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STATUTE NO. – 1

QUALIFICATION, TERMS AND CONDITIONS OF SERVICES OF KULPATI

1. Qualification:

Qualification for the post of Vice-Chancellor shall be as per UGC regulations 2010.

“Persons of the highest level of competence, integrity, morals and institutional commitment are to be appointed as Vice-Chancellors. The Vice-Chancellor to be appointed should be a distinguished academician, with a minimum of ten years of experience as Professor in a University system or ten years of experience in an equivalent position in a reputed research and / or academic administrative organization”.

And as amended from time to time by the UGC.

2. Emoluments:

The Vice-Chancellor shall receive a fixed monthly basic pay as recommended by UGC from time to time and approved by the State Government. He/she shall also receive dearness allowance, additional dearness allowance (if any) as admissible to state Government officers on equivalent basic pay. Guidelines of UGC from time to time will be considered as and when implemented.

3. Pensioner Benefit:

3.1 When a candidate who holds a substantive post in any other University/ Institution/Organization and retains his lien therein is appointed as a Vice-Chancellor, the pension contribution/ employer contribution shall be paid to the parent University/ Institution/ Organization by the University as per the rules prevailing in parent University / Institution/ Organization.

3.2 If the Vice Chancellor assumes his office after superannuation or superannuate in his previous organization during the tenure of holding the post of Vice Chancellor, he/ she shall be entitled for provident fund benefits as per State Govt. rules.

4. Accommodation

4.1 The University shall provide free furnished official residence fully maintained by the University and no maintenance, including electric and water charges, shall be liable on the Vice- Chancellor.

4.2 If the University does not possess a suitable accommodation for the residence of Vice Chancellor it may hire on lease a private suitable accommodation. The leased rent shall be paid by the University.

4.3 If the Vice-Chancellor resides in any other accommodation, Govt./own /rented, he/she shall not be entitled to draw House Rent Allowance. The University shall not incur any expenditure on the maintenance of such accommodation.

4.4 There shall be a Secretarial office also at the residence of the Vice Chancellor fully maintained by the University.

5. Vehicle:

- 5.1 The Vice Chancellor shall be entitled to a Chauffeur driven vehicle for official use including its maintenance, repair and fuel required therefore.
- 5.2 The Vice-Chancellor shall also be eligible to use the University vehicle for private purposes and for such journeys he/she 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.

6. Leave:

State Govt. leave rules shall be applicable, e.g.

- 6.1 The Vice Chancellor shall be entitled to 30 days earned leave on full pay in a calendar year. Such leave shall be credited to his/her account in advance in half year; the leave shall be credited proportionately at the rate of $2\frac{1}{2}$ days for each completed month of service.
- 6.2 The leave at the credit of Vice Chancellor at the close of previous half year shall be carried forward to the second half year subject to the condition that the leave so carry forward plus the credit for that half year does not exceed the maximum limit of 240 days.
- 6.3 The Vice Chancellor on relinquishing the charges of the office shall be entitled to receive a sum equivalent to leave salary admissible for the number of days of leave on full pay due to him subject to maximum of 240 days including encashment benefit availed of elsewhere.
- 6.4 The Vice Chancellor shall also be entitled to half pay leave at the rate of 20 days for each completed years of service. This half pay leave may only be availed of as commuted leave on full pay on medical grounds and when commuted leave is availed, then twice the amount of half pay leave shall be debited against half pay leave due.
- 6.5 The Vice Chancellor shall also be entitled to avail extra ordinary leave without pay for a maximum period of three months during the full term of four years on medical ground or elsewhere.
- 6.6 The Vice Chancellor may avail a total of 7 days Special duty leave in a month for attending seminars/ conferences/ symposiums/ meeting of various committees either on invitation or in his capacity as member of such committee outside the jurisdiction of the University.
- 6.7 The Vice Chancellor can avail a total of 13 days casual leave and 3 days optional leave in a calendar year.
- 6.8 On completion of tenure if the Vice Chancellor returns back to his substantive post on which he holds lien, the earned leave/half pay leave credited to his account may be transferred to his previous leave account maintained by parent Organization and subject to the provision of agreement reached between the University and the parent University/ Institution/ Organization.

7. Medical Reimbursement:

The Vice Chancellor shall be entitled to medical reimbursement and other benefits as per State Govt. norms / as decided by the Executive Council / Co-ordination Committee from time to time.

8. Travelling Allowance:

The Vice Chancellor shall be entitled to draw travelling allowance and daily allowances as admissible to State Government Officers.

9. Resignation:

Vice Chancellor may resign by tendering his/her resignation to the Chancellor.

STATUTE NO. 1(A)

REFER SECTION 15 (B) (III)

Term and Conditions of Service of Rector / Pro Vice-Chancellor

1. The appointment of Rector/ Pro Vice-Chancellor shall be done amongst the University Professors only as per the provisions provided in the University Act.
2. The term for the Rector/Pro Vice-Chancellor shall be Co-terminus with the office of the Kulpati. However, it shall be prerogative of the Vice-Chancellor to recommend a new Rector/Pro-Vice-Chancellor to the Executive Council, during his/her tenure.
3. The Rector/Pro Vice-Chancellor shall be a full time salaried officer of the university. He / She shall receive pay and allowances as per UGC/ State Govt. norms.
4. Subject to the provision of the Act, the term of office and condition of service of the Rector shall be as per UGC norms or as may be determined by the Kuladhipati.
5. The Rector/ Pro Vice-Chancellor shall perform such duties and exercise such powers of Kulpati as may be assigned to him by the Kulpati and shall perform such other duties and exercise other powers as may be prescribed by Kuladhipati.
6. During his/her tenure office of the Rector/Pro Vice-Chancellor shall be entitled to have a rent free furnished residential accommodation maintained by the university.
7. The Rector/Pro Vice-Chancellor shall be entitled to use a University vehicle for official purposes. The Rector/Prof Vice-Chancellor shall also be eligible to use the University vehicle for private purposes and for such journeys he/she 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
8. The Rector/Pro Vice-Chancellor shall also be entitled to all benefits of leave, pension, gratuity etc. of the University service as applicable to his/her original post.
9. The Rector/ Pro Vice-Chancellor shall act as member in all committees as mentioned in the MP. Vishwavidyalaya Adhiniyam, 1973 including Standing Committee and Finance committee of the University.

STATUTE NO. 2
POWERS OF THE KULPATI
[Refer Section 15 (9)]

1. The Kulpati may constitute such committees as he deems necessary to help him/her in the discharge of the duties entrusted to him/her by or under the Adhiniyam.
2. The Kulpati may sanction an allowance to any employee of the University for any Special Duties assigned to such employee or additional duties performed by him/her which in the opinion of the Kulpati warrants such payment.
“Provided that such allowance shall not exceed ten percent of the basic pay of such employees. No employee of the University shall be entitled to any other financial benefits except as mentioned above.”

STATUTE NO. 3

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

[REFER SECHON 15-C AND 16 (6)]

1. The Registrar shall receive salary in the pay scale as declared by the state Government time to time.
2. No person shall be eligible for appointment as Registrar unless he possesses such qualifications as per M.P. State University service rule.
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 employees of the University.
4. The Registrar shall retire on completing the age as decided by the State Govt. time to time.
5. It shall be 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 meetings of the Court, the Executive Council, the Academic Council, the Academic Planning and Evaluation Board and any bodies or committees appointed under the Adhiniyam of which he is to act as Secretary
 - (c) to keep the minutes of all meetings of the Court, the Executive Council, the Academic Council, the Academic Planning and Evaluation Board and any bodies or committees of the University appointed under the Adhiniyam of which he has to act as Secretary
 - (d) to conduct the official correspondence of the University, the Court, the Executive Council, the Academic Council and the Academic Planning and Evaluation Board:
 - (e) to arrange superintendent for the examinations of the University.
 - (f) to provide to the Kuladhipati and State Govt:-
 - 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 holding of such meetings; and
 - iii. such other papers and information as the Kuladhipati / State Govt. 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/ Finance Officer is appointed in the University;
 - (h) to exercise all such powers as may be necessary or expedient for carrying into effect the orders of Kulpati 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 Kulpati 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 and Regulations; and
 - (k) to render such assistance as may be desired by the Kulpati in the performance of his/her official duties.
6. Subject to the control of the Kulpati, 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 shall be entitled for accommodation and vehicle for official purpose to perform the official duty subject to deposition of license fees as prescribed to the equivalent officers of the state Govt.
8. The Registrar may, if desired by the Chairman of any authority or body, of which he is the Secretary, speak at a meeting of such authority or body.

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

[Refer Section 17(3)]

1. The Dean of Students Welfare shall be appointed for a term of three years and shall be eligible for reappointment.
Provided that he shall notwithstanding the fact that his term of three years has not expired, cease to hold office on completing the age of superannuation.
Provided further that notwithstanding the fact that his term of three years has not expired the Executive Council may, on a report from the Kulapati terminate the appointment of Dean of Student's Welfare if it is satisfied that further continuance of the Dean of Students' Welfare will be detrimental to the cause for which he has been appointed or to the interests of the University.
2. Where the Dean of Students' Welfare is a full-time salaried officer, he shall:
 - (a) possess experience of guiding extra-curricular activities and understanding of students' problems.
 - (b) Draw salary in the pay scale of Associate Professor.
3. The Dean of Students' Welfare if appointed from amongst the Teachers of the University shall continue to hold his lien on his substantive post and shall be eligible to all the benefits that would have otherwise accrued to him before his appointment as Dean of Students' welfare
4. The Dean of Students' Welfare shall be entitled to leave, leave salary, allowances, provident fund medical and other benefits as may be prescribed by the University for the employees of the University.
5. Notwithstanding the provision of this Statute a full time salaried Dean of Students' Welfare appointed before the date of coming into force of this Statute shall continue to hold office subject to the terms and conditions of his appointment.
Provided that such Dean shall not be continued in service after he has completed the age of superannuation.
6.
 - (i) The Dean of Students Welfare shall be the Advisor cum Treasurer of the University Students Union and the head of the information bureau and the Employment bureau in the University.
 - (ii) The Dean of Students' Welfare shall, if the Executive Council, the Academic Council or the Court so desires, be present at any meeting of the authority concerned when matters relating to Student's Welfare come up for consideration therein.
 - (iii) Subject to the control of the Kulpati, the Dean of Students' Welfare shall:
 - i. make arrangements to ensure suitable housing facilities for students;
 - ii. arrange for employment of students in accordance with plans approved by the Kulpati;
 - iii. communicate with the guardians of the students concerning the welfare of students;
 - iv. obtain travel facilities for students;
 - v. assist the students in obtaining Scholarships, etc. by giving them information relating thereto;
 - vi. perform such other duties as may be assigned to him from time to time by the Registrar with the approval of the Kulpati.

STATUTE NO. 5
LEARNED PROFESSIONS
[Refer section 20(I) (XVI)]

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

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

STATUTE NO. 6
MEETING OF THE COURT
[Refer Section 21]

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

STATUTE NO. 7
STANDING COMMITTEE OF THE ACADEMIC COUNCIL

[Refer Section 26 (2)]

1. (i) The Standing Committee to be constituted under Sub Section (2) of Section 26 shall be composed as under
 - (a) The Kulpati
 - (b) Rector
 - (c) Deans of all the Faculties
 - (d) Dean/Director, College Development Council
 - (e) The Registrar shall act as the Secretary of the CommitteeOne-third of the total members will form the quorum. The quorum shall not be applicable for adjourned meeting.
2. The Standing committee may invite such other persons not exceeding three as it may deem fit for any particular meeting.
3. Meetings of the Committee shall be convened under the direction of the Kulpati.
4. It shall be duty of the Standing Committee to render advice on equivalence of examinations in consultation with the faculty concerned and all other matters as may be referred to it by the Academic Council, the Executive Council or the Kulpati.
5. Subject to the provisions of the Adhinyam and the Statutes, the Committee can dispose of other matters referred to it by the Academic Council. In every case where the Standing Committee disposes of any matter, the matter shall be reported to the Academic Council.

STATUTE NO. 8

OTHER FACULTIES

[Refer Section 27 (1) (X)]

In addition to the Faculties enumerated in Sub-Section (1) of Section 27 of the Adhiniyam, there shall be all or any of the following Faculties, namely.

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

STATUTE NO. 9

CONSTITUTION AND POWERS OF THE FACULTY

[Refer Section 27 (2)]

1. Each faculty shall consist of the following members, namely:
 - (a) The Dean of the Faculty-CHAIRPERSON.
 - (b) All Chairpersons of the Boards of Studies of the subjects comprised in the Faculty.
 - (c) All Professors in the Departments assigned to the Faculty.
 - (d) One College Professor from each department assigned to the Faculty by rotation according to seniority.
 - (e) Two Readers/ Associate Professors of University Teaching Departments/Schools of Studies, two Associate Professors in Affiliated colleges, six Lecturers/ Assistant Professors teaching any of the subjects comprised in the Faculty by rotation according to seniority.

Provided that there shall not be more than one teacher of any single category from any one of the Departments assigned to the Faculty.
 - (f) Three persons assigned to the Faculty by the Academic Council from amongst its members.
 - (g) Not more than two persons not connected with the University or any college and having expert knowledge of the subject or subject comprised in the Faculty including from persons from professional and regulatory bodies can be co-opted as members under clauses above.

Provided that not more than one person representing any one Department of the Faculty shall be co-opted.
 - (h) Not more than two persons not connected with the University or any College and having expert knowledge of the subject or subjects comprised in the Faculty co-opted by persons becoming members under clauses (a) to (g) above. Provided that not more than one person representing any one department of the faculty shall be co-opted.
 - (i) Member(s) may be co-opted as per requirement of the concerned Regulatory Body.
2. All members of the Faculty other than ex-officio members and the Dean shall hold office for a term of three years.
3. One-third of the total membership of the Faculty shall constitute a quorum.

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

STATUTE NO.10

BOARD OF STUDIES

[Refer Section 28 (1)]

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

Name of Faculty & Department

(A) Faculty of Arts

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

(B) Faculty of Social Science

1. History, Modern History, Medieval History.
2. Ancient Indian History Culture and Archaeology, Indology.
3. Political Science, International Relations. Public Administration, Human Rights.
4. Economics, Business Economics, Applied Economics
5. Sociology, Social work and Community, Demography and Population Science
6. Anthropology
7. Geography
8. Psychology
9. Military Science & Defense Studies
10. Rural Development
11. Home Science (if there is no separate Faculty of Home Science in the University).

(C) Faculty of Home Science

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

(D) Faculty of Science

1. Physics, Laser Technology.

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

(E) Faculty of Life Science:

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

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

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

(G) Faculty of Law

1. Law

(H) Faculty of Commerce

1. Commerce

(I) Faculty of Education

1. Education

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

(J) Faculty of Physical Education

1. Physical Education
2. Yogic Sciences

(K) Faculty of Technology

1. Pharmaceutical Science

(L) Faculty of AYUSH

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

(M) Faculty of Medicine

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

(N) Faculty of Non-Formal Education

1. Life Long Learning, Continuing and Extension Education
2. Population Education

3. Distance Education
4. Peace Education

(O) Faculty of Dentistry

1. Dentistry

(P) Faculty of Prachya Sanskrit

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

(Q) Faculty of Management Studies

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

(R) Faculty of Engineering Sciences

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

(S) Faculty of Vocational Studies

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

(T) Faculty of Rehabilitation Sciences

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

(U) Faculty of Mathematical Science

1. Bio-mathematics *
2. Statistics *

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

STATUTE NO. 11

POWERS OF THE BOARD OF STUDIES

[Refer Section 29]

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

STATUTE NO. 12

QUALIFICATIONS OF STUDENT MEMBERS OF BOARD OF STUDIES

[Refer Section 28 (2) (VI)]

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

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

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

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

STATUTE NO. 13

ANNUAL REPORT

[Refer Section 47]

1. The Annual Report of the University shall cover the period from the 1st July to the 30th June following and shall be submitted to the Court at its annual meeting held after the expiry of the said period.
2. Copies of the Annual Report of the University shall be circulated amongst the members of the Court on or before the 31st of December immediately following the expiry of the period to which it relates or at least fifteen days before the date on which the annual meeting of the Court after the expiry of the said period is held, whichever is earlier.
3. The University shall thereafter send a copy of the annual report to the State Government and the State Government shall as soon as may be, cause the same to be laid on the table of the State Legislative Assembly.*

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

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

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

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

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

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

STATUTE No. 15

REGISTRATION OF GRADUATES

[Refer Section 46]

1. Persons entitled to registration in the Register of Registered Graduates under Section 46, shall apply to the Registrar of the University in form 'A' given in the Appendix.
 2. Graduates shall be registered as members only on payment of a fee of Rs. 500/- for the period of three years or as prescribed by the University time to time.
 3. Application for registration may be made at any time during a year, provided that only those graduates who are registered as Registered graduates of the University ninety days prior to the date of election of Registered Graduates for membership of the court shall be eligible to vote at such election.
 4. For the purpose of enrolment in the Register of Registered Graduates;-
 - (a) The period of three years standing shall be reckoned from the date on which the applicant's degree was signed by the Kulpati or other competent authority of the University
 - (b) The following evidence shall be produced by the applicant in support of graduation: -
 - (i) His degree or a copy thereof duly attested by a Gazetted Officer or a Professor or a Principal of a college; or
 - (ii) A certificate from the Registrar of the University conferring the degree of the effect that he has been admitted to the degree, or
 - (iii) The calendar or other authorized publication of the University,
 - (iv) Any other evidence to the satisfaction of the Registrar.
 - (c) The following evidence shall be produced in support of residence, viz: -
 - (1) A Certificate from:
 - (i) A Statutory Officer of the University.
 - (ii) A Principal of a College in the University.
 - (iii) A Professor, College Professor or Reader of the University.
 - (iv) A Magistrate
 - (v) A Gazetted Officer of the State of Madhya Pradesh or the Central Government.
- OR
- (2) Such other evidence of residence as may be accepted as satisfactory by the Registrar in this behalf.
5. The name of the applicant, if he is duly qualified and has paid the enrolment fee, will be entered in the Register.
6. The Registrar shall maintain in his office the Register of Registered Graduate showing their names and addresses including place of residence and district, distance of the place of residence (more than 15 km or less than 15 km) from the Administrative office of the university, name of the Degree and the year of award of the degree together with the name of the University which awarded the Degree and the signature of the Registrar against the entry of each name in the Register. The Register shall be available for inspection.
7. Every Registered Graduate shall intimate to the Registrar all changes in his permanent address.

8. The Registrar shall by a notice along with one blank Form B (as given in the Appendix) to each person registered as a Registered Graduate of the University on the date on which the Adhiniyam came into force and in such news papers as the Kulpati may approve, call upon every such registered graduate to declare if he is enrolled as a Registered Graduate of any other University and to exercise his opinion under Section 45 of the Adhiniyam his option, if necessary, to continue as a registered graduate of the University. Such declaration and option shall be sent to the Registrar before the date fixed by the University.

FORM - A
APPLICATION FOR THE REGISTRATION OF GRADUATES

To.

The Registrar,

.....

Sir,

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

My particulars are as given below:

1. Name
2. (a) Details (e.g. B. A., B. Sc., B.Com. etc.) and year of award of Bachelor's Degree.
(b) Details and year of award of Post Graduate Degree, if any.
3. Name of University which awarded the Bachelor's Degree/Post Graduate Degree.
4. Place of Residence.
5. District in which place of residence is located.
6. Whether enrolled as Registered Graduate of any other University. If so, give the name of the University and Registration Number.
7. Whether prepared to cease to be a Registered Graduate of the University/ Universities shown in (6) above if this application for registration succeeds.

I declare that the particulars given above are correct.

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

Yours faithfully

Signature of the applicant.....

Full Name in Block letters.....

(Surname underlined)

Permanent Address.....

Mobile No. _____

E-mail: _____

Aadhar No. _____

Note:

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

To be filled in by the University Office

Rs. Received and entered at

No. of the Receipt Register.

Cashier

Dated.....

FORM - B

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

[Last date for receipt at University Office 4.11.73]

To :

The Registrar,

.....University,

.....

Sir,

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

OR

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

Name of the University

Registration No.

1.....

.....

2.....

.....

3.....

.....

4.....

.....

5.....

.....

2. I am a graduate of..... University.
Evidence in support of award of degree is enclosed/has been filed with my original application for registration.

3. I am a resident of.....in.....district of
(Name of Village/Town)

Madhya Pradesh. The place of my residence is more than/less than 15 kms from the administrative office of the University.

Necessary evidence in support of residence is enclosed.

4. I opt to continue as a Registered Graduate of.....University and I declare that I have resigned from Registered Graduate ship of other Universities.

5. I declare that the information given above is correct.

Yours faithfully,

Signature.....

Full Name.....

Registration No.....

STATUTE NO. 16
SENIORITY OF TEACHERS OF THE UNIVERSITY
[Refer Section 35 (O)]

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

GROUP ‘A’

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

GROUP ‘B’

- (a) College Professor
 - (b) Full time and salaried Principal other than college Professor.
 - (c) Reader / Associate Professor
 - (d) Lecturer / Assistant Professor
- (ii) ‘Service’ shall mean service in a Teaching Department, School of Studies or College maintained by or affiliated to the University and or in a Teaching Department. School of Studies or College maintained by or affiliated to any other University established under any Central or State Act.
- (iii) If a teacher who holds a permanent post in the University or a college is on leave or deputation he shall be deemed to be in continuous service on his post during the period of such leave not exceeding six months on any ground whatsoever and during the period of such leave or deputation not exceeding three years for academic purposes.
- (iv) The inter-se seniority of full time salaried Principals other than College Professors shall be determined in accordance with the provisions of the Statute relating to the seniority of Principals.
2. The seniority of a Professor, College Professor, Reader/ Associate Professor, Reader/ Associate Professor in College, Lecturer/ Assistant Professor shall be determined in accordance with the length of continuous service of such person in the cadre concerned taken together with the length of continuous service in a cadre which is equivalent to or superior to the cadre concerned.

