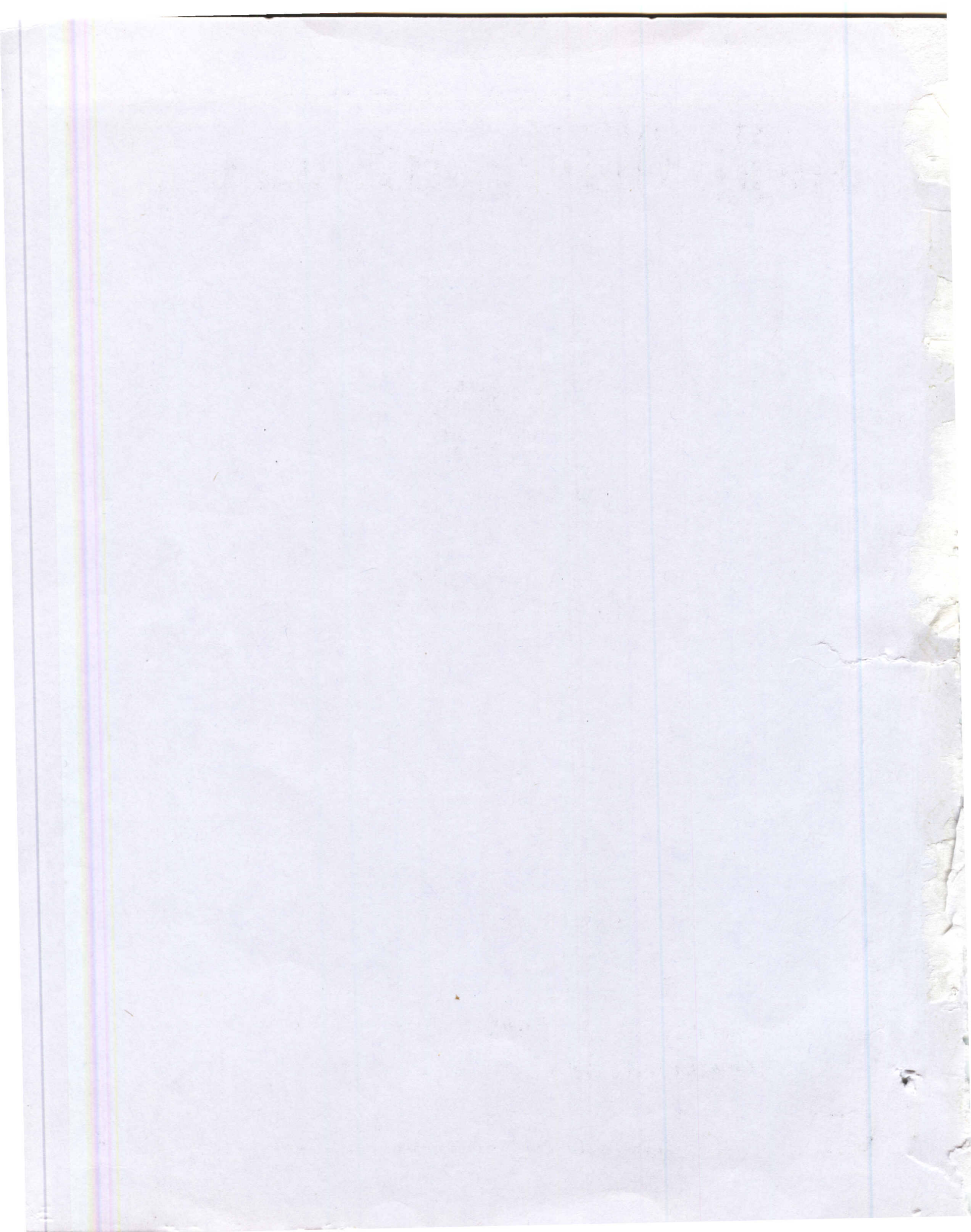


Jiwaji University, Gwalior



STATUTE

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1(a)

university beyond the normal age of superannuation shall not qualify for the purpose of pensionary benefits. The pension-cum-Gratuity benefits shall be payable only from the date of his relinquishing the post of the Vice- Chancellor. If the Vice Chancellor assumes his office either after superannuation of superannuates during the tenure he shall be entitled to join contributory provident fund Gratuity Scheme from the date of his joining the post if already superannuated or the date of his superannuation during the tenure as applicable.

5. a. The Vice-Chancellor shall be entitled to leave on full pay @ 30 days in a calendar year. The leave shall be credited to his account in advance in two half yearly instalments of 15 days each on the first days of January and first day of July every year.

Provided that if the Vice-Chancellor assumes/ relinquishes charge of the office of Vice- Chancellor during the currency of a half year, the leave shall be credited proportionately at the rate of 2 1/2 days for each completed month of service.

- b. The leave at the credit of the Vice- chancellor at the close of the previous half year be carried forward to the new half year, subject to the condition that the leave so carried forward plus the credit for that half year does not exceed maximum limit of 240 days.

- c. The Vice-Chancellor on relinquishing the charge of his office shall be entitled to receive a sum equivalent to the leave salary admissible for the number of days of leave on full pay due to him at the time of his relinquish of charge subject to a maximum of 240 days including encashment benefit availed of elsewhere.

- d. The Vice- Chancellor shall also be entitled to half pay leave at the rate of 20 days for each completed year of service. This half pay leave may only be availed of as commuted leave on full pay on medical certificate. When commuted leave is availed twice the amount of half pay leave shall be debited against half pay leave due.

- e. The Vice- Chancellor also be entitled to avail himself extra ordinary leave without pay for a maximum period of three months during full term of five years on medical ground or otherwise.

1 (b)

6. The Vice- Chancellor shall be entitled to all other benefits such as medical attendance and leave travel concession as admissible to other University employees.
7. The Vice- Chancellors shall be entitled to Travelling Allowance on Transfer on his appointment as Vice Chancellor and after relinquishment of his charge.

The provision regarding deduction of pension/ pension equivalent from the pay of Vice- Chancellor shall not apply to incumbent Vice- Chancellor, unless a specific provision to this effect already exists in the statutes/ ordinances of the concerned university. The provision regarding deduction of pension will apply to new appointment made hereafter.

Statute No. 1

Terms and Conditions of service of Vice-Chancellor

(Approved by the Co-ordination Committee in its meeting no. 47, dated 12th, August, 1993)

1. The Vice-Chancellor shall receive a fixed pay of Rs. 7,600 per month plus other allowances admissible from time to time. If he assumes his charge after attaining the normal age of superannuation and is receiving pension due to his past services, then either his pay and allowances will be reduced by the gross amount prior to commutation or the payment of pension shall be held in abeyance upto the date of his relinquishing charge of the post of the Vice Chancellor. On the other hand, if he assumes charge after attaining the normal age of superannuation and he was on a non pensionable post, his gross pension equivalent of retirement benefits will be reduced from the pay and allowances for the post of Vice- Chancellor.
2. During his tenure of office the Vice- Chancellor shall be entitled to have a rent free furnished residential accommodation maintained by the University.
3. The Vice- Chancellor shall be entitled to use a University vehicle for official purposes. He will pay such amount for use of the vehicle as may be prescribed by the Government for its vehicles for use by Government officers on a monthly basis. The Vice- Chancellor shall also be eligible to use the university vehicle for private purposes and for such journeys he will be liable to pay such charges as are prescribed by Government for private use of Government vehicle by officers on the basis of kilometers involved in private use.
4. The Vice- Chancellor shall be eligible to opt for the general provident fund- Pension Gratuity scheme of the university if he has not attained the normal age of superannuation prior to commencement of his tenure and provided he has been eligible for pension scheme as an employee of a Central/ State Government or a Central /State autonomous body or Central/ State University before joining as Vice-Chancellor, if he opts to join GPF cum Pension cum Gratuity Scheme of the university, the Vice- Chancellor shall be entitled to the benefit of combining his past service with the service as Vice-Chancellor upto the normal age of superannuation for the purpose of pension. For this purpose the university will receive pension/ contributory provident fund liability from the previous organizations. The period of service rendered by him in the

STATUTE NO. 2
POWERS OF THE KULAPATI

[Refer Section 15(9)]

1. The Kulapati may constitute such committees as he deems necessary to help him in the discharge of the duties entrusted to him by or under the Adhiniyam.
2. The Kulapati may sanction an allowance to any employee of the University for any special duty assigned to such employee or additional duties performed by him which in the opinion of the Kulapati warrants such payment.

Provided that such allowances shall not exceed twenty percent of the basic salary of such employee.

Provided further that any action taken under this Statute shall be reported to the Executive Council at its meeting immediately following such action.

STATUTE NO.3**THE REGISTRAR - HIS EMOLUMENTS AND CONDITIONS OF
SERVICE, POWERS AND DUTIES**

[Refer Section 16(3) & (6)]

1. The Registrar shall receive salary in, the scale of Rs. * 2100-75-2400-100-2500-125/2-2625.

Provided that where the Registrar is a retired Government servant he shall be paid as his salary an amount equal to the last pay drawn in Government service minus the pension and pension equivalent of gratuity admissible to him and where this amount is less than the minimum of the scale of pay of the Registrar, he shall draw as his salary the minimum of the scale of pay of the Registrar irrespective of the pension and pension equivalent of gratuity admissible to him.

2. No person shall be eligible for appointment as Registrar unless he possesses such qualification as the Executive Council may, from time to time, determine.
3. The Registrar shall be entitled to leave, leave salary, allowances, medical, provident fund and other benefits as may be prescribed by the University for the employee of the University.

Provided that if the Registrar is a retired Government servant, he shall not be entitled to the benefit of contributory Provident Fund.

Provided further that the benefit of non-contributory Provident Fund (General Provident Fund) will be admissible to such Registrar at his option. The Statutory provision relating to Provident Fund except in so far as they relate to contribution by the University shall be applicable in such a case.

4. The Registrar shall retire on completing the age of sixty years;

Provided that the Executive Council may, on the recommendation of the Kulapati extend his term of appointment for a period not exceeding two years if it is satisfied that such extension is in the interest of the University and provided further that he shall not be granted more than one extension.

* Amended vide E.C.Res.No.17 dated 8.7.78

5. It shall be the duty of the Registrar-

- (a) to be the custodian of the records, the common seal and such other property of the University, as the Executive Council shall commit to his charge;
- (b) to issue all notices, convening meeting of the Court, the Executive Council, the Academic Council, the Academic Planning and Evaluation Board and other bodies or Committees appointed under the Adhiniyam of which he is to act as Secretary;
- (c) to keep the minutes of all meetings of the Court, the Executive Council, the Academic Council, the Academic Planning and Evaluation Board and any Bodies or Committee of the University appointed under the Adhiniyam of which he is to act as Secretary;
- (d) to conduct the official correspondence of the University, the Court, the Executive Council, the Academic Council and the Academic Planning and Evaluation Board;
- (e) to arrange for and superintend the examination of the University;
- (f) to supply to the Kuladhipati :-
 - (i) copies of the agenda of the meetings of the University authorities of which he is to act as Secretary as soon as such agenda is issued;
 - (ii) the minutes of the meetings of the University authorities of which he is to act as Secretary within a month of the holding of such meetings; and
 - (iii) such other papers and information as the Kuladhipati may direct him to supply from time to time;
- (g) to collect the income, disburse the payments and maintain the accounts of the University, in case no Finance Officer is appointed in the University;
- (h) to exercise all such powers as may be necessary or expedient for carrying into effect the orders of the Kuladhipati, Kulapati or various authorities or Bodies of the University of which he acts as Secretary.
- (i) to discharge such other functions as may be assigned to him from time to time by the Kulapati to whom he shall be responsible for the same;
- (j) to perform such other duties as may, from time to time, be entrusted to him by the Statutes, Ordinances or Regulations; and

- (k) to render such assistance as may be desired by the Kulapati in the performance of his official duties.
6. Subject to the control of the Kulapati, the Registrar shall have power to appoint the Class III and Class IV staff of the University and likewise shall exercise disciplinary control over them.
7. The Registrar may, if desired by the Chairman of any authority or Body, of which he is the Secretary, speak at a meeting of such authority or Body.

STATUTE NO. 4**THE DEAN OF STUDENTS' WELFARE-TERMS AND CONDITIONS OF SERVICE, POWERS AND DUTIES**

[Refer Section 17(3)]

1. The Dean of Students' Welfare shall be appointed for a term of 3 years and shall be eligible for reappointment.

Provided that he shall, notwithstanding the fact that his term of three years has not expired, cease to hold office on completing the age of sixty years.

Provided further that notwithstanding the fact that his term of three years has not expired the Executive Council may, on a report from the Kulapati terminate the appointment of Dean of Student's Welfare if it is satisfied that further continuance of the Dean of Students' Welfare will be detrimental to the cause for which he has been appointed or to the interests of the University.

2. Where the Dean of Students' Welfare is a full-time salaried officer, he shall ;
 - (a) possess at least a Master's degree in the second division in some subject, about five years experience of teaching post graduate classes or ten years experience of teaching degree classes, experience of guiding extra-curricular activities and understanding of students' problems.
 - (b) draw salary in the pay scale of 1200-1900.
3. The Dean of Students' Welfare, if appointed on full time basis from amongst the teachers of the University shall Continue to hold his lien on his substantive post and shall be eligible to all the benefits that would have otherwise accrued to him but for his appointment as Dean of Students' Welfare.
4. The Dean of Student's Welfare shall be entitled to leave salary leave, allowances, provident fund, medical and other benefits as may be prescribed by the University for the employees of the University.
5. Notwithstanding the provisions of this Statute, a full time salaried Dean of Students' Welfare appointed before the date of coming into force of this Statute shall

continue to hold office subject to the terms and conditions of his appointment.

Provided that such Dean shall not be continued in service after he has completed the age of sixty years.

6. (i) The Dean of Students' Welfare shall be the Adviser-cum-Treasurer of the University Students' Union and the Head of the Information Bureau and the Employment Bureau in the University.
- (ii) The Dean of Students' Welfare shall, if the Executive Council, the Academic Council or the Court so desires, be present at any meeting of the authority concerned when matters relating to students' Welfare come up for consideration there in.
- (iii) Subject to the control of the Kulapati, the Dean of Student's Welfare shall,
 - (a) make arrangements to ensure suitable housing facilities for students;
 - (b) arrange for employments of students in accordance with plant approved by the Kulapati;
 - (c) Communicate with the guardians of the students concerning the welfare of students;
 - (d) obtain travel facilities for students;
 - (e) assist the students in obtaining Scholarship, Studentships etc., by giving them information relating thereto;
 - (f) perform such other duties as may be assigned to him from time to time by the Registrar with the approval of the Kulapati.

STATUTE NO.5**LEARNED PROFESSIONS**

[Refer Section 20(1) (xvi)

The following shall be the learned professions for the purpose of item (xvi) of sub-section (1) of section 20 of the Adhiniyam :-

- (i) Education,
- (ii) Medicine and Ayurved *
- (iii) Engineering,
- (iv) Law,
- (v) Actuarial Science,
- (vi) Fine Arts including Music, Drama, Dance and Painting, and
- (vii) Eminent Scientists, Scholars and Men of Letters, Eminent Ayurved *

* Amended by E. C. vide Res. No. 331 dated 29.4.88

STATUTE NO.6**MEETINGS OF THE COURT**

[Refer Section 21]

1. The ordinary meeting held in a calendar year shall be the Annual General meeting of the Court.
2. A special meeting of the Court may be convened by the Kulapati.
3. The Kulapati, shall, on a requisition signed by not less than forty members of the Court and specifying the business to be discussed, call a special meeting of the Court.
4. No special meeting of the Court shall be convened unless a period of three months has elapsed since the meeting last held whether annual or special.

STATUTE NO. 7

STANDING COMMITTEE OF THE ACADEMIC COUNCIL

[Refer Section 26 (2)]

1. (i) The Standing Committee to be constituted under sub-section (2) of sub-Section 26 shall be composed as under;
 - (a) The Kulapati, and
 - (b) Deans of all the Faculties.
- (ii) The Registrar shall act as the Secretary of the Committee.
2. The Standing Committee may invite such persons not exceeding three as it may deem fit for any particular meeting.
3. Meeting of the Committee shall be convened under the direction of the Kulapati.
4. It shall be the duty of the Standing Committee to render advice on equivalence of examinations in consultation with the Faculty concerned and such matters as may be referred to it by the Academic Council, the Executive Council or the Kulapati.
5. Subject to the provisions of the Adhiniyam and the Statutes, the Committee can dispose of the matters referred to it by the Academic Council. In every case where the Standing Committee disposes of any matters, the matters shall be reported to the Academic Council.

STATUTE NO. 8**OTHER FACULTIES**

[Refer Section 27 (1) (x)]

In addition to the Faculties enumerated in sub-section (I) of Section 27 of the Adhiniyam, there shall be all or any of the following Faculties, namely :-

- (i) Home Science.
- (ii) Physical Education, where there is a postgraduate course in Physical Education.
- (iii) Technology.
- (iv) Life Sciences.
- * (v) Non Formal Education.

* Amended vide E.C. dated 27.7.91.

STATUTE NO. 9

CONSTITUTION AND POWERS OF THE FACULTY

[Refer Section 27 (2)]

1. Each faculty except the Faculty of Law shall consist of the following members, namely

- (a) the Dean of the Faculty - CHAIRMAN;
- (b) all Chairmen of the Boards of Studies for the Subjects comprised in the Faculty;
- (c) all Professors in the Departments assigned to the Faculty;
- (d) one College Professor from each Department assigned to the Faculty by rotation according to seniority;
- (e) two Readers of University Teaching Departments/Schools of Studies, two Readers in affiliated colleges, and six Lecturers teaching any of the subjects comprised in the Faculty by rotation according to seniority;

Provided that there shall not be more than one teacher of any single category from any one of the Departments assigned to the Faculty.

- (g) three persons assigned to the Faculty by the Academic Council from amongst its members;
- (h) not more than two persons not connected with the University or any college and having expert knowledge of the subject or subject comprised in the Faculty co-opted by persons becoming members under clauses (a) to (g) above.

Provided that not more than one person representing any one Department of the Faculty shall be co-opted.

2. The Faculty of Law shall consist of the following members, namely:-

- (a) the Dean of the Faculty - CHAIRMAN,
- (b) the Chairman of the Board of Studies in Law,

* Amended vide Res.no. 4 dated 16.7.80

- (c) all Professors and all college professors in the Department of Law.
- (d) all Principals of separate Law Colleges,
- (e) the Head of the Department of Law from each college which is not a Law College,
- (f) one Reader of University Teaching Department/Schools of Studies, one Reader of affiliated Colleges, and one Lecturer of Law and when there is no Reader, two Lecturers of Law other than those included in the items above by rotation according to seniority.
- (g) not more than two persons not connected with the University or any college having expert knowledge of Law co-opted by persons becoming members under clauses (a) to (f) above,
- (h) One nominee of the State Bar Council of Madhya Pradesh with not less than seven years standing at the Bar.

3. Subject to the provision of the Adhiniyam, each Faculty shall have the following powers, namely :-

- (a) subject to the control of the Academic Council to organise, coordinate and regulate teaching and research activities of Departments assigned to the Faculty,
- (b) to approve the courses of studies for the different examinations in the Faculty proposed by the Boards of Studies and to remit matters to Boards of Studies,
- (c) to recommend to the Academic Council the condition for the award of degrees, diplomas and other distinctions including the scheme of examination for different degrees,
- (d) to deal with such other matters relating to the subjects within its purview as may be referred to it by the Academic Council, the Academic Planning and Evaluation Board or the Kulapati,
- (e) to hold meetings with the approval of the Kulapati jointly with any other Faculty or Faculties, such joint meetings to be convened and presided over by a Dean nominated by the Kulapati,

- (f) such other powers as may be assigned to it by the Ordinances.
4. All members of the Faculty other than ex-officio members and the Dean shall hold office for a term of three years.
5. One-third of the total membership of the Faculty shall constitute a quorum.

Amended vide resolution No. 4 dated 16.7.80 of E.C.

STATUTE NO. 10**BOARD OF STUDIES**

[Refer Section 28 (1)]

There shall be a Board of Studies for each of the subjects or groups of subjects mentioned in column (2) of the table below under the faculty mentioned in column (1) thereof :-

TABLE

Name of Faculty	Subject or Group of Subjects.
1.	2.
1. Faculty of Arts	1. English and other European languages 2. Sanskrit, Pali and Prakrit 3. Hindi 4. Urdu, Arabic and Persian 5. Marathi and other modern Indian languages 6. Philosophy 7. Philology and Linguistics * 8. Music and Dance 9. Library Science

* Amended by the coordination committee vide Res No 6(viii)

16

10. Journalism

11. Drawing and Painting

2. Faculty of

Social Sciences

1. History

2. Ancient Indian History, Culture and
Archaeology and Indology

3. Political Science and Public
Administration

4. Economics

5. Sociology and Social work

6. Anthropology

7. Geography

8. Psychology

9. Military Science

10. Home Science (if there is no separate
Faculty of Home Science in the University.)

#11. Rural extension service

3. Faculty of Science

1. Physics

2. Chemistry

3. Mathematics

N. B. :- Anthropology and Geography may be assigned to the Faculty of Science at the option of the University on the recommendation of the Academic Council and after approval by the Executive Council.

4. Geolog

Amended by the E. C. vide Res.No. 27 dated 12.3.77

5. Statistics (if taught at the post-graduate level, otherwise with Mathematics)
 6. Criminology and Forensic Science
 - *7. Computer Science
4. Faculty of Life Sciences
 1. Botany
 2. Zoology
 3. Bio-chemistry
 4. Life Science
 5. Faculty of Engineering
 1. Civil Engineering
 2. Mechanical Engineering
 3. Electrical Engineering
 4. Electronics and Telecommunication
 5. Chemical Engineering
 6. Mining
 7. Metallurgy
 8. Architecture
 9. Humanities and where there are no post-graduate courses in Applied Sciences and Applied Mathematics, Science and Mathematics
 10. Applied Physics
 11. Applied Chemistry where there are

* Ammended vide resolution No.4 dated 17.7.89 of E. C.

	18	
	12.	Applied Mathematics post-graduate
	13.	Applied Geology courses in these Subjects.
	** 14.	Master of Computer Application.
6. Faculty of Law	1.	Law
7. Faculty of Commerce	1.	Commerce
	2.	Applied Economics and Business Management
8. Faculty of Education	1.	Education including Science Education
	2.	Applied Psychology
	3.	Physical Education Where there is no Faculty of Physical Education.
	4.	Yogic Science
9. Faculty of Physical Education	1.	Physical Education
	2.	Yogic Science
10. Faculty of Home Science	1.	Home Science
11. Faculty of Technology	1.	Pharmaceutical Science
	2.	Applied Geology (Where there is no faculty of Engineering)
12. Faculty of Ayurved	*1.	Ashtirya Sangraha, Charak Samhita, Padarth Vigyan, Ayurved ka Itihas, Sanskrit.

** Ammended vide E. C. resolution No. 330 dated 29.4.88

* Amended vide E. C. resolution No. 46 dated 13.9.86

- 19
- 2 Sharir Rachna and Sharirkriya vigyan
- 3 Dravya Vigyan and Ras Shastra
- 4 Agad tantra and Swasthvritta
- 5 Ragvigyan Vikritivigyan and Kayachikitsa
- 6 Shalya Shalikyatantra
- 7 Prasuti Tantra and Koumar Bhritya

13 Faculty of Medicine

- 1 Anatomy, Physiology and Biochemistry
- 2 Pharmacology, Forensic Medicine & allied subjects
- 3 Preventive and Social Medicine and Pathology
- 4 Medicine, Skin and Venereal diseases, Tuberculosis, Psychiatry
- 5 Surgery, Anaesthesiology and Dentistry (if there is no separate College of Dentistry)
- 6 Orthopaedics and Ear, Nose and Throat
- 7 Obstetrics and Gynaecology and Paediatrics
- 8 Ophthalmology and Radiology
- 9 Nursing
- 10 Dentistry (if there is a separate College of Dentistry).

**14 Faculty of Education Non-Formal

- 1 Adult Education.
- 2 Continuing education.

** Amended vide E.C. dated 27.7.91.

3. Extension Education

4. Population Education
5. Environmental Education
6. Distance Education
7. Peace Education and
8. Rural Development

STATUTE NO. 11**POWERS OF THE BOARD OF STUDIES**

[Refer Section 29]

1. Each Board shall have the following powers,namely :-
 - (a) to recommend books, and when necessary, to consult specialists who are not members of the Board and to make recommendations in regard to courses of studies and examinations in the subject/subjects with which it deals.
 - (b) to recommend schemes for preparation and translation of books in the subject or subjects with which it deals.
2. It shall be the duty of the Board of Studies to consider and report on any matter referred to it in accordance with the Adhiniyam, Statutes, Ordinances or Regulations by the Executive Council or by the Faculty concerned or by Kulapati.
3. Any two or more Boards may, and at the request of the Executive Council or the Academic Council shall meet and make a joint report upon any matter which lies within the purview of both. In such cases, the joint meeting shall elect its own Chairman and the quorum for such a joint meeting shall include the full quorum of each Board represented, no member present being counted more than once for the purpose of determining the quorum.

STATUTE NO. 12**QUALIFICATION OF STUDENT MEMBER OF BOARD OF STUDIES**

[Refer Section 28 (2) (vi)]

Subject to the provision of the Adhiniyam, a student appointed as a member of any Board of Studies shall be a student enrolled in a College, Teaching Department or School of Studies of the University and possess the following qualifications :

- (a) Where post-graduate degree examination in the subject/subjects pertaining to the Board is held in two or more parts in the University, he shall be the student who amongst the final year students had obtained the highest percentage of marks in the subject/ subjects at the post-graduate examination of the University immediately preceding the final year examination and held in the academic year immediately preceding the appointment of the Board.
- (b) Where post-graduate degree examination of the University in the subject/subjects pertaining to the Board is a single examination at the end of the course, he shall be the post-graduate student enrolled for the course in the year of appointment on the Board who had obtained the highest percentage of marks in such subject/subjects at the qualifying examination of the University for the post-graduate course.
- (c) Where only a degree examination in the subject/subjects pertaining to the Board is held in the University, he shall be the student from amongst the final year students of the Degree Course who had obtained the highest percentage of marks in the subject/subjects pertaining to the Board at the examination of the University immediately preceding the Final Year examination;

Provided that if the degree examination is held in two or more parts, but the examination in the subject/subjects concerned is held only at the end of the final year of the course, he shall be the student who amongst the final year students had obtained the highest percentage of marks at the examination of the University immediately preceding the final year examination and held in the academic year immediately preceding the appointment on the Board.

Provided also that if the degree examination of the University in the subject concerned is a single examination at the end of the course he shall be the student who

amongst the students enrolled for course in the year of appointment on the Board had the highest percentage of marks at the qualifying examination for the degree course;

- (d) Where a post-graduate degree examination in the subject/subjects pertaining to the Board is held in the University and no student qualifies for membership of the Board under clause (a) or clause (b) above, the student possessing the qualification given in clause (c) above shall be appointed as a member of the Board;
- (e) Where under any of the foregoing provisions two or more students qualify for membership of the Board of Studies, the student oldest in age shall be appointed as a member of the Board of Studies.

STATUTE NO. 13**ANNUAL REPORT**

[Refer Section 47]

1. The Annual Report of the University shall cover the period from the 1st July to the 30th June following and shall be submitted to the Court at its annual meeting held after the expiry of the said period.
2. Copies of the Annual Report of the University shall be circulated amongst the members of the Court on or before the 31st of December immediately following the expiry of the period to which it relates or atleast fifteen days before the date on which the annual meeting of the Court after the expiry of the said period is held, whichever is earlier.

STATUTE NO. 14**HONORARY DEGREE**

[Refer Section 35(g)]

A proposal for conferment of Honorary Degree may be made by the Standing Committee of the Academic Council unanimously. It shall be placed before a committee consisting of the Kulapati, a nominee of the Kuladhipati and the Dean of the Faculty concerned. If the Committee unanimously recommends that an honorary degree be conferred on any person on the ground that he is, in its opinion a fit and proper person to receive such degree its recommendation shall be placed before the Academic Council. On approval by the Academic Council it shall go before the Executive Council.

If not less than two- thirds of the members of the Executive Council recommend and when their recommendation is supported by a majority of not less than two- thirds of the members present and voting at a meeting of the Court, such majority being not less than one- half of the total membership of the Court, for the time being, the Court may; if such recommendation is confirmed by the Kuladhipati, confer on such person, the honorary degree so recommended;

Provided that in cases of urgency, the Kuladhipati may act on the recommendation of the Executive Council.

Provided further that, in cases of emergency such proposal may be confirmed by Kuladhipati if the said Committee's recommendation has been approved by the Executive Council.

STATUTE NO. 15

REGISTRATION OF GRADUATES

[Refer Section 46]

1. Persons entitled to registration in the Register of Registered Graduates under Section 46, shall apply to the Registrar of the University in the form 'A' given in the Appendix.
2. Graduates shall be registered as life members only on Payment of lump sum fee of Rs. 50/-.
3. Application for registration may be made at any time during a year; Provided that only those graduates who are registered as Registered Graduates of the University. ninety days prior to the date of election of Registered Graduates for membership of the Court, shall be eligible to vote at such election.
4. For the purpose of enrolment in the Register of Registered Graduates:-
 - (a) the period of three years standing shall be reckoned from the date on which the applicant's degree was signed by the Kulapati or other competent authority of the University;
 - (b) the following evidence shall be produced by the applicant in support of graduation
 - (i) his degree or copy thereof duly attested by a Gazetted Officer or a Professor or a Principal of a college; or
 - (ii) a certificate from the Registrar of the University conferring the degree to the effect that he has been admitted to the degree, or
 - (iii) the calendar or other authorised publication of the University,
 - (iv) any other evidence to the satisfaction of the Registrar.
 - (c) the following evidence shall be produced in support of residence, viz :-
 1. A certificate from :-
 - (i) A statutory Officer of the University.

- (ii) A Principal of a College in the University.
- (iii) A Professor, College Professor or Reader of the University.
- (iv) A Magistrate.
- (v) A gazetted Officer of the State of Madhya Pradesh or the Central Government.

OR

2. Such other evidence of residence as may be accepted as satisfactory by the Registrar in this behalf.
5. The name of the applicant, if he is duly qualified and has paid the enrolment fee, will be entered in the Register.
6. The Registrar shall maintain in his office the Register of Registered Graduates showing their names and addresses including place of residence and district, distance of the place of residence (more than 15 km or less than 15 km) from the Administrative Office of the University, name of the Degree and the year of award of the degree together with the name of the University which awarded the Degree and the signature of the Registrar against the entry of each name in the Register. The Register shall be open for inspection.
7. Every Registered Graduate shall intimate to the Registrar all changes in his permanent address.
8. The Registrar shall by a notice sent along with one blank form B (as given in the Appendix) to each person registered as a Registered Graduate of the University on the date on which the Adhiniyam came into force and in such newspapers as the Kulapati may approve, call upon every such Registered Graduate to declare if he is enrolled as a Registered Graduate of any other University and to exercise under Section 45 of the Adhiniyam his option, if necessary, to continue as a Registered Graduate of the University. Such declaration and option shall be sent to the Registrar so as to reach him on or before the 4th November, 1973.

Note:- This statute came into force from the 25th Sept. 1973 vide Kuladhipati's order no. 4391-G.S. dt. 21/9/73.

APPENDIX

FORM A

Application for the Registration of Graduates

To :

The Registrar,

.....University,

.....(M.P.)

Sir,

I desire to be enrolled as Registered Graduate of
..... University.....and I am enclosing

herewith a cash receipt issued by the University/Postal order for Rs. 50.00 (Rupees Fifty) only.

(Name of University) (Headquarter of University)
My particulars are as given below :-

1. Name
2. (a) Details (e.g. B.A., B.Sc., B.Sc.Ag., etc. and year of award of Bachelor's Degree.
- (b) Details and year of award of Post-Graduate Degree, if any.
3. Name of University which awarded the Bachelor's Degree/Post Graduate Degree.
4. Place of Residence.
5. District in which Place of residence is located.
6. Distance of the place of residence from the Administrative Office of the University
(More than 15 km. or less than 15 km.)

7. Whether enrolled as Registered Graduate of any other University. If so, give the name of the University and Registration Number :
8. Whether prepared to cease to be a Registered Graduate of the University/Universities shown in (7) above, if this application for registration succeeds.

I declare that the particulars given above are correct.

2. Necessary evidence in support of graduation and residence are enclosed.

Yours faithfully,

Signature of the applicant _____

Full Name in Block letters _____

(Surname underlined)

Permanent Address _____

Note :- Unless a change in address is duly intimated to the University in writing all communications to a Registered Graduate shall be sent to the address given above.

To be filled in by the University Office

Rs. received and entered at No of the
Receipt Register.

Cashier

Dated.....

FORM B

Declaration under the first proviso of Section 46 of the M. P. Vishwavidyalaya
Adhiniyam 1973.

[Last date for receipt at University Office 4.11.73]

To :

The Registrar,

.....University,

.....

Sir,

1. I hereby declare that I am not registered as a Registered Graduate of any other University.

OR

I hereby declare that I am registered as a Registered Graduate of the following other Universities under registration number mentioned against each.

Name of the University	Registration No.
------------------------	------------------

1.
---------	-------

2.
---------	-------

3.
---------	-------

4.
---------	-------

5.
---------	-------

2. I am a graduate of.....University.
Evidence in support of award of degree is enclosed/has been filed with my original application for registration.
3. I am a resident of.....in.....district of
(Name of Village/Town)
Madhya Pradesh. The place of my residence is more than/less than 15 kms from the administrative office of the University.
Necessary evidence in support of residence is enclosed
4. I opt to continue as a Registered Graduate of.....University
and I declare that I have resigned from Registered Graduateship of other Universities.
5. I declare that the information given above is correct.

Yours faithfully,

Signature.....

Full Name.....

Registration No.....

N.B. :- (1) Please score out the portions not applicable.

(2) Please read section 46 of the Adhiniyam reproduced below.

STATUTE NO. 16**SENIORITY OF TEACHERS OF THE UNIVERSITY**

[Refer Section 35 (o)]

1. (i) For the purpose of the Adhiniyam, the Statutes and the Ordinances the seniority of the teachers in (a) The Teaching Departments, Schools of Studies and Colleges maintained by the University, and
- (b) the Colleges affiliated to the University shall be respectively in order of cadres in Group A and B below :

GROUP 'A'

- (a) Professor
- (b) Reader
- (c) Lecturer*

GROUP 'B'

- (a) College Professor
- (b) Full time and salaried Principal other than college Professor
- (c) Reader
- (d) Lecturer

- (ii) "Service" shall mean service in a Teaching Department, School of Studies or College maintained by or affiliated to the University and/or in a Teaching Department, School of Studies or College maintained by or affiliated to any other University established under any Central or State Act.

* In accordance with sub-section(3) of Section 63 Assistant Professors in Teaching Department/ School of Studies /Colleges maintained by the University rank as Lecturers.

* Amended vide EC Res. No. 4 Dated 16.7.80.

(iii) If a teacher who holds a permanent post in the University or a College is on leave or deputation he shall be deemed to be in continuous service in his post during the period of such leave not exceeding six months on any ground whatsoever and during the period of such leave or deputation not exceeding three years for academic purposes.

(iv) The Inter-se-seniority of full time salaried Principals other than college Professors shall be determined in accordance with the provision of the Statute relating to the seniority of Principals.

2. The seniority of a Professor, College Professor, Reader in College or Lecturer shall be determined in accordance with the length of continuous service of such person in the cadre concerned taken together with the length of continuous service in a cadre which is equivalent to or superior to the cadre concerned.

Provided that where a Principal is included in the cadre of College Professor in accordance with the provision of sub-section (4) of section 63 of the Adhiniyam his seniority as College Professor shall be determined in accordance with :-

- (a) the length of continuous service as such, as Principal if he was not a College Professor prior to his appointment as such Principal.
- (b) the length of total service as a College Professor and as such Principal thereafter if the Principal was a College Professor prior to his appointment as such Principal.

N. B. :- For the purpose of seniority :-

- (i) the post of Professor in a college shall be deemed to be lower than the post of Professor,
- (ii) the post of a Reader in the University Teaching Department/Schools of Studies shall be deemed to be equivalent to the post of Reader in a college.
- (iii) the posts of Lecturer in a college and Lecturer in the University Teaching Departments/Schools of Studies shall be deemed to be equivalent posts.

3. If the length of service of two or more teachers in any cadre calculated in accordance with paragraph (2) above is equal, their seniority inter-se shall be determined in accordance with the length of continuous service in the cadre immediately below, if any

4. If after calculation in accordance with paragraph (3) above, the seniority inter-se of two or more teachers in any cadre is equal, their seniority inter-se shall be determined in accordance with the length of continuous service in the cadre, if any, immediately below the cadre considered under paragraph (3) above.
5. If after calculation in accordance with the foregoing provisions to the extent possible, the seniority inter-se of two or more teachers in any cadre is equal, their seniority inter-se shall be determined by the total period of continuous service as a teacher in any cadre.
6. If after applying the foregoing provisions to the extent possible the seniority of two or more teachers is equal, their seniority inter-se shall be determined in accordance with the seniority in age.

STATUTE NO. 17**SENIORITY OF PRINCIPALS**

[Refer Section 35 (o)]

1. For the purpose of Adhiniyam and the Statutes, the seniority of a Principal Shall be determined in accordance with the length of continuous service as the Principal of a college/colleges affiliated to the University or any other University established under any Central or State Act.
2. If length of service of two or more Principals calculated in accordance with paragraph (1) above, is equal, their seniority inter-se shall be determined in accordance with the length of continuous service as college Professor in a college/colleges affiliated to the University or to any other University established under any Central or State Act.
3. If after calculation in accordance with paragraph (2) above, the seniority inter-se of two or more Principals is equal, their seniority shall be determined by the total period of continuous service as a teacher in the University and/ or in any other University established under any Central or State Act.
4. If after applying the foregoing provisions the seniority of two or more Principals is equal, their seniority inter-se shall be determined in accordance with seniority in age.
5. If a Principal who holds a permanent post as principal in a college is on leave or deputaion, he shall be deemed to be in continuous service in his post during the period of such leave or deputation not exceeding three years for academic purposes.

STATUTE NO. 18

SENIORITY OF HEADS OF DEPARTMENTS IN AFFILIATED COLLEGES

[Refer Section 35 (o)]

1. The seniority of Heads of Departments, inter-se, in affiliated colleges shall be in the order of cadres given below :-
 - (a) College Professor
 - (b) Full time and salaried Principal other than College Professor
 - (c) Reader
 - *(d) Lecturer.
2. The seniority of the Heads of Departments under each of the categories specified above inter-se shall be determined by their seniority as a College Professor, Principal, Reader in a college, or Lecturer as the case may be.
3. If the Head of a Department in a college proceeds on leave for a period exceeding six months his office shall be deemed to have become vacant and the Principal of the college shall communicate to the Registrar without delay the name of the successor Head of the Department.

* Amended as per E.C. Res. No. 4 dated 16.7.80

STATUTE NO. 19**PREPARATION AND MAINTENANCE OF SENIORITY LISTS**

[Refer Section 35 (o)]

1. It shall be the duty of the Registrar to prepare and maintain in respect of Principals, Professor, College Professor, Readers, Readers in colleges, *and Lecturers complete and up-to-date seniority lists in accordance with procedure laid down in the clauses hereinafter appearing.
2. All Principals /Professors / Readers / College Professors /Readers in Colleges/Lecturers shall apply for inclusion of their names in the cadre concerned in the prescribed form given in the Appendix through the Principals of the College/ Head of the Teaching Department by 15th October each year at the latest. Persons whose applications, complete in every respect and supported by the necessary evidence, are not received by the prescribed date, shall not be considered for inclusion in the list. Provided that the teachers who had applied once need not apply again till their respective cadre is changed or altered by transfer or promotion. The Principal/ Head of Teaching Department shall communicate to the Registrar the names of teachers who leave the institution.
3. The Registrar shall prepare separate lists showing the seniority inter-se of Principals, Professors, College Professors, Readers Readers in colleges, Assistant Professors and Lecturers respectively and publish the said lists for objection.
4. The publication of the lists for objections shall be made on or before the 15th November succeeding and publication shall be caused by forwarding two copies of the lists to each college/Teaching Department for displaying one copy on the staff notice board on the college/Teaching Department and the other for making it available for reference to the members of the Teaching Staff.
5. (a) Any Principal / Professors / College Professor / Reader / Readers in College*/Lecturer who feels aggrieved by any entry or omission made in the said lists may, within twenty days from the date of the Publication of the lists on the staff notice board of

* Amended as per E.C. Resolution No. 4 dated 16.2.80.

the college/ Teaching Department, file an objection stating his reasons and with evidence in support of his contention addressed to the Registrar. If the objector desires to be heard in person, he shall specifically state the same.

