

मध्यप्रदेश शासन
उच्च शिक्षा विभाग
मंत्रालय

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क्रमांक /486/सीसी/17/अडतीस
प्रति,

भोपाल, दिनांक

कुलपति
समस्त विश्वविद्यालय,
मध्यप्रदेश।

विषय:-विश्वविद्यालय समन्वय समिति द्वारा अनुमोदित अध्यादेश/परिनियम।

-0-

उपरोक्त विषयान्तर्गत विश्वविद्यालय समन्वय समिति की 93 वीं बैठक दिनांक 25.10.17 के कार्यवाही विवरण में विषय क्र. 01 प्रदेश के विभिन्न विश्वविद्यालय में प्रचलित अध्यादेशों एवं परिनियमों में लिए गए निर्णय अनुसार एकरूपता समिति से अनुमोदित अध्यादेश/परिनियम संलग्न कर आवश्यक कार्यवाही हेतु आपकी ओर प्रेषित है।

संलग्न:-उपरोक्तानुसार


(डॉ.अजय प्रकाश खरे)

विशेष कर्तव्यस्थ अधिकारी,
म0प्र0शासन, उच्च शिक्षा विभाग
मंत्रालय

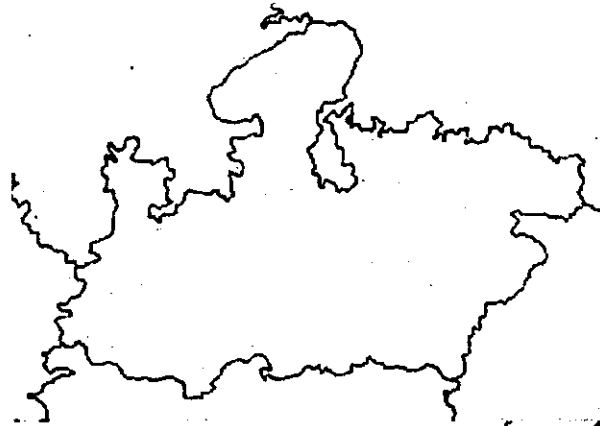
भोपाल, दिनांक 21/3/18

पृ.क्रमांक 275 /486/सीसी/17/अडतीस
प्रतिलिपि:-

1. निज सचिव, अपर मुख्य सचिव, उच्च शिक्षा, मंत्रालय।
2. प्रमुख सचिव, मा. राज्यपाल सचिवालय, राजभवन, भोपाल।
3. आयुक्त, उच्च शिक्षा, सतपुड़ा भवन, भोपाल।
4. विशेष कर्तव्यस्थ अधिकारी, उच्च शिक्षा विभाग, शाखा-3, मंत्रालय।
5. सचिव, म.प्र.निजी विश्वविद्यालय विनियामक आयोग, ज्ञानवाटिका वाल्मी रोड, कलियासोत डेम एक्सीलेंस कालेज के सामने, कोलार रोड, भोपाल।
6. प्रभारी, कम्प्युटर शाखा कार्यालय आयुक्त, उच्च शिक्षा, सतपुड़ा भवन, भोपाल की ओर प्रेषित कर लेख है कि कृपया विभागीय वेबसाइट पर अपलोड करने का कष्ट करें।


विशेष कर्तव्यस्थ अधिकारी,
म0प्र0शासन, उच्च शिक्षा विभाग
मंत्रालय

WUJIA BANDESH UNIVERSITIES COMMON STATUTES



Department
GOVERNMENT

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STATUTE NO. 2

POWERS OF THE KULPATI

[Refer Section 15 (9)]

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

“Provided that such allowance shall not exceed ten percent of the basic pay of such employees. No employee of the University shall be entitled to any other financial benefits except as mentioned above.”

Lajawal

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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 three years and shall be eligible for reappointment.

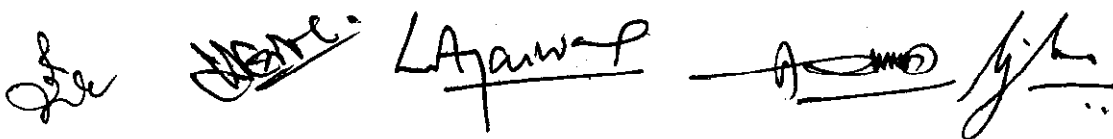
Provided that he shall notwithstanding the fact that his term of three years has not expired, cease to hold office on completing the age of superannuation.

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 experience of guiding extra-curricular activities and understanding of students' problems.
 - (b) Draw salary in the pay scale of Associate Professor.
3. The Dean of Students' Welfare if appointed 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 before his appointment as Dean of Students' welfare
4. The Dean of Students' Welfare shall be entitled to leave, leave salary, allowances, provident fund medical and other benefits as may be prescribed by the University for the employees of the University.
5. Notwithstanding the provision 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 superannuation.

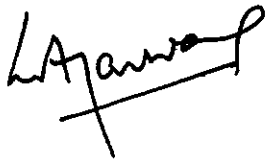
6. (i) The Dean of Students Welfare shall be the Advisor cum Treasurer of the University Students Union and the head of the information bureau and the Employment bureau in the University.



(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 Student's Welfare come up for consideration therein.

(iii) Subject to the control of the Kulpati, the Dean of Students' Welfare shall:

- i. make arrangements to ensure suitable housing facilities for students;
- ii. arrange for employment of students in accordance with plans approved by the Kulpati;
- iii. communicate with the guardians of the students concerning the welfare of students;
- iv. obtain travel facilities for students;
- v. assist the students in obtaining Scholarships, etc. by giving them information relating thereto;
- vi. perform such other duties as may be assigned to him from time to time by the Registrar with the approval of the Kulpati.



STATUTE NO. 5

LEARNED PROFESSIONS

[Refer section 20(I) (XVI)]

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

- (i) Education
- (ii) Medicine, AYUSH and Pharmacy
- (iii) Engineering/Technology/ Engineering Sciences
- (iv) Law
- (v) Science
- (vi) Arts
- (vii) Social Sciences
- (viii) Commerce
- (ix) Management
- (x) Physical Education
- (xi) Life Sciences
- (xii) Home Science
- (xiii) Fine Arts including Music, Drama, Dance and Painting
- (xiv) Vocational Education
- (xv) Actuarial Science
- (xvi) Eminent scientists, Scholars and Men of Letters

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STATUTE NO. 6
MEETING 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 Kulpati.
3. The Kulpati 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.

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STATUTE NO. 7

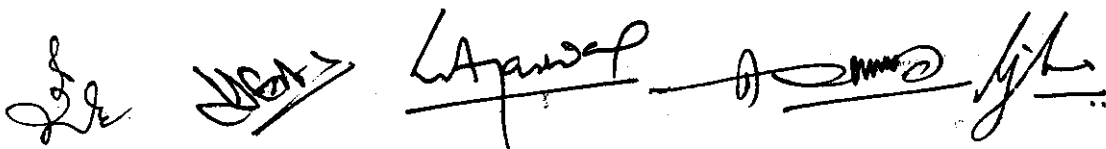
STANDING COMMITTEE OF THE ACADEMIC COUNCIL

[Refer Section 26 (2)]

1. (i) The Standing Committee to be constituted under Sub Section (2) of Section 26 shall be composed as under
 - (a) The Kulpati
 - (b) Rector
 - (c) Deans of all the Faculties
 - (d) Dean/Director, College Development Council
 - (e) The Registrar shall act as the Secretary of the Committee

One-third of the total members will form the quorum. The quorum shall not be applicable for adjourned meeting.

2. The Standing committee may invite such other persons not exceeding three as it may deem fit for any particular meeting.
3. Meetings of the Committee shall be convened under the direction of the Kulpati.
4. It shall be duty of the Standing Committee to render advice on equivalence of examinations in consultation with the faculty concerned and all other matters as may be referred to it by the Academic Council, the Executive Council or the Kulpati.
5. Subject to the provisions of the Adhinyam and the Statutes, the Committee can dispose of other matters referred to it by the Academic Council. In every case where the Standing Committee disposes of any matter, the matter shall be reported to the Academic Council.



STATUTE NO. 8
OTHER FACULTIES
[Refer Section 27 (l) (X)]

In addition to the Faculties enumerated in Sub-Section (l) of Section 27 of the Adhiniyam, there shall be all or any of the following Faculties, namely.

- (i) Arts
- (ii) Social Science
- (iii) Science
- (iv) Life Sciences
- (v) Engineering
- (vi) Law
- (vii) Commerce
- (viii) Education
- (ix) Physical Education
- (x) Home Science
- (xi) Technology
- (xii) AYUSH
- (xiii) Medicine
- (xiv) Non formal Education
- (xv) Dentistry
- (xvi) Prachya Sanskrit
- (xvii) Management Studies
- (xviii) Engineering Sciences
- (xix) Vocational Studies
- (xx) Rehabilitation Science
- (xxi) Mathematical Science

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STATUTE NO. 9

CONSTITUTION AND POWERS OF THE FACULTY

[Refer Section 27 (2)]

1. Each faculty shall consist of the following members, namely:

- (a) The Dean of the Faculty-CHAIRPERSON.
- (b) All Chairpersons of the Boards of Studies of 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/ Associate Professors of University Teaching Departments/Schools of Studies, two Associate Professors in Affiliated colleges, six Lecturers/ Assistant Professors 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.

- (f) Three persons assigned to the Faculty by the Academic Council from amongst its members.
- (g) 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 including from persons from professional and regulatory bodies can be co-opted as members under clauses above.

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

- (h) Not more than two persons not connected with the University or any College and having expert knowledge of the subject or subjects 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.
 - (i) Member(s) may be co-opted as per requirement of the concerned Regulatory Body.
2. All members of the Faculty other than ex-officio members and the Dean shall hold office for a term of three years.
3. One-third of the total membership of the Faculty shall constitute a quorum.

Vide amendment approved by co-ordination committee at its meeting dated 20-12-2000 and 06/07/2007.



STATUTE NO.10

BOARD OF STUDIES

[Refer Section 28 (1)]

There shall be a Board of Studies for each of the subject or groups of subjects mentioned below under the each Faculty thereof:

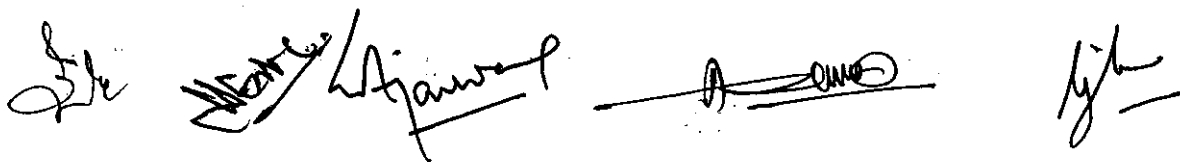
Name of Faculty & Department

(A) Faculty of Arts

1. English and other Foreign Languages
2. Sanskrit, Functional Sanskrit and Prachya Sanskrit
3. Pali, Prakrit
4. Hindi, Functional Hindi, Linguistics and Translation
5. Urdu, Arabic, Persian
6. Other Indian Languages
7. Philology
8. Philosophy
9. Music (Vocal, instrumental) and Dance
10. Fine Arts (Drawing and Painting)
11. Performing Arts (Theater and Sculpture)
12. Library and Information Science
13. Journalism and Mass Communication
14. Fashion Designing (in case there is no Faculty of Vocational studies)
15. Interior Designing (in case there is no Faculty of Vocational studies)
16. Jyotirvigyan

(B) Faculty of Social Science

1. History, Modern History, Medieval History.
2. Ancient Indian History Culture and Archaeology, Indology.
3. Political Science, International Relations. Public Administration, Human Rights.
4. Economics, Business Economics, Applied Economics
5. Sociology, Social work and Community, Demography and Population Science



6. Anthropology
7. Geography
8. Psychology
9. Military Science & Defense Studies
10. Rural Development
11. Home Science (if there is no separate Faculty of Home Science in the University).

(C) Faculty of Home Science

1. Home Science
2. Clothing and Textile/Fabric and Apparel Sciences
3. Food and Nutrition

(D) Faculty of Science

1. Physics, Laser Technology.
2. Chemistry, Industrial Chemistry, Environmental Chemistry, Pharmaceutical Chemistry, MICA
3. Mathematics
4. Geology, Remote Sensing, Earth Science
5. Statistics
6. Criminology and Forensic Science
7. Computer Science (if faculty of Engineering Science does not exit)
8. Oceanography, Meteorology

(E) Faculty of Life Science:

1. Botany, Ethno-biology, Forestry, Horticulture
2. Zoology, Fisheries, Aquaculture, Genetics, Neuroscience
3. Environmental Sciences / Environmental Biology, Limnology
4. Bio-Chemistry
5. Life Science/Bio- Science, Microbiology
6. Biotechnology, Seed Technology, Bio informatics, Food Technology.

(F) Faculty of Engineering (Only if UTD in University)

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1. Civil Engineering
2. Mechanical Engineering
3. Electrical Engineering
4. Electronics and Tele-Communications
5. Chemical Engineering
6. Mining
7. Metallurgy
8. Planning and Architecture
9. Humanities and Social Sciences
10. Applied Physics
11. Applied Chemistry
12. Applied Mathematics
13. Applied Geology
14. Electronics and Instrumentation
15. Computer Engineering
16. Information Technology
17. Biotechnological Engineering

(G) Faculty of Law

1. Law

(H) Faculty of Commerce

1. Commerce

(I) Faculty of Education

1. Education
2. Physical Education, Yogic Sciences (Where there is no Faculty of Physical Education)

(J) Faculty of Physical Education

1. Physical Education
2. Yogic Sciences

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(K) **Faculty of Technology**

1. Pharmaceutical Science

(L) **Faculty of AYUSH**

1. Sharir, Dosh Dhatu Mal Vigyan, Sanskrit
2. Dravyagun, Ras Shastra Vigyan
3. Kaaya chikitsa, Vikriti Vigyan and Swasthavritta.
4. Shalya Tantra, Shalakyta Tantra, Prasuti Tantra Kaumaryabhritya, Agad Tantra and Vyavaharyurveda
5. Ashtang Sangrah, Charak Samhita, Padarth Vigyan, Ayurved ka Itihas
6. Sharir Rachna Vigyan, Sharirkiriya Vigyan
7. Rog Vikriti Vigyan evam Swastha Vritta
8. Unani, Siddha
9. Homeopathy
10. Alternative Medicine (Accupressure, Magnetic therapy etc.)