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

- (a) The length of continuous services as such Principal if he was not a college Professor prior to his appointment as such Principal.

- (b) The length of total service as a college Professor and as such principal thereafter if the Principal was a College Professor prior to his appointment as such Principal.

For the purposes of seniority:

- (i) The post of Professor in college shall be deemed to be lower than the post of University Professor,
 - (ii) The post of Reader/ Associate Professor in the University Teaching Departments/Schools of Studies shall be deemed to be equivalent to the post of Reader /Associate Professor in a College.
 - (iii) The post of Lecturer/ Assistant Professor in a college and Lecturer /Assistant Professor in the University Teaching Departments/Schools of Studies shall be deemed-to be equivalent posts.
- 3. If the length of service of two or more teachers in any cadre calculated in accordance with paragraph (2) above is equal, their seniority inter-se shall be determined in accordance with the length of continuous service in the cadre immediately below, if any.
 - 4. If after calculation in accordance with paragraph (3) above, the seniority inter-se shall of two or more teachers in any cadre is equal, their seniority inter-se shall be determined in accordance with the length of continuous service in the cadre, if any immediately below the cadre considered under paragraph (3) above.
 - 5. If after calculation in accordance with the foregoing provisions to the extent possible, the seniority inter-se of two or more teachers in any cadre is equal; their seniority inter-se shall be determined by the total period of continuous service as a teacher in any cadre.
 - 6. If after applying the foregoing provisions to the extent possible, the seniority of two or more teachers are equal, their seniority inter-se shall be determined in accordance with seniority in age.

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

STATUTE NO. 17

SENIORITY OF PRINCIPALS

[Refer Section 35 (O)]

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

STATUTE NO. 18

SENIORITY OF HEADS OF DEPARTMENTS IN AFFILIATED COLLEGES

[Refer Section 35 (O)]

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

STATUTE NO. 19

PREPARATION AND MAINTENANCE OF SENIORITY LISTS

[Refer Section 35 (O)]

1. It shall be the duty of the Registrar to prepare and maintain in respect of Principals, Professors, College Professors, Readers/ Associate Professors, Readers/ Associate Professors in Colleges, and Lecturers/ Assistant Professors complete and up-to-date seniority lists in accordance with procedure laid down in the clauses here in after appearing.
2. All Principals/Professors/Readers/Associate Professors/ College Professors/Readers/ Associate Professors in College/ Lecturers/ Assistant Professors shall apply for inclusion of their names in the cadre concerned in the prescribed form given in the Appendix-1 through the Principals of the College/Head of Teaching Departments by 15th October each year at the latest. Persons, whose applications are complete in every respect and supported by the necessary evidence are not received by the prescribed date shall not be considered for inclusion in the list. Provided that the teachers who had applied once need not apply again till their respective cadre is changed or altered by transfer or promotion. The Principal/Head of Teaching Department shall communicate to the Registrar the names of teachers who leave the institution.
3. The Registrar shall prepare separate lists showing the seniority inter-se of Principal, Professors, Readers/ Associate Professor, College Professors, Readers/ Associate Professor in Colleges and Lecturers/ Assistant Professor respectively and publish the said lists for objection.
4. The publication of the lists for objections shall be made on or before the 15th November succeeding and publication shall be caused by forwarding two copies of the lists to each College/Teaching Department for displaying one copy on the staff notice board of the College/Teaching Department and the other for making it available for reference to the members of the teaching staff.
5.
 - (a) Any Principal/Professor/college Professor/Reader (Associate Professor)/ Reader (Associate Professor) in College/ Lecturer (Assistant Professor) who feels aggrieved by any entry or omission made in the said lists may within twenty days from the date of the publication of the lists on the staff notice board of the College/ Teaching Department file an objection stating his reasons and with evidence in support of his contention addressed to the Registrar. If the objector desires to be heard in person, he shall specifically state the same.
 - (b) The Kulpati shall, before the 30th October appoint a Committee consisting of a member of the Executive Council and two Principals/Professors other than those who are members of the Executive Council for dealing with objections that may be filed to the seniority lists. The Kulpati shall nominate one of them to be the Convener of the Committee.
 - (c) The Committee appointed by the Kulpati shall meet at such time and on such dates as the Convener of the Committee may fix.
 - (d) The Committee may, where necessary, call for the parties concerned, or inspect any document, file, register or record in the possession of the University or any college maintained by or affiliated to the University.

- (e) The Committee shall provide reasonable opportunity to hear the objector if the objector desires to be heard in person.
 - (f) The Committee shall report its decision as also the reasons therefore.
 - (g) All decisions of the Committee shall be taken by majority and communicated to the Registrar not later than 1st December.
6. (a) The seniority list, as finalized by the Committee shall be published by the Registrar not later than **10th December** each year. In case of any objection an appeal may be filed before Kulpati within seven days and Kulpati's decision will be final. The final list will be published on or before 31st December by the Registrar by forwarding two copies to each College/Teaching Department for displaying one copy on the staff notice-board of the college concerned and the other copy for making it available for reference to the members of the staff the college.
- (b) The objector may, on request, obtain a copy of the decision of the committee from the Registrar on payment as decided by the University time to time.
7. The list so published finally, shall remain in force from 1st January to 31st December of the Calendar year following the publication of the list.
8. A copy of the finalized list may be supplied to a person on payment as decided by the University time to time.

Sir.

1. Name.
2. Date of birth. Mobile No. Email: _____
3. Subject Teaching
4. Post held at present
5. Date from which present post is held.
6. Scale of pay in the present post.
7. Academic qualifications.
8. Teaching experience. Year-Months
Degree Classes
Postgraduate Classes
9. Teaching posts held (chronologically) prior to appointment to the present post:

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

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

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

I declare that the particulars given are correct.

Signature of applicant

Full name

Designation.....

Place.....

College/teaching Department

Date

Countersigned

Principal /Head of the Institution/S. O. S.

STATUTE NO. 20

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

[Refer Section 18]

1. In addition to the Officers mentioned in clauses (i) to (v) of Section II of the Adhiniyam, the following shall be the Officers of the University:
 - i. Dean/Director College Development Council
 - ii. Examination Controller
 - iii. Finance Controller
 - iv. University Librarian
 - v. Director of Physical Education
 - vi. Deputy Registrar
 - vii. Finance Officer
 - viii. Controller, University Information Technology
 - ix. Deputy Librarian
 - x. University Engineer
 - xi. Deputy Librarian
 - xii. Deputy Director of Physical Education
 - xiii. Assistant Registrar
 - xiv. Deputy Controller University Information Technology
 - xv. Assistant Director of Physical Education
2. The scales of pay and selection procedure for the posts mentioned in item no. one (ii, iii, vi, vii, viii, x, xiii, xiv) shall be as prescribed by the State Govt. from time to time:
3. The Executive Council shall appoint a Selection Committee consisting of the Kulpati who shall be the Chairman of the Selection Committee, one nominee of the Executive Council from amongst its members and one nominee of the Kuladhipati not connected with the University to recommend the names of candidates for appointment to the officers of the University scientific instrumentation center & computer center and otherwise also.

The Registrar shall be the Secretary of the Selection Committee. The Committee so constituted shall recommend not more than three and not less than two names for each post in order of merit and the Executive Council shall make appointment from the panel.

Provided that in case of appointment to the following posts, the Selection Committee shall be constituted in accordance with the provision contained under Section 49(2) of MP. Vishwavidyalaya Adhiniyam 1973.

Library

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

Physical Education

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

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

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

Note:

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

STATUTE NO. 21

FUNCTIONS AND DUTIES OF FINANCE CONTROLLER/FINANCE OFFICER

[Refer Section 18]

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

STATUTE NO. 22

QUALIFICATIONS OF TEACHERS IN AFFILIATED COLLEGES

[Refer Section 35 (1)]

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

STATUTE NO. 23

ELECTION OF REGISTERED GRADUATES TO THE COURT

[REFER EXPLANATION (IV) (C) UNDER SECTION 20 (1)]

1. The Statute may be called the Election of Registered Graduates to the Court.
Definition
2. In this Statute :-
 - (1) "Continuing candidates" means the candidates not elected or not excluded from the poll at any given time.
 - (2) "Count" means and includes:
 - (a) All operations of first preferences counting; or
 - (b) Transfer of surplus of an elected candidate; or
 - (c) Transfer of the total value of votes of excluded candidate.
 - (3) "First Preference" means the figure I set opposite the name of a candidate; Second Preference" means the figure II set opposite the name of a candidate; Third Preference" means the figure III set opposite the name of a candidate, and so on.
 - (4) "Unexhausted Papers" means voting papers on which a further preference is recorded for a continuing candidate.
 - (5) "Exhausted Paper" means a voting paper on which no further preference is recorded for a continuing candidate, provided that a paper shall also be deemed to be exhausted whenever :-
 - (a) the names of two or more candidates, whether continuing or not, are marked with the same figure and are next in order of preference or
 - (b) the name of the candidate next in order of preference, whether continuing or not is marked by a figure not following consecutively after some other figure on the voting paper or by two or more figures.
 - (6) "Original votes" in regard to any candidate means the votes derived from voting papers on which a first preference is recorded for such candidate.
 - (7) "Transferred votes" in regard to any candidate means votes, the value or part of the value of which is credited to such candidate and which are derived from voting papers on which a second or subsequent preference is recorded for such candidate.
 - (8) "Surplus" means the number by which the value of the votes of any candidate, original and transferred exceeds the quota.
 - (9) "Registrar" of the University also means the Returning Officer for the election and the Presiding Officer for the Poll.
 - (10) "Attesting Officer" means any of the following persons, not being a candidate for the election. viz.:
 - (i) A Statutory Officer of the University.
 - (ii) A Principal of a College.
 - (iii) A Professor or College Professor or Reader or Assistant Professor in any Teaching Department or College.
 - (iv) A Magistrate.
 - (v) A Gazetted Officer of the State of Madhya Pradesh or of the Central Government.
 - (vi) A member of Madhya Pradesh Vidhan Sabha or the Parliament.

- (11) “Sealed” means sealed with sealing wax.

Manner of Election

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

Elector

4. (a) Every person who is a registered or re-registered graduate at least ninety days prior to the date of election fixed by a notice issued under paragraph 5 shall be qualified to stand as a candidate for and vote at the election of representatives of registered graduates on the Court under item (xix) of sub-section (I) of section 20.
- (b) No salaried employee of any University or any college within the State shall be eligible for the election, as laid down in the explanation to sub-section (I) of section 20 of the Adhiniyam.

Nominations and Fixing of Programmes

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

Note:

- a) The last date under (i) shall ordinarily be a working day.

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

Availability of Nomination Forms

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

Filing of Nomination Forms

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

Scrutiny of Nomination Papers

10. On the date and time fixed for scrutiny of nominations under clause (iv) of paragraph 5, the candidate. their proposers or seconders but no other person may attend at such time in the office of the Registrar as the Registrar may have fixed and the Registrar shall give them all reasonable facilities for examining the nomination papers of all candidates which have been received by him within the time and in the manner laid down in paragraph 7.

Rejection of Nomination Paper

11. (1) The Registrar shall then examine the nomination papers and shall decide all objections which may be made to any nomination and may either on such objections or on his own motion, after such summary enquiry if any, as he thinks necessary. Rejection of any nomination on any of the following grounds:
- (a) That the candidate is not qualified or is disqualified for being chosen to fill the seat under any of the provisions of the Adhiniyam and the Statutes made there under
 - (b) That there has been a failure to comply with any of the provisions of paragraph 7 and 8:
 - (c) That the signature of the candidate or the proposer or seconder on the nomination paper is not genuine:
 - (d) That the cover containing the nomination paper is not sealed.

- (2) Nothing contained in sub-clause (b) or (c) of clause (1) shall be deemed to authorize the rejection of the nomination of any candidate on the ground of irregularity in respect of a nomination paper, if the candidate has been duly nominated by means of another nomination paper in respect of which no irregularity has been committed.
- (3) The Registrar shall endorse on each nomination paper his decision accepting or rejecting the same and, if the nomination paper is rejected, shall record in writing a brief statement of his reasons for such rejection. The decision of the Registrar shall be final.

List of Validly Nominated Candidates

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

Withdrawal of Candidature

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

List of Contesting Candidates

13. (1) Immediately after the expiry of the period within which candidatures may be withdrawn under clause (v) of paragraph 5, the Registrar shall prepare and affix on his Office Notice Board a list of contesting candidates who are included in the list of validly nominated candidates and who have not withdrawn their candidature within the said period.
- (2) The said list shall contain the names in alphabetical order and the addresses of the contesting candidates as given in the nomination papers.
- I4. (1) If the number of contesting candidates is equal to the number of seats to be filled, the Registrar shall forthwith declare all such candidates to be duly elected to fill those seats.
- (2) If the number of contesting candidates is less than the number of seats to be filled, the Registrar shall forthwith declare all such candidates to be elected. The remaining seats shall remain unfilled till the next constitution of the Court.
- (3) If the number of contesting candidates is more than the number of seats to be filled, voting shall take place in the manner hereinafter provided.

Mention of Names of Candidates on Ballot Paper

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

VOTING**Voting in Person**

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

Method of Casting Vote

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

The Poll Returning Officer

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

Display of list of Contesting Candidates

19. Outside the polling station there shall be displayed on the notice board, a copy of the list of the contesting candidates prepared under paragraph 13.

Design of Ballot Box

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

Voting Compartments

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

Regulating the entry of electors at the Polling Station

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

Appointment of Polling Agent

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

24. (1) immediately before the commencement of the poll the Presiding Officer shall demonstrate to the polling agent and other persons present that the ballot box is empty; and
(2) the ballot box shall then be closed, sealed, and secured and placed in full view of the Presiding Officer and the Polling Agents, the ballot box will, however, be sealed in such a manner that the slit for the insertion of the ballot paper therein remains open.

Identification of Electors

26. (1) the Presiding Officer may employ at the polling station such persons as he thinks fit to help in the identification of the electors or to assist him otherwise in taking the Poll;
(2) each Registered Graduate shall be issued an identity card by the Registrar on payment of appropriate fee to be determined by the Executive Council from time to time. This card will have affixed on it the photograph of the Registered Graduate, duly attested by the Registrar.
(3) as each elector enters the polling station, the Presiding Officer or the Polling Officer authorized by him in this behalf, **shall check the electors name and other particulars** with the relevant entry in the electoral roll, registration number and the name of elector;
(4) In deciding the right of a person to obtain a ballot paper, the Presiding Officer or the Polling Officer as the case may be, shall overlook merely clerical or printing errors in any entry in the electoral roll if he is satisfied that such person is identical with the elector to whom such entry relates.
27. At the time of issuing a ballot paper to an elector at the place of poll the polling officer shall obtain the signatures of the elector on the counter foil of the ballot paper and put his initials on the Identity Card of the elector in token of a ballot paper having been issued to him.

Voting Procedure at the place of poll

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

Closing the Poll

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

Sealing of Ballot after Polling

30. As soon as practicable after the closing of the poll the presiding officer shall close the slit of the ballot box, seal it up and also allow any polling agent present to affix his seal. The ballot box shall thereafter be sealed and secured. The sealed ballot box or boxes will be placed in safe custody till they are collected from the polling stations and brought to the office of the Returning Officer/Registrar under his instructions. The ballot papers will be placed in safe custody.

Counting of Votes

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

Counting to be conducted in presence of a committee

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

Rejection of Ballot Papers

33. The Returning Officer shall scrutinize the ballot papers. **He/She** shall reject a ballot paper:-
- (a) On which the figure I is not marked, or
 - (b) On which figure I is set opposite the name of more than one candidate or is so placed as to render it doubtful to which candidate the preference is intended to apply; or
 - (c) On which the figure I and some other figure or figures are set opposite the name of the same candidate; or
 - (d) If it is unmarked or void for uncertainty; or
 - (e) If it is signed or any identification mark made by the elector.

Counting Procedure

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

Ascertainment of Quota

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

Candidates with quota declared elected

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

Transfer of surplus

39. (1) Any candidate the value of whose parcel, on the first preference being counted is equal to or greater than the quota shall be declared elected.
- (2) If the value of the papers in any such parcel is equal to the quota, the papers shall be set aside as finally dealt with.
- (3) If the value of the papers in any such parcel is greater than the quota, the surplus shall be transferred to the continuing candidates indicated on the ballot papers as next in the order of the voter's preference in the manner prescribed in the following paragraph.
- 40 (1) If and whenever as the result of any operation prescribed by this paragraph. A candidate has a surplus that surplus shall be transferred in accordance with the provision of this paragraph.
- (2) If more than one candidate has a surplus the largest surplus shall be dealt with first and the others in order of magnitude, provided that every surplus arising on the first count of votes is dealt with before those arising on the second count and so on.
- (3) Where two or more surpluses are equal the Registrar shall decide as hereinafter provided in paragraph-45 which shall be dealt with first.
- (4) (a) If the surplus of any candidate to be transferred arises from original votes only, the Registrar shall examine all the papers in the parcel belonging to the candidate whose surplus is to be transferred and divide the unexhausted papers into sub-parcels according to the next preferences recorded thereon. He shall also make a separate sub- parcel of the exhausted papers.
- (b) He shall ascertain the value of the papers in each sub-parcel and of the parcel of the exhausted papers.
- (c) If the value of the unexhausted papers is equal to or less than the surplus he shall transfer all the unexhausted papers at the value at which they were received by the candidate whose surplus is being transferred.
- (d) If the value of the unexhausted papers is greater than the surplus, he shall transfer the sub-parcel of unexhausted papers and the value at which each paper shall be transferred, shall be ascertained by dividing the surplus by the total number of unexhausted papers.
- (5) If the surplus of any candidate to be transferred arises from transferred as well as original votes, the Registrar shall re-examine all the papers in the sub-parcel last transferred to the candidate and divide the unexhausted papers into sub-parcels according to the next preferences recorded thereon. He shall thereupon deal with the sub-parcels in the same manner as is provided in the case of the sub-parcels referred to in clause (4).
- (6) The papers transferred to each candidate shall be added in the form of the sub-parcel to the papers already belonging to such candidate.
- (7) All papers in the parcel or sub-parcel of an elected candidate not transferred under this paragraph shall be set aside as finally dealt with.

Exclusion from the Poll

41. (1) If after all the surpluses have been transferred as hereinbefore directed, less than the number of candidates required has been elected, the Registrar shall exclude

- from the poll the candidate lowest on the poll and shall distribute his unexhausted papers among the continuing candidates according to the next preference recorded thereon. Any exhausted papers shall be set aside as finally dealt with.
- (2) The papers containing original votes of an excluded candidate shall first be transferred, the transfer value of each paper being one hundred.
 - (3) The papers containing transferred votes of an excluded candidate shall then be transferred in the order of the transfers in which and at the value at which he obtained them.
 - (4) Each of such transfer shall be deemed to be a separate transfer but not a separate count.
 - (5) The process directed by this paragraph shall be repeated on the successive exclusions one after another of the candidates lowest on the poll, until the last vacancy is filled either by the election of a candidate within the quota or as hereinafter provided.
42. If, as the result of transfer of papers under this Statute, the value of the votes obtained by a candidate is equal to or greater than the quota, the transfer then proceeding shall be completed, but no further papers shall be transferred to him.

Declaration of elected candidates

43. (1) If, after the completion of any transfer under this Statute, the value of the votes of any candidate be equal to or greater than the quota, he shall be declared elected.
- (2) If the value of the votes of any such candidate be equal to the quota, the whole of the papers on which votes are recorded shall be set aside as finally dealt with.
- (3) If the value of votes of any such candidate be greater than the quota, his surplus shall thereupon be distributed in the manner hereinafter provided before the exclusion of any other candidate.
44. (1) When the number of continuing candidate is reduced to the number of vacancies remaining unfilled, the continuing candidates shall be declared elected.
- (2) When only one vacancy remains unfilled and the value of the votes of someone continuing candidate exceeds the total value of all the votes of the other continuing candidates, together with any surplus not transferred, that candidate shall be declared elected.
- (3) When only one vacancy remains unfilled and there are only two continuing candidates, and those two candidates have each the same value of votes and no surplus remains capable of transfer, one candidate shall be declared excluded under the next succeeding paragraph, and the other declared elected.

Lot to be drawn for exclusion in case

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

Re-Counting

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

Election Petition

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

Kulpati Final Authority for interpretation

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

FORM A
NOMINATION PAPER
(FOR ELECTION TO THE COURT OF UNIVERSITY UNDER SECTION 20(1)
(XIX) OF THE ADHINIYAM).

Name of Candidate in full

Registration No. of the Candidate

Address of the Candidate

I propose the name of Shri Registration No. To be a candidate for election to the Court from among the Registered Graduates.

Name of the Proposer in full

Registration No. of the Proposer

Signature of Proposer

Date Address

I second the above proposal.

Name of the Seconder in full

Registration No. of the Seconder

Signature of the Seconder

Date Address

Consent of the Candidate

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

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

Date

Signature of the Candidate

.....

Name in Block Letters

AddressRegistration No.Certificate

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

Date

Signature of the Attesting Officer

Address of Attesting Officer

Name in Block Letters

Designation

Note:

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

FORM 'B'
APPOINTMENT OF POLLING AGENT
ELECTION OF REPRESENTATIVES OF REGISTERED GRADUATES ON THE COURT
UNDER ITEM (XIX) OF SECTION 20 (1) OF THE ADHINIYAM.