- (b) The Kulapati shall, before the 30th November appoint a Committee consisting of a member of the Executive Council and two Principals/Professors other than those who are members of the Executive Council for dealing with objections that may be filed to the seniority lists. The Kulapati shall nominate one of them to be the Convener of the Committee.
 - (c) The Committee appointed by the Kulapati shall meet at such time and on such dates as the Convener of the Committee may fix.
 - (d) The Committee may, where necessary, call for the parties concerned, or inspect any document, file, register or record in the possession of the University or any College maintained by or affiliated to the University.
 - (e) The Committee shall provide reasonable opportunity to hear the objector if the objector desires to be heard in person.
 - (f) The Committee shall report its decision as also the reasons therefor.
 - (g) All decisions of the Committee shall be taken by majority and Communicated to the Registrar not later than 24th December.
6. (a) The seniority list, as finalised by the Committee shall be published by the Registrar not later than 31st December each year by forwarding two copies to each College/ Teaching Dept. for displaying one copy on the staff notice-board of the college concerned and the other copy for making it available for reference to the members of the staff of the college.
- (b) The objector may, on request, obtain a copy of the decision of the Committee from the Registrar on payment of Rs. 3.
7. The list so published finally, shall remain in force from 1st January to 31st December of the Calendar year following the publication of the list.

* Amended as per Coord. Com. Res. No. 4(iv) dated 19.7.76 and E.C. vide Res. No. 25, dated 12.3.77.

8. Notwithstanding anything contained in the foregoing paragraph 2,4,5 (a) 5(g), and 6(a) the dates respectively for the submission of the application on prescribed form to the Registrar for inclusion of name in the seniority list by Principals / Professors / Readers / College Professor / Readers in Colleges/Lecturers for publication of lists for objections for filing objection to the lists for appointment of Committee to deal with objections for communication of the decision of the Committee on objections, and for publication of finalised seniority lists in the case of the first year of preparation of seniority lists immediately following the date on which the Adhinyam came into force, may be determined by the Kulapati in variation of the respective dates prescribed by the above mentioned clauses after considering such circumstances as may necessitate such variation.
9. A copy of the finalised list may be supplied to a person on payment of Rs. 5 only.

APPENDIX

Application for inclusion in the list of

.....

(Designation e.g. Professor, etc.)

To,

The Registrar ;

.....University ,

.....

Sir,

I request that my name be included in the seniority list of

(Designation)

Particular of my service are as under :-

1. Name
2. Date of birth—figure..... words
3. Subject Teaching
4. Post held at present
5. Date from which present post is held
6. Scale of pay in the present post

7. Academic Qualification

8. Teaching experience

Degree classes

Year-Months

Postgraduates classes

9. Teaching posts held (chronologically) prior to appointment to the present post :

Designation of Post	Name of Institution in which post was held	Period	Scale of Pay
		From : To	

N.B. :- (1) A teacher in service under the Madhya Pradesh Government need not give the name of various colleges to which he was posted in any particular capacity.

(2) Change in the cadre (e.g. Lecturer, Asstt. Professor, Professor) together with the date of appointment in each cases and the pay scale should be clearly stated.

I declare that the particulars given are correct.

Signature of applicant

Full Name.....

Place.....

Designation.....

Date.....

College/ Teaching Department.

* Amended as per E. C. Res. No. 25 dated 14.6.75

STATUTE NO. 20

OTHER OFFICERS OF THE UNIVERSITY-CONDITIONS OF SERVICE, POWERS AND DUTIES.

[Refer Section 18]

1. In addition to the Officers mentioned in clauses (i) to (v) of Section 11 of the Adhiniyam, the following shall be the Officers of the University :-

- (i) Deputy Registrar.
- (ii) Finance Officer.
- (iii) University Librarian.
- (iv) Controller, University Press.
- (v) University Engineer.
- (vi) Director of Physical Education.
- (vii) Deputy Controller, University Press.
- (viii) Assistant Registrar.

Provided that if a Joint Registrar has been appointed in the University prior to the date on which the Adhiniyam came into force, he shall continue as an Officer of the University subject to the terms and conditions of his appointment as Joint Registrar.

2. The University may have one or more posts of Deputy Registrar as the need be. The Controller of Examinations and Development Officer if appointed prior to the coming into force of this Statute, shall continue to hold office subject to the terms and conditions of their appointment and be redesignated as Deputy Registrars.

3. The scale of pay for the post mentioned in paragraph (1) above shall be as under :

- (i) Deputy Registrar
- (ii) Finance Officer *1860-60-2100-75-2400 Wef. 1-4-76
- (iii) University Librarian

* Amended as per E. C. Res. No. 17 dated 16.7.80 w.e.f. 1.4.76.

(iv) Controller, University Press

(v) Director, Physical Education Rs. 1370-40-1450-50-1600-EB-50 1800-60-2100 if he is Head of the Teaching Department of Physical Education otherwise Rs. 500-30-650-EB-50-1150.

(vii) Assistant Registrar.

Rs. 500-30-680-40-

(viii) Deputy Controller University Press

800-EB-50-1150

Provided that where an Officer serving under the Central Government or a State Government is on deputation to the University and is appointed as Finance Officer or University Engineer, his emoluments and terms and conditions of service shall be as laid down by the Government concerned while placing the service of the officer at the disposal of the University.

Provided further that where a retired Government servant is appointed to any of the posts mentioned above he shall draw salary equal to the last pay drawn in Government service minus the pension and pension equivalent of gratuity admissible to him and where this amount is less than the minimum of the Scale of pay of the post he shall draw as his salary the minimum of pay of the post concerned irrespective of the pension and pension equivalent of gratuity admissible to him.

4. The executive Council shall prescribe the qualification which a candidate should possess for being eligible to hold any of the offices mentioned in paragraph (1) of this Statute. The prescribed qualifications shall be given due publicity and the Selection Committee shall select the candidates for such offices with regard to the qualifications prescribed.

Provided that the Executive Council may prescribe Regulations for filling up fifty percent of the total number of posts of Asstt. Registrar by promotion based on Selection.

5. The Executive Council shall appoint a Selection Committee consisting of the Kulapati who shall be the Chairman of the Selection Committee, one nominee of the Executive Council from amongst its members and one nominee of the Kuladhipati not connected with the University to recommend the names of candidates for appointment to the offices mentioned in paragraph (1). The Registrar shall be the Secretary of the Selection Committee. The Commission so constituted shall recommend not more than three and not less than two names for each post in order of merit and the Executive Council shall make appointment from the panel.

- ** Provided that in case of appointment to the following posts, the Selection Committee shall be constituted in accordance with the provisions contained under section 49(2) of M. P. Vishwavidyalaya Adhiniyam, 1973.

S. No.	Name of Post
--------	--------------

Library

1. Librarian
2. Deputy Librarian
3. Assistant Librarian/Senior Technical Assistant

Physical Education

1. Director
2. Deputy Director
3. Assistant Director/Sports Officer
6. The Officer mentioned in this Statute shall be entitled to leave, leave salary allowances, medical benefit, provident fund and other benefits and their terms and conditions of service including the age of retirement shall be such as may be prescribed by the University for the employees of the University: Provided that where an officer is a serving or retired employee of the Central Government, he shall not be entitled to the benefit of contributory provident fund.
7. The powers and duties of each Officer except the Finance Officer mentioned in this Statute shall be such as the Executive Council may determine.

** Amended as per E. C. Res.No. 172 dated 29.4.91

* Amended as per Coord. Com.Res. No. 4 (iv) dated 19.7.76 and approved by E. C. Res.No. 25, Dated 12.3 1977

STATUTE NO. 21**FUNCTION AND DUTIES OF FINANCE OFFICER**

[Refer Section 18]

1. Subject to the control of Kulapati it shall be the duty of the Finance Officer :-
 - (a) to hold and manage the property and investments of the University including trusts and endowed property ;
 - (b) to ensure that the limits fixed by the Executive Council for recurring and nonrecurring expenditure for a year are not exceeded and that all monies are expended for the purpose for which they are granted or allotted;
 - (c) to keep a constant watch on the state of the cash and bank balances and on the state of investments.
2. Subject to the control of the Registrar, the Finance Officer shall;
 - (a) collect the income, disburse the payments and maintain the accounts of the University;
 - (b) be responsible for the preparation of annual accounts and the budget of the University for the next Financial Year;
 - (c) have the accounts of the University regularly audited;
 - (d) ensure that the registers of building, land, furniture and equipment are maintained up-to-date and that the stock-checking of equipment and other consumable materials is conducted in all offices and institutions maintained by the University;
 - (e) suggest appropriate action against persons responsible for unauthorised expenditure and for other financial irregularities.
3. The Finance Officer may call from any Office or institution of the University any information or returns that he may consider necessary for the performance of his duties.

STATUTE NO. 22

QUALIFICATIONS OF TEACHERS IN AFFILIATED COLLEGES

[Refer Section 35 (1)]

1. The following shall be the qualifications of Lecturers/Assistant Professors, Readers and College Professors in affiliated colleges:

- I. Faculty of Arts, Social Science, Science, Life Sciences and Techonology.

- (1) Subjects other than Drawing and Painting, Music, Home Science, Library Science and Journalism;

- (a) Lecturer :- At least a second class Master's Degree in the subject concerned;

- (b) College Professor :- Same as in case of Lecturer with at least six years experience of teaching postgraduate classes or ten years experience of teaching Degree Classes;

- (2) **Drawing and Painting :**

- (a) Lecturer :- At least a second class Master's Degree in the subject or a graduate with Drawing and Painting as one of the subjects and a Diploma in Fine Arts of J. J. School of Arts, Bombay or Government School of Arts, Madras or Lucknow or Calcutta or of Vishwa Bharati University Shantiniketan or Maharaja's School of Arts and Crafts, Jaipur or any other Diploma recognised as equivalent to these;

- (b) College professor :- Same as in case of Lecturer with at least six years experience of teaching Post-graduate classes or ten years experience of teaching Degree classes;

- (3) **Music :**

- (a) Lecturer :- At least a second class Master's Degree in the subject or a graduate with Music as one of his subjects and Sangeet Kovid of Indira Kala Sangeet Vishwavidyalaya or any other Degree or Diploma recognised as equivalent to Sangeet Kovid Degree;

Amended vide E.C. Resolution No. 4 dated 16.7.80

- (b) College Professor :- Same as in case of Lecturer with at least six years experience of teaching Post-graduate classes or ten years experience of teaching Degree classes;

(4) Home Science :-

- (a) Lecturer :- At least a second class Master's Degree in Home Science;
- (b) College Professor :- Same as in the case of Lecturer with at least six years experience of teaching Post-graduate classes or ten years experience of teaching Degree classes;

(5) Library Science :

- (a) Lecturer :- At least a second class Master's Degree in Library Science Provided that upto the end of the academic session 1977-78, the Academic Council may relax the qualification and permit the appointment of a person as lecturer if he holds a second class Bachelor's degree in Library Science or an equivalent Diploma in the subject at least in the second class.
- (b) College Professor :- Same as Lecturer with at least six years experience of teaching Post-graduate classes or ten years experience of teaching Degree classes.

(6) Journalism :

- (a) Lecturer :- A second class Master's Degree in Journalism or a second class Master's Degree in any other subject and Diploma in Journalism.
- (b) College Professor :- Same as in case of Lecturer with six years experience of teaching Post-graduate classes or ten years experience of teaching Degree classes or ten years practical experience in the field of Journalism.

II Faculty of Commerce :

- (a) Lecturer :- Atleast a second class Master's Degree in commerce or Business Administration / Management or at least a second class Master's Degree in Economics with at least second class Bachelor's Degree in Commerce or Business Administration/Management.

Amended vide E.C. Resolution No. 4 dated 16.7.80

- (b) College Professor :- Same as in the case of Lecturer with at least six years experience of teaching Post-graduate classes or ten years experience of teaching Degree classes;

III Faculty of Law :

- (a) Lecturer :- L.L.B./Bar-at-Law with at least five years experience of Practice at the Bar and/or in judicial service or a Master's Degree in Law.
- (b) College Professor :- Same as in case of Lecturer with at least six years experience of teaching LL.M. classes or ten years experience of teaching LL.B. classes;

IV Faculty of Education :

- (a) Lecturer :- At least second class Master's Degree in Education.
- (b) Professor :- Same as in case of Lecturer with at least six years experience of teaching M.Ed. classes or ten years experience of teaching B.Ed. classes;

V Faculty of Physical Education :

- (1) Lecturer :- A. Subjects other than Health education, Anatomy, Physiology and Physiology exercise pertaining to the study of human body and its care, corrective Physical Education, English, Social Studies and General Science.

- (a) At least II class Master's Degree or equivalent in Physical Education, Recreation, Health Education or Education,

Or

- (b) Special Diploma of an Institute of Physical Education recognised as equivalent to (a) above.

B. Health Education, Anatomy, Physiology Exercise pertaining to the study of human body and its care. A degree in Medicine.

C. Corrective Physical Education.

A Diploma in Physio-therapy with experience of clinical work for at least three years.

D. English, Social Studies and General Science.

At least a second class Master's Degree in the subject concerned.

- (2) Professor :- Same as in case of Lecturer with atleast six years experience of teaching Post-graduate classes or ten years experience of teaching Degree classes in Physical Education.

VI. Faculty of Ayurveda :

(1) Lecturer :

- (A) Ayurvedic Subjects : A Degree or Diploma in Ayurveda having a regular course of five years duration;
- (B) Modern Medical Subject : A post-graduate degree in the relevant speciality of the Faculty of Medicine or M.B.B.S. with three years teaching experience at the Degree/Post-graduate level in the Faculty of Ayurveda;

- (2) Reader :- As in case of Lecturer with at least three years teaching experience at the degree level in the Faculty of Ayurveda;

- (3) Professor :- A Master's degree in Ayurveda or an equivalent Degree with at least six years experience of teaching at the post-graduate level in the Faculty of Ayurveda.

VII. Faculty of Engineering :

1. (a) Lecturer (Technical):- At least a post-graduate degree in the relevant branch of study.
- (b) Lecturer (Non-technical) including English :- At least a second class Master's degree in the subject concerned
2. (a) Reader (Technical):-Same in case of Lecturer (Technical) with not less than three years experience in teaching/research/professional work/administration of Technical Education of which at least one year shall be teaching work in an Engineering College;
- (b) Reader in Applied Geology :- At least second class post-graduate degree in Pure or Applied Geology or equivalent thereof with at least three years experience of teaching and/or practical experience in the field of Applied Geology.

- (c) Reader(Non-technical) :- Doctorate degree in the subject and at least five years experience of teaching post-graduate classes and or research work;
- 3. (a) College Professor (Technical) :- Same as in case of Lecturer(Technical) with at least seven years experience in teaching/research professional work, or administration of Technical Education of which at least five years shall be in teaching in an Engineering college.
- (b) College Professor (Applied Geology) - Atleast a second class post-graduate degree in pure/Applied Geology or equivalent thereof with a minimum of ten years teaching or research experience out of which at least five shall be in teaching in an Engineering College.
- (c) College Professor (Non-technical):- Doctorate degree in the subject with at least ten years experience of teaching post-graduate classes and/or research work;

VIII. Faculty of Medicine :

1. The qualification of the different categories of teachers in affiliated colleges shall be as recommended by the Medical Council of India or the Dental Council of India or the Nursing Council of India as the case may be.
2. (a) The Principal of an affiliated college shall possess at least the minimum academic qualification prescribed for a Lecturer in the Faculty to which he belongs as a teacher and not less than ten years experience of teaching degree classes or six years experience of teaching post-graduate classes.

Provided that a person appointed as the Principal of an affiliated college with the approval of the University before the date on which the Adhiniyam came into force shall be entitled to continue as Principal irrespective of whether he possesses the above qualifications or not.

- (b) A part-time or honorary Principal of a Law College shall have at least a LL.B.degree and 16 years experience of practice at the Bar and/or in judicial service.
- (c) Notwithstanding the provisions of this Statute :

- (a) a teacher of any category (other than Principal) in any Faculty appointed in accordance with the Statutes/Ordinance of the University prior to the date of coming in to force of this Statute shall be entitled to continue as a teacher of the category concerned.
- (b) in case of a teacher in any Faculty, (except the Faculty of Ayurveda, Engineering and Medicine) possessing a Ph.D. or equivalent degree the minimum teaching experience required shall be reduced by two years.

Amended as per E.C. resolution No. 4 Dated 16.7.80

STATUTE NO. 23

ELECTION OF REGISTERED GRADUATES TO THE COURT

[Refer Explanation (iv) (c) under Section 20(I)]

This Statute may be called the Election of Registered Graduates to the Court Statute.

Definition 2. In this Statute :-

- (1) "Continuing candidates" means the candidates not elected or not excluded from the poll at the given time;
- (2) "Count" means and includes :-
 - (a) all operations of first preferences counting; or
 - (b) transfer of surplus of an elected candidate; or
 - (c) transfer of the total value of votes of an excluded candidate;
- (3) "First Preference" means the figure I set opposite the name of a candidate "Second Preference" means the figure II set opposite the name of a candidate; "Third Preference" means the figure III set opposite the name of a candidate, and so on;
- (4) "Unexhausted Papers" means voting papers on which a further preference is recorded for a continuing candidate;
- (5) "Exhausted Paper" means a voting paper on which no further preference is recorded for a continuing candidate, provided that a paper shall also be deemed to be exhausted whenever:-
 - (a) the names of two or more candidates, whether continuing or not, are marked with the same figure and are next in order of preference or
 - (b) the name of the candidate next in order of preference, whether continuing or not is marked by a figure not following consecutively after some other figure on the voting paper or by two or more figures.
- (6) "Original votes" in regard to any candidate means the vote derived from voting

papers on which a first preference is recorded for such candidate;

- (7) "Transferred votes" in regard to any candidate means votes, the value or part of the value of which is credited to such candidate and which are derived from voting papers on which a second or subsequent preference is recorded for such candidate;
- (8) "Surplus" means the number by which the value of the votes of any candidate, original and transferred, exceeds the quota;
- (9) "Registrar" of the University also means the Returning Officer for the election and the Presiding Officer for the Poll;
- (10) "Attesting Officer" means any of the following persons; not being a candidate for the election, viz:-
 - (i) A Statutory Officer of the University.
 - (ii) A Principal of a College.
 - (iii) A Professor or College Professor or Reader or Assistant Professor in any Teaching Department or College.
 - (iv) A Magistrate.
 - (v) A Gazetted Officer of the State of Madhya Pradesh or of the Central Government.
 - (vi) A member of Madhya Pradesh Vidhan Sabha or the Parliament.
- (11) "Sealed" means sealed with sealing wax.

Manner of Election. :

3. The Election of representatives on the Court by the registered graduates of the University from amongst themselves under item (xix) of sub-section (1) of section 20 of the Adhiniyam shall be in accordance with the system of proportional representation by means of single transferable vote.

Electors. :-

4. (a) Every person who is registered graduate atleast ninety days prior to the last date for the return of ballot paper fixed by a notice issued under paragraph 5 shall be qualified to send as a candidate for and vote at the election of representatives of

registered graduates on the Court under item (xix) of sub-section (1) of section 20.

- (b) No salaried employee of any University or any College within the State shall be eligible for the election, as laid down in the explanation of sub-section (1) of section 20 of the Adhiniyam.

Nominations and Fixing of Programmes. :-

5. Whether it is necessary to hold election of representatives of registered graduates on the Court, the Registrar shall by notice, publish by affixing a copy thereof on the office Notice Board of the University and in such newspapers, as the Kulapati may direct :-
- (i) declare the last date for registration as Registered Graduate which would entitle a person to stand as a candidate for and vote at the election, such last date being ninety days prior to the last date for the return of ballot paper.
 - (ii) call upon the Registered Graduates who are registered on or before the last day fixed in (i) above to elect members to the Court specifying the number of members to be elected.
 - (iii) fix the last date for receipt of nominations, such last date being the fortyfifth day after the date of publication of the notice,
 - (iv) fix the date and time for scrutiny of nominations which shall be the fifth day after the last date for receipt of nominations.
 - (v) fix the last date and time for the withdrawal of candidature which shall be tenth day after the date for the scrutiny of nominations.
 - (vi) fix the place, date and hours for poll for voters residing within the radius of 15 kms. from the administrative office of the University; the date will as far as possible be the same as in (viii) below.
 - (vii) fix the last date for despatch of ballot papers to voters residing outside the radius of 15 kms. from the Administrative Office of the University. The last date shall be the fifteenth day after the last date for the withdrawal of candidature.
 - (viii) fix the last date for the return of ballot papers referred to in (vii) above which shall be the thirtieth day after the last day for despatch thereof.
 - (ix) fix the place, date and hour for counting of ballot papers which shall not be later

than two days after the last date fixed for return of ballot papers and the date of the poll.

- N.B.:- (a) the last date under (i) and (viii) shall ordinarily be working days.
- (b) If the day to be fixed under any of the clauses above except (i) and (viii) is a holiday, the immediately succeeding day which is not a holiday shall be fixed for the purpose.

Availability of Nomination Forms. :-

6. Nomination form in Form A appended to this Statute may be obtained from the University Office during the Office hours on any working day after the issue of notice under paragraph 5

Filling of Nomination Forms. :-

7. On or before the date appointed under clause (iii) of Paragraph 5, each candidate shall
- (i) either in person or by his proposer or seconder, between office hours, deliver in a sealed cover marked 'Nomination Paper' to the Registrar or his nominee a nomination paper completed in Form A appended here to and signed by the candidate and by two electors as proposer and seconder; and duly attested, or
 - (ii) send by registered post in a sealed cover marked 'Nomination Paper' to the Registrar or his nominee a nomination paper completed in Form A appended here to and signed by the candidate and by two electors as proposer and seconder and duly attested.
8. Each candidate shall be nominated by a separate nomination paper and not more than one nomination paper shall be delivered or sent in one cover.
9. On receipt of nomination paper the Registrar or his nominee receiving the same enter on the cover the time and date of receipt of the paper and shall initial the entry. Nomination papers not received during office hours on or before the date fixed under clause (iii) of paragraph 5 shall be treated as rejected.

Scrutiny of Nomination Papers. :-

10. On the date and time fixed for scrutiny on nomination under clause (iv) of paragraph 5,

the candidates, their proposers or seconder but not other person may attend at such time in the office of the Registrar as the Registrar may have fixed and the Registrar shall provide them all reasonable facilities for examining the nomination papers of all candidates which have been received by him within the time and in the manner laid down in paragraph 7.

Rejection of Nomination Papers. :-

11. (1) The Registrar shall then examine the nomination papers and shall decide all objections, which may be made to any nomination and may either on such objections, or on his own motion, after such summary enquiry, if any, as they think necessary, reject any nomination on any of the following grounds :-
 - (a) that the candidate is not qualified or is disqualified for being chosen to fill the seat under any of the provisions of the Adhiniyam and the Statute made thereunder;
 - (b) that there has been a failure to comply with any of the provisions of paragraph 7 and 8;
 - (c) that the signature of the candidate or the proposer or seconder on the nomination paper is not genuine;
 - (d) that the cover containing the nomination paper is not sealed.
- (2) Nothing contained in sub-clause (b) or (c) of clause (1) shall be deemed to authorise the rejection of the nomination of any candidate on the ground of irregularity in respect of a nomination paper, if the candidate has been duly nominated by means of another nomination paper in respect of which no irregularity has been committed.
- (3) The Registrar shall endorse on each nomination paper his decision accepting or rejecting the same and, if the nomination paper is rejected, shall record in writing a brief statement of his reasons for such rejection. The decision of the Registrar shall be final.

List of validly nominated candidates. :-

- (4) Immediately after all the nomination papers have been scrutinised and decisions accepting or rejecting the same have been recorded, the Registrar shall prepare a list of validly nominated candidates, that is to say, candidates whose nominations have been found valid and affix it on his office notice board. This list shall contain the names in

alphabetical order and the address of contesting candidates as given in the nomination papers.

Withdrawal of Candidature. :-

12. (1) Any candidate may withdraw his candidature by a notice in writing duly signed by him and delivered to the Registrar or his nominee either by such candidate in person or his proposer or seconder, during office hours on or before the date fixed for withdrawal under clause(v) of paragraph 5.
- (2) No person who has given a notice of withdrawal of his candidature under clause (1) above, shall be allowed to cancel the notice.
- (3) The Registrar shall, on receiving notice of withdrawal under clause (1) as soon as may be thereafter, cause a notice of the withdrawal to be affixed on his office notice board.

List of contesting candidates. :

13. (1) Immediately after the expiry of the period within which candidatures may be withdrawn under clause (v) of paragraph 5, the Registrar shall prepare and affix on his Office Notice Board a list of contesting candidates who are included in the list of validly nominated candidates and who have not withdrawn their candidature within the said period.
- (2) The said list shall contain the names in alphabetical order and the addresses of the contesting candidates as given in the nomination papers.
14. (1) If the number of contesting candidates is equal to the number of seats to be filled, the Registrar shall forthwith declare all such candidates to be duly elected to fill those seats.
- (2) If the number of contesting candidates is less than the number of seats to be filled, the Registrar shall forthwith declare all such candidates to be elected. The remaining seats shall remain unfilled till the next constitution of the Court.
- (3) If the number of contesting candidate is more than the number of seats to be filled, voting shall take place in the manner hereinafter provided.

Mention of names of candidates on ballot paper. :-

15. The names of candidates shall be printed on the ballot paper in the same order as in the validly nominated candidates affixed on the University Office Notice Board under paragraph 13.

VOTING

Voting in person. :-

16. (a) The voters whose residence as recorded in the Register of Registered Graduates is within 15 kms. of the Administrative office of the University shall record their votes in person by poll to be taken as hereinafter prescribed, except that the old and infirm persons who are registered graduates of the University and reside within the limits described above may obtain permission of the Kulapati on submission of application not later than the last date fixed for the withdrawal of candidature for giving their votes by postal ballot.

Method of casting vote by postal Ballot. :

17. (1) Every elector shall have as many preferences as there are vacancies to be filled.
- (2) An elector in giving his vote :-
- (a) shall place on his ballot paper the figure I in the space opposite the name of the candidate whom he chooses to give first preference; and
 - (b) may in addition, mark as many subsequent preferences as he wishes by placing on his ballot paper the figure II, III, IV, and so on, in the spaces opposite the names of other candidates in order of preference.

Postal Ballot. :-

18. One ballot in Form B and two covers in Forms C and D (hereinafter referred to as covers C and D respectively) shall be sent by the Registrar by registered post to those electors who reside outside the limits prescribed in sub-para 16 on or before the last date fixed for the purpose under paragraph 5. Each ballot paper shall bear the signature of the Registrar.

The ballot paper shall be accompanied by a statement containing the following details, viz:-

1. the name of each candidate;

2. his University degree;
 3. designation; and
 4. place of residence.
19. After recording his vote on the ballot paper, the elector shall place it in the Cover C and then seal the cover and place it in the cover D, and seal the latter cover. Each Cover D, shall bear the name and the Registration number of the elector.
 20. The elector shall then take the sealed cover D to an attesting office and place his signature at the space provided for the purpose on the cover D, in the presence of Attesting Officer. The Attesting Officer shall then attest to the identity of the elector by placing his signature, the date of signature, his designation and the name of the city or town in which his head quarters are located with his seal at the space provided on the cover for the purpose. The cover shall then be delivered to the Registrar by the elector personally or sent to him by registered post. Not more than one ballot paper shall be sent in one set of covers. No ballot paper shall be sent by Messenger.

On receipt of a ballot paper, the Registrar shall endorse on the cover the date and in the case of a ballot paper received on the last date for receipt, the hour of receipt and place it in a locked box. Any ballot paper received after office hours on the last date fixed for return of ballot papers shall be rejected and kept in a separate locked box.

Re-issue of Ballot Paper. :-

21. (1) When a postal ballot paper and other papers sent under paragraph 18 by registered post is, for any reason, returned undelivered the Registrar may re-issue another by post under registered cover or deliver or cause to deliver on request being made by an elector.
- (2) If an elector has inadvertently dealt with the ballot paper issued at the place of poll or any sent by post alongwith other papers under paragraph 18 in such a manner that they cannot be used, a second ballot paper or a second set of the papers shall be reissued to him after he has returned the spoilt papers and satisfied the Registrar of the inadvertence.
- (3) The Registrar shall cancel the spoilt papers so returned and keep them in a separate packet after noting thereon the particulars.

THE POLL

Returning Officer. :-

22. The Registrar shall be the Returning Officer for the election and Presiding Officer for the poll. The Kulapati shall fix the hours during which the poll will be taken and the hours so fixed shall be published in the notice to be issued under paragraph 5.

Display of list of contesting candidates. :-

23. Out-side the polling station there shall be displayed on the Notice Board a copy of the list of the contesting candidates prepared under paragraph 13.

Design of Ballot Box. :-

24. Every ballot box shall be of such design as may be approved by the Kulapati.

Voting Compartments. :-

25. At the polling station there shall be set up one or more voting compartments in which electors can record their votes screened from observation.
26. At the polling station a sufficient number of ballot boxes, copies of the electoral roll and ballot papers will be provided.

Regulating the entry of electors at the Polling Station. :-

27. The Presiding Officer shall regulate the number of electors to be admitted at any one time inside the polling station and shall exclude them from all persons other than the polling officers, the candidates and their election agents (one polling agent of each candidate).

Appointment of Polling Agent. :-

28. The appointment of a Polling Agent shall be made in Form E and shall be made over to the Polling Agent for production at the polling station or the place fixed for the poll.
29. (1) Immediately before the commencement of the poll the Presiding Officer shall demonstrate to the polling agents, the other persons present that the ballot box is empty; and
- (2) the ballot box shall then be closed, sealed, and secured and placed in full view of

the Presiding Officer and the Polling agents, the Ballot box will, however be sealed in such a manner that the slit for the insertion of the ballot paper therein remains open.

Identification of Electors. :-

30. (1) The Presiding Officer may employ at the polling station such persons as he thinks fit to help in the identification of the electors or to assist him other wise in taking the poll;
- (2) as each elector enters the polling station, the Presiding Officer or the Polling Officer authorised by him in this behalf, shall check the elector's name and other particulars with the relevant entry in the electoral roll, registration number and the name of the elector;
- (3) In deciding the right of a person to obtain a ballot paper the Presiding Officer and the Polling Officer as the case may be shall overlook merely clerical or printing errors in any entry in the electoral roll if he is satisfied that such person is identical with the elector to whom such entry relates.

Issue of ballot paper to electors at the place of Poll. :-

31. At the time of issuing a ballot paper to an elector at the place of poll the Polling Officer shall obtain the signatures of the elector on the counter-foil of the ballot paper. The ballot paper to be used at the poll shall be of a different colour than the one used for the postal ballot.

Voting Procedure at the place of Poll. :-

32. The elector on receiving the ballot paper shall forthwith :-
- (a) proceed to the voting compartment,
 - (b) there make a mark on the ballot paper as provided in paragraph 17, fold the ballot paper so as to conceal his vote.
 - (c) insert the folded ballot paper into the ballot box and quit the polling station.

Choosing the Poll. :-

33. The Presiding Officer shall close the polling station at the hour fixed in that behalf under paragraph 5 and shall not thereafter admit any elector into the polling station.

Sealing of Ballot Boxes after Polling. :-

34. As soon as practicable after the closing of the poll the Presiding Officer shall close the slit of the ballot box seal it up and also allow any polling agent present to affix his seal. The ballot box shall thereafter be sealed and secured.

Counting of Votes. :-

35. The counting of votes will be done by Returning Officer at the place, date and time fixed under paragraph 5.

Counting to be conducted in presence of a committee. :-

36. The counting shall be conducted in presence of a committee of three persons appointed by the Kulapati. However, the candidate or his agent will have the right to be present at the time of counting, provided that by their presence, in the opinion of the Returning Officer, no disturbance is caused in the counting.

Scrutiny of covers containing Ballot Papers. :-

37. The Returning Officer shall first open the box containing the postal ballot papers received in time. He shall then examine the covers "D" and shall reject the ballot papers :-
- (a) if the cover "D" is not duly signed by a person authorised to vote at the election.
 - (b) if the signature on the cover is not duly attested or if the cover "D" is not duly sealed.

The cover "D" rejected under this paragraph shall not be opened but kept in a separate parcel. He shall then remove remaining covers "D" and place together all covers "C". He shall next open the cover "C" and scrutinise the ballot papers in the manner hereinafter provided.

Rejection of Ballot Papers. :-

33. He shall reject a ballot paper :-
- (a) On which the figure I is not marked; or
 - (b) On which the figure I is set opposite the name of more than one candidate or is so placed as to render it doubtful to which candidate the preference is intended to apply; or

- (c) On which the figure I and some other figure or figures are set opposite the name of the same candidate; or
- (d) if it is unmarked or void for uncertainty; or
- (e) if it is signed by the elector.

Scrutiny of the other Ballot Papers. :-

39. After the postal ballot papers have been scrutinised as above the Returning Officer shall proceed to scrutinise the other ballot papers.

Counting Procedure. :-

40. All ballot papers rejected will be kept separately and the remaining ballot papers will be divided into parcels according to the first preference recorded for each candidate. The Returning Officer shall then count the number of papers in each parcel.
41. In carrying out the provisions of paragraph hereinafter appearing the Returning Officer shall :-
- (a) disregard all fractions;
 - (b) ignore all preferences recorded for candidates already elected or excluded from the poll.
42. For the purpose of facilitating the processes prescribed by the paragraph hereinafter contained, each valid ballot paper shall be deemed to be of the value of one hundred.

Ascertainment of Quota. :-

43. The Registrar shall add together the values of the papers in all parcels and divide the total by a number exceeding by one the number of vacancies to be filled. The result increased by one shall be the number sufficient to secure the return of a candidate, hereinafter called the quota.

Candidates with quota declared elected. :-

44. If at any time a number of candidates equal to the number of persons to be elected have obtained the quota, such candidates shall be treated as elected and no further steps shall be taken.

Transfer of surplus. :-

45. (1) Any candidate the value of whose parcel, on the first preference being counted, is equal to or greater than the quota, shall be declared elected.
- (2) If the value of the papers in any such parcel is equal to the quota, the papers shall be set aside as finally dealt with.
- (3) If the value of the papers in any such parcel is greater than the quota, the papers shall be transferred to the containing candidates indicated on the ballot papers as next in the order of the voter's preference, in the manner prescribed in the following paragraph.
46. (1) If and whenever, as the result of any operation prescribed by this paragraph, a candidate has a surplus, that surplus shall be transferred in accordance with the provision of this paragraph.
- (2) If more than one candidate has a surplus the largest surplus shall be dealt with first and the others in order of magnitude, provided that every surplus arising on the first count of votes be dealt with before those arising on the second count, and so on.
- (3) Where two or more surpluses are equal, the Registrar shall decide, as hereinafter provided in paragraph 51 which shall be dealt with first.
- (4) (a) If the surplus of any candidate to be transferred arises from original votes only, the Registrar shall examine all the papers in the parcel belonging to the candidate whose surplus is to be transferred and divide the unexhausted papers into sub-parcels according to the next preferences recorded thereon. He shall also make a separate sub-parcel of the exhausted papers.
- (b) he shall ascertain the value of the paper in each sub parcel and of the unexhausted papers.
- (c) If the value of the unexhausted papers is equal to or less than the surplus, he shall transfer the unexhausted papers at the value at which they were received by the candidate whose surplus is being transferred.
- (d) If the value of the unexhausted papers is equal to or less than the surplus, he shall transfer at the unexhausted papers and the value at which each paper

shall be transferred, shall be ascertained by dividing the surplus by the total number of unexhausted papers.

- (5) If the surplus of any candidate to be transferred arises from transferred as well as original votes, the Registrar shall re-examine all the papers in the sub-parcel last transferred to the candidate and divide the unexhausted papers into sub-parcels according to the next preferences recorded thereon. He shall thereupon deal with the sub-parcels in the same manner as is provided in the case of the sub-parcels referred to in clause (4).
- (6) The papers transferred to each candidate shall be added in the form of the papers already belonging to such candidate.
- (7) All papers in the parcel or sub-parcel of an elected candidate not transferred under this paragraph shall be set aside as finally dealt with.

Exclusion from the Poll. :-

47. (1) If after all the surpluses have been transferred as hereinbefore directed, less than the number of candidates required has been elected, the Registrar shall exclude from the poll the candidate lowest on the poll and shall distribute his unexhausted papers among the continuing candidates according to the next preference recorded thereon. Any exhausted papers shall be set aside as finally dealt with.
- (2) The papers containing original votes of an excluded candidate shall first be transferred, the transfer value of each paper being one hundred,
- (3) The papers containing transferred votes of an excluded candidate shall then be transferred in the order of the transfers in which and at the value at which he obtained them.
- (4) Each of such transfers shall be deemed to be a separate transfer but not a separate count.
- (5) The process directed by this paragraph shall be repeated on the successive exclusions one after another of the candidates lowest on the poll, until the last vacancy is filled either by the election of a candidate within the quota or as hereinafter provided.

48. If, as the result of transfer of papers under this Statute, the value of the votes obtained by a candidate is equal to or greater than the quota, the transfer then proceeding shall be completed, but no further papers shall be transferred to him.

Declaration of elected candidates. :-

49. (1) If after the completion of any transfer under this statute, the value of the votes of any candidate be equal to or greater than the quota, he shall be declared elected.
- (2) If the value of the votes of any such candidate be equal to the quota, the whole of the papers on which votes are recorded shall be set aside as finally dealt with.
- (3) If the value of the votes of any such candidate be greater than the quota, his surplus shall thereupon be distributed in the manner hereinbefore provided, before the exclusion of any other candidate.
50. (1) When the number of continuing candidates is reduced to the number of vacancies remaining unfilled, the continuing candidates shall be declared elected.
- (2) When only one vacancy remains unfilled and the value of the votes of some one continuing candidate exceeds the total value of all the votes of the other continuing candidates, together with any surplus not transferred, that candidate shall be declared elected.
- (3) When only one vacancy remains unfilled and there are only two continuing candidates and one of those two candidates shall be declared excluded under the next succeeding paragraph, and the other declared elected.

Lot to be drawn for exclusion in case. :-

51. If there is more than one surplus to distribute, two or more surpluses are equal, or if at any time it becomes necessary to exclude a candidate and two or more candidates have the same value of votes and are lowest on the poll, regard shall be had to the original votes of each candidate, and the candidate, for whom fewest original votes are recorded shall have his surplus first distributed or shall be first excluded, as the case may be. If the values of their original votes are equal the Registrar shall decide by lot which candidate shall have his surplus distributed or be excluded.

Re-Counting. :-

52. (1) Any candidate or in his absence, his Polling Agent may, at any time during the counting of the votes, either before the commencement or after the completion of any transfer of votes (whether surplus or otherwise) requests the Registrar to re-examine and re-count the papers of all or any candidate (not being papers set aside at any previous transfer as finally dealt with); and the Registrar shall forth with re-examine and re-count the same accordingly.
- (2) The Registrar in his direction may re-count the votes either once or more than once in any case in which he is not satisfied as to the accuracy of any previous count :
Provided that nothing in this sub-para shall make it obligatory on the Registrar to re-count the same votes more than once.

MISCELLANEOUS**Election Petition. :-**

53. An election petition against any returned candidate may be presented to the Kulapati by any candidate or elector or his agent authorised in that behalf within fifteen days from the date of the publication of the result of the election on the Notice Board of the University. The Kulapati's order on the petition shall be final.

Election not invalidated. :-

54. No election shall be deemed to be invalid by reasons of the voting paper posted to an elector not having been delivered to him or in time by the Postal Department.

