

RAJA MANSINGH TOMAR MUSIC & ARTS UNIVERSITY GWALIOR (M.P.)



STATUTES

2009

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Statute No. 1

Terms and conditions of service of Vice-Chancellor

[(Refer Section no. 27)]

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

Gratuity Scheme from the date of his joining the post, if already superannuated or the date of his superannuation during the tenure as applicable.

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

Provided that if the Vice-Chancellor assumes/relinquishes charge of the office of Vice-Chancellor during the currency of a half year, the leave shall be credited proportionately at the rate of 2 ½ days for each completed month of service.

- (b) The leave at the credit of the Vice-Chancellor at the close of the previous half year be carried forward to the new half year, subject to the condition that the leave so carried forward plus the credit for that half year does not exceed maximum limit of 240 days.
- (c) The Vice-Chancellor on relinquishing the charge of his office shall be entitled to receive a sum equivalent to the leave salary admissible for the number of days of leave on full pay due to him at the time of his relinquish of charge subject to a maximum of 240 days including encashment benefit availed of elsewhere.
- (d) The Vice-Chancellor shall also be entitled to half pay leave at the rate of 20 days for each completed year of service. This half pay leave may only be availed of as commuted leave on full pay on medical certificate where commuted leave is availed twice the amount of half pay leave shall be debited against half pay leave due.
- (e) The Vice-Chancellor also be entitled to avail himself Extra ordinary leave without pay for a maximum period of three months during full term of four years on medical ground or otherwise.

6. The Vice-Chancellor shall be entitled to all other benefits such as medical attendance and leave travel concession as admissible to other University employees.

7. The Vice-Chancellors shall be entitled to Travelling Allowance on Transfer on his appointment as Vice-Chancellor and after relinquishment of his charge.

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

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STATUTE NO. 2

POWERS OF THE VICE-CHANCELLOR

[(Refer Section 28 (1))]

1. The Vice-Chancellor may constitute such committees as he deems necessary to help him in the discharge of the duties entrusted to him by or under the adhiniyam.

2. The Kulapati may sanction an allowance :-

(a) To any employee of the University for any special duty assigned to such employee or additional duties performed by him which in the opinion of the Kulapati warrants such payment provided that such allowances shall not exceed twenty percent of the basic salary of such employee.

(b) Hon/Remu. to any specialist/expert for any official work of the university.

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

(c) For the purpose of exerting vigilance and maintaining discipline among the staff of the university, the Vice-Chancellor shall be the disciplinary authority within the meaning of the M.P. Civil Service (Classification, Control and Appeal) Rules 1966 which will be followed mutatis -mutandis for the purpose of disciplinary proceedings against the staff-both teaching and non-teaching of the university.

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STATUTE NO. 3

THE REGISTRAR-HIS EMOLUMENTS AND CONDITIONS OF SERVICE POWERS AND DUTIES

[(Refer Section 31)]

1. The Registrar shall receive salary as per state Govt. rules applicable from time to time.

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

2. No person shall be eligible for appointment as Registrar unless he possesses such qualification as to be determined by state Govt. from time to time.

3. The Registrar shall be entitled to leave, leave salary, allowances, medical, provident fund and other benefits as may be prescribed by the University for the employee of the University.

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

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

4. The Registrar shall retire on completing the age of sixty years or as decided by state Govt.

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

5. It shall be the duty of the Registrar-

- (a) To be the custodian of the records, the common seal and such other property of the University, as the Executive Council shall commit to his charge.
- (b) To issue all notices, convening meeting of the General Council, the Executive Council, the Academic Council and other bodies or Committees appointed under the Adhiniyam which he is to act as Secretary.

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- (c) To keep the minutes of all meetings of the General council, the Executive Council, the Academic Council, and any bodies or Committee of the University appointed under the Adhiniyam of which he is to act as Secretary;
- (d) To conduct the official correspondence of the University, the General Council, the Executive Council, the Academic Council.
- (e) To arrange for and superintend the examination of the University;
- (f) To supply to the visitor :-
 - (i) Copies of the agenda of the meetings of the University authorities of which he is to act as Secretary as soon as such agenda is issued;
 - (ii) The minutes of the meetings of the University authorities of which he is to act as Secretary within a month of the holding of such meetings; and
 - (iii) Such other papers and information as the Visitor may direct him to supply from time to time;
- (g) To collect the income, disburse the payments and maintain the accounts of the University in case no Finance controller is appointed in the University;
- (h) To exercise all such powers as may be necessary or expedient for carrying into effect the orders of the Visitor, Kulapati or various authorities or bodies of the University of which he acts as Secretary.
- (i) To discharge such other functions as may be assigned to him from time to time by the Kulapati to whom he shall be responsible for the same;
- (j) To perform such other duties as may, from time to time, be entrusted to him by the Statutes, Ordinances or Regulations; and
- (k) To render such assistance as may be desired by the Kulapati in the performance of his official duties.

6. Subject to the control of the Kulapati, the Registrar shall have power to appoint the Class III and Class IV staff of the University and likewise shall exercise disciplinary control over them.

7. The Registrar may, if desired by the Chairman of any authority or Body, of which he is the Secretary, speak at a meeting of such authority of Body.

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STATUTE NO. 4

FACULTY & ITS CONSTITUTION, POWERS OF THE FACULTY

[Refer Section 30 (3)]

There shall be following faculty in the university.

- a. Faculty of Music
- b. Faculty of Dance
- c. Faculty of Arts.
- d. Faculty of Performing arts
- e. Faculty of Visual Arts.
- f. Faculty of Social Science.
- g. Faculty of films making.
- h. Any other faculty prescribed by the statute.

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

- (a) The Dean of the Faculty -CHAIRMAN;
- (b) All Chairmen of the boards of Studies for the Subjects comprised in the Faculty;
- (c) All Professors in the Departments assigned to the Faculty;
- (d) One College Professor from each Department assigned to the Faculty by rotation according to seniority;
- (e) Two Readers of University Teaching Departments/Schools of Studies, two Readers in affiliated colleges, and six lecturers teaching any of the subjects comprised in the Faculty by rotation according to seniority;
- (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 co-opted by persons becoming members under clauses (a) to (g) above.

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

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

- (a) Subject to the control of the Academic Council to organize, coordinate and regulate teaching and research activities of Departments assigned to the Faculty,
 - (b) To approve the courses of studies for the different examinations in the Faculty proposed by the boards of Studies and to remit matters to Boards of Studies,
 - (c) To recommend to the Academic Council the condition for the award of degrees, diplomas and other distinctions including the scheme of examination for different degrees,
 - (d) To deal with such other matters relating to the subjects with in its purview as may be referred to it by the Academic Council or the Kulapati,
 - (e) To hold meetings with the approval of the Kulapati Jointly with any other Faculty or Faculties, such joint meetings to be convened and presided over by a Dean nominated by the Kulapati,
 - (f) Such other powers as may be assigned to it by the Ordinances.
3. All members of the Faculty other than ex-officio members and the Dean shall hold office for a term of three years.
4. One-third of the total membership of the Faculty shall constitute a quorum.

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STATUTE NO. 5

STANDING COMMITTEE OF THE ACADEMIC COUNCIL

[Refer Section 19, 20]

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

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STATUTE NO. 6

BOARD OF STUDIES & ITS POWER

[Refer Section 30 (3)]

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

Name of Faculty	Subject or Group of Subjects.
1.	2.
1. Faculty of Music	
2. Faculty of Dance	
3. Faculty of Arts	
4. Faculty of Performing arts	
5. Faculty of Visual Arts	
6. Faculty of Social Sciences.	
7. Faculty of Film making	

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POWERS OF THE BOARD OF STUDIES

1. Each Board shall have the following powers, namely :-

- (a) To recommend books, and when necessary, to consult specialists who are not members of the Board and to make recommendations in regard to courses of studies and examinations in the subject/subjects with which it deals.
- (b) To recommend schemes for preparation and translation of books in the subject or subjects with which it deals.

2. It shall be the duty of the Board of Studies to consider and report on any matter referred to it in accordance with the adhiniyam, Statutes, Ordinances or Regulations by the Executive Council or by the Faculty concerned or by 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 within the purview of both. In such cases, the joint meeting shall elect its own Chairman and the quorum for such a joint meeting shall include the full quorum of each Board represented, no member present being counted more than once for the purpose of determining the quorum.

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STATUTE NO. 7 ANNUAL REPORT

[Refer Section 46]

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 General Council 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 General Council on or before the 31st of December immediately following the expiry of the period to which it relates or atleast fifteen days before the date on which the annual meeting of the General Council after the expiry of the said period is held, whichever is earlier.

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STATUTE NO. 8

SENIORITY OF TEACHERS OF THE UNIVERSITY & OF AFFILIATED COLLEGE

[Refer Section 35 (o)]

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

GROUP 'A'

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

GROUP 'B'

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

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

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

- (iii) If a Teacher who holds a permanent post in the University or a College is on leave or deputation he shall be deemed to be in continuous service in his post during the period of

such leave not exceeding six months on any ground whatsoever and during the period of such leave or deputation not exceeding three years for academic purposes.

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

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

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

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

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

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

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

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

5. If after calculation in accordance with the foregoing provisions to the extent possible, the seniority inter-se of two or more teachers in any cadre is equal, their seniority inter-se shall be determined by the total period of continuous service as a teacher in any cadre.

6. If after applying the foregoing provisions to the extent possible the seniority of two or more teachers is equal, their seniority inter-se shall be determined in accordance with the seniority in age.

SENIORITY OF PRINCIPALS

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 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 or deputation not exceeding three years for academic purposes.

SENIORITY OF HEADS OF DEPARTMENTS IN AFFILIATED COLLEGES

1. The seniority of Heads of Departments, inter-se, in affiliated colleges shall be in the order of cadres given below :-

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

2. The seniority of the Heads of Departments under each of the categories specified above inter-se shall be determined by their seniority as a College Professor, Principal, Reader in a college, or Lecturer as the case may be.

3. If the Head of a Department in a college proceeds on leave for a period exceeding six months his office shall be deemed to have become vacant and the Principal of the college shall communicate to the Registrar without delay the name of the successor Head of the Department.

