

HIGHER PAYMENT PROGRAMMES (HPP)

GUJARAT UNIVERSITY – 380009, INDIA



1. Introduction

Gujarat University has started, over a period of time, number of Higher Payment Programme- (HPP) based on recent market demand in the emerging areas. These programmes were started on an unaided basis. As funds for starting these new programmes were not easily available from the funding agencies such as State Government, Central Government, UGC, etc., It was necessary to be self-sufficient to conduct such programmes.

Most of these programmes are being handled using in house faculty, visiting faculty, professionals, experts from industry or other educational institutions with extra remuneration. However, some of these programmes are no longer being conducted by the departments/schools.

The university had issued a circular regarding conductance of such programme vide No. R/16972/2006 dated 26-09-2006 to be implemented from the academic year 2006-07. It was further advised in the Academic Council in its meeting dated 16/06/2015 and the Executive Council meeting dated 17/06/2015 to implement such common minimum refined advisory and regulation, keeping in view the changes taking place in the current academic scenario. A new set of rules and regulations to conduct HPP programmes is called for.

For the smooth conduct and strengthening of these programmes the university has appointed a committee to review the existing practices in this programmes and suggest a uniform set of rules and regulations for all the Higher Payment Programmes (HPP) coordinated by various departments/schools etc. in the university.

2. Review of existing practices

- a) The details such as fee, no. of seats, payments to visiting faculty / coordinators / associate coordinators / staff, etc., were discussed by the committee formed by Hon. Vice Chancellor.
- b) Information collected from various departments regarding the existing university supported HPP is summarised and it was observed that there were no common rules and procedures being followed to conduct these programmes, remuneration to faculty/visiting faculty, staff, etc. Further, there were various methods followed to coordinate the HPP like; (1) where an exclusive department was created for conducting the programmes, viz., K.S. School of Business Management, (2) programmes being conducted by the existing grant-in-aid departments/schools, and (3) programmes being conducted under MoU with reputed organizations, institutes, firms etc.
- c) It was also observed that some departments conducting aided programmes are also having special seats (known as High Fee Seats) for which fees were being charged at a higher rate than those charged for the regular aided programmes.
- d) Further, some departments were having two types of fees structure for unaided programmes: (i) Regular Fee (ii) High Fee.
- e) The schools/departments were paying different rates of honorarium/remuneration to the coordinators, associate coordinators, faculty, visiting faculty, staff, etc.
- f) There was no relevance between the number of students, fee collected, duration of the programme and the payments made under and above.
- g) Different methods were being followed for maintenance of accounts, development of infrastructure, regular maintenance, recurring, etc.
- h) Some departments were having separate bank accounts, while some other departments were operating through the University's bank accounts.
- i) No common norms were being followed for appointment of teaching and non-teaching staff for the programmes. For every programme *ad-hoc* approvals were being taken by the concerned department.

The Academic Council meeting dated 16/06/2015 and the Executive Council meeting dated 17/06/2015 of Gujarat University has given directives to form the common

minimum practices, rules and regulations for all the HPPs coordinated at Gujarat University. After reviewing the existing practices and rules being followed by the departments, and keeping in view the requirements of the various programmes and the departments, where such programmes are being conducted, it was felt that there is need for a single window for academic and administrative approvals/coordination of the programmes. It was also felt that such programmes requires to be integrated internally and also with various sections of the University such as establishment section, accounts section, academic section, PG section, estate department, examination section, etc. A committee comprising (08) following members was formulated by Dr. M. N. Patel, Hon. Vice Chancellor, Gujarat University, Ahmedabad to form common rules and regulations to coordinate such HPPs at Gujarat University, Ahmedabad

Committee Members:

(Dr. B. V. Patel)

(Dr. M. V. Rao)

(Dr. R. S. Patel)

(Dr. N. K. Jain)

(Dr. P. N. Gajjar)

(Dr. H. A. Pandya)

(Mr. Rajesh Patel)

(Ms. Vaishali Padhiar)

The said committee has resolved the following norms / common practices as rules and regulations for all the Higher Payment Programmes (HPP) at Gujarat University as per the directives.