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

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

Place.....

Signature of the Candidate

Date.....

I agree to act as such Polling Agent.

Place.....

Date

Signature of Polling Agent

.....

Name in Block Letters

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

I hereby declare that at the above election I will not do anything forbidden by Statute No.

..... Election of Registered Graduates to the Court, which I have read.

Date

.....

Signature of Polling Agent

.....

Name in Block Letters

Signed before me

Place.....

Signature of Presiding Officer

STATUTE NO. 24

ELECTION OF STUDENT MEMBERS TO THE COURT

[Refer Section 20(1) (iv)]

1. All elections shall be by simple majority vote and by secret ballot.
2. The Registrar shall be the Returning Officer and he shall conduct the poll.
3. Wherever any election under Group D of Sub-section (I) of Section of the Adhiniyam is to be held, the Registrar shall by a notification put up on the Notice Board at the University Office, announce the item under which the election is to be held, the number of members to be elected and the date of the poll which shall be no earlier than 21 days from the date of the announcement of the date of the poll.
4. (1) simultaneously with the announcement of the date of the poll, the Registrar shall:
 - (a) Publish the names of the electors separately for election under each item by affixing a copy of the list containing such names on the notice-board at the University office;
 - (b) Dispatch to every elector by registered post a copy of the notification issued under (3) above, the list of names of the electors and a notice to the electors to be present at the University office on the date of the poll at a given time to elect members on the court;(2)
 - (a) For journey to the headquarters of the University in accordance with the provisions of sub Para (I)
 - (b) Above, T. A. and D.A. at the rates applicable in case student participants of Inter- Collegiate tournaments shall be paid to the elector by the college to which he belongs.
5. On the date of the poll at the time fixed under clause (b) of Paragraph 4 (i) the Registrar shall:
 - (a) Satisfy himself in regard to the identity of each elector by checking the Identity Card or photograph attested by the Principal of the College, Head of the University Teaching Department or School of Studies;
 - (b) Call upon the electors to nominate candidates for the election in Form D appended to this Statute and allow an hour for filing nominations. Each candidate shall be proposed and seconded by an elector. Each candidate shall be nominated by a separate nomination paper;
 - (c) On the expiry of the time fixed for filing nominations the Registrar shall scrutinize the nomination paper in the presence of the electors and decide all objections which may be made to any nomination. The Registrar may on such objection or on his own motion reject any nomination paper which is incomplete or defective in any manner;
 - (d) Alter the scrutiny of nomination papers, the names of validly nominated candidates shall be announced in the meeting and half-an-hour shall be allowed for withdrawal of nominations;
 - (e) After the expiry of the time for withdrawals the Registrar shall announce the names of contesting candidates who were validly nominated and have not withdrawn. If the number of such contesting candidates is equal to or less than the number of members to be elected, all such candidates shall be declared elected. However, if

the number of contesting candidates who were validly nominated and have not withdrawn exceeds the number of members to be elected, voting shall take place;

- (f) Where voting is necessary, the Registrar shall call upon the electors to vote and fix the time for the poll which shall not be less than two hours. Each voter shall be given by the Registrar a voting paper in Form D-1 showing the names of candidates in alphabetical order. Each voter can vote for as many candidates as the number of Members to be elected. An elector in giving his vote shall put a cross mark (x) in the space opposite the name of the candidate, he wishes to vote for;
- (g) At the close of the poll the votes shall be counted and the Registrar shall draw up a list showing the names of candidate arranged in order of the votes received the name of the candidate securing the highest number of votes appearing at the top of the list. Candidates equal in number to the number to be elected who have secured the highest number of votes shall be declared elected. When two or more candidates have secured equal number of votes, the result of the election shall be decided by drawing lot:
- (h) . A voting paper shall be rejected if:
 - (a) It is unmarked or void for uncertainty.
 - (b) It is signed by the elector.
 - (c) The elector has recorded votes for more candidates than the number to be elected.

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

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

FORM – D
NOMINATION PAPER

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

I..... propose the name of Shri.....

(Full Name)

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

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

SIGNATURE OF PROPOSER

I.....Second the above proposal.

(Full Name)

SIGNATURE OF
SECONDER

I.....give my consent to my nomination

(Full Name)

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

SIGNATURE OF THE CANDIDATE

FORM – D – 1

BALLOT PAPER

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

Serial No.	Name of the candidate	Vote
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- N.B. :-** (1) The elector should put a cross mark (x) in the space opposite the name of the candidates he wishes to vote for.
(2) The elector can give as many votes as the number of seats to be filled by election.

STATUTE NO. 25

ELECTION OF TEACHER REPRESENTATTVES ON THE COURT

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

1.
 - (i) The election of representatives under Group B of sub-section (1) of section 20 shall be by simple majority vote.
 - (ii) Every teacher whose name is included in the Final Electoral Roll for election under each of the items under Group B shall be an elector qualified to be a candidate and vote at the election, under each such respective item.
2. Whenever it is necessary to hold an election under all or any item of Group B of sub-section (1) of Section 20, the Registrar shall by a notice, publish by affixing a copy thereof on the office notice board of the University and by dispatch by registered post of two copies thereof to each affiliated college. Teaching Department and School of Studies for display on the notice board of the institution and for reference;
 - (a) call upon the electors to elect members on the Court specifying the item/items of subsection (1) of Section 20 under which members are to be elected and the number of members to be elected under each item;
 - (b) fix the last date for receipt of claims for inclusion of any name not included in the provisional electoral roll or for correction of a name and of objection to the inclusion of any name appearing in the provisional electoral roll, such date being twenty one days from the date of the publication of the notice and if the twenty first day is a holiday, the following working day;
 - (c) fix the date of inquiry into claims and objections to the provisional electoral roll which shall not be later than three days from the last date for the receipt of claims and objections;
 - (d) fix the last date for the publication of the final electoral (in the same manner as that for provisional electoral roll) such date being not later than seven days from the date fixed for inquiry into claims and objections to the provisional electoral roll;
 - (e) fix the last date for the receipt of nominations at the University office which shall not be later than twenty one days from the last date for the publication of final electoral roll;
 - (f) fix the date and time for the scrutiny of nominations which shall not be later than three days from the last date for the receipt of nominations;
 - (g) fix the last date for the withdrawal of candidature which shall be the third day after the date for the scrutiny of nominations and if that day is a holiday, the next succeeding day which is not a holiday;
 - (h) fix the place, date and hours for poll which shall not be later than seven days from the date for withdrawal of candidature.
 - (i) fix the place, date and hours for counting of votes. Such date being not later than three days from the date of the poll.
3.
 - (i) The Registrar shall prepare separate provisional electoral roll for election under each item in Group B of sub-section (1) of Section 20 showing the names of teachers in each College/Teaching Department/School of Studies under the category concerned as on the date of issue of notice under paragraph 2 of this Statute.

- (ii) The provisional electoral roll shall be published by the Registrar simultaneously with the notice under paragraph 2 of this Statute by affixing a copy thereof on the notice board at the University office and dispatching two copies thereof to every Principal of an affiliated college and Head of University Teaching Department/School of Studies for display on the notice board of the institution concerned and for reference by teachers.
- 4. (i) Any teacher whose name is not included in the provisional electoral roll may make in Form-1 a claim for inclusion of his name in the electoral roll.
- (ii) Any teacher whose name has not been correctly given in the provisional electoral roll may make in Form-2 a claim for correction of his name.
- (iii) Any teacher whose name is included in the provisional electoral roll may object in the Form-3 to the inclusion of the name of any person in the roll.
- (iv) All claims and objections shall be delivered to the Registrar in person or by registered post in a sealed envelope with "claims and objections" super scribed thereon.
- 5. (i) All claims and objections to the provisional electoral roll shall be scrutinized and enquired into by a committee consisting of two Deans of Faculties nominated by the Kulpati and the Registrar at the University Office on the date fixed for the purpose and the teacher filing the claim or the objection shall be entitled to be present at such scrutiny.

The Kulpati shall appoint one of the Deans to be the Chairman of the Committee.

- (ii) The decision of the Committee on the claim and objections shall be recorded in writing and notified on the day of the inquiry.
- (iii) An appeal by the person preferring a claim or raising an objection shall lie with the Kulpati, whose decision in the matter shall be final. Every appeal shall be lodged in writing with the Registrar within two days of the date of the decision appealed against.
- 6. After all claims and objections have been decided upon the provisional electoral roll shall be revised, if needed, and the final electoral roll shall be prepared and published by the Registrar.
- 7. The Registrar shall send to every College/Teaching Department/School of Studies blank nomination forms in Form- 4 not later than the date fixed for inquiry into claims and objections to the provisional electoral roll with the request that the forms be supplied to teachers who may require them. Teachers may obtain blank nomination forms from the University office, if they so desire.
- 8. On or before the date appointed under clause (c) of paragraph 2, each candidate shall:
 - (i) either in person or by his proposer or seconder, between office hours, deliver in a sealed cover marked "Nomination Paper" to the Registrar or his nominee a nomination paper completed in Form-4 appended hereto and signed by the candidate and by two electors as proposer and seconder.
 - or
 - (ii) send by registered post in a sealed cover marked "Nomination Paper" to the Registrar a nomination paper completed in Form-4 appended hereto and signed by the candidate and by two electors as proposer and seconder.

9. Each candidate shall be nominated by a separate nomination paper and not more than one nomination paper shall be delivered or sent in one cover.
10. On receipt of a cover containing nomination paper the Registrar or his nominee receiving the same shall enter on the cover the time and date of receipt of the paper and shall initial the entry. Nomination papers received after office hours on the date fixed under clause (e) of paragraph 2 or thereafter shall be treated as rejected.
11. On the date and time fixed for scrutiny of nominations under clause (f) of paragraph 2, the candidates, their proposers or seconders, but no other person, may attend the office of the Registrar and the Registrar shall give them all reasonable facilities for examining the nomination papers of all candidates which have been received by him within the time and in the manner laid down in paragraph (8).
12. (i) The Registrar shall examine the nomination papers and shall decide all objections, which may be made to any nomination, and may either on such objection or on his own motion after such summary enquiry, if any, as he thinks necessary, reject any nomination on any of the following grounds:
 - (a) that the candidate is not qualified for being chosen to fill the seat under any of the provisions of the Adhiniyam and the Statutes made there under;
 - (b) that there has been a failure to comply with any of the provisions of paragraphs (8) and (9);
 - (c) That the signature of the candidate or the proposer or seconder on the nomination paper is not genuine;
 - (d) That the cover containing the nomination paper is not sealed.
- (ii) Nothing contained in sub-clause (b) or (c) of clause (i) shall be deemed to authorize the rejection of the nomination of any candidate on the ground of irregularity in respect of a nomination paper, if the candidate has been duly nominated by means of another nomination paper in respect of which no irregularity has been committed.
- (iii) The Registrar shall endorse on each nomination paper his decision accepting or rejecting the same and, if the nomination paper is rejected, he shall record in writing a brief statement of his reasons for such rejection. The decision of the Registrar shall be final.
- (iv) Immediately after all the nomination papers have been scrutinized and decisions accepting or rejecting the same have been recorded, the Registrar shall prepare a list of candidates whose nominations have been found valid and affix it on his office notice board.
- (v) The said list shall contain the names of candidates in alphabetical order and the names of Colleges/teaching Department or Schools of Studies to which they belong. Provided that in case of election under item (x) of Sub-Section (1) of section 20 the names of candidates shall be in the following order.
 - (a) Principals of Women's Colleges.
 - (b) Principals of Government Colleges.
 - (c) Principals of Colleges other than those in (a) and (b) above.

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

- (a) Lecturers/Assistant Professor of University Teaching Department/Schools of Studies.
 - (b) Lecturers/Assistant Professor other than those in (a) above.
13. (i) Any candidate may withdraw his candidature by a notice in writing duly signed by him and delivered to the Registrar either by such candidate in person or his proposer or seconder during office hours on or before the last date fixed for withdrawal under clause (g) of paragraph 2.
- (ii) No person who has given a notice of withdrawal of his candidature under clause (i) shall be allowed to cancel the notice.
- (iii) The Registrar shall, on receiving notice of withdrawal under clause (i), as soon as may be thereafter, cause a notice of the withdrawal to be affixed on his office notice board.
14. Immediately after the expiry of the period within which candidatures may be withdrawn the Registrar shall prepare and affix on his office notice board a list of contesting candidates who are included in the list of validly nominated candidates and who have not withdrawn their candidature within the said period. The list shall contain the names of contesting candidates together with the names of colleges. Teaching Departments or School of Studies to which they belong in the same order as the list of validly nominated candidates under paragraph 12.
15. (i) If the number of contesting candidates is equal to or less than the number of seats to be filled in, all the candidates shall subject to the provisions appearing hereafter in this paragraph be declared elected.
- Provided that if there is more than one contesting candidate from any University Teaching Department, School of Studies or College, one of them shall be declared elected on the basis of election held by secret ballot.
- Provided further that the contesting candidates under item (x) or item (xv) shall not be elected unless they include at least one Lady Principal.
- (a) they include not less than four Principals from colleges belonging to the State Government and one Principal from a Women's College or one Lecturer from the University Teaching Departments or Schools of Studies as the case may be, or
 - (b) the number of contesting candidates eligible to fill the reserved states is less than the number of such reserved seats and the number of remaining contesting candidates is also equal to or less than the number of non-reserved seats.
- Provided also that if the number of contesting candidates eligible to fill the reserved seats under item (x) or item (xv) is less than the requisite number of seats to be filled in all of them shall, subject to the first provision, be declared elected.
- (ii) Seats not filled in and for which there are no eligible contesting candidates shall be declared vacant and shall remain so till the next constitution of the Court.
16. If the number of contesting candidates is more than the seats to be filled in, voting shall take place and the requisite number of candidates shall be elected in accordance with the provisions of the Adhinyam and this Statute.
- Provided that such contesting candidate under item (x) or item (xv) include four or less Principals from Colleges belonging to the State Government and from a Women's college or one Lecture from the University Teaching Department or Schools of Studies as the case may be, all such candidates eligible for the reserved seats shall be declared elected to the

reserved seats subject to the condition laid down in clause (ii) of the Explanation to sub-section (1) of Section (20) and:-

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

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

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

- (g) The voter on receiving the voting paper shall forthwith proceed to the polling booth, where he shall mark and put his voting paper in to the ballot box.
 - (h) If a voter spoils his voting paper inadvertently he/she may be given another voting paper on surrendering the spoilt paper which shall be cancelled by the polling officer before issuing a fresh voting paper. All voting papers cancelled under this rule shall be kept in a separate packet and preserved for a period of one month.
20. A ballot paper shall be void:
- * If the elector has given more votes than the number of seats to be filled, or
 - * If it is signed by the elector, or
 - * If it is unmarked or void for uncertainty.
- Provided that where there is uncertainty in respect of any vote/votes but not in respect of all votes given by the elector, the ballot paper shall be void to the extent of the uncertainty only.
21. All proceeding for counting of votes shall be conducted in the presence of a Committee of three persons appointed by the Kulpati. Every elector shall have the right to be present at the proceedings provided that in the opinion of the Registrar, no disturbances of the proceedings is caused thereby.
22. On the date and at the place fixed for counting of votes the Registrar shall open the boxes containing the ballot papers. He shall then examine the ballot papers and shall reject the ballot papers which are invalid under paragraph. He shall count the votes cast in favor of the different candidates in the remaining ballot papers.
23. After all votes are counted, the Registrar shall prepare a list of candidates arranged in order of votes they received, the candidate obtaining the highest number of votes being placed first in the list.
- Provided that if there are two or more candidates from any University Teaching Department, School of Studies or College, only the candidate getting the highest number of votes among candidates from each such Teaching Department, School of Studies or college shall be included in the list and the rest shall be excluded.
24. (a) If the seats for which voting has taken place, include any seat/seats reserved for any particular category of contesting candidates, contesting candidates belonging to such category, equal in number to the number of seats reserved for such category and highest in the list referred to in paragraph 25 above shall be declared elected.
- (b) After the result of election to the reserved seats is declared, contesting candidates equal in number to that of remaining seats to be filled and highest in the list amongst the candidates not declared elected under sub-clause (a) above shall be declared elected. (2) If the seats for which voting has taken place do not include any reserved seat/seats contesting candidates equal in number to the number of seats to be filled shall be declared elected in the order in which their names appear in the list referred to in paragraph 25 above.
25. An election petition against any elected candidate may be presented to the Kulpati by a candidate or elector within ten days from the date of the publication of the result of the election on the notice board of the University. The Kulpati's order on the petition shall be final.

26. For ensuring free and fair election, the Registrar shall have power to issue instructions, appoint inspection committees, and take all other steps as may be deemed necessary by him.

FORM - I

(ELECTION OF REPRESENTATIVES ON THE COURT OF JIWAJI VISHWAVIDYALAYA
UNDER ITEM _____ of SUB-SECTION (1) OF SECTION 20 OF THE ADHINIYAM
Claim Application for inclusion of Name in the Electoral Roll

To,
The Registrar,
.....

Sir,
I am a (Designation e.g. Professor/Lecture)
inCollege/teaching Department/School of Studies since.....
(Month & Year).
I request that my name be included in electoral roll for election under Item of sub
section (1) of section 20 of the Adhiniyam.

Signature
Full Name.....
Designation
Name of Institution Where
employed.....

Place
Date

I..... Principal of College/Head, Teaching Department or School of Studies of
..... Certify that Shri is a..... (Designation) in College/
Teaching Department or School of Studies since
(Months & Year)

Signature
Full Name.....
Designation
Name of Institution Where
employed.....

Place
Date

FORM - 2

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

CLAIM FOR CORRECTION OF NAME

To.

The Registrar.

.....

Sir,

I submit that the entry relating to myself which appears at Serial No. of the provisional electoral roll as

“” is not correct. It should be corrected to read as follow:

“”

Signature

Full Name

Designation

Place.....

Date

Institution where employed

FORM - 3

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

OBJECTION OF INCLUSION OF NAME

To,
The Registrar,

.....

Sir,

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

REASONS:

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

Signature

Full Name

Designation

Place

Date

Institution where employed

FORM - 4
NOMINATION PAPER

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

I..... Propose the name of Shri/Shrimati/Kumari..... (Full Name) Whose name appears at Serial No? of the final electoral roll as member of the Court of Jiwaji University. Gwalior under Item of sub-Section (1) of Section 20 of the Adhiniyam.

Signature.....
Full Name
Serial No. in the Final Electoral Roll
.....
Designation.....
Institution where employed

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

Signature.....
Full Name
Serial No. in the Final Electoral Roll
.....
Designation.....
Institution where employed

I Give my consent to my nomination as a candidate for a seat on the court of University under Item of sub-Section (1) of Section 20 of the Adhiniyam.

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

Signature
Full Name
Serial No. in the Final Electoral Roll
Designation.....
Institution where Employed

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

FORM - 5
..... UNIVERSITY,
BALLOT PAPER

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

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

Total Number to be elected

Number of Seats reserved for

(a)

(b)

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

Note:

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

STATUTE NO. 27

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

[Refer clause (xii) of Section 24 read with 26 and clause (j) of Section 35]

1. An application for admission of an educational institution (imparting Higher education) hereinafter 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; here in after referred to as 'Govt. College', by an Officer authorized by the Government in writing for the purpose;
 - (b) in the case of a 'college' to be owned and maintained by an association, society or trust (hereinafter referred to as 'Foundation Society'), by the Secretary of the Foundation Society, duly authorized by a resolution to make the application;
 - (c) in the case of a college to be owned and maintained solely by a person (here in after referred to as 'Founder'), by the Founder; and
 - (d) in the case of a new subject/faculty/degree class or post graduate class to be added in an existing college (i.e. the colleges referred to in sub para (a) to (c) above) by the aforesaid person. to the respective authority mentioned in Schedule (I) to (IV) of sub-clause (A) of clause (4) and not later than the dates mentioned therein for preceding academic year.

Provided that an application presented before the Commissioner, Higher Education or the concerned University, as the case may be, after the dates mentioned in Schedule (I) to (IV), shall be considered for granting sanction or affiliation respectively for the academic year next to that applied for.

2. (1) Following conditions must be fulfilled by the Foundation society or Founder or Governing Body, as the case may be while applying for permission:
 - (i) Founder/Foundation Society must be registered with the Registrar, Firms and Societies for Educational purpose, In case of a charitable society or trust, it must be registered under the Public Trust Act; on or before the date of submission of the application. Mode of application and procedure of processing such applications for new college or new subject/course/class shall be such as decided by the Commissioner /Directorate of Higher Education through any mode from time to time.
 - (ii) (A) At the time of application, the society should have undisputed ownership and possession of land , free from any or all encumbrances measuring not less than 2 acres (if it is located within *Urban Area*) and 5 acres (if it is located within Rural Area); alongwith 10000 (Ten Thousand) square fit constructed building area with separate play ground and parking facility , in each case or as decided by the Commissioner, Deptt of Higher Education from time to time. (Appendix I Matrix). The claim of location in Urban/Rural area shall be supported by a Certificate issued by the competent revenue authority not below the rank of Tahsildar, clearly mentioning Rural and Urban location of the institution with details of khasra etc.

(B) Registered Leased building shall also be considered for permission under the chance as given in Appendix or as decided by the Commissioner/ Directorate of Higher Education from time to time. However the provision of land shall be applicable as given para 2 (1) (ii).

Provided that this sub-clause shall not apply to colleges already affiliated to the University, on or before the publication of the notification of the provisions of this revised statute.