PREPARATION AND MAINTENANCE OF SENIORITY LISTS

1. It shall be the duty of the Registrar to prepare and maintain in respect of Principals, Professor, College Professor, Readers, Readers in colleges, * and Lecturers complete and up-to-date seniority lists in accordance with procedure laid down in the clauses hereinafter appearing

2. All Principals/Professors/Readers/College Professors/Readers in Colleges Lecturers shall apply for inclusion of their names in the cadre concerned in the prescribed form given in the Appendix through the Principals of the College/Head of the University Teaching Department by 15th October each year at the latest. Persons whose applications, complete in every respect and supported by the necessary evidence, are not received by the prescribed date, shall not be considered for inclusion in the list. Provided that the teachers who had applied once need not apply again till their respective cadre is changed or altered by transfer or promotion. The Principal/Head of Teaching Department shall communicate to the Registrar the names of teachers who leave the institution.

3. The Registrar shall prepare separate lists showing the seniority inter-se of Principals, professors, College Professors, Readers Reader in colleges, Assistant Professors and Lecturers respectively and publish the said lists for objection.

4. The publication of the lists for objections shall be made on or before the 15th November succeeding and publication shall be caused by forwarding two copies of the lists to each college/Teaching Department for displaying one copy on the staff notice board on the college/Teaching Department and the other for making it available for reference to the members of the Teaching Staff.

5. (a) Any Principal/Professors/College Professor/Reader/Readers in College* Lecturer who feels aggrieved by any entry or omission made in the said lists may, within twenty days from the date of the publication of the lists on the staff notice board of the college/Teaching Department, file an objection stating his reasons and with evidence in support of his contention addressed to the Registrar. If the objector desires to be heard in person; he shall specifically state the same.

- (b) The Kulapati shall, before the 30th November appoint a Committee consisting of a member of the Academic Council and two Principals/Professors other than those who are members of the Academic Council for dealing with objections that may be filed to the seniority lists. The Kulapati shall nominate one of them to be the Convener of the Committee.
 - (c) The Committee appointed by the Kulapati shall meet at such time and on such dates as the convener of the Committee may fix.
 - (d) The Committee may, where necessary, call for the parties concerned, or inspect any document, file, register or record in the possession of the University or any College maintained by or affiliated to the University.
 - (e) The Committee shall provide reasonable opportunity to hear the objector if the objector desires to be heard in person.
 - (f) The Committee shall report its decision as also the reasons therefore.
 - (g) All decisions of the Committee shall be taken by majority and Communicated to the Registrar not later than 24th December.
6. (a) The seniority list, as finalised by the Committee shall be published by the Registrar not later than 31st December each year by forwarding two copies to each College Teaching Dept. for displaying one copy on the staff notice-board of the college concerned and the other copy for making it available for reference to the member of the staff of the college.
- (b) the objector may, on request, obtain a copy of the decision of the Committee from the Registrar on payment of Rs. 100.
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. Notwithstanding anything contained in the foregoing paragraph 2,4,5 (a) 5 (g), and 6(a) the dates respectively for the submission of the application on prescribed form to the Registrar for inclusion of name in the seniority list by Principals/Professors/Readers/College Professor/Readers in Colleges/Lecturers for publication of lists for objections for filing objection to the lists for appointment of committee to deal with objections for communication of the decision of the Committee on objections, and for publication of finalized seniority lists in the case of the first year of preparation of seniority lists immediately following the date on which the Adhiniyam came into force, may be determined by the Kulapati in variation of the respective dates prescribed by the above mentioned clauses after considering such circumstances as may necessitate such variation.

9. A copy of the finalized list may be supplied to a person on payment of Rs. 50/- only.

APPENDIX

Application for inclusion in the list of

.....

(Designation e.g. professor, etc.)

To.

The Registrar,

.....University

Sir.

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

(Designation)

Particular of my service are as under -

1. Name
2. Date of Birth-- figure..... words
3. Subject Teaching
4. Post held at present
5. Date from which present post is held
6. Scale of pay in the present post
7. Academic Qualification
8. Teaching experience

degree classes	Year - Months
Postgraduates classes	
9. Teaching posts held (Chronologically) prior to appointment to the present post

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

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

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

I declare that the particulars given are correct.

Signature of applicant

Full Name.....

Place

Designation:.....

Date.....

College/Teaching Department

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STATUTE NO. 9

OFFICERS OF THE UNIVERSITY-CONDITIONS OF SERVICE, POWER AND DUTIES.

[Refer Section 25]

1. In addition to the Officers mentioned in section 25 of the Adhiniyam the following shall be the Officers of the University :-

- (i) Dean college Development Council
- (ii) Deputy Registrar.
- (iii) Finance Controller
- (iv) University Librarian.
- (v) Controller of Examination
- (vi) University Engineer.
- (vii) Director of Physical Education.
- (viii) Dean of student welfare.
- (ix) Assistant Registrar
- (x) Public relation officer

2. The University may have one or more posts of Deputy Registrar as the need be.

3. The scale of pay for the post mentioned in paragraph (1) above shall be as per Govt. orders

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

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

5. The Executive Council shall appoint a Selection Committee consisting of the Kulapati who shall be the Chairman of the Selection Committee, one nominee of the Executive Council from amongst its members and one nominee of the visitor not connected with the University to recommend the names of

candidates for appointment to the offices mentioned in paragraph (1) The Registrar shall be the Secretary of the Selection Committee. The Commission so constituted shall recommend not more than three and not less than two names for each post in order of merit and the Executive Council shall make appointment from the panel as per direction of state Government.

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

S. No.	Name of Post
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Library

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

Physical Education

1. Director
2. Deputy Director
3. Sports Officer

6. The Officer mentioned in this Statute shall be entitled to leave, leave salary allowances, medical benefit, provident fund and other benefits and their terms and conditions of service including the age of retirement shall be such as may be prescribed by the University for the employees of the University. Provided that where an officer is a serving or retired employee of the Central Government, he shall not be entitled to the benefit of contributory provident fund.

7. The Powers and duties of each Officer except the Finance controller mentioned in this Statute shall be such as the Executive Council may determine or as per state Government Ordinance.

STATUTE NO. 10

FUNCTION AND DUTIES FINANCE CONTROLLER

[Refer Section 24]

1. Subject to the control of Kulapati 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 nonrecurring expenditure for a year are not exceeded and that all monies are expended for the purpose for which they are granted or allotted;
- (c) To keep a constant watch on the state of the cash and bank balances and on the state of investments.

2. Subject to the control of the Registrar, the Finance 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 of equipment and other consumable materials is conducted in all offices and institutions maintained by the University;
- ✓ (e) Suggest appropriate action against persons responsible for 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 .

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STATUTE NO. 11

ADMISSION OF COLLEGE TO THE PRIVILEGES OF THE UNIVERSITY AND WITHDRAWAL THERE OF

1. An application for admission of an educational institution (here-in-after referred to as "College") to the privileges of the University shall be made-

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

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

Note :- The last dates for applying to the Higher Education Department of Govt. of M.P. Bhopal have been announced separately by state Govt.

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

I- For Under-graduate courses:-

- (a) Admission fee for opening a new College with one Faculty and more than four subjects there of will be*
- (b) Admission fee for each additional Faculty with not more than four subjects there of will be*
- (c) Admission fee for each additional subject will be* *

II- For Post-graduate Courses:-

(a) Admission fee per Faculty with not more than four subjects there of will be*

(b) Admission fee per additional subject. will be*

2. The application for affiliation of a new institution shall be accompanied by :-

(a) A copy of the constitution of the Foundation Society.

(b) Certified copies of Trust deeds and title deeds of the property, if any.

(c) A certificate from the Higher Education/Cultural Department, Govt of M.P. Bhopal showing that the Govt. has permitted the establishment of the Institution.

(d) An undertaking that the Foundation Society shall, before the Institution is granted affiliation, deposit with the University Endowment Fund as required by the College Code Statute.

*** As decided by Executive Council from time to time**

Provided that (a),(b) and (d) above shall not be required in case of an institution maintained or managed by the Government.

(3) In case of an institution not maintained or managed by Government the application shall also be accompanied by an undertaking that within three months of the admission of the institution to the privileges of the University the Institution shall be put under the control of a Governing Body constituted in accordance with the provision of the Statutes and any change in the composition of the Governing Body or any transfer of management in respect of the Foundation Society or Founder or any change in the teaching staff shall be forthwith reported to the University;

(4) The application for affiliation in a new subject Faculty or post-graduate class shall be accompanied by a certificate from the Higher Education/ Cultural Department, Govt of M.P. Bhopal showing that the Govt. has permitted the addition of new subject or opening of new Faculty or Post-graduate class sought by the institution.

(5) The fee shall not be refunded unless the application is withdrawn before an inspection has taken place.

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

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

Provided that every college shall have a full time salaried Principal. at least one full time salaried Lecturer in each subject.

- (c) That the financial resources of the College are such as to make due provision for its continued maintenance and efficient working;
- (d) That no student has been or shall be admitted to the College until the admission prayed for has been granted;
- (e) That the buildings in which the College is to be located has a sufficient number of class-rooms, that the floor space and cubic space of class rooms is suitable and sufficient and that the buildings are otherwise properly located and where the building is not owned by the Foundation Society/Founder, it/he is prepared to make an annual contribution as required by the Statutes till the college has its own building adequate for its purposes.

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

- (f) That adequate provision is made/shall be made for its Library and reading room;
- (g) That suitable provision shall be made for the general supervision and physical Welfare of the students under a duly qualified Physical Instructor on the staff of the College;
- (h) That, if admission is sought in any branch of experimental course or a subject which requires laboratory instructions:-
 - (i) Arrangements have been or shall be made. for which the college has necessary funds at its disposal, for imparting instruction in that subject in a properly equipped preparatory room and where necessary, Hall.
 - (j) That the College, if not maintained by the Government has sufficient funds to deposit as Endowment Fund and the Foundation Society/Founder is prepared to pledge the same with the University in such manner as may be decided by the Executive Council as a condition precedent to the grant of admission and to authorize the University to utilize the amount at its discretion for payment of the caution money and the salaries of the staff of the College, if such salaries fall into arrears for a period of more than three months

- (k) That the fees, if any, payable by the students, shall be fixed in accordance with rates prescribed by the University.

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

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

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

- (i) Full factual information pertaining to the compliance of all the points the assurances, and undertakings mentioned in paragraphs 2 and 3;
- (ii) Full factual information about compliance of any conditions laid down by the Executive Council at the time of giving admission for a limited period; and
- (iii) Such other information as the Executive Council may call for.