(M) **Faculty of Medicine**

1. Anatomy, Physiology and Bio-Chemistry.
2. Pharmacology, Forensic Medicine and allied subjects.
3. Preventive and Social Medicine,
4. Pathology, Microbiology.
5. Medicine, Skin and Venereal diseases, Tuberculosis,
6. Psychiatry.
7. Neurology
8. Surgery
9. Anesthesiology
10. Orthopedics
11. Ear, Nose and Throat.
12. Gynecology
13. Pediatrics
14. Ophthalmology

15. Radiology
16. Nursing
17. Physiotherapy

(N) Faculty of Non-Formal Education

1. Life Long Learning, Continuing and Extension Education
2. Population Education
3. Distance Education
4. Peace Education

(O) Faculty of Dentistry

1. Dentistry

(P) Faculty of Prachya Sanskrit

1. Ved
2. Darshan
3. Sahitya
4. Jyotish
5. Vyakaran
6. Dharma Shastra
7. Adhunik Bhasha
8. Adhunik Gyan-vigyan
9. Puran evam Etahas

(Q) Faculty of Management Studies

1. Business Administration/ Industrial Relations and Personnel Management/ Human Resource Development/ Financial Administration/ Foreign Trade/ Disaster Management
2. Tourism Administration
3. Chemical Sales and Marketing
4. Hospital Administration
5. E-Commerce

(R) Faculty of Engineering Sciences

1. Energy Studies, Environmental Science
2. Computer Science / Computer Applications/ Information Technology
3. Electronics
4. Instrumentation
5. Electronic Media
6. Data Science

(S) Faculty of Vocational Studies

1. Vocational Education courses (B.Voc, M.Voc)
2. Skill Development Courses (B.Voc, M.Voc)
2. Fashion Designing
3. Interior Designing

(T) Faculty of Rehabilitation Sciences

1. Special Education
2. Prosthetics & Orthotics
3. Audiology and Speech Language Pathology
4. Rehabilitation Science

(U) Faculty of Mathematical Science

1. Bio-mathematics *
2. Statistics *

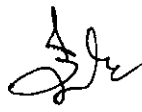
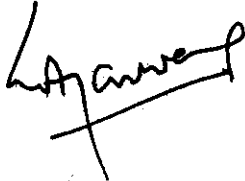
*University where there is no Faculty of Mathematical Science these subjects would be in Faculty of science

STATUTE NO. 11

POWERS OF THE BOARD OF STUDIES

[Refer Section 29]

1. Each Board shall have the following powers, namely.
 - (a) To finalize scheme and syllabus of programmes with which it deals and to recommend books for different courses.
 - (b) To recommend schemes for preparation and translation of books in the subject or subjects with which it deals.
 - (c) Board may co-opt/consult subject experts who are not members of the Board for its functioning.
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 Academic Council or by the Faculty concerned or by the Kulpati.
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 with the preview 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

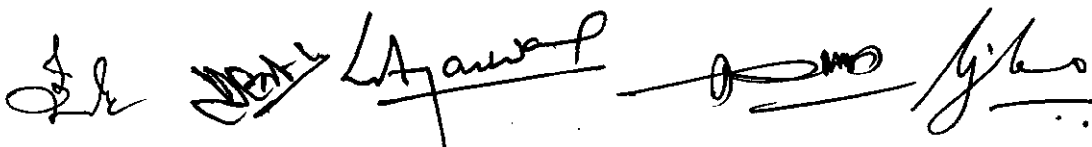
QUALIFICATIONS OF STUDENT MEMBERS OF BOARD OF STUDIES

[Refer Section 28 (2) (VI)]

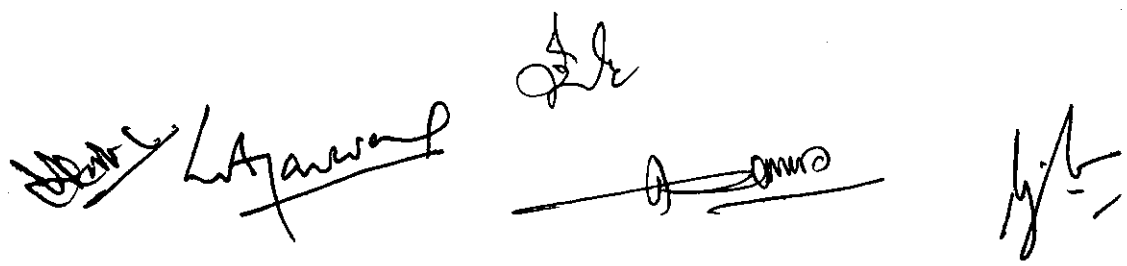
Subject to the provisions of the Adhiniyam, a student appointed as a member of any Board of Studies shall be a student enrolled in a College, Teaching Department or School of Studies of the University and possess the following qualification;

- (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 and 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 on 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 enrolled for the course in the year of appointment on the Board had obtained 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.

The image shows four handwritten signatures or initials. From left to right: 1. A signature that appears to be 'L. Agarwal' with a horizontal line underneath. 2. A signature that appears to be 'S. K.' with a horizontal line underneath. 3. A signature that appears to be 'A. Kumar' with a horizontal line underneath. 4. A signature that appears to be 'H. B.' with a horizontal line underneath.

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 at least 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.
3. The University shall thereafter send a copy of the annual report to the State Government and the State Government shall as soon as may be, cause the same to be laid on the table of the State Legislative Assembly.*

* Inserted as per amendment to section 47 of the Act.

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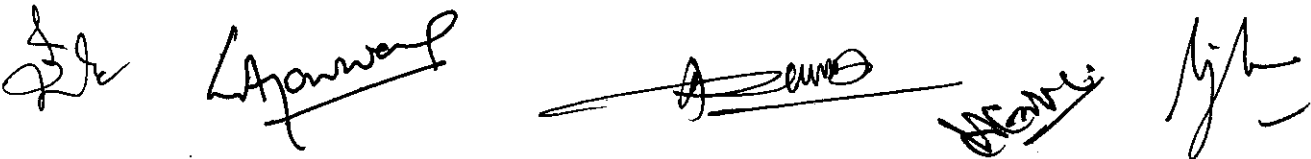
STATUTE NO. 14
HONORARY DEGREE
[Refer Section 35 (C)]

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 Kulpati, 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/ she 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 Courts, 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.

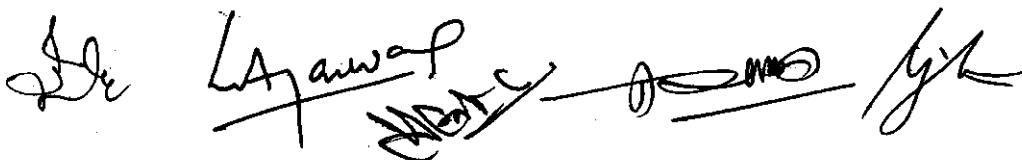


STATUTE No. 15
REGISTRATION OF GRADUATES

[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 form 'A' given in the Appendix.
2. Graduates shall be registered as members only on payment of a fee of Rs. 500/- for the period of three years or as prescribed by the University time to time.
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 Kulpati 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 a 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 of the effect that he has been admitted to the degree, or
 - (iii) The calendar or other authorized 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.

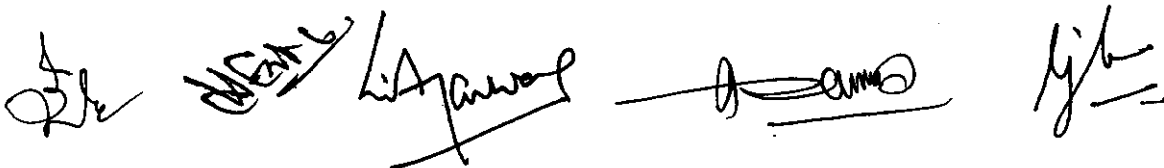
OR



(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 Graduate 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 available for inspection.
7. Every Registered Graduate shall intimate to the Registrar all changes in his permanent address.
8. The Registrar shall by a notice 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 Adhinyam came into force and in such news papers as the Kulpati 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 his opinion under Section 45 of the Adhinyam his option, if necessary, to continue as a registered graduate of the University. Such declaration and option shall be sent to the Registrar before the date fixed by the University.

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



FORM - A

APPLICATION FOR THE REGISTRATION OF GRADUATES

To.

The Registrar,
.....

Self Attested
Photograph

Sir,

I desire to be enrolled as Registered Graduate of (M.P.) and I am enclosing herewith a receipt issued by the University for prescribed fee.

My particulars are as given below:

1. Name
2. (a) Details (e.g. B. A., B. Sc., B.Com. 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. Whether enrolled as Registered Graduate of any other University. If so, give the name of the University and Registration Number.
7. Whether prepared to cease to be a Registered Graduate of the University/ Universities shown in (6) above if this application for registration succeeds.

I declare that the particulars given above are correct.

Necessary evidence in support of graduation, photoidentity, residence and two additional passport size self attested photographs are enclosed.

Yours faithfully

Signature of the applicant.....

Full Name in Block letters.....

(Surname underlined)

Permanent Address.....

Mobile No. _____

E-mail: _____

Aadhar No. _____

[Handwritten signatures]

[Handwritten signature]

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.....

[Handwritten signature]

[Handwritten signature]
[Handwritten signature]

[Handwritten signature]

[Handwritten signature]

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.....

[Handwritten signatures and marks]

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 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 Groups A and B below

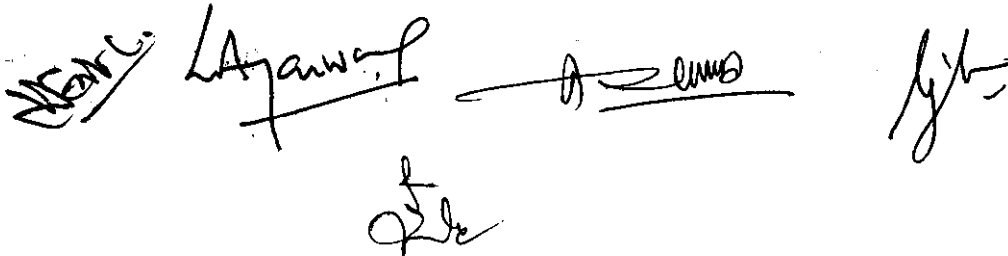
GROUP 'A'

- (a) Professor
- (b) Reader / Associate Professor
- (c) Lecturer/ Assistant Professor

GROUP 'B'

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

- (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.
- (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 on 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 provisions of the Statute relating to the seniority of Principals.



2. The seniority of a Professor, College Professor, Reader/ Associate Professor, Reader/ Associate Professor in College, Lecturer/ Assistant Professor 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 services as such 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.

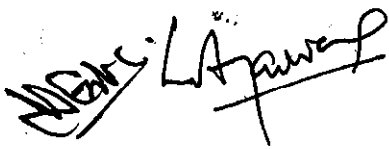
For the purposes of seniority:

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

[Handwritten signatures and initials]

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 are equal, their seniority inter-se shall be determined in accordance with seniority in age.

*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.

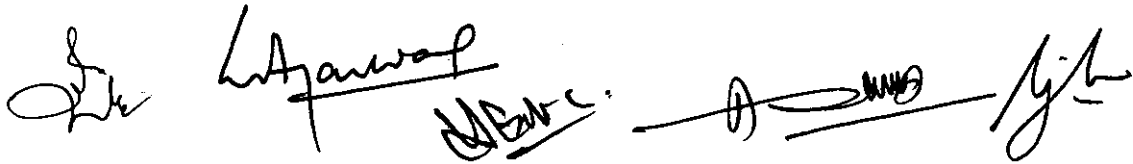


STATUTE NO. 17

SENIORITY OF PRINCIPALS

[Refer Section 35 (O)]

1. For the purpose of the Adhinyam 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 the 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 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.

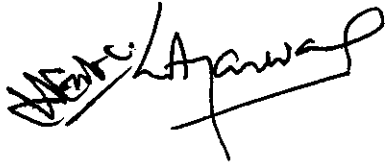
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STATUTE NO. 18

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 as given below:
 - (a) College Professor
 - (b) Full time and salaried Principal other than College Professor
 - (c) Reader / Associate Professor
 - (d) Lecturer / Assistant Professor
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 (Associate Professor) in a college, Lecturer (Assistant Professor) 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.



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, Professors, College Professors, Readers/ Associate Professors, Readers/ Associate Professors in Colleges, and Lecturers/ Assistant Professors complete and up-to-date seniority lists in accordance with procedure laid down in the clauses here in after appearing.
2. All Principals/Professors/Readers/Associate Professors/ College Professors/Readers/ Associate Professors in College/ Lecturers/ Assistant Professors shall apply for inclusion of their names in the cadre concerned in the prescribed form given in the Appendix-1 through the Principals of the College/Head of Teaching Departments by 15th October each year at the latest. Persons, whose applications are 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 Principal, Professors, Readers/ Associate Professor, College Professors, Readers/ Associate Professor in Colleges and Lecturers/ Assistant Professor 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 of the College/Teaching Department and the other for making it available for reference to the members of the teaching staff.
5. (a) Any Principal/Professor/college Professor/Reader (Associate Professor)/ Reader (Associate Professor) in College/ Lecturer (Assistant Professor) 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 the College/ Teaching

De *NAHC* *L. Agawal* *[Signature]* *[Signature]*

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 Kulpati shall, before the 30th October 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 Kulpati shall nominate one of them to be the Convener of the Committee.
 - (c) The Committee appointed by the Kulpati 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 therefore.
 - (g) All decisions of the Committee shall be taken by majority and communicated to the Registrar not later than 1st December.
6. (a) The seniority list, as finalized by the Committee shall be published by the Registrar not later than **10th December** each year. In case of any objection an appeal may be filed before Kulpati within seven days and Kulpati's decision will be final. The final list will be published on or before 31st December by the Registrar by forwarding two copies to each College/Teaching Department 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 the college.
- (b) The objector may, on request, obtain a copy of the decision of the committee from the Registrar on payment as decided by the University time to time.
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.
8. A copy of the finalized list may be supplied to a person on payment as decided by the University time to time.

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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. Particulars of my service are as under:

1. Name.
2. Date of birth. Mobile No. Email: _____
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 qualifications.
8. Teaching experience. Year-Months
 Degree Classes
 Postgraduate Classes
9. Teaching posts held (chronologically) prior to appointment to the present post:

Designation Post	Name of Institution which post was held	Period From: to	Scale of Pay
---------------------	--------------------------------------------	--------------------	--------------

Note: (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. Lecture, Reader, Professor) together with the date of appointment in each case and the pay scale should be clearly stated.

I declare that the particulars given are correct.

Signature of applicant

Full name
 Designation.....

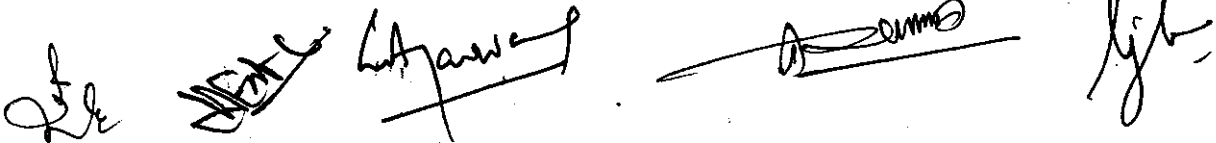
Place..... College/teaching Department
 Date
 Countersigned
 Principal /Head of the Institution/S. O. S.

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. Dean/Director College Development Council
 - ii. Examination Controller
 - iii. Finance Controller
 - iv. University Librarian
 - v. Director of Physical Education
 - vi. Deputy Registrar
 - vii. Finance Officer
 - viii. Controller, University Information Technology
 - ix. Deputy Librarian
 - x. University Engineer
 - xi. Deputy Librarian
 - xii. Deputy Director of Physical Education
 - xiii. Assistant Registrar
 - xiv. Deputy Controller University Information Technology
 - xv. Assistant Director of Physical Education
2. The scales of pay and selection procedure for the posts mentioned in item no. one (ii, iii, vi, vii, viii, x, xiii, xiv) shall be as prescribed by the State Govt. from time to time:
3. The Executive Council shall appoint a Selection Committee consisting of the Kulpati 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 officers of the University scientific instrumentation center & computer center and otherwise also.



The Registrar shall be the Secretary of the Selection Committee. The Committee 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 provision contained under Section 49(2) of MP. Vishwavidyalaya Adhiniyam 1973.

Library

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

Physical Education

1. Director
2. Deputy Director
3. Assistant Director/Sports Officer.

Provided also that the selection committee for the posts of University scientific instrumentation center & computer center shall be such as prescribed in the regulation made by the Executive council of the University for the purpose under section 40 of the Act.

6. The Officers mentioned in this Statute shall be entitled to leave, Leave salary, allowances, medical benefit, provident fund and other benefits and their other 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 or any State Government, he shall not be entitled to the benefit of contributory provident fund.

7. The powers and duties of each Officer, except the Finance Controller / Finance Officer, mentioned in this Statute shall be such as the Executive Council may determine.

Note:

- Save as otherwise the provisions of this statute are not in contravention to provisions of section 15-C of Madhya Pradesh Vishwavidyalaya Adhiniyam, 1973 and MP. State University Service rules, 1983 for officers included in the State University Service.



STATUTE NO. 21

FUNCTIONS AND DUTIES OF FINANCE CONTROLLER/FINANCE OFFICER

[Refer Section 18]

1. Subject to the control of Kulpati, it shall be the duty of the Finance Controller:
 - (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 non-recurring 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 Controller 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 is conducted of equipment and other consumable materials in the offices and institutions maintained by the University;
 - (e) Suggest appropriate action against persons responsible for unauthorized expenditure and for other financial irregularities.
3. The Finance Controller 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)]

The qualifications/ eligibility for appointment of Lecturers/ Assistant Professors, Readers/ Associate Professors, College Professors in affiliated colleges will be as per UGC regulations and their amendments from time to time and adopted by the State Govt.