- (iii) Requisite No objection certificate from Town and Country Planning and local body for using that land for setting up of a College/Institution.
- (iv) College will be permitted to start post graduate courses only after satisfactorily running the under graduate course continuously for three years in the concerned subject/course. ??
- (v) Society shall be liable to deposit fee as notified by the Commissioner Higher Education from time to time.
- (vi) Society shall have academic building sufficient to accommodate the faculties, lecture/seminar rooms, library and laboratories with a minimum of 15 sq. ft. per student in lecture/seminar room/library and 20 sq. ft. per student in each of the laboratories:

Provided that this sub-clause shall not apply to colleges already affiliated to the University, on or before the publication of the notification of the provisions of this revised statute.

- (vii) Society shall have adequate civic facilities for essentials like water, electricity, ventilation, toilets, sewerage etc. in conformity with the norms laid down by the State PWD or any other appropriate authority of the state government.
 - (viii) Society shall take adequate measures for safety, security, pollution control etc. and any other aspects as decided by the state government from time to time.
 - (ix) Society shall have a library with at least 1000 books or 100 books in different titles on each subject, whichever is more, of the proposed programmes to include both text books and reference books, besides two journals per subject, along with a book bank facility for Students belonging to the Scheduled Castes, Scheduled Tribes and such other sections as may be specified by the UGC from time to time;
 - (x) Society shall have necessary laboratory equipments as prescribed by the University/ Statutory/Regulatory body concerned, for each of the higher education programmes;
 - (xi) Society shall have a multi-purpose complex/an auditorium and facilities for sports, canteen, health care, separate common rooms and separate hostels for boys and girls as per the local requirements as decided by the University;
 - (xii) Society shall have appropriate furniture for lecture/seminar rooms, laboratories, library, faculty rooms, rooms for administrative staff including the Principal, multi-purpose complex/auditorium, common rooms and hostel rooms and for other facilities;
- (2). The college, if run by the State Government foregoing clauses are applicable to that extent of limit as rules prescribed by the state Govt. for its own colleges.

(3). The Registered Society/Trust proposing the college shall execute a bond:

- (a) to impart instruction only in the subjects and for the courses/programmes in the faculties for which affiliation has been granted by the University. All such courses/programmes shall follow the syllabi approved by the appropriate academic bodies of the University.
- (b) to comply with all the provisions of the Act, the Statutes and the Ordinances, Rules and Regulations of the University framed in this regard;
- (c) to the effect that the college shall obtain the eligibility approval of the appointed teaching staff from the University within three months of affiliation and shall report all changes in the teaching staff and all other changes that may affect the fulfillment of the conditions for affiliation to the University within a fortnight of changes coming into effect.
- (d) to the effect that all fees to be charged from the students shall be as per the fee structure approved by the State Govt./Regulatory Body/University as the case may be.
- (e) to the effect that the college shall not collect any capitation fee or donation in any form amounting to corrupt practices from or on behalf of any of its students or their parents/guardians except the prescribed fee and other charges as approved by the University/The State Govt/Regulatory Body/whichever is applicable.
- (f) to the effect that no student shall be admitted to any programme of study by the college in anticipation of grant of affiliation or in excess of the number of seats sanctioned per programme of study by the University;
- (g) to the effect that the college shall not, without the previous permission of the University, suspend offering an already approved course/programme of study;
- (h) to the effect that the academic and welfare activities of the students belonging to the Scheduled Castes, Scheduled Tribes and other disadvantaged groups, including minorities ,wherever applicable ,shall be properly taken care of by the college;
- (i) to the effect that all registers and records, including audited statement of accounts, as required to be maintained under the Regulations/ Orders of the UGC/University/Government shall be maintained and made available as and when required for inspection;
- (j) to the effect that the college shall furnish all such returns and other information as the UGC/University/Government may require to enable it to monitor and judge the performance of the college with regard to maintenance of academic standards and shall take such action as the UGC/University/Government may direct to maintain the same;

3. The Commissioner Higher Education shall decide the case (of application for permission) within stipulated schedule and issue the NOC; if sanction is refused by Commissioner, Higher Education, an appeal may be filed before the State Govt. The State Govt. shall decide the same within stipulated schedule.

If an appeal is decided in favour of the appellant, the last date for filing an application by him for granting affiliation for courses mentioned in Schedule I & II shall deemed to be extended by one month. Accordingly the last date for granting affiliation by University

shall also deemed to be extended by similar period after the date of issuance of the NOC from the Govt., if received to the university within 07 working days from the date of issue.

4. (A) The applicant institution shall apply for affiliation under Section 24(xii) of the Adhiniyam to start new college/class/subjects/courses/faculty, as the case may be, to the Registrar of the concerned University along with the copy of sanction obtained from Commissioner, Higher Education & with a NOC/permission from the concerned State/Central Statutory/Regulatory body, if required; not later than the dates as notified by the concerned University from time to time.

SCHEDULE-I

For obtaining sanction of the Commissioner , Higher Education and affiliation from the University under Section 24(xii) of the Madhya Pradesh Vishwavidyalaya Adhiniyam, 1973 for Commerce/ Arts/Science and other general courses:-

(a)	Last date for filing application to obtain sanction of Commissioner, Higher Education under Section 24(xii) of the Act for Commerce/Arts/Science and other general courses.	31, October
(b)	Last date for filing application to Commissioner, Higher Education for Commerce/Arts/Science and other general courses after due date with Late fee as decided by Commissioner, Higher Education	15, November
(c)	Last date for issuance of sanction or rejection by Commissioner, Higher Education.	31, January
(d)	Last date for filing Review Application before the Commissioner, Higher Education	28, February
(e)	Last date for issuance of sanction or rejection by Commissioner, Higher Education.	30, March
(f)	Last date for filing appeal before the State Govt.	15, April
(g)	Last date by which appeal be decided by the State Govt.	30, April
(h)	Last date for filing application for affiliation to University	28, February
(i)	Last date for filing application for affiliation to University with Late fee (as decided by the University	15, May
(j)	Last date for granting affiliation or rejection by the University.	30, June OR LAST DATE OF ADMISSION WHICHEVER IS LATER.

SCHEDULE-II

For obtaining sanction of the Commissioner , Higher Education and affiliation from the University under Section 24(xii) of the Madhya Pradesh Vishwavidyalaya Adhiniyam, 1973 for the course of Law or any other courses related to Law:-

(a)	Last date for filing application to obtain sanction of Commissioner, Higher Education under Section 24(xii) of the Act for Law courses.	31, July
(b)	Last date for issuance of sanction or rejection by Commissioner, Higher Education.	31 ,August
(c)	Last date for filing appeal before the State Govt.	10,September
(d)	Last date by which appeal be decided by the State Govt.	30, September
(e)	Last date for filing of application to the University for granting affiliation. With Late Fee	30, October 15,November
(f)	Last date for issuance of letter for granting temporary affiliation by the University for next academic session.	31,December

Note: (i) For **SCHEDULE I**, revision of dates(if any) , notified by The Commissioner Higher Education, Govt. of MP from time to time will be applicable.
(ii) For **SCHEDULE II**, revision of dates(if any), notified by The Commissioner Higher Education, Govt. of MP / The University, in conformity with the directions issued by The Bar Council Of India from time to time, will be applicable.
(iii) For any other courses (Not included in the above schedules) the dates notified by The Commissioner Higher Education, Govt. of MP / The University , in conformity with the directions issued by The Regulatory authority (if any) , from time to time, ,as the case may be , will be applicable.

(B) The application shall be made in the form prescribed by the concerned University along with the affiliation fee as decided by the Executive Council of the respective University provided that this affiliation fee shall be reported to the coordination committee, preferably in it's meeting immediately following the notification.

Provided also that the University shall not revise the affiliation fee within 3 academic years.

However, no differentiation or relaxation in the fee prescribed shall be applicable to Urban or Rural area college.

5. The application for affiliation of new Institution shall be submitted with certified copies of the following documents:-
- Registration of the Society/Trust along with details of Constitution and Memorandum of Association;
 - Certified copies of Trust deeds and deeds of the property, if any;
 - A Certificate from the Commissioner Higher Education Department showing that the Department has permitted for the establishment of the Institution/College.

- (d) An undertaking that the Founder or the Foundation Society shall, before the Institution is granted affiliation, it shall deposit the money with the University Endowment Fund as required under the Statute *No. 28 para 3(3) (i) i.e. College Code.*
- (e) Copy of the detailed project report including details about proposed Teachers, Books & Journals and teaching aids and equipments for running the said course and giving:
 - (i) background of the Society/Trust with reference to its experience in promoting, managing and operating educational institutions, details of its promoters including their background ,its activities in the social, charitable and educational spheres since its inception and its Vision and Mission;
 - (ii) development plan for the college with timeline, spelling out its growth plan over the first 10 year period in terms of phasing of academic programmes, increase in students intake and introduction of postgraduate programmes/research and the time schedule for stage wise development of the academic infrastructure, like recruitment of faculty and other support facilities, including students amenities, such as hostels, sports and recreational facilities;
 - (iii) Building plan and architectural master plan indicating the land use pattern including those for the future duly approved by the competent authority.
 - (iv) policy with regard to faculty recruitment, retention and development;
 - (v) structure of academic and administrative governance;
 - (vi) sources of financing of capital and operating expenditure besides funds to be generated through students fees; and
 - (vii) resource projections and their utilization schedule.
- (f) List of apparatus/equipment have been prescribed for the courses/subjects as given in appendix II or as amended by the university or the government from time to time.
 Provided that looking to the requirements of the syllabus of the subject or course, the University after approval from Academic council may provide for list of books and journals, teaching equipments and aids, and such other items as it may think fit in the interest of standard of instructions in the subject or course.
 Provided further that (a), (b) and (d) above shall not be required in case of College or Institution, maintained or managed by the Government.
- (g) A certificate from the Competent Authority designated by the Government concerned for classification of land and its location in Urban or Rural area as mentioned in para 2(1)(ii) above.
- (h) Land Use Certificate from the Competent Authority designated by the Government concerned;
- (i) Registered land/Govt. leased land documents in the name of the applicant;
- (j) Appropriate order from the Govt. permitting the Society/Trust to start the college , with details of the Courses Programmes intended to be offered;
- (k) Registered documents by the registered Society/Trust earmarking land and buildings for the proposed college;
- (l) Details of the latest fund position along with photocopies of relevant bank accounts, including the evidence of the Corpus Fund earmarked for the purpose as specified under clause 2(2)(b).

6. 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 or College shall be controlled by the Governing Body, constituted in accordance with the provisions of the Statute-28 and any change in the composition in respect of the Foundation Society or Founder or any change in the teaching staff shall be reported forth with to the University.
7. The application for affiliation of a new Course/Subject/Faculty/class or post-graduate course/class shall be accompanied by a certificate from the Commissioner Higher Education showing that the Commissioner Higher Education has permitted the addition of new course or subject or opening of new Faculty or post-graduate classes sought by the Institution or College.
 - (a) Any proposal for adding new programmes/course shall be considered by the University only after ensuring equitable distribution of facilities for higher education, having due regard, in particular, to the needs of the unserved, underdeveloped, rural, hilly, tribal and backward areas within its jurisdiction.
 - (b) Any proposal for Starting a new course of post graduate level shall be considered by the University only after satisfactory completion of three years of the under-graduate programme/course in the relevant subject , and the proposed buildings, qualified faculty and other infrastructure facilities are fully created as per foregoing clause.
 - (c) Each application for affiliation shall be accompanied by the prescribed fee in favour of the Registrar of the University, in the mode, as decided by the University from time to time.
 - (d) The fees shall not be refunded unless the application is withdrawn before an inspection has taken place. In such cases, the fees refunded will be limited to 80% of the fees deposited, cutting 20% of the fees as processing charges.
8. Along with the application as mentioned in Para 7 above, the authorized officer (viz. secretary) of the Foundation Society, or the Founder or the Chairman of the Body as the case may be, shall supply information and undertaking in the application, with respect to the following matters, namely :-
 - (a) That having regard to the educational facilities available in the neighbourhood there is a genuine need of a new subject/faculty/postgraduate class;
 - (b) That the qualifications and adequacy of the teaching staff and the conditions governing their employment shall be according to the provisions made by the University /state government from time to time .

Provided that every college shall have a full time salaried Principal, at least one full time salaried Teacher in each subject and other regular teachers shall have to be appointed gradually according to need of the courses, number of students etc. or as directed by the University.

Provided also that up to 50 % of teaching staff required in each subject may be appointed as Guest /Temporary faculty from the list of guest /Temporary faculty prepared by The Commissioner Higher Education, Govt. of MP for Govt. Colleges.

Provided also that the requirement of teachers in professional courses will be as per norms of the concerned state/central agencies regulating the instructions in that professional course.

- (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 and shall be admitted to the college until the affiliation prayed for has been granted by the University.
- (e) That the buildings in which the college is to be located has sufficient number of classrooms, 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 the 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 science or a subject which requires laboratory instructions;
 - (i) Arrangement have been or shall be made, for which the college has necessary funds at its disposal, for imparting instruction in that branch of science or subject, in a properly equipped laboratory and, where necessary, a museum; and
 - (ii) The gas and water supply, the apparatus and the chemicals, and the design and general fittings of the laboratories, lecture-rooms and museums shall conform to such requirements as may be prescribed from time to time.
- (i) That the college, if not maintained by the Government has sufficient funds to deposit as Endowment Fund and the Foundation Society/Founder is prepared to deposit the same with the University in such manner as may be decided by the Executive Council as a condition precedent to the grant of admission and to authorise the University to utilize the amount at its discretion for payment of the money and the salaries of the college, if such salaries fall into arrears for a period of more than three months, or to pay/adjust toward any arrears that has due to the University.
- (j) That the fee and mandatory amount payable by the students, shall be fixed in accordance with rates prescribed by the University/State Govt./Regulatory body, whichever is applicable.

Provided that the 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 college.

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

9. (1) Where a college has been given admission for a limited period and desires to apply for extension for a further period or permanently after running the course/subject continuously up to five years, the authorized officer or the Chairman of the Governing Body constituted in accordance with the Statutes 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 5 with fee/late fee as fixed by the University as per Para 4(B)
 - (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.
 - (iv) Such application for Extension of affiliation shall be presented within the dates prescribed by the University from time to time.
- (2) Mandatory Assessment and Accreditation
- 2.1 It shall be mandatory for each College/Institution to get accredited by the Accreditation Agency after passing out of two batches or six years, whichever is earlier in accordance with the norms and methodology prescribed by such agency or the Commission, as the case may be.
 - 2.2 Every College/Institution, which has completed six years of existence or two batches having passed out, whichever is earlier, shall apply to the Accreditation Agency for accreditation.
 - 2.3 The College/Institution, not completed six years of existence or two batches having passed out, whichever is earlier shall within a period of six months from date of such completion apply to the Accreditation Agency for accreditation.
- (3) A college shall not be eligible for permanent affiliation unless it fulfills the following conditions:-
- (i) The college is on undisputed possession 2 acres in urban area and 5 acres in case of Rural area with minimums constructed area proposed for each course by the University /State Govt./Regulatory Body as the case may be of land.
 - (ii) The college should have constructed its own building as per blue print submitted and have all infrastructure/facilities as stipulated in this statute.
 - (iii) The college has deposited in full the endowment fund.
 - (iv) The college has a duly constituted managing Committee & College Council.
 - (v) The staff has been appointed as per prescribed norms and qualifications under the provision of Statute - 28 college code on the UGC/Government scales of pay.
 - (vi) The college has a duly constituted College Council as per provision of the Statute- 28 with proper representation of its teaching staff to advise the Principal on the functioning of the college.
 - (ix) College has sufficient number of Books and Journals, CDs, Cassettes etc. as required for the course/subject.
 - (x) The college should have completed at least five years of satisfactory performance after getting temporary affiliation and fulfilled all the conditions of affiliation and

has attained the academic and administrative standards as prescribed by the University/ UGC/Statutory/Regulatory Body concerned from time to time.

(xi) The College shall be accredited by NAAC or any other statutory accreditation agency by State/Central Government.

- (4) The Application for permanent affiliation shall be made to the Registrar on or before 31st December of the year preceding, the academic year from which the extension is sought and shall be accompanied by a fee as given in Para 4(B) or as specified by the University in each course/subject which shall not be refunded.
 - (5) If the University decides not to grant permanent affiliation to the college for reasons, to be recorded in writing, the college may apply again if it fulfills the conditions/requirements subsequently, but not earlier than six months from the date of rejection of its earlier application.
10. (1) The application received under paragraph- 4 or 9 of this Statute shall be submitted to the Registrar. He shall refer the application to the vice chancellor to constitute an In section committee, after the scrutiny of the records .
- (2) The college shall be subjected to an inspection by the University through a committee of experts nominated by the Vice Chancellor consisting of:
 - (a) One Expert for each of the subject areas proposed.
 - (b) Director, College Development Council or an equivalent academician of the University, not below the rank of Professor nominated by the Vice-chancellor.
 - (c) A representative of the higher education department of the state Government .DCDC/ Professor, as nominated by the Vice Chancellor shall be the Chairperson of the Committee. Chairperson and two members will form the quorum.
 - (3) The Committee in its inspection shall visit the proposed site of the college to inspect its facilities, interview its principal and teachers, founder/members of foundation society, neighborhood. Videography/Photography of the inspection be carried out and video CD and photograph be submitted along with reports. Inspection committee shall be empowered to call any information related to college/ course as the case may be from the college.
 - (4) The report of the inspection committee shall be submitted by the Chairperson to the University in a prescribed proforma duly filled in and signed by all the members. The University shall process the report through its appropriate authorities and decide to grant, or not to grant, temporary affiliation to the college, recording the reasons in writing for its decision within three months of inspection.
 - (5) On the basis of the infrastructure and other facilities available at the college, the University shall decide the number of seats for each programme in the college
 - (6) Continuation of temporary affiliation of the programmes of study and the college shall be granted by the University on a year to year basis through an inspection , if required.
 - (7) On receipt of the report of the Inspection Committee, the Academic Council/ standing committee of the academic council shall make appropriate recommendations to the Executive Council for the acceptance or rejection of the application.

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

At the time when section 52 (M.P. Uni. Act 1973) is imposed and the standing committee is not in existence in the university, the vice chancellor shall appoint a committee consisting of at least 2 deans of faculty to scrutinize the report of the inspection committee.

11. (1) After considering the report of the Inspection Committee and the recommendation of the Academic Council/Standing Committee/ Committee of Deans and after making such further enquiry as it deems fit, the Executive Council may either:
 - (a) Communicate to the Commissioner Higher Education and the applicant that it propose to grant the affiliation or any part thereof permanently or for a limited period.
 - (b) Reject the application mentioning reasons therefor.
 - (c) Communicate to the applicant about the deficiencies found by the University before a final action of affiliation if any. However in no case conditional affiliation shall be granted after first year of the course.
- (2) Where the Executive Council proposes to grant affiliation for any or all subject courses prayed for, it shall specify:
 - (a) The course or courses of instruction 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 it proper to impose and the time and manner of fulfillment of such conditions.
- (3) Where a communication has been made under sub para 1 (a) or (c) above, the compliances of the deadline mentioned in scheduled shall be deemed to be fulfilled.
- (4) The orders passed under clause (b) of sub-para (1) above shall be communicated to the applicant by the Registrar.
- (5) Where a Communication under Para 11 (1) (c) had been made to the applicant and the applicant after fulfilling the deficiency indicated in such communication, informs Registrar about its readiness, the procedure as mentioned in Para 10 and 11 (1) shall be followed by the University.
- (6) Where a college is granted a conditional affiliation as mentioned in Para 11 (2) (b) the college shall submit the compliance report within the time frame prescribed in the communication. Such compliance report shall be placed before the Executive Council. When compliance report has not been submitted, Executive Council may withdraw the affiliation after giving an opportunity of hearing once to the college.
- (7) No College shall admit any student in any subject/course without first receiving a communication under Para 11(2)
- (8) While granting admission to the students, it shall be the duty of the Founder/Foundation Society/Governing Body/Principal to inform and explain status of the affiliation of the college including conditions imposed, if any, under Para 11 (2) (b) with respect to the concerned subject/course.

- (9) In case of courses governed by other central statutory bodies normally require consent of affiliation by the concerned University. It shall be mentioned in the consent of affiliation that no student shall be admitted by the institution on the basis of consent of affiliation.
 - (10) If the University decides not to grant affiliation to the college for reasons, recorded in writing, of its failure to meet the conditions/ requirements for getting affiliation, the college may apply again if it fulfills the conditions/requirements subsequently, but not earlier than six months from the date of rejection of its earlier application.
12. (1) Wherever, 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/Vice Chancellor shall issue a notice to the Governing Body of the college or the principal in case of the Govt. college under intimation to the founder/foundation society or the Government as the case may be apprising 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.
 - (c) The Executive Council / Vice Chancellor 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.
 - (3) On receipt of the reply to show cause notice within the period allowed to the college under sub-para (2) (b) and (c), the Executive Council may consider the matter in the light of the reply and representation made ,if any, by the college concerned and if no such reply is received, it may consider the matter on the expiration 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, 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 Commissioner Higher Education and Chairman of the Governing Body of the College concerned.
 - (4) The privileges conferred on a college by affiliation may be withdrawn in part or in full, suspended or modified, if the college on due enquiry is found to have failed to comply with any of the provisions of the Act., the Statutes, the Ordinances, the Rules and Regulations or any other direction or instruction of the UGC/University/Statutory/Regulatory body concerned, or failed to observe any of the conditions of affiliation or has conducted itself in a manner prejudicial to the academic and administrative standards and interests of the University.