RULES AND REGULATIONS

I. Un-aided programmes of K.S. School of Business Management

The rules and regulations proposed here may not applicable to K.S. School of Business Management, as this is a one of its kind school, which has been conducting unaided programmes for the past 20 years and has evolved the rules and regulations for its governance over a period of time. The department will continue to function as at present.

II. Aided programmes of the departments

1. There will be only two types of programmes: (i) Regular Programme and (ii) Higher Payment Programme and there will be no programmes with high fee seats.
2. Admission to NRI/PIO/Foreign National (FN) candidates may also be given under the aided programmes following other prevailing admission criteria. There shall not be any reservation for such admission. University may decide the separate fee structure for the same, if required.

III. Conduct of unaided programmes by departments

1. No. of seats

For all the HPP the number of seats will be decided by the University on the recommendation of the concerned department/school. However, only such programmes which are financially self-sustaining (i.e., the programmes should observe break even for income and expenditure and should not be dependent on University's resources) should only be conducted. The minimum number of students admitted in a programme should be at least 15 for other than science subjects and at least 10 seats for science subjects and if the number of students taking admission in a programme is less than stipulated above, then that programme should workout its own maintenance plan within the permissible limit of income.

2. Advisory Committees

For all the HPP of the departments/school, there shall be a Common Advisory Committee, which would include the Heads/Coordinators of the concerned departments/programme, one faculty member of the departments concerned, one member from the Academic Council and one member from the Executive Council. The members will be nominated by the Vice-Chancellor. Hon. Vice Chancellor shall remain the chairperson of the said committee. The quorum for the Advisory Committee meetings will be one third of the total members. In addition to this, there may be one or two invitees from the respective area of the programme or Chamber of Commerce or CII, etc., who will also be nominated by the Vice-Chancellor, if needed.

- (a) The following will be the functions of the Advisory Committee:
- i. To make recommendations to the University, regarding the eligibility for the admission, conduct and procedure for admission and the fee to be charged for each programme. There can be separate type of fee, except as stated in para ii. Below. The fee will be required to be approved by the University statutory authority.
 - ii. To give recommendations regarding admission of NRI/PIO/Foreign National (FN) candidates. This category of students would be charged a special fee, which will be recommended by the Committee for approval by the University.
 - iii. To make recommendations to the University regarding the curriculum and the changes to be made therein from time to time. The entire academic part such as syllabus, examination, evaluation scheme, etc., will be routed as other regular programmes of the university.
 - iv. To consider, review and recommend the budget/project proposals for the programmes to the Finance Committee of the University for necessary approval
 - v. To make recommendations to the University regarding recruitment of teaching and non-teaching staff for the programmes on an *ad hoc* basis for 11 months. The committee will also oversee the process of recruitment, when approved by the University.
 - vi. To advertise for admissions to various programmes. Advertisement for all Higher Payment Programme (HPP) will be published together with other regular programme of the university.
 - vii. To make recommendations regarding the infrastructure requirements of the programme for the department/programme by using the surplus generated through the programme or from any other grant/fund/aid/sponsorship/donation etc. received for the purpose or from the University funds.
 - viii. To review the conduct of the programme/s every year and will recommend to the University about the continuance, modifications, etc., of the programme/s.

