

INDIRA GANDHI NATIONAL OPEN UNIVERSITY

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INDIRA GANDHI NATIONAL OPEN UNIVERSITY
NEW DELHI

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(Under Statute II of the IGNOU Act)

INDIRA GANDHI NATIONAL OPEN UNIVERSITY ORDINANCES & REGULATIONS

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INDIRA GANDHI NATIONAL OPEN UNIVERSITY
NEW DELHI

1. ORDINANCE ON THE CONVOCATIONS*

(Under Statute 21 of the IGNOU Act)

1. Convocations for the purpose of conferring Degrees/Diplomas shall ordinarily be held once a year at Delhi or at such Regional Centre(s), and on such date(s), as may be decided by the Vice-Chancellor:

Provided that special convocations for conferring Honorary Degrees shall be held only at Delhi.

2. The Vice Chancellor shall preside over all convocations and shall confer Degrees/Diplomas:

Provided that the Board of Management, on the recommendation of the Vice-Chancellor, may invite a distinguished person to preside over any Convocation held at Delhi.

3. The Vice Chancellor may invite a distinguished person to deliver the Convocation address at the convocations at Delhi or at the Regional Centre(s).

4. The Vice-Chancellor shall present a report on the progress of the University at the Annual Convocation.

5. The students who have passed their examinations in the year for which the convocation is held shall be eligible to be admitted to the convocation:

Provided that in case the convocation is not held in a particular year for any reason, the Vice-Chancellor shall be competent to authorize admission of successful students in that year to the respective Degrees/Diplomas, in absentia and issue the Degrees/Diplomas, on payment of prescribed fees.

6. Such students as are unable to present themselves in person at the Convocation shall, at their request, and on payment of the prescribed fees, be admitted to the Degrees/Diplomas, in absentia by the Vice-Chancellor, and their Degrees/Diplomas shall be issued by the Registrar, or a person designated by the Vice-Chancellor for the purpose.

** 6A. Such students who have passed their examinations and who have been issued their degrees/diplomas on payment of prescribed fees on request before the Convocations as are unable to present themselves in person at the Convocation, shall be admitted to the Degrees/Diplomas in absentia by the Vice-Chancellor.

7. The fees for admission to the Degree/Diplomas in absentia shall be Rs.15/-.

8. The procedure to be followed at the convocations shall be laid down by the regulations framed by the Academic Council.

* Approved by the Ministry of Human Resource Development, Govt. of India (Deptt. of Education), vide their letter No.F.5.1/89.U.1(Desk) dated 9.2.89.

** Approved by the Board of Management at its 47th meeting held on 17.5.96.

2. ORDINANCE REGULATING LEAVE OF ALL EMPLOYEES OF THE UNIVERSITY, INCLUDING TEACHERS AND OTHER ACADEMIC STAFF***1. Short title and Extent of Application**

The ordinances as set out in Annexure 'A' may be called "Ordinances for regulating leave of all employees of the Indira Gandhi National Open University, including Teachers and other academic staff".

These Ordinances shall be deemed to have come into force on 20th September, 1985.

2. Interpretation

If any question arises as to the interpretation of these Ordinances it shall be resolved by the Board of Management.

* Approved by the Ministry of Human Resource Development, (Deptt. of Education), vide their letter No. F.5-91/88-U.I.(Desk) dt. 12.10.89.

Annexure 'A'

**ORDINANCE FOR
REGULATING LEAVE TO EMPLOYEES (INCLUDING TEACHERS
AND OTHER ACADEMIC STAFF)***

(A) PERMANENT EMPLOYEES

Kinds of leave admissible:

1. The following kinds of leave would be admissible to permanent employees

(i) Leave treated as duty—

- Casual leave
- Special casual leave
- Academic leave

(ii) Leave earned by duty—

- Earned leave
- Half Pay leave
- Commutated leave

(iii) Leave not earned by duty—

- Extraordinary leave
- Leave not due

(iv) Leave not debited to leave account—

- (a) Leave for academic pursuits—**
 - Study leave
 - Sabbatical leave
- (b) Leave on grounds of health—**
 - Maternity leave
 - Paternity leave
 - Special disability leave

The Board of Management may, in exceptional cases, grant, for the reasons to be recorded, any other kind of leave, subject to such terms and conditions as it may deem fit to impose.

CASUAL LEAVE

2 (i) Casual leave is not earned by duty. Total casual leave granted to an employee shall not exceed eight days in a calendar year.

* The Board of Management at its 65th meeting approved the amendments in Clauses 2(i)(ii) 4(i)(a)(b)(c)(ii), 5(iv), 8(ii)(iii), 10A(ii)(iv)(ix)(xvii), 11(v), 11A(i)(ii)(iii), 12(1),(2) and 14 in its meeting held on 31.12.99.