Dr. [Signature]

[Signature]

STATUTE NO. 23

ELECTION OF REGISTERED GRADUATES TO THE COURT [REFER EXPLANATION (IV) (C) UNDER SECTION 20 (1)]

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

Definition

2. In this Statute :-

- (1) "Continuing candidates" means the candidates not elected or not excluded from the poll at any 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 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 votes 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.

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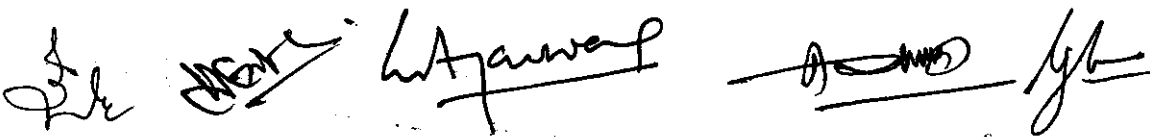
- (8) "Surplus" means the number by which the value of the votes of any candidate, original and transferred exceeds the quota.
- (9) "Registrar" of the University also means the Returning Officer for the election and the Presiding Officer for the Poll.
- (10) "Attesting Officer" means any of the following 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 (I) of section 20 of the Adhiniyam shall be in accordance with the system of proportional representation by means of single transferable vote.

Elector

4. (a) Every person who is a registered or re-registered graduate at least ninety days prior to the date of election fixed by a notice issued under paragraph 5 shall be qualified to stand as a candidate for and vote at the election of representatives of registered graduates on the Court under item (xix) of sub-section (I) 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 to sub-section (I) of section 20 of the Adhiniyam.

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Nominations and Fixing of Programmes

5. Whenever 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 and on website of the University and in such newspapers, as the Kulpati may direct:
- (i) Declare the last date for registration or re-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 date of election.
 - (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 forty-fifth 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 dispatch 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 dispatch thereof.
 - (ix) Fix the place, date and hour for counting of ballot papers which shall not be later than two days after the date of the poll.

Note:

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

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Availability of Nomination Forms

6. Nomination form is 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

Filing 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 hereto 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 complete in Form A appended hereto 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 shall 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 of nominations under clause (iv) of paragraph 5, the candidate. their proposers or seconders but no other person may attend at such time in the office of the Registrar as the Registrar may have fixed 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 7.

Rejection of Nomination Paper

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

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motion, after such summary enquiry if any, as he thinks necessary. Rejection of any nomination on any of the following grounds:

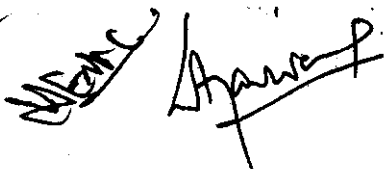
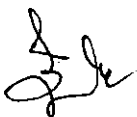
- (a) That the candidate is not qualified or is disqualified for being chosen to fill the seat under any of the provisions of the Adhiniyam and the Statutes made there under
 - (b) That there has been a failure to comply with any of the provisions of paragraph 7 and 8:
 - (c) That the signature of the 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 authorize 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 scrutinized 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 addresses of contesting candidates as given in the nomination papers.

Withdrawal of Candidature

12. (1) Any candidate may withdraw his/her 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/her 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 candidates 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 list of validly nominated candidates affixed on the University Office Notice Board under paragraph 13.

VOTING

Voting in Person

16. All voters shall record their votes in person by poll to be taken as hereinafter prescribed.

Method of Casting Vote

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 1 in the space opposite the name of the candidate whom he chooses to give first preference; and

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Chandrasekhar
Agarwal

[Signature]

[Signature]

- (b) may in addition, mark as many subsequent preferences as he wishes by placing on his ballot paper the figures II, III, IV and so on, in the spaces opposite the names of other candidates in order of preference.

The Poll Returning Officer

18. The Registrar shall be the Returning Officer for the election and he may appoint such number of officers as he thinks fit to act as Assistant Returning Officer for election and as Presiding Officers for the poll.

Display of list of Contesting Candidates

19. Outside 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

20. Every Ballot Box shall be of such design as may be approved by the Kulpati.

Voting Compartments

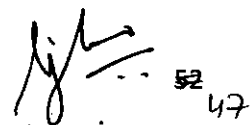
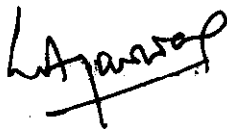
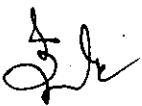
21. At the polling station there shall be set up one or more voting compartments in which electors can record their votes screened from observation.
22. At the polling station a sufficient number of ballot boxes, copies of the electoral roll and ballot papers will be provided.

Regulating the entry of electors at the Polling Station

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

Appointment of Polling Agent

24. The appointment of a Polling Agent shall be made in Form F, and shall be made over to the Polling Agent for production at the polling station or the place fixed for the poll.



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24. (1) immediately before the commencement of the poll the Presiding Officer shall demonstrate to the polling agent and 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

26. (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 otherwise in taking the Poll;
(2) each Registered Graduate shall be issued an identity card by the Registrar on payment of appropriate fee to be determined by the Executive Council from time to time. This card will have affixed on it the photograph of the Registered Graduate, duly attested by the Registrar.
(3) as each elector enters the polling station, the Presiding Officer or the Polling Officer authorized by him in this behalf, shall check the electors name and other particulars with the relevant entry in the electoral roll, registration number and the name of elector;
(4) In deciding the right of a person to obtain a ballot paper, the Presiding Officer or 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.
27. 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 and put his initials on the Identity Card of the elector in token of a ballot paper having been issued to him.

Voting Procedure at the place of poll

28. 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.

W. K. L. Agnew
L. L.
[Signature]
[Signature]
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Closing the Poll

29. 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 after Polling

30. 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. The sealed ballot box or boxes will be placed in safe custody till they are collected from the polling stations and brought to the office of the Returning Officer/Registrar under his instructions. The ballot papers will be placed in safe custody.

Counting of Votes

31. The counting of votes will be done by the Returning Officer at the place, date and time fixed under paragraph 5. Counting to be conducted in the presence of a committee

Counting to be conducted in presence of a committee

32. The counting shall be conducted in the presence of a committee of three persons appointed by the Kulpati. 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.

Rejection of Ballot Papers

33. The Returning Officer shall scrutinize the ballot papers. He/She shall reject a ballot paper:-
- On which the figure I is not marked, or
 - On which 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
 - On which the figure I and some other figure or figures are set opposite the name of the same candidate; or
 - If it is unmarked or void for uncertainty; or
 - If it is signed or any identification mark made by the elector.

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Mehar
Lajwari
S. S.

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A. S. S.

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S. S.

Counting Procedure

- 34. 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.
- 35. In carrying out the provisions of paragraphs hereinafter appearing the Returning Officer shall
 - (a) Disregard all fractions;
 - (b) Ignore all preferences recorded for candidates already elected or excluded from the poll.
- 36. For the purpose of facilitating the processes prescribed by the paragraph herein after contained, each valid ballot paper shall be deemed to be of the value of one hundred.

Ascertainment of Quota

- 37. 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

- 38. 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

- 39. (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 surplus shall be transferred to the continuing candidates indicated on the ballot papers as next in the order of the voter's preference in the manner prescribed in the following paragraph.
- 40 (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.

W. H. C. *L. A. P.* *[Signature]* *[Signature]* 55
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[Signature]

- (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 is 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-45 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 papers in each sub-parcel and of the parcel of the exhausted papers.
 - (c) If the value of the unexhausted papers is equal to or less than the surplus he shall transfer all 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 greater than the surplus, he shall transfer the sub-parcel of 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 sub-parcel to 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.

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Lyman
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Exclusion from the Poll

41. (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 transfer 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.
42. 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

43. (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 votes of any such candidate be greater than the quota, his surplus shall thereupon be distributed in the manner hereinafter provided before the exclusion of any other candidate.
44. (1) When the number of continuing candidate 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 someone 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 those two candidates have each the same value of votes and no

W. C. Laganwal
W. C. *W. C.* *W. C.* *W. C.*

surplus remains capable of transfer, one candidate shall be declared excluded under the next succeeding paragraph, and the other declared elected.

Lot to be drawn for exclusion in case

45. If when there is more than one surplus to distribute two or more surpluses are equal, or if 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

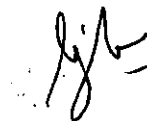
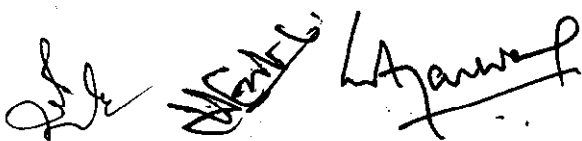
46. (1) Any candidate or, in his absence, his Polling Agent may, at any time during the counting of the votes, either before the commencement or after the completion of any transfer of votes (whether surplus or otherwise) requests the Registrar to re-examine and re-count the papers of all or any candidates (not being papers set aside at any previous transfer as finally dealt with), and the Registrar shall forthwith re-examine and tie-count the same accordingly.
- (2) The Registrar in his discretion 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.

Election Petition

47. An election petition against any returned candidate may be presented to the Kulpati by any candidate or elector or his agent authorized 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 Kulpati's order on the petition shall be final.

Kulpati Final Authority for interpretation

48. If any question arises as to the interpretation of this Statute it shall be referred to the Kulpati for decision.



FORM A
NOMINATION PAPER

(FOR ELECTION TO THE COURT OF UNIVERSITY 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 candidate for election to the Court from among the Registered Graduates.

Name of the Proposer in full

Registration No. of the Proposer

Signature of Proposer

DateAddress

I second the above proposal.

Name of the Seconder in full

Registration No. of the Seconder

Signature of the Seconder

DateAddress

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 (I) 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

AddressRegistration No.Certificate

[Handwritten signatures: Shri N. S. ... , L. Agarwal, ... , ...]

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 Registered post.
4. Every elector is entitled to nominate as many candidates as there are vacancies.

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FORM 'B'

APPOINTMENT OF POLLING AGENT

ELECTION OF REPRESENTATIVES OF REGISTERED GRADUATES ON THE COURT UNDER ITEM (XIX) OF SECTION 20 (I) OF THE ADHINIYAM.

I (Here state the name of the candidate and registration number), a candidate at the above election does hereby appoint:

Shri/SmtOf as 3 Polling Agent to attend the polling station/the place fixed for the poll of the above election.

Place.....

Signature of the 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

.....

Name in Block Letters

Signed before me

Place.....

Signature of Presiding Officer

M.B.L.

Agarwal
S.L.

[Signature]

[Signature]

STATUTE NO. 24

ELECTION OF STUDENT MEMBERS TO THE COURT

[Refer Section 20(1) (iv)]

1. All elections 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. Wherever any election under Group D of Sub-section (I) of Section 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 no earlier than 21 days from the date of the 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 electors 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) Dispatch 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 present at the University office on the date of the poll at a given time to elect members on the court;(2) (a) For journey to the headquarters of the University in accordance with the provisions of sub Para (I)
(b) Above, T. A. and D.A. at the rates applicable in case 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 filing nominations. Each candidate shall be

MSB/C *Signature* *Signature* *Signature* *Signature*

proposed and seconded by an elector. Each candidate shall be nominated by a separate nomination paper;

- (c) On the expiry of the time fixed for filing nominations the Registrar shall scrutinize the nomination paper 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 candidate 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 lot:
- (h) A voting paper shall be rejected if:
 - (a) It is unmarked or void for uncertainty.
 - (b) It is signed by the elector.

W. G. C. *L. Agarwal* *[Signature]* *[Signature]*

[Signature]

(c) 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 Kulpati 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 Kulpati's order on the petition shall be final.

APAC. Lakshman ~~*A. S. S. S.*~~ *Shri*

FORM - D
NOMINATION PAPER

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

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 Adhinyam.

SIGNATURE OF PROPOSER

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

SIGNATURE OF 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 Adhinyam.

SIGNATURE OF THE CANDIDATE

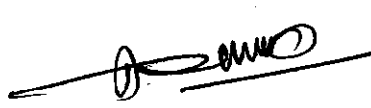
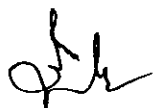
Dr. K.
Dr. K. *L. Anand* *A. S. Rao* *J. K.*

STATUTE NO. 25

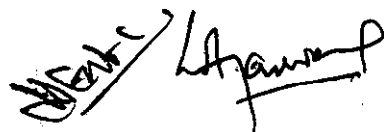
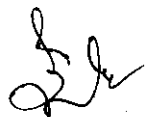
ELECTION OF TEACHER REPRESENTATIVES ON THE COURT

[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 each of the items 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 sub-section (1) of Section 20, the Registrar shall by a notice, publish by affixing a copy thereof on the office notice board of the University and by dispatch 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 members on the Court specifying the item/items of subsection (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 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 (in the same manner as that for provisional electoral roll) such date being not later than seven days from the date fixed for inquiry 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) fix the place, date and hours for poll which shall not be later than seven days from the date for withdrawal of candidature.
- (i) fix the place, date and hours for counting of votes. Such date being not later than three days from the date 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 dispatching 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 Form-1 a claim for inclusion of his name in the electoral roll.
- (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 inclusion of 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" super scribed thereon.
5. (i) All claims and objections to the provisional electoral roll shall be scrutinized and enquired into by a committee consisting of two Deans of Faculties nominated by the Kulpati and the Registrar at the University Office on the date fixed for the purpose



and the teacher filing the claim or the objection shall be entitled to be present at such scrutiny.

The Kulpati 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 inquiry.

(iii) An appeal by the person preferring a claim or raising an objection shall lie with the Kulpati, 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 needed, 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 Form- 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 (c) of paragraph 2, each candidate shall:

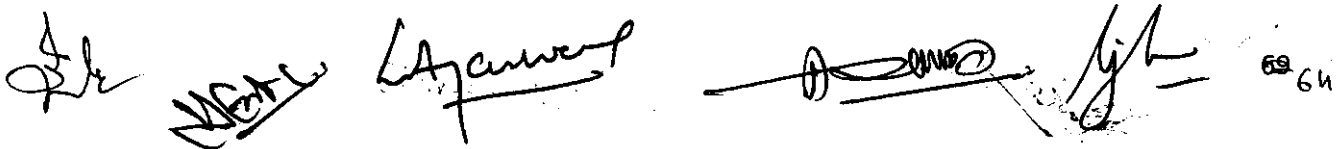
(i) either in person or by his proposer or seconder, between office hours, deliver in a sealed cover marked "Nomination Paper" to the Registrar or his nominee a nomination paper completed in Form-4 appended hereto and signed by the candidate and by two electors as proposer and seconder.

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 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

The bottom of the page features several handwritten signatures and initials. From left to right, there is a signature that appears to be 'S. K.', followed by 'M. K.', and 'L. K.'. To the right of these is a large, stylized signature that looks like 'S. K.' with a long horizontal line underneath. Further right is another signature that looks like 'S. K.' with a horizontal line. At the far right, there are the initials 'S. K.' and the number '64'.

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 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 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 paragraphs (8) and (9);

(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.

(ii) Nothing contained in sub-clause (b) or (c) of clause (i) shall be deemed to authorize 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 scrutinized 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 and the names of Colleges/teaching Department 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/Assistant Professor of University Teaching Department/Schools of Studies.

(b) Lecturers/Assistant Professor other than those in (a) above.

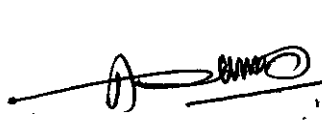
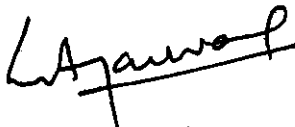
13. (i) Any candidate may withdraw his candidature by a notice in writing duly signed by him and delivered to the Registrar either by such candidate in person or his proposer or seconder during office hours on or before the last date fixed for withdrawal under clause (g) of paragraph 2.

(ii) No person who has given a notice of withdrawal of his candidature under clause (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.

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 School 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 elected unless they include at least one Lady Principal.

- (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 states 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 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 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 Lecture 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 under paragraph (12) together with the names

of colleges, Teaching Departments or Schools of Studies to which they belong. 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.
19. a) All elections shall be held by ballot at the place/s and between the times on the date fixed by the Registrar.

Provided that for the teachers of outstation colleges the polling centre shall be at such place/s as notified by the Registrar.