3. Staffing Pattern and remuneration

(a) Role of the Head of the Department HoD/Coordinator/Associate Coordinator

- i) The HoD/Coordinator of the concerned department/ programme will have the overall responsibility for the conduct of the programme/s of the department.
- ii) The HoD/Coordinator will be responsible for the entire conduct of the programme, including admission process, arranging time table, faculty/visiting faculty, counselling the students, internal evaluations, internal/university examinations and their evaluation, examination related issues, publication of results with due approvals, handling of accounts, audit, and other related work.
- iii) The HoD/Coordinator will have sanctioning power for incurring expenditure up to Rs.10,000/- (Ten Thousand) per occasion, based on the approved yearly budget as well as from the corpus fund/deposit of the programme subject to audit. This can also be used for payment for purposes such as maintenance, staff, wireman, electrician, laboratory assistance, Peon, etc.
- iv) The HoD/Coordinator should ensure that the conduct of Higher Payment Programme does not affect the regular programmes of the departments.
- v) An Associate Coordinator may be appointed by the university and should be a full-time permanent teachers of the University or appointed by the University under special circumstances, if needed, with the recommendation of the Advisory Committee.
- vi) The HoD/Coordinator/Associate Coordinator will be also required to maintain the accounts of the course, payments to the faculty/visiting faculty, supporting staff, petty cash expenses and related work with the help of an assistance provided for the purpose
- vii) The HoD/Coordinator/Associate Coordinator may incur additional expenses up to Rs.5,000/- per programme for purchase of stationery, other items required for the programme, petty expenses, etc. For any other expenditure specific sanction from higher authorities of the university is essential.

viii) The HoD/Coordinator/Associate Coordinator will be required to undertake his/her normal workload in his/her department and a special relaxation in the workload will be allowed in consultation with the University Authority/HoD.

(b) Support Staff – Teaching/Technical/Administrative

i. Teaching:

If the number of students is 15 or more in a HPP for conducting the regular teaching etc. assistance in science/professional/technical in nature one Teaching Assistant with fixed remuneration as per the University/Government norms from time to time for 11-month purely on contract basis may be appointed. This would be permitted only, if there is a specific shortage of expert faculty at the department level within the available budget/fund.

ii. Technical/Lab Staff:

For departments which conduct technical programmes, programme with practical hand out, one Technical Assistant (Trainee) may be appointed as per the academic terms/requirement purely on temporary basis with fixed remuneration as per University/Government norms from time to time. Alternatively, a suitable existing staff members may be given this job at an additional remuneration.

iii. Administrative:

- A. Each programme will be assisted by a Clerical Assistant (Trainee) with computer and office management related knowledge. This person may be appointed as per the academic term/requirement purely on temporary basis with fixed remuneration as per University/Government norms from time to time. Retired employees are also eligible for appointment against this category.
- B. In case where there is provision for appointing persons on temporary basis and such persons are not available or till such persons are recruited, the existing departmental/university staff may be given additional remuneration, for each programme.
- C. In case of more than one programme and if there is not sufficient staff/willing staff in the department/university, then the same person may be entrusted with the responsibility of more than one programme and

given remuneration accordingly with the recommendation of Advisory Committee in consultation with Hon. Vice Chancellor.

D. For each department, a Trainee Peon and a Trainee Sweeper may be appointed on purely on temporary basis as per prevailing Gujarat University / State Government norms.

iv. Honorarium and remuneration to Teaching and Non-teaching staff

The honorarium and remuneration of staff will depend upon three parameters of the programme.

- i. Size of the Class
- ii. Duration of the programme

The monthly honorarium/remuneration payable to various functionaries is given as Table-1.

Table-1

Monthly Honorarium / Remuneration payable to various functionaries (in Rs.)

Intake	Up to 20				More than 20			
	2 years		1 year or less		2 years		1 year or less	
Duration	Day	Evening	Day	Evening	Day	Evening	Day	Evening
A. Head/Coordinator								
Payment will be made on a programme bases)	7,000	7,000	4,000	4,000	9,000	9,000	4,000	4,000
In case of more than one Programme of similar type, for every additional programme	4,000	4,000	2,000	2,000	4,000	4,000	2,000	2,000
B.-Associate Coordinator	4,000	4,000	2,000	2,000	3,000	3,000	2,000	2,000
In case of more than one programme, for every additional Programme	2,000	2,000	1,000	1,000	1,000	1,000	1,000	1,000

Moreover, other technical and non-teaching staff's service condition, remuneration shall be as per Gujarat University/State Government rules and regulations from time to time subject to availability of funds.