- (5) If an affiliated college ceases to function or is shifted to a different location or is transferred to a different Society, Trust, individual or a group of individuals without the prior approval of the University, the affiliation granted to the college shall lapse automatically on such ceases, shifting or transfer, as the case may be, and it shall be treated as a new college for the purposes of future affiliation.
 - (6) If the University decides to withdraw the affiliation of the college or the affiliation stands terminated by the order of the University temporarily or permanently, such decision shall not affect the interests of the students of the college who were on its rolls at the time of issue of the order till they pass out the normal duration of programmes to which they are registered. The University/Government shall alleviate the educational future of the affected students in an appropriate manner.
13. (1) Every college admitted to the privileges of the University shall, during all the time it continue to enjoy such privileges comply, with all the provisions of the Adhiniyam, the Statutes, the Ordinances, the Regulations, and any orders, directions of Academic Council/Standing Committee of the 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 the following provisions, namely:
- (a) All conditions imposed at the time of granting admission shall be duly fulfilled with the time of granting admission shall be duly fulfilled with due expediency;
 - (b) Where the college intends to suspend any course/subject of Instruction, the governing body shall have to submit prior notice to the University and the State Govt. and after approval of the University and State Govt. College may suspend the course/subject from the next session.
 - (c) The Governing Body required to be constituted under the Statutes shall be so constituted within three months from the date of admission and all matters assigned to it by the Statute shall be administered by it;
 - (d) Any transference of management shall be reported to the University forthwith;
 - (e) The qualifications and adequacy of the teaching staff and the conditions governing their recruitment term shall be strictly according to the provisions of the Statutes; State Govt. and Central Bodies regulating instructions in such course/subject.
 - (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 sixty students at a time unless the Academic Council considering the size, structure, seating\arrangements and acoustic properties of each lecture room an arrangements for tutorials and high standing of the lecturer in academic excellence permits a larger number of students not exceeding eighty.
 - (h) The maximum number of students in a batch for laboratory work under one teacher shall not exceed 25;

- (i) Every vacancies 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 books of accounts 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 Registrar of the University.
 - (l) The University may lay down the procedure of admission of the students for instruction in any course/subject, which shall be binding on the college.
 - (m) The University may, for the purpose of raising the standards of instruction in any course/subject and achieving academic excellence, issue guidelines, list of facilities, equipment and teaching aids to be maintained in College, teaching methodology to be adopted, refresher courses to be imparted to teachers and such other directions as may be considered necessary by the Academic Council or its standing committee.
- (3)
- (i) The college shall submit _mandatory predetermined proforma duly filled in for inspection by to the University from time to time, by inspection committee authorized by the Executive Council/Vice Chancellor and a report of the inspection shall be placed before the Standing Committee of the Academic Council/Executive Council. The University shall have all powers to cause emergent/surprised inspection to alleviate academic standards.
 - (ii) Every college or institution (Temp. affiliated/Permanent affiliated admitted to the privileges of the University shall pay annual affiliation fees as approved by the respective University to The Registrar of the University each year as prescribed in the schedules I & II above. After the due date a late fee of 25% extra of the year along with *affiliation* fee shall be charged.
 - (iii) If the fee payable under Sub para (3) (ii) is not paid by the date specified therein, the affiliation of the College or Institution, may be withdrawn.
14. If, for any reason, a college is unable to impart instruction for two continuous years in any subject for which it is granted affiliation, such affiliation shall be regarded as having lapsed.
15. Accounts, registers, proceedings of meetings and other records of a college shall be shown at the time of inspection by the persons appointed for the purpose under this statute by the Executive Council or the Academic Council/Standing Committee of the Academic Council/Vice Chancellor to conduct any inspection.
16. (i) Every college shall provide adequate and suitable space for outdoor and indoor games, physical exercises, Cultural activities and such other activities as may be decided by the Executive Council of the University.
- (ii) College will have to deposit with the University the fees of Physical, cultural activities etc. as prescribed from time to time.

- (iii) All facilities may be provided to SC/ST/OBC/ Handicapped/Women students as per directives of the State Govt. from time to time.
17. (i) Every college shall arrange for medical facilities to all its students and for the medical aid for students residing in the hostels of the college.
(ii) For the above purposes, the colleges shall be entitled to levy an annual fee from each student at the rate prescribed by the University.
18. Every college shall whenever called upon by the Registrar to do so, make available its college building, laboratories, furniture, equipments and staff for the conduct of the University examination. Refusal or non cooperation may entail loss of affiliation.
19. The Executive Council may, in consultation with the Academic Council require any college, either permanently or for a specified period, to participate in the system of centralized admission by the University or to restrict the number of students in any class or subject, or require the teaching in a college to be confined only to some particular branch, Any such directions 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.
20. Notwithstanding, the foregoing clauses of the statute shall be in contradiction and any provision of the Act.

Minimum norms for affiliation of colleges

1. Requirement of Teaching Faculty in Arts and Social Science (B.A. I year, II year, III year)
 - (a) I year = One Teacher in each subject **TSR : 1 : 50**
 - (b) II year = One Teacher in each subject
 - (c) III year = One Teacher in each subject

2. Requirement of Teaching Faculty in Science subjects (B.Sc.)
 - (a) I year = Two Teachers in each subject **TSR : 1 : 30**
 - (b) II year = Two Teachers in each subject
 - (c) III year = Two Teachers in each subject

3. Requirement of Teachers in M.A. /M.Com. **TSR : 1 : 20**
 - (a) I year = One Teacher in each subject
 - (b) II year = One Teacher in each subject
 - (c) III year = One Teacher in each subject

4. Requirement of Teachers in M.Sc. subjects. **TSR : 1 : 15**
 - (a) I year = Two Teachers in each subject
 - (b) II year = Two Teachers in each subject
 - (c) III year = Two Teachers in each subject

5. Class Rooms (B.A, B.Sc., B.Com etc.) **As per UGC norms**
 - (a) I year = One class room each course
 - (b) II year = One class room each course
 - (c) III year = One class room each course

6. Class Rooms (M.A., M.Sc. etc.) **As per UGC norms**
 - (a) I year = One each subject
 - (b) II year = One each subject

7. Laboratory Requirement (B.Sc.) **As per UGC norms**
 - (a) I year = One each subject (size 30x20 feet)
 - (b) II year = One each subject (size 30x20 feet)

(c) III year = One each subject (size 30x20 feet)

8. Laboratory Requirement (M.Sc.)

As per UGC norms

(a) I year = One each subject (size 30x20 feet)

(b) II year = One each subject (size 30x20 feet)

9. Computer Laboratory = One each in course other than BCA, M.Sc. Computer Science etc.

Student : Computer ratio = 4:1

10. Chemicals Equipments etc. as per syllabus prescribed by the university.

Note : *In courses viz; Education, Management, Nursing etc. where central agency is recognising body in such cases norms issued by central agency will be followed.*

STATUTE NO. 28

COLLEGE CODE

PART I - Definitions and applicability:

1. In this Statute unless there is anything repugnant in the subject or context:
 - (a) “College” means an educational institution admitted to the privileges of the University.
 - (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 University and where the Governing body of the Society is superceded under Section 33 of the Madhya Pradesh Society Registrickaran Adhiniyam 1973 the person or persons appointed by the State Government to manage the affairs of the Society. In case of educational institutions maintained and run by Local Bodies, the Foundation Society shall be the Council of the Local Body and in case the Local Body is superceded the person who acts for the Body.
 - (c) “Governing Body” means the Governing Body constituted in accordance with the Provisions of this Statute.
 - (d) “Teachers” means members of the teaching staff of a college and includes the Principal.
 - (e) “President of the Foundation Society” means a person who is duly elected as its President (by whatever name called) by the Foundation Society and is the Executive head thereof and where the Society is superceded under Section 33 of the M.P. Society Registrickaran 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 twenty-five thousand rupees in cash or immovable property for the use of the college.

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

2. The College Code shall apply to all colleges admitted to the privileges of the University excepting the colleges maintained or managed by the State Government or a Municipal Corporation/Council 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 up to the standard required by the University.
- (2) No employee of the college except an honorary or part-time teacher 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 for an amount Rs. Ten Lacs 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 Rs. 1,00,000/-
 - (b) For every additional faculty at the under graduate level Rs. 30,000/-
 - (c) for each faculty at the post graduate level Rs. 50,000/-
 - (d) For P.G. level additional faculty Rs. 40,000/-
- (ii) Where the college does not have its own building which is considered satisfactory for its purpose by the University the Foundation Society shall make an annual contribution of an amount not less than Rs. 10,000/- towards a building fund to be maintained with the university in the name of college till the college constructs requires permanently a building adequate for its proposes.
- (iii) In case a college in existence on the date of coming into force of this Statute the foundation Society shall:
 - (a) Deposit with the university in every academic year commencing from year 1974-75 an amount equal to one fifth of the value of the Endowment fund necessary till the Endowment fund as required in clauses (1) above is deposited in full.
 - (b) Where the college does not have its own building considered satisfactory for its purpose by the University, contribute towards the Building fund in a accordance with clause (ii) above.
 - (iv) The deposit for creating the Endowment 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 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 the college being taken over by the Government the caution money and the salary due to the employee (including teachers) of the college shall be the first charge on the Endowment Fund.
 - (iv) On a requires 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 lawful 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.
6. (1) (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.
 - (c) Withdrawal of the affiliation of the college.
 (ii) Where any action is taken by the Executive Council under the foregoing clause, the Foundation Society may appeal to the Commissioner Higher Education Directorate against the decision of the Executive Council. The decision of the Commissioner in the matter shall be final.
 (2) The Foundation Society shall have the following powers, namely:
 - (a) To appoint the first Principal and other member 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 whichever 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.

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

- (c) To sanction items of new expenditure exceeding Rs. 10,000/- in the case of non-recurring expenditure and exceeding Rs. 4,000/- in the case recurring expenditure which involve additional financial obligation on the foundation society.
- (d) To consider and pass resolutions on the annual estimates and expenditure and the audit report of the college and forward them to governing body for its consideration.

Provides that is 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 day's of its submission by the Governing Body it will be presumed that the foundation body may proceed to consider and approve 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 firms and societies.

(f).To call for information regarding the functioning of the college from the Governing Body and to suggest to the Governing Body measures for the improvement and development of the college.

Provided that the foundation Society shall not interfere with the day to day administration of the colleges.

(3) 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.

(4) 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:

7. (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 member or by the individual maintaining the college.
 - (b) Two persons appointed by the Foundation Society from amongst its members or by the individual maintaining the college.
 - (c) Two representatives of the University other than members of the Foundation Society of the college, nominated by the Executive Council atleast one of whom shall be form amongst the teachers of the University as for 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 donor.
 - (e) One nominee of the Government of Madhya Pradesh.
 - (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 except a part-time teacher who is paid an honorarium, or who works on an honorary basis.
- (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 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 super session of its Governing Body under the M.P. Society Registrikaran Adhiniyam 1973 shall cease to hold office on the super session of the 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 the Governing body shall take steps to fill all vacancies as soon as they occur.

(iv) When a vacancy occurs in the office of a member other than an Ex-official member, before the vacancy shall be filled, as 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.

(3) 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 shall be held.

(4) 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.

(5) (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. At least 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.

(f) 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 thereof as are present and vote at the meeting.

(6) 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.

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

(8) No act of proceeding of the Governing Body shall be invalid merely by reason of any vacancy in its membership or 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 abolition of new department of Studies or new teaching and non-teaching posts in the college.

Provided that if the institution of 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 services of a teacher other than one appointed in a leave vacancy or temporarily for a specified period shall not be terminated, for any reason whatsoever, without the prior approval shall not be necessary in case of discharge of a teacher (who is associated on probation during or on the expiry of the period of such probation on the ground that his work during such period was not satisfactory).

Provided further that the power of appointment shall be subject to the provision of clauses (a) of sub- paragraph (ii) of paragraph 6.

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

(2) In the matter of the management of the college the governing Body shall be the final authority bound by Statutes, Ordinances, Regulations and directions of the University and such rules as are framed by the governing Body and which are not inconsistent with the Adhiniyam, the Statutes, Ordinances and Regulations of 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 an annual report on the work and progress of the college for the academic year ending 30th June immediately preceding.

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

(iii) proposal for such items of new expenditure and exceeding 10,000/- in the case non-recurring expenditure exceeding 4,000/- in case of recurring expenditure which involve additional financial obligation on the foundation society.

10. The Governing Body may make 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 service conditions of teachers shall be taken at a meeting of the Governing body in which at least 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 a nominee of the University or the State Government attending a meeting of the Governing body shall be paid by the college at the rates admissible to a member of the authorities of the University under the rules made by the University.
 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 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 afore 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 for not more than two consecutive terms. He shall convene meetings of the College Council under the direction 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 advise 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 advise and assist the Principal in the preparation of the time table, allocation of teaching work and for the organization, of the extra-curricular 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 decisions of the Governing Body.

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

(a) To admit students to the college;

(b) To assign duties in respect of teaching, administrative work and extra-curricular activities to the teaching and other staff of the college and see to the proper performance thereof;

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

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

(d) To maintain discipline in the college;

Provided that disciplinary action taken by the Principal against any student shall be final and shall not be liable to be revised by any other authority except where such revision is permitted by the Statutes and Ordinances of the University. Provided also that in the case of rustication of a student from the college, the college council may review the decision of the Principal;

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

PART VI - The Teachers of the College:

16. (1) No appointment to any teaching post in the college, including the post of the Principal but excluding part-time appointments, temporary appointments which are not to continue for more than one academic year 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 there for and the emolument 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.
- (2) No appointment to the post of Principal shall be made except with the prior approval of the Executive Council.
- (3) Notwithstanding anything provided under Statute 22 no person shall be appointed to any teaching post incurring that of the principal unless he/she possesses the following minimum qualification:

ASSISTANT PROFESSOR:

- (A) (a) A doctor's degree or published research work of an equivalent high standard and
(b) (i) A second class master's degree in the concerned subject with at least 55 percent marks (B in the seven point)

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

- (ii) At least 50 percent marks at the bachelor's degree examination on the basis of which division is awarded at the degree level by the university.
(iii) At least 50 percent marks at the Higher secondary/ Intermediate pre-University examination, as the case may be.

Having regard to the need for developing interdisciplinary 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:-

- (B)(i) A second class master's degree in the concerned subject with at least 55 percent (B in the seven point scale) and N.B. (while taking into account the marks/grade, the marks/grade obtained in internal assessment, if any, shall be excluded).
(ii) Two years experience of research work or practical experience in research laboratory research organization, and
(iii) At least 50 percent marks at the Bachelor's degree examination on the basis of which division is awarded at the degree level by the University, and

(iv) Atleast 50 percent marks at the Higher secondary intermediate/ pre-University examination, as the case may be.

OR

- (C)(i) A Master's degree with the first class or Grade 'A' in a relevant subject and
(ii) Atleast 50 percent marks at the Bachelor's degree examination on the basis of which division is awarded by the University, and
(iii) Atleast 50 percent marks at the Higher secondary/ Intermediate/ pre-University examination, as the case may be.

Provided further that in the case of categories (B) & (C) a candidate will have to obtain a Doctor's Degree/M.Phil. Degree or have to his/ her credit published research work of equivalent within 5 years of his appointment falling which he will not earn future increments until he fulfils these requirements.

N.B. The requirement regarding minimum percentage of marks shall be taxed upto 5 percent in case of Scheduled castes/Scheduled Tribes candidates.

COLLEGE PROFESSORS:

- (a) A second class master's degree in the concerned subject with atleast 55 percent 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 obtained in internal assessment, if any, shall be excluded).

- (b) (i) Atleast 50 percent marks at the Bachelor's degree examination on the basis of which divisions is awarded at the degree level by the University, and
(ii) Atleast 50 percent marks at the Higher secondary intermediate/ pre-University examination, as the case may be and
(c) (i) The experience of teaching of post-graduate classes shall be atleast 5 years, and
(ii) Atleast three years experience of guiding research:

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

N.B.:- The requirement regarding minimum percentage of marks shall be relaxed up to 5 percent in case of scheduled Casted/Scheduled Tribes candidates.

PRINCIPAL:

Academic qualification as prescribed above for the professor plus two years experience of working as professor in an institution of Higher leaning affiliated to University.

Provided that teacher with ten years experience in any affiliated college or the University Teaching Department preference will be given to a Ph.D. candidate.

(Note:- Above proviso shall be applicable only for three year i.e. from 24/07/2017).

NOTE:- For the purpose of recruitment as Principal the readers in University shall be treated at par with professors in colleges.

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

- (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 appointment of the principal shall consist of:-
- | | |
|---|----------|
| (a) Kulpati or his nominee | Chairman |
| (b) One nominee of the Management | Member |
| (c) Dean/Director College Development Council | Member |
| (d) One nominee of the Madhya Pradesh Uchcha Shiksha Vibhag | Member |
- (e) If in case the Hon'ble Minister being President/ Chairman of the Governing Body is present in the meeting of the Selection Committee, he/she will preside the meeting. The Kulpati or his/ her nominee will present as member of the committee.
- (2) The selection/promotion committee for the appointment of a teacher of the college, other than Principal shall consist of :-
- | | |
|---|------------------|
| (a) Kulpati or his nominee | Chairman |
| (b) One nominee of the Management from amongst its members who are not teacher | Member |
| (c) One expert in the subject concerned nominated by the Kulpati | Member |
| (d) One expert in the subject concerned nominated by the Madhya Pradesh Uchcha Shiksha Vibhag | Member |
| (e) Principal of the Institution | Member-Secretary |
- (3) In the case of a Committee constituted under clause 17(1) no business shall be transacted at a meeting of such committee unless the Chairman, one expert and one other member be present and in the case of the Committee constituted under clause (2) of that sub-rule no business shall be transacted at a meeting of the Committee unless the Chairman and two members be present threat.
- (4) 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 at least one expert.
- (5) The list prepared under sub-rule (1) shall contain the names of candidate five times the number of posts proposed to be filled up.
- (6) The list prepared under sub-rule (1) shall be submitted to the Institution.
- (7) Appointment to any post of a teacher or other employees shall be made in order of merit from the list prepared under sub-rule (1).
- (8) If the vacant post of the principal is not filled as per rules within a period of six months. The Government will be empowered to appoint/nominate Principal with intimation to the Governing Body of the college.
- (9) 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/state government from time to time.

Provided that every college shall have a full time salaried principal, at least one full time salaried Teacher in each subject and other regular teachers shall have to be appointed gradually according to need of the courses, number of students etc. or as directed by the University.

Provided also that up to 50% of teaching staff required in each subject may be appointed as guest/temporary faculty from the list of guest/temporary faculty prepared by The Commissioner Higher education, Govt. of MP for govt. colleges.

Provided also that the requirement of teachers in professional courses will be as per norms of the concerned state/central agencies regulating the instructions in that professional course.

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 and expected to continue for more than six months and cannot be delayed without detriment to the interests of the institution, Governing Body may make such appointment without obtaining recommendation of the Committee of Selection but the person so appointed shall not be retained on the same post for a period exceeding one academic year 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 post may be made by the Foundation society or the Governing body, as the case may be on the recommendation of the Principal from amongst persons who possess the minimum qualifications prescribed for a lecturer.

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

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

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

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

(2) Unless the work of the probationer is found to be unsatisfactory and he is informed by the Governing body at least one month before the expiry of the period of probation of its

intention not to continue him in service, the probationer shall be deemed to have been confirmed in his appointment on the expiry of the period of probation.

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

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

Provided that the Governing body shall get the contract executed:

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

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

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

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

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

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

(ii) A Part time principal shall be paid an honorarium of Rs. 400/- per month and every part time teacher other than the principal shall be paid an honorarium of Rs. 300/- per month if he delivers 12 lectures per week and Rs. 200/- if he delivers at least 8 lectures per week.

(iii) Salary of every teacher shall be paid by cheque or e-payment drawn in his favour latest by the 5th of the month following the month to which the salary relates.

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

(v) Every teacher other than a 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 CAS, service shall be counted from the date of the first joining, if there be no break of service during the period preceding the substantive appointment. Short breaks of service not exceeding 7 days shall be condoned. The period of college vacation 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 maintains 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.
- (5) (a) A teacher shall obey all lawful directions of the Principal and the Governing Body of the College. He shall, in addition to the ordinary duties as a teacher perform such other duties as may be entrusted to him by the Principal in connection with the co- curricular and extra-curricular activities in the college or duties in connection with examination, administration and the keeping of discipline in the college.
- (b) No teacher shall be required to teach for more than twenty four periods (including those for tutorial week) 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 election to any legislature or local authority.

Provided that:

- (a) an employee qualified to vote at such election may exercise, his right to vote but where he does so, he shall not give any indication of the manner in which he proposes to vote or has voted;
- (b) The employee shall not be deemed to have contravened the provisions of this paragraph by reason only that he assists in the conduct of an election in the due performance of duty imposed on him by or under any law for the time being in force.

(7) All teachers shall be governed by the rules of conduct if any, framed by the Governing body in conformity with the Adhiniyam, the Statutes, Ordinances, and Regulations of the University. If the governing body does not frame these rules the university may take action as per their existing rules.

(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 superannuation as prescribed by the state Govt. from time to time.

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 calendar one month's notice or one month's salary in lieu thereof to temporary employee when terminating his service.

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

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

- (ii) 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 a 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:

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

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

OR

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

Note: In case of teachers the Governing Body and in case of other employees the Principal shall be deemed to be the appointing authority.

(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 forth with 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 proceedings 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 emolument 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) 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 college.

Besides the above, the penalty of 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 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 a 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 teacher of the College, including the Principal:

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

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) 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 Kulpati, 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 in case a person in (c) above is not nominated by the body concerned within three months, the Kuladhipati shall have the powers to appoint on behalf of the body concerned, a nominee not connected with the University in any manner.

Provided that an appeal under this sub-paragraph shall be submitted to the Kulpati 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 it.

(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 any direction from 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 circumstances 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 or another institution, permanently appointed to a substantive post shall, as a condition of his service become a depositor of the provident Fund in the College.