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

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

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

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

6. (1) After considering the report of the Committee of Inspection and the recommendation of the Academic Council/Standing Committee and making such further enquiry as it deems fit the Executive Council may either:-

- (a) Communicate the Higher Education/Cultural Department Govt. of M.P. that it proposes to grant the application or any part there of permanently or for a limited period and request the Govt. to accord its approval to the proposal
 - (b) Reject the application, mentioning reasons there for.
- (2) Where the Executive Council proposes to grant the application or any part there of it shall specify:-
- (a) The course or courses of instructions in which and the standard up to which the College is to be admitted to the privileges of the University; and
 - (b) The conditions, if any, which the executive Council considers proper to impose and the time and manner of fulfillment of such conditions.
- (3) The Executive Council may grant the application or any part thereof subject to the conditions proposed by it and any other condition suggested by the Govt.
- (4) The orders passed under the clause (b) of sub para (1) or sub para (3) shall be communicated to the applicant by the Registrar

Withdrawal of privileges granted to a college

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

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

(2) The notice under sub para (1) shall state:-

- (a) The reasons for which the intended action is contemplated; and
 - (b) The period within which the reply to the show cause notice must reach the Registrar of the University.
- (3) The Executive Council, for reasons considered sufficient by it may extend the period for reply from time to time but the total period shall not exceed three months.

- (4) On receipt of reply to the show cause notice within the period allowed to the College under sub-paras (2) and (3), the Executive Council may consider the matter in the light of the reply and representations made, if any, by the College concerned and if no such reply is received, it may consider the matter on the expiry of the said period, and may after consulting the Academic Council/Standing Committee of the Academic Council make such order as may appear to it proper including the withdrawal of all or any of the privileges granted to the College.
- (5) Where a resolution withdrawing wholly or partially the privileges granted to a College is passed by the Executive Council, a copy of the same shall be sent to the Government/Chairman of the Governing body of the College concerned who may make an appeal to the Higher Education/Cultural Department Govt. of M.P. against such resolution and the decision of the Govt. in such appeal shall be final.

Conditions governing continuance of admission to privileges of the University.

8. (1) Every College admitted to the privileges of the University shall during all the time it continues to enjoy such privileges comply with all the provisions of the Adhiniyam the Statutes, the Ordinances, the Regulations, and any orders, directions given or resolutions passed by the Executive Council or Academic Council in so far as they apply to such College.
- (2) Without prejudice to the generality of the provision contained in sub para (1) the College shall in particular comply with following provisions namely:-
- (a) All conditions imposed at the time of granting admission shall be duly fulfilled with proper expeditions;
 - (b) It shall not suspend any course of instruction in respect of which it is admitted to the privileges of the University without giving 6 months prior notice to the University;
 - (c) The Governing body required to be constituted under the statutes shall be constituted within 3 months from the date of admission and all matters assigned to it by the statutes shall be administered by it;
 - (d) Any transference of management shall be reported to the University forthwith;
 - (e) The qualification and adequacy of the teaching and the conditions governing their recruitment and term of employment shall be strictly according to the provisions of this statute;
 - (f) All changes in the teaching staff shall be reported to the University within one month of their taking place;

- (g) No lecture shall be delivered to more than 60 students at a time unless the Academic Council considering the size, structure, seating arrangements, acoustic properties of each lecture room, and arrangements for tutorials permits a larger number of students not exceeding 80;
 - (h) The maximum number of students in a batch for Preparatory work under one teacher shall not exceed 25;
 - (i) Every vacancy in the teaching staff of the College that remains unfilled for a period of more than one month shall be reported to the University together with a statement of reasons therefore;
 - (j) It shall maintain records and registers in accordance with directions issued by the University from time to time;
 - (k) It shall submit such annual and periodical returns and other information in such form and in such manner as may be required to be submitted by any authority of officer of the University.
- (3) (i) Every College and Institution admitted to the privileges of the University shall pay to the University each year by the 31st July an annual affiliation fee at the rates as decided by Executive Council.
- (ii) If the fee payable under sub para (3) (i) is not paid by the date specified there in, the affiliation of the College or Institution, may be withdrawn:

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

9. If for any reason, a College is unable to impart instruction for two years in any subject for which it is granted affiliation, such affiliation shall be regarded as having lapsed.

10. (1) The Principal and the teachers in a College admitted to the Privileges of the University shall not be appointed on scales of pay lower than those sanctioned by the State Government for the Principals and teachers of corresponding Status in Government Colleges.

(2) A part time teacher in a college shall be paid monthly honorarium as decided by the Executive Council

11. Accounts; registers, proceedings of meetings, and other records of a College shall be open at all times to inspection by the persons appointed for the Purpose or authorised by the Executive Council or the Academic Council to conduct any inspection.

12. Every College shall provide adequate and suitable space for outdoor and indoor games and physical exercises.

13. (1) Every College shall arrange for medical examination of all of its students in the manner prescribed by the Executive Council and for the medical aid of students residing in the hostels of the College.

(2) For the above purposes, the College shall be entitled to levy an annual fee from each student at the rate prescribed by the University.

14. Every College shall, when called upon by the Registrar to do so, make available its College building, laboratories, furniture, equipment and staff for the conduct of University examinations.

15. The Executive Council may, in consultation with the Academic Council require any College, either permanently or for a specified period, to participate in a system of centralised admission by the University or to restrict the number to be confined only to some particular branch. Any such direction or order of the Executive Council shall be given effect to from the beginning of the ensuing academic year after the direction or order is received.

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STATUTE NO. 12

COLLEGE CODE

[Refer clause (j) of Section 35]

Part-I Definitions and applicability:

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

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

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

(ii) "Grantee College" - a College receiving maintenance grant from State Government

(iii) "Non-Grantee College"-a College not receiving the regular maintenance grant from State Government

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

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

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

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

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

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

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

Part II- The Foundation Society:

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

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

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

(a) if the college has only one Faculty at the undergraduate level will be*

(b) For every additional Faculty at the undergraduate level will be*

(c) For each Faculty at the post-graduate level will be*

** (ii) Where the college does not have its own building which is considered satisfactory for its purposes by the University the Foundation Society shall make an annual contribution of an amount not less than towards a Building Fund to be maintained with the University in the name of the college till the college constructs or acquires permanently a building adequate for its purposes.

(iii) The deposit for creating the Endowment Fund or the contribution towards the Building Fund shall not be made from the receipts of the college in the form of fees from students or grants received by the college or from loans from the staff of the college.

(4) (i) The income from the Endowment Fund shall be made available to the college for its use;

(ii) When the salary due to the teachers is not paid for three months the University may permit the use of the Endowment Fund and require the Foundation Society to deposit back the amount drawn there from.

(iii) In the event of the closure of the college or in the event of being taken over by the Government the caution money and the salary due to the employees (including teachers) of the college shall be the first charge on the Endowment Fund.

(iv) On a request from the Governing Body the amount in the Building Fund will be released to the Governing body for the construction of the college building or purchase of a building for the college.

(5) The Foundation Society shall carry out all directions of the University and shall maintain and run the college in accordance with M.P. Vishwavidyalaya Adhiniyam and the Statutes, Ordinances and Regulations made there under

* As decided by the Executive Council of the University.

Provided that the Foundation Society of the Grantee College shall maintain Shikshan Sanstha (Adhyapakon tatha Anya Karmachariyon ke Vetan Ka Sandaya) Adhiniyam, 1978 and the rules framed there under.

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

(6) (i) If the Executive Council after giving reasonable opportunity to the Foundation Society to state its case is satisfied that the Foundation Society has failed to meet all or any of its obligations as laid down in the code, it may take any of the following actions;

(a) Withdrawal of the right to have its appointees other than the chairman of the Governing Body on the Governing Body of the college.

(b) Withdrawal of the powers vested in the Foundation Society by this statute.

(ii) Where any action is taken by the Executive council under the foregoing clause the Foundation Society may appeal to the Higher Education/Cultural Department against the decision of the Executive Council. The decision of the Govt. in the matter shall be final.

4. (1) The Foundation Society shall have the following powers, namely:-

(a) To appoint the first Principal and other members of the teaching staff of the college in accordance with the provisions of this Code till the Governing Body is constituted or till the expiry of the period of ninety days from the date on which the college is first admitted to the privileges of the University which ever is earlier.

(b) To sanction on the recommendation of the Governing Body the opening of a new department of studies or the creation of new teaching posts as involve additional financial obligation on the Foundation Society subject to approval of the Govt. in case of Non-grantee colleges and Executive council in case of Non-grantee colleges.

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

(c) To sanction items of new expenditure exceeding as decided by Executive Council in the case of non-recurring expenditure and exceeding as decided by Executive Council in the case of recurring expenditure which involve additional financial obligation on the Foundation Society.

(d) To consider and pass resolutions on the Annual Estimates of income and Expenditure and the Audit Report of the College and forward them to the Governing Body for its consideration.

Provided that if the Foundation Society does not communicate to the Governing Body its observations on the Annual estimates of income and Expenditure of the college within sixty days of its submission by the Governing Body it will be presumed that the Foundation Society has no observations to

make on the Annual Estimate and the Governing Body may proceed to consider and approve the Annual Estimate with or without reductions.

(e) To appoint the Auditors of the college from out of a panel of names approved by the Registrar of Firms and Societies;

(f) To appoint the Auditors of the college from the Governing body and to suggest to the Governing Body measures for the improvement and development of the college;

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

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

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

Part III- Governing Body:

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

(a) The Chairman of the Governing Body appointed by the Foundation Society from amongst its members or by the individual maintaining the college.

(b) Two persons appointed by the Foundation Society from amongst its members or by the individual maintaining the college.

(c) Two representatives of the University other than members of the Foundation Society of the college nominated by the Executive Council at least one of whom shall be from amongst the teachers of the University as far as possible working in institutions not located in the same town as the college.

(d) One representative of the donors of the college to be elected by the donors.

(e) One nominee of Higher Education/ Cultural Department Govt. of M.P. from amongst the senior teachers not below the rank of College Professors working within the jurisdiction of the University (excluding the concerned College)

(f) Two representatives elected by the teachers of the college who have completed two years of service other than the Principal from amongst themselves in such manner as may be prescribed by the College Council.

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

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

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

- **
- (i) a person who is related to any member of the staff of the college.
 - (ii) a person having pecuniary interest in the affairs of the college and
 - (iii) an employee of the college.

(2) (i) The Chairman and member of the Governing Body other than Ex-Officio member shall hold office for a period of two years.

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

(ii) The Ex-Officio member shall forthwith cease to be a member of the Governing Body if he ceases to hold the office by virtue of which he has become a member.

(iii) An office bearer or member of the Governing Body may resign from the Governing Body through a letter of resignation addressed to the Secretary of the Governing Body and the Resignation shall take effect as soon as the letter is received by the Secretary. The Secretary of Governing Body shall take steps to fill all vacancies as they occur.