- (b) The Registrar shall appoint the requisite number of Polling Officers for conducting the poll.
- (c) No person other than a voter shall be permitted to enter the polling station. The area of the polling station shall be fixed by the polling officer.
- (d) The polling officer shall regulate the number of voters to be admitted at any one time inside the place fixed for the poll and shall exclude there from all other persons except
- (a) The candidate or his agent.
 - (b) Persons on duty.
 - (c) Person or persons authorized by the officer.
 - (d) Such other persons as the polling officers may from time to time admit for the purpose of assisting him in taking the poll. The polling officer shall close the doors of entry to the polling station at the hours fixed by him for this purpose and shall not admit thereto any voter after that hour. Provided that all voters who have sought entry to the polling station before the expiry of the closing time shall be entitled to record votes even after the expiry of the closing time.
 - (e) Ten minutes before the polling commences, the polling officer shall show to the candidates, or their authorized agents present at the polling centre that the ballot box is empty and shall then lock and seal it for use; but in case no candidates or his agent is present at the appointed time, he shall lock and/or seal the ballot box.

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- (f) No voting paper shall be delivered to a voter unless he has put signature against his name in the electoral roll in token of the receipt of the voting paper.
- (g) The voter on receiving the voting paper shall forthwith proceed to the polling booth, where he shall mark and put his voting paper in to the ballot box.
- (h) If a voter spoils his voting paper inadvertently he/she may be given another voting paper on surrendering the spoilt paper which shall be cancelled by the polling officer before issuing a fresh voting paper. All voting papers cancelled under this rule shall be kept in a separate packet and preserved for a period of one month.

20. A ballot paper shall be void:

- * If the elector has given more votes than the number of seats to be filled, or
- * If it is signed by the elector, or
- * 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.

21. All proceeding for counting of votes shall be conducted in the presence of a Committee of three persons appointed by the Kulpati. Every elector shall have the right to be present at the proceedings provided that in the opinion of the Registrar, no disturbances of the proceedings is caused thereby.

22. On the date and at the place fixed for counting of votes the Registrar shall open the boxes containing the ballot papers. He shall then examine the ballot papers and shall reject the ballot papers which are invalid under paragraph. He shall count the votes cast in favor of the different candidates in the remaining ballot papers.

23. After all votes are counted, the Registrar shall prepare a list of candidates arranged in order of votes they received, the candidate 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 candidate 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.

24. (a) If the seats for which voting has taken place, include any seat/seats reserved for any particular category of contesting candidates, 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 25 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 (a) above 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 the order in which their names appear in the list referred to in paragraph 25 above.
25. An election petition against any elected candidate may be presented to the Kulpati by a candidate or elector within ten days from the date of the publication of the result of the election on the notice board of the University. The Kulpati's order on the petition shall be final.
26. For ensuring free and fair election, the Registrar shall have power to issue instructions, appoint inspection committees, and take all other steps as may be deemed necessary by him.

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FORM - I

(ELECTION OF REPRESENTATIVES ON THE COURT OF JIWAJI VISHWAVIDYALAYA
UNDER ITEM _____ of SUB-SECTION (1) OF SECTION 20 OF THE ADHINIYAM

Claim Application for inclusion of Name in the Electoral Roll

To,
The Registrar,
.....

Sir,

I am a (Designation e.g. Professor/Lecture)

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

Name of Institution Where

employed.....

Place

Date

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
(Months & Year)

Signature

Full Name.....

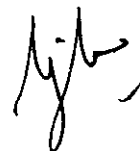
Designation

Name of Institution Where

employed.....

Place

Date



FORM - 2

(ELECTION OF REPRESENTATIVES ON THE COURT OF
VISHWAVIDYALAYA UNDER ITEM ____ OF SUB-SECTION (I) OF SECTION 20 OF THE
ADHINIYAM).

CLAIM FOR CORRECTION OF NAME

To.
The Registrar.

.....

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 follow:

"....."

Signature

Full Name

Designation

Place.....

Date

Institution where employed

MAINT: K. Arun

FORM - 3

(ELECTION OF REPRESENTATIVES ON THE COURT OF
VISHWAVIDYALAYA UNDER ITEM OF SUB-SECTION (1) OF SECTION 20 OF THE
ADHINIYAM)

OBJECTION OF INCLUSION OF NAME

To,
The Registrar,
.....

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

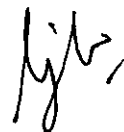
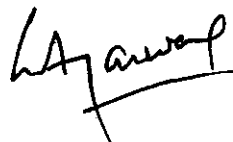
Full Name

Designation

Place

Date

Institution where employed



FORM - 4

NOMINATION PAPER

(ELECTION OF REPRESENTATIVES ON THE COURT OF

VISHWAVIDYALAYA 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 Jiwaji
University, Gwalior 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 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 (I) 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.

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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

(a)

(b)

S.No.	Name of Candidate	Institution where employed	Nature of Intuition - Govt./Non. Govt./Women's/Teaching Department/School of studies	Vote

Note:

- (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 the 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.

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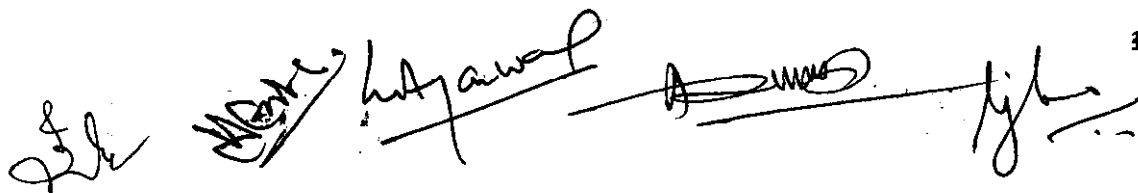
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STATUTE NO. 29

APPOINTMENT OF EXAMINERS

[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 center.
 - (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 Controller of Examination 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 College maintained 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 Controller of Examination 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 Adhinyam together with the names of persons appointed as Examiners in the University during the two proceeding 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 Controller of Examination office shall also give the Examination Committee the approximate number of candidates expected to appear at each examination and the list of centers 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 paragraphs, recommend:
 - (i) a panel of three names for the 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 at least 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 centers.

7. The Kulpati shall appoint paper setters. Co- examiners, and Practical/Viva-Voce examiners ordinarily from amongst people 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 paragraphs

8. The qualifications of the Paper-setters and Co-examiners shall be as follows, namely:

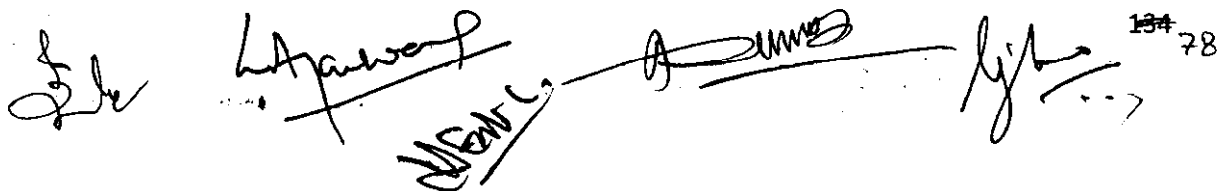
(A) **Paper-setters:**

Examination:

(A)	Paper-setters: Examination	Qualification:
(i)	Post-Graduate Examination in all faculties other than Law	(i) Experience of teaching the subject at the post graduate level for atleast seven years, Or (ii) 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

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		level for at least ten years.
(ii)	L.L.M. For M.B.A.	(ii) Master's degree or higher degree in Law and teaching experience at LL.M Level for at least seven years. Or Experience as High court Judge. Or Standing of atleast fifteen year at the Bar. A person with three years' experience of teaching the subject concerned at the Post-Graduate level.
(iii)	Degree examinations in all Faculties other than Engg. Medicine and Ayurveda.	(iii) Teaching the subject at degree and post graduate level for atleast seven years.
(iv)	Degree examination in faculties of Engineering, Journalism and Mass Communication forming for part of Arts Faculty.	(iv) Teaching experience at Degree / Post-graduate level and/or Professional experience of atleast seven years.
(v)	Degree examination in the Faculty of Ayurveda.	(v) Teaching experience in the subject at degree and/or post-graduate level for atleast live years.
(vi)	LL.B.	(vi) Teaching experience of LL.B. and/or LL.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)	Diploma examination in all Faculties other than those in the faculty of medicine and postgraduate Diploma examination in business Administration	(vii) Teaching experience of atleast three years of Degree and five years of Diploma classes. Or Ten Years professional experience.
(viii)	Diploma examination in Post-graduate Diploma of a recogn University or an equivalent qualification in the subject and atleast five years teaching experience in the subject in any University or college recognized by the Medical Council of India.	(viii) A Doctor's or Master's Degree or a the Faculty of Medicine.
(ix)	Post-graduate Degree/Diploma in Business Administration	(ix) Atleast seven years teaching experience at the degree level or atleast five years teaching experience of Post graduate/Degree/Diploma classes in the subject.



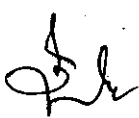
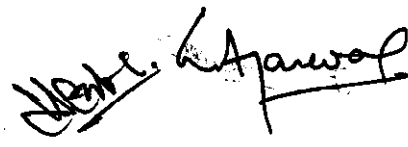
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(B) Co-examiners:

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.

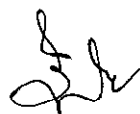
Provided that in case of degree examinations where sufficient number of internal co examiners in a subject with the aforesaid qualifications are not available, teachers in the University Teaching Department/School of Studies and College in the University with atleast three years teaching experience at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

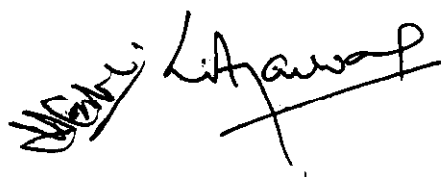
9. (1) In case of Practical and Viva-Voce examinations at the post-graduate level.
The external examiner shall be a person not below the rank of a Associate Professor.
- (2) In case of Practical and Viva-voce examinations at the first degree level the external examiner shall be a teacher of the subject 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 the Department in the subject 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 Department. School of Studies or College maintained by or affiliated to the University.

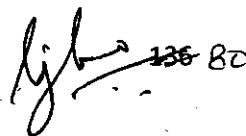
 

10. (1) Ordinarily not more than 50 percent of the paper setters at the post-graduate examination and not than 25 percent of the paper setters at the first degree examination in any subject shall be external. All more external paper setters for the first degree examination and atleast 50 percent of the external paper setters at the postgraduate level shall ordinarily be from Madhya Pradesh.
- (2) Where in any paper more than one examiner is appointed, the paper setter shall be the Head-examiner. Examiners other than the paper-setter shall 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 fulfillment of other conditions for such appointment.
11. (1) No one shall ordinarily be given more than one theory examinership (paper-setting or Co-examiner ship). 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 examination) in case of any person, it shall specify its reasons for doing so for the consideration of the Kulpati.
- (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 paper-setter at any Post-graduate examination shall be appointed as an external Viva-Voce examiner at that examination.
- (4) No one shall ordinarily be given more than two external practical examination ship, 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.







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- (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 examiner ship 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 sub-paragraphs (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) mistake 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.

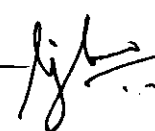
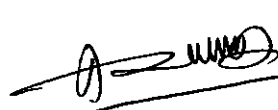
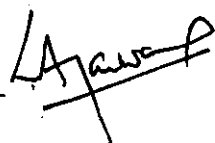
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complaints against his paper e.g. That his paper was much above or below the standard or contained questions outside the prescribed course.

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-books by his co-examiners.
 - (iii) Forward to each Co-examiner at least five answer-books duly marked by him to serve as models;
 - (iv) take care to see that the model answer-books shall, as far as possible, be representative 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 latest installments 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 he receives answer books may forward to his co-examiners a memorandum of instructions and within three days from the date on which he receives scripts forward to each co-examiner model scripts as provided for in clause (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 the receipts of model answer-books from the Head Examiner send to the Head Examiner first test installment often 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 installment 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 with in 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 installment and subsequent installment 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 matter of receipt, and dispatch of answer-books. Their valuation and all other 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 along with 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

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them strictly in accordance with the instructions contained in the memorandum of instructions. There shall be no exchange of model answer books and installments 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 fees for paper setting, the balance being payable to the examiner who values 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 set for any examination is not utilized in that year, the paper- setter shall be entitled to receive the full fee for setting the paper.

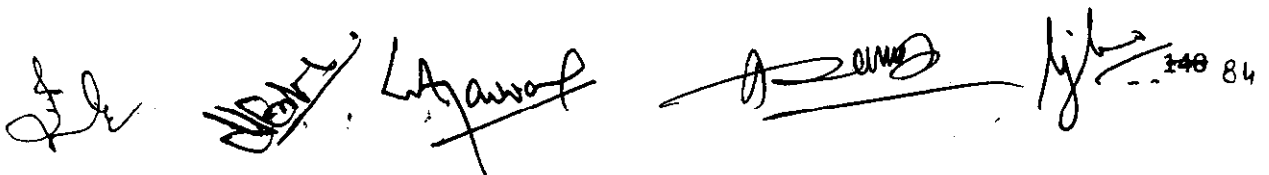
16. In case of examination, where the Ordinances provided for a Second/Supplementary examination the paper-setter may be required to set two papers any one of which may be used for the Main examination, the second being used for the Second/Supplementary examination. The paper setter shall be an examiner at both the Main and the Second/Supplementary Examination. The other examiner ships may go to other qualified teachers who could not be provided with theory examiner ship 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, Inorganie, Organic and Physical.

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

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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 a 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 differs 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 two 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 group of subjects for an examination in the Faculty of Medicine shall be conducted by a board of two or four examiners one or two be, as the case may be, of whom shall be external examiner(s) and the other/s internal examiner/(s).
- (b) There should be a Board consisting of four examiners, of whom atleast 50 percent shall be external examiners in each of the subject for M.D./M.S. Examinations for written papers and the practical's, oral and clinical tests. (Amendment approved by the Co-ordination Committee on 05.04.1981)
- (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 recognized 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 recognized by the Medical Council of India. In each subject there shall be at least 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 the Departments of 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 teachers in the subject shall be the internal paper setter and examiner.

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20. Ordinarily the external examiner of the Board shall be the Chairman of the Board concerned. The marks shall be submitted under the signature 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) A 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.

Sh *DR. K. K. Agarwal* *A. S. Kumar* *gyl*

STATUTE NO. 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, studentships, 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 endowment.
5. The award shall be made out of the annual income accruing from the endowment. Any part of the income which is not so utilized 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.

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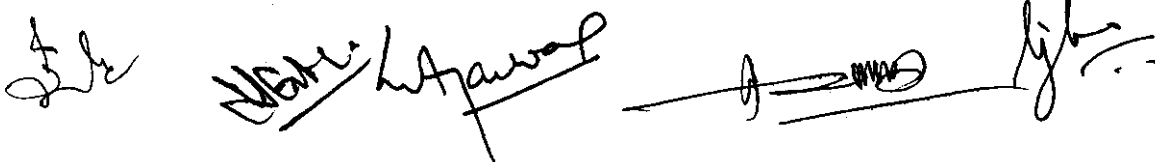
STATUTE NO. 31

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 the Statutes, the provisions of this Statute 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 emoluments 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 the winter and summer vacations.
 - (e) "Normal Rent" means rent payable under paragraph 20 below.
 - (f) Presumptive rent in relation to a house belonging to University employee or his spouse, or children or father or mother in which he lives and for which he does not pay any rent to anybody is:
 - (1) Where the University employee draws pay in excess of Rs. 200/-

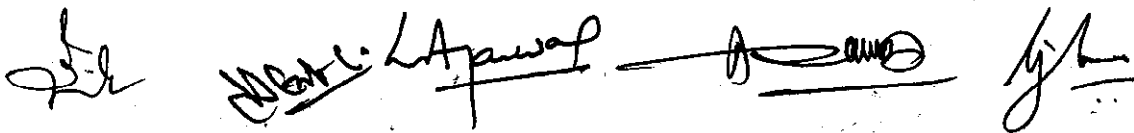


- (i) The rental value of the house taken into account by the Property Tax-Officer for calculation of property tax payable to Government;
 - (ii) The rental value determined by local authorities (e.g. Municipal committee, Corporation etc.) for any purpose;
 - (iii) The amount certified by the Collector 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 it has been let out, subject to the right of verification by the Registrar

Part II-Classification of Posts, Appointment and Tenure:

3. Posts in the University shall belong to the class and shall carry the scales of pay as per UGC/State Govt. norms.
4. (1) (a) The Executive Council shall have power to appoint the officers of the University other than the Kuladhipati and the Kulpati, 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 Kulpati the Registrar shall have the power to appoint the class III. class IV, Work-charged and contingency-paid staff of the University. Reservation in posts shall be as per State Govt. norms.
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 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 in a year**. All promotions shall be made by 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(C) (2) of MP. Vishwavidyalaya Adhiniyam, 1973,

3. (a) The age of retirement of a University Officers and employees (**Non-teaching**) shall be **at par with the State Govt. employees.**

(b) University teachers, after completing the retirement age of 65 years, may be re-appointed as per UGC norms.