Note: 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.

(3) The contribution of each depositor to the fund shall be eight percent of the salary of the depositor, such contribution shall be deducted monthly from 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 Account in 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 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 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 have been dispensed with for what in the opinion of the Governing body is gross misconduct or who has been in the service of the college for a continuous period of less than two years from the date from which he was allowed to subscribe to the provident Fund shall not be entitled to any part of the contribution made by the college or to the interest accrued thereon.

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.

Note: 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, interlaid include the following as the legitimate objects for such advance:

(i) To meet expenses in connection with the prolonged illness of the subscriber or any 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. (i) The employees including the teachers of the college shall be entitled to leave in accordance with the leave rules of the Government of Madhya Pradesh in force and as

applicable to Government Servants in vacation and non-vacation departments. All posts of teachers other than the Principal shall be vacation posts.

(ii) 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 credited 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 teacher 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 Kulpati to a tribunal consisting of one nominee of the Kulpati other than a member of the Executive Council who shall be the Chairman and one nominee each of the teacher and the Governing Body and the decision of the tribunal shall be final.
39. Notwithstanding the provisions of this Statute a Non-Government College of Engineering/Technology or a Regional College of Education may be administered by the Executive Body of the institution (by whatever name called) constituted in accordance with the by-laws/regulations of the institution;

Provided that:

- (i) The Executive Body of the institution shall have amongst its members two representative elected from amongst themselves by the teachers of the institution, other than the Principal who have completed at least two years service in the institution.
- (ii) All appointments to teaching posts in the institution, not lower than that of a Lecturer and other than those which are to be filled by promotion, shall be made on the recommendation of a Selection committee which shall have amongst its members at least one expert in the subject concerned nominated by the Kulpati.

FORM OF AGREEMENT OF SERVICE FOR TEACHERS

An Agreement made on.....day of.....20..... between(here-in-after called the Teacher) of the first part, and the Governing Body of theCollege (here-in-after) called the governing Body, through its Chairman/Secretary, of the Second part,

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

- (1) That this agreement shall begin from the..... day of20..... and shall be determinable as hereinafter provided.
- (2) That the party of the first part is employed on probation for a period of one year and shall be paid a monthly salary of Rs.....in the Pay scale of Rs.....

The period of probation may be extended by such further period as the party of second part may deem fit; but the total period of probation shall, in no case, exceed two years. The teacher shall be deemed to have been confirmed in his appointment unless not later than one month before the expiration thereof, the Governing Body informs him/her in writing of its intention not to continue.

- (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 no increment shall be withhold without the approval of the Governing Body.
- (4) The Teacher shall during the continuance of his engagement be entitled to the benefit of the Provident Fund maintained by the Governing Body in accordance with the provisions laid down in the College Code.
- (5) That the date of birth of the party of the first part is..... and the age of superannuation will be sixty years, the actual date of retiring shall be the last day of the academic year in which he attains the age of sixty unless extension is granted as provided in para 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 may be assigned to him by the Principal of the College in connection with the Social intellectual or athletic activities of the college or examinations 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.

Provided that:

- (i) The plea of incompetence shall not be used against the party of the first part after he has served 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 months 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 clause, the teacher shall deliver to the Governing Body. All books, apparatus, records and such other articles belonging to the College or to the University as may be in his possession.

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

Signature.....

Day of.....20.....

1. (Party of the first Part)

2. (Party of the Second Part)

In the presence of

1. (Witness 1)

2. (Witness 2)

STATUTE NO. 29

APPOINTMENT OF EXAMINERS

[Refer Section 44]

1. In this Statute:
 - (i) "Internal Examiner" means:
 - (a) in case of a Theory Paper, an examiner including a paper setter who is a teacher in a University Teaching Department, School of Studies. Or College maintained by or affiliated to the University.
 - (b) In case of practical and viva-voce examination an examiner who is a teacher in the Institution whose candidates are being examined at the examination center.
 - (ii) "External Examiner" means an examiner other than an internal examiner.
 - (iii) "Co-examiner" means an examiner in a written paper other than the paper- setter.
2. The office of the Controller of Examination shall prepare for every subject an institution wise list of names of persons qualified for appointment as examiners. The list shall be in two parts, the first part containing the names of persons working as teachers in the University Teaching Departments, School of Studies or College maintained by or affiliated to the University and the second part containing names of persons other than teachers of the University qualified for appointment as examiners, whose names shall be obtained by the Controller of Examination office from other Universities on its own initiative or under the direction of the Chairman of the Board of Studies concerned.
3. The list shall contain, as far as possible, information relating to the persons included therein on the following points, namely
 - (a) The academic qualifications and teaching experience at degree and post graduate levels.
 - (b) The field of specialization.
 - (c) The examinations of the University and years in which they have acted as examiners in the past.
4. The list so prepared shall be made available to the Examination Committee concerned constituted under Section 44 of the Adhinyam together with the names of persons appointed as Examiners in the University during the two preceding years. The Committee may add to the list the names and experience of persons qualified for appointment as examiners but not included therein.
5. The Controller of Examination office shall also give the Examination Committee the approximate number of candidates expected to appear at each examination and the list of centers of each Practical/Viva-Voce examination together with the estimated number of candidates thereat.
6. The Examination committee shall, in the light of the provisions of the following paragraphs, recommend:
 - (i) a panel of three names for the appointment of the paper- setter of each written paper,
 - (ii) a list of names of persons for appointment as co-examiners where necessary, the number of names included in the list being at least fifty percent in excess of the number to be appointed,

- (iii) A list of names of persons for appointment as examiners in each Practical/Viva-Voce examination, the number of names included in the list being sufficient for the conduct of Practical / Viva-Voce examination at different centers.
7. The Kulpati shall appoint paper setters. Co- examiners, and Practical/Viva-Voce examiners ordinarily from amongst people recommended by the Examination committee. He may, however, appoint a person whose name is not included in the list of names recommended by the examination Committee if he is satisfied that the person in question possesses the minimum qualification and his appointment will not be contrary to the provisions of the following paragraphs
8. The qualifications of the Paper-setters and Co-examiners shall be as follows, namely:

(A) Paper-setters:

Examination:

(A)	Paper-setters: Examination	Qualification:
(i)	Post-Graduate Examination in all faculties other than Law	(i) Experience of teaching the subject at the post graduate level for at least seven years, Or (ii) Experience of teaching the subject at the post-graduate level for at least five years together with research experience/total teaching experience at the degree and/or Post- graduate level for at least ten years.
(ii)	L.L.M. For M.B.A.	(ii) Master's degree or higher degree in Law and teaching experience at LL.M Level for at least seven years. Or Experience as High court Judge. Or Standing of atleast fifteen year at the Bar. A person with three years' experience of teaching the subject concerned at the Post-Graduate level.
(iii)	Degree examinations in all Faculties other than Engg. Medicine and Ayurveda.	(iii) Teaching the subject at degree and post graduate level for atleast seven years.
(iv)	Degree examination in faculties of Engineering, Journalism and Mass Communication forming for part of Arts Faculty.	(iv) Teaching experience at Degree / Post-graduate level and/or Professional experience of atleast seven years.
(v)	Degree examination in the Faculty of Ayurveda.	(v) Teaching experience in the subject at degree and/or post-graduate level for atleast live years.
(vi)	LL.B.	(vi) Teaching experience of LLB. and/or LL.M. classes for atleast seven years. Or

		Judicial experience as District Judge for atleast five years. Or Standing of atleast twelve years at the Bar.
(vii)	Diploma examination in all Faculties other than those in the faculty of medicine and postgraduate Diploma examination in business Administration	(vii) Teaching experience of atleast three years of Degree and five years of Diploma classes. Or Ten Years professional experience.
(viii)	Diploma examination in Post-graduate Diploma of a recognised University or an equivalent qualification in the subject and atleast five years teaching experience in the subject in any University or college recognized by the Medical Council of India.	(viii) A Doctor's or Master's Degree or a the Faculty of Medicine.
(ix)	Post-graduate Degree/Diploma in Business Administration	(ix) Atleast seven years teaching experience at the degree level or atleast five years teaching experience of Post graduate/Degree/Diploma classes in the subject.

(B) Co-examiners:

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

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

9. (1) In case of Practical and Viva-Voce examinations at the post-graduate level.
The external examiner shall be a person not below the rank of a Associate Professor.
- (2) In case of Practical and Viva-voce examinations at the first degree level the external examiner shall be a teacher of the subject with not less than three years' experience of teaching the subject at the degree and/or post-graduate level.
- (3) The internal examiner in case of Viva-Voce examination at the post-graduate level shall be the Head of the Department in the subject in the Institution whose regular candidates are to be examined at the Centre and where the Head of the Department is not available a teacher of the Institution recommended by the Head of the Institution shall be the internal examiner.

- (4) The internal examiner in case of practical examination both at the degree and the post-graduate level shall be appointed from amongst the teachers of the Institution, whose regular candidates are to be examined at the Centre, on the recommendation of the Head of such Institution.
 - (5) The external examiner at the post-graduate level in case of a Practical/Viva-Voce examination shall not ordinarily be a teacher in a University Teaching Department/ School of Studies or college maintained by or affiliated to the University.
 - (6) Except in the Faculties of Medicine, Ayurveda, Engineering, Technology, Education and Physical Education all external examiners in case of practical examination at the first degree level shall as far as possible be appointed from amongst the teachers in any University Teaching Department. School of Studies or College maintained by or affiliated to the University.
10. (1) Ordinarily not more than 50 percent of the paper setters at the post-graduate examination and not than 25 percent of the paper setters at the first degree examination in any subject shall be external. All more external paper setters for the first degree examination and atleast 50 percent of the external paper setters at the postgraduate level shall ordinarily be from Madhya Pradesh.
- (2) Where in any paper more than one examiner is appointed, the paper setter shall be the Head-examiner. Examiners other than the paper-setter shall be the Co-examiners.
 - (3) All Co-examiners shall be internal, provided that if sufficient number of qualified teachers in a subject is not available for appointment as Co- examiners, external Co-examiners may be appointed.
 - (4) For appointment as Paper-setters and Co-examiners teachers in the University Teaching Departments, Schools of Studies and College maintained by or affiliated to the University shall be ordinarily considered on the basis of seniority, subject to fulfillment of other conditions for such appointment.
11. (1) No one shall ordinarily be given more than one theory examiner ship (paper-setting or Co-examiner ship). In case the Examination Committee considers it necessary to recommend more than one examiner ship (one for the first degree examination and one for Post-graduate examination) in case of any person, it shall specify its reasons for doing so for the consideration of the Kulpati.
- (2) Ordinarily not more than one paper-setter shall be appointed from any one University Teaching Department, School of Studies or College in the same subject at any one examination.
 - (3) No one who is paper-setter at any Post-graduate examination shall be appointed as an external Viva-Voce examiner at that examination.
 - (4) No one shall ordinarily be given more than two external practical examination ship, provided that in case of Centre where the total strength of candidates appearing at Part I, II and III of a first degree examination is less than 120, one external examiner may be appointed for all the three examinations.
 - (5) In case of under graduate practical examinations, one external examiner shall not ordinarily examine more than 120 candidates.

- (6) In case of written examination, an examiner shall not ordinarily value more than 250 scripts and a Co-examiner shall be appointed if the number of candidates appearing in the paper is more than 300.
 - (7) While recommending names for examiner ship in faculties where English is not the sole medium of examination the Examination Committee shall ensure that the examiners recommended can value the scripts written in Hindi.
 - (8) The provisions of sub-paragraphs (1) and (2) above shall not apply in case of Examinations in the Faculties of Engineering, Technology, Education, Physical Education, Medicine and Ayurveda.
12. (1) Examiners shall be appointed for the examination of one year only but they shall be eligible for re-appointment.
- (2) Any person who has acted as an examiner (Paper setter. Co-examiner or external Viva-Voce examiner) for three consecutive years shall, ordinarily not be eligible for re-appointment until a period of one year elapses between the year in which he last acted as an examiner and the year in which he is re- appointed.
 Provided that such a gap will not be necessary in case of internal examiners if the number of eligible examiners in the subject concerned is less than the number of internal examiners required.
 Provided, also that on the recommendation of the Examination Committee a specialist or expert may be continued for two years more after the expiry of the three years period without a gap.
- (3) An examiner may be discontinued any time even before the expiry of the three year period if his work is found unsatisfactory.
 An examiner's work shall be deemed to be unsatisfactory if (i) mistake of such nature are found in his work in the course of checking and scrutiny which affect the result or (ii) he is found by the Executive Council to have delayed the work without good cause or (iii) there is an adverse report from the Head Examiner; or (iv) in the opinion of the executive council there are reasonable doubts about his integrity or suspicion that he is accessible to examinees or their relations and (v) if there are serious complaints against his paper e.g. That his paper was much above or below the standard or contained questions outside the prescribed course.
13. (1) In a paper for which there is only one examiner, he shall set the paper and value the answer-books received by him.
- (2) In a paper for which more than one examiner has been appointed, the Head examiner shall:
- (i) Set the paper;
 - (ii) Forward a memorandum of instructions for the guidance of the Co-examiners to secure conformity with his own standard in the valuation of the answer-books by his co-examiners.
 - (iii) Forward to each Co-examiner at least five answer-books duly marked by him to serve as models;
 - (iv) take care to see that the model answer-books shall, as far as possible, be representative of all grades of candidates, i.e. failure and third, second and first division;

- (v) Assign duties to the Deputy-Head Examiners, if there be any
 - (vi) Value such number of answer-books as may be allotted to him;
 - (vii) Examine the latest installments of answer-books received from the co-examiners in accordance with the succeeding sub-para and convey his approval of the marking or issue such instructions as may be necessary to secure uniform standard in valuation;
 - (viii) Report to the Registrar on the work of the co-examiner and state whether he has observed the instructions received from the Head Examiner.
- (3) A Deputy head Examiner shall act as a co-examiner in relation to the Head Examiner and perform the functions of the Head Examiner with respect to the co-examiners that may be allotted to him. He shall, however, forward a copy of the memorandum which he received from the Head Examiner to each of his co-examiners. Where the number of co-examiners is more than six, a Deputy Head Examiner shall be appointed.
- (4) (i) The Head examiner shall, as soon as he receives answer books may forward to his co-examiners a memorandum of instructions and within three days from the date on which he receives scripts forward to each co-examiner model scripts as provided for in clause (iii) of sub-para (2) above.
- (ii) A Co-examiner shall, on receipt of the memorandum of instructions start valuation of the answer-books allotted to him. He shall within two days from the day of the receipts of model answer-books from the Head Examiner send to the Head Examiner first test installment often marked answer books for re-examination. The Co-examiner shall continue his valuation work; but shall adjust his valuation according to the standard set by the Head Examiner.
- (iii) The Co-examiner shall forward to the Head Examiner a further installment of five answer Books.
- (iv) The Co- examiner shall comply with all instructions given to him by the Head Examiner.
- (v) In case the Co-examiner does not receive the memorandum of instructions with in a week of the date of examination, from the Head Examiner, he shall remind the Head Examiner under intimation to the registrar. If the Head Examiner does not receive the first test installment and subsequent installment of answer-books, each in due time, he shall remind the co-examiner concerned telegraphically under intimation to the Registrar.
- (5) The Head Examiner, the Deputy Head Examiner, if any, and every co- examiner shall carry out all the instructions received by them from the University in the matter of receipt, and dispatch of answer-books. Their valuation and all other matters incorporated in the instructions.
- (6) Notwithstanding the provisions of sub-paras (2) to (5) above where the Academic Council so decides, in case of a paper where for more than one examiner is required, the paper setter shall draw up and send detailed memorandum of instructions regarding valuation of answer-books including solution of numerical questions along with the question paper set by him. The detailed memorandum of instructions, moderated if necessary by the Moderation Committee, shall be sent by

the University to all examiners in the paper. All examiners shall value the answer books allotted to them strictly in accordance with the instructions contained in the memorandum of instructions. There shall be no exchange of model answer books and installments marked answer-books between the Paper-setter and other examiners.

14. If for any reason an examiner becomes unable to value the answer-books or to perform the duties of the Head Examiner, after setting the question paper, he shall be entitled to receive only one-half of the amount of fees for paper setting, the balance being payable to the examiner who values the answer books or acts as Head Examiner.
Provided that if the paper-setter dies before he is able to take up or complete the valuation of answer-books, full fee prescribed for paper-setting shall be paid to the heirs of such paper setter.
15. Even though a paper set for any examination is not utilized in that year, the paper-setter shall be entitled to receive the full fee for setting the paper.
16. In case of examination, where the Ordinances provided for a Second/Supplementary examination the paper-setter may be required to set two papers any one of which may be used for the Main examination, the second being used for the Second/Supplementary examination. The paper setter shall be an examiner at both the Main and the Second/Supplementary Examination. The other examiner ships may go to other qualified teachers who could not be provided with theory examiner ship at the Main examination.
17. (1) In any subject, if a Viva-Voce examination is prescribed, it shall be conducted by a Board of two examiners of whom one shall be an external examiner and the other internal.
(2) Except in the case of M. Sc. (Previous) Examination in Chemistry, there shall be a Board consisting of two examiners, one internal and the other an external for conducting the practical examination in each subject or in each special branch of the subject as the case may be,
(3) In the case of M.Sc. (Previous) Examination in Chemistry, the Board shall consist of three examiners, of whom one shall be internal examiner and two shall be external examiners. The board shall be so constituted so as to represent all the three branches of Chemistry, namely, Inorganic, Organic and Physical.
Note: In the case of Viva-Voce for LLM. (Final) there will be two external examiners and one internal examiner.
18. In the ease of a subject for M.A., M.Sc., M.Com. and M.P.E. Examinations, where thesis is permissible in lieu of a paper there shall be a Board of two examiners for reading the thesis. The Maximum number of marks for the thesis shall be equally divided between the two examiners each of whom shall mark the thesis independently. If the valuation of these two examiners differs by 20 percent, the thesis shall be referred to the third examiner, (other than a teacher of the University) who shall award marks out of half of the maximum marks for the thesis. The aggregate of two of the three awards nearest to each other and to the best advantage of the candidate shall be taken as the correct valuation.
19. Notwithstanding anything contained in the foregoing paragraphs:
 - (a) the examination in written papers and the practical and oral and clinical or sessional test, in each subject or group of subjects for an examination in the Faculty of Medicine shall be conducted by a board of two or four examiners one or two be,

- as the case may be, of whom shall be external examiner(s) and the other/s internal examiner/(s).
- (b) There should be a Board consisting of four examiners, of whom atleast 50 percent shall be external examiners in each of the subject for M.D./M.S. Examinations for written papers and the practical's, oral and clinical tests. (Amendment approved by the Co-ordination Committee on 05.04.1981)
 - (c) In the Faculty of Medicine, no person shall ordinarily be appointed as an examiner in any subject unless he has taken at least five years previously a Doctor's or Master's Degree or a Post-graduate diploma of a recognized University or an equivalent qualification, and thereafter has had at least five years teaching experience in the subject in a University or an affiliated college of a University recognized by the Medical Council of India. In each subject there shall be at least one internal examiner (the Head of the Department).
 - (d) The internal paper-setter for examination in each subject in the faculty of Medicine shall be appointed by rotation from amongst the Heads of the Departments of Medical Colleges affiliated to the University. If there is only one Medical college and the Head of the Department cannot be an examiner, the next senior most teachers in the subject shall be the internal paper setter and examiner.
20. Ordinarily the external examiner of the Board shall be the Chairman of the Board concerned. The marks shall be submitted under the signature of all the members of the Board concerned but the report on the working of the examination, the equipment of laboratories, and the thesis, shall be submitted by the external examiner of each Board under his signature only.
 21. In case of an examination for a research degree, the Examination Committee shall recommend for each thesis to be examined a panel of atleast six names of persons who;
 - (a) Possess a research degree in the subject and atleast ten years teaching experience at the postgraduate level, or
 - (b) A Scholars of repute in the subject?
 22. (i) No person shall act as paper-setter or examiner either in theory, Viva-Voce or practical examination if any of his relations is taking the examination, provided that this provision shall not debar a person from acting as an examiner for practical at a Centre other than which his relation is appearing.
 - (ii) No person shall act as moderator or tabulator for examination if any of his relations is appearing/has appeared at that examination.

STATUTE NO. 30

ADMINISTRATION OF ENDOWMENTS

[Refer Clause (M) Of Section 35]

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

STATUTE NO. 31

CONDITIONS OF SERVICE FOR UNIVERSITYEMPLOYEES

[Refer Clauses (D) And (N) Of Section 35]

PART I-APPLICABILITY AND DEFINITIONS

1. Save as otherwise provided in the Adhiniyam and the Statutes, the provisions of this Statute shall apply to all employees of the University other than those whose services have been lent to the University by the Central or State Government.
2. in this Statute:
 - (a) "Pay" means the amount drawn monthly by the University employee as:
 - (i) the pay, other than special pay or additional pay granted in view of his personal qualifications, which has been sanctioned for a post held by him substantively or in an officiating capacity or to which he is entitled by reason of his position in a cadre and
 - (ii) Special pay, personal pay, technical pay and
 - (iii) Any other emoluments which may be specially classed as pay by the Executive Council.
 - (b) "Average Pay" means the average monthly pay earned during the 10 complete months immediately preceding the months in which the University employee proceeds on leave or is suspended;
 - (c) "Substantive Pay" means pay other than special pay. personal pay or emoluments classed as pay under (a) above, to which a University employee is entitled on account of holding a post to which he has been appointed substantively or by reason of his substantive position in a cadre;
 - (d) "Vacation Post" means a post involving teaching duties in an educational institution entitled to the winter and summer vacations.
 - (e) "Normal Rent" means rent payable under paragraph 20 below.
 - (f) Presumptive rent in relation to a house belonging to University employee or his spouse, or children or father or mother in which he lives and for which he does not pay any rent to anybody is:
 - (1) Where the University employee draws pay in excess of Rs. 200/-
 - (i) The rental value of the house taken into account by the Property Tax-Officer for calculation of property tax payable to Government;
 - (ii) The rental value determined by local authorities (e.g. Municipal committee, Corporation etc.) for any purpose;
 - (iii) The amount certified by the Collector in respect of houses located at his headquarter or by the Sub-Divisional Officer (Revenue) in respect of houses located in the other towns in his jurisdiction, to be the reasonable rent that can be paid for the house.
 - (2) Where the University employee draws pay of Rs. 200 or less the approximate rent which would have been obtained, in the opinion of the University employee if it has been let out, subject to the right of verification by the Registrar

Part II-Classification of Posts, Appointment and Tenure:

3. Posts in the University shall belong to the class and shall carry the scales of pay as **per UGC/State Govt. norms.**
4. (1) (a) The Executive Council shall have power to appoint the officers of the University other than the Kuladhipati and the Kulpati, the teachers of the University paid by the University and the employees other than class III and class IV employees.
(b) Subject to the control of the Kulpati the Registrar shall have the power to appoint the class III. class IV, Work-charged and contingency-paid staff of the University. Reservation in posts shall be as per State Govt. norms.