Kulapati Final Authority for the interpretation. :-

55. If any question arises as to the interpretation of this statute it shall be referred to the Kulapati for decision.

FORM "A"

NOMINATION PAPER

(for election to the court of
 University.....as a representative of Registered Graduates under section
 20(1) (xix) of the Adhiniyam)

Name of Candidate in full.....

Registration No. of the Candidate.....

Address of the candidate.....

I propose the name of Shri.....Registration No..... to be a candi-
 -date for election to the Court from among the Registered Graduates.

Name of the Proposer in full.....

Registration No. of the Proposer.....

Signature of Proposer

Date.....

Address.....

I second the above proposal.

Name of the seconder in full.....

Registration No. of the Seconder.....

Signature of Seconder

Date.....

Address.....

Consent of the candidate

I hereby give my consent to the above nomination and agree to stand for the election mentioned by the proposer.

I affirm that as laid down in the explanation to sub-section (1) of section 20, I am not a salaried employee of any University or any College within the state.

Date.....

.....
Signature of the Candidate

.....
Name in Block Letters

Registration No.....

Address.....

Certificate

Certified that the proposer, seconder and the candidate have signed in my presence.

Date.....

Signature of the Attesting Officer

Address of Attesting Officer

Name in Block letters

Designation.

Note:-

1. Each candidate shall be nominated by a separate Nomination Paper.
2. Not more than one Nomination Paper shall be sent in one cover.
3. Nomination Paper should be delivered in a sealed cover to the Registrar or his nominee personally or by the Registered post.
4. Every elector is entitled to nominate as many candidates as there are vacancies.

FORM "B"**Ballot - Paper**

Serial Number	Registration Number of the Candidate in the Register of Registered Graduates.	Name of Candidate	Order of Preference in the vote.

FORM "C"**ELECTION TO THE COURT****Voting Paper Cover**

1. This cover must be duly sealed.
2. This Cover must contain only one Form B.
3. Please do not sign or put any other identification mark.

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FORM "D"

Election to the Court

Certificate of Identity

Name of voter

Voter's Registration No.

Voter's Signature.....

Signed by the Voter in my presence.

Attesting Officer's

Signature with date.....

Town.....

Designation.....

Seal.....

(The cover must be sealed. It
should contain only one cover C)

REGISTERED POST

To,

Shri.....

REGISTRAR,

.....UNIVERSITY,

.....

.....

.....

FORM "E"

APPOINTMENT OF POLLING AGENT

Election of Representatives of Registered Graduates on the Court under time (xix) of section 20 (1) of the Adhiniyam.

I..... (here state the name of the candidate and Registration number), who is a candidate at the above election, do hereby appoint:-

Shri/Smt..... of..... as a Polling Agent to attend the polling station/ the place fixed for the poll of the above election.

Place.....

.....
Signature of Candidate

Date.....

I agree to act as such Polling Agent.

Place.....

Date.....

.....
Signature of Polling Agent

.....
Name in Block letters

Declaration of Polling Agent to be signed before the Presiding Officer.

I hereby declare that at the above election I will not do anything forbidden by Statute No..... Election of Registered Graduates to the Court, which I have read :-

Date.....

.....
Signature of Polling Agent

Signed before me.

.....
Name in Block letters

Place.....

.....
Signature of Presiding Officer

STATUTE NO. 24**ELECTION OF STUDENT MEMBERS ON THE COURT**

[Refer Section 20 (1) Group D read with para (iv) of explanation to the said sub-Section]

1. All election shall be by simple majority vote and by secret ballot.
2. The Registrar shall be the Returning Officer and he shall conduct the poll.
3. Whenever any election under Group D of sub-section (1) of Section 20 of the Adhiniyam is to be held, the Registrar shall by a notification put up on the Notice Board at the University Office, announce the item under which the election is to be held, the number of members to be elected and the date of the poll which shall be not earlier than 21 days from the date of announcement of the date of the poll.
4. (1) Simultaneously with the announcement of the date of the poll, the Registrar shall :
 - (a) Publish the names of the elector separately for election under each item by affixing a copy of the list containing such names on the notice board at the University Office :
 - (b) despatch to every elector by registered post a copy of the notification issued under (3) above, the list of names of the electors and a notice to the electors to be presented at the University office on the date of the poll at a given time to elect members on the court;
- (2) For journey to the headquarters of the University in accordance with the provisions of subpara (1) (b) above, T.A. and D.A. at the rates applicable in case of student participants of Inter-Collegiate tournaments shall be paid to the elector by the college to which he belongs.
5. On the date of the poll at the time fixed under clause (b) of paragraph 4(i) the Registrar shall :-
 - (a) satisfy himself in regard to the identity of each elector by checking the Identity Card or photograph attested by the Principal of the College, Head of the University Teaching Department or School of Studies.

- (b) call upon the electors to nominate candidates for the election in Form D appended to this Statute and allow an hour for filling nominations. Each candidate shall be proposed and seconded by an elector. Each candidate shall be nominated by a separate nomination paper;
- (c) On the expiry of the fixed time for filling nominations the Registrar shall scrutinize the nomination papers in the presence of the electors and decide all objections which may be made to any nomination. The Registrar may on such objection or on his own motion reject any nomination paper which is incomplete or defective in any manner;
- (d) After the scrutiny of nomination papers, the names of validly nominated candidates shall be announced in the meeting and half-an-hour shall be allowed for withdrawal of nominations;
- (e) After the expiry of the time for withdrawals the Registrar shall announce the names of contesting candidates who were validly nominated and have not withdrawn. If the number of such contesting candidates is equal to or less than the number of members to be elected, all such candidates shall be declared elected. However, if the number of contesting candidates who were validly nominated and have not withdrawn, exceeds the number of members to be elected, voting shall take place;
- (f) Where voting is necessary, the Registrar shall call upon the electors to vote and fix the time for the poll which shall not be less than two hours. Each voter shall be given by the Registrar a voting paper in Form D-1 showing the names of candidates in alphabetical order. Each voter can vote for as many candidates, as the number of members to be elected. An elector in giving his vote shall put a cross mark (x) in the space opposite the name of the candidate, he wishes to vote for
- (g) At the close of the poll, the votes shall be counted and the Registrar shall draw up a list showing the names of candidates arranged in order of the votes received, the name of the candidate securing the highest number of votes appearing at the top of the list. Candidates, equal in number to the number to be elected who have secured the highest number of votes shall be declared elected. When two or more candidates have secured equal number of votes the result of the election shall be decided by drawing a lot;

(h) A voting paper shall be rejected if:-

- (i) it is unmarked or void for uncertainty.
- (ii) it is signed by the elector,
- (iii) the elector has recorded votes for more candidates than the number to be elected;

Provided that where an elector has not voted for more candidates than the number to be elected and there is uncertainty in respect of some but not all votes given by him, the voting paper shall be rejected only to the extent to which the vote is uncertain;

- 6. No election shall be invalid by reason of non-receipt of any notice of election by the elector.
- 7. An election petition against any returned candidate may be presented to the Kulapati by any candidate or elector within ten days from the date of publication of the result of the election on the notice board of the University. The Kulapati's order on the petition shall be final.

FORM - D**NOMINATION PAPER**

(Election of.....students on the Court ofUniversity under item
No.....of Sub-Section (1) of Section 20 of the Adhiniyam).

I.....propose the name of Shri.....
(Full Name)

..... as the member of the Court of.....

University under item.....of Sub-Section (1) of Section
20 of the Adhiniyam.

SIGNATURE OF PROPOSER

I.....Second the above proposal.
(Full Name)

SIGNATURE OF THE SECONDER

I.....give my consent to my nomination
(Full Name)

as a candidate for a seat on the Court of.....University under item
.....of Sub Section(1) of Section 20 of the Adhiniyam.

SIGNATURE OF THE CANDIDATE

(Election of.....students on the Court
of.....University under Item
No.....of Sub-Section (1) of Section 20 of the Adhiniyam).

Serial No.	Name of the candidate	Vote
------------	-----------------------	------

(1) The elector should put a cross mark (x) in the space opposite the name of the candidates he wishes to vote for.

(2) The elector can give as many votes as the number of seats to be filled by election.

STATUTE NO. 25**ELECTION OF TEACHERS' REPRESENTATIVES ON THE COURT**

[Refer Group B of sub-section(1) of Section 20]

1.
 - (i) The election of representatives under Group B of sub-section (1) of Section 20 shall be by simple majority Vote.
 - (ii) Every teacher whose name is included in the Final Electoral Roll for election under Group B shall be an elector qualified to be a candidate and vote at the election, under each such respective item.
2. Whenever it is necessary to hold an election under all or any item of Group B of subsection(1) of Section 20, the Registrar shall by a notice, published by affixing a copy thereof on the office notice board of the University and by despatch by registered post of two copies thereof to each affiliated college, Teaching Department and School of Studies for display on the notice board of the institution and for reference :
 - (a) call upon the electors to elect member on the Court specifying the item/items of sub-section (1) of Section 20 under which members are to be elected and the number of members to be elected under each item.
 - (b) fix the last date for receipt of claims for inclusion of any name not included in the provisional electoral roll or for correction of a name and of objection to the inclusion of any name appearing in the provisional electoral roll, such date being twenty one days from the date of the publication of the notice and if the twenty first day is a holiday, the following working day.
 - (c) fix the date of enquiry into claims and objections to the provisional electoral roll which shall not be later than three days from the last date for the receipt of claims and objections;
 - (d) fix the last date for the publication of the final electoral roll (in the same manner as that for provisional electoral roll) such date being not later than seven days from the date fixed for enquiry into claims and objections to the provisional electoral roll;

- (e) fix the last date for the receipt of nominations at the University Office which shall not be later than twenty one days from the last date for the publication of final electoral roll;
 - (f) fix the date and time for the scrutiny of nominations which shall not be later than three days from the last date for the receipt of nominations;
 - (g) fix the last date for the withdrawal of candidature which shall be the third day after the date for the scrutiny of nominations and if that day is a holiday, the next succeeding day which is not a holiday;
 - * (h) Notify the list of polling centres for teachers of different institutions and fix the date and hours (duration) for poll.
 - * (i) fix the design of ballot papers. There shall be different colours of ballot papers for different constituencies (Categories).
 - * (j) fix the place where the Ballot Boxes used in the poll will be deposited in safe custody after the conduct of the election at polling centre.
 - * (k) fix the date and place for the counting of votes, such date being not later than three days from the date fixed for the conduct of the poll.
3. (i) The Registrar shall prepare separate provisional electoral roll for election under each item in Group B of sub-section (1) of Section 20 showing the names of teachers in each College/Teaching Department/ School of Studies under the category concerned as on the date of issue of notice under paragraph 2 of this Statute.
- (ii) The provisional electoral roll shall be published by the Registrar simultaneously with the notice under paragraph 2 of this Statute by affixing a copy thereof on the notice board at the University office and despatching two copies thereof to every Principal of an affiliated college and Head of University Teaching Department/ School of Studies for display on the notice board of the institution concerned and for reference by teachers;
4. (i) Any Teacher whose name is not included in the provisional electoral roll may make in from 1 a claim for inclusion of his name in the electoral roll.

* Amended vide E.C. resolution No. 328 dated 31.10.85.

- (ii) Any teacher whose name has not been correctly given in the provisional electoral roll may make in Form 2 a claim for correction of his name.
 - (iii) Any teacher whose name is included in the provisional electoral roll may object in the Form 3 to the name of any person in the roll.
 - (iv) All claims and objections shall be delivered to the Registrar in person or by registered post in a sealed envelope with claims and objections" superscribed thereon.
- 5.
- (i) All claims and objections to the provisional electoral roll shall be scrutinised and inquired by a Committee consisting of two Deans of Faculties, nominated by the Kulapati and the Registrar at the University Office on the date fixed for the purpose and the teacher filling the claim or the objection shall be entitled to be present at such scrutiny. The Kulapati shall appoint one of the Deans to be the Chairman of the Committee.
 - (ii) The decision of the Committee on the claim and objections shall be recorded in writing and notified on the day of the enquiry.
 - (iii) An appeal by the person preferring a claim raising an objection shall lie with the Kulapati, whose decision in the matter shall be final. Every appeal shall be lodged in writing with the Registrar within two days of the date of the decision appealed against.
6. After all claims and objections have been decided upon, the provisional electoral roll shall be revised, if need be, and the final electoral roll shall be prepared and published by the Registrar.
7. The Registrar shall send to every College/Teaching Department, School of Studies blank nomination forms in Forms-4 not later than the date fixed for inquiry into claims and objections to the provisional electoral roll with the request that the forms be supplied to teachers who may require them. Teachers may obtain blank nomination forms from the University Office, if they so desire.
8. On or before the date appointed under clause(e) of paragraph 2 each candidate shall :-
- (i) either in person or by his proposer or seconder, between office hours; deliver in a sealed cover marked "Nomination Paper" to the Registrar or his nominee a nomi-

-nation paper completed in Form-4 appended hereto and signed by the candidate and by two electors as proposer and seconder or

- (ii) Send by registered post in a sealed cover marked "Nomination Paper" to the Registrar a nomination paper completed in Form-4 appended hereto and signed by the candidate and by two electors as proposer and seconder.
9. Each candidate shall be nominated by a separate nomination paper and not more than one nomination paper shall be delivered or sent in one cover.
 10. On receipt of cover containing nomination paper the Registrar or his nominee receiving the same shall enter on the cover the time and the date of receipt of the paper and shall initial the entry. Nomination papers received after office hours on the date fixed under clause (e) of paragraph 2 or thereafter shall be treated as rejected.
 11. On the date and time fixed for scrutiny of nominations under clause(f) of paragraph 2, the candidates their proposers or seconders but no other person may attend the office of the Registrar and the Registrar shall give them all reasonable facilities for examining the Nomination papers of all candidates which have been received by him within the time and in the manner laid down in paragraph (8).
 12. (i) The Registrar shall examine the nomination papers and shall decide all objections, which may be made to any nomination, and may, either on such objection or on his own nomination on any of the following grounds:-
 - (a) that the candidate is not qualified for being chosen to fill the seat under any of the provisions of the Adhiniyam and the Statute made thereunder;
 - (b) that there has been a failure to comply with any of the provisions of paragraph (8) and (9);
 - (c) that the signature of the candidate or the proposer or the seconder on the nomination paper is not genuine;
 - (d) that the cover containing the nomination paper is not sealed.
 - (ii) Nothing contained in sub-clause (b) or (c) of clause (i) shall be deemed to authorise the rejection of the nomination of any candidate on the ground of irregularity in respect of a nomination paper, if the candidate has been duly nominated by means of another nomination paper in respect of which no irregularity has been committed.

- (iii) The Registrar shall endorse on each nomination paper his decision accepting or rejecting the same and, if the nomination paper is rejected he shall record in writing a brief statement of his reasons for such rejection, the decision of the Registrar shall be final.
- (iv) Immediately after all the nomination papers have been scrutinised and decision accepting or rejecting the same have been recorded, the Registrar shall prepare a list of candidates whose nominations have been found valid and affix it on his office notice board.
- (v) The said list shall contain the names of candidates in alphabetical order and the names of Colleges/Teaching Departments or Schools of Studies to which they belong. Provided that in case of election under item (x) of Sub-Section (1) of section 20 the names of candidates shall be in the following order:

- (a) Principals of Women's Colleges.
- (b) Principals of Government Colleges;
- (c) Principals of Colleges other than those in (a) and (b) above.

Provided also that in case of election under item (xv) of Sub-section(1) of Section 20, the names of the candidates shall be in the following order;

- (a) Lecturers of University Teaching Department/Schools of Studies.
- (b) Lecturers other than those in (a) above,

- 13. (i) Any candidate may withdraw his candidature by a notice in writing duly signed by him and delivered to the Registrar either by such candidate in person or his proposer or seconder, during office hours on or before the last date fixed for withdrawal under clause (g) of paragraph 2.
- (ii) No person who has given a notice of withdrawal of his candidature under clause shall be allowed to cancel the notice.
- (iii) The Registrar shall on receiving notice of withdrawal under clause (i), as

soon as may be thereafter, cause a notice of the withdrawal to be affixed on his office notice board.

14. Immediately after the expiry of the period within which candidatures may be withdrawn the Registrar shall prepare and affix on his office notice board a list of contesting candidates who are included in the list of validly nominated candidates and who have not withdrawn their candidature within the said period. The list shall contain the names of contesting candidates together with the names of Colleges, Teaching Departments or Schools of Studies to which they belong in the same order as the list of validly nominated candidates under paragraph 12.

15. (i) If the number of contesting candidates is equal to or less than the number of seats to be filled in, all the candidates shall, subject to the provisions appearing hereafter in this paragraph be declared elected.

Provided that if there is more than one contesting candidate from any University Teaching Department, School of Studies or College, one of them shall be declared elected on the basis of election held by secret ballot.

Provided further that the contesting candidates under item (x) or item (xv) shall not be declared elected unless :-

- (a) they include not less than four Principals from colleges belonging to the State Government and one Principal from a Women's College or one Lecturer from the University Teaching Departments or Schools of Studies as the case may be, or
- (b) the number of contesting candidates eligible to fill the reserved seats is less than the number of such reserved seats and the number of remaining contesting candidates is also equal to or less than the number of non-reserved seats.

Provided also that if the number of contesting candidates eligible to fill the reserved seats under item (x) or item (xv) is less than the requisite number of seats to be so filled in all of them shall, subject to the first provision, be declared elected.

- (ii) Seats not filled in and for which there are no eligible contesting candidates shall be declared vacant and shall remain so till the next constitution of the Court.

16. If the number of contesting candidates is more than the seats to be filled in, voting shall take place and the requisite number of candidates shall be elected in accordance with the provisions of the Adhiniyam and this Statute.

Provided that if such contesting candidate under item (x) or item (xv) include four or less Principals from Colleges belonging to the State Government and from a Women's college or one Lecturer from the University Teaching Department or Schools of Studies as the case may be, all such candidates eligible for the reserved seats shall be declared elected to the reserved seats subject to the condition laid down in clause (ii) of the Explanation to sub-section (1) of Section (20) and:-

- (a) the reserved seats for which there are no eligible candidates shall be declared vacant and shall remain so till the next constitution of the Court.
 - (b) voting shall take place to fill the seats not filled in or declared vacant.
17. Where voting is necessary the names of contesting candidates, from whom the elector has to elect, shall be printed on the ballot paper in the same order as in the list of valid nominations affixed on the University office Notice Board paragraph 12 together with the names of colleges, Teaching Departments or Schools of Studies to which they belong. The ballot paper shall show at the top the item under which election is to take place and number of seats to be filled indicating clearly the number of seats if any reserved for any particular category. Each ballot paper shall bear the signature of the Registrar.
18. (i) Every elector shall have as many votes as there are seats to be filled through voting.
- (ii) An elector in giving his vote shall place on his ballot paper a cross mark (X) in the space opposite the name of each candidate for whom he wishes to vote.

VOTING

*19. Polling Centres.

The elector shall record their votes in person by poll to be held at respective polling centres.

Provided that a postal ballot can be permitted if it is certified by a doctor not below the rank of Asstt. Surgeon that the voter is physically unfit to cast his vote in person.

Provided further that for casting postal ballot the provisions of Representation of Peoples Act, shall be followed.

THE POLL

*20 Returning Officer and Presiding Officers.

- (a) The Registrar shall be the Returning Officer for the election. A teacher not below the rank of Professor of a College or Reader of the University Teaching Department shall be nominated by the Returning officer to work as Presiding Officer for particular centre.

The Principals/Deans of Colleges /Heads School of Studies will be present at their respective polling centres at the time of polling to help the Presiding Officer in smooth conduct of poll and verification of votes. In case of non availability of above officials the next senior-most person of the respective institutions shall perform the above duties,

The Returning Officer shall depute any University employee to assist the Presiding Officer for a polling centre.

- (b) The Returning Officer shall fix the hours during which the poll will be taken and the hours so fixed shall be published in the notice to be issued under paragraph 2.
- (c) The Presiding Officers shall cast their votes at the polling centres, where they are posted.

* Amended vide E.C. resolution no. 328 dated 31.10.85.

DISPLAY OF LIST OF CONTESTING CANDIDATES.

- *21. Outside the polling centre there shall be displayed on the notice board a copy of the list of the contesting candidates prepared under paragraph 14.
- *22. Design of Ballot Box
Every ballot box shall be such designed as may be approved by the Returning Officer.
- *23. Voting Compartments

At the polling centre there shall be set up one or more voting compartments in which electors can record their votes screened from observation.
- *24. At the polling centre sufficient number of ballot boxes, copies of the electoral roll and ballot papers will be supplied by the Returning Officer.
- *25. Regulating the entry of electors at the polling centre.

The Presiding Officer shall regulate the number of electors to be admitted at any time inside the polling centre and shall exclude them from all persons other than the persons on polling duty.
- *26. (i) Immediately before the commencement of the poll the Presiding Officer shall demonstrate to the voters and officers present, that the ballot boxes are empty; and

(ii) the ballot box then be closed, sealed and secured and placed in full view of the Presiding Officer and the Officers on duty. The ballot box will however be sealed in such a manner that the slit for the insertion of the ballot paper therein remains open.
- *27. Identification of Electors

(i) As each elector enters the polling centre the Presiding Officer or the official authorised by him in this behalf shall check the elector's name and other particulars with the relevant entry in the electoral roll.

(ii) in deciding the right of a person to obtain a ballot paper, the Presiding Officer shall get him identified by the Principal/ Dean of College or Head School of Studies or person present in his place. The Presiding Officer shall overlook merely clerical or printing errors if any in the voter list.

*28. Issue of Ballot Paper to Electors at the place of Poll.

- (a) The Presiding Officer shall put his signatures and centre Stamp on all the ballot papers issued to him for a particular Polling Centre.
- (b) At the time of issuing a ballot paper to an elector at the place of poll the Presiding Officer shall obtain the signature of the elector on the authentic electoral roll and it will be verified by the Officer of the institution concerned.

Voting Procedure at the place of poll

*29 The elector on receiving the ballot paper shall forthwith :

- (a) proceed to the voting compartment,
- (b) There make a mark on the ballot paper as provided in paragraph 18, fold the ballot paper so as to conceal his vote.
- (c) insert the folded ballot paper into the ballot box in presence of Presiding Officer and will quit the polling centre.

CLOSING THE POLL

- *30 (a) The Presiding Officer shall close the polling centre at the hour fixed in this behalf under paragraph 2 and shall not thereafter admit any elector into the polling centre.
- (b) As soon as practicable after the closing of the poll the Presiding Officer shall close the slit of the ballot box and seal it up. The officers present shall also put their signatures and seal on the ballot box. The ballot box shall there after be sealed and secured.
- (c) An account of the ballot papers used, and unused ballot papers shall be prepared by the Presiding Officer in the prescribed form.

SAFE CUSTODY OF BALLOT BOXES

- *31 The Presiding Officer shall take under police custody all the ballot boxes used in the poll to the place notified by the Returning Officer for being kept in safe custody before the counting of votes.

*Amended vide E.C. resolution No. 328 dated 31.10.85

COUNTING OF VOTES

- (a) The counting of votes will be done by the Returning Officer at the place, date and time fixed under paragraph 2.
 - (b) The counting shall be conducted in the presence of a committee of three persons appointed by the Kulapati, however, the candidate or his agent will have the right to be present at the time of counting, provided that by their presence in the opinion of the Returning Officer, no disturbance is caused in the counting.
- *33. The Returning Officer shall open the ballot boxes after verification of seals. He shall tally the number of ballot papers in ballot boxes of each centre with the ballot paper account of that centre.

The ballot papers of all the centres shall be mixed and then sorted category wise for counting.

REJECTION OF BALLOT PAPERS

- *34. A ballot papers shall be void :
- (i) If the elector has given more votes than the number of seats to be filled, or,
 - (ii) If it is signed by the elector, or
 - (iii) If it is unmarked or void for uncertainty provided that where there is uncertainty in respect of any vote/votes but not in respect of all votes given by the elector, the ballot paper shall be void to the extent of the uncertainty only.

DECLARATION OF ELECTED CANDIDATES

- *35. After all votes are counted, the Returning Officer shall prepare a list of candidates arranged in order of votes they received, the candidates obtaining the highest number of votes being placed first in the list.

Provided that if there are two or more candidates from any University Teaching Department /School of Studies or College, only the candidates getting the highest number of votes among candidates from each such Teaching Department /School of Studies or College shall be included in the list and the rest shall be excluded.

*Amended vide E.C. resolution No. 328 dated 31.10.85

- *36. (1) (a) If the seats for which the voting has taken place included any seat/seats reserved for any particular category of contesting candidates belonging to such category equal in number to the number of seats reserved for such category and highest in the list referred to in paragraph 35 above shall be declared elected.
- (b) After the result of election to the reserved seats is declared, contesting candidates equal in number to that of remaining seats to be filled and highest in the list amongst the candidates not declared elected under sub clause.
- (c) Shall be declared elected.
- (2) If the seats for which voting has taken place do not include any reserved seat/seats contesting candidates equal in number to the number of seats to be filled shall be declared elected in order in which their names appear in the list referred to in paragraph 35 above.
- (3) When two or more candidates have secured equal votes the result of the election be decided by drawing lots.
- *37. An election petition against any returned candidate may be presented to the Kulapati by any candidate or elector within ten days from the date of the publication of the result on the election on the Notice board of the University. The Kulapati's order on the petition shall be final and binding.

*Amended E.C. item 328 dated 31.10.85 dated approved by the co-ordination committee in its meeting held on 8.11.85. (item 64)

FORM-1

(Election of representatives on the Court of _____ University under
item _____ of Sub Section (1) of Section 20 of the Adhiniyam)

Claim Application for Inclusion of Name in the Electoral Roll

To,

_____ University,

Sir,

I am a _____

(Designation e.g. Professor/Asstt. Professor/Lecturer)

in _____ College/Teaching Department/School of Studies since _____

(Month & Year)

I request that my name be included in electoral roll for election under
item _____ of Sub-Section (1) of Section 20 of the Adhiniyam.

Signature _____

Full Name _____

Designation _____

Place _____

Name of Institution _____

Date _____

where employed

I _____ Principal of _____ College/Head Teaching Department or
School of Studies of _____ certify that shri _____ is
a _____ (Designation)
in _____ College/Teaching Department or School of Studies
since _____
(Month & Year)

Signature _____

Full Name _____

Designation _____

Place _____

Name of Institution _____

Date _____

FORM-2

(Election of representatives on the Court of _____ University under item—
_____ of Sub-Section (1) of Section 20 of the Adhiniyam)

Claim for Correction of Name

To,

The Registrar,

_____ University,

Sir,

I submit that the entry relating to myself which appears at Serial No. _____ of the provisional electoral roll as "_____ " is not correct. It should be corrected to read as follows:

"_____ "

Signature _____

Full Nname _____

Designation _____

Place _____

Institution where employed _____

Date _____

FORM-3

(Election of representatives on the Court of _____-University under item _____
_____ of Sub-Section (1) of Section 20 of the Adhiniyam)

OBJECTION TO INCLUSION OF NAME

To,

The Registrar,

_____University,

Sir,

I object to the inclusion of the name of _____ at Serial No. _____
of the provisional electoral roll for the following reasons:

REASONS :

I hereby declare that the facts mentioned above are true to the best of my knowledge and
belief. My name has been included in the provisional electoral roll at Serial no. _____

Signature _____

Full Name _____

Designation _____

Place _____

Institution where employed _____

Date _____

FORM-4**NOMINATION PAPER**

(Election of representatives on the Court of _____ University under item
_____ of Sub-Section (1) of Section 20 of the Adhiniyam)

I _____ propose the name of Shri/ Shrimati /Kumari _____
Full name
whose name appears at Serial No. _____ of the final electoral roll
as member of the Court of _____ University under Item _____ of
Sub-Section (1) of Section 20 of the Adhiniyam.

Signature _____

Full Name _____

Serial no in the final Electoral Roll _____

Designation _____

Institution where employed _____

I _____ Second the above proposal.
(Full Name)

Signature _____

Full Name _____

Serial No in the final Electoral Roll _____

Designation _____

Institution where employed _____

I _____ give my consent to my nomination as a

(Full Name)

candidate for a seat on the Court of _____ University under item _____
of Sub-section (1) of section 20 of the Adhiniyam.

*I am a candidate as the Principal of a Government College /Women's College.

Signature _____

Full Name _____

Serial no in the final Electoral Roll _____

Designation _____

Institution where employed _____

*In case of election under item (x) of Sub-Section (1) of Section 20 the Principal of a Women's College belonging to the State Government who is a candidate for the election, shall opt and indicate her status by scoring out the portion not applicable.

FORM--5**.....University.....****Ballot Paper**

Election of-----to the Court under Item No-----in
(Category of Teacher)

Group B of Sub-Section (1) of Section 20 of the M.P. Vishwavidyalaya Adhiniyam.

Total Number to be elected.....

Number of seats reserved for

(i).....

(ii).....

S.No.	Name of Candidate	Institution where employed	Nature of institution-Govt./ Non-Govt. Womens/Teaching/ department/School of Studies	Vote

- N.B.:-
- (1) The Elector has as many votes as the number of seats to be filled
 - (2) While voting, the elector should bear in mind the number of seats reserved for any special category
 - (3) The elector should put a cross mark (x) in the vote column in the blank space against the name of candidate he wishes to vote for.
 - (4) Not more than one person shall be elected from any University Teaching Department, School of Studies or College.
 - (5) The elector should not put his signature on the ballot paper.

S T A T U T E N O.26**PROVIDENT FUND**

[Refer Section 35(e)]

1. In this Statute:-

- (a) "Salary" in relation to an employee means monthly salary, and includes all fixed monthly allowances by way of pay, acting or personal allowance, but does not include any other allowance;
- (b) "Employee" means every whole-time officer, teacher or other employee of the University appointed permanently to a substantive appointment carrying a salary of Rs.60/- per mensem or more and includes those appointed on contract for a definite period of not less than three years but does not include person whose services have been lent to the University by Government or who is on leave from a government post.
- (c) "Subscriber" means an employee on whose behalf a deposit is made under this Statute.

Note- Persons appointed on probation to a permanent post shall be eligible to subscribe to the fund.

- (d) "Saving Bank" means saving bank of any Post Office or any scheduled bank as defined in Reserve Bank of India Act 1934 (No.11 of 1934).
- (e) "Interest" means the interest which is paid on a deposit in the saving bank of the post office or the scheduled banks from time to time.
- (f) "Dependent" means any of the following relations of a deceased subscriber to Provident Fund viz., a wife, husband, son, daughter, deceased son's widow, son of the deceased son, daughter of the deceased son, parents, minor brothers and unmarried sister, and where no parent of the subscriber is alive, a paternal grand-parent.

2. Every employee of the University shall subscribe to the Provident Fund at the rate of $8 \frac{1}{3}$ per cent of his salary for which an account will be opened

in the Saving Bank. The deduction shall be made by the University upon every salary bill presented. In the calculation of this deduction, fractions of a Rupee shall be omitted. The amount so deducted together with the contribution by the University under para 3 shall be deposited in the Saving Bank. The payments in respect of the monthly deductions and contributions shall, so far as possible be made into the bank within two days of the receipt of the money in order that interest may accrue. The following procedure will be adopted :- "The Post Office or the scheduled bank will open an account in the name of the individual subscriber to the Provident Fund. The account will be operated by the Registrar only and all sums to be credited in these accounts shall be sent to the Post Office or the Bank accompanied by-

- (a) Saving Bank pass book; &
- (b) a list in such form as may be prescribed by the Registrar showing in detail the amount to be credited to each account.

- Note-
- (i) Subscribers to the Provident Fund are given option of raising their subscription to the Provident Fund upto any amount not exceeding the pay drawn by them.
 - (ii) A subscriber may, at his option, not subscribe during leave. He shall intimate his election not to subscribe during leave by written communication to the Registrar before proceeding on leave. Failure to make due and timely intimation shall be deemed to constitute an election to subscribe during leave. The subscription of the subscriber while on leave with allowance shall be assessed on the full amount of his pay and not on the leave salary.
 - (iii) No subscriber shall subscribe to the Fund while on leave on half average pay or leave without pay or absent without leave or while under suspension.

3. The amount of subscription of the employee will be so invested by the Registrar in Post Office or bank that the employee gets an interest of not less than 12% per annum or the rates of interest decided by the State Government from time to time on his accumulations in fund. In case

the rate of interest falls short of the rate of 12% per annum or the rate as fixed by Govt. from time to time as calculated on G.P.F. accounts, the difference shall be made good by the University from the pension & gratuity fund (UNIPENGRAF) after obtaining prior approval from the Finance Officer(Pension) of M.P.Uchcha Shiksha Anudan Ayog.

Provided further that no contribution shall be made by the University out of its funds for the period during which a subscriber does not or is not permitted to subscribe to the fund.

- *4 (i) Provided further that the provisions of this para of the Statute will be applicable only in respect of the employees who are not covered under the pension and gratuity scheme of the University but continue to be governed by the Contributory Provident Fund Scheme.
- (ii) The Post Office Cash Certificates, securities and fixed deposit receipts shall remain in the custody of the Registrar
5. The Kulapati may, under such conditions as may be laid down by him, permit the payment of premia on life assurance policy or policies on the life of the subscriber out of his personal subscription to the Provident Fund Account under para 2 above. The amount to be deposited in the saving bank account of the subscriber shall be reduced to the extent of such premia. In all such cases the life insurance policy for which the premia are so paid shall be assigned in favour of the University.

On the retirement of the subscriber from the service of the University the policy shall be reassigned to him by the University. In case of the maturity of the policy during the service of the subscriber in the University, the full amount of the policy shall be credited to the Provident Fund of the subscriber. In case of the death of the subscriber during the service of the University, the full amount of the policy shall be paid to the legal representative of the deceased entitled to the Provident Fund.

6. (i) Withdrawal will be permitted when a subscriber's service in the University comes to an end by his retirement, resignation, death or otherwise

* Amended vide E.C.resolution No.67 dated 6.10.88

Provided that-

- (a) no employee whose services have been dispensed with for what, in the opinion of the Executive Council, is gross misconduct or, shall be entitled to receive the amount of the contribution made by the University on his behalf and the interest thereon;
 - (b) no employee shall be entitled to receive the amount contributed by the University on his behalf and the interest thereon, unless he had been in the service of the University, for a continuous period of 12 months from the date he has been allowed to subscribe to the Provident Fund and has been permitted to resign from his appointment.
 - (ii) Any contribution and interest thereon withheld under this Statute shall belong to the University and shall be credited to the University Fund.
7. The Kulapati may permit a subscriber to take a temporary advance from the amount standing at the credit of the subscriber in the Fund. Temporary advance will be admissible for the following purposes:

- (i) To pay expenses in connection with the prolonged illness of the subscriber or any person actually dependent on him.

N.B.:- Expenses connected with prolonged illness include expenses incurred on the purchase of artificial teeth and hearing sets viz battery hearing instruments.

- (ii) To pay for overseas passage for reasons of health or education of the subscriber or any person actually depending on him.
- (iii) to meet the cost of education of the subscriber or of any person actually dependent on him.
- (iv) to pay obligatory expenses appropriate to the subscriber's status which by customary usage the subscriber has to incur in connection with marriage or other ceremonies of the subscriber or marriage, funeral and other ceremonies of any person actually dependent on him.
- (v) to make good the loss of University money in the interest of the subscriber
- (vi) to meet expenses in connection with any departmental enquiry or legal

proceedings in which the subscriber is a party.

- (vii) to meet the expenses connected with the purchase of site for the subscriber's building and erection of and repairs to the subscriber's building.

Provided that the sum advanced shall not exceed nine months pay of the subscriber or 75% of the sum subscribed by him together with the interest accumulated thereon, whichever is less.

Provided further that in case of an advance for the purchase of a site and for the construction on the subscriber's own building, the sum advanced shall not exceed 75% of the amount at the credit of the subscriber in the Fund.

Note:- (i) A second or third advance shall not be granted unless atleast six instalments have been paid of the previous advance, provided that the Executive Council may sanction a second advance, in a very special case, before the expiry of the period of six months.

(ii) Where the subscriber was sanctioned an advance for the construction of his own building, he shall not be sanctioned any further advance during the period of his entire service for building a second house though a second advance may be sanctioned for extension to his own building.

8. The amount advanced under para 7 shall be refunded in the Fund by thirty-six equal monthly instalments in all cases except when the advance is for the purpose of site for or for the construction of the subscriber's own building in which case the number of instalments shall be ninety-six. A subscriber may, however, at his option, make payment in less number of instalments or may repay two or more instalments at the same time. Recoveries will be made monthly commencing from the first payment of a full month's salary after the advance is granted. The instalments will be paid by compulsory deduction from salary or leave salary and will be in addition to the usual subscription.

9. (i) Each subscriber must file in the office of the University a declaration in such form as may be prescribed by the Registrar showing how he wishes the amount of his accumulation in the fund to be disposed of in the event of his death or becoming insane:

Provided that if the subscriber has got dependents he shall not be permitted to nominate any outsider:

Provided further that where a subscriber has no dependent at the time of nomination but subsequently comes to have one or more dependents, he shall, as may be, change the nomination in favour of such dependent or dependents.

- (ii) The subscriber may, from time to time, change his nominees by a written application, duly witnessed, to the Registrar. A register of such nominees shall be kept in the University office under the personal custody of the Registrar.
10. Any sum, standing to the credit of any subscriber to the fund at the time of his death and payable to any dependent of the subscriber or to such persons as may be authorised by law to receive payment on his behalf, shall, subject to any deductions authorised by the Statutes, vest in the dependent and shall be free of any debt or other liability, incurred by the dependent before the death of the subscriber:
- Provided that if no nomination has been made by the subscriber, such sum shall be paid to the dependents in order of preference given in clause (f) of para 1.
11. When the sum standing to the credit of any depositor becomes payable, that may, if the Executive Council so directs, be deducted therefrom and paid to the University Fund and amount under a liability incurred by the subscriber to the University but not exceeding any sum or sums contributed by the University and any interest or other profit thereon.

S T A T U T E N O. 27

ADMISSION OF COLLEGES TO THE PRIVILEGES OF THE UNIVERSITY AND WITHDRAWAL THEREOF

[Refer clause (j) of Section 35]

Affiliation of Colleges

1. An application for admission of an educational institution (here-in-after referred to as 'College') to the privileges of the University shall be made-
 - (a) in the case of a College to be owned and maintained by Government or a new subject/Faculty/post-graduate class to be added in such a College by an officer authorised by Government in writing for the purpose;
 - (b) in the case of a College to be owned and maintained by an association (hereinafter referred to as the "Foundation Society"), by the Secretary of the Foundation Society, authorised by a resolution to make the application;
 - (c) in the case of a College to be owned and maintained solely by a person (hereinafter referred to as the " Founder "), by the Founder; and
 - (d) in case of a new subject/Faculty/post-graduate class to be added in an existing Non-Government college by the Chairman of the Governing body to the Registrar of the University not later than the 28th February preceding the academic year from which affiliation is sought;

Provided that in case of a college owned and maintained by Government the last date shall be the 30th June preceding the academic year from which affiliation is sought.

Note-The last dates for applying to the M.P.Uchcha Shiksha AnudanAyog have been announced separately by the Ayog.

2. (1) Such applications shall be made in the form prescribed by the Executive Council of the University along with the fees mentioned below:

I-For Under-graduate courses

- (a) Admission fee for opening a new College with one Faculty and more than four subjects there of. Rs.1500/-*
- (b) Admission fee for each additional Faculty with not more than four subjects the reof. Rs. 750/-*
- (c) Admission fee for each additional subject Rs.300/-

II-For Post-graduate Courses

- (a) Admission fee per Faculty with not more than four subjects there of. Rs.1500/-*
 - (b) Admission fee per additional subject. Rs. 450/-*
- (2) The application for affiliation of a new Institution shall be accompanied by:-
- (a) a copy of the constitution of the Foundation Society.
 - (b) certified copies of Trust deeds and title deeds of the property, if any.
 - (c) a certificate from the Uchcha Shiksha Anudan Ayog showing that the Ayog has permitted the establishment of the Institution.
 - (d) an undertaking that the Foundation Society shall, before the Institution is granted affiliation, deposit with the University Endowment Fund as required by the College Code Statute.
- Provided that (a), (b) and (d) above shall not be required in case of an Institution maintained or managed by the Government
- (3) In case of an Institution not maintained or managed by Government, the application shall also be accompanied by an undertaking that within three months of the admission of the Institution to the privileges of the University the Institution shall be put under the control of a Governing Body constituted

*Amended vide E.C.resolution No.214 dated 9.5.87 and item No. 171 dated 11 & 12.3.89

in accordance with the provisions of the Statutes and any change in the composition of the Governing Body or any transfer of management in respect of the Foundation Society or Founder or any change in the teaching staff shall be forthwith reported to the University..