The Internal (regular) non-teaching staffs who work for HPP may be made eligible only as per their involvement,

1. Clerk/Office Staffs/Laboratory Staffs maximum of Rs. 12000/ per Semester
2. Peon/Class IV maximum of Rs. 7000/ per Semester.

Honorarium to University/Visiting Faculty

- i) The University faculties/Visiting faculty/Expert Lecture faculty for teaching each programme will be identified by the concerned HoD/Coordinator/Associate Coordinator. The honorarium payable to the University/Visiting Faculty/Expert faculty shall be as per **Table-2**:

Table-2

Honorarium/remuneration payable to faculty and visiting faculty/Expert faculty

Sr. No.	Category of faculty	Honorarium payable for a session of 1 hour (Rs.)	
		Day programme	Evening programme
1	Gujarat University Teachers		
	Assistant Professor	400	400
	Associate Professor / Professor	500	500
2	Visiting faculty including retired teachers where University teachers are not available	500	500
3	Visiting faculty specialised domain knowledge and resource persons from industry	800	800
4	Expert lecturers (limited to five sessions in a semester per programme)	1,000	1,000
Note: Other than the honorarium as above, no TA/DA will be paid to visiting faculty. However, experts invited with the prior approval of the university will be paid Travelling Allowance on production of documentary evidence.			

- ii) University teachers teaching in the programmes should take their normal workload in their department, as separate remuneration is being paid for teaching in these programmes, participatory faculty members are expected to contribute Income

Tax and other necessary financial liability from time to time. They should also give an undertaking to this effect to their parent department.

- iii) In the case of Gujarat University teachers, if they do not have adequate workload in their departments, the deficiency will be set off against their teaching hours in the above programmes. Therefore, while claiming their remuneration, a certificate from their HoD/Coordinator should be submitted indicating whether the teacher has full workload.
- iv) Evaluation of internal examination papers will be done by the concerned University/visiting faculty and the remuneration for the same will be payable as per the prevailing university norms.
- v) In the Programmes where the terminal/last semester is totally project based and no teaching is done in the class room and fee is collected for that period also, the project guide (Regular/visiting faculty) will be paid Rs.500 per project in that semester for project guidance, subject to a maximum of Rs.2500 for 5 such students.

4. Programme Budget

Each HPP, the department will prepare a budget for one academic year. The budget should contain the following:

a) Income

- (1) Application fee
- (2) Total fee collection per year etc.

b) Expenses

- (1) University's share of the total fee collection – (30% towards providing all students amenities, infrastructure *etc.* and Can be totally or partially reimbursed/waived off, if lack of fund for coordination of course or demanded and required for maintenance, etc.)
- (2) Advertisement and brochure preparation –
- (3) Manpower cost –
 - a. Teaching –
 - i. Visiting faculty and other teaching staff
 - ii. HoD/Coordinator / Associate coordinator
 - iii. Project Guidance, etc.

- b. Non-Teaching –
 - i. Computer operator cum Clerk
 - ii. Peon, etc.
 - iii. Technical Assistant etc.
- (4) Library books, periodicals –
- (5) Laboratory, chemicals, glassware etc.-
- (6) Computer hardware, software and other equipment –
- (7) Photocopying, stationery, consumables, etc. –
- (8) Field visits (in case, the programme requires such visits) –
- (9) Entertainment –
- (10) Miscellaneous/contingency, etc.–

Note: Any fund not utilized in the respective academic year and head will get transferred to the infrastructure fund/corpus fund of the course for further development of the Department / programme.

5. General Rules

1. There will be a separate bank account for each HPP in any Nationalized Bank. An internal auditor from the university office may be appointed by approval of University authority, who will be handling the internal audit of the Higher Payment Programmes with special remuneration. Besides this there may be one external auditor/CA for financial audit and certification for each financial year.
2. For each programme HoD/Coordinator will be one of the signatories in the cheques amounting more than Rs. 10,000/- (Ten thousands) among other officer/s of the University. Up to Rs. 10,000/- (Ten thousands) cheques, only HoD/Coordinator's signature may be authorized for necessary expenditure as mentioned above in 3 (iii) & 3 (vii). This account can also be operated by the University authority as per the University norms.
3. Each department will be given a code number by the University for accounting purposes.
4. The define fees for all the HPP will be collected by the university as other regular programmes
5. The non-teaching clerical staff will be responsible for all the necessary communication, correspondence, writing cheques, writing notes on the proposals received from departments/offices, maintenance of accounts,

maintenance of vouchers, maintenance of files, reconciling the bank accounts and other office related work, etc.