(iv) When a vacancy occurs in the office of a member other than an Ex-officio member, before the expiry of his term, the vacancy shall be filled, as soon as may be, by the election, nomination or appointment as the case may be of a member who shall hold office so long as the member in whose place he has been elected, nominated or appointed, would have held it if the vacancy had not occurred

(v) Every change in the office-bearers or membership of the Governing Body of a college shall be reported immediately to the University by the Secretary

7. (1) The governing Body shall meet at least thrice a year Five members of the Governing body shall form a quorum. No quorum shall be necessary for an adjourned meeting. If the quorum is not presented within thirty minutes of the time given in the notice no meeting shall be held.

(2) Meeting of the Governing Body shall be convened by the Secretary in consultation with the Chairman. In case the Secretary does not call a meeting when directed by the Chairman to do so, the Chairman may call the meeting.

(3) (a) The Secretary shall give at least ten days notice of an ordinary meeting of the Governing Body.

(b) An emergent meeting of the Governing body can be convened on three clear days notice.

(c) On a requisition signed by not less than four members specifying the business to be transacted, a special meeting of the Governing Body shall be convened within twenty days of the receipt of such requisition. Atleast ten days notice of a special meeting shall be given.

(d) The agenda of every meeting shall be sent with the notice to the members. Proposals from any member received by the Secretary before the issue of notice shall be included in the agenda. The agenda of a special meeting shall include only the business indicated in the requisition.

(e) No business other than that included in the agenda shall be transacted at a meeting except with the consent of the Chairman and unless permission is given to introduce it by the majority of the members present.

(4) The Chairman shall, when present, preside at meeting of the Governing Body. In the absence of the Chairman from any meeting the members present shall elect one of the members other than a teacher to preside at the meeting. Except as provided otherwise all acts of the Governing Body and all questions coming or arising at its meeting shall be done and decided by the majority of such members there of as are present and vote at the meeting.

(5) The minutes of every meeting of the Governing Body shall be drawn up by the Secretary and after approval by the Chairman circulated among the members within fifteen days of the meeting.

(6) It shall be the duty of the representatives of the University on the Governing Body to report to the Kulapati decisions affecting adversely the smooth working of the college and violation, if any, of the Statutes, Ordinances, Regulations or instructions of the University.

(7) No act or proceeding of the Governing Body shall be invalid merely by reason of any vacancy in its membership of any defect or irregularity in the appointment, nomination or election of a member.

(8) (1) The Governing Body shall be responsible for the general administration of the college including :-

(a) Management and regulation of the finances, accounts, investments, property and other assets of the college.

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

(b) Adoption with or without modification of the budget submitted by the principal of the college after considering the observations if any, of the Foundation Society.

(c) The institution and obligation of new department of Studies or new teaching and non-teaching posts in the college.

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

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

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

Provided that the Governing Body of "Grantee College " shall take these actions in accordance with the provisions of the M.P. Ashasakiya Shikshan Sanstha (Adhyapakon tatha Anya Karmachariyon ke Vetan ka Sandaya) Adhiniyam 1978 and the rules framed there under.

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

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

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

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

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

(i) Not later than the 31st July of each year a Statement of Annual Accounts of the college for the financial year immediately preceding together with the audit report by an auditor appointed by the Foundation Society and annual report on the work and progress of the college for the academic year ending 30th June immediately preceding.

(ii) Not later than the 31st September each year the budget estimates of the college for the following financial year.

(iii) Proposals for such items of new expenditure exceeding as decided by E.C. in the case non-recurring expenditure and exceeding as decided by E.C. in the case of recurring expenditure which involve additional financial obligation on the Foundation Society.

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

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

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

(b) the management of the college, and

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

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

12. The T.A. and D.A. of nominee of the University or the State Government or Higher Education/Cultural Department for a meeting of the Governing Body or Selection Committee or any other body or Committee constituted for the college shall be paid by the college at the rates admissible to a member of the authorities of the University as per the provisions made under this Adhiniyam for the purpose.

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

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

Provided that if, for any reason the Governing Body is not constituted in accordance with the provisions of this Statute within the aforesaid period, the Executive Council may extend the period by a further period not exceeding sixty days.

Part IV - The College Council :

14. (1) There shall be for each college a college council consisting of the Principal and all teachers of the college. The Principal and the Vice-Principal, if any of the college shall respectively be the ex-officio President and Vice-President of the council

(2) The Secretary shall be elected by the Council from amongst its members. He shall hold office for one year, but not more than two consecutive terms. He shall convene meetings of the College Council under the directions of the Principal.

(3) The Council shall meet at least thrice during the academic year. It shall perform the following duties namely:-

- (a) to discuss the progress of studies in the college.
- (b) to bring to the notice of the Governing Body the needs of the students and teachers.
- (c) to make recommendations to the Principal or the Governing Body for improvement of the academic efficiency of the college;
- (d) to advice the Principal on such matters relating to the internal management of the college and discipline of its students as may be referred to it from time to time;
- (e) to advice and assist the Principal in the preparation of the timetable, allocation of teaching work and for the organization of the extracurricular activities of the college;
- (f) to consider and to bring to the notice of the Governing Body matters affecting the interests, rights and privileges of the teachers as a class.

Part V - The Powers and Duties of the Principal:

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

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

- (a) the administration of the college generally as an institution admitted to the privileges of the University.
- (b) the management of the college library and hostels
- (c) maintenance of the accounts, receipts and expenditure of the college.
- (d) correspondence of the college and custody of the records of the college

(e) administration of the amalgamated fund;

(f) execution of the decision of the Governing Body

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

(a) to admit students to the college;

(b) to assign duties in respect of teaching, administrative work and extracurricular activities to the teaching and other staff of the college and see to the proper performance thereof,

(c) to appoint, promote, grant leave, suspend and take disciplinary action against the class III and class IV employees of the college;

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

(d) to maintain discipline in the college;

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

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

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

Part VI The Teachers of the College:

16. (1) No appointment to any teaching post in the college, including the post of the Principal but excluding part-time appointments, temporary appointments which are not to continue for more than six months and appointments to posts which are to be filled by promotion, shall be made except.

(a) after duly and widely advertising the post together with the minimum qualifications therefore and the emoluments of the post and allowing reasonable time within which the applicants may in response to the advertisements, submit their applications;

(b) On the recommendation of the Selection Committee constituted in accordance with the provisions of paragraph 17 below for the "Non-grantee Colleges" and the Rules framed under M.P. Ashasakiya Shikshan Sanstha Adhyapakon tatha Karmachariyon Ke vetano ka Sandya Adhiniyam, 1978 for "Grantee Colleges"

(2) No appointment to the post of Principal shall be made except with the prior approval of the Executive Council

(3) No appointment to any teaching post including that of the Principal unless he possesses the minimum qualifications prescribed for the post by the University Grants Commission and approved by the State Government or Higher Education/Cultural Department of M.P. from time to time

(4) Every change in the teaching staff of the college shall be immediately reported to the University by the Principal.

17. (1) The Selection Committee for the teachers, principals and non-teaching employees for "Grantee Colleges" shall be as provided in the Rules framed under M.P. Ashashkiya Shikshan Sanstha (Adhyapakon tatha Anya Karmachariyon Ke Vetano Ka Sandaya) Adhiniyam, 1978

(2) Selection Committee for teachers, principals and non-teaching employees for "non-grantee colleges" shall be.

(a) For teachers:

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

(b) For Principals:

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

(c) For Non-teaching posts;

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

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

(3) The Committee shall, having regard to the nature of duties of post, select candidates as per rules and shall prepare a panel of such candidates in order of merit.

(4) the Panel and the recommended order of merit should have the full concurrence of atleast one expert.

(5) The panel prepared under sub-section (3) shall contain the names of the candidates having atleast two names more than the number of posts proposed to be filled up.

(6) the panel drawn under sub section (3) shall be submitted to the Governing Body.

(7) The Governing Body shall make the appointment to the posts of teachers or other employees in order of merit from the panel prepared under sub-section (3)

18. (1) No person shall be appointed to a full time and salaried teaching post in the college except on the recommendation of the Committee of Selection constituted in accordance with the provisions of this statute.

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

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

19. The appointment of every teacher made prior to the coming into force of this Statute in accordance with the Statutes and Ordinances in force at the time the appointment was made shall be deemed to be validly made.

20. (1) (i) The Principal and the other members of the teaching staff except those appointed in leave vacancies on part-time basis or on temporary basis shall be appointed initially on probation for one year. The period of probation shall not be extended by more than one year so that the total period of probation does not exceed two years;

(ii) Where an appointment is made on temporary basis, whether in a leave vacancy or otherwise, the reasons for such temporary appointment shall be communicated by the Principal to the University.

(2) Unless the work of the probationer is found to be unsatisfactory and he is informed by the Governing Body at least one month before the expiry of the period of probation of its intention not to continue him in service, the probationer shall be deemed to have been confirmed in his appointment on the expiry of the period of probation.

(3) (i) Every teacher other than one appointed on part-time or temporary basis, shall be appointed on written contract in the form prescribed in the Appendix stating therein the post to which he is appointed, the initial salary and the scale of pay and other conditions of service. A copy of the contract shall be given to the teacher and a copy shall be lodged with the University;

(ii) It shall be the duty of Governing Body to get such contract executed within a period of one month from the date on which the appointee join the post. Provided that Governing Body shall get the contract executed:-

(a) Within a period of one month from the date on which the Government Body starts functioning in case of appointments made by the Foundation Society;

(b) Within a period of two months from the date on which this Statute comes into force in the case of all appointments made prior to such date.

(iii) In case of any conflict between the contract in the form prescribed in the Appendix and any other contract between a teacher and the college or its Governing Body, the terms and conditions laid down in the contract as in the Appendix shall be deemed to apply.

21. The posts of Professors shall ordinarily be filled by promotion from amongst the qualified teachers in the college on the basis of seniority-cum-merit.

Provided when no teacher of the college in the immediately lower cadre from which promotion is to be made possesses the requisite qualification, the post of Assistant Professor or Professor may be filled by direct recruitment on the recommendation of the Selection Committee.

22. (1) The scale of pay for different categories of teachers in the college including the Principal shall be such as are prescribed from time to time by the State Government for similar categories in Government colleges.

(2) A part-time Principal and teacher shall be paid honorarium at the rates prescribed by the State Higher Education/Cultural Department of M.P. Govt. from time to time.

