activities shall have to submit to the Commission.

(3) For the purpose of Sub-rule (2), the researcher shall have to submit the details including the price of the purchased materials to the commission.

(4) The Commission may make available the amount, to the researcher, as it deems appropriate, for the purpose of field visits, typing and binding as well as photocopies in the course of research.

(5) For the purpose of promotion of the research, the Commission may make available expenses for research methods or research symposium or class conduction including the amount to be incurred in the remuneration to be given to the expert professors.

Provided that, such proposal is required to be received from the concerned University.

(6) Other matters relating to the research materials shall be as determined by the Commission.

7.7 **Teaching and learning visits:** (1) The types of teaching and learning visits shall be as follows -

- (a) Campus visit of the senior teachers.
- (b) Visits within SAARC Countries for study and research.
- (c) Visits for participation in meetings and symposiums.

(2) The grant assistance shall only be made available, if the Commission believes that the visits as referred to in these Rules are ancillary to promote the teaching and learning activities.

(3) The Campus visits of the senior teachers shall be as follows:-

- (a) The teachers to be involved in the programme shall be experienced and expertise professor.
- (b) The Commission shall identify the area and subject required to improve in teaching and learning. And, for this purpose, it shall prepare the list of the professors.
- (c) If, the proposal, submitted by the University or Campus includes the Subject time frame, name of the expert and programme, is approved by the Chairperson, then such activities may be included into the programme as per this Sub-rule.
- (d) The Commission shall bear the amount of remuneration, daily and travel allowance of the teacher participating in the programme as referred

to in this sub-rule. Other expenditures shall have to be borne by the concerned educational institution.

Explanation: "Concerned educational institution" means a beneficiary educational institution.

- (e) After completing the visit the concerned teacher shall have to submit a progress report to the Commission.
- (f) Other matters in this regard shall be as determined by the Commission.

(4) The Commission may organize study tour of SAARC Countries in the subject as deemed appropriate by it.

(5) The Commission may provide a limited financial assistance to teachers upon inviting to participate in educational/academic meetings and symposiums to be conducted in abroad for their travel or other casual activities. The following conditions shall have to be fulfilled in this regard:-

- (a) From such participation the concerned institution, study (learning and teaching) pace should be benefited from such symposium to be participated.
- (b) The concerned teacher must have been invited to such symposium or nominated/approved by the educational institution.
- (c) The expenditure to be incurred in traveling to/from the symposium and accommodation shall have to be borne by the organizer or concerned educational institution.

(6) Matters not clearly mentioned in these Rules shall be decided by the Commission on the basis of appropriateness.

7.8 **Fellowship:** (1) The Commission shall provide fellowship for the following subjects: -

- (a) Ph.D study
- (b) M. Phil.
- (c) Post graduate study

(2) The fellowship for post graduate study shall only be applied on those educational programmes where the study programme is being conducted by the bachelor (graduate) teacher due to unavailability of post graduate teacher in sufficient number.

(3) The Commission shall invite application from appropriate teachers upon determining the number of fellowship and area (subject) for M.Phil, Post graduate and Ph.D immediately after the commencement of every fiscal year.

(4) The details and other matters to be submitted by the applicant for fellowship shall be as determined by the Commission.

(5) The applicant, who submits application for M.Phil. or Ph.D shall have also to submit, along with the application, a working paper (proposal), having at least five thousand words, showing the subject going to be researched, its usefulness and reasonableness.

(6) The Research Committee shall evaluate such proposals and submit its opinion to the Commission. The Commission shall generally decide on the fellowship on the same basis.

(7) In granting the fellowship/ stipend, the amount of the same shall be given in calculating the expenditure to be incurred for the subject, study of which may be conducted in Nepal and if not possible in Nepal for the study within the SAARC region.

(8) Other matter relating to fellowship shall be as determined by the Commission.

7.9 **Development of physical facility:** (1) The Commission may provide financial assistance to develop physical structure (facility) of the educational institutions keeping in view the necessity and priority of such institutions.