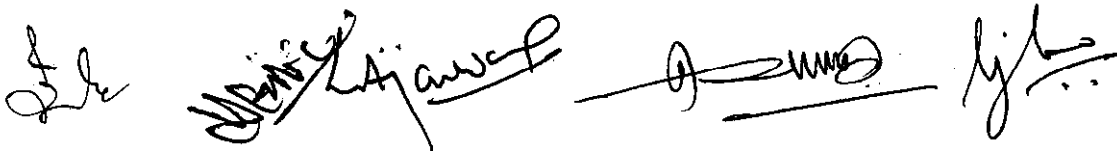
4. (1) ordinarily appointment against a permanent post shall in the first instance be on probation for a period of one year. The period of probation may be extended by such further period as the appointing authority may deem fit, but in no case the total period of probation shall not exceed two years.

(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 fees prescribed in case of such examination shall be paid by the employee.

5. Ordinarily appointment against a permanent post shall in the first instance be on probation for a period of **two year**. The period of probation may be extended by such further period as the appointing authority may deem fit, but in no case the total period of probation shall not exceed **three years**.

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 pay scale 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.

6. (a) The whole time University employee is at the disposal of the University and he may be employed in an appropriate manner required by the proper authority.



(b) (i) The Executive Council may permit a University employee to perform a specified service/ consultancy for a private person, body or Government and to receive a remuneration in the form of fee, if it is satisfied that this can be done without detrimental to his official duties or responsibilities.

(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.

(iii) The Kulpati/Executive Council may depute a University Officer/Teacher/ Employee to perform specified service for Private Institution/Body or Govt. on deputation as per delegation of powers. The terms and conditions of deputation shall be as per State Govt. rules in force from time to time.

7. The Head of the Section or Department or Institution under whom the employee is working shall send the following (a/b) to the Registrar in the prescribed format:

(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.

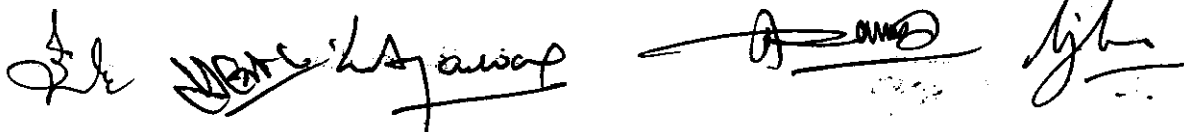
(b) atleast one month before the date of the expiry of the probationary period of a University employee a report about the work and conduct of the employee appointed to a permanent post stating his opinion about the employee's fitness or otherwise for confirmation in service.

8. 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.

9. (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.

* Vide amendment approved by the co-ordination committee dated 20th Dec. 2000.

**Approved by E.C. Res. No. A.A. 3 Dated April 2011



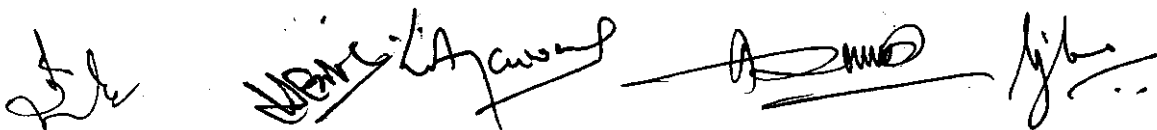
- (b) If the probationer was appointed by promotion and his work and/or conduct is not satisfactory the appointing authority may revert him to the post held by him before such appointment and such reversion shall not be deemed to be a penalty.
- (c) Every person appointed to a permanent post under the University by promotion or by direct recruitment shall on satisfactorily completing his period of probation, be eligible for confirmation in that post.
10. 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.
11. A permanent employee shall be required to give three months' notice in case he wishes to resign or he shall pay to the University three month's salary in lieu of such notice. Be served on him three month before the date on which he is to be relieved. In the absence of such notice the University shall pay him three month's 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 relieved after three months' notice or payment of three months' salary in lieu of such notice to take up 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.

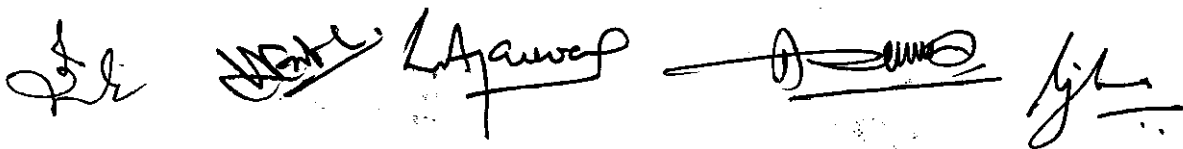
Provided that under special case the under period of two years of lien may be extended upto total period of five years.

12. (a) The services 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 is abolished.
 - (v) Conviction in a Court of law for an offence involving moral turpitude.

*Inserted by amendment approved by the Co-ordination Committee on 24.4.992.



- (b) the following lapses would constitute misconduct on the part of persons holding teaching posts in the University Teaching Departments/Schools of Studies:
- (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 right of a teacher to express his difference on principles in seminars or other places where students are present.
 - (iv) Raising questions of caste, creed, religion, race or 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 appropriate administrative and academic bodies and/or functionaries of the University. This will not inhibit his right to express his differences with their policies or decision.
13. 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 authorized 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 quarter 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, or from any other source.
14. A University employee shall subscribe to the Provident Fund in accordance with the provisions of the Statutes.
15. 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 soon as he ceases to discharge those duties.
16. (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 circumstances.

Part III-Residential Accommodation:

17. The Executive Council may make rules laying down the Principles governing the allotment of such buildings or such portions thereof, as may be available to employees serving under the administrative control of the University for residential purposes.

18. When University employees are provided with unfurnished University quarters, they shall pay monthly rent at the rates specified by the Executive Council of the University/State Govt. norms.

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

19. The employees shall be eligible to house rent allowance at par with the State Govt. norms.

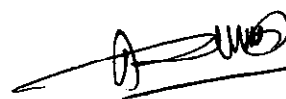
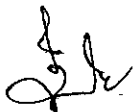
PART IV - Leave

20. Leave is earned by duty and cannot be claimed as 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.

21. 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.

22. Leave ordinarily begins on the day on which transfer of charge is affected and ends on the day preceding that on which charge is resumed.

23. A holiday or a series of holidays may be allowed to be pre-fixed to leave by the authority competent to sanction leave.

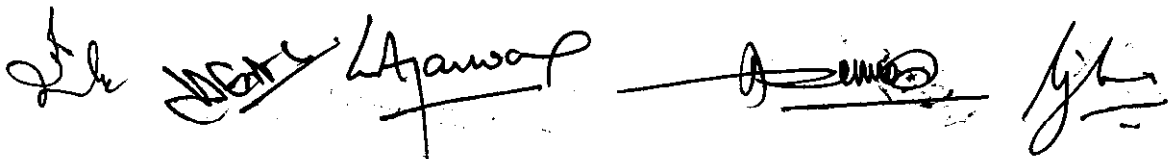


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24. If a University employee is recalled to duty before the expiry of his leave, his 'duty' starts on the day on which he joins his post at the headquarters of the university. Till then he will be on leave. He will draw T.A. under the rules for the journey headquarters.
25. 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 headquarters of the university. In such situation the employee will get T.A. as per rules for the journey performed up to the University headquarters.
26. Unless the University shall determine otherwise, an employee shall cease to be in service if he is continuously absent from duty **five years**, with or without leave. Willful 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.

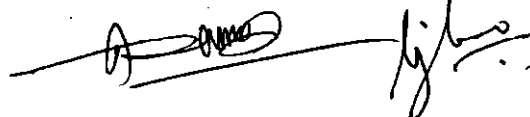
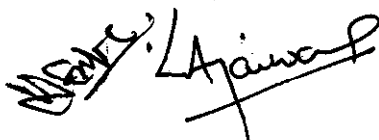
A University employee on leave may not take any service or accept any employment, without obtaining the previous sanction of the authority empowered to appoint him.

27. No University employee who has been granted leave on medical certificate may return to duty without first producing a medical certificate of fitness.
28. Any kind of leave under these rules may be granted in combination with or in continuation of any other kind of leave.
29. 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.
30. 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.



31. 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.
32. The leave account of every employee shall be maintained in the form prescribed. No leave shall be sanctioned, unless the title there to is certified by the officer, who is required to maintain the leave account.
33. A service book shall be maintained for every regular employee of the University. 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 preferably the month of January, the service books should be taken up for recording a verification certificate.
34. 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 installments 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 every half year and shall be accumulated (No limit).
 - (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 sub clause (3), the maximum earned leave that may be granted at a time to a University employee shall be 180 days.
 3. Earned leave may be granted to a University employee a period of 180 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 180 days, is granted under the sub-section of such leave spent in India, shall not in the aggregate exceed aforesaid limit of 180 days.



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35. *Earned leave shall be credited to the leave of a newly appointed University employee at the rate of 2 ½ 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.

1. (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 ½ days per completed calendar month up to 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 ½ days per complete calendar month in which he is removed or dismissed from service or dies in service.
2. 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.
3. 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.

*36. Earned leave for persons entitled for vacation

1. University employee serving in a vacation post shall be entitled for earned leave of 12 days in respect of duty performed in any year in which he avails 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 25. Provided further that the total duration of vacation, earned leave and commuted leave taken in conjunction shall not exceed 240 days. If however the entire spell of leave or proportion thereof is spent

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elsewhere than in India the maximum limit shall be 240 days subject to the condition that portion spent in India. 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.

4. The earned leaves will be cumulative at the end of every calendar year.

5. Encashment of Earned Leave:

At the time of superannuation the earned leave encashment shall be maximum of 240 days or as specified by the State Govt. norms.

*37. 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.

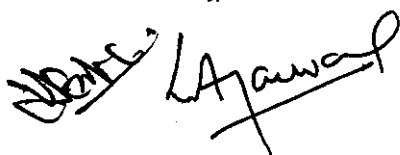
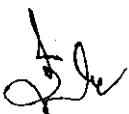
(b) The half pay leave may be granted to a University employee on medical certificate or on private affairs. Such leave on medical certificate shall be given on production of medical certificate from such medical authority as the University may by general or special order prescribe in this behalf and 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 employee 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.

*(N) *Amended by approved by coordination committee Item no 64 dated 6,7 &12.2, 87 and as per the decision of EC dated 12.7.86.*

38. **Commutated 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:



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- (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 utilized 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 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.

**Amended and approved by coordination committee item No. 64 dated 6, 7, 12.02.1987 and as per decision of executive council meeting dated 12.07.1986.*

39. **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 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 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.

40. 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)

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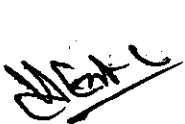
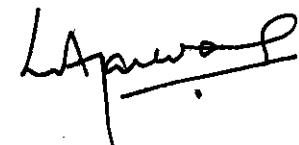

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and his request for such leave is supported by a medical certificate as required by the rules.


- (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 recognized 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 recognized sanitarium.

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 recognized 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 recognized leprosy institution or by a Civil Surgeon or Staff Surgeon or a Specialist in a leprosy Hospital recognized 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.




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(c)

41. (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.

42. 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 service 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.

43. 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-attentively owned or controlled by the Government or a body controlled or financed by the Government (here in after 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.

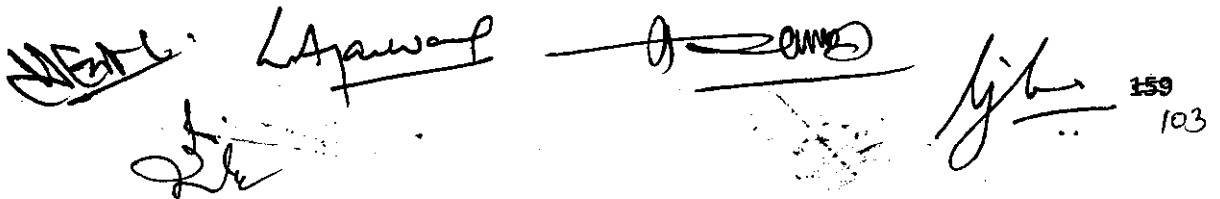
44. Leave beyond the date of retirement:-

- (1) Except as provided here in 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.

- (3) 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 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

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(c) 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.

(4) The grant of leave under this section except under this sub-section 2(i) shall not be construed as extension of service.

45. 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.

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

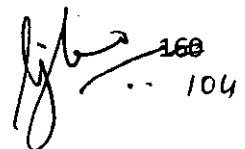
(i) The authority competent to grant leave may grant special disability leave to University employee (whether permanent or temporary) who is disabled by injury intentionally inflicted or caused in. or in consequences of the due performance of his official duty or in consequence of his official position.

(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 authorized 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 provision of section 47 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 Authorized 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 Authorized 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.

Dr. C. Lakshmi

Dr

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- (d) Power to grant special Disability: All cases relating to the grant of special disability leave under section 48 shall be referred to the Executive Council.

47. MATERNITY LEAVE:-

(i) A female University employee may be granted maternity leave by an authority competent to grant leave for a period as per M.P. Govt./University Rules. 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 purpose of this section.

(ii) Paternity and child care leave will be applicable as per State Govt. norms.

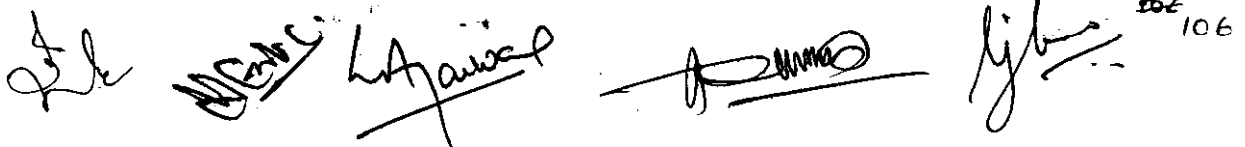
48. HOSPITAL LEAVE

(1) Appointing authority may grant hospital leave to

- (a) Peons and guards of all departments in permanent employment;
(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 of 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

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course of their official duties and is certified not to have been caused by irregular or interpeuate habits.

- (a) Sub-ordinates employed in Department 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.
- (3) (a) In the ease 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, 1984 (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.

49. STUDY LEAVE

- (A) (1) 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 specialized 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 employee: and
 - (ii) For the purpose of study connected with the frame work or background of public instruction, 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.

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(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 Institution.

(3) Study leave shall not be granted unless:-

(i) it is certified by the Dean/ Head of the Department/Section 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 ordinary 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 card difficulties owing to his absence on leave

(B) Study leave that may not be granted:-

(1) Ordinary 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 twenty eight months of absence prescribed in sub-rule (I) includes the period of vacation.

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D. Regulation of study leave extending beyond course of study:-

When the course of study falls short of study leave sanction 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:-


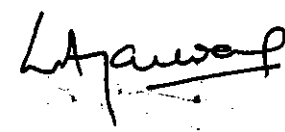
Every University employee who has been granted study leave or extension of such leave shall be required to execute a bond in favour of the University for not less than double the period of study leave sanctioned to him, subject to a maximum of three years.