- (4) The application for affiliation in a new subject/Faculty or post-graduate class shall be accompanied by a certificate from the M.P.Uchcha Shiksha Anudan Ayog showing that the Ayog has permitted the addition of new subject or opening of new Faculty or post-graduate class sought by the institution.
- (5) The fee shall not be refunded unless the application is withdrawn before an inspection has taken place.

3. The authorised officer or the Secretary of the Foundation Society, or the Founder or the Chairman of the Governing Body as the case may be, shall supply information in the application, with respect to the following matters, namely:-

- (a) that having regard to the educational facilities available in the neighbourhood there is a genuine need of a new college in that particular locality or for adding the new subject/Faculty/post-graduate class.
- (b) that the qualification and adequacy of the teaching staff and the conditions governing their employment shall be according to the provisions made by the University from time to time;

Provided that every college except a college of Law shall have a full time salaried Principal, at least one full time salaried Lecturer in each subject and in case it teaches Commerce atleast three such Lecturers in case of the Faculty of Commerce.

- (c) that the financial resources of the College are such as to make due provision for its continued maintenance and efficient working;
- (d) that no student has been or shall be admitted to the College until the admission prayed for has been granted;
- (e) that the buildings in which the College is to be located has a sufficient number of class-rooms, that the floor space and cubic space of class

rooms is suitable and sufficient and that the buildings are otherwise properly located and where the building is not owned by the Foundation Society/Founder, it /he is prepared to make an annual contribution as required by the Statutes till the College has its own building adequate for its purposes.

Provided that such contribution shall not be required in case of a College maintained by Government;

- (f) that adequate provision is made/shall be made for its Library and reading room;
- (g) that suitable provision shall be made for the general supervision and Physical Welfare of the students under a duly qualified Physical Instructor on the staff of the College;
- (h) that, if admission is ought in any branch of experimental science or a subject which requires laboratory instructions :-
 - (i) arrangements have been or shall be made, for which the college has necessary funds at its disposal, for imparting instruction in that branch of science or subject in a properly equipped laboratory and where necessary, a museum; and
 - (ii) the gas and water supply, the apparatus and the chemicals, and the design and general fittings of the laboratories, lecture-rooms and museums shall conform to such requirements as may be prescribed from time to time.
- (i) that the College, if not maintained by the Government has sufficient funds to deposit as Endowment Fund and the Foundation Society/Founder is prepared to pledge the same with the University in such manner as may be decided by the Executive Council as a condition precedent to the grant of admission and to authorise the University to utilise the amount at its discretion for payment of the caution money and the salaries of the staff of the College, if such salaries fall into arrears for a period of more than three months
- (j) that the fees, if any, payable by the students, shall be fixed in accordance

with rates prescribed by the University.

Provided that all fees, by whatever name called, paid by the students shall be accounted for in the books of account of the college and shall form part of the receipts of the college.

- (k) that the rules regarding payment of fees by students in the College shall not be framed with a view to attract students away from an existing institution in the same neighbourhood.

4. (1) Where a College has been given admission for a limited period and desires to apply for extension of admission for further period or permanently, the authorised officer or the Chairman of the Governing Body constituted in accordance with the Statute shall apply in the form prescribed for the purpose and so far as may be necessary supply:-

- (i) full factual information pertaining to the compliance of all the points, the assurances, and undertakings mentioned in paragraphs 2 and 3;

- (ii) full factual information about compliance of any conditions, laid down by the Executive Council at the time of giving admission for a limited period; and

- (iii) such other information as the Executive Council may call for.

- (2) A College shall not be eligible for permanent affiliation unless it has its own building adequate for its purposes, a suitable library and adequately equipped laboratory, if necessary for imparting instructions in any subject.

- (3) The application shall be made to the Registrar on or before the 31st December of the year preceding the academic year from which the extension is sought and shall be accompanied by a fee of Rs.350/- which shall not be refunded.

5. The application received under paragraph 1 or 4 of this Statute shall be submitted to the Registrar. He shall refer the application to the Standing Committee of the Academic Council for appointing a Committee of Inspection consisting of not more than 3 persons and for specifying the date on /or before which the report of the Committee shall be made. On receipt of the

report of the Inspection Committee, the Academic Council shall make appropriate recommendations to the Executive Council for the acceptance or rejection of the application.

Provided that where the Academic Council is not likely to meet early, the Standing Committee of the Academic Council may make recommendations to the Executive Council and such recommendation shall be reported to the Academic Council at its meeting immediately following such recommendation by the Standing Committee.

6. (1) After considering the report of the Committee of Inspection and the recommendation of the Academic Council/Standing Committee and making such further enquiry as it deems fit the Executive Council may either:-
 - (a) Communicate to the M.P. Uchcha Shiksha Anudan Ayog that it proposes to grant the application or any part thereof permanently or for a limited period and request the Ayog to accord its approval to the proposal; or
 - (b) reject the application, mentioning reasons therefor.
- (2) Where the Executive Council proposes to grant the application or any part thereof it shall specify:-
 - (a) The course or courses of instructions in which and the standard upto which the College is to be admitted to the privileges of the University; and
 - (b) The conditions, if any, which the Executive Council considers proper to impose and the time and manner of fulfilment of such conditions
- (3) If the Madhya Pradesh Uchcha Shiksha Anudan Ayog approves the proposal of the Executive Council, the Executive Council may grant the application or any part thereof subject to the conditions proposed by it and any other condition suggested by the Ayog.
- (4) The orders passed under the clause (b) of sub para (1) or sub para(3) shall be communicated to the applicant by the Registrar.

Withdrawal of privileges granted to a college

- 7 (1) Whenever as a result of a prejudicial report or otherwise, the Executive Council considers it necessary to initiate action for the withdrawal of all or any of the privileges granted to a College, the Executive Council shall issue a notice to the Governing Body or the Government as the case may be apprising the said body of the intention of the Executive Council and requiring the said body to show cause why action as intended should not be taken.

Provided that where a college is admitted to the privileges of the University for a definite period and the admission is not extended for a further period, it shall not amount to withdrawal of privileges.

- (2) The notice under sub para (1) shall state:-
- (a) The reasons for which the intended action is contemplated; and
- (b) The period within which the reply to the show cause notice must reach the Registrar of the University.
- (3) The Executive Council, for reasons considered sufficient by it may extend the period for reply from time to time but the total period shall not exceed three months.
- (4) On receipt of reply to the show cause notice within the period allowed to the College under sub-paras (2) and (3), the Executive Council may consider the matter in the light of the reply and representations made, if any, by the College concerned and if no such reply is received, it may consider the matter on the expiry of the said period, and may after consulting the Academic Council/Standing Committee of the Academic Council make such order as may appear to it proper including the withdrawal of all or any of the privileges granted to the College.
- (5) Where a resolution withdrawing wholly or partially the privileges granted to a College is passed by the Executive Council, a copy of the same shall be sent to the Government /Chairman of the Governing body of the College concerned who may make an appeal to the M.P.Uchcha Shiksha Anudan Ayog against such resolution and the decision of the Ayog in such appeal shall be final.

Conditions governing continuance of admission to privileges of the University.

8. (1) Every College admitted to the privileges of the University shall, during all the time it continues to enjoy such privileges comply with all the provisions of the Adhiniyam the Statutes, the Ordinances, the Regulations, and any orders, directions given or resolutions passed by the Executive Council or Academic Council in so far as they apply to such College.
- (2) Without prejudice to the generality of the provision contained in sub para(1) the College shall in particular comply with following provisions namely:-
- (a) All conditions imposed at the time of granting admission shall be duly fulfilled with proper expeditions;
 - (b) It shall not suspend any course of instruction in respect of which it is admitted to the privileges of the University without giving 6 months prior notice to the University ;
 - (c) The Governing body required to be constituted under the statutes shall be constituted within 3 months from the date of admission and all matters assigned to it by the statutes shall be administered by it ;
 - (d) Any transference of management shall be reported to the University forthwith;
 - (e) The qualification and adequacy of the teaching and the conditions governing their recruitment and term of employment shall be strictly according to the provisions of this statute;
 - (f) All charges in the teaching staff shall be reported to the University within one month of their taking place;
 - (g) No lecture shall be delivered to more than 60 students at a time unless the Academic Council considering the size, structure, seating arrangements, acoustic properties of each lectureroom, and arrangements for tutorials permits a larger number of students not exceeding 80;
 - (h) The maximum number of students in a batch for laboratory work

under one teacher shall not exceed 25;

- (i) Every vacancy in the teaching staff of the College that remains unfilled for a period of more than one month shall be reported to the University together with a statement of reasons therefor;
 - (j) It shall maintain records and registers in accordance with directions issued by the University from time to time;
 - (k) It shall submit such annual and periodical returns and other information, in such form and in such manner as may be required to be submitted by any authority or officer of the University.
- 3 (i) Every College and Institution admitted to the privileges of the University shall pay to the University each year by the 31st July an annual affiliation fee at the rates mentioned below:
- (a) Rs.750/- * per Faculty for the Bachelor's degree in the Faculties of Education, Physical Education, Medicine, Engineering, Technology;
 - (b) Rs.450/-* per Faculty for the Bachelor's degree in all Faculties other than those included in (a) above.

Where the affiliation of such College or Institutions is also in respect of Master's degree, fee in addition thereto shall be payable at the rate mentioned below -

Rs. 300/-* per subject in any of the Faculties, covered by item (a) and (b) above-

- (ii) If the fee payable under sub para (3) (i) is not paid by the date specified therein, the affiliation of the College or Institution, may be withdrawn;

Provided that the Kulapati may permit the requisite fee to be paid together with an additional amount equal to 25% of the requisite fee within a period of three months from the date mentioned in sub para (3) (i) In case of such disaffiliation, the University may take such necessary steps as are feasible in the interest of the students.

* Amended vide E.C. Res. No. 171 dated 11 & 12.03.89

9. If for any reason, a College is unable to impart instruction for two years in any subject for which it is granted affiliation, such affiliation shall be regarded as having lapsed.
10. (1) The Principal and the teachers in a College admitted to the privileges of the University shall not be appointed on scales of pay lower than those sanctioned by the State Government for the Principals and teachers of corresponding Status in Government Colleges.
(2) A part time teacher in a college shall be paid monthly honorarium of Rs. 300/- if he delivers 12 lectures per week and Rs. 200/- if he delivers atleast eight lectures per week.
11. Accounts; registers, proceedings of meetings, and other records of a College shall be open at all times to inspection by the persons appointed for the purpose or authorised by the Executive Council or the Academic Council to conduct any inspection.
12. Every College shall provide adequate and suitable space for outdoor and indoor games and physical exercises.
13. (1) Every College shall arrange for medical examination of all of its students in the manner prescribed by the Executive Council and for the medical aid of students residing in the hostels of the College.
(2) For the above purposes, the College shall be entitled to levy an annual fee from each student at the rate prescribed by the University.
14. Every College shall, when called upon by the Registrar to do so, make available its College building, laboratories, furniture, equipment and staff for the conduct of University examinations.
15. The Executive Council may, in consultation with the Academic Council require any College, either permanently or for a specified period, to participate in a system of centralised admission by the University or to restrict the number of students in any class or subject, or require the teaching in a College to be confined only to some particular branch. Any such direction or order of the Executive Council shall be given effect to from the beginning of the ensuing academic year after the direction or order is received.

S T A T U T E N O. 28

COLLEGE CODE

Part - I Definitions and applicability :

1. In this Statute unless there is anything repugnant in the subject or context

** (a) "College " means an educational institution admitted to the privileges of the University. It may be :-

(i) Government College- a College maintained by the State government or a Municipal Corporation/ Council.

(ii) "Grantee College"- a College receiving maintenance grant from State Government or Madhya Pradesh Uchcha Shiksha Anudan Ayog.

(iii) "Non-Grantee College"- a College not receiving the regular maintenance grant from State Government or Madhya Pradesh Uchcha Shiksha Anudan Ayog.

(iv) "Autonomous College"- a College so designated by the University as per provisions of Statute of M.P.Vishwavidyalaya Adhiniyam.

(b) "Foundation Society" means a body of persons, registered or incorporated under any law for registration or Statutory incorporation, which founds and maintains an educational institution admitted to or seeking admission to the privileges of the University and where the Governing Body of the Society is superceded under Section 33 of the Madhya Pradesh Society Registrikaran Adhiniyam 1973, the person or persons appointed by the State Government to manage the affairs of the Society. In case of educational institutions maintained and run by Local Bodies the Foundation Society shall be the Council of the Local Body and in case the Local Body is superceded the person who acts for the Body.

(c) "Governing Body" means the Governing body constituted in accordance with the provisions of this Statute.

** Amended as per the decision of E.C. dated 27.7.91 at item No. 5

(d) "Teachers" means members of the teaching staff of a college and includes the Principal.

(e) "President of the Foundation Society" means a person who is duly elected as its President (by whatever name called) by the Foundation Society and is the Executive head thereof and where the Society is superceded under Section 33 of the M.P. Society Registrikaran Adhiniyam 1973 the person or the head of the body of persons appointed by the State Government to manage the affairs of the Society.

** (f) "Donor" means an individual, firm, association, chartiable trust or any other institution other than the Foundatioin Society giving a donation of not less than fifty thousand rupees in cash or immovable property for the use of the college.

Provided that if the donation is given by any firm, association, trust or institution, the representative nominated by such donor from time to time shall be the donor for the purpose of this college.

*2. The college code shall apply to all colleges admitted to the privileges of the University except in the colleges maintained or managed by the State Government or a Municipal Corporation or the University.

Part II- The Foundation Society;

3. (1) The Foundation Society of a college shall be responsible for providing the necessary funds for the maintenance and upkeep of the college upto standard required by the University.

** (2) No employee of the college including an honorary or parttime who is paid an honorarium shall be an office bearer or member of the Foundation Society.

(3)**(i) The Foundation Society of every college shall deposit Endowment Fund in accordance with the scale given below with the University in the form of Fixed Deposit Receipts in the joint names of the Registrar and the College ;

* Amended as per decision of the Coord Com item no. 10 dated 27-9-75 and approved by the E.C. Res. no. 45 dated 24-11-79.

** Amended as per decision of E.C. dated 27-7-91 at item no. 5, 6 & 7.

- (a) If the college has only one Faculty at the undergraduate level
Rs. 50,000/-
- (b) For every additional Faculty at the undergraduate level
Rs. 30,000/-
- (c) For each Faculty at the post-graduate level
Rs. 20,000/-
- ** (ii) Where the college does not have its own building which is considered satisfactory for its purposes by the University the Foundation Society shall make an annual contribution of an amount not less than Rs 15,000/- towards a Building Fund to be maintained with the University in the name of the college till the college constructs or acquires permanently a building adequate for its purposes.
- (iii) The deposit for creating the Endowment Fund or the contribution towards the Building Fund shall not be made from the receipts of the college in the form of fees from students or grants received by the college or from loans from the staff of the college.
- (4) (i) The income from the Endowment Fund shall be made available to the college for its use;
- (ii) When the salary due to the teachers is not paid for three months, the University may permit the use of the Endowment Fund and require the Foundation Society to deposit back the amount drawn therefrom.
- (iii) In the event of the closure of the college or in the event of being taken over by the Government the caution money and the salary due to the employees (including teachers) of the college shall be the first charge on the Endowment Fund.
- (iv) On a request from the Governing Body the amount in the Building Fund will be released to the Governing Body for the construction of the college building or purchase of a building for the college.
- (5) The Foundation Society shall carry out all directions of the University and shall maintain and run the college in accordance with M.P. Vishwavidyalaya

** Amended as per the decision of E.C. dated 27.7.91 at item no. 7.

Adhiniyam and the Statutes, Ordinances and Regulations made thereunder

Provided that the Foundation Society of the Grantee College shall maintain and run the College in accordance with the Madhya Pradesh Ashasakiya Shikshan Sanstha (Adhyapakon tatha Anya Karmachariyon ke Vetan Ka Sandaya) Adhiniyam, 1978 and the rules framed thereunder.

Provided also that the Autonomous College shall function in accordance with the statute of this Adhiniyam formulated for the purpose.

- (6) (i) If the Executive Council after giving reasonable opportunity to the Foundation Society to state its case is satisfied that the Foundation Society has failed to meet all or any of its obligations as laid down in the code, it may take any of the following actions ;
 - (a) Withdrawal of the right to have its appointees other than the chairman of the Governing Body on the Governing Body of the college.
 - (b) Withdrawal of the powers vested in the Foundation Society by this statute.
 - (ii) Where any action is taken by the Executive Council under the foregoing clause the Foundation Society may appeal to the M.P. Uchcha Shiksha Anudan Ayog against the decision of the Executive Council. The decision of the Ayog in the matter shall be final.
4. (1) The Foundation Society shall have the following powers, namely :-
- (a) to appoint the first Principal and other members of the teaching staff of the college in accordance with the provisions of this Code till the Governing Body is constituted or till the expiry of the period of ninety days from the date on which the college is first admitted to the privileges of the University which ever is earlier.
 - ^{**} (b) to sanction on the recommendation of the Governing Body the opening of a new department of studies or the creation of new teaching posts as involve additional financial obligation on the Foundation Society , subject to approval of the Ayog in case of Non-grantee colleges and Executive Council in case of Non-grantee colleges.

^{**} Amended as per the decision of E.C. dated 27.7.91 at item no. 8 & 9.

Provided that where the Foundation Society does not take a decision on the proposal made by the Governing Body within a period of sixty days from the date on which the Governing Body submits its proposal the Foundation Society shall be deemed to have concurred in the proposal.

- ** (c) to sanction items of new expenditure exceeding Rs. 25,000/- in the case of non-recurring expenditure and exceeding Rs.10,000/- in the case of recurring expenditure which involve additional financial obligation on the Foundation Society.
- (d) to consider and pass resolutions on the Annual Estimates of Income and Expenditure and the Audit Report of the College and forward them to the Governing Body for its consideration.

Provided that if the Foundation Society does not communicate to the Governing Body its observations on the Annual estimates of Income and Expenditure of the college within sixty days of its submission by the Governing Body it will be presumed that the Foundation Society has no observations to make on the Annual Estimate and the Governing Body may proceed to consider and approve the Annual Estimate with or without reductions.

- (e) to appoint the Auditors of the college from out of a panel of names approved by the Registrar of Firms and Societies;
- (f) to call for information regarding the functioning of the college from the Governing body and to suggest to the Governing Body measures for the improvement and development of the college;

provided that the Foundation Society shall not interfere with the day-to-day administration of the college.

- (2) In case of any difference of opinion between the Foundation Society and the Governing Body any of them may refer the matter to the Executive Council whose decision shall be binding.

5. In case the college is maintained and run by an individual the obligations and powers of the Foundation Society shall vest in such individual.

** Amended as per the decision of E.C. dated 27.7.91 at item no. 8 & 9.

Part III - Governing Body :

6. (1) There shall be a Governing Body for the management of the college
It shall consist of :-

- (a) The Chairman of the Governing Body appointed by the Foundation Society from amongst its members or by the individual maintaining the college.
- (b) Two persons appointed by the Foundation Society from amongst its members or by the individual maintaining the college.
- (c) Two representatives of the University other than members of the Foundation Society of the college nominated by the Executive Council atleast one of whom shall be from amongst the teachers of the University as far as possible working in institutions not located in the same town as the college.
- (d) One representative of the donors of the college to be elected by the donors.
- ** (e) One nominee of M.P.Uchcha Shiksha Anudan Ayog from amongst the senior teachers not below the rank of College Professors working within the jurisdiction of the University (excluding the concerned College)
- (f) Two representatives elected by the teachers of the college who have completed two years of service other than the Principal from amongst themselves in such manner as may be prescribed by the College Council.

Provided that the restriction regarding two years of service shall not apply for the first three years of the existence of a college.

- (g) The Principal of the College-Ex-Officio Member Secretary.

Provided that the following shall not be eligible to be a member of the Governing Body under clauses (a) to (e) above.

** Amended as per the decision of E.C. dated 27.7.91 at item no. 10 & 11

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- (i) a person who is related to any member of the staff of the college.
 - (ii) a person having pecuniary interest in the affairs of the college and
 - (iii) an employee of the college.
- (2) (i) The Chairman and member of the Governing Body other than Ex-Officio member shall hold office for a period of two years.

Provided that the Chairman and members appointed by the Foundation society before the supercession of its Governing Body of the Society and their places shall be filled by the appointees of the person/persons appointed by the State Government to manage the affairs of the society.

- (ii) The Ex-Officio member shall forthwith cease to be a member of the Governing Body if he ceases to hold the office by virtue of which he has become a member.
- (iii) An office bearer or member of the Governing Body may resign from the Governing Body through a letter of resignation addressed to the Secretary of the Governing Body and the resignation shall take effect as soon as the letter is received by the Secretary. The Secretary of Governing Body shall take steps to fill all vacancies as they occur.
- (iv) When a vacancy occurs in the office of a member other than an Ex-officio member, before the expiry of his term, the vacancy shall be filled, as soon as may be, by the election, nomination or appointment as the case may be of a member who shall hold office so long as the member in whose place he has been elected, nominated or appointed, would have held it if the vacancy had not occurred
- (v) Every change in the office-bearers or membership of the Governing Body of a college shall be reported immediately to the University by the Secretary.

7. (1) The Governing Body shall meet at least thrice a year. Five members of the Governing Body shall form a quorum. No quorum shall be necessary for an

adjourned meeting. If the quorum is not persented within thirty minutes of the time given in the notice no meeting shall be held.

- (2) Meeting of the Governing Body shall be convened by the Secretary in consultation with the Chairman. In case the Secretary does not call a meeting when directed by the Chairman to do so, the Chairman may call the meeting.
- (3) (a) The Secretary shall give atleast ten days notice of an ordinary meeting of theGoverning Body.
- b) An emergent meeting of the Governing Body can be convened on three clear days notice.
- (c) On a requisition signed by not less than four members specifying the business to be transacted, a special meeting of the Governing Body shall be convened within twenty days of the receipt of such requisition. Atleast ten days notice of a special meeting shall be given.
- (d) The agenda of every meeting shall be sent with the notice to the members. Proposals from any member received by the Secretary before the issue of notice shall be included in the agenda. The agenda of a special meeting shall include only the business indicated in the requisition.
- (e) No business other than that included in the agenda shall be transacted at a meeting except with the consent of the Chairman and unless permission is given to introduce it by the majority of the members present.
- (4) The Chairman shall, when present, preside at meeting of the Governing Body. In the absence of the Chairman from any meeting the members present shall elect one of the members other than a teacher to preside at the meeting. Except as provided otherwise all acts of the Governing Body and all questions coming or arising at its meeting shall be done and decided by the majority of such members there of as are present and vote at the meeting.
- (5) The minutes of every meeting of the Governing Body shall be drawn up by the Secretary and after approval by the Chairman circulated among the members within fifteen days of the meeting
- (6) It shall be the duty of the representatives of the University on the Governing Body to report to the Kulapati decisions affecting adversely the smooth working

of the college and violation, if any, of the Statutes, Ordinances, Regulations or instructions of the University.

- (7) No act or proceeding of the Governing Body shall be invalid merely by reason of any vacancy in its membership or any defect of irregularity in the appointment, nomination or election of a member.
- (8) (1) The Governing Body shall be responsible for the general administration of the college including :-
- (a) Management and regulation of the finances, accounts, investments, property and other assets of the college.

Provided that no property of the college shall be disposed of without the approval of the Foundation Society and the Foundation Society, on its part shall not withdraw or dispose of any property or asset used by the college or managed by the Governing Body without the consent of the Governing Body.

- (b) adoption with or without modification of the budget submitted by the Principal of the college after considering the observations if any, of the Foundation Society.
- (c) the institution and obligation of new department of Studies or new teaching and non-teaching posts in the college.

Provided that if the institution or a new department or a new teaching post involves additional financial obligation on the Foundation Society, exercise of this power shall be subject to the provisions of paragraph 4 of the code.

Provided also that no Teaching Department or teaching post shall be abolished without the prior approval of the Executive Council.

- (d) Appointment, promotion, suspension and punishment of the teachers of the college and any other action affecting their services.

** Provided that the Governing Body of "Grantee College " shall

** Amended as per the decision of E.C. dated 27.7.91 at item no. 12.

take these actions in accordance with the provisions of the M.P. Ashasakiya Shikshan Sanstha (Adhyapakon tatha Anya Karmachariyon ke Vetan ka Sandaya) Adhiniyam 1978 and the rules framed thereunder.

** Provided also that the services of a teacher of non-grantee college other than the one appointed in a leave vacancy, temporarily for a specified period shall not be terminated for any reason whatsoever without the prior approval of the Executive Council.

** Provided further that the power of appointment shall be subject to the provision of section 4(1) (a) of this statute.

- (e) Maintenance of the College upto the academic standard required by the University and compliance by the college of the M.P. Vishwavidyalaya Adhiniyam ; Statutes, Ordinances, Regulations and directions issued by the University from time to time.

- (2) In the matter of the management of the college, the Governing Body shall be the final authority bound by Statutes, Ordinances, Regulations and directions of the University and such rules as are framed by the Governing Body and which are not inconsistent with the Adhiniyam, the Statutes, Ordinances and Regulations of the University.

9. The Governing Body shall submit to the Foundation Society ;

- (i) Not later than the 31st July of each year a Statement of Annual Accounts of the college for the financial year immediately preceding together with the audit report by an auditor appointed by the Foundation Society and annual report on the work and progress of the college for the academic year ending 30th June immediately preceding.
- (ii) Not later than the 31st September each year the budget estimates of the college for the following financial year.
- ** (iii) Proposals for such items of new expenditure exceeding Rs.25,000/- in the case non-recurring expenditure and exceeding Rs.10,000/- in the case of recurring expenditure which involve additional financial obligation on the Foundation Society.

** Amended as per the decision of E.C. dated 27.7.91 at item no. 13 & 14.

10. The Governing Body may make rules consistent with the provisions of the Adhiniyam, Statutes, Ordinances, with regard to :

(a) the procedure to be observed at its meetings.

Provided that no decision affecting the service conditions of teachers shall be taken at a meeting of the Governing Body in which atleast one teacher representative and one University representative are not present.

(b) the management of the college; and

(c) the manner in which its decisions shall be given effect to.

11. The Governing Body shall exercise all powers not otherwise provided for in this code and not inconsistent with the provisions of the Adhiniyam, Statutes and Ordinances.

- **12. The T.A. and D.A. of nominee of the University or the State Government or M.P. Uchcha Shiksha Anudan Ayog attending a meeting of the Governing Body or Selection Committee or any other body or Committee constituted for the college shall be paid by the college at the rates admissible to a member of the authorities of the University as per the provisions made under this Adhiniyam for the purpose.

13. (1) The Governing Body shall be constituted in accordance with provisions of this Statute within a period of ninety days from the date of admission of the college to the privileges of the University.

(2) The Governing Body in existence on the date immediately preceding the date of enforcement of this Statute shall continue to function till the new Governing Body is constituted in accordance with the provisions of the Statute but such period shall not extend beyond a period of ninety days from the date of enforcement of this Statute.

Provided that if, for any reason the Governing Body is not constituted in accordance with the provisions of this Statute within the aforesaid

** Amended as per the decision of E.C. dated 27.7.91 at item No.13 & 14.

period, the Executive Council may extend the period by a further period not exceeding sixty days.

Part IV - The College Council :

14. (1) There shall be for each college a college council consisting of the Principal and all teachers of the college. The Principal and the Vice-Principal, if any, of the college shall respectively be the ex-officio President and Vice-President of the council.
- (2) The Secretary shall be elected by the Council from amongst its members. He shall hold office for one year, but not more than two consecutive terms. He shall convene meetings of the College Council under the directions of the Principal.
- (3) The Council shall meet atleast thrice during the academic year. It shall perform the following duties namely :-
 - (a) to discuss the progress of studies in the college.
 - (b) to bring to the notice of the Governing Body the needs of the students and teachers ;
 - (c) to make recommendations to the Principal or the Governing Body for improvement of the academic efficiency of the college;
 - (d) to advice the Principal on such matters relating to the internal management of the college and discipline of its students as may be referred to it from time to time;
 - (e) to advice and assist the Principal in the preparation of the timetable, allocation of teaching work and for the organisation of the extracurricular activites of the college;
 - (f) to consider and to bring to the notice of theGoverning Body matters affecting the interests, rights and privileges of the teachers as a class.

Part V - The Powers and Duties of the Principal:

15. (1) The Principal shall be the Chief Executive Officer and the academic head of the college and he shall participate in the teaching work of the college.

(2) Subject to the general control of the Governing Body the Principal shall be responsible for :-

- (a) the administration of the college generally as an institution admitted to the privileges of the University;
- (b) the management of the college library and hostels ;
- (c) maintenance of the accounts, receipts and expenditure of the college;
- (d) correspondence of the college and custody of the records of the college;
- (e) administration of the amalgamated fund;
- (f) execution of the decision of the Governing Body .

(3) The Principal shall have the following powers namely :-

- (a) to admit students to the college;
- (b) to assign duties in respect of teaching, administrative work and extra-curricular activities to the teaching and other staff of the college and see to the proper performance thereof;
- (c) to appoint, promote, grant leave, suspend and take disciplinary action against the class III and class IV employees of the college;

Provided that where disciplinary action is taken by the Principal, an appeal shall lie with the Governing Body.

- (d) to maintain discipline in the college;

Provided that disciplinary action taken by the Principal against any student shall be final and shall not be liable to be revised by any other authority except where such revision is permitted by the Statutes and Ordinances of the University;

Provided also that in the case of rustication of a student from the college, the college council may review the decision of the Principal;

- (e) to exercise all such other powers as may be conferred on him by the Statutes, Ordinances and Regulations.

Part VI The Teachers of the College:

16. (1) No appointment to any teaching post in the college, including the post of the Principal but excluding part-time appointments, temporary appointments which are not to continue for more than six months and appointments to posts which are to be filled by promotion, shall be made except:
 - (a) after duly and widely advertising the post together with the minimum qualifications therefor and the emoluments of the post and allowing reasonable time within which the applicants may in response to the advertisements, submit their applications;
 - ** (b) On the recommendation of the Selection Committee constituted in accordance with the provisions of paragraph 17 below for the "Non-grantee Colleges" and the Rules framed under M.P. Ashasakiya Shikshan Sanstha (Adhyapakon tatha Karmachariyon Ke vetano ka Sandya) Adhiniyam, 1978 for "Grantee Colleges".
 - (2) No appointment to the post of Principal shall be made except with the prior approval of the Executive Council.
 - ** (3) No person shall be appointed to any teaching post including that of the Principal unless he possesses the minimum qualifications prescribed for the post by the University Grants Commission and approved by the State Government and/or M.P. Uchcha Shiksha Anudan Ayog from time to time.
 - (4) Every change in the teaching staff of the college shall be immediately reported to the University by the Principal.
17. ** (1) The Selection Committee for the teachers, principals and non-teaching employees for "Grantee Colleges" shall be as provided in the Rules framed under M.P. Ashashkiya Shikshan Sanstha (Adhyapakon tatha Anya Karmachariyon Ke Vetano Ka Sandaya) Adhiniyam, 1978.
 - ** (2) Selection Committee for teachers, principals and non-teaching employees for "non-grantee colleges" shall be:

(a) For teachers:

- (i) Kulapati or his nominee not below the rank of University Professor.
— Chairman
- (ii) Chairman of the Governing Body or his nominee from amongst its members who are not teachers of the college. — Member
- (iii) Two experts of the subject Concerned nominated by the Kulapati.
— Members
- (iv) Principal of the College. — Member

(b) For Principals:

- (i) Kulapati or his nominee not below the rank of Univeresity Professor.
— Chairman
- (ii) Chairman of the Governing Body or his nominee from amongst its members who are not teachers. — Member
- (iii) One educationist nominated by the Executive council. — Member
- (iv) Coordinator / Dean / Director College Development Council or in his absence one of the Deans of Faculties in which instructions are imparted in the College nominated by Kulapati. — Member
- (v) Principal of the College —Member Secretary

(C) For Non-teaching posts:

- (i) Nominee of Kulapati — Chairman
- (ii) Chairman, Governing Body or his nominee, from amongst its members who are not teachers : — Member
- (iii) Registrar or his nominee not below the rank of DeputyRegistrar.
— Member
- (iv) Principal of the College. — Member - Secretary

** Amended as per the decision of E.C. dated 27.7.91 at item No.15, 16 & 17.

In no case the Committee constituted under 17(2)(a) shall transact business at a meeting unless Chairman, atleast one subject expert and two other members are present. In case of the Committee constituted under 17(2)(b) and 17(2)(c) no business shall be transacted at a meeting of the Committee unless the Chairman and three members are present.

- (3) The Committee shall, having regard to the nature of duties of post, select candidates as per rules and shall prepare a panel of such candidates in order of merit.
 - (4) The Panel and the recommended order of merit should have the full concurrence of atleast one expert.
 - (5) The panel prepared under sub-section (3) shall contain the names of the candidates having atleast two names more than the number of posts proposed to be filled up.
 - (6) The panel drawn under sub section (3) shall be submitted to the Governing Body.
 - (7) The Governing Body shall make the appointment to the posts of teachers or other employees in order of merit from the panel prepared under sub-section (3).
18. (1) No person shall be appointed to a full time and salaried teaching post in the college except on the recommendation of the Committee of Selection constituted in accordance with the provisions of this Statute.

Provided that if the appointment to a teaching post is not accepted to continue for more than six months and can not be delayed without detriment to the interests of the institution, the Governing Body may make such appointment without obtaining the recommendation of the Committee of Selection but the person so appointed shall not be retained on the same post for a period exceeding six months or appointed to another post in the service of the college except on the recommendation of the committee of selection.

- (2) Appointments to part-time teaching posts may be made by the Foundation Society or the Governing Body as the case may be on the recommendation of the Principal from amongst persons who possess the minimum qualifications prescribed for a lecturer.

Provided that where a part-time Principal of a Law College is to be appointed; the appointee shall possess the minimum qualifications prescribed for a Principal and his appointment shall be made with the prior approval of the Executive Council.

19. The appointment of every teacher made prior to the coming into force of this Statute in accordance with the Statutes and Ordinances in force at the time the appointment was made shall be deemed to be validly made.
20. (1) (i) The Principal and the other members of the teaching staff except those appointed in leave vacancies on part-time basis or on temporary basis shall be appointed initially on probation for one year. The period of probation shall not be extended by more than one year so that the total period of probation does not exceed two years;
- (ii) Where an appointment is made on temporary basis, whether in a leave vacancy or otherwise, the reasons for such temporary appointment shall be communicated by the Principal to the University.
- (2) Unless the work of the probationer is found to be unsatisfactory and he is informed by the Governing Body at least one month before the expiry of the period of probation of its intention not to continue him in service, the probationer shall be deemed to have been confirmed in his appointment on the expiry of the period of probation.
- (3) (i) Every teacher other than one appointed on part-time or temporary basis, shall be appointed on written contract in the form prescribed in the Appendix stating therein the post to which he is appointed, the initial salary and the scale of pay and other conditions of service. A copy of the contract shall be given to the teacher and a copy shall be lodged with the University;
- (ii) It shall be the duty of Governing Body to get such contract executed within a period of one month from the date on which the appointee joins the post.

Provided that Governing Body shall get the contract executed :-

- (a) Within a period of one month from the date on which the Governing Body starts functioning in case of appointments made by the Foundation Society;
 - (b) Within a period of two months from the date on which this Statute comes into force in the case of all appointments made prior to such date.
 - (iii) In case of any conflict between the contract in the form prescribed in the Appendix and any other contract between a teacher and the college or its Governing Body, the terms and conditions laid down in the contract as in the Appendix shall be deemed to apply.
21. The posts of Professors shall ordinarily be filled by promotion from amongst the qualified teachers in the college on the basis of seniority-cum-merit.
- Provided when no teacher of the college in the immediately lower cadre from which promotion is to be made possesses the requisite qualification, the post of Assistant Professor or Professor may be filled by direct recruitment on the recommendation of the Selection Committee.
- * Provided that all the posts in Technical Colleges which are imparting instruction in the Faculty of Engg. shall be filled by direct recruitment on the recommendation of the Selection Committee.
22. (1) The scales of pay for different categories of teachers in the college including the Principal shall be such as are prescribed from time to time by the State Government for similar categories in Government colleges.
- ** (2) A part-time Principal and teacher shall be paid honoarrium at the rates prescribed by the State Government/M.P.Uchcha shiksha Anudan Ayog from time to time.

* Amended as per Coord.Com. Aug.8,1979 and approved by the E.C.dt.20.9.79

**Amended as per the decision of E.C. dated 27.7.91 at item no. 18.

- (3) Salary of every teacher shall be paid by a cheque drawn in his favour latest by the 5th of the month following the month to which the salary relates.
- (4) The Governing Body or the Foundation Society shall not require or accept any donation or loan from the employees including the teachers of the colleges.
- (5) Every teacher other than the part-time teacher shall be entitled to annual increment in the prescribed pay-scale on the due date as a matter of course unless it is withheld after due enquiry

23. In calculating the period of service of a teacher of the college for any purpose, including the application of time scale, service shall be counted from the date of the first appointment, if there be no break of service during the period preceding the substantive appointment. Short breaks of service not exceeding 7 days shall be counted as period spent on duty.

24. A temporary teacher who has been in the service of a college for a full academic year, shall be entitled to full pay for the ensuing vacation. If such teacher is in the service of a college for less than a full academic year but for more than three months he shall be entitled to salary for the ensuing vacation in the same proportion as the period of his service bears to the total period in the academic year.

Provided that such teacher shall not be entitled to any pay for the summer vacation where such teacher is officiating in place of another teacher on leave entitled to draw pay for the said vacation.

- 25. (1) Every teacher including the Principal shall at all times maintain absolute integrity and devotion to duty and shall do nothing which is unbecoming of a teacher.
- (2) No member of the teaching staff except a part time teacher of a college shall apply for any post under any other authority except through the Principal and in the case of the Principal through the Chairman of the Governing Body.
- (3) A teacher other than a part-time teacher shall be a whole time employee of the college and shall not without the previous approval of the Governing Body, engage himself in private tuition or in any trade or business

or take up any occupation or work (other than as an examiner or author of books) which is likely to interfere with the duties of his appointment.

- (4) No teacher shall except with the prior written sanction of the Governing Body participate in the editing or management of any newspaper other than learned journals.

Provided that part -time teachers of journalism shall be exempted from the operation of this sub-paragraph.

- (5) (a) A teacher shall obey all lawful directions of the Principal and the Governing Body of the college. He shall in addition to the ordinary duties as a teacher perform such other duties as may be entrusted to him by the Principal in connection with the co-curricular and extra-curricular activities in the college or duties in connection with examinations, administration and the keeping of discipline in the college.
- (b) No teacher shall be required to teach for more than twelve periods in a week.

Provided that no part time teacher shall be required to teach for more than twelve periods in a week.

- (6) (i) No teacher shall act in a manner prejudicial to the interests of the college or associate himself with any activity, which in the opinion of the Governing Body might affect adversely the interests of the college.
- (ii) No teacher shall be a member of or be otherwise associated with any political party or any organisation which takes part in politics nor shall he take part in aid of or assist in any other manner any political movement or activity nor shall he canvass or otherwise interfere in or use his influence in connection with or take part in any legislature or local authority.

Provided that :-

- (a) an employee qualified to vote at such election may exercise his right to vote but where he does so, he shall not give any indication of the manner in which he proposes to vote or has voted;

(b) the employee shall not be deemed to have contravened the provisions of this paragraph by reason only that he assists in the conduct of an election in the due performance of duty imposed on him by or under any law for the time being in force.

(7) All teachers shall be governed by the rules of conduct if any framed by the Governing Body in conformity with the Adhiniyam, the Statutes, Ordinances and Regulations of the University.