(2) The Institution requesting financial assistance under this heading shall have to comply with the following conditions:-

(a) Details including overall physical structure, economic condition, geographical location, subjects of teaching and learning and number of students shall have to submit along with the application.

(b) Cost estimate to be incurred in the physical structure and details of amount to be borne by oneself.

(c) Other details as determined by the Commission shall also have to be submitted.

7.10 **Library strengthening and purchasing of equipment:** (1) While submitting an application regarding to financial assistance for strengthening library by an educational institution before the Commission, the details of teaching and learning, number of students and real situation of library shall have to be clearly submitted.

(2) The Commission, if finds appropriate may provide financial assistance to buy additional books or material to keep the books.

(3) The Commission may make available books purchased by it, if finds appropriate.

(4) The Commission, if finds appropriate shall provide financial assistance for equipment including computers etc.

7.11 **Development of study materials:** (1) The Commission shall provide financial assistance on the following subjects under the study material development programme:

- (a) To prepare course and reference books.
- (b) To produce study materials.
- (c) To produce audio video cassettes.
- (d) To develop other study materials.

(2) Other matters, in order to make available assistance for the purpose of study material development, shall be as determined by the Commission.

7.12 **Educational symposium, workshop, training, conference:** (1) Under this heading, the Commission may make available assistance for the following subjects:

- (a) Refresher training.
- (b) Work-shop, symposium
- (c) Technical Training.

(2) The refresher training programmes may be conducted with an objective to assist the teachers teaching similar subjects in various educational institutions.

(3) The workshop, symposium etc. may be conducted to resolve the problems found in reference with the promotion of quality standard of teaching and learning process. Such symposiums, mainly shall have to be related with the improvement curricula or standard of higher education.

(4) Technical training shall be provided to learn technical skills for the teachers who are involved in higher education, and/or financial assistance shall also be provided to involve in the training conducted by others.

(5) The proposal for programme pursuant to these Rules shall be required to have been developed by the concerned educational institution or group of educational institutions.

(6) The period of such symposium or training shall be from seven to fifteen days, in maximum.

(7) While submitting the proposal, the proposer educational institutions shall have to mention the estimated cost, beneficiary employee, number of teachers and benefit to be received by the educational institution, and amount to be borne by the concerned educational institution or groups.

(8) Other matters shall be as determined by the Commission.

CHAPTER - 8

Inspection, Monitoring and Appraisal

8.1 **Provision relating to inspection:** (1) The Commission shall inspect or cause to be inspected the Universities and educational institutions from time to time to which grant has been given.

(2) The Commission shall depute a team for the inspection comprising of one or more person as per necessity.

(3) The mission deputed for inspection shall have to submit its report to the Commission on the following matters: -

- (a) Economic condition and necessity of the University or educational institution.
- (b) Examination and teaching standard.
- (c) Other matters as prescribed by the Commission.

(4) Before causing inspection pursuant to this Rule, the Commission shall send a questionnaire to the University or educational institution to collect details, as determined by the Commission, and gather necessary information.

(5) The Commission shall notify the period of inspection in advance.

(6) It shall be the responsibility of such institution to accompany by the chief and other appropriate official during the inspection and to cooperate with the team by giving details and information so required.

(7) The Commission shall get evaluated the report as referred to in sub-rule (3) by the Quality Standard Ensurance Committee constituted as per Rule 5.1.

(8) In accomplishing its work the team deputed for evaluation shall have the power to see the records and put questions with person, office-bearer, as it deems appropriate.

8.2 **May evaluate and monitor:** (1) The Commission may evaluate or cause to be evaluated the matters including activities/work performance of any University or educational institution and may also cause monitoring of such matters.

(2) The Commission may determine other matters relating to evaluation and monitoring.

CHAPTER - 9

To make available consultancy

9.1 **To make available consultancy:** (1) Before making available consultancy, as requested by Government of Nepal, the Commission shall hold discussions, consultation or research on the matter.

(2) The Commission may provide consultation and suggestion, from time to time, on the matters relating to higher education and steps to be taken by Government of Nepal, as the Commission deems appropriate.