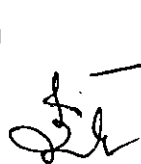
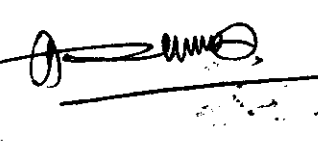
The employee shall also pledge that he shall refund to the University the amount for leave salary and allowances and other expenses incurred on him or paid to him or on his behalf in connection with the course of study if

- (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 been 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 benefits. Study leave shall not be adjusted against the leave account of the University employee concerned.

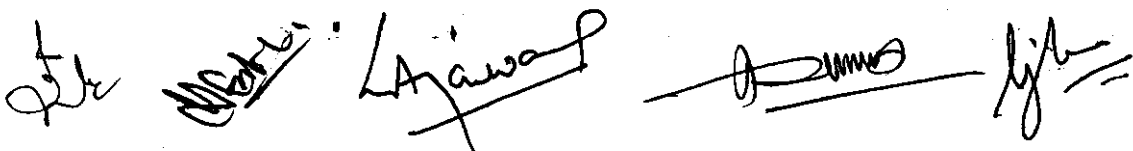
(i) Sabbatical leave shall be admissible to the professors and the Readers of more than 45 years of age for a period of one year at the end of every six years continuous service in their respective cadres in the University for Undertaking Study, research and writing purposes within country or abroad.

Provided further that another sabbatical 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.

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- (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 services 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 organization 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.

50. (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 cannot be claimed as right and its grant is always subject to the exigencies of service and subject to maximum of 13 days in a calendar year, for purpose of usual leave, the year will be July 1st 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 Sundays 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 criminal case in which his private interests 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 gathering of learned and professional society in

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the interests of the University or other academic work which will include working on the committees appointed by the Universities/Government/University Grants Commission/Department of Higher Education, Govt. of M.P. ,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 not exceed thirty days in a calendar year.

Provided that for the assignments by the Universities/Government/University Grants Commission/Department of Higher Education, Govt. of M.P. the Kulpati may, at his discretion, sanction special casual leave for a further period not exceeding thirty days in a calendar year.

*(C) In case of University employees selected under the various cultural Exchange/National Lecture/Exchange Programme etc. sponsored by the Government of India /State Government/U.G.C. and other Statutory bodies as a member of delegation or to deliver specialized lectures in India or abroad the period of absence from the University shall be counted as Duty.

51. 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.	Kulpati.
(ii) Departmental employees (Teachers other than Head of the Department), concerned Laboratory, Ministerial and Class IV staff.	Head of the Department
(iii) Registrar's office staff.	Registrar Provided further that casual leave upto 5 days at a time may be sanctioned by the DR/ARs to the ministerial and Class IV Staff of respective sections under their charge.

***Inserted by amendment approved by the Coordination Committee at its meeting held on 19-7-76 and adopted by the Executive Council at their meeting of 10-11-76 and effective from 10-11-7*

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B. Special Casual leaves:

All employees other than Kulpati

Kulpati.

C. Leave Other than Casual or Special Casual leave:-

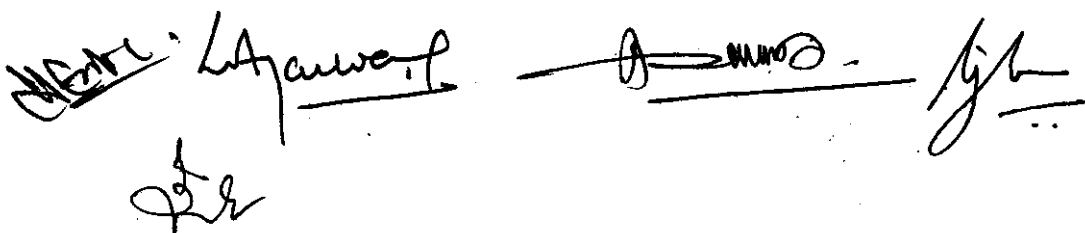
<i>Category</i>	<i>Sanctioning Authority</i>	<i>Maximum period of sanction if any</i>
(i) Kulpati	Kuladhipati	To the maximum extent due
(ii) Heads of Departments and the Registrar.	Kulapati Executive Council	Up to 2 months. More than 2 months.
(iii) All Class I and Class II Employees	Kulapati Ex-Council	Up to 3 months More than 3 months.
(iv) Class III and Class IV Staff in a Teaching Deptt./Schools of Studies,	Head of Deptt. Concerned Kulapati	Up to one month More than one month.
(v) Class III and Class IV Staff other than in above.	Registrar Kulpati	Up to one month More than one month.

*52. The benefit of surrender and encashment of earned leave will be admissible to the University Employees as per rules applicable to the State Government 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 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 days leaves surrendered 3l and R is the rate pm. 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.

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- (v) The total of earned leave actually availed of and the earned leave surrendered shall not exceed **240 days or as specified by the State Govt.**

Part V-Suspension, Penalties and Disciplinary Authority.

53. (1) The appointing authority may by an order place an employee, under suspension
- (a) When a disciplinary proceeding against him is contemplated or is pending, or
 - (b) Where a case against him in respect of any criminal offence is under investigation, inquiry or trial.
- (2) An employee 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.
 - (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.
- (4) Where an employee is suspended or is deemed to have been suspended (whether in connection with any disciplinary proceeding or otherwise) and any other disciplinary proceeding is commenced against him during the continuance of the suspension, the authority competent to place him under suspension may, for reasons to be recorded by him in writing, direct that the employee shall continue to be under suspension until the termination of all or any of such proceedings.
54. (1) The appointing authority may, for good and sufficient reasons, imposed on an employee the following penalties:
- (a) Censure;

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- (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 in force at the time the appointing authority orders an inquiry against the employee concerned.
55. (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 which 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

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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.

56. An University employee under suspension shall not be granted any leave.

(a) A employee under suspension is entitled for the first year of suspension to subsistence allowance at one half of the amount of leave salary which he would have drawn under the leave rules, if he had been on earned leave and in addition dearness allowance, if admissible on such leave salary;

Provided that where the period of suspension exceeds one year, the authority, who ordered the suspension. (a) shall increase the amount of subsistence allowance by an amount not exceeding 50% of the amount paid during the first year, if the period of suspension has been prolonged for reasons not attributable to the University employee, or (b) may reduce the subsistence allowance by a suitable amount, not exceeding 50 per cent of the amount paid during the first year, if the period of suspension has been prolonged due to reasons directly attributable to the University employee.

(b) He shall also be entitled to any other allowances admissible from time to time on the basis of pay if the employee continues to meet the expenditure for which they are granted.

57. No payment shall be made unless the employee furnishes a certificate that he is not engaged in any other employment, business, profession or vocation. When a University employee who has been dismissed, removed, or suspended, is reinstated, the authority competent to order 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.

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Part VI - Miscellaneous:

58. 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.
59. No employee shall join or continue to be a member of such association the objects or activities of which are prejudicial to the interest of the University or public order, decency or morality.
60. No employee shall:
- (i) engage 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.
61. (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 publication.
- (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.
62. 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 authorized to communicate such document or information.
63. 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.

W. C. L. Agnew

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64. 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 take an examination will be granted only, if it is consistent with University interest and it cannot be claimed as of right.

65. 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.

66. All provisions pertaining to discipline as contained in rule 4 of M. P. Civil Services (Conduct) Rules shall be deemed to be part of University Conduct Rules not provided in the provisions of Para-62 to 69 of University Rules.

67. Any infringement of provisions of paras 62 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.

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STATUTE NO 32
BUILDING COMMITTEE

1. There shall be a Building Committee consisting of the following:
 - (1) Kulpati-(Ex-Officio.) Chairman
 - (2) The Collector of the District or his nominee.
 - (3) The Chief Engineer-P.W.D. (B & R) M.P. or his nominee not below the rank of Superintending Engineer.
 - (4) One nominee of the Municipal Corporation, or Municipality at the Head-Quarters of the University.
 - (5) Two members nominated by the Executive Council not necessarily from amongst themselves.
 - (6) The Registrar.
 - (7) The University Engineer-Member Secretary.
2. Four members of the building Committee shall form a quorum and members other than ex-officio member shall hold office for two years.
3. The Building Committee shall
 - (a) Advise the Executive Council on all matters relating to the construction of buildings, repairs (alterations), additions to existing buildings 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 for it 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 Engineering Staff subject to the availability of funds in the Budget;
 - (h) The Building committee may appoint Sub-committees for carrying out its directions.

(As Approved By The Coordination Committee On 19-7-76)

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STATUTE – 33

CONVOCATION

[Refer Section 35 (F)]

1. Convocation

1.1 A Convocation for the purpose of conferring degrees and other distinctions of the University shall be held annually at the Head Quarters of the University and shall be called Annual Convocation. A special convocation may also be held at such time as may be found necessary or convenient. The actual date of the convocation in each case shall be fixed by the Kulpati with the approval of the Kuladhipati.

1.2 The Kuladhipati or in his/ her absence the Kulpati shall confer the Honorary Degree, Degree of Doctor of Literature (D. Lit.), Degree of Doctorate of Science (D.Sc.), Degree of Doctor of Philosophy (Ph.D.) and the Kulpati shall confer other degrees on students.

1.3 Provided that the Kulpati may confer a degree in advance of the Annual Convocation on students proceeding to Universities abroad for further studies, or in any other situation where considered essential.

1.4 Every degree shall bear the signature of the Kulpati. The date on the degrees, whether to be awarded at the Convocation or otherwise, will be the same as the date of the University Convocation


2. Notice

2.1 Ordinarily not less than four weeks' notice shall be given by the Registrar for holding Convocation. This period may however, be reduced to ten days in the case of special convocation or in any other case where such a course is considered expedient by the Kulpati.

2.2 The candidates who have passed their examinations in the years since the last Convocation shall be eligible to be admitted to the Convocation.

3. Application

3.1 A candidate for the Degree must submit to the Registrar his/ her application on or before the date fixed for the purpose for admission to the Degree at the Convocation in person along with the prescribed fee.



3.2 Such candidates who are unable to present themselves in person at the Convocation shall be admitted to the Degree in absentia by the Kuladhipati and their Degrees shall be given by the Registrar on application and payment of the prescribed fee.

4. Fees

4.1 The fee for admission to the Degree at the Convocation in person and in absentia shall be fixed by the University

4.2 Provided that the Kulpati may in special cases permit the receipt of late applications upto seven days before the date of convocation if such applications are accompanied by a prescribed late fee.

5. Honorary Degree

5.1 Honorary Degree shall be conferred at Convocation / Special Convocation and may be taken in person or in absentia

5.2 The presentation of the persons at the Convocation on whom Honorary Degrees are to be conferred shall be made by the Kulapati or by a person nominated by him/ her.

6. Academic Costumes

6.1 The Academic Costumes shall be worn at the time of convocation for conferring degrees. The Kuladipati, The Chief Guest, The Kulpati, the Registrar, the Finance Officer, the Deans of Faculties and the members of the University Authorities shall wear their special convocation dress as prescribed by the University. The specifications of the colour, material, weaving, dying etc. shall be as prescribed by the University.

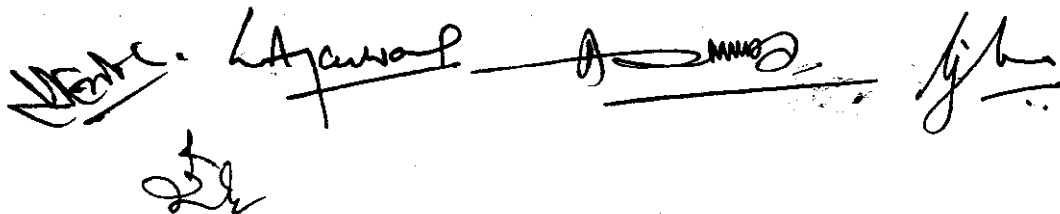
6.2 Candidates at the Convocation shall wear Academic Dress (gowns) as specified by the University. No candidate shall be admitted to the Convocation who is not in proper Academic Dress as prescribed by the University.

7. Instructions for the Candidates

7.1 A rehearsal shall be arranged on or before the date of the Convocation at which candidates for degrees must be present. Candidates not present at the rehearsal run the risk of not being admitted at the Convocation.

7.2 Candidates who are unable to attend the Convocation must inform the Registrar well in advance. Such candidates will be admitted to the degree in absentia in accordance with the rules prescribed from time to time.

7.3 The candidates who fail to attend the Convocation or wish to have their degree in absentia shall pay a prescribed fee to the University before they are admitted to the



degree. Their degree certificates will be mailed by Registered Insured post after the convocation

8. Procedure of Convocation

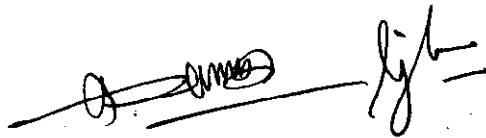
8.1 Candidates at the Convocation shall put on the Academic Robe prescribed by the University/ Executive Council and no candidate shall be admitted to the Convocation without the Academic Robe prescribed by the University.

8.2 Degree will be distributed to the candidates attending the convocation at the place, time and day specified by notification before or after the convocation as decided by the University.

8.3 The Kuladhipati, the Kulpati, Chief Guest, The Rector, Finance Controller, Deans of the Faculties, Members of the Court, Executive Council and Academic Council and the Registrar shall assemble at a place notified, at the appointed hour and shall walk (in rows of two) in procession in the following order to the convocation venue/Hall

- (i) The Registrar
- (ii) Members of the Academic Council
- (iii) Members of the Court
- (iv) Members of the Executive Council
- (v) Deans of Faculties
- (vi) Finance Controller
- (vii) Rector
- (viii) The Kulpati
- (ix) The Chief Guest, if any
- (x) The Kuladhipati

8.4 The Kuladhipati, Chief Guest, Kulpati, Chief Minister, Education Minister, Rector, and Registrar shall take their seats on the dias, whereas Deans of the Faculties, Members of the Executive Council may be seated on the dias or in places reserved for them. The members of the Court and the Academic Council shall take their seats in the convocation Hall on the places reserved for them.



8.5 For the award of degree at the Convocation, candidates present shall be formally presented to the Kuladhipati or in his/her absence to the Kulpati for admission to their respective degrees. The Deans of respective Faculties will present the candidates for admission to the respective degrees. In absence of the Dean, Senior-most member of the respective faculty will present the candidates for admission to the doctoral degree. The Registrar or the person appointed for the purpose by the Kulpati will present the candidates for degrees in absentia. The names of the recipients of medals and prizes shall be read out by the Registrar or by the person appointed for the purpose.

8.6 The candidates present at the Convocation shall take their seats at the places reserved for them before the procession enters in the convocation Hall. As the procession enters the Convocation Hall, all those present shall rise and remain standing until the members of the procession have taken their respective seats.

9. Presentation of the Candidates

9.1 The Registrar will seek the consent of the Kuladhipati or in his/her absence of the Kulpati, to declare the Convocation open in the following manner

“Hon’ble Kuladhipati/ Kulpati, May I request you to declare the Convocation open!”

9.2 The Kuladhipati/ Kulpati shall say : “ I declare the Convocation open”.

9.3 The proceedings of the Convocation shall then begin with the recitation of "Saraswati Vandana"

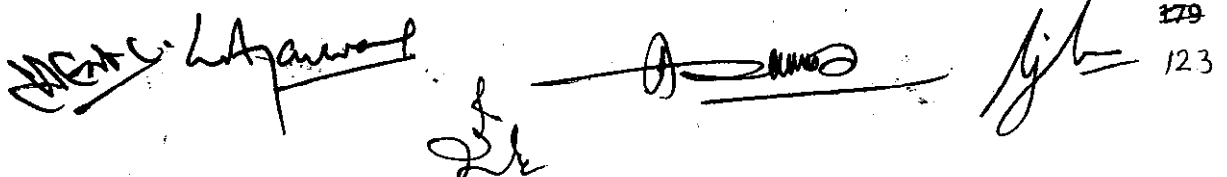
9.4 The Kulpati then shall deliver a welcome speech.

9.5 The Kuladhipati or in his/her absence the Kulpati, shall then say, "Let the candidates be presented".

The following shall be the order of the presentation:

- (i) Honorary Degrees, if any.
- (ii) D. Lit.
- (iii) D. Sc.
- (iv) Ph. D.
- (v) L.L.D.