(8) Any infringement of the provisions of the college code shall be regarded as subversive of good discipline and would amount to misconduct and may well justify the initiation of disciplinary action against such teacher

*26. A permanent teacher shall be entitled to be in the service of the college until he completes the age of sixty.

No extension after the age of sixty shall be granted.

Provided that where the date of retirement of a teacher falls due during the course of the academic session the Governing Body shall allow the teacher to continue till the end of the academic year.

27. A teacher in temporary service cannot discontinue his service in the college without giving one month's notice or one month's salary in lieu thereof. The Governing Body shall similarly give by calendar one month's notice or one month's salary in lieu thereof to a temporary employee when terminating his service.

Provided that no notice shall be necessary where the service of a temporary teacher is discontinued or terminated at the end of the fixed term for which he is appointed.

28. The service of a teacher who is appointed on probation can be terminated during or at the end of the period of probation if his work is not found to be satisfactory by communicating to the teacher the intention of the Governing Body not to continue him and giving him one calendar month's notice in writing or by

* Amended as E.C. Res No. 45 dated 8.9.79.

paying his one month's salary in lieu of the notice. Such notice shall not include the summer vacation or any part thereof and the teacher if he has been in service for more than three months during the academic session shall be entitled to salary for the ensuing summer vacation in the same proportion as the period of service bears to the total period in the academic session. The teacher may, likewise terminate his appointment before the expiry of the period of probation by giving one calendar month's notice in writing to the Governing Body or paying a sum equal to one month's salary in lieu of the notice.

29. (1) The service of a teacher (other than one appointed on temporary or part-time basis or on probation) shall not be terminated after confirmation except on the following grounds and without the approval of the Executive Council.
- (i) Misconduct including wilful neglect of duty.
 - (ii) a Breach of the terms of the contract.
 - (iii) Physical or mental unfitness.
 - (iv) Incompetence provided that the plea of incompetence shall not be used against a teacher after two years of his confirmation.
 - (v) Abolition of the post with the prior approval of the Executive Council.

Provided that termination of service on any ground following under (i) or (iv) above shall not be ordered without holding an inquiry in which the teacher is given a statement of charges against him and is afforded reasonable opportunity to defend himself.

Provided also that action to terminate the service of a teacher on the ground of physical or mental unfitness shall not be taken except on the basis of a report of Medical Board to be appointed by the Governing Body.

- (2) Except where the services of a teacher are terminated on the ground of misconduct including neglect of duty or breach of the terms of the contract neither the Governing Body nor the teacher shall terminate the agreement except by giving to the other party three calendar month's notice or by paying to the other party a sum equal to thrice the monthly salary which the teacher concerned is then earning. The period of notice shall not include the summer vacation or any part thereof.

Part VII— Suspension, Penalties and Disciplinary Authority :

****** Note: Existing provisions of section 30- to 32 of the College Code will apply only to Non-grantee colleges.

And in the case of grantee colleges.

- (i) The Madhya Pradesh Ashasakiya Shikshan Sanstha (Adhyapakon Tatha Anya Karmcharyon Ke Nilamban) Niyam 1978.
 - (ii) The Madhya Pradesh Ashasakiya Shikshan Sanstha (Adhyapak Tatha Anya Karmachari) appeal 1978.
 - (iii) Section 6 of Madhya Pradesh Ashasakiya Shikshan Sanstha (Adhyapakon Tatha Anya Karmacharyon Ke Vetano Ka Sandya) Adhiniyam 1978.
30. (1) The appointing authority may by an order place an employee, including a teacher, of the college, under suspension :-
- (a) Where a disciplinary proceeding against him is contemplated or is pending;
- Or.
- (b) Where a case against him in respect of any criminal offence involving moral turpitude is under investigation, inquiry or trial.

N.B. :- In case of teachers the Governing Body and in case of other employees the Principal shall be deemed to be the appointing authority. Relevant provisions of Pension ,General Provident Fund and Gratuity on being approved by the State Government/M.P.Uchcha Shiksha Anudan Ayog shall become applicable to Grantee and Non-Grantee Colleges.

- (2) An employee of the college shall be deemed to have been placed under suspension by an order of the appointing authority :-
 - (a) with effect from the date of his detention ,if he is detained in custody whether on a criminal charge or otherwise for a period exceeding forty eight hours;

****** Amended as per the decision of E.C. dated 27.7.91

- (b) with effect from the date of his conviction, if in the event of a conviction for an offence, he is sentenced to a term of imprisonment exceeding forty eight hours and is not forthwith dismissed or removed or compulsorily retired consequent to such conviction.
 - (3) An order of suspension made or deemed to have been made shall continue to remain in force until it is modified or revoked by the appointing authority, but in cases other than criminal proceeding it shall not operate for more than six months.
 - (4) During the period of suspension, the employee shall be allowed subsistence allowance equal to fifty percent of the emoluments last drawn by him.
 - (5) If the employee is exonerated from the charge or charges are subsequently withdrawn he shall be reinstated in his post and shall be paid full salary for the period of his suspension after deducting the subsistence allowance already paid to him.
31. (1) The appointing authority may, for good and sufficient reasons, impose on an employee of the college (including a teacher) the following penalties :
- (a) Censure
 - (b) Recovery from his pay of the whole or part of any pecuniary loss caused by him to the college by negligence or breach of orders;
 - (c) Withholding of increments of pay;
 - (d) Reduction to lower time scale of pay, grade or post;
 - (e) Compulsory retirement;
 - (f) Removal from service;
 - (g) Dismissal from service which shall ordinarily be a disqualification for future employment in the college.

Besides the above, the penalty or fine not exceeding Rupees Five may be imposed on a Class IV employee of the college for petty carelessness, unpunctuality, idleness or similar misconduct of a minor nature.

- (2) The appointing authority may institute disciplinary proceedings against an employee of the college.
- (3) No order imposing any of the penalties specified in sub paragraph (1) above other than fine shall be made except in accordance with the procedure for imposing penalties on Government servant prescribed by the Madhya Pradesh Government and in force at the time the appointing authority orders an inquiry against the college employee concerned.

Provided that no proposal to reduce in rank or pay a teacher confirmed in the service of the college or to remove or dismiss him from service or to retire him compulsorily shall be deemed to have been passed by the Governing Body unless it is supported by a majority of two thirds of the members present at the meeting of the Governing Body in which it comes up for consideration and where decision is duly taken it shall not be given effect to unless it is approved by the Executive Council.

- * (4) The following lapses would constitute misconduct on the part of a teacher of the college including the Principal.
 - (i) Failure to perform his academic duties such as lectures, demonstration, assessment, guidance invigilation etc.
 - (ii) Gross partiality in assessment of students deliberately over marking, under marking or attempts at victimization on any grounds.
 - (iii) Inciting students against other students, colleagues or administration. This does not interfere with the rights of a teacher to express his differences in principle in seminars or other places where students are present.
 - (iv) Raising questions of cast, creed, religion, race, sex in his relationships with his colleagues and trying to use the above considerations for improvement of his prospects.
 - (v) Refusal to carry out the decisions by the appropriate officer/bodies of the University and / or the Governing Body /Principal of the college.

* Amended as per decisions of the Coordination Committee dated 19.7.76 and approved by the E.C. Res. No. 21 dated 12.3.77

This will not inhibit his right to express his differences with their policies or decisions.

32. (1) Where any penalty is imposed on an employee of the college by the Principal, the employee concerned may prefer an appeal to the Governing Body of the college within thirty days from the date on which a copy of the order appealed against is delivered to the appellant.
- (2) Where any penalty other than reduction in rank or pay or removal or dismissal or compulsory retirement from service is imposed on a teacher, he may prefer an appeal to the Executive Council within thirty days from the date on which a copy of the order appealed against is delivered to the appellant.
- (3) (i) An appeal against an order of the Governing Body imposing on a teacher the penalty of reduction in rank or pay or removal or dismissal or compulsory retirement from service shall lie to a Tribunal consisting of :-
 - (a) A nominee of the Kulapati, other than a member of the Executive Council who will act as the Chairman,
 - (b) The aggrieved teacher's nominee to be named by the appellant in his appeal, and
 - (c) A nominee of the Governing Body.

Provided that an appeal under this sub-paragraph shall be submitted to the Kulapati not later than forty five days from the date on which a copy of the order appealed against is delivered to the appellant.

- (4) The appeal shall, except where provided otherwise, be presented to the authority to whom the appeal lies, a copy being forwarded by the appellant to the authority which made the order appealed against. It shall contain all material statements and arguments on which the appellant relies, shall not contain any disrespectful or improper language and shall be complete in itself.
- (5) The authority which made the order appealed against shall on receipt of a copy of the appeal, forward the same with its comments thereon together with the relevant records to the appellate authority without any avoidable delay and without waiting for the appellate authority.

- (6) (i) The appellate authority may confirm, enhance, reduce or set aside the penalty or remit the case to the authority which imposed the penalty with such directions as it may deem fit in the circumstance of the case.
- (ii) The authority which made the order appealed against shall give effect to the orders passed by the appellate authority.

Part VIII— Provident Fund and leave

33. (1) The Governing Body shall maintain a Provident Fund for the benefit of its employees.
- (2) Every wholtime teacher and employee of the college other than one whose services have been lent to the college by Government or another Institution permanently appointed to a substantive post shall, as a condition of his service become a depositor of the Provident Fund in the college.

N.B. :- A teacher/employee of the college who has held a temporary / probationary appointment followed immediately without break of service by a permanent appointment to a substantive post shall in respect of such temporary/probationary appointment be deemed to have held a permanent appointment for the purpose of the Provident Fund rule, provided that subscription to the Fund shall be optional for the teacher /employee for the period of his temporary/probationary appointment.

** Relevant provisions of Pension, General Provident Fund and Gratuity on being approved by the State Government/ M.P Uchcha Shiksha Anudan Ayog shall become applicable to Grantee and Non-Grantee Colleges.

- (3) The contribution of each depositor to the fund shall be eight percent of the salary of the depositor and the amount so deducted together with an equal amount to be contributed by the college shall be deposited in the saving bank of any Post Office or Scheduled Commercial Bank in a Separate Provident Fund Accounting the joint name of the teacher/employee and the Principal of the college.

Provided that in the case of the account of the Principal, it shall be in the joint name of the Principal and the Chairman of the Governing Body.

Provided also that the depositor may raise at his option, his contribution to the Provident Fund to any amount not exceeding fifteen percent of his monthly salary. Even when the contribution is so raised, the contribution of the college shall be eight percent of the salary of the depositor.

- (4) (i) An employee on leave on full average pay shall continue to subscribe to the Provident Fund during the period of such leave.
- (ii) A teacher/employee under suspension shall not contribute to the Provident Fund during the period of suspension nor shall the contribution of college be due in this case.
- (5) The Governing Body may, under such conditions as may be laid down by it, permit the payment of premia of life assurance policy or policies on the life of the depositor out of his personal contribution to the Provident Fund. The amount to be deposited in the Saving Bank Account of the depositor shall be reduced to the extent of such premia. In all such cases, the life Insurance Policy for which the premia are so paid shall be assigned in favour of the college.

On retirement of the depositor from the service of the college the policy shall be reassigned to him by the college. In case of maturity of the policy during the service of the depositor in the college, the full amount of the policy shall be credited to the Provident Fund account of the depositor. In the event of the death of the depositor during his service in the college, the full amount of the policy shall be paid to the legal successor of the deceased to the Provident Fund.

- (6) When a depositor's service in the college comes to an end by his retirement, resignation or otherwise he shall be entitled to receive the entire amount standing to his credit in the Provident Fund.

Provided that a depositor whose service has been dispensed with for what in the opinion of the Governing Body is gross misconduct or who has been in the service of the college for a continuous period of less than two years from the date from which he was allowed to subscribe to the Provident Fund shall not be entitled to any part of the contribution made by the college or to the interest accrued thereon.

** Amended as per the decision of E.C. dated 27.7.91 at item no. 20

Provided also that in the event of the death of depositor during his service in the college, the entire amount standing to his credit shall be paid to the legal successor of the deceased.

N.B. :- The Provisions of the first proviso shall not be invoked in the case of an employee who is prevented from rendering the minimum two years service by reason of death, disability which in the opinion of the Governing Body prevents him from rendering further service or any scheme of retrenchment affecting such employee.

(7) The Governing Body shall frame rules for temporary advances from the Provident Fund, which shall, inter alia include the following as the legitimate objects for such advance

- (i) To meet expenses in connection with the prolonged illness of the subscriber or a person actually dependent on him;
- (ii) To pay for overseas passage for reason of health or education of the subscriber or any person actually dependent on him;
- (iii) For meeting obligatory expenses, on a scale appropriate to the applicant's status in connection with marriages, funerals and religious ceremonies;
- (iv) To purchase land or building for his residence or for the construction of a residential house.

34 (1) The employees including the teacher of the college shall be entitled to leave in accordance with the leave rules of the Government of Madhya Pradesh in force and as applicable to Government Servants in vacation and non-vacation departments. All posts of teachers other than the Principal shall be vacation posts.

(2) In case of teachers leave other than casual leave shall be sanctioned by the Governing Body. Casual leave in case of the Principal shall be sanctioned by the Chairman of the Governing Body and in case of other teachers by the Principal.

Part IX— Miscellaneous:

35. (1) The college shall have its own Fund and all receipts of the college such as fees, donations, grants, interest on investments and Endowment Fund and borrowing shall be carried to the Fund.
- (2) All moneys belonging to the Fund shall be deposited in such Bank or invested in such manner as the Governing Body may decide.
- (3) All expenditure, as may be sanctioned by the Governing Body, for the purpose of the college, shall be met from the Fund.
- (4) The fund of the college shall not be used for meeting any expenditure of or giving any loan to the Foundation Society or any other Institution run by the Foundation Society.
36. (1) In addition to such registers and records as the Governing Body may require to be maintained, every college shall maintain such registers and records as may be prescribed by the Executive Council.
- (2) Accounts, registers, proceedings of meetings and other records of the college shall be open to inspection, on all working days during office hours, by members of the Governing Body and persons appointed by the Executive Council to conduct any inspection.
37. No person connected with the management of the college and no Principal or, other employee thereof shall directly or indirectly take or receive or cause to be taken or received any contribution, donation, fees or any payment of any sort either in cash or in kind, other than or in excess of the fees prescribed by the University from or on behalf of any pupil as a condition for granting him admission to the college or pursuing a course of study therein and all such amounts paid by the students shall form part of the receipts of the college.
38. Any dispute arising out of the contract of service between the Governing Body of the college and any of its teachers shall at the request of the teacher or the Governing Body be referred by the Kulapati to a tribunal consisting of one nominee of the Kulapati other than a member of the Executive Council who shall be the Chairman and one nominee each of the teacher and the Governing Body and the decision of the tribunal shall be final.

- *39. Notwithstanding the provisions of this statute, a non-government college of Engineering/Technology or a Regional College of Education may be administered by the Executive Body of the institution (by whatever name called) constituted in accordance with the bye-laws/regulations of the institution.

Provided that :-

- (1) The executive Body of the institution shall have amongst its members atleast one representative elected from amongst themselves by the teacher of the institution, other than the Principal who have completed atleast two years of service in the institution.
- (2) All appointments to teaching posts in the institution, not lower than that of a teacher and other than those which use to be filled by promotions shall be made on the recommendation of selection committee which shall have amongst its members atleast the expert in the subject concerned nominated by the Kulapati.
- (3) The provisions of "Part VII-Suspension, Penalties and disciplinary authority" of this statute shall apply in case of both the teaching and the non-teaching staff of the institutions.

* Amended as per Coord. Com. item no 10 dated 27-9-75 and approved by the E.C. Res. no. 45 dated 24-11-79

Form of Agreement of Service for Teachers

An Agreement made this day of 19 between Shri (here-in-after called the Teacher) of the first part and the Governing Body of the College (hereinafter called the Governing Body), through its Chairman /Secretary of the second part.

Whereas the Governing Body has appointed Shri as a member of the Teaching Staff of the College upon the terms and conditions hereinafter set out and as provided in the College Code Statute. Now this agreement witnesses that party of the first part and the Governing Body hereby contract and agree as follows :-

1. That this agreement shall begin from the day of 19..... and shall be determinable as here in after provided.
2. That the party of the first part is employed on probation for a period of one year and shall be paid a monthly salary of Rs. in the pay scale of Rs. The period of probation may be extended by such further period as the party of second part may deem fit; but the total period of probation shall, in no case, exceed two years. The teacher shall be deemed to have been confirmed in his appointment unless not later than one month before the expiration thereof, the Governing Body informs him in writing of its intention not to continue him.
3. That on confirmation the Governing Body shall pay to the teacher during the continuance of this engagement salary in the pay scale of Rs. and an increment shall be withhold without the approval of the Governing Body
4. The teacher shall during the continuance of his engagement be entitled to the benefit of the Provident Fund maintained by the Governing Body in accordance with the provisions laid down in the College Code.

5. That the date of birth of the party of the first part is and the age of superannuation will be sixty years, the actual date of retiring shall be the last day of the academic year in which he attains the age of sixty unless extension is granted as provided in part 26 of the College Code.
6. That the Teacher shall be entitled to leave in accordance with the provisions of the College Code.
7. That the Teacher shall devote his whole time to the service of the College and shall not, without the permission of the Governing Body, engage directly or indirectly in private tuition or any trade] or business or other remunerative work which may interfere with the proper discharge of his duties; but this prohibition shall not apply to such benefits as accrue to him as an Examiner or Author of Books or due to his academic achievements.
8. That the party of the first part shall, in addition to the Ordinary duties perform such other duties as assigned to him by the Principal of the college in connection with the social, intellectual or athletic activities of the college or examination or administration or the keeping of discipline in the college.
9. After confirmation, the services of the party of the first part can be terminated only on the following grounds :-
 - (a) Misconduct including wilful neglect of duty;
 - (b) Breach of any of the terms of contract;
 - (c) Physical or mental unfitness;
 - (d) Incompetence
 - (e) Abolition of post.

Provided that :-

- (i) The plea of incompetence shall not be used against the party of the first part after he has served at the party of the second part for two years or more after his confirmation.
 - (ii) the services of the party of the first part shall not be terminated under sub-clause (c) without obtaining a certificate to that effect from a Medical Board to be appointed by the Governing Body.
 - (iii) the services of the party of the first part shall not be terminated on any account without the previous approval of the Executive Council.
10. Except when termination of service has taken place under sub clause (a) or (b) of clause 9 neither the party of the first part nor the party of the second part shall terminate this Agreement, except by giving to the other party three month's notice in writing or by paying to the other party a sum equal to three months salary, which the party of the first part is then earning. The period of notice referred to above does not include the summer vacation or any part thereof.
11. Nothing in this agreement shall affect the right of the party of the first part to apply for referring any difference or dispute arising out of this agreement to the Tribunal constituted under paragraph 39 of the College Code.
12. On the termination of this agreement from whatever cause, the teacher shall deliver up to the Governing Body all books, apparatus, records and such other articles belonging to the College or to the University as may be in his possession.

The Governing Body shall clear the account of the teacher in respect of arrears of salaries, if any, and other dues that may be payable to him from the College within three months of the termination of this Agreement.

Signature day of 19

(1)..... (Party of the First part)

(2)..... (Party of the Second part)

In the presence of

(1) (Witness 1)

(2)..... (Witness 2)

Madhya Pradesh Ashakiya Shikshan Sanatha (Adhyapakon Tatha Anya Karmchariyon ki Bharti) Niyam 1979 (Published in M.P. Rajptra (Asadharan) Dated 16.5.1979 on pages 1783 - 1791)

RULES

1. These rules may be called the Madhya Pradesh Ashasakiya Shikshan Sanstha (Adhyapakon Tatha Anya Karmachariyon Ki Bharti) Niyam, 1979.
2. In these rules, unless the context otherwise requires.
 - (a) “ Committee means a selection committee constituied under rules 12, 13 or 14 as the case may be ;
 - (b) “Form” means a form appended to these rules;
 - (c) “Member of scheduled Caste” means a member of any caste, race or tribe or part of or group within caste race or tribe specified as Scheduled Caste with respect to the state of Madhya Pradesh under Article 341 of the Constitution of India;
 - (d) “Member of scheduled Tribe” means a member of any tribe, tribal community or part of or group within a tribe or tribal community specified as such with respect to the state of Madhya Pradesh under Article 342 of the Constitution of India;
 - (e) “Schedule” means the schedule appended to these rules.

3. Except rules 4 and 5 these rules shall not apply to the institutions established and administered by minorities in pursuance of the provisions of clause (1) of Article 30 of the Constitution of India.
4. Recruitment to a post of a teacher or other employee of an institution shall be made by one of the following methods, namely:-
 - (a) Absorption of teachers or other employees of other institutions whose services have been terminated.
 - (b) direct recruitment;
 - (c) promotion; or
 - (d) deputation of persons either from Government or Ayog or from any other organisation approved by the Government for the purpose:

Provided that the method of recruitment under clause(a) shall have priority over other methods of recruitment specified in clauses (b) , (c) , or (d) as the case may be, if suitable retrenched persons who are otherwise qualified for the posts are available.

5. (1) Where the service of a teacher or an employee is terminated by an Institution whether as a result of closer of the Institution or abolition of post or for any other reason whatsoever, such Institution shall send information in respect thereof to the concerned Education Officer and Divisional Superintendent of Education in case of schools and to the Education Officer and Ayog in case of Colleges in Form I.
- (2) The Education Officer, Divisional Superintendent of Education and the Ayog shall keep a record of the information received under sub-rule (1) in a register to be maintained in Form II.
6. In order to be eligible for direct recruitment under these rules a candidate must satisfy the following conditions, namely:-

- (a) He must have attained the age specified in Schedule I.
 - (b) Possess the educational qualifications specified in the schedule.
7. (1) Subject to the orders issued by the State Government from time to time, in respect of reservation of posts in services under the State Government for members of Scheduled Castes and Scheduled Tribes;
- (a) Fifteen percent and eighteen percent of the class I & II posts specified in the Schedule I thereof shall be reserved respectively for the members of Scheduled Castes and the members of Scheduled Tribes.
 - (b) Sixteen percent and twenty percent of the class III & IV posts specified in the schedule thereof shall be reserved, respectively for the members of Scheduled Castes and Scheduled Tribes.
- (2) If sufficient number of candidates belonging to Scheduled Castes or Scheduled Tribes, as the case may be are not available for filling the posts reserved for them under sub-rule (1) the remaining posts shall be filled from amongst the candidates other than Scheduled Castes or Scheduled Tribes.
8. (1) Where an Institution desires to fill up any vacancy of a post of a teacher or other employee, it shall make a reference to that effect to the Education Officer, the Divisional Superintendent of Education or the Ayog as the case may be alongwith a requisition in Form III.
- (2) On receipt of a reference under Sub-rule(1), the Education Officer, the Divisional Superintendent of Education or the Ayog, as the case may be shall furnish information to the Institution concerned in Form IV and such information shall relate to:-
- (a) Person having more length of continuous service in educational institution shall be given priority over the person having lesser service at his credit.

- (b) Person who was permanent in service shall have priority over a person who was temporary in service; or
 - (c) Person whose service were terminated earlier shall have priority over a person whose services were terminated later.
- (3) If no suitable and otherwise qualified teacher or other employee is available, the Education Officer, the Divisional Superintendent of Education or Ayog, as the case may be shall furnish a non-availability certificate to the Institution concerned.
9. (1) Whenever an Institution other than a non-government Educational Institution for higher education, desires to fill up any vacancy of a post of a teacher or other employee, by direct recruitment, it shall cause a notice prepared for inviting applications therefor stating therein the date by which an application for the post should be submitted to the Institution.
- (2) A copy of the notice prepared under sub-rule (1) shall be exhibited on the notice board of the Institution and a copy shall be sent to each of the officers of the Education Officer, District Education Offices, and the Divisional Superintendent of Education for exhibiting it on the notice board of their respective offices.
- (3) An Institution may, if it so desires, get the notice prepared under subrule (1) published in newspaper or published in any other manner deemed proper.
- (4) The Institution shall also notify the vacancy to the local Employment Exchange.
10. Application for vacancies in non-government Educational Institution for Higher Education shall be invited in accordance with the provisions of the College Code framed under the Madhya Pradesh Vishwavidyalaya Adhiniyam. 1973, (No. 22 of 1973).
11. An application made under rules 9 or under rule 10 shall be accompanied by satisfactory proof of payment fee if any.

12. (1) For every Institution other than a Secondary School and a non/ Government Educational Institution for Higher Education, there shall be selection Committee consisting of:-

(a) The Chairman - to be nominated by the Institution; and

(b) Members-

(i) District Educational Officer or his nominee;

(ii) One nominee of management.

(iii) Head Master of the Institution;

- (2) No business shall be transacted at a meeting of the committee unless the Chairman and atleast two members be present thereat.

13. (1) For every Secondary School there shall be a selection Committee consisting of-

(a) The Chairman - to be nominated by the Institution and

(b) Members -

(i) The Divisional Superintendent of Education or his nominee;

(ii) One nominee of the management;

(iii) One Expert in the subject concerned to be nominated by the Divisional Superintendent of Education.

- (2) No business shall be transacted at a meeting of the committee unless the Chairman, expert and at least two members be present thereat.

14. (1) For every non-government Educational Institution for Higher education there shall be a Selection Committee consisting of:-

(i) In the case of teaching post:-

- | | |
|---|------------------|
| (a) Kulapati or his nominee | Chairman |
| (b) One nominee of the Management from amongst, its members who are not teachers. | Member |
| (c) One expert in the subject concerned nominated by the Kulapati. | Member |
| (d) One expert in the subject concerned nominated by the Madhya Pradesh Uchcha Shiksha Anudan Ayog. | Member |
| (e) Principal of the Institution | Member Secretary |

(ii) In the case of Principal -

- | | |
|--|----------|
| (a) Kulapati or his nominee | Chairman |
| (b) One nominee of the management | Member |
| (c) Dean College Development Council | Member |
| (d) One nominee of the Madhya Pradesh Uchcha Shiksha Anudan Ayog | Member |

(iii) In the case of the non-teaching post-

- | | |
|--|----------|
| (a) A nominee of the Kulpati | Chairman |
| (b) One noiminee of the management | Member |
| (c) One nominee of the Madhya Pradesh Uchcha Shiksha Anudan Ayog | Member |
| (d) Principal of the Institution | Member |

- (2) In the case of a committee constituted under clause (i) of sub-rule (1) no business shall be transacted at a meeting of such committee unless the chairman, one expert and two other members be present thereat and in the case of the committee constituted under clause (ii) or (iii) of that subrule no business shall be transacted

of a meeting of the committee unless the chairman and three members be present thereat.

15. (1) The committee shall, having regard to the nature of duties of the post, select candidates by any one of the methods prescribed under the said rule and shall prepare a list of such candidates.
- (2) The candidates shall be selected on the basis of merit and the panel as well as the order of the names in the panel recommended by the Selection Committee should have the full concurrence of atleast one expert.
- (3) The list prepared under sub-rule (1) shall contain the names of candidates five times the number of posts proposed to be filled up.
- (4) The list prepared under sub-rule (1) shall be submitted to the Institution.
- (5) Appointment to any post of a teacher or other employee shall be made in order of merit from the list prepared under sub-rule(1). Under the Rules 6 & 7 of Madhya Pradesh Ashasakiya Shikshan Sanstha, (Adhyapakon Tatha Anya Karmachariyon Ki Bharti) Niyam 1979 - (Published in M.P. Rajpatra (Asadharan) dated 16.5.1979 on pages 1783-1791*).

* Amended vide amendment published in M.P. Rajpatra Part IV(Ga) page 154 (1983 M.P.L.T. Part II 49)

MINIMUM QUALIFICATIONS FOR REQUIREMENT TO TEACHING POSTING THE INSTITUTIONS.

(A) For Lecturers in College :

- (a) A doctor's degree or published research work of an equivalent high standard; and
- (b) (i) A 2nd class Masters Degree in the concerned subject with atleast 50% marks (B) in the seven point scale) or an equivalent degree of a foreign University; and

N.B. (while taking into account the marks/grade, the marks/ grade obtained in the internal assessment if any, shall be excluded).

- (ii) At least 50% marks at the Bachelor's degree examination on the basis of which division is awarded at the degree level by University.
- (iii) At least 50% marks at the Higher Secondary / Intermediate / Pre University Examination, as the case may be.

Having regard to the need for developing inter-disciplinary programmes the degree in (a) above may be in relevant subject;

Provided that if the Selection Committee is of the view that the research work of a candidate as evident either from his thesis or from his published work is of very high standard it may relax any of the qualifications prescribed in (b) above;

Provided further that if a candidate possessing a Doctor's degree or equivalent research work is not available or is not considered suitable, a person possessing the following qualifications may be recruited.

- (i) A 2nd class Master's Degree in the concerned subject with atleast 50% marks (B in the seven point scale), and N.B. (while taking into account the marks / grade, obtained in internal assessment, if any, shall be excluded).

- (ii) 2 years experience of research work or practical experience in research laboratory, research organisation; and
- (iii) Atleast 50% marks at the Bachelor's degree examination on the basis of which division is awarded at the degree level by the University; and
- (iv) At least 50% marks at the Higher Secondary / Intermediate/Pre-University examination as the case may be.

OR

- I A Master's Degree with first class or grade (A) in a relevant subject; and
- II At least 50% marks at the Bachelor's Degree examination on the basis of which division is awarded by the University; and
- III At least 50% marks at the Higher Secondary / Intermediate/Pre-University Examination as the case may be;

Provided further that in the case of categories(B) and (C), a candidate will have to obtain a Doctor's Degree, M.Phil Degree or have to his credit published research work of equivalent standard within 5 years of his appointment failing which he will not earn future increment until he fulfills these requirements.

N.B. The requirement regarding minimum percentage of marks shall be relaxed up to 5% in case of Scheduled Caste/Scheduled Tribes candidates.

(B) Minimum Qualifications prescribed for recruitment to the posts of non Government College Professors.

- (a) A Doctor's Degree or published work of an equivalent high standard, and
- (b) (i) A 2nd class Master's degree in the concerned a subject with atleast 50% marks (B in the seven point scale) or an equivalent degree of foreign University and

N.B. (While taking into account the marks / grade obtained in internal assessment, if any shall be excluded).

- (ii) Atleast 50% marks at the Bachelor's degree examination on the basis of which division is awarded at the degree level by the University; and
 - (iii) Atleast 50% marks at the Higher Secondary / Intermediate/Pre-University examination, as the case may be and
- (c) (i) The experience of teaching of Post-Graduate classes shall be atleast 5 yers; and
- (ii) At least three years experience of guiding research

Provided that if the Selection Committee is of the view that the research work of a candidate as evident either from his thesis or from his published research work is of very high standard, it may relax any of the qualifications prescribed in (b) above.

N.B. The requirement regarding minimum percentage of marks shall be relaxed up to 5% in case of Scheduled Castes / Scheduled Tribes Candidates.

C. For Principals-

Academic qualifications as prescribed above for Professors plus two years experience of working as Professor in an institution of higher learning affiliated to University.

Note: For the purpose of recruitment as Principals the Readers in University shall be treated on par with the Professors in Colleges.

Note: Minimum age for the post of Lecturer and Professor should not be less than 21years.

S T A T U T E N O . 29

A P P O I N T M E N T O F E X A M I N E R S

(Refer Section 44)

1. In this Statute :-

(i) "Internal Examiner" means:

(a) In case of a theory paper, an examiner including a paper-setter who is a teacher in a University Teaching Department, School of Studies or College maintained by or affiliated to the University.

(b) In case of practical and viva-voce examination an examiner who is a teacher in the Institution whose candidates are being examined at the examination centre.

(ii) "External Examiner" means an examiner other than an internal examiner.

(iii) "Co-examiner" means an examiner in a written paper other than the paper-setter.

2. The office of the Registrar shall prepare for every subject an institution wise list of names of persons qualified for appointment as examiners. The list shall be in two parts, the first part containing the names of persons working as teachers in the University Teaching Departments, School of Studies or Colleges maintaining by or affiliated to the University and the second part containing names of persons other than teachers of the University qualified for appointment as examiners, whose names shall be obtained by the Registrar's office from other Universities on its own initiative or under the direction of the Chairman of the Board of Studies concerned.*

3. The list shall contain, as far as possible, information relating to the persons included therein on the following points,namely:

(a) The academic qualifications and teaching experience at degree and post-graduate levels,

- (b) the field of specialization.
 - (c) the examinations of the University and years in which they have acted as examiners in the past.
4. The list so prepared shall be made available to the Examination Committee concerned constituted under Section 44 of the Adhiniyam together with the names of persons appointed as Examiners in the University during the two preceding years. The Committee may add to the list the names and experience of persons qualified for appointment as examiners but not included therein.
 5. The Registrar's office shall also give the Examination Committee the approximate number of candidates expected to appear at each examination and the list of centres of each Practical /Viva-Voce examination together with the estimated number of candidates thereat.
 6. The Examination Committee shall, in the light of the provisions of the following paragraph, recommend-
 - (i) a panel of three names for appointment of the paper- setter of each written paper.
 - (ii) a list of names of persons for appointment as co-examiners where necessary, the number of names included in the list being atleast fifty percent in excess of the number to be appointed.
 - (iii) a list of names of persons for appointment as examiners in each practical/ Viva- Voce examination, the number of names included in the list being sufficient for the conduct of practical / Viva-Voce examination at different centres.
 7. The Kulapati shall appoint paper-setter, co-examiners, practical/Vive-Voce examiners ordinarily from amongst persons recommended by the Examination Committee. He may, however, appoint a person whose name is not included in the list of names recommended by the Examination Committee if he is satisfied that the person in question possesses the minimum qualification and his appointment will not be contrary to the provisions of the following paragraph.
 8. The qualifications of the Paper-setters and Co-examiners shall be as follows, namely-

**(A) Paper-setter :
Examination**

- (i) Post graduate examination in all faculties other than Law

- (ii) L.L.M.

- (iii) Degree examinations in all Faculties other than engg. Technology, Law Medicine and Ayurveda.

- (IV) Degree Examination in faculties of Engineering and Technology.

Qualification :

- (i) Experience of teaching the subject at the post graduate level for atleast seven years

or

Experience of teaching the subject at the post graduate level for atleast five years together with research experience/ total teaching experience at the degree and / or post graduate level for atleast ten years.

- (ii) Master's degree or degree in Law and teaching experience at L.L.M. level for at least seven years.

Or

Experience as High Court judge.

Or

Standing of atleast fifteen years at the Bar.

- (iii) Teaching the subject at degree and post- graduate level for atleast seven years.

- (iv) Teaching experience at Degree /Post graduate and/ or professional experience of atleast seven years.

(v) Degree examination in the Faculty of Ayurveda.

(vi) L.L.B.

(vii) Diploma examination in all Faculties other than those in the faculty of medicine and postgraduate Diploma examination in business Administration.

(viii) Diploma examination in the faculty of medicine.

(v) Teaching experience in the subject at the degree and / or post graduate level for atleast five years

(vi) Teaching experience of L.L.B. and/ or L.L.M. classes for atleast seven years.

Or

Judicial experience as District judge for atleast five years.

or

Standing of atleast twelve years at the bar.

(vii) Teaching experience of atleast three years of Degree and five years of Diploma classes.

Or

ten years professional experience.

(viii) A Doctor's or Master's degree or a post graduate diploma of a recognised University or an equivalent qualification in the subject and atleast five years teaching experience in the subject in any University or college recognised by the medical council of India

(ix) Post graduate Diploma in

(ix) At least seven years Business

Administration, teaching experience at the degree level or at least five years teaching experience of postgraduate/ Degree/ Diploma classes in the subject.

(B) Co-examiners

The qualifications shall be the same as for Paper-setters but the minimum teaching/professional experience required shall be less by two years than that prescribed in case of the Paper-setter.

Provided that in case of degree examinations where sufficient number of internal co-examiners in a subject with the aforesaid qualifications is not available, teachers in the University Teaching Department/School of Studies and College in the University with at least three years experience at the degree/postgraduate level in the subject shall be eligible for appointment as Co-examiners.

9. (1) In case of practical and viva-Voce examinations at postgraduate level, the external examiner shall be a person not below the rank of a Reader.
- (2) In case of Practical and Viva-Voca examinations at the first degree level the external examiner shall be a teacher of the subject with not less than three years' experience of teaching the subject at the degree and/or post graduate level.
- (3) The internal examiner in case of Viva-Voce examination at the post graduate level shall be the Head of Department in the Institution whose regular candidates are to be examined at the centre and where the Head of the Department is not available a teacher of the Institution recommended by the Head of the Institution shall be the internal examiner.
- (4) The internal examiner in case of practical examination both at the degree and the post-graduate level shall be appointed from amongst the teachers of the Institution, whose regular candidates are to be examined at the Centre, on the recommendation of the Head of such Institution.

- (5) The external examiner at the post-graduate level in case of a Practical/Viva-Voce examination shall not ordinarily be a teacher in a University Teaching Department/ School of Studies or College maintained by or affiliated to the University.
 - (6) Except in the Faculties of Medicine, Ayurveda, Engineering Technology, Education and Physical Education all external examiners in case of Practical examination at the first degree level shall as far as possible be appointed from amongst the teachers in any University Teaching partment, School of Studies or College maintained by or affiliated to the University.
10. (1) Ordinarily not more than 50 percent of the paper-setters at the postgraduate examination and not more than 25 percent of the paper setters at the first degree examination in any subject shall be external.

All external paper-setters for the first degree examination and atleast 50 percent paper-setters at the post-graduate level shall ordinarily be from Madhya Pradesh.

- (2) Where in any paper more than one examiner is appointed, the paper-setters shall be the Head-examiner. Examiners other than the Paper setters be the Co-examiners.
 - (3) All Co-examiners shall be internal, provided that if sufficient number of qualified teachers in a subject is not available for appointment as Co-examiners, external Co-examiners may be appointed.
 - (4) For appointment as Paper-setters and Co-examiners teachers in the University Teaching Departments, Schools of Studies and College maintained by or affiliated to the University shall be ordinarily considered on the basis of seniority, subject to fulfilment of other conditions for such appointment.
11. (1) No one shall ordinarily be given more than one theory examinership (paper-setters or Co-examinership). In case the examination Committee considers it necessary to recommend more than one examinership (one for the first degree examination and one for Post-graduate examinership) in case of any person, it shall specify its reasons for doing so for the consideration of the Kulapati.

- (2) Ordinarily not more than one paper-setter shall be appointed from any one University Teaching Department, School of Studies or College in the same subject at any one examination.
 - (3) No one who is a paper-setter at any Post-graduate examination shall be appointed as an external Viva-Voce examiner at the examination.
 - (4) No one shall ordinarily be given more than two external Practical examinerships, provided that in case of centre where the total strength of candidates appearing at part I, II and III of a first degree examination is less than 120, one external examiner may be appointed for all the three examinations.
 - (5) In case of under-graduate practical examinations, one external examiner shall not ordinarily examine more than 120 candidates
 - (6) In case of written examination, an examiner shall not ordinarily value more than 250 scripts and a Co-examiner shall be appointed if the number of candidates appearing in the paper is more than 300.
 - (7) While recommending names for examinership in Faculties where English is not the sole medium of examination the Examination Committee shall ensure that the examiners recommended can value the scripts written in Hindi.
 - (8) The provisions of subparagraphs(1) and(2) above shall not apply in case of examinations in the Faculties of Engineering, Technology, Education, Physical Education, Medicine and Ayurveda.
12. (1) Examiners shall be appointed for the examination of one year only, but they shall be eligible for re-appointment.
- (2) Any person who has acted as an examiner (paper-setter, Co-examiner or external Viva-Voce examiner) for three consecutive years shall, ordinarily, not be eligible for re-appointment until a period of one year elapses between the year in which he last acted as an examiner and the year in which he is re-appointed.

Provided that such a gap will not be necessary in case of internal examiners if the number of eligible examiners in the subject concerned is less than the number of internal examiners required.

Provided, also that on the recommendation of the Examination Committee a specialist or expert may be continued for two years more after the expiry of the three years period without a gap.

- (3) An examiner may be discontinued any time even before the expiry of the three year period if his work is found unsatisfactory.