2. (a) Save as otherwise provided in the Statutes and the ordinances the qualifications for appointment to the posts in various classes in the University shall be such as may be determined by the appointing authority from time to time.
(b) The category of posts (excluding teaching posts and posts of officers of the University), the percentage of such to be filled ordinarily by promotion and the lower category from which such promotions are to be made shall be specified by the Executive Council.

Such promotions shall be considered by the appointing authority **once in a year**. All promotions shall be made by the basis of Seniority- cum-Merit.

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

3. (a) The age of retirement of a University Officers and employees (**Non-teaching**) shall be **at par with the State Govt. employees.**
(b) University teachers, after completing the retirement age of 65 years, may be re-appointed as per UGC norms.

4. (1) ordinarily appointment against a permanent post shall in the first instance be on probation for a period of one year. The period of probation may be extended by such further period as the appointing authority may deem fit, but in no case the total period of probation shall not exceed two years.
(2) No person may ordinarily be appointed to a post in University Service without the production of a certificate of health and physical fitness given by a Medical Practitioner of such category as may be specified by the appointing authority. The certificate must be affixed to the first pay bill of the employee. The fees prescribed in case of such examination shall be paid by the employee.

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

Temporary appointment may be made to a temporary post or in a leave vacancy in respect of a permanent post. Where the temporary post is subsequently made permanent in an identical pay scale or the leave vacancy becomes permanent, the temporary appointee, if appointed in accordance with the procedure for filling the post on permanent basis shall

- be deemed to have been on probation for the period of his continuous service and shall be entitled to confirmation on satisfactory completion of the prescribed period of probation.
6. (a) The whole time University employee is at the disposal of the University and he may be employed in an appropriate manner required by the proper authority.
 - (b) (i) The Executive Council may permit a University employee to perform a specified service/ consultancy for a private person, body or Government and to receive a remuneration in the form of fee, if it is satisfied that this can be done without detrimental to his official duties or responsibilities.
 - (ii) The appointing authority may grant or permit a University employee to receive an honorarium as remuneration for work performed. which is occasional in character: Provided that the prior consent of the appointing authority has been obtained and the amount of the remuneration has been settled in advance.
 - (iii) The Kulpati/Executive Council may depute a University Officer/Teacher/ Employee to perform specified service for Private Institution/Body or Govt. on deputation as per delegation of powers. The terms and conditions of deputation shall be as per State Govt. rules in force from time to time.
 7. The Head of the Section or Department or Institution under whom the employee is working shall send the following (a/b) to the Registrar in the prescribed format:
 - (a) every year not later than 31st May a report on the work and conduct of the employee during the preceding year ending on 31st March.
 - (b) atleast one month before the date of the expiry of the probationary period of a University employee a report about the work and conduct of the employee appointed to a permanent post stating his opinion about the employee's fitness or otherwise for confirmation in service.
 8. A temporary appointment may be terminated by either party without assigning any reason by giving to the other one month's notice or one month's salary of the employee concerned in lieu thereof. No such notice or payment of salary shall be necessary in case of termination of service of work-charge or contingency-paid employee.
 9. (a) If the appointing authority is not satisfied that the work and/or conduct of the employee on probation is satisfactory, his services may be terminated. In case of termination of the services of the employee on probation, one month's notice shall be given to him or in lieu of notice he shall be paid salary of one month. The probationer may also terminate the engagement by giving one month's notice or one month's salary.
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- * Vide amendment approved by the co-ordination committee dated 20th Dec. 2000.
- **Approved by E.C. Res. No. A.A. 3 Dated April 2011
- (b) If the probationer was appointed by promotion and his work and/or conduct is not satisfactory the appointing authority may revert him to the post held by him before such appointment and such reversion shall not be deemed to be a penalty.
 - (c) Every person appointed to a permanent post under the University by promotion or by direct recruitment shall on satisfactorily completing his period of probation, be eligible for confirmation in that post.
 10. On confirmation on a permanent post, a University employee acquires a lien on that post. A University employee holding a permanent post substantively, if appointed substantively

to another post, acquires a lien on the second post and ceases to hold any lien on the first one.

11. A permanent employee shall be required to give three months' notice in case he wishes to resign or he shall pay to the University three month's salary in lieu of such notice. Be served on him three month before the date on which he is to be relieved. In the absence of such notice the University shall pay him three month's salary. Such notice shall not be necessary if the employee is removed from service, dismissed or compulsorily retired.

Provided that where a permanent employee is relieved after three months' notice or payment of three months' salary in lieu of such notice to take up appointment elsewhere, his lien shall be maintained in the University for a period of two years from the date of his relief or till the date of his confirmation on the other post, whichever is earlier.

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

12. (a) The services of a University employee may be terminated on any of the following grounds:
 - (i) Willful neglect of duty.
 - (ii) Misconduct.
 - (iii) Physical or mental unfitness.
 - (iv) When the post he is holding is abolished.
 - (v) Conviction in a Court of law for an offence involving moral turpitude.

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

- (b) the following lapses would constitute misconduct on the part of persons holding teaching posts in the University Teaching Departments/Schools of Studies:
 - (i) Failure to perform his academic duties such as lectures, demonstration. Assessment, guidance invigilation, etc.
 - (ii) Gross partiality in assessment of students, deliberately over-marking/ under-marking or attempts at victimization on any grounds.
 - (iii) Inciting students against other students, colleagues or administration, This does not interfere with the right of a teacher to express his difference on principles in seminars or other places where students are present.
 - (iv) Raising questions of caste, creed, religion, race or sex in his relationships with his colleagues and trying to use the above considerations for improvement of his prospects.
 - (v) Refusal to carry out the decisions by appropriate administrative and academic bodies and/or functionaries of the University. This will not inhibit his right to express his differences with their policies or decision.
13. Before leaving University service an employee, whether appointed temporarily or on probation or permanently shall hand over the charge of his post to the employee duly authorized to receive charge and shall return to the University all articles entrusted to him for his use and shall pay up in full all the charges due from him for occupation of residential quarter if any, inclusive of Municipal taxes, water and electric charges etc. If he fails to do so, the Head of the Branch or Institution in which he is employed shall have the

- right to recover the amount due from him from the arrears of salary due to him or from the University contribution to his Provident Fund if he has any, or from any other source.
14. A University employee shall subscribe to the Provident Fund in accordance with the provisions of the Statutes.
 15. An employee of the University shall begin to draw the pay and allowances, if any, attached to his post with effect from the date when he assumes the duties of that post and shall cease to draw them as soon as he ceases to discharge those duties.
 16. (i) No University employee shall be granted leave of any kind for a continuous period exceeding five years;
(ii) Where the University employee does not resume duty after remaining on leave for a continuous period of five years, he shall be deemed to have resigned and shall accordingly cease to be in University employment.
Provided that the Executive Council may determine otherwise in any case in view of the exceptional circumstances.

Part III-Residential Accommodation:

17. The Executive Council may make rules laying down the Principles governing the allotment of such buildings or such portions thereof, as may be available to employees serving under the administrative control of the University for residential purposes.
 18. When University employees are provided with unfurnished University quarters, they shall pay monthly rent at the rates specified by the Executive Council of the University/State Govt. norms.
- Note** – The tenant will, in addition, be required to pay the cost of water and electrical energy consumed.
19. **The employees shall be eligible to house rent allowance at par with the State Govt. norms.**

PART IV - Leave

20. Leave is earned by duty and cannot be claimed as right. When the exigencies of the University service so require, discretion to refuse or revoke leave of any description is reserved to the authority empowered to grant it.
21. A University employee, who is dismissed or removed from the University service but is reinstated on appeal or revision is entitled to count his former service for leave.
22. Leave ordinarily begins on the day on which transfer of charge is affected and ends on the day preceding that on which charge is resumed.
23. A holiday or a series of holidays may be allowed to be pre-fixed to leave by the authority competent to sanction leave.
24. If a University employee is recalled to duty before the expiry of his leave, his 'duty' starts on the day on which he joins his post at the headquarters of the university. Till then he will be on leave. He will draw T.A. under the rules for the journey headquarters.
25. If a University employee is recalled to duty before the expiry of his leave, his 'duty' starts on the day on which he joins his post at the headquarters of the university. In such situation the employee will get T.A. as per rules for the journey performed up to the University headquarters.

26. Unless the University shall determine otherwise, an employee shall cease to be in service if he is continuously absent from duty **five years**, with or without leave. Willful absence from duty after the expiry of leave may be treated as misbehavior. No leave salary shall be paid for the period of such absence, which will be debited against his leave account as though it were leave on half pay.
- A University employee on leave may not take any service or accept any employment, without obtaining the previous sanction of the authority empowered to appoint him.
27. No University employee who has been granted leave on medical certificate may return to duty without first producing a medical certificate of fitness.
28. Any kind of leave under these rules may be granted in combination with or in continuation of any other kind of leave.
29. No leave shall be granted to an employee beyond the date of compulsory retirement, except to the extent of leave due to him and applied for by him but refused to be granted to him in the exigencies of service before the date of compulsory retirement.
30. If an employee's service is extended beyond the date of compulsory retirement he may be granted within the period of extension any leave, which having been refused, is being carried forward, together with such leave as may have been earned during the extended period. If in good time the leave due, in respect of the period of extension, is applied for and is refused in the exigencies of service, he may be granted after the expiry of the period of extension, the earned leave due on the date of compulsory retirement which on its refusal he is carrying forward plus leave earned in respect of the extended period minus the leave consumed, if any, during the period of extension subject to the maximum of 120 days.
31. Leave or extension of leave on medical certificate shall not be granted to an employee after the date on which he is declared by a competent medical authority to be permanently incapacitated for further service.
32. The leave account of every employee shall be maintained in the form prescribed. No leave shall be sanctioned, unless the title there to is certified by the officer, who is required to maintain the leave account.
33. A service book shall be maintained for every regular employee of the University. In these books every relevant event in the employee's official life should be recorded, each entry being attested by the head of his office or an officer to whom the power has been delegated. At a fixed time preferably the month of January, the service books should be taken up for recording a verification certificate.
34. Earned leave for University employee who are not entitled to vacation ;
1. (a) A University employee who is not entitled to vacation shall be entitled to 30 days earned leave in every calendar year.
 - (b) The leave account for every University employee shall be credited with earned leave in advance in two installments of 15 days each on 1st January and 1st July every year.
 - (c) The leave at credit of a University employee at the close of the previous half year shall be carried forward to the next half year subject to the condition that the leave so carried forward plus the credit of every half year and shall be accumulated (No limit).

- (d) A period spent on foreign service shall count as duty for purpose of this rule if contribution towards leave salary is paid on account of such period.
- 2. Subject to provision of sub clause (3), the maximum earned leave that may be granted at a time to a University employee shall be 180 days.
- 3. Earned leave may be granted to a University employee a period of 180 days but not exceeding the earned leave due to the employee if the entire leave so granted is spent outside India.

Provided that when the earned leave exceeds a period of 180 days, is granted under the sub-section of such leave spent in India, shall not in the aggregate exceed aforesaid limit of 180 days.

- 35. *Earned leave shall be credited to the leave of a newly appointed University employee at the rate of 2 ½ days for each completed calendar month of the service which he is likely to render in a half year of the calendar year for which he is appointed.

- 1. (a) The credit in the half year in which a University employee is due to retire or resign from service shall be afforded only at the rate of 2 ½ days per completed calendar month up to the date of retirement or resignation.
- (b) When a University employee is removed or dismissed from service or dies while in service, credit to earned leave shall be allowed at the rate of 2 ½ days per complete calendar month in which he is removed or dismissed from service or dies in service.
- 2. If a University employee has taken extra ordinary leave in a half year the credit to be afforded to his account at the commencement of the next half year shall be reduced by 1/10th of the period of extra-ordinary leave subject to the maximum of 15 days.
- 3. While affording credit of earned leave fractions of a day shall be rounded off to the nearest day, i.e., fraction below half should be ignored and that half or more should be reckoned as a day.

- *36. Earned leave for persons entitled for vacation

- 1. University employee serving in a vacation post shall be entitled for earned leave **of 12 days** in respect of duty performed in any year in which he avails full vacation
- 2. The earned leave admissible to such a University employee in respect of any year in which he is prevented from availing himself of the full vacation is such proportion of 30 days earned leave as the number of days of vacation not taken bears to the full vacation. If in any year he does not avail himself of the vacation earned leave is admissible to him in respect of the year in accordance with the provisions of Para 36.
- 3. Vacation may be taken in combination with or in continuation of any kind of leave under this para provided that the total duration of the vacation and earned leave taken in conjunction, whether the earned leave is taken in combination with or not shall not exceed the amount of earned leave due and admissible to the officer at a time under section 25. Provided further that the total duration of vacation, earned leave and commuted leave taken in conjunction shall not exceed **240 days**. If however the entire spell of leave or proportion thereof is spent

elsewhere than in India the maximum limit shall be 240 days subject to the condition that portion spent in India. For the purpose of this rule the term year be construed not meaning a calendar year in which duty is performed but as meaning twelve months starting from the date of reopening of the University after summer vacation to a day before the reopening date of the next academic session.

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

5. Encashment of Earned Leave:

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

*37. Half pay leave:

- (a) A University employee shall be entitled to half pay leave of 20 days in respect of each completed year of service. A completed year of service means continuous service for one year under the University and period spent on duty as well as leave including half pay leave and extra ordinary leave.
- (b) The half pay leave may be granted to a University employee on medical certificate or on private affairs. Such leave on medical certificate shall be given on production of medical certificate from such medical authority as the University may by general or special order prescribe in this behalf and for a period not exceeding that Recommended by the medical authority. Such medical leave shall not be granted unless the authority competent to sanction leave is satisfied that there is a reasonable probability that the University employee will be fit to return to duty on its expiry. Half pay leave on private affairs also shall not be granted unless the authority competent to sanction leave has reason to believe that the University employee will return to duty on its expiry or unless it is included in the grant of leave expressed to be preparatory to the retirement.

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

38. **Commuted leave:**

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

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

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

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

- (i) Not more than 10 days i.e. 20 days half pay leave may be granted as earned leave in a year.
- (ii) Not more than 90 days i.e. 180 days half pay leave may be granted as Earned Leave during the entire service.

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

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

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

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

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

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

40. **EXTRAORDINARY LEAVE:**

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

- (a) When no other leave is admissible.
- (b) When other leave is admissible but the University employee applies in the writing for the grant of extraordinary leave.

(2) Unless the Executive council in view of the exceptional circumstances of the case otherwise determines, no University employee who is not a permanent employee shall be granted extraordinary leave in excess of the following limits:

- (a) Upto 3 months without medical certificate.

- (b) Upto 6 months with common ailments where the University employee has completed one year continuous service on the date of expiry of leave of the kind due and admissible under these rules including 3 months extraordinary leave under para (42) and his request for such leave is supported by a medical certificate as required by the rules.
- (c) Upto 18 months where the University employee who has completed one year's continuous service is undergoing treatment for:
 - (i) Cancer or for mental illness in an institution recognized for the treatment of such disease or by a Civil Surgeon, Staff Surgeon or a specialist in such disease.
 - (ii) 'Pulmonary tuberculosis or plurosy of tubercular origin, in a recognized sanitarium.

Note :- The concession of extraordinary leave upto 18 months shall be admissible also to a University employee suffering from Pulmonary tuberculosis or pleurisy of tubercular origin who received treatment at his residence under a tuberculosis specialist recognized as such by the State Administrative Medical Officer concerned and produces a certificate signed by that specialist to the effect that he is under his treatment and that he has reasonable chances of recovery on the expiry of the leave recommended.

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

- (i) beyond the date on which probationary period as already sanctioned or extended expires, or
 - (ii) beyond any earlier date on which his services are terminated by the orders of an authority competent to appoint him.
- 2. An apprentice shall be entitled to
 - (a) Leave on medical certificate, on leave salary equivalent to half pay for a period not exceeding one month in any year of apprenticeship;
 - (b) Extra ordinary as per provisions of Para 42.
- 43. Leave preparatory to retirement:-
 - (1) A University employee may be permitted by the authority competent to grant leave to take leave preparatory to retirement to the extent of earned leave due. i.e. 180 days together with half pay leave due, subject to the condition that such leave extends upto and includes the day preceding for the date of retirement.

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

 - (2) (a) Where a University employee who is on foreign service in or under a local authority or corporation or company wholly or sub-attentively owned or controlled by the Government or a body controlled or financed by the Government (here in after referred as the local body) applies for leave preparatory to retirement the decision to grant or refuse leave shall be taken by foreign employee with the concurrence of the liening authority.
 - (b) In case the leave is so refused to a University employee in public interest, it may be availed of by him to the extent admissible under Para 46 from the date of his retirement.
- 44. Leave beyond the date of retirement:-
 - (1) Except as provided here in after, no leave shall be granted to a University employee beyond the date of his retirement.
 - (2) Where a University employee has insufficient time before the date of his retirement.
 - (a) formally applied for leave due as preparatory to retirement and the leave has been refused in whole or in part, or
 - (b) ascertained in writing from the authority competent to grant leave that such leave if applied for could not be granted.

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

Provided that a University employee whose service has been extended in the interest of the public payment that date of his retirement. may be granted earned leave as under.
 - (3) during the period of extension any earned leave due in respect of the period of such extension and to the extent necessary, the earned leave which would have been granted to him under the preceding provision had he retired on the date of retirement.

- (a) the earned leave which could have granted to him under the preceding provision had he retired on the date of retirement, diminished by the amount of such leave availed of during the period of extension and.
 - (b) any leave earned during the period of extension as has been formally applied for as preparatory to final cessation of his duties in sufficient time during the extension and refused to him on account of the exigencies of the public service and
 - (c) in determining the amount of earned leave due in respect of the extension according to the section 37 the earned leave. if any admissible under the preceding provision shall be taken into account.
 - (4) The grant of leave under this section except under this sub-section 2(i) shall not be construed as extension of service.
45. Leave or extension of leave on medical certificate shall not be granted to a University employee after the date on which he is renounced by a medical committee to be completely and permanently incapacitated for further service.
- For the purpose of this rule, a University employee may be deemed to have been denied leave, only if a sufficient time before the date on which he must retire or the date on which his duties finally cease he has either formally applied for leave as leave preparatory to retirement and has been refused leave on the ground of exigencies of public service or has ascertained in writing from the sanctioning authority that such leave if applied for would not be granted on the aforesaid ground.
46. 1. Special disability leave for injury intentionally inflicted:-
- (i) The authority competent to grant leave may grant special disability leave to University employee (whether permanent or temporary) who is disabled by injury intentionally inflicted or caused in. or in consequences of the due performance of his official duty or in consequence of his official position.
 - (ii) Such leave shall not be granted unless the disability manifested itself within three months of the occurrence to which it is attributed and the person disabled acted with due promptitude in bringing it to notice.
Provided that the authority competent to grant leave may, if it is satisfied as to the cause of disability permit leave to be granted in cases where the disability manifested itself more than three months after the occurrence of its cause.
 - (iii) The period of leave granted shall be such as is certified by an authorized medical attendant and shall in no case exceed 24 months.
 - (iv) Special disability leave may be combined with leave of any other kind.
 - (v) Special disability leave may be granted more than once if the disability is aggravated or reproduced in similar circumstances at a later date, but not more than 24 months of such leave shall be granted in consequence of any one disability.
 - (vi) Special disability leave shall be counted as duty in calculating service and shall not except the leave granted under the provision to sub-section 7(b) of this section be debited against the leave account.
 - (vii) Leave salary during such leave shall-
 - (a) For the first 120 days of any period of such leave including a period of such leave granted under sub-section (v), be equal to leave salary while on earned leave and;

- (b) For the remaining of such leave, be equal to leave salary during half-pay leave
 - (viii) In the case of a person to whom the Employee's State Insurance Act, 1984 (34 of 1984) applies, the amount of leave salary payable under this rule shall be reduced by the amount of benefit payable under the said Act for the corresponding period
- 2 Special disability leave for accidental injury
- (i) The provision of section 47 shall apply also to a University Employee whether permanent or temporary, who is disabled by injury accidentally incurred in or in consequence of the due performance of his duties or in consequence of his official position by illness incurred in the performance of any particular duty which has the effect of increasing his liability to illness or injury beyond the ordinary risk attaching to the post which he holds.
 - (ii) The grant of special disability leave in such case shall be subject to the further conditions
 - (a) That the disability, if due to disease, must be certified by an Authorized Medical Attendant to be directly due to the performance of the particular duty
 - (b) That, if the University employee has contacted such disability during service and it must be in the opinion of the authority competent to sanction leave exceptional in character: and
 - (c) that the period of absence recommended by an Authorized Medical Attendant may be covered in part, by leave under this rule and in part by any other kind of leave and that the amount of Special Disability Leave granted on leave salary equal to that admissible on earned leave shall not exceed 120 days.
 - (d) Power to grant special Disability: All cases relating to the grant of special disability leave under section 48 shall be referred to the Executive Council.