(3) Salary of every teacher shall be paid by a cheque drawn in his favour latest by the 5th of the month following the month to which the salary relates.

(4) The Governing Body or the Foundation Society shall not require or accept any donation or loan from the employees including the teachers of the colleges.

(5) Every teacher other than the part-time teacher shall be entitled to annual increment in the prescribed pay-scale on the due date as a matter of course unless it is withheld after due enquiry.

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

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

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

25. (1) Every teacher including the Principal shall at all times maintain absolute integrity and devotion to duty and shall do nothing which is unbecoming of a teacher.

(2) No member of the teaching staff except a part time teacher of a college shall apply for any post under any other authority except through the Principal and in the case of the Principal through the Chairman of the Governing Body.

(3) A teacher other than a part-time teacher shall be a whole time employee of the college and shall not without the previous approval of the Governing Body, engage himself in private tuition or in any trade or business or take up any occupation or work (other than as an examiner or author of books) which is likely to interfere with the duties of his appointment.

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

(5) (a) A teacher shall obey all lawful directions of the Principal and the Governing Body of the college. He/she shall in addition to the ordinary duties as a teacher perform such other duties as may be entrusted to him by the Principal in connection with the co-curricular and extra-curricular activities in the college or duties in connection with examinations, administration and the keeping of discipline in the college.

(b) Provided that no part time teacher shall be required to teach for more than 18 periods in a week.

(6) (i) No teacher shall act in a manner prejudicial to the interests of the college or associate himself with any activity, which in the opinion of the Governing Body might affect adversely the interests of the college.

(ii) No teacher shall be a member of or be otherwise associated with any political party or any organization which takes part in politics nor shall he take part in aid of or assist in any other manner any political movement or activity nor shall he canvass or otherwise interfere in or use his influence in connection with or take part in any legislature or local authority.

Provided that:-

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

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

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

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

26. A permanent teacher shall be entitled to be in the service of the college until he completes the age of sixty two or as revised by M.P. Govt.

No extension after the age of sixty two shall be granted

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

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

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

28. The service of a teacher who is appointed on probation can be terminated during or at the end of the period of probation if his work is not found to be satisfactory by communicating to the teacher the intention of the Governing Body not to continue him and giving him one calendar month's notice in writing or by paying his one month's salary in lieu of the notice such notice shall not include the summer vacation or any part thereof and the teacher if he has been in service for more than three months during the academic session shall be entitled to salary for the ensuing summer vacation in the same proportion as the period of service bears to the total period in the academic session. The teacher may, likewise terminate his appointment before the expiry of the period of probation by giving one calendar month's notice in writing to the Governing Body or paying a sum equal to one month's salary in lieu of the notice.

29. (1) The service of a teacher (other than one appointed on temporary or part-time basis or on probation) shall not be terminated after confirmation except on the following grounds and without the approval of the Executive Council

(i) Misconduct including willful neglect of duty.

(ii) a Breach of the terms of the contract.

(iii) Physical or mental unfitness.

(iv) Incompetence provided that the plea of incompetence shall not be used against a teacher after two years of his confirmation

(v) Abolition of the post with the prior approval of the Executive Council

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

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

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

Part VII - suspension, Penalties and Disciplinary Authority

Note: Existing provisions of section 30- to 32 of the College code will apply only to Non-grantee colleges. And in the case of grantee colleges.

(i) The Madhya Pradesh Ashaskiya Shikshan Sanstha (Adhyapakon Tatha Anya Karmachariyon Ke Nilamban) Niyam 1978.

(ii) The Madhya Pradesh Ashasakiya Shikshan Sanstha (Adhyapakon Tatha Anya Karmachari) appeal 1978.

(ii) Section 6 of Madhya Pradesh Ashasakiya Shikshan Sanstha (Adhyapakon Tatha Anya Karmachariyon Ke Vetano Ka Sandya) Adhiniyam 1978.

30. (1) The appointing authority may be an order place an employee, including a teacher of the college, under suspension:-

(a) Where a disciplinary proceeding against him is contemplated or is pending:

Or

(b) Where a case against him in respect of any criminal offence involving moral turpitude is under investigation, inquiry or trial.

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

(2) An employee of the college shall be deemed to have been placed under suspension by an order of the appointing authority:-

(a) with effect from the date of his detention if he is detained in custody whether on a criminal charge or otherwise for a period exceeding forty eight hours:

(b) with effect from the date of his conviction, if in the event of a conviction for an offence, he is sentenced to a term of imprisonment exceeding forty eight hours and is not forthwith dismissed or removed or compulsorily retired consequent to such conviction.

(3) An order of suspension made or deemed to have been made shall continue to remain in force until it is modified or revoked by the appointing authority but in cases other than criminal proceeding it shall not operate for more than six months.

(4) During the period of suspension, the employee shall be allowed subsistence allowance equal to fifty percent of the emoluments last drawn by him.

(5) If the employee is exonerated from the charge or charges are subsequently withdrawn he shall be reinstated in his post and shall be paid full salary for the period of his suspension after deducting the subsistence allowance already paid to him.

31. (1) The appointing authority may, for good and sufficient reasons, impose on an employee of the college (including a teacher) the following penalties

- (a) Censure
- (b) Recovery from his pay of the whole or part of any pecuniary loss caused by him to the college by negligence or breach of orders;
- (c) Withholding of increments of pay;
- (d) Reduction to lower time scale of pay, grade or post;
- (e) Compulsory retirement;
- (f) Removal from service;
- (g) Dismissal from service which shall ordinarily be a disqualification for future employment in the college.

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

(2) The appointing authority may institute disciplinary proceedings against an employee of the college.

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

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

* (4) The following lapses would constitute misconduct on the part of a teacher of the college including the Principal.

(i) Failure to perform his academic duties such as lectures, demonstration, assessment, guidance invigilation etc.

(ii) Gross partiality in assessment of students deliberately over marking, under marking or attempts at victimization on any grounds.

(iii) Inciting students against other students, colleagues or administration. This does not interfere with the rights of a teacher to express his differences in principle in seminars or other places where students are present.

(iv) Raising questions of cast, creed, religion, race, sex in his relationships with his colleagues and trying to use the above considerations for improvement of his prospects.

(v) Refusal to carry out the decisions by the appropriate officer/bodies of the University and/or the Governing Body/ Principal of the college. This will not inhibit his right to express his differences with their policies or decisions.

32. (1) Where any penalty is imposed on an employee of the college by the Principal, the employee concerned may prefer an appeal to the Governing Body of the college within thirty days from the date on which a copy of the order appealed against is delivered to the appellant.

(2) Where any penalty other than reduction in rank or pay or removal or dismissal or compulsory retirement from service is imposed on a teacher, he may prefer an appeal to the Executive Council within thirty days from the date on which a copy of the order appealed against is delivered to the appellant.

(3) (i) An appeal against an order of the Governing Body imposing on a teacher the penalty of reduction in rank or pay or removal or dismissal or compulsory retirement from service shall lie to a Tribunal consisting of

(a) A nominee of the Kulapati, other than a member of the Executive Council who will act as the Chairman.

(b) The aggrieved teacher's nominee to be named by the appellant in his appeal, and

(c) A nominee of the Governing Body

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

(4) The appeal shall, except where provided otherwise, be presented to the authority to whom the appeal lies, a copy being forwarded by the appellant to the authority which made the order appealed against. It shall contain all material statements and arguments on which the appellant relies, shall not contain any disrespectful or improper language and shall be complete in itself.

(5) The authority which made the order appealed against shall on receipt of a copy of the appeal, forward the same with its comments thereon together with the relevant records to the appellate authority without any avoidable delay and without waiting for the appellate authority.

(6) (i) The appellate authority may confirm, enhance, reduce or set aside the penalty or remit the case to the authority which imposed the penalty with such directions as it may deem fit in the circumstance of the case

(ii) The authority which made the order appealed against shall give effect to the orders passed by the appellate authority

Part VIII- Provident Fund and leave

33. (1) The Governing Body shall maintain a Provident Fund for the benefit of its employees.

(2) Every Whole time teacher and employee of the college other than one whose services have been lent to the college by Government of another Institution permanently appointed to a substantive post shall, as a condition of his service become a depositor of the Provident Fund in the college.

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

Relevant provisions of Pension, General Provident Fund and Gratuity on being approved by the State Government Higher Education/Cultural Department of M.P. shall become applicable to Grantee and Non-Grantee Colleges.

(3) The contribution of each depositor to the fund shall be 12 percent of the salary of the depositor and the amount so deducted together with an equal amount to be contributed by the college shall be deposited in the saving bank of any Post Office or Scheduled Commercial Bank in a Separate Provident Fund Accounting the joint name of the teacher/employee and the Principal of the college.

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

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

(4) (i) An employee on leave on full average pay shall continue to subscribe to the Provident Fund during the period of such leave.

(ii) A teacher/employee under suspension shall not contribute to the Provident Fund during the period of suspension nor shall the contribution of college be due in this case.

(5) The Governing Body may, under such conditions as may be laid down by it, permit the payment of premium of life assurance policy or policies on the life of the depositor out of his personal contribution to the Provident Fund. The amount to be deposited in the saving Bank Account of the depositor shall be reduced to the extent of such premium. In all such cases, the life Insurance Policy for which the premium are so paid shall be assigned in favour of the college.

On retirement of the depositor from the service of the college the policy shall be reassigned to him by the college. In case of maturity of the policy during the service of the depositor in the college, the full

amount of the policy shall be credited to the Provident Fund account of the depositor. In the event of the death of the depositor during his service in the college, the full amount of the policy shall be paid to the legal successor of the deceased to the Provident Fund.

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

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

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

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

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

(i) To meet expenses in connection with the prolonged illness of the subscriber or a person actually dependent on him;

(ii) To pay for overseas passage for reason of health or education of the subscriber or any person actually dependent on him;

(iii) For meeting obligatory expenses, on a scale appropriate to the applicant's status in connection with marriages, funerals and religious ceremonies;

(iv) To purchase land or building for his residence or for the construction of a residential house.

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

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

Part IX- Miscellaneous:

35. (1) The college shall have its own Fund and all receipts of the college such as fees, donations, grants, interest on investments and Endowment Fund and borrowing shall be carried to the Fund.

(2) All moneys belonging to the Fund shall be deposited in such Bank or invested in such manner as the Governing Body may decide.

(3) All expenditure, as may be sanctioned by the Governing Body, for the purpose of the college, shall be met from the Fund.

(4) The fund of the college shall not be used for meeting any expenditure of or giving any loan to the Foundation Society or any other Institution run by the Foundation Society.