An examiner's work shall be deemed to be unsatisfactory if

- (i) mistakes of such nature are found in his work in the course of checking and scrutiny which affect the result or
 - (ii) he is found by the Executive Council to have delayed the work without good cause or
 - (iii) there is an adverse report from the Head Examiner; or
 - (iv) in the opinion of the Executive Council there are reasonable doubts about his integrity or suspicion that he is accessible to examinees or their relations and
 - (v) if there are serious complaints against his paper e.g. that his paper was much above or below the standard or contained questions outside the prescribed course.
13. (1) In a paper for which there is only one examiner, he shall set the paper and value the answer-books received by him.
- (2) In a paper for which more than one examiner has been appointed, the Head examiner shall:-
- (i) set the paper;
 - (ii) forward a memorandum of instructions for the guidance of the Co-examiners to secure conformity with his own standard in the valuation of the answer-book by his co-examiners;

- (iii) forward to each co-examiner atleast five answer-books duly marked by him
 - (iv) take care to see that the model answer-books shall, as far as possible, be representatives of all grades of candidates, i.e. failure and third, second and first division;
 - (v) assign duties to the Deputy Head Examiners, if there be any.
 - (vi) value such number of answer-books as may be allotted to him;
 - (vii) examine the test instalment of answer-books received from the co-examiners in accordance with the succeeding sub-para and convey his approval of the marking or issue such instructions as may be necessary to secure uniform standard in valuation;
 - (viii) report to the Registrar on the work of the co-examiner and state whether he has observed the instructions received from the Head Examiner.
- (3) A deputy Head Examiner shall act as a co-examiner in relation to the Head Examiner and perform the functions of the Head Examiner with respect to the co-examiners that may be allotted to him. He shall, however forward a copy of the memorandum which he received from the Head Examiner to each of his co-examiners. Where the number of co-examiners is more than six, a Deputy Head Examiner shall be appointed.
- (4) (i) The Head Examiner shall, as soon as possible may forward to his co-examiners a memorandum of instructions and within three days from the date on which he received scripts as provided for in (iii) of sub para (2) above.
- (ii) A co-examiner shall, on receipt of the memorandum of instructions start valuation of the answer-books allotted to him. He shall within two days from the day of receipt of model answer-books from the Head Examiner send to the Head Examiner first test instalment of ten marked answer-books for re examination. The co-examiner shall continue his valuation work; but shall adjust his valuation according to the standard set by the Head Examiner.

- (iii) The co-examiner shall forward to the Head Examiner a further instalment of five answer-books.
 - (iv) The co-examiner shall comply with all instructions given to him by the Head Examiner.
 - (v) In case the co-examiner does not receive the memorandum of instructions within a week of the date of examination, from the Head Examiner he shall remind the Head examiner under intimation to the Registrar. If the Head Examiner does not receive the first test instalment and subsequent instalment of answer-books, each in due time, he shall remind the co-examiner concerned telegraphically under intimation to the Registrar.
- (5) The Head Examiner, the Deputy Head Examiner, if any and every co-examiner shall carry out all the instructions received by them from the University in the matters incorporated in the instructions.
- (6) Notwithstanding the provisions of sub paras (2) to (5) above where the Academic Council so decides, in case of a paper where for more than one examiner is required, the paper-setter shall draw up and send detailed memorandum of instructions regarding valuation of answer-books including solution of numerical questions alongwith the question paper set by him. The detailed memorandum of instructions, moderated if necessary by the Moderation Committee, shall be sent by the University to all examiners in the paper. All examiners shall value the answer-books allotted to them strictly in accordance with the instructions contained in the memorandum of instructions. There shall be no exchange of model answer-books and instalments of marked answer-books between the paper-setter and other examiners.
14. If for any reason an examiner becomes unable to value the answer-books or to perform the duties of the Head Examiner, after setting the question paper, he shall be entitled to receive only one-half of the amount of fee for paper setting, the balance being payable to the examiner who value the answer-books or acts as Head Examiner.

Provided that if the paper-setter dies before he is able to take up or complete the valuation of answer-books, full fee prescribed for paper-setting shall be paid to the heirs of such paper-setter.

15. Even though a paper-setter for any examination is not utilised in that year, the paper-setter shall be entitled to receive the full fee for setting the paper.
16. In case of examinations, where the Ordinances provide for a Second/Supplementary examination the paper-setter may be required to set two papers any one of which may be used for the Main examination, the second being used for the second/supplementary examination. The Paper-setter shall be an examiner at both the Main and the Second. Supplementary Examinerships may go to other qualified teachers who could not be provided with theory Examinership at the Main examination.
17. (1) In any subject, if a Viva-Voce examination is prescribed, it shall be conducted by a Board of two examiners of whom one shall be an external examiner and the other internal.
- (2) Except in the case of M.Sc. (previous) examination in Chemistry, there shall be a Board consisting of two examiners, one internal and the other an external for conducting the practical examination in each subject or in each special branch of the subject as the case may be.
- (3) In the case of M.Sc. (previous) Examination in Chemistry, the Board shall consist of three examiners, of whom one shall be internal examiner and two shall be external examiners. The board shall be so constituted so as to represent all the three branches of Chemistry, namely, Inorganic, Organic and Physical.

Note:-In the case of Viva-Voce for LL.M.(final) there will be two external examiners and one internal examiner.

18. In the case of a subject for M.A., M.Sc., M.Com. and M.P.E. Examinations, where thesis is permissible in lieu of paper there shall be a Board of two examiners for reading the thesis. The maximum number of marks for the thesis

shall be equally divided between the two examiners each of whom shall mark the thesis independently. If the valuation of these two examiners differ by 20 percent, the thesis shall be referred to the third examiner, (Other than a teacher of the University) who shall award marks out of half of the maximum marks for the thesis. The aggregate of the (of the three) awards nearest to each other and to the best advantage of the candidate shall be taken as the correct valuation.

19. Notwithstanding anything contained in the foregoing paragraphs:-

- (a) the examination in written papers and the practical and oral and clinical or sessional test, in each subject or subjects for an examination in the Faculty of Medicine shall be by Board of two or four examiners, one or two, as the case may be, of whom shall be external examiner/ (s) and the other (s) internal examiner/(s).
- (b) there shall be a Board consisting of three examiners of whom one shall be internal and two external in each of the subjects for the M.D./M.S. examination for written papers, and Practical, oral and clinical tests.
- (c) In the Faculty of Medicine, no person shall ordinarily be appointed as an examiner in any subject unless he has taken at least Five years previously a Doctor's or Master's Degree or a Post-graduate diploma of a recognised University or an equivalent qualification, and thereafter has had at least five years teaching experience in the subject in a University or an affiliated College of a University recognised by the Medical Council of India. In each subject there shall be atleast one internal examiner (the Head of the Department).
- (d) The internal paper-setter for examination in each subject in the Faculty of Medicine shall be appointed by rotation from amongst the Heads of departments of the Medical Colleges affiliated to the University. If there is only one Medical College and the Head of the Department cannot be an examiner, the next senior most teacher in the subject shall be the internal paper-setter and examiner.

20. Ordinarily the external examiner of the Board shall be the Chairman of the

Board concerned. The marks shall be submitted under the signatures of all the members of the Board concerned but the report on the working of the examination, the equipment of laboratories, and the thesis, shall be submitted by the external examiner of each Board under his signature only.

21. In case of an examination for a research degree, the Examination Committee shall recommend for each thesis to be examined a panel of atleast six names of persons who:
 - (a) possess a research degree in the subject and atleast ten years' teaching experience at the postgraduate level, Or
 - (b) are scholars of repute in the subject.
22. (i) No person shall act as paper-setter or examiner either in theory, Viva-Voce or practical examination if any of his relations is taking the examination, provided that this provision shall not debar a person from acting as an examiner for practical at a Centre other than which his relation is appearing.
- (ii) No person shall act as moderator or tabulator for examination if any of his relations is appearing/has appeared at that examination.

S T A T U T E N O. 30**ADMINISTRATION OF ENDOWMENTS**

(Refer clause(m) of section 35)

1. The Executive Council may accept donations for the creation of an endowment for the award of fellowships, scholarships, exhibitions, bursaries, medals and other awards of a recurring character.
2. (a) Each endowment shall be secured by investment in securities described in section 20 of Indian Trusts Act 1882 in immovable property in India. Money received in cash shall be invested by the Executive Council in any of the securities referred to above or in fixed deposits in a scheduled bank.
(b) The value of the endowment necessary for instituting an award shall be prescribed by the Executive Council.
3. No endowment shall be accepted in contravention of the provisions of Section 8 of the Adhiniyam.
4. The Executive Council shall be the administrator of all endowments.
5. The award shall be made out of the annual income accruing from the endowment. Any part of the income which is not utilised shall be added to the endowment.
6. The Academic Council shall prescribe the conditions of award after consulting the donor and effect shall be given to his/her wishes as far as possible.
7. In case of each endowment accepted by the Executive Council the Executive Council shall make a regulation giving the name of the donor, the name, initial value and purpose of the endowment.

S T A T U T E N O. 31**CONDITIONS OF SERVICE FOR UNIVERSITY EMPLOYEES**

(Refer clauses (d) and (n) of Section 35)

Part I- Applicability and Definitions:

1. Save as otherwise provided in the Adhiniyam and Statutes, the provisions of this shall apply to all employees of the University other than those whose services, have been lent to the University by the Central or State Government.
2. In this Statute-
 - (a) "Pay" means the amount drawn monthly by the University employee as-
 - (i) the pay, other than special pay or additional pay granted in view of his personal qualifications, which has been sanctioned for a post held by him substantively or in an officiating capacity or to which he is entitled by reason of his position in a cadre and
 - (ii) Special pay, personal pay, technical pay and
 - (iii) any other employments which may be specially classed as pay by the Executive Council.
 - (b) "Average Pay", means the average monthly pay earned during the 10 complete months immediately preceding the months in which the University employee proceeds on leave or is suspended;
 - (c) "Substantive Pay" means pay other than special pay, personal pay or emoluments classed as pay under (a) above, to which a University employee is entitled on account of holding a post to which he has been appointed substantively or by reason of his substantive position in a cadre;
 - (d) "Vacation Post" means a post involving teaching duties in an educational institution entitled to Winter and Summer Vacation.

- (e) "Normal Rent" means rent payable under paragraph 20 below
- (f) Presumptive rent in relation to a house belonging to a University employee or his house, children or father or mother in which he lives and for which he does not pay rent to any body is-
 - (1) Where the University employee draws pay in excess of Rs. 200/-
 - (i) the rental value of the house taken into account by the Property Tax Officer for calculation of property tax payable to Government.
 - (ii) The rental value determined by local authorities (e.g. Municipal committee Corporation, etc.) for any purpose;
 - (iii) The amount certified by the Collector in respect of houses located at his headquarter or by the Sub-Divisional Officer (Revenue) in respect of houses located in the other towns in his jurisdiction, to be the reasonable rent that can be paid for the house;
 - (2) Where the University employee draws pay of Rs. 200 or less the approximate rent which would have been obtained, in the opinion of the University employee if had been let out, subject to the right of verification by the Registrar.

Part II- Classification of Posts, Appointment and Tenure:

- 3. (a) Post in the University shall belong to the class and shall carry the scales of pay as given in the Appendix.

Provided that an employee in the service of the University on the date of coming into force of this Statute shall be given the option, to be exercised within sixty days of the aforesaid date, to continue in the scale of pay in which he was engaged on the said date and where the option is not exercised within the specified period he shall be deemed to have elected the pay scale relevant to his post as given in the Appendix.

- * (b) The rates of dearness allowance on pay drawn in the scales shown in the Appendix except those marked as N.C. (Non Chowdhary) shall be as may be sanctioned by the State Government for its employees in corresponding pay scales in the revised (Chowdhary) scales.

Provided that the rates at which dearness allowance is to be sanctioned by the Executive Council except with the prior approval of the State Government.

- * (c) In case of employees in Non-Chowdhary scales and those who elect to continue in their existing pay scales, the rates of dearness allowance shall be the same as obtaining on the date of coming into force of this Statute plus such additional amounts as may be sanctioned by the Executive Council from time to time with the prior approval of the State Government.
- 4. (1)* (a) The Executive Council shall have power to appoint the teachers of the University paid by the University and the employees other than class III and class IV employees .
- (b) Subject to the control of the Kulapati, the Registrar shall have the power to appoint the class III, class IV, work charged and Contingency paid staff of the University.
- (2)* (a) Save as otherwise provided in the Statutes and the Ordinances the qualifications for appointment to the posts in various classes in the University shall be such as may be determined by the appointing authority from time to time.
- * (b) the category of posts (excluding teaching posts and posts of officers of the University), the percentage of such posts to be filled ordinarily by promotion and the lower category from which such promotions are to be made, shall be specified by the Executive Council. Such promotions shall be considered by the appointing authority once a year ordinarily in the month of October. All promotions shall be made on the basis of seniority-cum-merit.

Provided that the provision of promotion for the post of teachers shall be provided in Ordinance 4 and those of officers shall be as per provisions of the rules framed by the State Government in accordance with the powers conferred on it through section 15 A (2) of M.P. Vishwavidyalaya Adhiniyam, 1973.

- (3) The age of retirement of a University employee shall be sixty years.

Provided that Executive Council, in a special case may grant to an employee who has reached the age of super-annuation an extension for a further period not exceeding two years if the council is satisfied that such extension is in the interest of the University.

*Provided that any University teacher after completing the age of 60 years shall not be granted extension in service.

Provided also that where the date of retirement of a teacher falls during the course of academic session, the Executive Council shall allow the teacher to continue till the end of academic year.

5. (1) Ordinarily appointment against a permanent post shall in the first instance Amended as per E.C.Meeting held on 12.7.86 and approved by the Coordination Committee Item No 64 in the Meeting No. XXX1 held on 6,7, and 12 Feb,1987.be on probation for a period as the appointing authority may deem fit, but in no case the total period of probation shall exceed three years.
- (2) No person may ordinarily be appointed to a post in University Service without the production of a certificate of health and physical fitness given by a Medical Practitioner of such category as may be specified by the appointing authority. The certificate must be affixed to the first pay bill of the employee. The fee prescribed in case of such examination shall be paid by the employee.
6. Temporary appointment may be made to a temporary post or in a leave vacancy in respect of a permanent post. Where the temporary post is subsequently made permanent in an identical payscale or the leave vacancy becomes permanent, the temporary appointee, if appointed in accordance with the procedure for filling the post on permanent basis, shall be deemed to have been on probation for the period of his continuous service and shall be entitled to confirmation on satisfactory completion of the prescribed period of probation.

* Amended as per E.C. Ros. No. 45 dated 8.9.79

7. (a) The whole time of a University employee is at the disposal of the University and he may be employed in any manner required by the proper authority, without claim for additional remuneration
- (b) (i) The Executive Council may permit a University employee to perform a specified service for a private person, body or Government and to receive a remuneration therefor in the form of a fee, if it is satisfied that this can be done without detriment to his official duties or responsibilities;

Provided that half the amount of the fee so received shall be credited to the fund of the University except in cases covered by exception 4 below SR 2 of Rule of M.P. Fundamental Rules.

- (ii) The appointing authority may grant or permit a University employee to receive an honorarium as remuneration for work performed, which is occasional in character.

Provided that the prior consent of the appointing authority has been obtained and the amount of the remuneration has been settled in advance.

8. The Head of the Branch or Department or Institution under whom the employee is working shall send the Registrar in the form prescribed by the Kulapati.
- (a) every year not later than 31st May a report on the work and conduct of the employee during the preceding year ending on 31st March.
- (b) at least one month before the date of the expiry of the probationary period of a University employee a report about the work and conduct of the employee appointed to a permanent post stating his opinion about the employee's fitness or otherwise for confirmation in service.
9. A temporary appointment may be terminated by either party without assigning any reason by giving to the other one month's notice or one month's salary of the employee concerned in lieu thereof. No such notice or payment of salary shall be necessary in case of termination of service of work-charge or contingency paid employee.

10. (a) If the appointing authority is not satisfied that the work and or conduct of the employee on probation is satisfactory, his services may be terminated. In case of termination of the services of the employee on probation, one month's notice shall be given to him or in lieu of notice he shall be paid salary of one month. The probationer may also terminate the engagement by giving one month's notice or one month's salary.
- (b) If the probationer was appointed by promotion and his work and /or conduct is not satisfactory the appointing authority may revert him to the post held by him before such appointment and such reversion shall not be deemed to be a penalty.
- (c) Every person appointed to a permanent post under University by promotion or by direct recruitment shall on satisfactorily completing his period of probation, be eligible for confirmation in that post.
11. On confirmation on a permanent post, a University employee acquires a lien on that post. A University employee holding a permanent post substantively, if appointed substantively to another post, acquires a lien on the second post and ceases to hold any lien on the first one.
12. A permanent employee shall be required to give three month's notice in case he wishes to resign or he shall pay to the University three month's salary in lieu of such notice. If the University terminates the services of a permanent employee, a notice to that effect shall be served on him three months before the date on which he is to be relieved. In the absence of such notice the University shall pay him three months' salary. Such notice shall not be necessary if the employee is removed from service, dismissed or compulsorily retired.

**Provided that where a permanent employee is allowed to take up the appointment elsewhere, his lien shall be maintained in the University for a period of two years from the date of his relief or till the date of his confirmation on the other post, whichever is earlier. He shall have to give three months notice or pay three months salary in lieu of such notice before the termination of lien unless it has been conducted by the appointing authority.

**Amended as per the E. C. meeting held on 12.7.86 and approved by the coord Com. item no. 64 in XXXI meeting held no. 6,7, and 12 Feb. 1987

*13. (a) The service of a University employee may be terminated on any of the following grounds:

- (i) Wilful neglect of duty;
- (ii) Misconduct.
- (iii) Physical or mental unfitness.
- (iv) When the post he is holding abolished.
- (v) Conviction in a Court of law for an offence involving moral turpitude.

(b) The following lapses would constitute misconduct on the part of persons holding teaching posts in the University Teaching Departments/ School of Studies.

- (i) Failure to perform his academic duties such as lectures, demonstration, assessment, guidance, invigilation etc.
- (ii) Gross partiality on assessment of students deliberately over marking/ under marking or attempts at victimization on any grounds.
- * (iii) Inciting students against other students, colleagues, or administration. This does not interfere with the right of a teacher to express his differences on a principle in seminars or other places where students are present.
- (iv) Raising questions of caste, creed, religion, race or sex in his relationship with his colleagues and trying to use the above considerations for improvement of his prospects.
- (v) Refusal to carry out the decisions by appropriate administrative and academic bodies and/or functionaries of the University. This will not inhibit his right to express his difference with their policies or decisions.

* Amended as per the decision of Coord. Com. item no 14. dated 19.7.76 and approved by E.C. item no. 21 dated 12.3.77.

- *14. Before leaving University service an employee, whether appointed temporarily or on probation or permanently shall hand over the charge of his post to the employee duly authorised to receive charge and shall return to the University all articles entrusted to him for his use and shall pay up in full all the charges due from him for occupation of residential quarters, if any, inclusive of Municipal taxes, water and electric charges etc. If he fails to do so the Head of the Branch or Institution in which he is employed shall have the right to recover the amount due from him from the arrears of salary due to him or from the University contribution to his Provident Fund, if he has any other source.
15. A University employee shall subscribe to the Provident Fund in accordance with the provisions of the Statutes.
16. An employee of the University shall begin to draw the pay and allowances, if any, attached to his post with effect from the date when he assumes the duties of that post and shall cease to draw them as he ceases to discharge those duties.
17. (i) No University employee shall be granted leave of any kind for a continuous period exceeding five years;
- (ii) Where the University employee does not resume duty after remaining on leave for a continuous period of five years, he shall be deemed to have resigned and shall accordingly cease to be in University employment.
- Provided that the Executive Council may determine otherwise in any case in view of the exceptional circumstance.
18. The pay of a University employee in the time scale of pay in which he is appointed shall be regulated by the Fundamental Rules of Madhya Pradesh Government. Annual increment shall ordinarily be drawn as a matter of course unless it is withheld.

* Amended as per the decision of Coord. Com. item no 14, dated 19.7.76 and approved by E.C. item no. 21 dated 12.3.77.

Part III - Residential Accommodation.

19. The Executive Council may make rules laying down the principles governing the allotment of such buildings of such portions thereof, as may be available to employees serving under the administrative control of the University for residential purposes.
20. When University employees mentioned below are provided with unfurnished University quarters, they shall pay monthly rent at the rates specified against them or the sanctioned rent (i.e. the standard rent) whichever is less
- | | | |
|-------|--|----------------------------|
| (a) | All University employees belonging to Class III or Class IV. | |
| (i) | Whose emoluments exceed Rs. 250/- p.m. | 7.5 percent of emoluments. |
| (ii) | Whose emoluments exceed Rs. 100/- p.m. but do not Rs. 250/- p.m. | 5 per cent of emoluments. |
| (iii) | Whose emoluments do not exceed Rs. 100/- p.m. | Rs. 2/- p.m. |
| (b) | All other employees. | 10 per cent of emoluments. |

Provided that the standard rent shall be calculated on the basis of the provisions in the Fundamental Rules of the Madhya Pradesh Government.

Note - (i) The tenant will, in addition, be required to pay the cost of water and electrical energy consumed.

(ii) Emoluments shall mean emoluments as defined in rule 45 (c) of the M.P. Fundamental Rule.

21. The employees shall be eligible to house rent allowance at the rates (sanctioned by the M.P. Government for its employees) given below subject to the conditions laid down by the Madhya Pradesh Government for grant of such allowance.

Rates of House Rent Allowance

Description of locality	Pay Range	House Rent Allowance
1.	2.	3.
(a) Towns or cities having a population of four lakhs and above viz. Indore, Gwalior, Bhopal city complex i.e. Bhopal, Bairagarh and H.E.L. township and Jabalpur city complex i.e. Jabalpur, Jabalpur cantonment & Khamaria.	No limit	The difference between the actual rent or the presumptive rent as the case may be, and the normal rent, subject to minimum of Rs. 10 and a maximum of 7.5 per cent of the pay.
(b) In towns or cities a population of one lakh or more but less than four lakhs viz. Ujjain, Raipur, and Sagar.	No limit	The difference having between the actual rent or the presumptive rent as the case may be, the normal rent, subject to a minimum of Rs. 7 and a maximum of 5 per cent of the pay.
(c) In towns with a population of fifty thousand or more but less than one lakh viz. Rewa.	Pay not exceeding Rs. 620	As at (b) above.

Part IV - Leave

22. Leave is earned by duty but cannot be claimed as of right. When the exigencies of the University service so require, discretion to refuse or revoke leave of any description is reserved to the authority empowered to grant it.
23. A University employee, who is dismissed or removed from the University service but is reinstated on appeal or revision is entitled to count his former service for leave.
24. Leave ordinarily begins on the day on which transfer of charge is effected and ends on the day preceding that on which charge is resumed.
25. A holiday or a series of holidays may be allowed to be pre-fixed or affixed to leave by the authority competent to sanction leave.
26. If a University employee is recalled to duty before the expiry of his leave, his 'duty' starts on the day on which he joins his post at the less than one lakh headquarters of the University. Till then he will be on leave. He will draw T.A. under the rules for the journey headquarters.
27. Unless the University shall determine otherwise, an employee shall cease to be in service if he is continuously absent from duty for five years, with or without leave. Wilful absence from duty after the expiry of leave may be treated as misbehaviour. No leave salary shall be paid for the period of such absence, which will be debited against his leave account as though it were leave on half pay.
28. A University employee on leave may not take any service or accept any employment, without obtaining the previous sanction of the authority empowered to appoint him.
29. No University employee who has been granted leave on medical certificate may return to duty without first producing a medical certificate of fitness.
30. Any kind of leave under these rules may be granted in combination with or in continuation of any other kind of leave.

31. No leave shall be granted to an employee beyond the date of compulsory retirement, except to the extent of leave due to him and applied for by him but refused to be granted to him in the exigencies of service before the date of compulsory retirement.
32. If an employee's service is extended beyond the date of compulsory retirement he may be granted within the period of extension any leave, which having been refused, is being carried forward, together with such leave as may have been earned during the extended period. If in good time the leave due, in respect of the period of extension, is applied for and is refused in the exigencies of service, he may be granted after the expiry of the period of extension, the earned leave due on the date of compulsory retirement which on its refusal he is carrying forward plus leave earned in respect of the extended period minus the leave consumed, if any, during the period of extension subject to the maximum of 120 days.
33. Leave or extension of leave on medical certificate shall not be granted to an employee after the date on which he is declared by a competent medical authority to be permanently incapacitated for further service.
34. The leave account of every employee shall be maintained in the form prescribed. No leave shall be sanctioned, unless the title thereto is certified by the officer, who is required to maintain the leave account.
35. A service book shall be maintained for every class III and IV employee. In these books every relevant event in the employee's official life should be recorded, each entry being attested by the head of his office or an officer to whom the power has been delegated. At a fixed time early in the year, the service books should be taken up for recording a verification certificate.
- *36. Earned leave for University employee who are not entitled to vacation:
 - (1) (a) A University employee who is not entitled to vacation shall be entitled to 30 days earned leave in every calendar year.
 - (b) The leave account for every University employee shall be credited with earned leave in advance in two instalments of 15 days each on 1st January and 1st July every year.

- (c) The leave at credit of a University employee at the close of the previous half year shall be carried forward to the next half year subject to the condition that the leave so carried forward plus the credit of the half year do not exceed the maximum limit of 180 days.
 - (d) A period spent on foreign service shall count as duty for purpose of this rule if contribution towards leave salary is paid on account of such period.
2. Subject to provision of subclause (3), the maximum earned leave that may be granted at a time to a University employee shall be 120 days.
 3. Earned leave may be granted to a University employee exceeding a period of 120 days but not exceeding the earned leave due to the employee if the entire leave so granted is spent outside India.

Provided that when the earned leave exceeds a period of 120 days, is granted under the sub-section of such leave spent in India, shall not in the aggregate exceed aforesaid limit of 120 days.

- *37. Earned leave shall be credited to the leave of a newly appointed University employee at the rate of 2 1/2 days for each completed calendar month of the service which he is likely to render in a half year of the calendar year for which he is appointed.
2. (a) The credit in the half year in which a University employee is due to retire or resign from service shall be afforded only at the rate of 2 1/2 days per completed calendar month upto the date of retirement or resignation.
 - (b) When a University employee is removed or dismissed from service or dies while in service, credit to earned leave shall be allowed at the rate of 2 1/2 days per complete calendar month in which he is removed or dismissed from service or dies in service.

* Amended by approved by Coord. Com. item no 64 dated 6,7 & 12.2.87 and by E. C. dated 12.7.86.

3. If a University employee has taken extra ordinary leave in a half year the credit to be afforded to his account at the commencement of the next half year shall be reduced by 1/10th of the period of extra- ordinary leave subject to the maximum of 15 days.
 4. While affording credit of earned leave, fractions of a day shall be rounded off to the nearest day, i.e., fraction below half should be ignored and that half or more should be reckoned as a day
- *38. Earned leave for persons entitled for vacation
1. University employee serving in a vacation post shall not be entitled to any earned leave in respect of duty performed in any year in which he avails himself of the full vacation.
 2. The earned leave admissible to such a University employee in respect of any year in which he is prevented from availing himself of the full vacation is such proportion of 30 days earned leave as the number of days of vacation not taken bears to the full vacation. If in any year he does not avail himself of the vacation earned leave is admissible to him in respect of the year in accordance with the provisions of para 36.
 3. Vacation may be taken in combination with or in continuation of any kind of leave under this para provided that the total duration of the vacation and earned leave taken in conjunction, whether the earned leave is taken in combination with or not shall not exceed the amount of earned leave due and admissible to the officer at a time under section 26. Provided further that the total duration of vacation, earned leave and commuted leave taken in conjunction shall not exceed 210 days. If, however, the entire spell of leave or proportion thereof is spent elsewhere than in India, the maximum limit shall be 240 days subject to the condition that portion spent in India, is not more than 210 days. For the purpose of this rule the term year be construed not meaning a calendar year in which duty is performed but as meaning twelve months starting from the date of reopening of the University after summer vacation to a day before the reopening date of the next academic session.

* Amended by approved by Coord, Com, Item no 64 dated 6,7,12,2,87 and as per the decision of E.C., dated 12.7.86

Provided that a University employee entitled to vacation shall be considered to have availed himself of a vacation or a portion of a vacation unless he has been required by general or special order of a competent authority to forge such vacation is a portion of vacation

Provided also that when a University employee serving in a vacation post proceeds on leave before completing a full year of duty, the earned leave admissible to him shall be calculated not with reference to the vacations which fall during the period of actual duty rendered.

*39. Half pay leave:

(a) A University employee shall be entitled to half pay leave of 20 days in respect of each completed year of service. A completed year of service means continuous service for one year under the University and period spent on duty as well as leave including half pay leave and extra ordinary leave.

(b) The half pay leave may be granted to a University employee on medical certificate or on private affairs. Such leave on medical certificate shall be given on production of medical certificate from such medical authority as the University may by general or special order prescribe in this behalf and for a period not exceeding that recommended by the medical authority. Such medical leave shall not be granted unless the authority competent to sanction leave is satisfied that there is a reasonable probability that the University will be fit to return to duty on its expiry. Half pay leave on private affairs also shall not be granted unless the authority competent to sanction leave has reason to believe that the University employee will return to duty on its expiry or unless it is included in the grant of leave expressed to be preparatory to the retirement.

* Amended by approved by Coord, Com, Item no 64 dated 6,7,12.2,87 and as per the decision of E.C., dated 12.7.86

40. Commuted leave:(a). Commuted leave not to exceed half the amount of half pay leave due may be granted on medical certificate to a University employee subject to the following conditions:-

- (i) When commuted leave is granted twice the amount or such leave shall be debited against the half pay leave due.
- (ii) No commuted leave may be granted unless the authority competent to sanction the leave has reasons to believe that the University employee will return on duty on its expiry.
- (iii) Commuted leave shall not be granted preparatory to retirement.
- (iv) Half pay leave upto the maximum of 180 days may be allowed to be commuted during their service (without production of medical certificate) where such leave is utilised for an approved course of any certificate or in the public interest by the leave sanctioning authority.
- (b) Where a University employee who has been granted commuted leave resigns from service or at his request permitted to retire voluntarily without returning to duty, the commuted leave shall be treated as half pay leave and the difference between the leave salary in respect of commuted leave and half pay leave shall be recovered.

Provided that no such recovery shall be made if retirement is by reason of ill health incapacitating the University employee for further service or in the event of his death.

Provided also that commuted leave may be granted at the request of the University employee even when earned leave is due to him.

Provided that the staff of vacation departments may also be granted commuted leave as earned leave without production of Medical Certificate subject to the following condition:

- (i) Not more than 10 days i.e. 20 days Half Pay leave may be granted as earned leave in a year.

- (ii) Not more than 90 days i.e. 180 days half Pay leave may be granted as Earned Leave during the entire service.

41. LEAVE NOT DUE: save in the case of leave preparatory to retirement, leave not due may be granted to a University employee subject to the following conditions:

- (a) The authority competent to grant leave is satisfied that there is reasonable prospect of University employee returning to duty on its expiry.
- (b) Leave not due shall be limited to the half pay leave he is likely to earn thereafter.
- (c) Leave not due during the entire service shall be limited to a maximum of 360 days, but of which not more than 90 days at a time and 180 days in all may be otherwise than on medical certificate.
- (d) Leave not due shall be debited against the half pay leave against the University employee which he may earn subsequently.

2. (a) Where a University employee who has been granted leave not due resigns from service or at his request permitted to retire voluntarily without returning to duty, leave not due shall be cancelled, his resignation or termination taking effect from the date on which such leave had commenced, and the leave salary shall be recovered.

(b) Where a University employee who having himself availed of leave not due returns to duty but resigns or retires from service before he has earned such leave, he shall be liable to refund the leave salary to the extent the leave has not been earned subsequently.

Provided that no leave salary shall be recovered under clause (a) or clause (b), if the retirement is by reason of ill health incapacitating the University employee for further service or in the event of his death.

42. EXTRAORDINARY LEAVE :

(1) Extra ordinary leave may be granted to a University employee in special circumstances:

- (a) When no other leave is admissible.
 - (b) When other leave is admissible but the University employee applies in the writing for the grant of extraordinary leave.
- (2) Unless the Executive council in view of the exceptional circumstances of the case otherwise determines, no University employee who is not a permanent employee shall be granted extraordinary leave in excess of the following limits:
- (a) Upto 3 months without medical certificate.
 - (b) Upto 6 months with common ailments, where the University employee has completed one year continuous service on the date of expiry of leave of the kind due and admissible under these rules including 3 months extraordinary leave under para (42) and his request for such leave is supported by a medical certificate as required by the rules.
 - (c) Upto 18 months where the University employee who has completed one year's continuous service is undergoing treatment for :
 - (i) Cancer, or for mental illness, in an institution recognised for the treatment of such disease or by a Civil Surgeon, Staff Surgeon or a specialist in such disease.
 - (ii) Pulmonary tuberculosis or plurosy of tubercular origin, in a recognised sanitorium.
- Note:- The concession of extraordinary leave upto 18 months shall be admissible also to a University employee suffering from Pulmonary tuberculosis or pleurisy of tubercular origin who received treatment at his residence under a tuberculosis specialist recognised as such by the State Administrative Medical Officer concerned and produces a certificate signed by that specialist to the effect that he is under his treatment and that he has reasonable chances of recovery on the expiry of the leave recommended.
- (iii) Tuberculosis of any other part of the body certified by a qualified tuberculosis specialist or a Civil Surgeon or a Staff Surgeon.

- (iv) Leprosy in a recognised leprosy institution or by a Civil Surgeon or Staff Surgeon or a Specialist in a leprosy Hospital recognised as such by the State Administrative Medical Officer concerned.
 - (d) 24 months where the leave is required for the purpose of prosecuting studies certified to be in the public completed 3 years continuous service by the date of expiry of leave of the kind due and admissible under the 42(2)(a) above and executes a bond to serve the University for a period of 3 years after return to duty failing which he will be required to pay a penalty of Rs. 1000/-.
3. The authority competent to grant leave may commute retrospectively periods of absence without leave into extraordinary leave.
 4. No extra ordinary leave beyond the period of 4 months in one spell shall be sanctioned to a University employee whether temporarily or permanent without prior concurrence of the Executive Council.
43. (a) An employee on earned leave and /or commuted leave is entitled to leave salary equal to the average pay or the substantive pay to which he was entitled immediately before the commencement of the leave, whichever is greater;
 - (b) An employee on half pay leave or leave not due is entitled to leave salary equal to half his average pay.
 - (c) An employee on extraordinary leave is not entitled to any leave salary.
44. Leave probationer, a person on probation and on apprentice:-
 1. (a) A probationer shall be entitled to leave under these rules if he has held his post subsequently otherwise than on probation.
 - (b) if, for any reason, it is proposed to terminate the services of a probationer any leave which may be granted to him shall not be extended.
 - (i) beyond the date on which probationary period as already sanctioned or extended expires, or

- (ii) beyond any earlier date on which his services are terminated by the orders of an authority competent to appoint him.

2 An apprentice shall be entitled to-

- (a) Leave on medical certificate, on leave salary equivalent to half pay for a period not exceeding one month in any year of apprenticeship.
- (b) Extra ordinary as per provisions of para 42.

45. Leave preparatory to retirement:-

- (1) A University employee may be permitted by the authority competent to grant leave to take leave preparatory to retirement to the extent of earned leave due, i.e. 180 days together with half pay leave due, subject to the condition that such leave extends upto and includes the day preceding for the date of retirement.

Note:- The leave granted as leave preparatory to retirement shall not include extraordinary leave.

- (2) (a) Where a University employee who is on foreign service in or under a local authority or corporation or company wholly or sub-stantively owned or controlled by the Government or a body controlled or financed by the Government (hereinafter referred as the local body) applies for leave preparatory to retirement the decision to grant or refuse leave shall be taken by foreign employee with the concurrence of the liening authority.
- (b) In case the leave is so refused to a University employee in public interest, it may be availed of by him to the extent admissible under para 46 from the date of his retirement.

46. Leave beyond the date of retirement :-

- (1) Except as provided herein after, no leave shall be granted to a University employee beyond the date of his retirement .
- (2) Where a University employee has insufficient time before the date of his retirement.

- (a) formally applied for leave due as preparatory to retirement and the leave has been refused in whole or in part, or
- (b) ascertained in writing from the authority competent to grant leave that such leave if applied for could not be granted.

On account of exigencies of public service, he may be granted from the date of retirement the amount of earned leave so denied increased by the amount of earned leave earned by him during the period between the date on which leave was denied and retirement and decreased by such leave, if any, availed of during the same period subject to the maximum limit of 120 days.

Provided that a University employee whose service has been extended in the interest of the public payment that date of his retirement, may be granted earned leave as under:-

- (I) during the period of extension, any earned leave due in respect of the period of such extension and, to the extent necessary, the earned leave which would have been granted to him under the preceding provision had he retired on the date of retirement.
 - (a) the earned leave which could have been granted to him under the preceding provision had he retired on the date of retirement, diminished by the amount of such leave availed of during the period of extension and,
 - (b) any leave earned during the period of extension as has been formally applied for as preparatory to final cessation of his duties in sufficient time during the extension and refused to him on account of the exigencies of the public service and
- (iii) in determining the amount of earned leave due in respect of the extension according to the section 37 the earned leave, if any admissible under the preceding provision shall be taken into account.
- (3) The grant of leave under this section except under this sub-section 2(i) shall not be construed as extension of service.

47. Leave or extension of leave on medical certificate shall not be granted to a University employee after the date on which he is renounced by a medical committee to be completely and permanently incapacitated for further service.

For the purpose of this rule, a University employee may be deemed to have been denied leave, only if a sufficient time before the date on which he must retire or the date on which his duties finally cease he has either formally applied for leave as leave preparatory to retirement and has been refused leave on the ground of exigencies of public service or has ascertained in writing from the sanctioning authority that such leave if applied for would not be granted on the aforesaid ground.

48. 1. Special disability leave for injury intentionally inflicted :-

- (i) The authority competent to grant leave may grant special disability leave to University employee (whether permanent or temporary) who is disabled by injury intentionally inflicted or caused in, or in consequences of the due performance of his official duty or in consequence of his official position.
- (ii) Such leave shall not be granted unless the disability manifested itself within three months of the occurrence to which it is attributed and the person disabled acted with due promptitude in bringing it to notice.

Provided that the authority competent to grant leave may, if it is satisfied as to the cause of disability, permit leave to be granted in cases where the disability manifested itself more than three months after the occurrence of its cause.

- (iii) The period of leave granted shall be such as is certified by an authorised medical attendant and shall in no case exceed 24 months.
- (iv) Special disability leave may be combined with leave of any other kind.

- (v) Special disability leave may be granted more than once if the disability is aggravated or reproduced in similar circumstances at a later date, but not more than 24 months of such leave shall be granted in consequence of any one disability.
- (vi) Special disability leave shall be counted as duty in calculating service and shall not except the leave granted under the provision to sub-section 7 (b) of this section, be debited against the leave account.
- (vii) Leave salary during such leave shall -
 - (a) For the first 120 days of any period of such leave including a period of such leave granted under sub-section (v); be equal to leave salary while on earned leave; and
 - (b) for the remaining of such leave, be equal to leave salary during half-pay leave.
- (viii) In the case of a person to whom the Employee's State Insurance Act, 1984 (34 of 1984) applies, the amount of leave salary payable under this rule shall be reduced by the amount of benefit payable under the said Act for the corresponding period.

2. Special disability leave for accidental injury :-

- (i) The provisions of section 48 shall apply also to a University Employee whether permanent or temporary, who is disabled by injury accidentally incurred in or in consequence of the due performance of his duties or in consequence of his official position by illness incurred in the performance of any particular duty which has the effect of increasing his liability to illness or injury beyond the ordinary risk attaching to the post which he holds.
- (ii) The grant of special disability leave in such case shall be subject to the further conditions
 - (a) that the disability, if due to disease, must be certified by an Authorised Medical Attendant to be directly due to the performance of the particular duty

- (b) that, if the University employee has contacted such disability during service and it must be in the opinion of the authority competent to sanction leave exceptional in character: and
- (c) that the period of absence recommended by an Authorised Medical Attendant may be covered in part, by leave under this rule and in part by any other kind of leave, and that the amount of Special Disability Leave granted on leave salary equal to that admissible on earned leave shall not exceed 120 days.
- (d) Power to grant special Disability Leave All cases relating to the grant of special disability leave under section 48 shall be referred to the Executive Council.