9.6 The Deans of their Respective Faculties shall present all the candidates for various degrees under the Faculty and the Kulpati shall admit the candidates present also in absentia to the Degrees concerned. The citation for the Deans of the Faculty and the

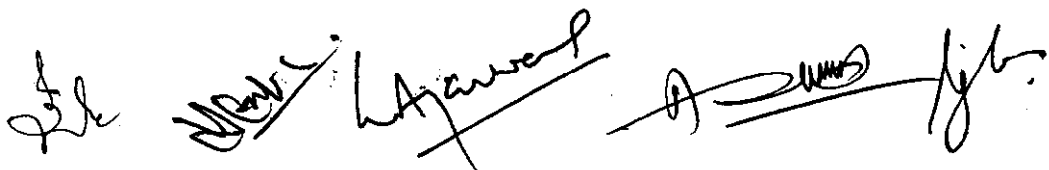

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Kulpati shall be as prescribed by the Executive Council. Recipients of the Degrees shall remain standing while the Dean and the Kulpati admit the candidates to the Degree.

9.7 In the case of conferment of Honorary Degrees the citation admitting the recipient to the Degree may be modified by the Kuladhipati in a suitable manner. After the degrees have been conferred, the Registrar shall declare the number of the Degrees/Diploma's that have been conferred on Regular and Private Candidates present at the convocation and also in absentia.

9.8 Degree in the following Faculties:

- (i) Faculty of Arts.
- (ii) Faculty of Social Sciences.
- (iii) Faculty of Science.
- (iv) Faculty of Life Science.
- (v) Faculty of Engineering.
- (vi) Faculty of Law.
- (vii) Faculty of Commerce.
- (viii) Faculty of Education.
- (ix) Faculty of Physical Education.
- (x) Faculty of Home Science.
- (xi) Faculty of Technology.
- (xii) Faculty of AYUSH.
- (xiii) Faculty of Medicine
- (xiv) Faculty of Dentistry
- (xv) Faculty of Non formal Education
- (xvi) Faculty of Prachya Sanskrit
- (xvii) Faculty of Management Studies
- (xviii) Faculty of Engineering Sciences
- (xix) Faculty of Vocational Studies
- (xx) Faculty of Rehabilitation Science

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(xxii) Faculty of Mathematical Science

The candidates, who are to be awarded degrees at the Convocation shall be presented by the respective Deans of the faculties in the following order:

- (i) Faculty of Arts.
- (ii) Faculty of Social Sciences.
- (iii) Faculty of Science.
- (iv) Faculty of Life Science.
- (v) Faculty of Engineering.
- (vi) Faculty of Law.
- (vii) Faculty of Commerce.
- (viii) Faculty of Education.
- (ix) Faculty of Physical Education.
- (x) Faculty of Home Science.
- (xi) Faculty of Technology.
- (xii) Faculty of Ayurved.
- (xiii) Faculty of Medicine.
- (xiv) Faculty of Dentistry
- (xv) Faculty of Management Studies
- (xvi) Faculty of Engineering Sciences
- (xvii) Faculty of Vocational Studies

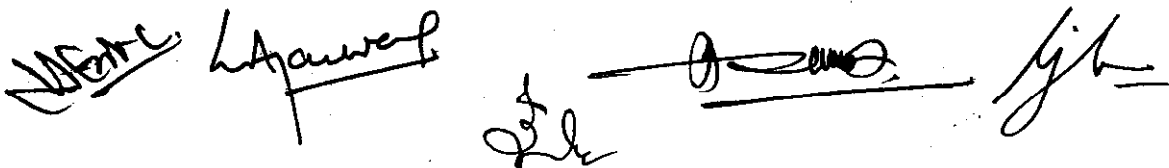
9.9 The Dean of faculty will direct the recipients of the Degree of concerned programme to rise from their seats, and will address as under:

“Sir,

I present to you(Name of Candidates).....of(Name of Faculty).....who have been found qualified for the Degree of(Name of Degree)..... to which I pray that they may be admitted.”

The Kuladhipati/ Kulpati, thereupon shall give to the students the Degrees and shall say –

“By virtue of the authority vested in me as Kuladhipati/ Kulpati of the University, I admit you all to the Degree of(name of the degree)..... and I charge you that ever in your life, thought, action and conversation, you prove yourselves worthy of the same.”

The bottom of the page features several handwritten signatures in black ink. From left to right, there are four distinct signatures. The first is a cursive signature, the second is a more formal signature, the third is a signature with a horizontal line underneath, and the fourth is a signature with a horizontal line underneath. To the right of the signatures, the page number '125' is printed.

9.10 Now the Registrar will ask all the students to stand up from their seats for moral value education and Oath to be admitted by the Kulpati.

9.11 The Kuladhipati or in his/her absence the Kulpati shall then present the Medals to the recipients of the Medals who shall be called individually by the Registrar and shall stand before the Kuladhipati or the Kulpati as the case may be. The names of the medallists shall be read out by the Registrar.

10 The Chief Guest shall deliver his convocation address.

11 The Registrar will request the Hon`ble Kuladhipati for the Presidential Address.

12 Vote of thanks will be proposed by the Registrar

13 The Registrar shall request the Kuladhipati/ Kulpati to declare the Convocation closed in the following manner:

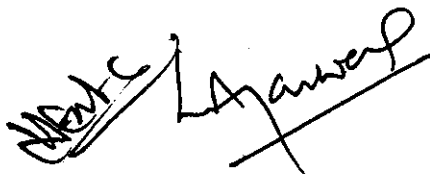
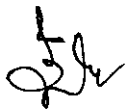
“Hon`ble Kuladhipati / Kulpati , May I request you to declare the convocation closed.”

14 The “Hon`ble Kuladhipati / Kulpati shall declare the Convocation closed in the following manner.

“ I declare the convocation closed.”

15 The Registrar shall request the august gathering to rise from their seats for the National Anthem.

16 The Procession will leave the convocation hall in the reverse order as it entered. The audience shall remain standing till the procession has left the Convocation Hall.



STATUTE – 34

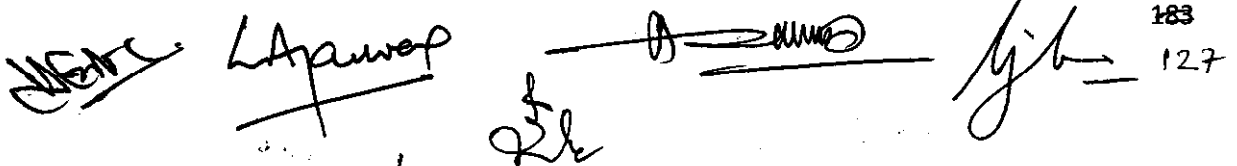
ELECTION OF REPRESENTATIVE OF NON-TEACHING EMPLOYEE ON THE COURT

[Refer Group 'C' Of Sub-Section (1) Section No. 20]

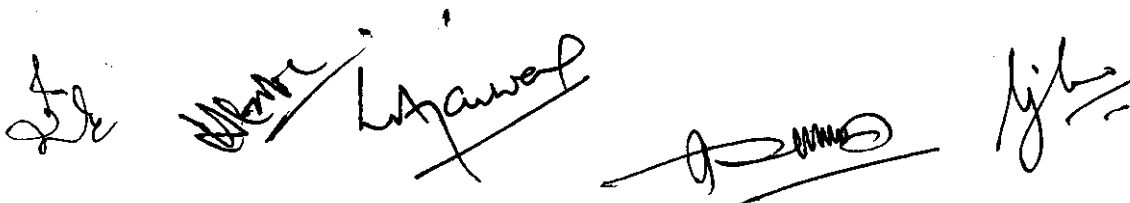
1. (i) The election of representatives under group 'C' of sub section (I) of section 20 shall be by simple majority Vote.
- (ii) Every non-teaching employee whose name is included in the Final Electoral Roll for election under group 'C' shall be an elector qualified to be a candidate and vote at the election.

Note: The term of non-teaching employee would include an employee who has put in at least two years of continuous service on the regular establishment of the University.

2. Whenever it is necessary to hold an election under all or any item of Group C (xx-a) of sub-section (I) of section 20, the Registrar shall by a notice, publish by affixing a copy thereof on the office notice board of the University and by dispatch of two copies thereof to each section/Teaching Department for display on the notice board of the section/department and for reference.
 - (a) Call upon the electors to elect members 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 the 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 seven days from the Date of the publication of the notice and if the seventh day is a holiday, the following working day.
 - (c) Fix the date of inquiry into claims and objections to the provisional electoral roll which shall not be later than three days from the last date for receipt of claims and objections.
 - (d) Fix the last date for the publication of the final electoral roll (in the same manner as that of provisional electoral roll) such date being not later than three days from the date fixed for inquiry 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 seven 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:

Handwritten signatures and initials at the bottom of the page. From left to right: a signature that appears to be 'M. S. S.', a signature 'L. Anwar', a signature 'R. R.', a signature 'A. Anwar', and a signature 'J. B.'. To the right of the signatures are the numbers '183' and '127'.

- (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 separate provisional electoral roll for election under of said 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 dispatching 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/Deptt. concerned and for reference by 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 or by registered post in a sealed envelope with "claims and objections" superscripted thereon.
5. (i) All claims and objection to the provisional electoral roll shall be scrutinized and enquired into by a committee consisting of two professors of University nominated by the Kulpati 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 Kulpati shall appoint one of the Professors 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 inquiry. 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. On or before the date appointed under clause (a) of paragraph 2, each candidate shall:



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(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-4 appended here to 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 nomination paper completed in Form-4 An appended hereto and signed by the candidate and by two electors as proposer and seconder.

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 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 there after shall be treated as rejected.

10. On the date and time fixed for scrutiny of nominations under clause (i) of paragraph 2, the candidates, their proposes or seconder, 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 (7)(i).

11. (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 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 these at 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 paragraphs (7)(i) 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 nomination paper is not sealed.









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(ii) Nothing contained in sub-clause (b) or (c) of clause (i) shall be deemed to authorize 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 scrutinized and decisions accepting or rejecting the same have been recorded, the Registrar shall prepare a list of candidates whose nomination 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 section/teaching Department to which they belong.

12. (i) Any candidate may withdraw his candidature by a notice in writing only 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.

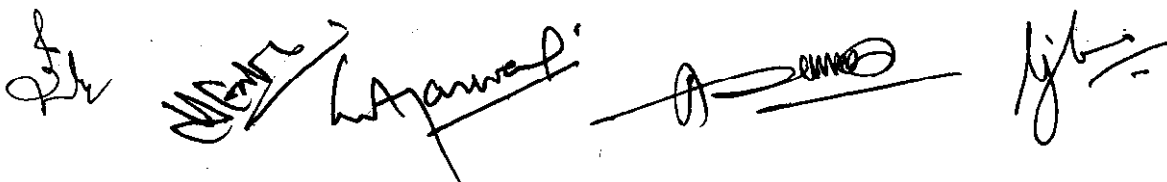
(ii) No person who has given a notice of withdrawal of his candidate under clause shall be allowed to cancel the notice.

(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.

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 candidatures 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 in the list of validly nominated candidates under paragraph 11.

14. (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 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.

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15. If the number of contesting candidates is more than the seats to be filed 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 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 indicating clearly the number of seats if any, reserved for any particular category. Each ballot paper shall bear the signature of the Registrar.
17. (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.
(ii) 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, 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 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 Kulpati 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 Kulpati's order on the petition shall be final.

W. S. C. Lakshman

[Signature]

[Signature]

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 paragraph the Kulpati shall have powers to give such directions as may be deemed necessary by him to give effect to the provisions of this statute.

SR

SR *Kulpati*

SR

SR

FORM - 1

(Election of representatives on the Court of ----- University, under item XX (A) of Group 'C' of sub-section (I) of section 20 of the Adhiniyam).

Claim Application for inclusion of Name in the

ELECTORAL ROLL

To
The Registrar

Sir,

I am an employee of -----University, -----in
.....Section/U.T.D. since(Month & year)

I request that my name be included in election roll) for election under item (XX a) of Group "C" of Sub-Section(I)of Section 20 of the Adhiniyam.

Signature

Full Name

Designation

Name of Section/Deptt.

Where employed

ISectional Officer

Of.....Head, Teaching

Department or school of studies of.....

.....certify that Shri is a

(Designation) in Section/Teaching Department or

School of Studics of Since (Month & year.)

Signature

Full Name

Designation

Place

Name of Section/UTD.....

Date

Went C. Lakshman

[Signature]

[Signature]

[Signature]

FORM -2

(Election of representatives on the Court of ----- 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

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 Name

Place

Designation.....

Date

Section Where employed

FORM -3

(Election of representatives on the Court of -----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

Sir,

I object to the inclusion of the name of 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

Place

Designation.....

Date

Section / UTD Where employed

[Handwritten signatures and initials]

FORM-4

(Election of representatives on the Court of ----- University. under item XX (A) of Group 'C' of sub-section (I) of section 20 of the Adhinyam).

NOMINATION PAPER

Ipropose the

(Full Name)

Name of Shri/Shrimati/Kumari whose name appears at Serial No. of the final election roll as member of the Court of ----- University under Item XX-a of Group 'C' Sub-Section (I) of Section 20 of the Adhinyam.

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 University under Item XX-a of Group 'C' of sub-Section(I) of section 20 of the Adhinyam.

Signature.....

Full Name

Serial No. in the final Electoral Roll

Designation

Section/UTD where employed

FORM - 5

----- UNIVERSITY, -----

BALLOT PAPER

(Election of representative of non-teaching employee to the Court 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 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.

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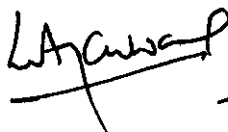
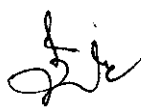
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STATUTE NO. 37

SPORTS COMMITTEE

1. For the purpose of promoting Sports and Physical Welfare of the students, there shall be a Sports Committee which shall consist of:
 - (i) Kulpati Chairman
 - (ii) Rector – Vice chairman
 - (iii) Two Principals of affiliated Colleges and Professors (maximum three) of University Schools of Studies or Teaching Departments nominated by the Kulpati.
 - (iv) Three faculty members of the affiliated colleges, one of whom shall be a lady teacher and one faculty member of the University School of Studies or Teaching Deptt. nominated by the Kulpati.
 - (v) Two sports persons of whom at least one shall be a non-teacher nominated by the Executive Council.
 - (vi) Two persons possessing expert knowledge or experience of a branch or branches of Sports to be co-opted by the Sports Committee.
 - (vii) One Sports Officer of the affiliated College and one Deputy/Asstt. Director of Physical Education in University nominated by the Kulpati.
 - (viii) Registrar (Ex-Officio)
 - (ix) Finance Controller
 - (x) Deputy Director of Physical Education (Ex-Officio)
 - (xi) Director of Physical Education (Ex-Officio), Member-Secretary
2. The term of all members except ex-officio members shall be three years. Seven members shall form quorum. Ordinarily no member shall be eligible for nomination for a second consecutive term.



3. The Sports Committee shall meet ordinarily twice in a year. The date for the meeting shall be fixed by the Secretary with the approval of the Kulpati.
4. In the absence of Chairman, Vice- chairman shall act as chairman who shall preside the meeting.

POWER AND FUNCTIONS

1. Subject to the control of the Executive Council the Sports Committee shall organize, control, manage and supervise either by itself or through various sub-committees, Inter-Collegiate Sports and Tournaments and to foster, undertake Inter-University competition.
2. The Sports Committee shall, subject to the approval of Executive Council, frame and adopt all rules to be followed by all the Constituent and affiliated Colleges and Schools of Studies and Teaching Deptts. of the University.
3. 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.
4. The Committee shall have the following powers:
 - (i) To appoint organizing committees to conduct and arrange inter University competition whenever required.
 - (ii) To issue Certificates of proficiency in games to the players.
 - (iii) To conduct inter-Collegiate Sports and Tournaments.
 - (iv) To appoint Selection Committees to choose University teams for Inter-Varsity Tournaments.
 - (v) It shall appoint Sports Executive Committee for execution of the decision on the Sports Committee.
 - (a) The Sports Executive Committee shall consist of :-
 - (1) Vice-chancellor or his nominee – Chairman
 - (2) Registrar of the University
 - (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

De

Dr. H. Anwar

[Signature]

[Signature]

(b) Powers of the Sport Executive Committee:-

- (1) To prepare budget for approval of the Executive Council.
- (2) To appoint Managers, Coaches and Captains for teams participating in Inter-University Tournaments.
- (3) To propose disciplinary action against the players and college teams for violation of the Sports-Rules, Regulations and for misconduct either on the playground or outside.
- (4) To prepare Annual Report of the Sports activities.
- (5) To frame, modify or amend rules for the efficient control and carrying out of the activities of sports.
- (6) To award Crest and Certificates or both to the players and competitors participating in inter-University or Inter-Collegiate Tournaments.
- (7) To organize physical training in the college and Schools of Studies or Teaching Deptts. of the University.
- (8) To advise the Executive Council on all the matters connected to Sports and Games in the affiliated Colleges and School of Studies or Teaching Deptts. of the University.
- (9) To take such steps as may be necessary in discharge of their responsibilities and to perform such functions as may be assigned by the Executive Council.