36. (1) In addition to such registers and records as the Governing Body may require to be maintained, every college shall maintain such registers and records as may be prescribed by the Executive Council.

(2) Accounts, registers, proceedings of meetings and other records of the college shall be open to inspection, on all working days during office hours, by members of the Governing Body and persons appointed by the Executive Council to conduct any inspection.

37. No person connected with the management of the college and no Principal or, other employee thereof shall directly or indirectly take or receive or cause to be taken or received any contribution, donation, fees or any payment of any sort either in cash or in kind, other than or in excess of the fees prescribed by the University from or on behalf of any pupil as a condition for granting him admission to the college or pursuing a course of study therein and all such amounts paid by the students shall form part of the receipts of the college.

38. Any dispute arising out of the contract of service between the Governing Body of the college and any of its teachers shall at the request of the teacher or the Governing Body be referred by the Kulapati to a tribunal consisting of one nominee of the Kulapati other than a member of the Executive Council who shall be the Chairman and one nominee each of the teacher and the Governing Body and the decision of the tribunal shall be final.

Provided that:-

(1) The executive Body of the institution shall have amongst its members atleast one representative elected from amongst themselves by the teacher of the institution, other than the Principal who have completed atleast two years of service in the institution.

(2) All appointments to teaching posts in the institution not lower than that of a teacher and other than those which use to be filled by promotions shall be made on the recommendation of selection committee which shall have amongst its members atleast the expert in the subject concerned nominated by the Kulapati.

(3) The provisions of "Part VII- Suspension, Penalties and disciplinary authority" of this statute shall apply in case of both the teaching and the non-teaching staff of the institutions.

APPENDIX

Form of Agreement of Service for Teachers.

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

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

1. That this agreement shall begin from the..... day of 19..... and shall be determinable as here in after provided.
2. That the part of the first part is employed on probation for a period of one year and shall be paid a monthly salary of Rs..... in the pay scale of Rs..... The period of probation may be extended by such further period as the party of second part may deem fit; but the total period of probation shall, in no case, exceed two years. The teacher shall be deemed to have been confirmed in his appointment unless not later than one month before the expiration thereof, the Governing Body informs him in writing of its intention not to continue him.
3. That on confirmation the Governing Body shall pay to the teacher during the continuance of this engagement salary in the pay scale of Rs..... and an increment shall be withhold without the approval of the Governing Body.
4. The teacher shall during the continuance of his engagement be entitled to the benefit of the Provident Fund maintained by the Governing Body in accordance with the provisions laid down in the College Code.
5. That the date of birth of the party of the first part is..... and the age of superannuation will be sixty two years, the actual date of retiring shall be the last day of the academic year in which he attains the age of sixty unless extension is granted as provided in part 26 of the College Code.
6. That the Teacher shall be entitled to leave in accordance with the provisions of the College Code.
7. That the Teacher shall devote his whole time to the service of the College and shall not, without the permission of the Governing Body, engage directly or indirectly in private tuition or any trade or business or other remunerative work which may interfere with the proper discharge of his duties; but this prohibition shall not apply to such benefits as accrue to him as an Examiner or Author of Books or due to his academic achievements.
8. That the party of the first part shall, in addition to the Ordinary duties perform such other duties as assigned to him by the Principal of the college in connection with the social, intellectual or athletic activities of the college or examination or administration or the keeping of discipline in the college.

9. After confirmation, the services of the party of the first part can be terminated only on the following grounds:-

- (a) Misconduct including willful neglect of duty;
- (b) Breach of any of the terms of contract;
- (c) Physical or mental unfitness;
- (d) Incompetence
- (e) Abolition of post

(i) The plea of incompetence shall not be used against the party of the first part after he has served at the party of the second part for two years or more after his confirmation.

(ii) The services of the party of the first part shall not be terminated under sub-clause (c) without obtaining a certificate to that effect from a Medical Board to be appointed by the Governing Body.

(iii) The services of the party of the first part shall not be terminated on any account without the previous approval of the Executive Council.

10. Except when termination of service has taken place under sub clause (a) or (b) of clause 9 neither the party of the first part nor the party of the second part shall terminate this Agreement, except by giving to the other party three month's notice in writing or by paying to the other party a sum equal to three months salary, which the party of the first part is then earning. The period of notice referred to above does not include the summer vacation or any part thereof.

11. Nothing in this agreement shall affect the right of the party of the first part to apply for referring any difference or dispute arising out of this agreement to the Tribunal constituted under paragraph 39 of the College Code.

12. On the termination of this agreement from whatever cause, the teacher shall deliver up to the Governing Body all books apparatus, records and such other articles belonging to the College or to the University as may be in his possession

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

Signature..... day of19

(1)(Party of the First Part)

(2) (Party of the Second Part)

In the presence of

(1) (Witness 1)

(2)(Witness 2)

RULES

1. These rules may be called the Madhya Pradesh Ashasakiya Shikshan Sanstha (Adhyapakon Tatha Anya Karmachariyon Ki Bharti) Niyam, 1970

2. In these rules, unless the context otherwise requires.

(a) "Committee means a selection committee constituted under rules 12.13 or 14 as the case may be;

(b) "Form" means a form appended to these rules;

(c) "Member of scheduled Caste" means a member of any caste, race or tribe or part of or group within caste race or tribe specified as Scheduled Caste with respect to the state of Madhya Pradesh under Article 341 of the Constitution of India.

(d) "Member of scheduled Tribe" means a member of any tribe, tribal community or part of or group within a tribe or tribal community specified as such with respect to the state of Madhya Pradesh under Article 342 of the Constitution of India;

(e) "Schedule" means the schedule appended to these rules.

3. Except rules 4 and 5 these rules shall not apply to the institutions established and administered by minorities in pursuance of the provisions of clause (1) of Article 30 of the constitution of India.

4. Recruitment to a post of a teacher or other employee of an institution shall be made by one of the following methods namely:-

(a) Absorption of teachers or other employees of the other institutions whose services have been terminated.

(b) direct recruitment.

(c) promotion; or

(d) deputation of persons either from Government or from any other organisation approved by the Government for the purpose:

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

5. (1) Where the service of a teacher or an employee is terminated by an Institution whether as a result of closer of the Institution or abolition of post or for any other reason whatsoever, such Institution shall send information in respect thereof to the concerned Education Officer and Divisional Superintendent of Education in case of schools and to the Education Officer and in case of Colleges in Form. I

(2) The Education Officer, Divisional Superintendent of Education and the shall keep a record of the information received under sub-rule (1) in a register to be maintained in Form II.

6. In order to be eligible for direct recruitment under these rules a candidate must satisfy the following conditions, namely:-

- (a) He must have attained the age specified in Schedule I.
- (b) Possess the educational qualifications specified in the schedule.

7. (1) Subject to the orders issued by the State Government from time to time, in respect of reservation of posts in services under the State Government for members of Scheduled Castes and Scheduled Tribes:

(a) Fifteen percent and eighteen percent of the class I & II posts specified in the Schedule I thereof shall be reserved respectively for the members of Scheduled Casts and the members of Scheduled Tribes.

(b) Sixteen percent and twenty percent of the class III & IV posts specified in the schedule thereof shall be reserved respectively for the members of Scheduled Casts and Scheduled Tribes.

(2) If sufficient number of candidates belonging to Scheduled Casts or Scheduled Tribes, as the case may be are not available for filling the posts reserved for them under sub-rule(1) the remaining posts shall be filled from amongst the candidates other than Scheduled Castes or Scheduled Tribes.

8. (1) Where an Institution desires to fill up any vacancy of a post of a teacher or other employee, it shall make a reference to that effect to the Education Officer, the Divisional Superintendent of Education or the as the case may be along with a requisition in Form III.

(2) On receipt of a reference under Sub-rule(1), the Education Officer, the Divisional Superintendent of Education M.P. Govt. of the, as the case may be shall furnish information to the Institution concerned in Form IV and such information shall relate to:-

(a) Person having more length of continuous service in educational institution shall be given priority over the person having lesser service at his credit.

(b) Person who was permanent in service shall have priority over a person who was temporary in service; or

(c) Person whose service were terminated earlier shall have priority over a person whose services were terminated later.

(3) If no suitable and otherwise qualified teacher or other employee is available, the Education Officer, the Divisional Superintendent of Education or M.P. Govt., as the case may be shall furnish a non-availability certificate to the Institution concerned.

9. (1) Whenever an Institution other than a non-government Educational Institution for higher education, desires to fill up any vacancy of a post of a teacher or other employee, by direct recruitment, it shall cause a notice prepared for inviting applications there for stating therein the date by which an application for the post should be submitted to the Institution.

(2) A copy of the notice prepared under sub-rule (1) shall be exhibited on the notice board of the Institution and a copy shall be sent to each of the officers of the Education Officer, District Education

Offices, and the Divisional Superintendent of Education for exhibiting it on the notice board of their respective offices.

(3) An Institution may, if it so desires, get the notice prepared under sub rule (1) published in newspaper or published in any other manner deemed proper.

(4) The Institution shall also notify the vacancy to the local Employment Exchange.

10. Application for vacancies in non-government Educational Institution for Higher Education shall be invited in accordance with the provisions of the College Code framed under the Madhya Pradesh Vishwavidyalaya Adhiniyam. 1973, (No. 22 of 1973).

11. An application made under rules 9 or under rule 10 shall be accompanied by satisfactory proof of payment fee if any.

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

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

(b) Members-

(i) District Educational Officer or his nominee:

(ii) One nominee of management.

(iii) Head Master of the Institution;

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

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

(i) In the case of teaching post:-

(a) Kulapati or his nominee Chairman

(b) One nominee of the Management from amongst, its members who are not teachers.

Member

(c) One expert in the subject concerned nominated by the Kulapati Member

(d) One expert in the subject concerned nominated by the Madhya Pradesh Higher Education. Member

(e) Principal of the Institution Member Sec.

(ii) In the case of Principal-

(a) Kulapati or his nominee Chairman

(b) One nominee of the management Member

(c) Dean College Development Council Member

(d) One nominee of the Madhya Pradesh Higher Edu. Member

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

(a) A nominee of the Kulpati	Chairman
(b) One nominee of the management	Member
(c) One nominee of the Madhya Pradesh Higher Education Dept.	Member
(d) Principal of the Institution	Member

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

15. (1) The committee shall, having regard to the nature of duties of the post, select candidates by any one of the methods prescribed under the said rule and shall prepare a list of such candidates.