49. MATERNITY LEAVE :-

- (1) A female University employee may be granted maternity leave by an authority competent to grant leave for a period which may extend upto the end of 90 days from the date of its commencement. In the case of 'abortion' or 'Miscarriage' maternity leave may also be granted to a female University employee, but the extent of the leave granted should be limited to the period recommended by the appropriate medical authority subject to a maximum of six weeks from the date of occurrence of the event, provided that no other leave under this rule shall be granted to a female University employee who has three or more surviving children. The abortion induced under Medical termination of pregnancy Act 1971 shall also be considered as a case of abortion for the purposes of this section.

50. HOSPITAL LEAVE

- (1) Appointing authority may grant hospital leave to
 - (a) peons and guards of all departments in permanent employ;
 - (b) Process services.

While **under treatment** for illness or injury in hospital or dispensary or while receiving medical aid as an outdoor patient at the station or headquarters or the district in which they are serving. Such leave may without reference to the allowance paid to the substitute, be granted on leave salary equal to the admissible during earned leave or half pay leave and for such period as the authority granting it may consider necessary.

- (2) Hospital leave may also be granted at the discretion of the sanctioning authority to the University employees specified below on leave salary equal to that admissible during earned leave or half pay leave and for such period as the authority granting may consider necessary, while they are under medical treatment for illness or injury in a hospital or dispensary or while receiving medical aid as an outdoor patient at station or headquarters at which they are serving provided always that such illness or injury is directly due to risks incurred in the course of their official duties and is certified not to have been caused by irregular or interpeuate habits.

(a) Sub-ordinates employed in Departmental Laboratories.

(b) University servants on fixed rates of pay employed in University press.

(c) Hospital leave shall not be debited against the leave account and may be combined with any other kind of leave which may be admissible provided the total period of leave, after such combination does not exceed 28 months.

(4) (a) In the case of a person to whom the workmen's compensation Act, 1923 (E of 1923) applies the amount of leave salary payable under these rule shall be reduced by the amount of compensation payable under clause.

(b) of sub section 4 of the said act.

- (c) In the case of a person to whom the employees State Insurance Act, 1948 (24 of 1984) applies the amount of leave salary payable under this rule shall be reduced by the amount of benefit payable under the said Act for the corresponding period.

51. STUDY LEAVE

- (1) (a) The study leave may be granted to a permanent University employee to enable him to undergo in or out of India , a special course of study consisting of higher studies, or specialised training in a professional or a technical subject having a direct and close connection with the sphere of this duty.
- (2) Study leave may also be granted :-
 - (i) for a course of training or study tour in which a University employee may not attend a regular academic or semi-academic course if the course of training or the study tour is certified to be of definite advantage to University from the point of view of the sphere of duties of the University employee ; and
 - (ii) for the purpose of study connected with the frame work or background of public instructions, subject to the conditions that-
 - (a) The particular study or study tour should be approved by the authority competent to sanction study leave;
 - (b) The University employee should be required to submit on his return, a full report of the work done by him while on study leave.
 - (iii) for the studies which may not be closely or directly connected with the work of the University Employee, but which are capable of widening his abilities as University employee and to collaborate with those employed in other branches of the public instruction.
- (3) Study leave shall not be granted unless:-
 - (i) It is certified by the Dean/Head of the Department/Sectional Officer that the proposed course of study or training shall be of definite advantage from the point of view of University interest;

(ii) It is for prosecution of studies in subject directly connected with his subject.

(4) Study leave shall not ordinarily be granted to a University employee

(i) Who has rendered less than 5 years service under the University; or

(ii) Who is due to retire or has the option to retire from the University service within three years of the date on which he is expected to return to duty after the expiry of the leave.

(5) A. Study leave shall not be granted to University employee with such frequency as to remove him from contact with his regular work or to cause cadre difficulties owing to his absence on leave.

B. Study leave that may not be granted :-

(1) Ordinarily for 12 months at any one time which may not be exceeded 24 months save for exceptional reasons in which Executive Council is satisfied that such extension is unavoidable on academic grounds and necessary in the interest of the University.

(2) The period of study leave shall in no case exceed three years during the entire service.

C. (1) Study leave may be combined with other kinds of leave but in no case shall the grant of his leave other than extra ordinary leave involve a total absence of more than twenty eight months from the regular duties of the University employee.

(2) A University employee granted study leave in combination with any other kind of leave may, if he so desires commence his study before the end of the other kind of leave but the period of such leave coinciding with the course of study leave shall not count as study leave. Provided that the limit of twenty eight months of absence prescribed in sub-rule (1) includes the period of vacation.

D. Regulation of study leave extending beyond course of study :-

When the course of study falls short of study leave sanctioned, the University employee shall resume duty on the conclusion of the course of study, unless the previous assent of the authority competent to sanction leave to treat the period of short fall as ordinary leave has been obtained.

E. Admissibility of allowance in addition to leave salary :-

No allowance of any kind other than the dearness allowance shall be admissible to a University employee in respect to the period of study leave granted to him.

F. Cost of fees for the study :-

A University employee granted study leave shall ordinarily be required to meet the cost of fees or the study but in exceptional cases the Executive Council may sanction the grant of such fees.

Provided that in no case shall the cost of fees be paid to an individual employee, who is in receipt of scholarship or stipend from whatever source, or who is permitted to receive or retain in addition to his salary, any remuneration in respect of part time employment.

G. Execution of Bond :-

Every University employee who has been granted study leave or extension of such leave shall be required to execute a bond in favour of the University for not less than double the period of study leave sanctioned to him, subject to a maximum of three years.

The employee shall also pledge that he shall refund to the University the amount for leave salary and allowances and other expenses incurred on him or paid to him or on his behalf in connection with the course of study if

- (i) he is unable to complete his studies within the period of study leave granted to him,
- (ii) he fails to rejoin the service of the University on expiry of his study leave

- (iii) he leaves the University service before the expiry of the bond period
- (iv) he is dismissed or removed from the service within the period for which bond has been executed.

H. Leave salary during the study leave :-

- (1) During the study leave availed outside India, a University employee shall draw leave salary equal to the pay (without allowance other than dearness allowance) that the University employee was drawing while on duty with University immediately before proceeding on leave.
- (2) During study leave availed in India a University employee.
 - (a) Shall draw leave salary equal to the pay (without allowance other than dearness allowance) that the University employee drew while on duty immediately proceeding on such leave.
 - (b) Payment of leave salary on full rate under clause(a) shall be subject to the furnishing of a certificate by University employee to the effect that he is not in receipt of any scholarship, stipend or remuneration in respect of any part time employment.
 - (c) The amount, if any received by a University employee during the period of study leave as scholarship or stipend or remuneration in respect of any part time employment shall be adjusted against the leave salary payable.

I. Study leave shall count as on duty for promotion and seniority. It shall also count as service for increments and retirement benefits. Study leave shall not be adjusted against the leave account of the University employee concerned.

- (i) Sabbatical leave shall be admissible to the professors and the Readers of more than 45 years of age for a period of one year at the end of every six years of continuous service in their respective cadres in the University for undertaking study, research and writing purposes within the country or abroad.

Provided further that another sabbatical leave shall not be granted until after the expiry of six years from the date of the return of the person from previous sabbatical leave or any other kind of training programme.

- (ii) The length of continuous service in a cadre shall be reckoned on the basis of the service rendered without any break. A period of absence of more than three months of the University session (Excluding vacation) shall be treated as break. For any absence for a period exceeding three months, service for additional period of equal duration will have to be rendered for completion of six years services for the purpose of sabbatical leave.
- (iii) Sabbatical leave shall be granted for a period of twelve months including vacations. Vacations will not be allowed to be prefixed or suffixed with sabbatical leave.
- (iv) A sabbatical leave may be availed only twice during the entire period of the service.
- (v) During the period of sabbatical leave the professor/Reader shall be allowed to draw the normal increments on the due dates and the period of leave shall also count as regular service for the purposes of retirement benefits provided that the Professor/Reader rejoins the University on expiry of the leave
- (vi) A person on sabbatical leave shall be paid full pay and allowances at the rates applicable. The University shall not fill up his post.
- (vii) A person on sabbatical leave shall not take up any regular appointment under another organisation in India or abroad. He shall however, be entitled to accept travelling and maintenance allowance from any service.
- (viii) On return from the sabbatical leave the teacher shall be required to furnish a report in writing of the work undertaken during the period of leave.

53. (A) CASUAL LEAVE

- (i) Casual leave is not earned by duty. An employee on casual leave is not treated as absent from duty and his pay is not intermitted. Casual

leave can not be claimed of right and its grant is always subject to the exigencies of service and subject to maximum 13 days in a year . For purpose of casual leave, the year will be from July 1 to June 30.

- (ii) Casual leave may be granted as and when occasion arises at the discretion of the sanctioning authority.

Provided that the total period of absence, including Sunday and other holidays shall not exceed 8 days at a time.

Note-Holidays or Sunday falling between will not count as casual leave

- (iii) Casual leave cannot be combined with any other kind of leave.

(B) SPECIAL CASUAL LEAVE :

- (i) An employee summoned to serve as juror or assessor or to give evidence before the court of law as a witness in a civil or a criminal case in which his private interest are not at issue may be given this leave. The leave so granted should be sufficient to cover the period of absence necessary.
- (ii) It may also be granted when an employee is deputed to attend reference libraries of other institutions and conferences or educational gatherings of learned and professional society in the interest of the University or other academic work which will include working on the committees appointed by the University/ Government/University Grants Commission / M.P. Uchcha Shiksha Anudan Ayog, lecturing and examination work , or such other work as may be specified by the Executive Council.
- *(iii) Special Casual leave under clause (ii) above shall be admissible only for non remunerative work and shall not exceed 15 days in a calendar year.

Provided that for non remunerative work on the committees appointed by the University / Government/University Grants Commission /M.P. Uchcha Shiksha Anudan Ayog, the Kulapati / the Kuladhipati, at his discretion sanction Special Casual leave for a further period not exceeding 15 days in a calendar year.

*Provided further the Special Casual leave upto 10 days maximum may be granted

to teachers of University who are called by M.P. Public Service Commission, Indore or by the University from within the jurisdiction of the University for purpose of Central Valuation and may also be permitted to draw remuneration for the said purpose.

** Provided also that a teacher appointed as visiting fellow by some other University under the faculty improvement programme of University Grants Commission shall be granted special academic leave not exceeding 4 weeks during an academic session.

54. Leave to the extent prescribed below but not exceeding in any case the period earned may be sanctioned by the authority mentioned against each -

A. Casual leave : Category	Sanctioning Authority
(i) Heads of Departments and Registrar.	Kulapati
(ii) Departmental employees (Teachers other than Head of the Department). Laboratory Ministerial and Class IV staff.	Head of the Department concerned.
(iii) Registrar's office staff.	Registrar provided further that casual leave upto 5 days at a time maybe sanctioned by the DR/ARs to theministerial and class IV staff of respective sections under their charge.

* Amended as per the decision of Coord. Com. item no.9(iv) dated 19.7.76 and approved by E.C. Res. no.20 dated 12.3.77.

** Amended as per the decision of E.C. dated 12.7.86 and approved by coord. Com. item No. 64 dated 6,7,12 Feb 1987.

B. Special Casual leave :

All employees other than Kulapati Kulapati.

C. Leave Other than Casual or Special

Casual leave :-

Category	Sanctioning Authority	Maximum period of sanction if any
(i) Kulapati	Kuladhipati	To the maximum extent due
(ii) Heads Of Departments and the Registrar	Kulapati, Executive Council	Upto 2 months More than 2 months
(iii) All class I and class II employees	Kulapati Ex-Council	Upto 3 months More than 3 months
(iv) Class III & class IV staff in a Teaching Deptt./Schools of Studies.	Head of Department concerned. Kulapati	Upto 1 month More than 1 month
(v) Class III and class IV staff other than in	Registrar Kulapati	Upto 1 month More than 1 month
(iv) above.		

55 The salaried employees of the University shall be permitted the benefit of surrendering, earned leave for purpose of encashment as per orders issued by the State Government for its employees from time to time.

- (i) The authorities who are empowered to sanction earned leave will be competent to accept surrender of earned leave.

- (ii) The balance of earned leave after surrender should not be less than 30 days.
- (iii) The leave salary for this period of leave would be $D R$ where D is the number of days of leave surrendered 31 and R is the rate p.m. of leave salary sanctioned.

Provided that subscription towards contributory provident fund shall not be deducted from such surrendered leave salary nor the University shall contribute its share for this surrendered leave.

- (iv) There shall be an interval of not less than 24 months between the surrenders of earned leave.
- (v) The total of earned leave actually availed of and the earned leave surrendered shall not exceed 120 days

56. **Part V- Suspension, Penalties & Disciplinary Authority.**

The appointing authority shall take disciplinary action against its employees according to the rules prevailing for such action for the employees of M.P. Government.

57. (1) The appointing authority may for good and sufficient reasons, impose on an employee the following penalties;
- (a) Censure;
 - (b) Recovery from his pay of the whole or part of any pecuniary loss caused by him to the University by negligence or breach of orders;
 - (c) Withholding of increments of pay;
 - (d) reduction to lower time scale of pay grade or post;
 - (e) compulsory retirement;
 - (f) removal from service;
 - (g) dismissal from service which shall ordinarily be a disqualification for future employment in the University.

Besides the above the penalty of fine not exceeding rupees five may be imposed on a class IV employee for petty carelessness, unpunctuality, idleness or similar misconduct of a minor nature.

- (2) The appointing authority may institute disciplinary proceeding against an employee of the University.
 - (3) No order imposing any of the penalties specified in sub paragraph (1) above other than fine shall be made except in accordance with the procedure for imposing penalties on government servant prescribed by the Madhya Pradesh Government and enforced at the time the appointing authority orders an inquiry against the employee concerned
58. (1) Where any penalty is imposed on an employee by the Registrar, the employee concerned may prefer an appeal to the Executive Council within thirty days from the date on which a copy of the order appealed against is delivered to the appellant.
- (2) Where any penalty is imposed on an employee by the Executive Council he may prefer an appeal to the Kuladhipati within thirty days from the date on which a copy of the order appealed against is delivered to the appellant.
 - (3) The appeal shall be presented to the authority to whom the appeal lies a copy being forwarded by the appellant to the authority which made the order appealed against. It shall contain all material statements and arguments on which the appellant relies; shall not contain any disrespectful or improper language and shall be complete in itself.
 - (4) The authority which made the order appealed against shall on receipt of a copy of the appeal, forward the same with its comments thereon together with the relevant records to the appellate authority. without any avoidable delay and without waiting for any direction from the appellate authority.
 - (5) (i) The appellate authority may confirm, enhance, reduce or set aside the penalty or remit the case to the authority which imposed the penalty with such directions as it may deem fit in the circumstances of the case.

- (ii) The authority which made the order appealed against shall give effect to the orders passed by the appellate authority.

59. When a University employee who has been dismissed, removed, or suspended, is reinstated the authority competent to order a reinstatement shall make a specific order :

- (a) regarding the pay and allowances to be paid to the employee for the period of his absence from duty and
- (b) whether or not the said period shall be treated as period spent on duty for all purposes,

Part VI— Miscellaneous

60. Every employee shall at all times;

- (a) Maintain absolute integrity;
- (b) Show devotion to duty and
- (c) Do nothing which is unbecoming of an employee of the University.

61. No employee shall join or continue to be a member of such association the objects of activities of which are prejudicial to the interest of the University or public order, decency or morality.

62. No employee shall :-

- (i) change himself or participate in any demonstration which is prejudicial to the interest of the University, public order, decency or morality or which involves contempt of court, defamation or incitement to an offence; or
- (ii) resort to or, in any way, abet any form of violence in connection with any matter pertaining to his service or the service of any employee.

63. (i) No employee shall, except with the previous sanction of the University, own wholly or in part, or conduct, or participate in the editing or management of any newspaper or periodical publications.

- (ii) No employee shall except with the previous sanction of University or the prescribed authority or in the bonafide discharge of his duties, participate in a radio broadcast or contribute any article or write any letter either in his own name or anonymously, pseudonymously in any newspaper or periodical or write a book.

Provided that no such sanction shall be required if such broadcast or such contribution or writing is of a purely literary, artistic or scientific character.

64. No employee shall except in accordance with any general or special order of the University or in the performance in good faith of the duties assigned to him, communicate, directly or indirectly, an official document or any part thereof or information to any other employee or any other person to whom he is not authorised to communicate such document or information.
65. No employee shall bring or attempt to bring any political or other influence to bear upon any superior authority to further his interests in respect of matters pertaining to his service under the University.
66. No University employee shall, except with the previous written sanction of the University join any college/school or appear at any examination conducted by the University or any other University or Board.

Permission to attend classes or taken nomination will be granted only, if it is consistent with University interest and it cannot be claimed as of right.

67. No University employee except those specifically employed on a part time basis shall, without the previous permission of the University, apply for any post outside the University.
68. Any infringement of provisions of paras 60 to 67 of this Statute shall be regarded as subversive of good discipline and misconduct and will well justify the initiation of disciplinary action against such employee.

S T A T U T E N O. 32**BUILDING COMMITTEE**

Under Section 35 (a) of the M.P.V.V.

Adhiniyam, 1973.

1. There shall be a Building Committee consisting of the following:-
 - (i) The Kulapati- Ex Officio Chairman.
 - (ii) The Chief Engineer P.W.D. (B&R) M.P. or his nominee not below the rank of Superintending Engineer.
 - (iii) One nominee of the Municipal Corporation of Municipality at the Head Quarters of the University.
 - (iv) The collector of the district.
 - (v) Two members nominated by the Executive Council (not necessarily from amongst themselves)
 - (vi) One members to be coopted by the committee (if necessary two members can be coopted).
 - (vii) The Registrar.
 - (viii) The University Engineer Member Secretary.
2. Four members of the Building Committee shall form a quorum and members other than ex-officio members shall hold office for two years.
3. The Building Committee shall:-
 - (a) advice the Executive Council on all matters relating to the construction of building, repairs, alterations, additions to existing buildings, playgrounds which it may think necessary or urgent.
 - (b) select and recommend site for acquisition by the Executive Council.
 - (c) accord technical sanctions to the detailed plans and estimates.

- (d) select and recommend acceptance of tenders.
- (e) sanction expenditure incidental to the execution of each work subject to the allotment made by the Executive Council.
- (f) make recommendations to the Executive Council about the order in which work should be carried out;
- (g) recommend to the Executive Council creation of posts of the Engineering staff subject to the availability of funds in budget.
- (h) the Building Committee may appoint sub-committees for carrying out its directions.

Approved by the E.C.vide item No 20 dated 7.4.78

(Approval of Coordination Committee is awaited

S T A T U T E N O.33**THE SUPERINTENDING STAFF OF THE HOSTEL**

(Refer Section 42(2))

1. The University shall have Chief Warden and a Warden for each hostel separately.
2. The Chief Warden shall be appointed by the Kulapati from amongst the Professors /Readers.
3. The Warden shall be appointed by Kulapati in consultation with the Chief Warden, from amongst the Readers / Lecturers.
4. The Warden shall appoint prefects for his/her hostel in consultation with the Chief Warden.

One Prefect for every 30 students or part thereof shall be appointed in each hostel.

5. The term of appointment of Chief Warden and wardens shall be of three years.

Provided that they shall, notwithstanding the fact that their term of three years has not expired, cease to hold the office on retirement from their substantive posts.

Provided further that notwithstanding the fact that term of three years has not expired, the Kulapati may terminate the appointment if he is satisfied that further continuation of the Chief-Warden and Warden will be detrimental to the cause for which they have appointed or to the interest of the University.

6. The term of the appointment of the prefects shall be for one academic session.

Provided that they shall, notwithstanding the fact that their term of one session has not expired, the Chief-Warden may on the report of the Warden or on his

own terminate the appointment of prefect if he is satisfied that further continuance of the prefect will be detrimental to the cause for which he has been appointed or to the interest of the University.

7. The Chief-Warden and Warden shall be exempted from house rent, other charges on the house like electricity, water, etc. shall have to be paid by them.
8. The prefects shall be exempted from the payment of room rent. They will, however be required to pay all other dues as shall be required by the provisions of the Ordinance made for this purpose.
9. The chief-Warden and Warden shall have all powers necessary to administer the hostel according to the provisions of the Act, Statutes, Ordinances and Regulations formed from time to time for this purpose.

Approved by the E.C. dated 8.9.80.

S T A T U T E N O.34

SPORTS COMMITTEE

(Under Section 35 (a) of M.P.V.A.1973)

1. For the purpose of promoting sports and physical welfare of students there shall be a Committee which shall consist of :-
 - (i) Kulapati
 - (ii) Principal, L.N.C.P.E. Gwalior. Ex-Officio-Vice Chairman.
 - (iii) Two Principals of Colleges and not more than three Professor of University School of Studies of Teaching Departments nominated by the Kulapati.
 - (iv) Three teachers of the affiliated colleges one of whom shall be a lady teacher of the School of Studies of teaching departments, nominated by the Kulapati.
 - (v) two persons of whom atleast one shall be non-teacher appointed by the E.C.
 - (vi) Not more than two persons possessing expert knowledge or experience of a branch or branches of Sports to be cooped by the Sports Committee.
 - (vii) Two Sports Officers of College or School of Studies or Teaching Departments nominated by the Kulapati
 - (viii) Two Captains of the University teams which represented the University at Inter University games during the Preceding years and who are still students, to be nominated by the Kulapati.
 - (ix) The Registrar (Ex-Officio)
 - (x) The Director of Physical Education-Ex Officio Member /Secretary.
- (2) The term of all the members except, Ex-Officio and students members shall be three years. The term of student members shall be one year.

- (3) Seven members shall form a quorum.
- (4) Ordinarily, no member shall be eligible for nomination for second consecutive term.
- (5) The Sports Committee shall meet atleast ordinarily twice every year.

The date of the meeting shall be fixed by the Secretary with the approval of the Kulapati /Chairman,

- (6) In the absence of the Chairman and the Vice-Chairman members present shall elect Chairman who shall preside at the meeting.
- (7) Powers and functions:-
 - I. (i) Subject to the control of the Executive Council, the Sports Committee shall organise, control, manage and supervise by itself or through various sub-committees Inter College Sports and Tournaments and to foster, undertake Inter -University Competitions
 - (ii) The Sports Committee shall subject to the approval of the Executive Council frame and adopt all rules to be followed by all the affiliated Colleges, School of Studies and Teaching Departments of the University.
 - (iii) it shall decide whether the University shall participate in the Inter University Competitions and prepare the budget for the expenses involved in such participation subject to the overall Budgetary limits laid down by the Executive Council.
 - (iv) It shall appoint Sports Executive Committee for execution of the decision on the Sports Committee.
 - (a) The Sports Executive Committee shall consist of :-
 - (1) Principal, L.N.C.P.E.,Gwalior - Chairman(Ex-Officio)
 - (2) Registrar of the University - Member (Ex-Officio)
 - (3) One Principal of Affiliated College - Member

- | | | |
|---|---|------------------|
| (4) One Professor of School of Studies | - | Member |
| (5) One lady Representative | - | Member |
| (6) Director of Physical Education- of the University. (Ex-Officio) | | Member/Secretary |

(b) Powers of the Sports Executive Committee.

- (1) In emergency, the Sports Executive Committee will set on behalf of the Sports Committee and report its decision to the Sports Committee.
- 2 To take such steps as may be necessary in due discharge of their responsibilities and to perform such functions as may be assigned by the Executive Council pertaining to all matters related to Physical Education and Sports.

Approved by the E.C. vide item dated 14.5.83

(Approval of the Coordination committee is awaited)

JIWAJI UNIVERSITY, GWALIOR

(D R A F T) S T A T U T E N O. 35

Under Section 6 (16) read with Section 24 (xiii) and Section 35 (k) of the M.P. Vishwavidyalaya Adhiniyam, (1973)

RELATING TO AUTONOMOUS COLLEGES

1. Definition :

An Autonomous College means a Teaching Department of the University schools of Studies or College affiliated to the University, declared as such by the Executive council.

Provided that the extent of the autonomy which each such Teaching Department of the University School of Studies or Colleges may have and the matter in relation to which it may exercise such autonomy shall be as prescribed in the Statute hereinafter.

2. OBJECTIVES OF AUOTONOMY :

To bring about radical changes as envisaged in the National Policy on Education, 1986 the Autonomous Colleges will have the freedom to :

- determine its own courses of study and syllabi,
- prescribe rules of admission, subject of course to the reservation policy of the State Government and
- evolve methods of evaluation and to conduct examinations.

The autonomy shall rather be a means to achieve higher standards and greater creativity in the future. For the time being the parent University of an Autonomous College will continue to confer degrees upon the candidate declared eligible on successful completion of the prescribed syllabi and valuation by the Autonomous Colleges, An Autonomous College with this be fully accountable for the content and quality of education that it imparts, it will be responsible for evaluation of the students for awards of degrees which will be accepted by the parent University.

Amended draft as per the decision of E.C. dated 29.1.90.

Promotion of National Integration will be an important feature of the Autonomous College through their academic programme and other activities.

3. CRITERIA FOR IDENTIFICATION OF INSTITUTIONS FOR GRANT OF AUTONOMY.

While the following factors can help identify the institutions to claim autonomous status, it needs to be emphasized that should be less a reward for good performance during the past but rather a means to achieve higher standards and greater creativity in the future.

- (i) Academic reputation and previous performance in University examination and their academic/ co-curricular activities.
- (ii) Academic attainment is of the Faculty.
- (iii) The mode of selection of students and teachers whether such selection is without regard to caste, creed or social class.
- (iv) Physical facilities e.g. library, accomodation and equipment.
- (vi) The financial resources that the management/ State Government can provide for the development of institution(s).
- (vii) Extent of academic freedom enjoyed by the Faculty for advanced scholarship research and experimentation and involvement in educational innovation and reforms.

The task of identification will be done by the committee constituted by the Vice-Chancellor and including representatives of the U.G.C. and the state Government and the Dean/ Coordinator College Development Council Vice-Chancellor will preside over the meetings of the Committee and the D.C.D.C. will act as its convener.

4. PROCEDURE FOR CONFERMENT OF AUTONOMOUS STATUS.

The recommendation of the identification committee on approval by the Vice-Chancellor be forwarded to the state Govt. and the U.G.C. in the prescribed format for concurrence. After this concurrence is available. The Executive Council shall have the power to prescribe in consultation with the Academic Council the manner

in which and the condition subject to which a College may be designated as an Autonomous College and such designation may be cancelled. The decision of the Executive Council will then be notified by the Registrar to the College prescribed format.

The right of autonomy may not be conferred once for all. The exercise of rights on conferment of autonomous status by a College will however, have to be continuously earned and deserved. The status of autonomy may be granted initially for a period of five years but a review should be undertaken after three years by the University with the help of a committee to be constituted for the purpose. The committee may comprise academic experts as follows :-

- a- One nominee of the parent University;
- b- One nominee of the State Government concerned,
- c- One nominee of the UGC.
- d- One Principal of an autonomous College to be nominated by the parent University ; and
- e- Dean ,College Development Council.

In case of evidence of declining standards, it should be open to the University, after careful scrutiny to revoke the autonomous status.

5. (a) An affiliated College may be conferred the status of autonomy for a period not exceeding five years in first instance, subject to review of the functioning of the College at the end of three years.
- (b) It shall be competent for the Executive Council to extend the period beyond five years on an application made by the College.

6. RELATIONSHIP WITH THE PARENT UNIVERSITY AND OTHER EDUCATIONAL INSTITUTIONS:-

The autonomous Colleges will have autonomy to draw upon the expertise of the University departments and other institutions in framing curricula, devising

the methods of evaluation, conduct of examination and selection of teachers. The autonomous Colleges will also have freedom to enter into collaborative teaching, research or extension education programmes with other Colleges and Institutions of higher learning with a view to strengthen their programmes and take benefit of facilities existing elsewhere.

7. AWARDS OF DEGREES ETC.

The University shall have power 'to confer degrees, titles diplomas and other academic distinctions on persons who shall have pursued an approval course of study in an autonomous College' and "to designate any College as an autonomous College with the concurrence of the State Government in the manner and under conditions prescribed and to cancel such designation".

8. The Statutes may provide for the manner in which the conditions subject to which a college may be designated as an autonomous college or the designation of such college may be cancelled and the matters incidental to the administration of autonomous college including the constitution or reconstitutions, powers and duties of academic council, staff council, boards of studies and boards of examiners.
9. The Executive Council shall not propose the draft of any Statute or of amendment to State affecting the conditions of affiliation or approval of affiliated or approved college with the University or by the University, as the case may be or affecting of the Conditions of designation of any college as an autonomous college, except after consultation with the Academic Council.
10. The Executive council may confer the status of autonomy on an affiliated college to conduct specified course of studies. subject to the conditions set forth below :-
 - (a) An affiliated college of not less than ten years of standing and accorded permanent affiliation will be eligible for the conferment of autonomy to conduct specified courses of studies.
 - (b) An autonomous college shall offer instruction only upto degree, postgraduate, M.Phil and Research courses,

(c) An autonomous college will have autonomy in the matter :

- i. framing syllabus, course contents adopting the University general pattern. The course content and pattern should be framed in such a manner so as to avoid the existing staff as surplus for redeployment.
- ii. arranging for instruction to students.
- iii. division methods of evaluation, examination and tests pertaining to the award of the degree/diploma by the University, and
- iv. admission of students, in respect of courses of studies for which 'autonomy' is conferred.

(d) The autonomous college shall have power to make rules or bye-laws not inconsistent with the M.P. Adhiniyam, 1973 and the laws framed there under for purposes of securing the objectives for conferring the status of autonomy to the colleges.

11. There shall be a Governing Body or Board of Management of the college consisting of the following persons :-

I. COMPOSITION :

1. Three members to be nominated for a period of two years by the Management of the college of whom one will be the Chairman.

(The person so nominated shall include at least one outstanding educationist / Scientist / Jurist / Management Expert.)

2. Two Senior most teachers of the college to be nominated in rotation according to seniority, by the Principal for a period of two years.
3. One nominee of the University not below the rank of Professor :
4. One nominee of the State Government and
5. One nominee of the U.G.C.
6. The Principal of the College — Ex.officio Member Secretary.

II. TERM :

The term of the nominated members at 1-5 shall be for a period of two years and the same persons except for members at (2) shall be eligible for re-nomination for another term.

III. MEETING :

The Governing Body shall meet at least thrice a year.

IV. FUNCTIONS:

The Governing Body shall have power to :-

- (a) Lay down service conditions, emoluments, travelling allowances for the teaching and nonteaching staff in the College;
- (b) Lay down procedure for selection/recruitment of teaching/non teaching staff and to appoint the same in the College ;
- (c) regulate and enforce discipline among members of teaching and nonteaching staff in accordance with the rules/procedure laid down in this regard ;
- (d) invest any money belonging to the college in stocks, funds, shares or securities as it shall from time to time, think fit or in the purchase of immovable property.
- (e) transfer or accept transfer of any movable or immovable property of the College.
- (f) Fix the fees and other charges payable by the students of the College on the recommendation of the Academic Council and after obtaining advice of the Finance Committee.
- (g) entertain, adjudicate upon and if thought fit constitute a committee for advice to redress the grievances of the members or staff of the College.
- (h) delegate administrative and financial powers to the Principal and other functionaries in the College for its smooth functioning.
- (i) institute scholarships, fellowships, studentship-s, medals prizes and certificates on the recommendation of the Academic Council,

- (j) accept endowments for specific purposes,
 - (k) approve institution of new programmes of study leading to degrees and /or diplomas,
 - (l) approve annual report of the College and
 - (m) perform such other functions and Institute Committee as may be necessary and deemed fit for the proper development and to fulfil the objectives for which the College was established and the National concern.
12. (i) The autonomous College shall setup Boards of studies in the subjects concerned and an Academic Council.
- (ii) The decision of the Academic Council constituted under the preceding statute on academic matter shall generally be implemented by the Managing Body of the college on which there shall be a representative of the University.
13. (a) The Academic Council constituted by the autonomous Colleges shall involve Faculties of the College at all levels and a specialist appointed by the University and the decisions taken by the Body will not be subject to any further satisfaction by the Academic Council of the University or any other statutory bodies.
- (b) Composition of the Academic Council :
- (1) Principal of the College — Chairman
 - (2) All Heads of Departments in the College;
 - (3) One Professor from each Department by rotation for a period of one year according to seniority.
 - (4) One Assistant Professor from each Department by rotation for a period of one year according to seniority.
 - (5) Three University representatives from different Faculties.
 - (6) One representative of the State Government.
 - (7) Two post-graduate students, two under-graduate students, one each

representing major disciplines and one outstanding sportsman/woman of the College to be nominated by the Principal on the basis of merit, and

- (8) The Chairman and the Secretary of the Governing Council --

In the absence of the Principal, the Principal in-Charge will be the Chairman of the Academic Council.

I. TERMS OF THE MEMBERS :

The term of the nominated members shall be **two years** and one year in the case of students.

II. MEETINGS :

The Principal shall convene meeting of Academic Council at least once a year.

III. FUNCTIONS :

Without prejudice to the generality of **functions** mentioned the Academic Council has powers to :

- (a) Scrutinize and approve the proposals with or without modification of the Boards of Studies with regard to courses of study the academic regulations, curricula, syllabi and **modifications** thereof, instructional and evaluation arrangements, methods, **procedures** relevant thereto etc. provided that where the Academic Council differs on any proposal it will have a right to return the **matter** for reconsideration to the Board of Studies concerned or reject it.
- (b) make regulations regarding the admission of students to different programmes of study in the College.
- (c) frame regulations for conduct of examinations and initiate measures for improving quality of teaching, students, evaluations and student advisory programme in the college.
- (d) make regulations for sports, extra curricular activities proper maintenance and functioning of the playgrounds and hostels;

- (e) approve candidates for conferment of degrees, diplomas or certificates by the Universities.
- (f) recommend to the Governing Body proposal for institution of new programme of study.
- (g) recommend to the Governing Body institution of scholarships, studentships, fellowships, prizes and medals and to frame regulations for the award of the same,
- (h) advise the Governing Body on suggestion(s) pertaining to academic affairs by it, and
- (i) perform such other functions as may be assigned by the Governing Body or the Board of Management.

14. I. COMPOSITION OF THE BOARD OF STUDIES :

The Board of Studies shall consist of —

- (1) Head of the Department concerned - Chairman
- (2) All the teachers in the department having five years of service in the College. —
Members
- (3) Two experts in the subject from outside the College to be nominated by the Academic Council.
- (4) One expert to be nominated by the University. The Chairman Board of Studies may with the approval of the Principal of the College.
 - (a) co-opt experts from outside the College whenever special course of studies are to be formulated.
 - (b) co-opt other members of staff of the same Faculty.

II. TERM :

The term of the nominated members shall be two years.

III. MEETING :

The Principal of the College shall draw schedule for meeting of the Boards of Studies for different departments. The meeting may be scheduled as and when necessary but necessarily once a year.

IV. FUNCTIONS :

The Board of Studies of a department in the college shall :

- (a) Prepare syllabi for various courses keeping in view the objectives of the College and the national requirement for consideration and approval of the Academic Council.
- (b) suggest methodologies for innovative teaching and evaluation techniques.
- (c) suggest panel of names to the Academic Council for appointment of examiners, and
- (d) to coordinate research teaching extension and other academic activities in the Department / College

15. THERE SHALL BE A FINANCE COMMITTEE CONSISTING OF THE FOLLOWING :-

1. The Principal Chairman
2. One person to be nominated by the Governing Body of the College for a period of two years;
3. One senior most teacher of the College to be nominated in rotation by the Principal for two years.
4. One nominee of the University.

The Finance Committee will be an advisory body to the Governing Body/ Board of Management and will meet at least twice a year.

All proposals relating to creation of post, sanction of capital expenditure, annual accounts, financial estimates and audit reports shall be laid before the Finance Committee for advice/recommendations to the Governing Body/ Board of Management.

16. There will be a Planning and Evaluation Committee consisting of the following :-

I COMPOSITION :

1. The Principal of the College — Chairman
2. Two Heads of Departments to be nominated by rotation in order of seniority by the Principal.
3. Two Expert nominees of the University.
4. One Expert from outside the College/ University to be nominated by the Governing Body /Board of Management
5. Librarian of the college.
6. One teacher other than Head of Department to be nominated by rotation in order of seniority by the Principal.
7. One non teaching member of staff to be nominated by rotation in order of seniority by the Principal'.
8. One Postgraduate and one Undergraduate student to be nominated by the Principal on the basis of academic performance and
9. One outstanding sportsman/woman of the College.

II. TERM :

The term of the nominated members will be two years. The expert nominee of the University and the Governing Body/Board of Management will be eligible for renomination

III. MEETING :

The committee may meet at least twice a year.

IV. FUNCTIONS :

The Committee will advise the Principal, the Governing Body and the Academic Council on :

- (a) The plans for development of the College and measures necessary to check deterioration in the standards of teaching and disciplines in the College.
 - (b) on ways and means to implement different programmes and the general welfare activities in regard to the staff and students and
 - (c) measures necessary for general improvement in the working of the College.
17. Admission of students to courses of studies offered by the autonomous College shall conform to the minimum qualification laid down by the University for the courses of study in concerned subject to rules of reservation of candidates belonging to Scheduled castes, Scheduled tribe, backward classes laid down by the State Government from time to time.
18. The Executive council shall have power to revoke the autonomy conferred at any time after scrutiny and after giving due notice of such intention to the college concerned before the expiry of the period in the case of deteriorating standard or for any other good cause.
19. (a) Notwithstanding the conferment of an autonomous status on any affiliated college all provisions of the Act, the Statutes, the ordinances and the regulation on the University shall be applicable to the College except those relating to matters specified on these statutes. The University shall continue to exercise its general power of supervision over such a College.
- (b) The University shall have power to constitute an Advisory Body to monitor the functioning of these Colleges.
20. The Executive Council shall decide from time to time on the invitation to Colleges to apply for autonomous status in pursuance of which the Registrar after scrutiny shall place all such applications before the Executive Council for consideration and the Executive Council shall decide on the application according to the criteria specified for the purpose.
21. The College shall pay to the University a fee of Rs. 5,000/- alongwith the application for grant of autonomous status. Besides this an Autonomous College will also pay Autonomy fee to University each year by the 31st July at the rates mentioned below :-

- (a) Rs. 7,000/- per Faculty for the Bachelor's Degree in the Faculties of Education, Physical Education, Medicine, Engineering or Technology.
 - (b) Rs. 4,000/- per Faculty for the Bachelor's Degree in all Faculties other than those included in (a) above.
 - (c) Rs. 3,000/- for each subject in P.G. lases.
22. The Executive Council will make such enquiries as may be necessary with regard to the applications for autonomy and in consultation with State Government make its decisions on the basis of such enquiries.

S T A T U T E N O. 36

**ELECTION OF REPRESENTATIVE OF NON-TEACHING
EMPLOYEE ON THE
C O U R T**

(Refer Clause (XX a) Under Group 'C' of Sub-Section (1) Section No. 20 of Madhya Pradesh Vishwavidyalaya Adhiniyam).

1. (i) The election of representative under clause (XX a) of Group 'C' of sub-section 20 shall be by simple majority vote.
- (ii) Every non-teaching employee whose name is included in the Final Electoral Roll for election under the aforesaid clause (XX a) shall be an elector qualified to be a candidate and vote at the election.