6. TDS and other necessary financial responsibilities, where applicable, will be done by the non-teaching clerical staff concerned department. TDS certificates will be prepared by the clerical staff of the programme in coordination with HoD/Coordinator.
 7. External Examination fee will be as per the University norms and it will be conducted and managed by the University with other regular programmes.
 8. The results of the University examinations will be processed as per University norms, including centralized admission, examination and assessment etc.
 9. The appointment of examiners will be made by the concerned Board of Studies or *Ad hoc* Board. In case such bodies are not created, the panel of examiners will be recommended by the Advisory Committee/HoD/Coordinator and will be approved by the Vice-Chancellor.
 10. As a measure of encouragement and reward to the departments conducting HPP, the surplus/corpus generated by the HPPs should be utilized for the infrastructure and developmental planning of concerned department including technical, computational, furniture, audio/video, communicative devices or any special needs etc. arise of the concern department.
 11. If the department/faculty is awarded by research project/consultancy etc. The norms shall be as per other regular course of the university.
- (1) **Rules and Regulations applicable to the programmes under MoU signed by the Gujarat University**

In the conduct of the existing programmes under MoUs, the following procedure/rules will be followed:

Such programmes shall remain functional till the approval is duly given by the Academic & the Executive Council of Gujarat University, Ahmedabad

1. It will be the responsibility of the private partner to conduct the programmes in conformity with the requirements laid down by various regulators such as Gujarat University, UGC, AICTE, State Government, and other regulatory bodies as may be applicable depending upon the nature of the programmes.

2. For existing programmes, where the premises are already provided by the University, the private partner should pay to the University 40% of the fee collected. The Estate Department of the University will notionally work out the likely consumption of electricity, drainage, water, etc. by the department and the department will be charged accordingly separately. It will be the responsibility of the private partner to provide and maintain all the other infrastructural facilities such as air conditioners, furniture, computers, library, furnishing of the class rooms, faculty rooms, staff rooms, bath rooms, drinking water facilities, cleaning arrangements, waste disposal, etc., and the University will not contribute any money towards these activities.
3. The students of such programmes are also liable to pay the examination fee as decided by the University. The students and staff of such programmes will not be provided any separate facility, etc. They should cooperate to use the available facilities in the university campus.
4. For conduct of the above programme/s, the fee for each programme will be decided by the Gujarat University, where no approval from the State Level Fee Regulatory Committee is required and where such approvals are required, the level of fee to be charged will be proposed by the private partner and approved by the University, with modifications, if found necessary.
5. In the above programmes there will be only one category of fee.
6. The existing programmes should be placed for approval to the various bodies of the University such as Board of Studies/Ad hoc Board, the Academic Council and the Executive Council, etc., if not done earlier.
7. The MoUs with the existing private partners should be reviewed and modified. MoUs should be entered into with them, incorporating the changes as proposed above.
8. The existing programmes conducted so far by these private partners should be reviewed in terms of fulfilment of the terms and conditions of the MoUs entered into with them, fee collection; applications received, general conduct of the programme, facilities being provided to them, placement of students, etc., by a committee appointed by the University for Follow-up Action.
9. The private partners conducting programmes should keep the concerned department apprised of the programmes being conducted with full details and as and when any changes in the programme, irrespective of whether

administrative or academic, are proposed to be made, the same should be discussed and the views of the department/university should also be incorporated in the note being to be put up to the Advisory Committee/University authorities for approvals.