(2) The candidates shall be selected on the basis of merit and the panel as well as the order of the names in the panel recommended by the Selection Committee should have the full concurrence of atleast one expert.

(3) The list prepared under sub-rule (1) shall contain the names of candidates five times the number of posts proposed to be filled up.

(4) The list prepared under sub-rule(1) shall be submitted to the Institution.

(5) Appointment to any post of a teacher or other employee shall be made in order of merit from the list prepared under sub-rule (1) Under the Rules 6& 7 of Madhya Pradesh Ashasakiya Shikshan Sanstha, (Adhyapakon Tatha Anya Karmachariyon Ki Bharti) Niyam 1979 - (Published in M.P. Rajpatra (Ashadharan) dated 16-05-1979 on pages 1783-1791)

MINIMUM QUALIFICATIONS FOR REQUIREMENT TO TEACHEING POSTING THE INSTITUTIONS.

(A) For Lecturers in College

(a) A doctor's degree or published research work of an equivalent high standard and

(b) (i) A 2nd class Masters Degree in the concerned subject with atleast 55% marks (B) in the seven point scale) or an equivalent degree of a foreign University: and

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

(ii) At least 50% marks at the Bachelor's degree examination on the basis of which division is awarded at the degree level by University.

(iii) At least 50% marks at the Higher Secondary/Intermediate Pre University Examination, as the case may be.

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

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

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

- (i) A 2nd class Master's Degree in the concerned subject with atleast 50% marks (B in the seven point scale), and N.B. (while taking into account the marks/grade, obtained in internal assessment, if any, shall be excluded)
- (ii) 2 years experience of research work or practical experience in research laboratory, research organisation, and
- (iii) Atleast 50% marks at the Bachelor's degree examination on the basis of which division is awarded at the degree level by the University; and
- (iv) At least 50% marks at the Higher Secondary/Intermediate/Pre-University examination as the case may be.

OR

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

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

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

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

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

STATUTE NO. 13

CONDITIONS OF SERVICE FOR UNIVERSITY EMPLOYEES

[Refer Section 41]

1. Save as otherwise provided in the Act. 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, including special pay or additional pay or technical pay or personal 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) 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.
 - (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 any body is:
 - (i) The rental value of the house taken into account by the Property Tax-Officer for calculation of property tax payable to Government;
 - or
 - (ii) The rental value determined by local authorities (e.g. Municipal committee, Corporation etc.) for any purpose;
 - or
 - (iii) The reasonable rent of the locality in which the house is situated as per the guidelines of the collector of the district subject to the satisfaction of the Registrar.

Part II - Classification of Posts, Appointment and Tenure:

3. (a) Posts in the University shall belong to the class and shall carry the scales of pay as prescribed by the state government and adopted by the Executive Council of the University.
- (b) The rates of dearness allowance on pay drawn in the scales shall be as may be sanctioned by the state government from time to time for its employees.

Provided that the rates at which dearness allowance is to be paid shall not be sanctioned by the Executive Council except with the prior approval of the state government.

4. (1) (a) Except the officers of the University for which special provisions for appointments have been made in the Act and subject to clause (b) below, the Executive Council shall have power to appoint all other officers of the University, the teachers of the University and all other employees paid by the University.
- (b) Subject to the control and approval 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.

Provided that the percentage of posts in the University Service to be filled by direct recruitment will be reserved for member of the Scheduled Cast/Scheduled Tribes/O.B.C./Women, possessing the requisite minimum qualifications, as per the state government rules and directives:

- (2) (a) Save as otherwise provided in the statutes and the ordinances the qualifications for appointment to the posts in various categories in the University shall be such as may be determined by the appointing authority from time to time.
- (b) The category of posts (excluding teaching posts and posts of officers of the University), the percentage of such posts to be filled ordinarily by promotion specified by the Executive Council. Such promotions shall be made on the basis of seniority-cum-merit subject to the rejection of the unfit and also subject to application of reservation policies framed by the state government from time to time.
- (3) The age of retirement of a University employee other than Teachers will be sixty years. The age of retirement of University Teachers will be sixty two years. The age of retirement of a University employee in class IV service shall be sixty two years.

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

Provided further that the age of retirement of a University employee/teacher shall be amended mutatis mutandis when the state government amends it and the Executive Council of the University adopts it.

5. (1) Ordinarily appointment against a permanent post shall in the first instance be on probation for a period of two years. 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 exceed three years.

(2) No person shall ordinarily be appointed to a post in university service without the production of a certificate of health and physical fitness given by a medical board of district government hospital. 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.

6. Temporary appointment may be made to a temporary post or in a leave vacancy in respect of a permanent post. Where the temporary post is subsequently made permanent in an identical 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.
7. (a) The whole time of University employee is at the disposal of the University and he may be employed in any manner required by the proper authority, without claim for additional remuneration.
 (b) (i) The Executive Council may permit a University employee to perform a specified service for a private person, body or Government and to receive a remuneration therefore in the form of a fee if it is satisfied that this can be done without detriment to his official duties or responsibilities:

Provided that the University employee shall be required to deposit the required percentage of amount of the fee, so received to the fund of the University as provided in state government rules except in cases covered by exception 4 below SR 2 of rule 47 of M.P. Fundamental Rules.

- (ii) The appointing authority may grant or permit a University employee to receive an honorarium as remuneration for work performed, which is occasional in character, Provided that the prior consent of the appointing authority has been obtained and the amount of the remuneration has been settled in advance.
 - (iii) The Kulpati/Executive Council may depute a University officer/teacher/employee to perform specified service for private institution/body or government on deputation as per delegation of powers. The terms and conditions of deputation shall be as per state government rules in force from time to time
8. The Head of the branch or department or department or institution under whom the employee is working shall send to the Registrar in the form prescribed by the March.
 - (a) every year not later 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.

9. A temporary appointment may be terminated by either party without assigning any reason by giving to the other one month's notice or one month's salary of the employee concerned in lieu thereof. No such notice or payment of salary shall be necessary in case of termination of service of work-charge or contingency-paid employee.
10. (a) If the appointing authority does not find that 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 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 to the University.
- (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 on that post.
11. On confirmation on a permanent post, a University employee acquires a lien on that post. A University employee holding a permanent post substantively, if appointed substantively to another post, acquires a lien on the second post and ceases to hold any lien on the first one.
12. A permanent employee shall be required to give three months notice in case he wishes to resign or he shall pay to the University three month's salary in lieu of such notice. If the University terminates the services of a permanent employee, a notice to that effect shall be served on him three months before the date on which he is to be relieved. In the absence of such notice, the University shall pay him three 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 by him 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.

13. (a) The services of a university employee may be terminated on any of the following grounds:
- (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-making or attempts at victimization on any grounds.
 - (iii) Inciting student against other students, colleagues or University administration.

- (iv) Raising questions of caste, creed, religion, race or sex in 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.
14. Before leaving University service an employee, whether appointed temporarily or on probation or permanently shall hand over the charge of his post to the employee duly 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 quarters, if any, inclusive of Municipal taxes, water and electric charges etc. If he fails to do so, the Head of the branch or institution in which he is employed shall have the right to recover the amount due from him from the arrears of salary due to him or from the University contribution to his Provident Fund.
15. A University employee shall subscribe to the New Pension Scheme in accordance with the provision of the Statutes.
16. An employee of the University shall begin to draw the pay and allowances, if any, attached to his post with effect from the date he assumes the duties of that post and shall cease to draw them as soon as he ceases to discharge those duties.
17. (i) No University employee 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 special case, in view of the exceptional circumstances.
18. The pay of a University employee in the time scale of pay in which he is appointed shall be regulated by the Fundamental Rules of Madhya Pradesh government. Annual increment shall ordinarily be drawn as a matter of course unless it is withheld.

Part III – Residential Accommodation :

19. 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.

20. When University employees are provided with unfurnished University quarters, they shall pay monthly rent at the rates as prescribed by state government for its employee according the type of accommodation provided.
21. The employees who have not been provided with University accommodation shall be eligible to house rent allowance at the rates sanctioned by the state government for its employees subject to the conditions laid down by the state government for grant of such allowance.
22. The rules for all kinds of leave to University employees, I, e., earned leave, half pay leave, extra ordinary leave, special disability leave, study leave, maternity leave etc. shall be the same as applicable to the state government employees, in from time to time.
23. (A) **CASUAL LEAVE :**
 - (i) Casual leave cannot be claimed as right and its grant is always subject to maximum of 13 days in a calendar year.
 - (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 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 necessary for such job.

(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 the interests of the University or other academic work which will include working on the committees appointed by the Universities/Government/University Grants Commission, lecturing and examination work; or such other work as may be specified by the Executive Council.

(iii) Special Casual leave under clause (ii) above shall be admissible only for non-remunerative work and shall not exceed fifteen days in a calendar year.

Provided that for non-remunerative work on the committees appointed by the Universities/Government/University Grants Commission, the Kulpati may, at his discretion, sanction special casual leave for a further period not exceeding fifteen 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 specialised lectures in India or abroad the period of absence from the University shall be counted as Duty.

24. Leave to the extent prescribed below but not exceeding in any case the period earned may be sanctioned by the authority mentioned against each:

Kind of Leave	Category of employee	Sanctioning authority	Extent of powers
(A) Casual leave	(i) Heads of departments and Registrar , Teachers, Officer, Under faculty	Kulpati	Full
	(ii) Departmental employee (teacher other than Head of the department, laboratory, ministerial and class IV staff)	Registrar	Upto 5 days at a time
	(iii) Registrar's office staff Administrative Staff.		Full
Kind of Leave	Category of employee	Sanctioning authority	Extent of power
(B) Special Casual leave	All employees other than Kulpati	Kulpati	Full
(C) Leave other than casual or special casual leave	(i) Kulpati	Visitor	Full
	(ii) Heads of Departments and Registrar	Kulpati Executive Council	Upto 2 months Full
	(iii) All class I and class II employees	Kulpati Executive Council	Upto 3 months Full
	(iv) Class III and class IV staff in University Teaching Departments	Head of the concerned department Kulpati	Upto one month Full
	(v) Class III and class IV staff other than (iv) above	Registrar Kulpati	Upto one month Full

25. The benefit of surrender and encashment of earned leave will be admissible to the University employees as per the rules applicable to the state government employees from time to time.