(3) The major areas of consultancy to be made available by the Commission, shall be as follows: -

- (a) Matters to establish new University.

- (b) Matters to frame higher education policy and to amend the same.
- (c) Matters relating to grants to make available to the Universities or educational institutions.
- (d) As deemed appropriate by the commission, or
- (e) Matters requested by Government of Nepal.

CHAPTER - 10

Details to be submitted by the Universities and educational Institutions and direction

10.1 **Details to be submitted by the University and educational institution:** (1) Each University and educational institution shall have to submit their report to the Commission, along with the following details, within three months of expiry of fiscal year: -

- (a) Details of annual income and expenditure.
- (b) Details relating to educational activities.
- (c) Student enrollment, conducted examinations and result.
- (d) Number of teachers, qualification and class load.
- (e) Physical structure development.
- (f) In case of a University, number of organic and affiliated campuses and their activities (progress report)

- (g) Other details as deemed appropriate by the Commission.

(2) The Commission shall send the received report to the Quality Standard Ensurance Committee constituted as per Rule 5.1 and get evaluated.

(3) The Commission shall, on the basis of the received evaluation, send directions in addition to its note to the concerned university or educational institution.

(4) It shall be the duty of the concerned university or educational institutions to observe or cause to be observed the note or directions issued by the Commission.

(5) The Commission may investigate and evaluate or cause to be investigated or evaluated whether or not the notes or directions so issued are being observed through the procedure as deemed appropriate.

CHAPTER - 11

Miscellaneous

- 11.1 **Act and actions of the Commission shall be transparent:** All the activities of the Commission shall, except determined to be secret by its decision, be transparent.
- 11.2 **To bond:** Before going to study, training or study visit being nominated by the Commission, a bond in a prescribed form shall be a must.
- 11.3 **Prescribed standard of the Commission:** A University shall provide approval to an organic campus or affiliation to an established campus as per the standard as determined by the Commission.

11.4 **Educational degree:** (1) The Commission may evaluate the level of educational degree being awarded by Universities at the time of commencement of these Rules.

(2) If any university needs to establish new educational degree after the commencement of these Rules, the same shall have to be done only upon the consent of the Commission.

11.5 **To observe directions:** (1) Government of Nepal may issue policy directions to the Commission.

(2) It shall be the duty of the Commission to observe such directions.

11.6 **To give directions:** (1) The Commission may issue necessary directions to any office-bearer, personnel or committee or sub-committee constituted pursuant to Section 9 of the Act.

(2) It shall be the duty of the concerned office-bearer, personnel, committee or sub-committee to observe the direction issued pursuant to Sub-rule (1).

11.7 **Provision relating to Special meeting:** (1) At least one fourth members out of total members may register a motion, in writing, with the Commission for removal of any member due to the lack of working capacity or disqualification stating that the same is required to recommend to Government of Nepal.

(2) For holding discussions and voting on the motion as referred to in Sub-rule (1), all members shall be notified the date, time and place of special meeting of the Commission scheduled to sit within fifteen days of the date of registration of such motion. The decision of the

motion as referred to in sub-rule (1) shall be made by a majority of members out of its total members.

(3) The meeting on the motion registered against the Member Secretary shall be convened by the Chairperson. The procedure relating to the Chairpersonship of special meeting convened for holding discussion and voting on the motion registered against the Chairperson and Member Secretary shall be as determined by the Commission pursuant to sub-section (6) of Section 8 of the Act.

11.8 **Seal and logo of the Commission:** (1) The seal and logo to be used by the Commission shall be as prescribed by the Commission.

11.9 **To frame manual:** In order to attain the objectives of the Act and these Rules, the Commission may frame a manual and enforce the same.

11.10 **To obtain approval:** The approval of Government of Nepal shall be obtained before deciding the matters causing additional economic burden to Government of Nepal.

11.11 **Save and repeal:** (1) The University Grants Commission Work Management Rules, 2052 (1995) are, hereby, repealed.

(2) All acts and actions taken pursuant to the University Grants Commission Work Management Rules, 2052 (1995) shall be deemed to have been done pursuant to these Rules.