10. No new programme should be conducted by the existing private partners nor should any changes be made in the existing programmes, including intake, fee structure, infrastructural facilities, etc., without going through the process of approvals by the various bodies of the University, including Advisory Committee.
11. The private partner should provide audited accounts of the programme/s conducted, duly certified by a CA, on a financial year basis, to the University, within six months of the end of the financial year. Failure to do so will be treated as a breach of the provisions of the MoU and may result in imposition of a penalty, up to 10% of the fee collections of the relevant year, and discontinuation of the programme, if the private partner continues to default in submission of the accounts beyond a period of one year from the end of the financial year.
12. The University will conduct the final examinations of the programme/s as per the norms applicable to the programmes of the University. The students will also be liable to pay the examination fee as prescribed by the University from time to time.
13. The private partner should not use University address, established infrastructure, facilities of the university for any other commercial / profit/non-profit use(s).

(2) Rules and Regulations applicable to the programmes under PPP mode

- (a) The rules and regulations stated above for existing PPP programmes will be applicable, *mutatis mutandis*, to the new programmes to be started also. The advisory committee of the HPP would coordinate for such demand in consultation of Hon. Vice Chancellor.
 - o The said Advisory Committee should meet at-least once in a year/semester.
 - o The Vice-Chancellor in his/her order appointing the AC members will indicate who will preside over the meetings of the committee.

- The Vice-Chancellor will remain the chairperson of the said Advisory Committee and he will also appoint a Coordinator for the Advisory Committee from among the members, who will be responsible for preparing the minutes of the meetings and forwarding the same to all concerned, duly approved by the members.

The following will be the functions of the committee:

- i. The committee will review the conduct of the programme every year and will recommend to the University about the continuance, modifications, etc., of the programme.
- ii. For conducting programmes under PPP mode, if the University provides only the premises for conducting classes, where all other facilities are provided by the private partner, including furniture, security and all other required infrastructure facilities/services, the private partner should share 50% of the fee collections or whatever decided by university authority to the University on an annual basis. Besides, the private partner is liable to pay all electricity, drainage, water, municipal taxes, etc. charges worked out on a notional basis by the University.
- iii. Where the programmes are conducted outside University premises and where the private partner provides all the facilities, the private partner should share 40% of the fee collections with the University.
- iv. The MoU to be entered into with new private partners should clearly spell out all the terms and conditions for the conduct of each programme.
- v. It will be the responsibility of the private partner to seek regulatory approvals, wherever required, and also comply with the provisions of the applicable laws and the rules and regulations framed there-under and the private partner will be solely held responsible for any breach of the same.
- vi. The MoU will be applicable for a specified period and one year before the end of the period, there should be a review by a committee appointed by the University about the conduct of the programmes and also to take stock whether the objectives of the programme have been achieved.

General Recommendations:

Gujarat University is coordinating many Higher Payment Programmes. Most of these HPP's are coordinated by the University for more than 20 years. There was strong recommendation by previous and last NAAC committee, that some of these courses can be merged for ease of academic and administrative functions. This merger would also lead to get appropriate funding from state/central funding agency and to maintain academic standards as well as eligibility for recruitments at various level. This merger would also help university to apply for Grant-in aid status of these HPPs. The committee also resolves that there shall be rules and regulations for recruitment for necessary teaching and non-teaching positions for these HPPs. The recommended merger of HPP and its departmental coordination is as follows;

- **HPPs at School of Sciences**

1. Department of Botany, Bioinformatics and Climate Change Impacts Management: Dr. Archana U. Mankad
2. Department of Biochemistry and Forensic Science: Dr. Himanshu Pandya
3. Department of Microbiology, Biotechnology and Clinical Research: Dr. Meenu Saraf
4. Department of Zoology, Human Genetics and Biomedical Technology: Dr. M. V. Rao
5. Department of Life Science and Food & Nutrition: Dr. N. K. Jain
6. Department of Physics, Electronics and Space Science: Dr. P. N. Gajjar

- **HPPs at School of Commerce**

- **HPPs at School of Social Sciences**

- **HPPs at School of Languages**

- **HPPs at School of Psychology, Philosophy and Education**

- **HPPs at School of Law etc.**