Part V Suspension, Penalties and Disciplinary Authority

26. The rules and directives as prescribed from time by the state government for its employees shall also be applicable to the University employees/teachers.
27. (1) The appointing authority may by an order place an employee, under suspension :
- When a disciplinary proceeding against him is contemplated or is pending, or
 - Where 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:
- With effect from the date of is detention, if he is detained in custody, whether on a criminal charge or otherwise for a period exceeding forty-eight hours.
 - 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 and 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.
28. (1) The appointing authority may, for good and sufficient reasons, impose on an employee the following penalties:
- (a) Censure,
 - (b) Recovery from his pay of the whole or part of any pecuniary loss caused by him to the University by negligence or breach of orders;
 - (c) With holding 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 fifty may be imposed on a class IV employee for petty carelessness, unpunctuality, idleness or similar misconduct of a minor nature.

Provided that if it is intended to impose minor penalties as enumerated in clause (a) to (c) of sub- paragraph (1) above, the Registrar in respect of class III and IV employees and the Kulpati in respect of other employees in including the teaching staff may institute disciplinary proceedings and may pass appropriate orders.

- (2) The appointing authority may institute disciplinary proceeding against an employee of the University
 - (3) No order imposing any of the penalties specified in (d) to (g) of 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 state government and in force at the time the appointing authority others an inquiry against the employee concerned.
 - (4) For imposing penalties specified in clause (a) to (c) of sub- paragraph (1) above, a summary procedure as prescribed in the state government rules may be fallowed mutatis mutandis.
29. (1) Where any penalty is imposed on an employee by the Registrar, the employee concerned may prefer an appeal to the kulpati with in 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 Kulpati, the employee concerned may prefer an appeal to the Executive Council within thirty days from the date on which a copy of the other appealed against is delivered to the appellant.
 - (3) Where any penalty is imposed on an employee by the Executive Council, he may prefer an appeal to the kuladhipati within thirty days form the date on which a copy of the order appealed against is delivered to the appellant.
 - (4) The appeal shall be presented to the authority to whom the appeal lies, a copy being forwarded by the appellant to the authority which made the order appealed against. It shall

contain all material statements and arguments on which the appellant relies, shall not contain any disrespectful or improper language and shall be complete in itself.

- (5) The authority which made the order appealed against shall on receipt of a copy of the appeal, forward the same with its comments thereon together with the relevant records to the appellate authority with any unavoidable delay and without waiting for any direction from the appellate authority.
 - (6)
 - (1) 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.
 - (2) The authority which made the order appealed against shall give effect to the penalty or remit the case to the appellate authority.
30. An University Employee under suspension shall not be granted any leave.
31. An employee under suspension will be entitled for subsistence for allowance and allowances as per state government rules in force.
32. 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.

Part VI- Miscellaneous :

33. 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.
34. 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.
35. No employee shall:
- ✓ (1) 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
 - (2) 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.
36.
 - (1) 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.
 - (2) 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.

37. No employee shall except on 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.
38. 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 matter pertaining to his service under the University.
39. 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 can not be claimed as a matter of right.

40. No University employee except those specifically employed on a part-time basis shall without be previous permission of the University, apply for any post, outside the University.
41. Any infringement of provisions of pares 33 to 40 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.
42. All provisions pertaining to discipline as contained in rule 4 of M.P. civil Service (Conduct) Rules shall be deemed to be part of university Conduct Rules not provided in the provisions of para 33 to 44 of University Rules.

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STATUTE NO. 14 PROVIDENT FUND

[Refer Section 41]

1. In this Statute:-

(a) "Salary" in relation to an employee means monthly salary, and includes all fixed monthly allowances by way of pay, acting or personal allowance, but does not include any other allowance;

(b) "Employee" means every whole-time officer, teacher or other employee of the University appointed permanently to a substantive appointment carrying a salary and includes those appointed on contract for a definite period of not less than three years but does not include person whose services have been lent to the University by Government or who is on leave from a government post.

(c) "Subscriber" means an employee on whose behalf a deposit is made under this Statute.

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

(d) "Saving Bank" means saving bank of any Post Office or any scheduled bank as defined in Reserve Bank of India Act, 1934 (No. 11 of 1934).

(e) "Interest" means the interest which is paid on a deposit in the saving bank of the post office or the scheduled banks from time to time.

(f) "Dependent" means any of the following relations of a deceased subscriber to Provident Fund viz., a wife, husband, son, daughter, deceased son's widow, son of the deceased son, daughter of the deceased son, parents, minor brothers and unmarried sister, and where no parent of the subscriber is alive, a paternal grand-parent.

2. Every employee of the University shall subscribe to the Provident Fund at the rate of $8\frac{1}{3}$ per cent of his salary for which an account will be opened in the Saving Bank. The deduction shall be made by the University upon every salary bill presented. In the calculation of this deduction, fractions of a Rupee shall be omitted. The amount so deducted together with the contribution by the University under para 3 shall be deposited in the Saving Bank. The payments in respect of the monthly deductions and contributions shall, so far as possible be made into the bank within two days of the receipt of the money in order that interest may accrue. The following procedure will be adopted :- "The post Office or the scheduled bank will open an account in the name of the individual subscriber to the Provident Fund. The account will be operated by the Registrar only and all sums to be credited in these accounts shall be sent to the Post Office or the Bank accompanied by-

(a) Saving Bank pass book; &

(b) a list in such form as may be prescribed by the Registrar showing in detail the amount to be credited to each account.

Note - (i) Subscribers to the Provident Fund are given option of raising their subscription to the Provident Fund upto any amount not exceeding the pay drawn by them.

(ii) A subscriber may, at his option, not subscribe during leave. He shall intimate his election not to subscribe during leave by written communication to the Registrar before proceeding on leave. Failure to make due and timely intimation shall be deemed to constitute an election to subscribe during leave. The subscription of the subscriber while on leave with allowance shall be assessed on the full amount of his pay and not on the leave salary.

(iii) No subscriber shall subscribe to the Fund while on leave on half average pay or leave without pay or absent without leave or while under suspension.

3. The amount of subscription of the employee will be so invested by the Registrar in Post Office or bank that the employee gets an interest of not less than 12% per annum or the rates of interest decided by the State Government from time to time on his accumulations in fund. In case the rate of interest falls short of the rate of 12% per annum or the rate as fixed by Govt. from time to time as calculated on G.P.F. accounts, the difference shall be made good by the University from the pension & gratuity fund (UNIPENGRAP) after obtaining prior approval from the Finance Officer (Pension) of Higher Education /Cultural Department of M.P.

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

4* (i) Provided further that the provisions of this para of the Statute will be applicable only in respect of the employees who are not covered under the pension and gratuity scheme of the University but continue to be governed by the Contributory Provident Fund Scheme.

(ii) The Post Office Cash Certificates, securities and fixed deposit receipts shall remain in the custody of the Registrar

5. The Kulapati may, under such conditions as may be laid down by him, permit the payment of premium on life assurance policy or policies on the life of the subscriber out of his personal subscription to the Provident Fund Account under para 2 above. The amount to be deposited in the saving bank account of the subscriber shall be reduced to the extent of such premium. In all such cases the life insurance policy for which the premium are so paid shall be assigned in favour of the University.

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

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

* Amended vide E.C. resolution No. 67 dated 06-10-88

(a) No employee whose services have been dispensed with for what, in the opinion of the Executive Council, is gross misconduct or, shall be entitled to receive the amount of the contribution made by the University on his behalf and the interest thereon;

(b) No employee shall be entitled to receive the amount contributed by the University on his behalf and the interest thereon, unless he had been in the service of the University, for a continuous period of 12 months from the date he has been allowed to subscribe to the Provident Fund and has been permitted to resign from his appointment.

(ii) Any contribution and interest thereon withheld under this Statute shall belong to the University and shall be credited to the University Fund.

7. The Kulapati may permit a subscriber to take a temporary advance from the amount standing at the credit of the subscriber in the Fund. Temporary advance will be admissible for the following purposes:

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

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

(ii) To pay for overseas passage for reasons of health or education of the subscriber or any person actually depending on him.

(iii) To meet the cost of education of the subscriber or of any person actually dependent on him.

(iv) To pay obligatory expenses appropriate to the subscriber's status which by customary usage the subscriber has to incur in connection with marriage or other ceremonies of the subscriber or marriage, funeral and other ceremonies of any person actually dependent on him.

(v) To make good the loss of University money in the interest of the subscriber

(vi) To meet expenses in connection with any departmental enquiry or legal proceedings in which the subscriber is a party.

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

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

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

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

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

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

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

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

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

(ii) The subscriber may, from time to time, change his nominees by a written application, duly witnessed, to the Registrar. A register of such nominees shall be kept in the University office under the personal custody of the Registrar.

10. Any sum, standing to the credit of any subscriber to the fund at the time of his death and payable to any dependent of the subscriber or to such persons as may be authorised by law to receive payment on his behalf, shall, subject to any deductions authorised by the Statutes, vest in the dependent and shall be free of any debt or other liability, incurred by the dependent before the death of the subscriber:

Provided that if no nomination has been made by the subscriber, such sum shall be paid to the dependents in order of preference given in clause (f) of para 1.

11. When the sum standing to the credit of any depositor becomes payable that may, if the Executive Council so directs, be deducted there from and paid to the University Fund and amount under a liability incurred by the subscriber to the University but not exceeding any sum or sums contributed by the University and any interest or other profit thereon.

STATUTE NO. 15

BUILDING COMMITTEE

1. There shall be a Building Committee consisting of the following:-

- (i) The Kulapati- Ex Officio Chairman.
- (ii) The Chief Engineer P.W.D. (B&R) M.P. or his nominee not below the rank of Executive Engineer.
- (iii) Communicator of municipal corporation or his nominee.
- (iv) The collector of the district.
- (v) Two members nominated by the Executive Council (not necessarily from amongst themselves).
- (vi) One members to be co-opted by the committee (if necessary two members can be co-opted).
- (vii) The Registrar.
- (viii) The university Engineer Member Secretary.

2. Four members of the Building Committee shall form a quorum and members other than ex-officio members shall hold office for two years.

3. The Building Committee shall :-

- (a) Advice the Executive Council on all matters relating to the construction of building, repairs, alterations, additions to existing buildings, playgrounds which it may think necessary or urgent.
- (b) Select and recommend site for acquisition by the Executive Council.
- (c) Accord technical sanctions to the detailed plans and estimates.
- (d) Select and recommend acceptance of tenders.
- (e) Sanction expenditure incidental to the execution of each work subject to the allotment made by the Executive Council.
- (f) Make recommendations to the Executive Council about the order in which work should be carried out;
- (g) Recommend to the Executive Council creation of posts of the Engineering staff subject to the availability of funds in budget.
- (h) The Building Committee may appoint sub-committees for carrying out its directions.

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