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STATUTE NO.-39

COLLEGE DEVELOPMENT COUNCIL

[Refer section 37 (xiv)]

1. Definitions:

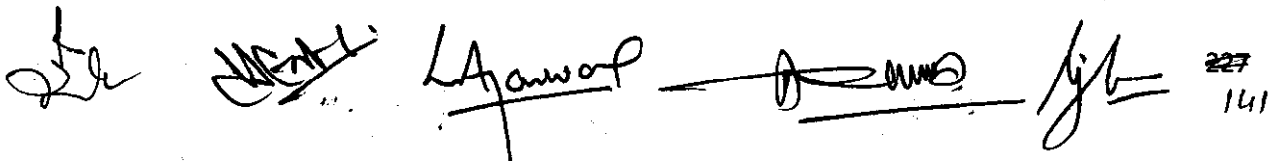
- (a) The terms 'College', 'Kulpati', 'Deans of Faculties', 'Principals', 'Teachers' and 'Registrars' will have the same meaning as is given in the M.P. Vishwavidyalaya Adhiniyam, 1973 and all Statutes and Ordinance made or to be made there under.
- (b) 'College Development Council' means the College Development Council constituted under the provisions of this Statute.
- (c) 'Director' of the College Development Council means the Director of the College Development Council of the University appointed under the provisions of this Statute

2. Jurisdictions:

The College Development Council shall have jurisdiction over all the Colleges admitted to the privileges of the University under the Adhiniyam.

3. (A) The College Development Council shall consist of:

- | | |
|-------------------------------------------------------------------------------------------------------------------|------------------|
| (i) Kulpati | Chairman |
| (ii) Rector | Member |
| (iii) Three Deans of faculties nominated by the Kulpati | Member |
| (iv) Two U.T.D. Teachers not below the rank of Associate Professor
nominated by the Kulpati | Member |
| (v) Six Principals (at least one from a Girls' College and
two from private colleges) nominated by the Kulpati | Member |
| (vi) Four teachers of colleges nominated by the Kulpati | Member |
| (vii) Commissioner, Higher Education Department, Govt.
of M.P. or his nominee | Member |
| (viii) One Director, College Development Council of other
Universities of M.P. to be co-opted by the Council | Member |
| (ix) Registrar | Member |
| (x) Director, College Development Council | Member Secretary |

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In nomination the members, the Kulpati may as far as possible select senior persons available at that time in the respective category.

(B) Members of the College Development Council, other than ex- officio, shall hold office for a period of two years.

C. Seven Members of the College Development Council shall form a quorum.

D. There shall be at least two meetings of the Council in a year. The college Development Council may constitute a Committee or Sub-committee as it may deem necessary for the discharge of its functions.

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 advice the University on all matters related to the affiliated colleges so that overall development of Colleges can be achieved.

(vi) The Council shall advice 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 Commissions 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 further for a period of two years.

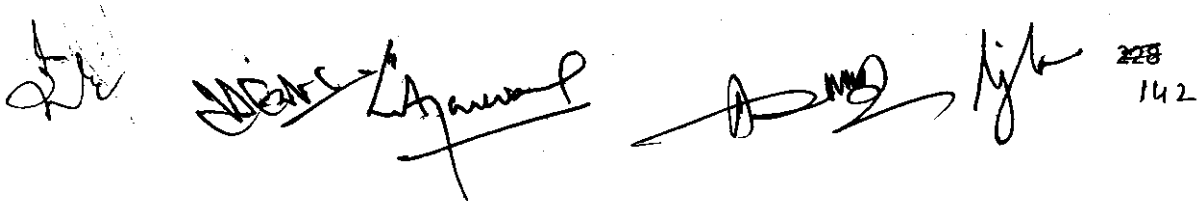
Provided also that no person shall be allowed to continue on the post of Director, College Development Council, beyond the age of 65 Years (same as the age of retirement of the UTD Professor).

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-



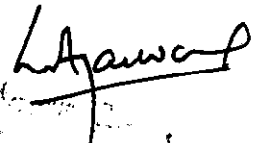
(i) The post shall be duly advertised in National and Local Dailies.

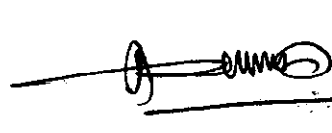

(ii) Director, College Development Council shall be appointed on the recommendation of a Selection Committee constituted in accordance with sub- section (iii).

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Provided that if the appointment is delayed, Kulpati may make appointment of a person, possessing the qualifications laid down, in the interest of the University and College. Such appointment shall be for a period of six months which can further be extended.

- (iii) The Selection Committee shall consist of
1. Kulpati Chairperson
 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 Selection Committee shall investigate the merits of various candidates and recommend the names of suitable persons arranged in order of merit to the Executive Council.
- (v) Executive Council shall appoint the person in order of merit.
9. (A) Director, College Development Council shall be the office of the University and shall be the member of the authorities, body and committee where he has been so placed.
- (B) The University will provide as far as possible, adequate accommodation, furniture and fittings, stationary, typing machines, and other facilities, secretariat and Class IV staff and other facilities from its own resources for the effective and smooth functioning of the College Development Council.
10. Following shall be duties and powers of the Director of College Development Council:
- (i) Shall act as the member secretary of college development Council.
 - (ii) Shall conduct all the correspondence of the 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 scrutinize 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 meeting 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.
11. The College Development Council shall send its periodic reports to the Executive Council and the UGC about its programmes of activities.

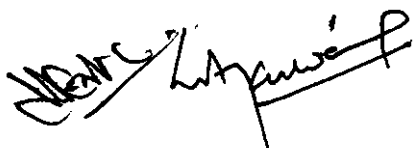
  

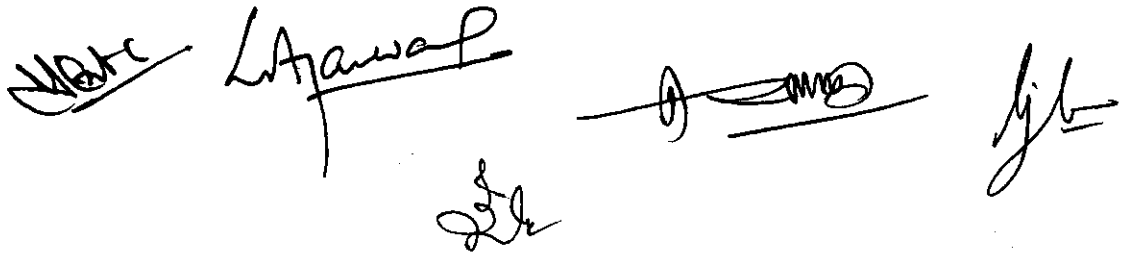
STATUTE No. 40

विश्वविद्यालय और संबंधित महाविद्यालयों में रैगिंग की प्रथा रोकने के लिये विशेष परिनियम

- 1 यह विशेष परिनियम विश्वविद्यालय और सम्बन्ध महाविद्यालयों से रैगिंग की कुप्रथा समाप्त करने के लिये स्थापित किया जा रहा है।
- 2 इस परिनियम में निहित अनुदेश विश्वविद्यालय अथवा महाविद्यालय और सम्बन्ध छात्रावास में होने वाली किसी घटना के लिये लागू होंगे।
- 3 रैगिंग में निम्नलिखित अथवा इनमें से एक व्यवहार अथवा कार्य शामिल होगा :-
 - (1) शारीरिक आघात जैसे --- चोट पहुंचाना, चाँटा मारना, पीटना अथवा कोई दण्ड देना।
 - (2) मानसिक आघात जैसे --- मानसिक क्लेश पहुंचाना, छेड़ना, अपमानित करना, डाँटना आदि।
 - (3) अश्लील अपमान जैसे --- असभ्य चुटकुले सुनाना और असभ्य व्यवहार करना अथवा ऐसा करने के लिये बाध्य करना।
 - (4) सहपाठियों के साथ अनियंत्रित व्यवहार जैसे हुल्लड़ मचाना, चीखना, चिल्लाना आदि।
- 4 ऐसी किसी घटना की जानकारी प्राप्त होने पर अथवा ऐसी किसी घटना का अवलोकन करने पर महाविद्यालय के प्राचार्य अथवा विश्वविद्यालय के कुलपति को कोई भी विद्यार्थी, शिक्षक, कर्मचारी, अभिभावक या कोई नागरिक अपनी शिकायत दर्ज कर सकेगा। ऐसी शिकायत को प्राचार्य महाविद्यालयों और कुलपति विश्वविद्यालयों में गठित प्रॉक्टोरियल बोर्ड को सौंपेगे। इस बोर्ड में चार वरिष्ठ शिक्षक, दो वरिष्ठ विद्यार्थी और दो अभिभावक सदस्य के रूप में प्राचार्य/कुलपति द्वारा मनोनीत किये जाएंगे। इस हेतु प्रॉक्टोरियल बोर्ड की विशेष बैठक की सूचना बोर्ड में मनोनीत वरिष्ठतम प्राध्यापक द्वारा सभी सदस्यों को दी जाएगी। यह वरिष्ठतम प्राध्यापक मुख्य प्रॉक्टर कहलाएंगे।



- 5 प्रॉक्टोरियल बोर्ड प्रकरण की छानबीन करेगा और अपनी अनुशंसा महाविद्यालय के प्राचार्य/विश्वविद्यालय के कुलपति को देगा।
- 6 प्रॉक्टोरियल बोर्ड की अनुशंसा पर महाविद्यालय के प्राचार्य/विश्वविद्यालय के कुलपति आवश्यकतानुसार कार्यवाही कर सकेंगे। दोषी पाए जाने पर संबंधित छात्र को निम्नानुसार दण्ड जा सकेगा —
- (1) महाविद्यालय/विश्वविद्यालय में एक वर्ष/दो वर्ष के लिये निष्कासन।
 - (2) राज्य के किसी भी महाविद्यालय/विश्वविद्यालय में दो वर्ष तक प्रवेश पर रोक।
 - (3) दोषी छात्र को दण्ड के विरुद्ध अपील करने का अधिकार होगा। यह अपील महाविद्यालय के प्राचार्य/ विश्वविद्यालय के कुलपति को सम्बोधित होगी।
 - (4) महाविद्यालय के प्राचार्य/विश्वविद्यालय के कुलपति और प्रॉक्टोरियल बोर्ड को ऐसी किसी भी घटना की विस्तृत जाँच संस्थित करने के पूर्ण अधिकार होंगे और इस हेतु उच्च स्तर से स्वीकृति लेना आवश्यक नहीं होगा, लेकिन की गई कार्यवाही की सूचना राज्य शासन को देना अनिवार्य होगा।
- 7 यदि रैगिंग का कृत्य किसी पूर्व छात्र अथवा अछात्र द्वारा किया गया हो, तो ऐसे व्यक्ति को पुलिस को सुपुर्द करने का अधिकार प्राचार्य/विश्वविद्यालय के कुलपति को होगा। इनकी शिकायत पर पुलिस को दोषी व्यक्ति को हिरासत में लेना और एफ.आय.आर. दर्ज करना आवश्यक होगा।

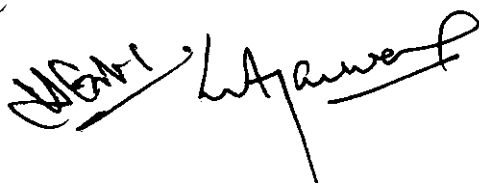


STATUTE NO. 41

THE BOARD OF STUDENTS' WELFARE\

1. Board of Students' Welfare shall constitute the following:
 - (i) Additional Director of Higher Education/Head of UTDs/ a Principal of affiliated Colleges to be nominated as Chairman by the Kulpati.
 - (ii) One Teacher representative from each College to be member nominated by the Principal and one Teacher representative from each UTD to be nominated by the Kulpati.
 - (iii) The President of the University Teachers Association.
 - (iv) The President of University Students' Union.
 - (v) The President of Students Union of each College.
 - (vi) Three representatives of the Court to be elected by it. At least two of whom shall be from amongst the Representatives of registered Graduates vide section 20(i) (xix) of the Adhiniyam.
 - (vii) Dean of Students' Welfare, Member Secretary

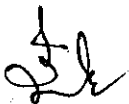
The term of office of the members in No. (ii). (iii). (iv) and (v) shall be for one academic year. While that of serial Nos. (i) and (vi) will be for two academic years.
2. For every meeting of the Board the quorum shall be one third of the membership, however, for an adjourned meeting no quorum will be required.
3. The following shall be the objectives and aims of the Board:
 - (1) To help students plan their educational career with a view to building a well-informed student community capable of taking full advantage of the opportunities offered to them in the University and to develop talents of the students in general.
 - (2) To educate, prepare, organize and mobilize to student community.
 - (i) To carry out their obligations towards society.
 - (ii) To promote national integration and solidarity.
 - (iii) To get parents/guardians involved in the welfare of students.
 - (iv) To channelize the resources and energy of students for social reconstruction.
 - (v) To sponsor and organize recreational activities such as mountaineering, hobby, workshop, hiking etc. in order to encourage the spirit of adventure.
 - (vi) To organize short-term vocational courses for training students to encourage them to earn their living.
 - (vii) To help in solving students problems by constitutional means.

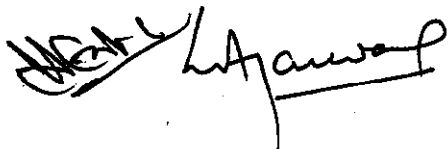


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4. The functions of the Board will be as follows:
 - (i) To obtain information on scholarship for study abroad and in different centers in India.
 - (ii) To arrange seminars on occupational information and employment problems of the University Students and other related matters.
 - (iii) To consider and to process through appropriate authorities all matters concerning students welfare provided they are routed through the University Student's Union and/or the Student's Union of a college.
 - (vi) To take any other action and to undertake programmes and schemes related to the above aims and functions.
5. The Board shall be the policy making body and shall meet at least twice in a year.
6. For the execution of the policy laid down by the Board, there shall be an Executive Committee which will consist of the following:
 - (1) Five teachers of the College/UTDs, from the teacher Representatives in serial nos.(ii) and (iii) in paragraph-1 above to be elected by them.
 - (2) Four representatives of students from amongst serial nos. (iv) and (v) of paragraph 1 above to be elected by them.
 - (3) One representatives of the Court, out of three representatives in serial no. (vi) of paragraph I above to be elected by the court.
 - (4) Dean of Students Welfare, Member Secretary. The Chairman of the Board will also be the Ex-office of Chairman of the executive Committee.
7. The term of office of the Chairman and members in serial no. (2) of paragraph 6 above shall be one academic year, while that of the members in serial no. (1) and (3) shall be two academic years.
8. The Executive Committee will hold its meeting at least one in two months.
9. The funds of the Board shall consist of such annual grant as may be sanctioned by the University and other outside agencies.
10. The Board shall have the right to suggest amendments to this Statute by at least two-third majority of the members present and voting.









STATUTE NO. 42

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 Kulpati from amongst the Professors / Associate Professors.
3. The Warden shall be appointed by Kulpati in consultation with the Chief Warden, from amongst the Teaching faculty of the UTD.
4. The Warden shall appoint Prefect from amongst the resident students of the hostel in consultation with the Chief Warden.
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 Kulpati may terminate the appointment if he is satisfied that further continuation of the Chief-Warden and/ or 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 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 but 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.