NOTE:- For the purpose of this statute, the term "Non-teaching employee" would include an employee who is on the regular non-teaching establishment of the University on a prescribed time scale

2. Whenever it is necessary to hold an election under the aforesaid clause the Registrar shall by a notice, publish by affixing a copy thereof on the notice board of the University Office and by despatch of two copies thereof to each section / Teaching Department / School of Studies for display on the notice board of the section/department and for reference.
 - (a) Call upon the electors to elect member of the Court under clause (XX a) under which member is to be elected.
 - (b) fix the last date for receipt of claims for inclusion of any name not included in the provisional electoral roll or for correction of a name and of objection to the inclusion of any name appearing in the provisional electoral roll such date being seven days from the date of the publication of the Notice and if the seventh day is a holiday, the following working day

Approved by E.C. Res. No. 149 dated 24-2-87

- (c) fix the place, date and time of inquiry into claims and objections to the provisional electoral roll which shall not be later than three days from the last date for the receipt of claims and objections.
 - (d) fix the last date for the publication of the final electoral roll (in the same manner as that for provisional electoral roll) such date being not later than three days from the date fixed for enquiry into claims and objections to the provisional electoral roll.
 - (e) fix the last date for the receipt of nominations at the University office which shall not be later than three days from the last date for the publication of final electoral roll.
 - (f) fix the date and time for the scrutiny of nominations which shall not be later than three days from the last date for the receipt of nominations.
 - (g) fix the last date for the withdrawal of candidature which shall be the third day after the date for the scrutiny of nominations and if that day is a holiday, the next succeeding day which is not a holiday.
 - (h) fix the place, date and time of polling.
 - (i) fix the date and place for the counting of votes such date being not later than three days from the date fixed for polling.
3. (i) The Registrar shall prepare provisional electoral roll for election under the aforesaid clause (XX a) showing the names of employees in each section/Teaching Department as on the date of issue of notice under paragraph 2 of this Statute.
- (ii) The provisional electoral roll shall be published by the Registrar simultaneously with the notice under paragraph 2 of this statute by affixing a copy thereof on the notice board at the University office and despatching two copies thereof to every section officer and Head of University Teaching Department /School of Studies for display on the notice board of the office/ Department concerned and for reference by an employee.
4. (i) Any employee whose name is not included in the provisional electoral

roll may make in form - 1 a claim for inclusion of his name in the electoral roll.

- (ii) Any employee whose name has not been correctly given in the provisional electoral roll may make in form - 2 a claim for correction of his name.
 - (iii) Any employee whose name is included in the provisional electoral roll may object in form - 3 to the inclusion of the name of any person in the roll.
 - (iv) All claims and objections shall be delivered to the Registrar in person in a sealed envelope with "claims and objections" superscribed thereon.
5. (i) All claims and objections to the provisional electoral roll shall be scrutinised and enquired into by a committee consisting of two Professors of University nominated by the Kulapati and the Registrar at the University Office on the date fixed for the purpose and the employee filing the claim or the objection shall be entitled to be present at such scrutiny. The Kulapati shall appoint one of the Professors to be the Chairman of the Committee.
- (ii) The decision of the Committee on the claims and objections shall be recorded in writing and notified on the day of the enquiry. The decision of the Committee shall be final.
6. After all claims and objections have been decided upon, the provisional electoral roll shall be revised, if need be, and the final electoral roll shall be prepared and published by the Registrar.
7. (i) On or before the date appointed under clause (e) of paragraph 2, each candidate shall either in person or by his proposer or seconder, between office hours, deliver in a sealed cover marked "Nomination Paper" to the Registrar or his nominee a nomination paper completed in Form - 4 appended hereto and signed by the candidate and by two electors as proposer and seconder.
- (ii) The Registrar shall supply blank nomination forms in form - 4 to the sections/ Departments.

8. Each candidate shall be nominated by a separate nomination paper and not more than one nomination paper shall be delivered in one cover.
9. On receipt of a cover containing nomination paper the Registrar or his nominee receiving the same shall enter on the cover the time and date of receipt of the paper and shall initial the entry. Nomination papers received after office hours on the date fixed under clause (e) of paragraph 2 or thereafter shall be treated as rejected.
10. On the date and time fixed for scrutiny of nominations under clause (f) of paragraph 2 the candidates or their proposers or seconders, but no other persons may attend the office of the Registrar and the Registrar shall give them all reasonable facilities for examining the nomination papers of all candidates which have been received by him within the time as laid down in para 2 (f) and in the manner laid down in para 7(i)
11. (i) The Registrar shall examine the nomination papers and shall decide, all objections, which may be made to any nomination, any one may, either on such objection or on his own motion after such summary enquiry, if any, as he thinks necessary, reject any nomination on any of the following grounds :-
 - (a) That the candidate is not qualified or is disqualified for being chosen to fill the seat under any of the provisions of the Adhiniyam and the Statutes made there under ;
 - (b) that there has been a failure to comply with any of the provisions of paragraph 7(i) and 8.
 - (c) that the signature of the candidate of the proposer or seconder on the nomination paper is not genuine;
 - (d) that the cover containing the nomination paper is not sealed.
- (ii) Nothing contained in sub-clause (b) or (c) of clause (i) shall be deemed to authorise the rejection of the nomination of any candidate on the ground of irregularity in respect of nomination paper, if the candidate has been duly nominated by means of another nomination paper in respect of which no irregularity has been committed.

- (iii) The Registrar shall endorse on each nomination paper his decision accepting or rejecting the same and, if the nomination paper is rejected, he shall record in writing a brief statement of his reasons for such rejection. The decision of the Registrar shall be final.
 - (iv) Immediately after all the nomination papers have been scrutinised and decisions accepting or rejecting the same have been recorded, the Registrar shall prepare a list of candidates whose nominations have been found valid and affix it on his office notice board.
 - (v) The said list shall contain the names of candidates in alphabetical order with the names of section/Teaching Department to which they belong.
12. (i) Any candidate may withdraw his candidature by a notice in writing duly signed by him and delivered to the Registrar either by such candidate in person or his proposer or seconder, during office hours on or before the last date fixed for withdrawal under clause (g) of paragraph 2.
- (ii) No person who has given a notice of withdrawal of his candidature under clause (i) shall be allowed to cancel the notice.
- (iii) The Registrar shall, on receiving notice of withdrawal under clause (i), as soon as may be thereafter, cause a notice of the withdrawal to be affixed on his office notice board.
13. Immediately after the expiry of the period within which candidature may be withdrawn the Registrar shall prepare and affix on his office notice board a list of contesting candidates who are included in the list of validly nominated candidates and who have not withdrawn their candidature within the said period. The list shall contain the names of contesting candidates together with the names of section/Teaching Department or school of studies to which they belong in the same order as the list of validly nominated candidates under paragraph 11.
14. (i) If the number of contesting candidate is one, the candidate shall be declared elected.

- (ii) If there is not eligible contesting candidate the seat shall be declared vacant and shall remain so till the next constitution of the Court.
15. If the number of contesting candidates is more than the seat to be filled in, voting shall take place and the requisite number of candidates shall be elected in accordance with the provisions of the Adhiniyam and this Statute
16. Where voting is necessary the names of contesting candidates from whom the elector has to elect, shall be printed on the ballot paper (Form 5) in the same order as in the list of valid nominations affixed on the University Office Notice Board under Paragraph (11). The ballot paper shall show at the top the item under which election is to take place and number of seats to be filled. Each ballot paper shall bear the signature of the Registrar.
17. (i) Every elector shall have one vote.
- (ii) An elector in giving his vote shall place on his ballot paper a cross mark (X) in the space opposite the name of candidate for whom he wishes to vote.
- (iii) On the date and time fixed for counting the votes shall be counted and the Registrar shall draw up a list showing the names of candidates arranged in order of the votes received, the name of the candidates securing the highest number of votes appearing at the top of the list. Candidate securing the highest number of votes shall be declared elected. When two or more candidates have secured equal number of votes, the result of the election shall be decided by drawing lots.
18. A ballot paper shall be void :-
- (i) If the elector has given more than the number of seats to be filled, or,
- (ii) If it is signed by the elector, or,
- (iii) If it is unmarked or void for uncertainty ;

19. All proceeding for counting of votes shall be conducted in the presence of a committee as constituted in clause 5(i).
20. No person other than the candidate (s) shall be allowed to be present at the proceedings.
21. An election petition against the returned candidate may be presented to the Kulapati by any candidate or elector within seven days from the date of publication of the result of the election on the notice board of the University Office. The Kulapati's order on the petition shall be final.
22. The Registrar shall have the right to satisfy himself in regard to the identity of any one or all elector (s).
23. For matters not provided in the foregoing paragraphs the Kulapati shall have powers to give such directions as may be deemed necessary by him to give effect to the provisions of this Statute.

F O R M - 1

(Election of representatives on the Court of Jiwaji University, under item XX (A) of Group 'C' of sub-section (1) of section 20 of the Adhiniyam).

Claim Application for Inclusion of Name in the

ELECTORAL ROLL

To

The Registrar
Jiwaji University,
Gwalior.

Sir,

I am an employee of Jiwaji University, Gwalior in _____

_____ Section/U.T.D. since _____
(Month & year.)

I request that my name be included in electoral roll) for election under item (XX a) of Group "C" of Sub- Section (1) of Section 20 of the Adhiniyam.

Signature _____

Full Name _____

Designation _____

Name of Section/Deptt. _____

Where employed _____

I _____ Sectional Officer
of _____ / Head, Teaching
Department or School of Studies of _____
_____ certify that Shri _____ is a _____
(Designation) in _____ Section/Teaching Department or
School of Studies of Since _____
(Month & year.)

Place _____

Date _____

Signature _____

Full Name _____

Designation _____

Name of Section/UTD _____

F O R M - 2

(Election of representatives on the Court of Jiwaji University under Item XX-a of Group 'C' of Sub-Section (1) of Section 20 of the Adhiniyam).

Claim for Correction of Name

To

The Registrar
Jiwaji University,
Gwalior.

Sir,

I submit that the entry relating to myself which appears at Serial No. _____

of the provisional electoral roll as "_____

_____ " is not correct. It should be corrected to read as follows:

"_____"

Place _____

Date _____

Signature _____

Full Name _____

Designation _____

Section where employed _____

F O R M - 3

(Election on representatives on the Court or Jiwaji University under Item XX- a of Group 'C' of Sub -Section (1) of Section 20 of the Adhiniyam.)

OBJECTION ON INCLUSION OF NAME

To

The Registrar
Jiwaji University,
Gwalior.

Sir,

I object to the inclusion of the name of _____
at serial No. _____ of the provisional electoral roll for the
following reasons :

REASONS:

I hereby declare that the facts mentioned above are true to the best of my knowledge
and belief. My name has been included in the provisional electoral roll at Serial No.
_____.

Signature _____

Full Name _____

Designation _____

Place _____

Date _____

Section/UTD where employed. _____

NOMINATION PAPER

FORM - 4

(Election of representatives on the Court of Jiwaji University under item XX-a of Group 'C' of Sub-Section (1) of Section 20 of the Adhiniyam.).

I _____ propose the
(Full Name)

name of Shri/Shrimati/Kumari _____ whose name
appears at Serial No. _____ of the final electoral roll as member
of the Court of Jiwaji University under Item XX-a of Group 'C' Sub-Section (1)
of Section 20 of the Adhiniyam.

Signature _____

Full Name _____

Serial No. in the final Electoral Roll _____

Designation _____

Section/UTD where employed _____

I _____ second the above.
(Full Name)

Signature _____

Full Name _____

Serial No. in the final Electoral Roll _____

Designation _____

Section/UTD where employed _____

I _____ give my consent to my
(Full Name)

nomination as a candidate for the seat on the Court of Jiwaji University under Item
XX-a of Group 'C' of sub-Section(1) of section 20 of the Adhiniyam.

Signature _____

Full Name _____

Serial No. in final electoral roll _____

Designation _____

Section/UTD where employed _____

F O R M - 5**JIWAJI UNIVERSITY , GWALIOR****BALLOT PAPER**

(Election of representative of non-teaching employee to the Court under Item No. XX-a Group 'C' of sub-section(1) of Section 20 of the M.P. Vishwavidyalaya Adhiniyam.

Total Number to be elected 'one'.

S. No.	Name of Candidate	Institution where employed	Vote
1	2	3	4

NOTE :

- (1) The elector should put a cross mark (X) in the vote column in the blank space against the name of the candidate he wished to vote for.
- (2) A ballot paper shall be void :
 - (i) If the elector has given more votes than the number of seats to be filled,
or
 - (ii) If it is signed by the elector , or :
 - (iii) If it is unmarked or void for uncertainty.

S T A T U T E N O. 37

Statute for the grant of pension and gratuity to the employees of Jiwaji University (UNIPENGRAF)

1. The Government of Madhya Pradesh in Higher Education Department, Bhopal vide letter No. D. 1618 dated 18-7-1988 has been pleased to direct that the pension, gratuity, family pension and commutation of pension benefits admissible to the Government servants of Madhya Pradesh under the Madhya Pradesh Civil Services (Pension) Rules, 1976 and the M.P. Civil pension (commutation) Rules 1976 as amended from time to time may be made applicable to the regular, approved and full-time employees, officers and teachers of the University with effect from 1-4-1987.

2. For the purpose of this Statute —

A regular and approved employee means an employee appointed substantively on a permanent post approved by the Government in a regular scale and will exclude employees who are holding substantive or officiating posts and which posts have been approved by the Government or the M.P. Uchcha Shiksha Anudan Ayog for the purposes of maintenance grant :

Fulltime employee means an employee not appointed on part-time basis, or persons employed on contract or persons appointed as visiting teachers.

3. The Executive Council of the University hereby approves this Statute which constitutes the following scheme for employees, officers and teachers of the University;

SCHEME (A) Employees Contributory Provident Fund Scheme as given in Statute No. 26 as amended from time to time under the Madhya Pradesh Vishwavidyalaya Adhiniyam 1973 and already prevalent in the University.

Approved by E.C. vide Res. No. 67 dated 6-10-88.

SCHEME (B) Pension and gratuity scheme as admissible to the Government servants of the Madhya Pradesh under the M.P. Civil Services (Pension) Rules 1976 as amended from time to time.

This Statute shall come into force from such date as the Coordination Committee may specify under sub-section (7) of section 36 of the M.P.V.V. Adhiniyam/ 1973 and shall cover persons who retire on or after 1-4-1987 from the service of the Universities mentioned in second schedule to the M.P. Vishwavidyalaya Adhiniyam 1973

4. EXERCISE OF OPTION :

All employees, officers and teachers who were in the service of the University as on 31-3-1987 and were eligible for Employees' Contributory Fund Scheme as given in Statute 26 and who are continuing in the service of the University on the date of promulgation of this Statute, will be required to give an option to elect either to continue under the existing Employees' Contributory Provident Fund Scheme (Scheme A) or to elect to come under the Pension and Gratuity Scheme (Scheme B).

For new entrants in the University after the promulgation of this Statute, the pension and gratuity scheme will be compulsory from the day they fulfil the requirements of clause 2 of this Statute. However, the teachers as defined under the Madhya Pradesh Vishwavidyalaya Adhiniyam 1973 will have an option at the time of their appointment to elect to join the Employees Contributory Provident Fund Scheme (scheme A) or Pension and Gratuity Scheme (Scheme B). The option once exercised by the above said teachers shall be final and binding.

5. The option should be exercised within a period of two months from the date of promulgation of this Statute in a prescribed form in triplicate.

The first copy of the option shall be pasted in the service book of the employee, the second copy will remain in the records of the University and the third copy will be sent to Madhya Pradesh Uchcha Shiksha Anudan Ayog, for record. Employees who do not exercise the option before the stipulated date shall be deemed to have opted for the retention of the benefits admissible to them prior to 31-3-1987.

6. Where an employee has died on any date prior to the stipulated date for the option, his family shall be given the benefit of pension and gratuity scheme or the Employees Contributory Provident Fund Scheme according to the family's option.
7. The option once exercised shall be final and binding.
8. An employee joining the University after a continuous qualifying service on permanent or temporary basis, shall, in the event of permanent appointment or absorption in the University at his option will be allowed the benefit of the past continuous service rendered in Government or other organisation fully or partly financed by Govt. of M.P. or Central Govt. or any organization of repute which has recognition of State/Central Govt. The amount of retirement benefits deposited to pension fund shall be commensurate with the period of service to be counted for pensionary benefits i.e. the pensionary benefits will be admissible only for the period for which retirement benefits are deposited by the employee, provided —
 - (a) The absorption is in public interest; and
 - (b) All retirement benefits received by the employee are refunded to the University for depositing in pension and gratuity fund,
 - (c) In such cases only such period of service rendered on regular establishment against a regular time scale of pay will be taken into account as qualifying service for pension and/or gratuity as may be admissible under the rules.

9. **Creation and Constitution of University Employees and Gratuity Fund**

In order to meet the expenditure on pension and gratuity disbursement to the employees of the University as prescribed in the M.P. Civil Service (Pension) Rules 1976 and in order to meet other incidental expenses on the operation of the scheme, a University Employees, Pension and Gratuity Fund (UNIPENGRAF) shall be created and it shall be centrally controlled and administered by the Madhya Pradesh Uchcha Shiksha Anudan Ayog, Bhopal. It shall comprise and be constituted out of the following amounts —

- (a) Monthly contributory provident fund subscription made by the University to the account of each employee as University share as per Statute No. 26 of the University in respect of persons who elect to join the Pension and Gratuity Scheme under this Statute.
- (b) The accumulated balance of the subscription to the contributory provident fund of each employee made by the University as University share together with interest thereon (upon the date of transfer of the amount by University) will be credited to the University Employees Pension and Gratuity Fund (UNIPENGRAF) maintained at the level of the M.P. Uchcha Shiksha Anudan Ayog. The University share of the employee who have opted to retain the Contributory Provident Fund Scheme, will not be transferred to the University Employees Pension and Gratuity Fund (UNIPENGRAF) but shall be continued to be maintained separately as per provisions of the existing Contributory Provident Fund Scheme under Statute No. 26.

In order to implement the pension scheme, the Registrar of the University will ensure that atleast 90% of the accumulated balance of University share is credited to University Employees Pension and Gratuity Fund (UNIPENGRAF) within one month from the date of promulgation of the Statute. Only such employees in respect of whom 90% of the University Share is credited to the Pension Fund within prescribed time shall be covered under the scheme. Where a University has granted house building advance to any employee to the extent of 75% of the total amount of CPF as provided in the relevant Statute, the condition regarding deposit of 90% of the University share due to an employee could be relaxed by the M.P. Uchcha Shiksha Anudan Ayog on merits of each case. For this purpose the M.P.U.S.A.A. would be competent to issue necessary directions and such directions will be binding on the University. Where M.P.U.S.A.A. has granted relaxation in respect of an employee, such employee would be covered by this Scheme. The remaining amount of 10% of the University share with interest shall be deposited by the Registrar in the University Employees Pension and Gratuity Fund (UNIPENGRAF) within a maximum period of six months from the date of promulgation of the Statute in respect of the employees who opt to join this scheme.

- (c) Grant-in-aid sanctioned by the Government from time to time to cover the deficiency of funds in running the Pension and Gratuity Scheme.
 - (d) Amount mentioned under paragraph 8 (b) above.
 - (e) Amount earned as interest on investment of the fund.
 - (f) The employees who have already retired on or after 1-4-1987 and have given option for joining the Pension and Gratuity Scheme and have received part or full amount with interest of their contributory provident fund shall be required to deposit in one instalment in the University the part or full share of the University contribution towards provident fund along with the interest thereon paid to them along with simple interest on the above amount at 5% from the date of receipt of the amount till the date on which the amount is credited to the pension fund for transferring the amount to the University Employees Pension and Gratuity Fund (UNIPENGRAF) within a period of six months from the date of promulgation of this Statute to get the benefit of the Pension and Gratuity Scheme.
10. The employees who have retired after 1/4/1987 but have not received part or full amount of their contributory provident fund and interest thereon shall have to give a written undertaking to the University to transfer the remaining part or full amount with interest to the University Employees Pension and Gratuity Fund (UNIPENGRAF) within two months to be eligible for Pension and Gratuity benefits under this Statute, Persons who do not fulfil this condition by the date prescribed above shall not be eligible to get the benefits of the Pension and Gratuity scheme.
11. The monthly contribution towards Contributory Provident Fund amount of each employee as University share shall be fixed once in a year by the Registrar of the University preferable in April every year and the amount so determined in respect of the eligible employees of the University shall be adjusted from the monthly maintenance grant of the University by the Madhya Pradesh Uchcha Shiksha Anudan Ayog credited to the University Employee Pension and Gratuity

Fund (UNIPENGRAF) The assessment of the amount will be done in the month of may of the following year and the difference of amount, if any, will be adjusted from the monthly maintenance grant of the University and transferred to the University Employees Pension and Gratuity Fund (UNIPENGRAF).

12. Procedure of remittance of money by the University for deposit in University Employee Pension and Gratuity Fund (UNIPENGRAF).

(a) All remittances shall be received directly by the.....
(Name of the bank)

(b) Remittances shall be in the form of a demand draft drawn on (Name of the bank) at centres where neither the bank nor its subsidiary has a branch, the drafts may be purchased through any of the nationalised bank at the respective centres and drawn on their branch at Bhopal, Such drafts will be collected through the clearing of the.....
(Name of the bank)

(c) All drafts should be drawn in the name of University Employees Pension and Gratuity Fund (UNIPENGRAF) Bhopal. The draft should be prominently crossed as "Account Payee only" and sent directly to the bank at Bhopal by registered post.

(d) Three copies of the covering letter will be sent to the bank at Bhopal along with the bank draft./ After the amount is credited to the account of UNIPENGRAF, the bank shall send one copy to the Finance Officer (Pension) Uchcha Shiksha Anudan Ayog, Bhopal and another copy to the University concerned duly receipted.

(e) The bank will submit a weekly statement of credits received in the University Employees Pension and Gratuity Fund (UNIPENGRAF) with full particulars mentioning the name of the University from which remittances were received and individual amount of each draft. This Statement will be received by the Finance Officer (Pension) M.P. Uchcha Shiksha Anudan Ayog on every Monday of the month and if Monday happens to be a holiday on the next working day.

13. Procedure regulating the payment of pension and gratuity to the employees of the University.

- (a) For the purpose of receiving pension, every pensioner shall be required to open a Serving bank account in his own name (single account) with the specified disbursing branch of the bank.
- (b) The payment of monthly pension shall be made by the bank by automatically crediting the pensioner's savings bank account on the first of the following month with the authorised amount of pension and relief on pension. The pensioner could draw the amount from his savings bank account as and when desired by him and he shall not be required to be present at the bank every month.
- (c) An identity card, containing the pensioner's joint photograph (pensioner and his wife) together with his signature or thumb impression duly attested by the Registrar of the University shall be lodged with the disbursing branch of the bank.
- (d) Every pensioner shall personally appear before the Branch Manager of the bank from which he draws his pension or the Registrar of any University in Madhya Pradesh once in a year in the month of November. The Branch Manager of the bank or the Registrar of the University as the case may be, after satisfying himself regarding identity of the pensioner, shall record a certificate regarding continued existence of the pensioner.
- (e) The Registrar of the University shall be the competent authority for sanction of pension gratuity, commutation, anticipatory/ provisional pension and gratuity. The amount so sanctioned shall be payable by the.....(bank).....only after its enfacement authorization by the F.O. (pension) of M.P.

All suits or other legal proceedings in respect of settlement of pension and gratuity claims under this statute be instituted by or against the Registrar of the University concerned from which the employee retired.

- ii. All the payments of pension, gratuity and commutation after sanction by the Registrar of the University, shall be enforced by the F.O. (pension) of M.P. Uchcha Shiksha Anudan Ayog, Bhopal and the letter will authorize the (bank) to arrange payments to the pensioner through the branch of the bank opted by him.
- (f) Payments outside the state of M.P. will also be arranged by the (Bank) after procuring, life certificate from the pensioner.
- (g) Payment of the correct amount of pensioner and the yearly life certificate shall be the responsibility of the disbursing branch of the bank.
- (h) To safeguard against possible over payments in the case of the pensioner's death which may not be known to the bank in time, the bank will obtain an undertaking from the pensioner for recovering all excess payment so made.
- (i) The bank shall not authorise payment of balance outstanding to the credit of a deceased pensioner's account without a clearance certificate from the Registrar of the University from which an employee has retired.

14. Procedure for pension and gratuity payment to the University Employee:

- (a) When calculating the pension, family pension, gratuity and commutation amount payable to the employee on retirement, the procedure, the proforma and the rules as laid down in the M.P. Civil Service (pension) Rules 1976 and the M.P. Council pension (commutation) rules 1976 as amended from time to time by the Government shall be applicable mutatis- mutandis.
- (b) The Registrar of the University will act as Head of Office for preparation and sanction of pension and gratuity etc. to the University employees subject to issue of pension payment authority by the Finance Officer (Pensions) M.P. Uchcha Shiksha Anudan Ayog, Bhopal.
- (c) The Registrar of the University shall undertake the work of preparing pension papers in the forms prescribed in the M.P. Civil Service (Pension) Rules 1976, two years before the date on which the University employee is due to retire on superannuation.

- (d) After preparation of the pension case by the Registrar, the pension papers shall be forwarded to the Finance Officer (Pension) M.P. Uchcha Shiksha Anudan Ayog, Bhopal atleast 13 months before the date of retirement authorising the payment of pension, gratuity etc. The pension case forwarded by the Registrar shall be preaudited by the Resident Audit Officer of Local Fund stationed at the University.
- (e) On receipt of pension case from the Registrar of the University, the Finance Officer (pensions) M.P. Uchcha Shiksha Anudan Ayog, Bhopal will scrutinise it expeditiously, after satisfying himself that the pension case submitted by the Registrar, is in order in all respect, he will issue authority to the designated bank for payment of pension and gratuity. The PPO will be issued in quadruplicate. The First copy of the PPO will be for the Head Office of the bank, the second copy will be for the pension and the third copy will be for the University record. After receipt of the first and fourth copy by the designated bank, it shall send the fourth copy to the branch of the bank through which the second, third and fourth copy of the PPO will clearly indicate that no payment can be made on the basis of those copies.
- (f) The Registrar of the University could sanction anticipatory pension or anticipatory gratuity or provisional pension or provisional gratuity according to the rules contained in the M.P. Civil Service (Pension) Rules 1976 under intimation to the Finance Officer (pension) M.P. Uchcha Shiksha Anudan Ayog Bhopal. But this will be done only when pension case is prepared and sent to the Ayog for issue of payment authority. The procedure for payment of anticipatory pension/gratuity or provisional pension will be the same as prescribed for final payment of pension and gratuity mentioned in para 14 (e) above.
- (g) The Registrar of the University shall also be responsible to obtain no dues, no enquiry no event and quarter vacation certificates in respect of the retiring employee before authorising final payment of pension and gratuity. It will also be the responsibility of the Registrar to adjust the payment of anticipatory pension, anticipatory gratuity or provisional pension and provisional gratuity from the final payment of pension and gratuity.

15. **Maintenance of service records :**

- (a) The Registrar of the University shall be responsible for proper maintenance of service records of the employees. He shall also record service verification certificates regularly in their service books.
- (b) Necessary action will be taken by the Registrar of the University in advance for regularisation and/or condonation of break in service of an employee if any, by the competent authority.
- (c) Pay fixation statements by Local Fund auditors, nomination for provident fund, family pension gratuity and group savings linked Insurance Scheme of each employee shall be obtained and pasted in their service book duly attested by the Registrar.
- (d) The pension case shall be prepared in the forms prescribed by the M.P. Government in the M.P. Civil Service (pension) Rules 1976 However the M.P. Uchcha Shiksha Anudan Ayog may prescribe such other forms and documents or amendments to the Government pension forms as may be required from time to time to furnish with each pension case.

16. **Audit of pension fund**

The amounts of pension fund at the University headquarter will be checked and audited by the resident auditors of the Local Fund Audit stationed at the headquarter of the University. The audit party of the Finance Officer (pensions) M.P. Uchcha Shiksha Anudan Ayog Bhopal will also test check the accounts of the pension fund once in a year and will verify that :-

- (a) The amount of pension authorised for disbursement is as per sanction.
- (b) The entries of deposits and withdrawals from the pension fund agree with the bank statement and records in the office of the Finance Officer (pensions) M.P. Uchcha Shiksha Anudan Ayog, Bhopal.

17. (a) The Audit Officer i.e. the resident auditors of the Local Fund Audit stationed at the head quarter of the University will pre-audit each pension /gratuity case before sending it to the Ayog for issue of pension payment authority.
- (b) As regards audit of the payment authorities issued by the Finance Officer (Pension) of M.P.Uchcha Shiksha Anudan Ayog, Bhopal, the Audit party of A.G.M.P. may test, check such cases while auditing the accounts of the M.P. Uchcha Shiksha Anudan Ayog Bhopal.
- (c) The audit officer while applying requisite checks, shall keep in mind that what is intended is not a total overhead or audit of entire service book records but only a scrutiny limited to the immediate purpose in hand namely, the calculation of pension, gratuity and family pension admissible.

Similarly any check of correctness of the emoluments, shall not become an occasion for examination going back into distant past. The check should be of the last 12 months at the minimum which is absolutely necessary and shall not in any case go back to a period earlier than a maximum of 36 months preceding the date of retirement.

(18) General Provisions :

- (a) Where any employee has taken extra ordinary leave without pay in excess of 120 days, the Executive Council of the University concerned shall be the competent authority to decide whether that period of leave shall qualify for purposes of pension.
- (b) In case of doubt or where any provision in the Statute is not clear, the rules as laid down in the M.P. Civil Service (pension) Rules 1976 will be applicable
- (c) the M.P. Uchcha Shiksha Anudan Ayog shall be final authority in all matters relating to pension cases wherein a decision has to be taken regarding date of birth, qualifying service, admissibility of pension and similar other issues.

REVISED DRAFT**S T A T U T E N O. 38**

Subject :- Introduction of Group Savings Linked

Insurance Scheme for Employees of the Universities.

1. The Government of Madhya Pradesh in Higher Education Department Bhopal Vide Order No. Dated have been pleased to direct that Group Savings Linked Insurance Scheme may be made applicable to the officers, employees teaching staff of the University.
2. The Executive Council of the University hereby approves this Statute which contains the Group Savings Linked Insurance Scheme. This Statute shall come into force from a uniform date for all Universities mentioned in Schedule I of the Madhya Pradesh Vishwavidyalaya Adhiniyam 1973 (unless a comparable scheme is already in force in any University) as may be fixed by the Coordination Committee and each University shall complete the procedural formalities with the Life Insurance Corporation of India before that date.
3. The scheme is intended to provide for the employees of each University at a low cost and on a wholly contributory and self-financing basis, the two benefits of (i) insurance cover to help their families in the unlikely event of death while in service, and (ii) a lumpsum payment to the employees to augment their resources on retirement.
4. The scheme shall come into force from twentieth date of the month. Thus when salary for the month of October is disbursed on 1st November, the deduction of employees contribution will be made from the salary of the month of October and the scheme shall come into force (on payment of contribution to the LIC) from 20th November of that year.

Approved by E.C. Res. No. 17 dated 17-7-89

5. Each regular and full time employee, officer and teacher will be required to subscribe compulsorily a definite amount of the contribution according to category to which each of them belong, for this purpose, they will be divided into four categories as mentioned below and will contribute amount per month as noted against the category applicable to each of them. The maximum risk amount and the bifurcation of the contribution as insurance premium and saving fund contribution is given below.

S. No.	Pay range (i.e. pay & all types of D.A.	Cate gery	Amount of contribution per month	Max. risk	Bifure ation of monthly Contr- bution towards ins fre.	Saving A/C with LIC
1.	8001 and above	A	80,000	80,000	24	56
2.	2001 to 8000/-	B	60,000	60,000	18	42
3.	1001 TO 2000/-	C	50,000	50,000	15	35
4.	1000 to below	D	30,000	30,000	09	21

6. In the event of shifting of an employee from one category to another category because of change of pay range his subscription will be raised from the next annual renewal date to the level appropriate to the category to which he belongs and until the date of next annual renewal he will continue to be covered for insurance for the same amount for which he was eligible before such change in category.
7. Entry into the scheme will be compulsory for all the new regular entrants from the next renewal date. Those who have opted not to join the scheme at the commencement of the scheme will not be allowed to join the scheme subsequently.

8. Withdrawal from the scheme is not permitted except on cessation of employment.
9. The contribution will be fully financed by the employees themselves, and the University will pay the contribution of all the employees of the University collectively to the Life Insurance Corporation, which has undertaken to run the scheme on behalf of the University.
10. The amount of the contribution paid by the University to the Life Insurance Corporation on behalf of each employee, will be divided into two parts by the said Corporation as given in paragraph 5 above. One part will be credited to the Savings fund and separately accounted for and it will earn a compound interest of 11% per annum and all the accumulations in this Savings Fund together with the interest will be paid to the employee on cessation of service due to resignation, retirement or to the nominee in the unlikely event of death of the employee while in service. The other part which represents insurance premium is not refundable.

The other part of the contribution of the employee will be credited to the insurance fund for insurance cover. Owing to an unlikely event of death while in service, the nominee of the deceased employee will be eligible to receive the sum mentioned in paragraph 5 above applicable to his category. This amount will be paid to the nominee in addition to the accumulated amount in savings fund with interest thereon as stated above.
11. The employee entering into service of the University after annual renewal month, will be given benefit of appropriate insurance cover only from the date of joining service on payment of subscription appropriate to his category as mentioned in paragraph 5 above. From the month following the annual renewal date the regular contribution as stated in paragraph 5 above will be deducted from their pay and thus they would become regular members of the scheme thereafter.
12. The transactions will be subject to the audit by the auditors of Local Fund stationed in the University. The statement of consolidated amount standing to the credit of the group, issued by the LIC will be regularly checked and verified by the local fund auditors.

13. This scheme shall be managed by the Registrar of the University , who will be responsible to ensure that monthly contribution of the employees is deducted regularly from the salaries of the employees and deposited with LIC before due date to avoid any penal interest payment.

The Registrar will also ensure that pass books/Accounts registers of the employees in respect of deductions of contributions are properly completed and maintained.

14. The University shall create a fund known as "Group Savings Linked Insurance Fund" and the University shall initially deposit out of its own fund an amount equal to one month's contribution payable to the LIC in this fund, The University may augment this fund from time to time if the circumstances so warrant. The monthly deductions from the employee's salary shall first be credited to this fund and the amount paid to LIC every month shall be debited to the fund.
15. The subscription shall be recovered from the employee's salary every month including the month during which he remains on leave of any kind including extra ordinary leave without pay or deputation.
16. In the following cases, the amount payable to the LIC every month shall be initially paid out of the Group Savings Linked Insurance Fund before the prescribed date and subsequently the amount would be credited to the Fund on recovery from the employee concerned.
 - (a) When an employee proceeds on leave of any kind including extra ordinary leave without pay and his salary has not been drawn or paid to him in any month. In such a case the amount may be recovered from any of the dues payable to the employee concerned. For this purpose, the Registrar shall obtain an undertaking from each employee at the commencement of the scheme.
 - (b) When an employee has gone on deputation to any other organization it shall be the responsibility of the employee concerned to pay the amount of his contribution to the Registrar of the University before seventh day of each month, failing which the amount would be recovered from him with penal interest at 15% per annum.

17. The amount credited in the Savings account with the LIC (as shown in paragraph 5 below) shall be refunded by the LIC to the Registrar for refunding it to the employee concerned or his nominee in the unlikely event of death only on cessation of employment or death as the case may be. No advance will be admissible to the employee or his nominee from his savings account with the LIC.
18. The Registrar of the University shall obtain from every employee who has contributed towards the scheme, a nomination conferring on one or more persons the right to receive the amount that may become payable under the scheme in the unlikely event of his death while in service, If the member of the scheme has a family at the time of his making a nomination, he shall make such nomination only in favour of a member or members of his family. All such nominations received by the Registrar of the University shall be countersigned by him and pasted in the service record of the employee concerned and a copy of the nomination of all be furnished to the LIC.

STATUTE 39
College Development Council
(Section 35J of Adhiniyam)

1. There shall be a College Development Council of the University.
2. Definitions
 - (a) "College Development Council of the University" in short the Council means the College Development Council Constituted under the provisions of this statute.
 - (b) Director of the College Development Council of the University means the Director appointed under the terms 'College', 'Kulpati', Deans of Facultie Principals', Teachers, Members of the Executiv Council, and Registerar' will have the same meaning Adhiniyam, 1973 and Statutes and Ordinances made thereunder.
3. (a) College Development Council of the University shall consist of following :

(i)	Kulpati	Chairman
(ii)	commissioner Higher Education, M. P. Govt. or his nominee not below the rank of Additional Director	Member
(iii)	Registrar	Member
(iv)	One nominee of University Grant Commission	Member
(v)	Four Deans of Faculties nominated by Kulpati out of which at least two shall be from School of Studies/ University Teaching Department.	Member
(ix) -	Eight Principals of Sffiliated colleges	
(xvi)	represting atleast one from Autonomous College Govt. College, Grantee College, Non- grantee Colleges, Women's Colleges nominated by Kulpati.	Member

(xvii) - Three Professors of the affiliated Colleges	
(xix) nominated by Kulpati	Members
(xxi) - Three Assistant Professors of the	
(xxii) Affiliated Colleges nominated by Kulpati	Member
(xxiii) One Director, College Development	
Council of other University of Madhya Pradesh to be coopted by the Council	Member
(xxxiv) One Dean/ Director, College	
Development Council of adjoining area to be coopted by the Council.	Member
(xxxv) Director, College Development Council.	Member
	Secretary

(b) Eight members shall from the guorum.

(c) There shall be atleast one meeting of College Development Council during the Academic Session.

(d) The term of the College Development Council shall be three Years. A casual vacancy caused due to resignation, transfer or otherwise of a nominated and/or coopted shall be filled as early as possible in the like manner for the remainder of the term.

4. College Development Council shall have the following functions and duties.

- (i) The council shall serve as an academic guide for the Colleges and will act as liaison between the College and University Grants Commission.
- (ii) The Council shall prepare long- term and short term integrated development plans for Colleges.
- (iii) The Council shall make appraisal of the Colleges and take steps to promote, Coordinate and raise the standard of education in them.
- (iv) the Council shall prepare upto date profile of the Colleges.

- (v) The Council shall advise the University on all matters related to the affiliated colleges so that overall development of Colleges can be achieved.
- (vi) The Council shall advise the University and the Colleges in regard to realization and implementation of academic policies of University in affiliated Colleges.
5. The qualifications of Director, College Development Council shall be the same as prescribed for the Professor of school of Studies/ University Teaching Department by the university Grants Commission from time to time.
6. The Director, College Development Council shall be appointed for a period of three years.

Provided that the Executive council can extend the for a further period of two Years.

Provided also that no person shall be allowed to continue on the post of Director College Development Council, beyond the age of 60 years.

7. The pay- scale of Director, College Development Council shall be the same as that of the Professor of School of Studies/ University Teaching Department.
8. Appointment of Director, College Development Council :
- (i) The post shall be duly advertised in National and Local dailies.
- (ii) No person shall be appointed as Director, College Development Council except on the recommendation of a Committee of Selection constituted in accordance with sub- section (iii) Provided that if the appointment cannot be delayed in the interest of the University and College Kulpati may make appointment of a person possessing the qualifications laid down appointment shall not continue for more than six months.
- (iii) The Committee of Selection shall consist of :

- | | | |
|----|--|----------|
| 1. | Kulpati | Chairman |
| 2. | A nominee of University Grants Commission | member |
| 3. | A person to be nominated by Kuladhipati from | |

a panel of three persons, not connected with University in any manner what so ever, submitted by the executive council

Member

- (iv) The Committee of Selection shall investigate the merits of various candidates and recommend to the Executive council the names of suitable persons arranged in order of merit.

- (v) Executive Council shall appoint the person in order of merit.

9. Director, College Development Council shall be the office of the University and shall be the member of the authorits body and committee where he has been so placed.

10. Following shall be the duties and powers of the Director or College Development Council :

- (i) Shall act as the membersecretary of college development Council.
- (ii) Shall conduct all the correspondance of college development Council.
- (iii) Shall assess the development needs of the Colleges and report the same to the Competent authority, body and committee.
- (iv) Shall apprise the Colleges with various scheme projects formulated by University Grants Commission and other funding agencies and authorities.
- (v) Shall serulinize the development proposals of the Colleges and recommend them to the University Grants Commission and other funding agencies.
- (vi) Shall ensure proper utilization of grants sanctioned by University Grants Commission and other funding agencies.
- (vii) Shall undertake inspection of Colleges, call meetings of Principals of development plans with prior approval of kulpati.
- (viii) Shall perform such other duties as may be assigned to him by College Development council and Kulpati from time to time.

मुद्रक :-

श्री महालक्ष्मी मुद्रण एवं वितरक सहकारी

संस्था मर्या. पडाव, ग्वालियर,

फोन :- 321680