47. MATERNITY LEAVE:-

(i) A female University employee may be granted maternity leave by an authority competent to grant leave for a period as per M.P. Govt./University Rules. In the case of 'abortion' or 'Miscarriage' maternity leave may also be granted to a female University employee, but the extent of the leave granted should be limited to the period recommended by the appropriate medical authority subject to a maximum of six weeks from the date of occurrence of the event, provided that no other leave under this rule shall be granted to a female University employee who has three or more surviving children. The abortion induced under Medical termination of pregnancy Act 1971 shall also be considered as a case of abortion for the purpose of this section.

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

48. HOSPITAL LEAVE

- (l) Appointing authority may grant hospital leave to
 - (a) Peons and guards of all departments in permanent employment;
 - (b) Process services.
- While under treatment for illness or injury in hospital or dispensary or while receiving medical aid as an outdoor patient at the station or headquarters or the district in which they

are serving. Such leave may without reference to the allowance paid to the substitute, be granted on leave salary equal to the admissible during earned leave or half pay leave and for such period as the authority granting it may consider necessary.

- (2) Hospital leave may also be granted at the discretion of the sanctioning authority to the University employees specified below on leave salary equal to that admissible during earned leave or half pay leave and for such period as the authority granting may consider necessary while they are under medical treatment for illness or injury in a hospital or dispensary or while receiving medical aid as an outdoor patient at station or headquarters at which they are serving provided always that such illness or injury is directly due to risks incurred in the course of their official duties and is certified not to have been caused by irregular or interpeuate habits.
 - (a) Sub-ordinates employed in Department Laboratories.
 - (b) University servants on fixed rates of pay employed in University press.
 - (c) Hospital leave shall not be debited against the leave account and may be combined with any other kind of leave which may be admissible provided the total period of leave, after such combination does not exceed 28 months.
- (3)
 - (a) In the ease of a person to whom the workmen's compensation Act. 1923(E of 1923) applies the amount of leave salary payable under these rule shall be reduced by the amount of compensation payable under clause.
 - (b) of sub section 4 of the said act.
 - (c) in the case of a person to whom the employees State Insurance Act, 1984 (24 of 1984) applies the amount of leave salary payable under this rule shall be reduced by the amount of benefit payable under the said Act for the corresponding period.

49. STUDY LEAVE

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

- (i) it is certified by the Dean/ Head of the Department/Section Officer that the proposed course of study or training shall be of definite advantage from the point of view of University interest;
 - (ii) it is for prosecution of studies in subject directly connected with his subject.
- (4) Study leave shall not ordinary be granted to a University employee
 - (i) Who has rendered less than 5 years service under the University; or
 - (ii) Who is due to retire or has the option to retire from the University service within three years of the date on which he is expected to return to duty after the expiry of the leave.
- (5) A Study leave shall not be granted to University employee with such frequency as to remove him from contact with his regular work or to cause considerable difficulties owing to his absence on leave
- (B) Study leave that may not be granted:-
 - (1) Ordinary for 12 months at any one time which may not be exceeded 24 months save for exceptional reasons in which Executive Council is satisfied that such extension is unavoidable on academic grounds and necessary in the interest of the University.
 - (2) The period of study leave shall in no case exceed three years during the entire service.
- (C)
 - (1) Study leave may be combined with other kinds of leave but in no case shall the grant of his leave other than extra ordinary leave involve a total absence of more than twenty eight months from the regular duties of the University employee.
 - (2) A University employee granted study leave in combination with any other kind of leave may, if he so desires commence his study before the end of the other kind of leave but the period of such leave coinciding with the course of study leave shall not count as study leave. Provided that the limit twenty eight months of absence prescribed in sub-rule (I) includes the period of vacation.
- D. Regulation of study leave extending beyond course of study:-
When the course of study falls short of study leave sanctioned the University employee shall resume duty on the conclusion of the course of study, unless the previous assent of the authority competent to sanction leave to treat the period of short fall as ordinary leave has been obtained.
- E. Admissibility of allowance in addition to leave salary :-
No allowance of any kind other than the dearness allowance shall be admissible to a University employee in respect to the period of study leave granted to him.
- F. Cost of fees for the study:-
A University employee granted study leave shall ordinarily be required to meet the cost of fees or the study but in exceptional cases the Executive Council may sanction the grant of such fees.
Provided that in no case shall the cost of fees be paid to an individual employee, who is in receipt of scholarship or stipend from whatever source, or who is permitted to receive or retain in addition to his salary, any remuneration in respect of part time employment.
- G. Execution of Bond:-

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

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

- (i) He is unable to complete his studies within the period of study leave granted to him.
- (ii) He fails to rejoin the service of the University on expiry of his study leave
- (iii) He leaves the University service before the expiry of the bond period
- (iv) He is dismissed or removed from the service within the period for which bond been has been executed.

H. Leave salary during the study leave

- (1) During the study leave availed outside India, a University employee shall draw leave salary equal to the pay (without allowance other than dearness allowance) that the University employee was drawing while on duty with University immediately before proceeding on leave.
- (2) During study leave availed in India a University employee.
 - (a) Shall draw leave salary equal to the pay (without allowance other than dearness allowance) that the University employee drew while on duty immediately proceeding on such leave.
 - (b) Payment of leave salary on full rate under clause (a) shall be subject to the furnishing of a certificate by University employee to the effect that he is not in receipt of any scholarship, stipend or remuneration in respect of any part time employment.
 - (c) The amount, if any received by a University employee during the period of study leave as scholarship or stipend or remuneration in respect of any part time employment shall be adjusted against the leave salary payable.

I. Study leave shall count as on duty for promotion and seniority. It shall also count as service for increments benefits. Study leave shall not be adjusted against the leave account of the University employee concerned.

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

Provided further that another sabbatical shall not be granted until after the expiry of six years from the date of the return of the person from previous sabbatical leave or any other kind of training programme.

- (ii) The length of continuous service in a cadre shall be reckoned on the basis of the service rendered without any break. A period of absence of more than three months of the University session (Excluding vacation) shall be treated as break.
For any absence for a period exceeding three months, service for additional period of equal duration will have to be rendered for completion of six years services for the purpose of sabbatical leave.

- (iii) Sabbatical leave shall be granted for a period of twelve months including vacations. Vacations will not be allowed to be prefixed or suffixed with sabbatical leave.
- (iv) A sabbatical leave may be availed only twice during the entire period of the service.
- (v) During the period of sabbatical leave the Professor/Reader shall be allowed to draw the normal increments on the due dates and the period of leave shall also count as regular services for the purposes of retirement benefits provided that the Professor/Reader rejoins the University on expiry of the leave.
- (vi) A person on sabbatical leave shall be paid full pay and allowances at the rates applicable. The University shall not fill up his post.
- (vii) A person on sabbatical leave shall not take up any regular appointment under another organization in India or abroad. He shall however, be entitled to accept travelling and maintenance allowance from any service.
- (viii) On return from the sabbatical leave the teacher shall be required to furnish a report in writing of the work undertaken during the period of leave.

50. (A) CASUAL LEAVE:

- (i) Casual leave is not earned by duty. An employee on casual leave is not treated as absent from duty and his pay is not intermitted. Casual leave cannot be claimed as right and its grant is always subject to the exigencies of service and subject to maximum of 13 days in a calendar year, for purpose of usual leave, the year will be July 1st to June 30.
- (ii) Casual leave may be granted as and when occasion arises at the discretion of the sanctioning authority, provided that the total period of absence, including Sunday and other holidays shall not exceed 8 days at a time.

Note: Holidays or Sundays falling between will not count as casual leave.

- (iii) Casual leave cannot be combined with any other kind of leave.

(B) SPECIAL CASUAL LEAVE:

- (i) An employee summoned to serve as juror or assessor or to give evidence before the Court of Law as a witness in a civil or criminal case in which his private interests are not at issue may be given this leave. The leave so granted should be sufficient to cover the period of absence necessary.
- (ii) It may also be granted when an employee is deputed to attend reference libraries of other institutions and conferences or educational gathering of learned and professional society in the interests of the University or other academic work which will include working on the committees appointed by the Universities/Government/University Grants commission/Department of Higher Education, Govt. of M.P., lecturing and examination work; or such other work as may be specified by the Executive Council.
- (iii) **Special Casual leave under clause (ii) above shall not exceed thirty days in a calendar year.

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

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

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

A. Casual leave:

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

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

B. Special Casual leaves:

All employees other than Kulpati	Kulpati.
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C. Leave Other than Casual or Special Casual leave:-

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

- *52. The benefit of surrender and encashment of earned leave will be admissible to the University Employees as per rules applicable to the State Government Employees from time to time.
- (i) The authorities who are empowered to sanction earned leave will be competent to accept surrender of earned leave.
 - (ii) The balance of earned after surrender should not be less than 30 days.
 - (iii) The leave salary for this period of leave would be $D \times R$ where D is the number of days of leave surrendered and R is the rate pm. of leave salary sanctioned
- Provided that subscription towards contributory provident fund shall not be deducted from such surrendered leave salary nor the University shall contribute its share for this surrendered leave.
- (iv) There shall be an interval of not less than 24 months between the surrenders of earned leave.
 - (v) The total of earned leave actually availed of and the earned leave surrendered shall not exceed **240 days or as specified by the State Govt.**

Part V-Suspension, Penalties and Disciplinary Authority.

53. (1) The appointing authority may by an order place an employee, under suspension
- (a) When a disciplinary proceeding against him is contemplated or is pending, or
 - (b) Where a case against him in respect of any criminal offence is under investigation, inquiry or trial.
- (2) An employee shall be deemed to have been placed under suspension by an order of the appointing authority:
- (a) With effect from the date of his detention, if he is detained in custody, whether on a criminal charge or otherwise for a period exceeding forty-eight hours.
 - (b) With effect from the date of his conviction, if in the event of a conviction for an offence, he is sentenced to a term of imprisonment exceeding forty-eight hours and is not forthwith dismissed or removed or compulsorily retired consequent to such conviction.
- (3) An order of suspension made or deemed to have been made shall continue to remain in force until it is modified or revoked by the appointing authority.
- (4) Where an employee is suspended or is deemed to have been suspended (whether in connection with any disciplinary proceeding or otherwise) and any other disciplinary proceeding is commenced against him during the continuance of the suspension, the authority competent to place him under suspension may, for reasons to be recorded by him in writing, direct that the employee shall continue to be under suspension until the termination of all or any of such proceedings.
54. (1) The appointing authority may, for good and sufficient reasons, impose on an employee the following penalties:
- (a) Censure;
 - (b) Recovery from his pay of the whole or part of any pecuniary loss caused by him to the University by negligence or breach of orders;

- (c) Withholding of increments of pay;
- (d) Reduction to lower time scale of pay, grade or post;
- (e) Compulsory retirement;
- (f) Removal from service;
- (g) Dismissal from service which shall ordinarily be a disqualification for future employment in the University.

Besides the above, the penalty of fine not exceeding rupees five may be imposed on a class IV employee for petty carelessness, unpunctuality, idleness or similar misconduct of a minor nature.

- (2) The appointing authority may institute disciplinary proceeding against an employee of the University.
 - (3) No order imposing any of the penalties specified in sub-paragraph (1) above other than fine shall be made except in accordance with the procedure for imposing penalties on government servant prescribed by the Madhya Pradesh Government and in force at the time the appointing authority orders an inquiry against the employee concerned.
55. (1) where any penalty is imposed on an employee by the Registrar. The employee concerned may prefer an appeal to the Executive Council within thirty days from the date on which a copy of the order appealed against is delivered to the appellant.
- (2) Where any penalty is imposed on an employee by the Executive Council, he may prefer an appeal to the Kuladhipati within thirty days from the date on which a copy of the order appealed against is delivered to the appellant.
 - (3) The appeal shall be presented to the authority to which the appeal lies. a copy being forwarded by the appellant to the authority which made the order appealed against. It shall contain all material statements and arguments on which the appellant relies; shall not contain any disrespectful or improper language and shall be complete in itself.
 - (4) The authority which made the order appealed against shall on receipt of a copy of the appeal, forward the same with its comments thereon together with the relevant records to the appellate authority without any avoidable delay and without waiting for any direction from the appellate authority.
 - (5) (i) The appellate authority may confirm, enhance, reduce or set aside the penalty or remit the case to the authority which imposed the penalty with such directions as it may deem fit in the circumstances of the case.
(ii) The authority which made the order appealed against shall give effect to the orders passed by the appellate authority.
56. An University employee under suspension shall not be granted any leave.
- (a) A employee under suspension is entitled for the first year of suspension to subsistence allowance at one half of the amount of leave salary which he would have drawn under the leave rules, if he had been on earned leave and in addition dearness allowance, if admissible on such leave salary;

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

the subsistence allowance by a suitable amount, not exceeding 50 per cent of the amount paid during the first year, if the period of suspension has been prolonged due to reasons directly attributable to the University employee.

- (b) He shall also be entitled to any other allowances admissible from time to time on the basis of pay if the employee continues to meet the expenditure for which they are granted.
57. No payment shall be made unless the employee furnishes a certificate that he is not engaged in any other employment, business, profession or vocation. When a University employee who has been dismissed, removed, or suspended, is reinstated, the authority competent to order reinstatement shall make a specific order:
- (a) Regarding the pay and allowances to be paid to the employee for the period of his absence from duty; and
 - (b) Whether or not the said period shall be treated as period spent on duty for all purposes.

Part VI - Miscellaneous:

58. Every employee shall at all times:
- (a) Maintain absolute integrity;
 - (b) Show devotion to duty; and
 - (c) Do nothing which is unbecoming of an employee of the University.
59. No employee shall join or continue to be a member of such association the objects or activities of which are prejudicial to the interest of the University or public order, decency or morality.
60. No employee shall:
- (i) engage himself or participate in any demonstration which is prejudicial to the interest of the University, public order, decency or morality or which involves contempt of court, defamation or incitement to an offence. Or
 - (ii) Resort to or, in any way, abet any form of violence in connection with any matter pertaining to his service or the service of any employee.
61. (i) No employee shall except with the previous sanction of the University own wholly or in part, or conduct, or participate in the editing or management of any newspaper or periodical publication.
- (ii) No employee shall except with the previous sanction of University or the prescribed authority or in the bonafide discharge of his duties, participate in a radio broadcast or contribute any article or write any letter either in his own name or anonymously, pseudonymously in any newspaper or periodical or write a book.
- Provided that no such sanction shall be required if such broadcast or such contribution or writing is of a purely literary, artistic or scientific character.
62. No employee shall except in accordance with any general or special order of the University or in the performance in good faith of the duties assigned to him communicate, directly or indirectly, an official document or any part thereof or information to any other employee or any other person to whom he is not authorized to communicate such document or information.

63. No employee shall bring or attempt to bring any political or other influence to bear upon any superior authority to further his interests in respect of matters pertaining to his service under the University.
64. No University employee shall, except with the previous written sanction of the University, join any college/school or appear at any examination conducted by the University or any other University or Board.
Permission to attend classes or take an examination will be granted only, if it is consistent with University interest and it cannot be claimed as of right.
65. No University employee except those specifically employed on a part time basis shall, without the previous permission of the University, apply for any post, outside the University.
66. All provisions pertaining to discipline as contained in rule 4 of M. P. Civil Services (Conduct) Rules shall be deemed to be part of University Conduct Rules not provided in the provisions of Para-62 to 69 of University Rules.
67. Any infringement of provisions of paras 62 to 67 of this Statute shall be regarded as subversive of good discipline and misconduct and will well justify the initiation of disciplinary action against such employee.

STATUTE NO. 32

BUILDING COMMITTEE

1. There shall be a Building Committee consisting of the following:
 - (1) Kulpati-(Ex-Officio.) Chairman
 - (2) The Collector of the District or his nominee.
 - (3) The Chief Engineer-P.W.D. (B & R) M.P. or his nominee not below the rank of Superintending Engineer.
 - (4) One nominee of the Municipal Corporation, or Municipality at the Head-Quarters of the University.
 - (5) Two members nominated by the Executive Council not necessarily from amongst themselves.
 - (6) The Registrar.
 - (7) The University Engineer-Member Secretary.
 2. Four members of the building Committee shall form a quorum and members other than ex-officio member shall hold office for two years.
 3. The Building Committee shall
 - (a) Advise the Executive Council on all matters relating to the construction of buildings, repairs (alterations), additions to existing buildings which it may think necessary or urgent;
 - (b) Select and recommend site for acquisition by the Executive Council;
 - (c) Accord technical sanctions to the detailed plans and estimates;
 - (d) Select and recommend acceptance of tenders;
 - (e) Sanction expenditure incidental to the execution of each work subject to the allotment made for it by the Executive Council;
 - (f) Make recommendations to the Executive Council about the order in which work should be carried out;
 - (g) Recommend to the Executive Council creation of posts of Engineering Staff subject to the availability of funds in the Budget;
 - (h) The Building committee may appoint Sub-committees for carrying out its directions.
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(As Approved By The Coordination Committee On 19-7-76)

STATUTE NO. 33

CONVOCATION

[Refer Section 35 (F)]

1. Convocation

- 1.1 A Convocation for the purpose of conferring degrees and other distinctions of the University shall be held annually at the Head Quarters of the University and shall be called Annual Convocation. A special convocation may also be held at such time as may be found necessary or convenient. The actual date of the convocation in each case shall be fixed by the Kulpati with the approval of the Kuladhipati.
- 1.2 The Kuladhipati or in his/ her absence the Kulpati shall confer the Honorary Degree, Degree of Doctor of Literature (D. Lit.), Degree of Doctorate of Science (D.Sc.), Degree of Doctor of Philosophy (Ph.D.) and the Kulpati shall confer other degrees on students.
- 1.3 Provided that the Kulpati may confer a degree in advance of the Annual Convocation on students proceeding to Universities abroad for further studies, or in any other situation where considered essential.
- 1.4 Every degree shall bear the signature of the Kulpati. The date on the degrees, whether to be awarded at the Convocation or otherwise, will be the same as the date of the University Convocation

2. Notice

- 2.1 Ordinarily not less than four weeks' notice shall be given by the Registrar for holding Convocation. This period may however, be reduced to ten days in the case of special convocation or in any other case where such a course is considered expedient by the Kulpati.
- 2.2 The candidates who have passed their examinations in the years since the last Convocation shall be eligible to be admitted to the Convocation.

3. Application

- 3.1 A candidate for the Degree must submit to the Registrar his/ her application on or before the date fixed for the purpose for admission to the Degree at the Convocation in person along with the prescribed fee.
- 3.2 Such candidates who are unable to present themselves in person at the Convocation shall be admitted to the Degree in absentia by the Kuladhipati and their Degrees shall be given by the Registrar on application and payment of the prescribed fee.

4. Fees

- 4.1 The fee for admission to the Degree at the Convocation in person and in absentia shall be fixed by the University
- 4.2 Provided that the Kulpati may in special cases permit the receipt of late applications upto seven days before the date of convocation if such applications are accompanied by a prescribed late fee.

5. Honorary Degree

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

- 5.2 The presentation of the persons at the Convocation on whom Honorary Degrees are to be conferred shall be made by the Kulapati or by a person nominated by him/ her.
6. **Academic Costumes**
- 6.1 The Academic Costumes shall be worn at the time of convocation for conferring degrees. The Kuladipati, The Chief Guest, The Kulpati, the Registrar, the Finance Officer, the Deans of Faculties and the members of the University Authorities shall wear their special convocation dress as prescribed by the University. The specifications of the colour, material, weaving, dying etc. shall be as prescribed by the University.
- 6.2 Candidates at the Convocation shall wear Academic Dress (gowns) as specified by the University. No candidate shall be admitted to the Convocation who is not in proper Academic Dress as prescribed by the University.
7. **Instructions for the Candidates**
- 7.1 A rehearsal shall be arranged on or before the date of the Convocation at which candidates for degrees must be present. Candidates not present at the rehearsal run the risk of not being admitted at the Convocation.
- 7.2 Candidates who are unable to attend the Convocation must inform the Registrar well in advance. Such candidates will be admitted to the degree in absentia in accordance with the rules prescribed from time to time.
- 7.3 The candidates who fail to attend the Convocation or wish to have their degree in absentia shall pay a prescribed fee to the University before they are admitted to the degree. Their degree certificates will be mailed by Registered Insured post after the convocation
8. **Procedure of Convocation**
- 8.1 Candidates at the Convocation shall put on the Academic Robe prescribed by the University/ Executive Council and no candidate shall be admitted to the Convocation without the Academic Robe prescribed by the University.
- 8.2 Degree will be distributed to the candidates attending the convocation at the place, time and day specified by notification before or after the convocation as decided by the University.
- 8.3 The Kuladhipati, the Kulpati, Chief Guest, The Rector, Finance Controller, Deans of the Faculties, Members of the Court, Executive Council and Academic Council and the Registrar shall assemble at a place notified, at the appointed hour and shall walk (in rows of two) in procession in the following order to the convocation venue/Hall
- (i) The Registrar
 - (ii) Members of the Academic Council
 - (iii) Members of the Court
 - (iv) Members of the Executive Council
 - (v) Deans of Faculties
 - (vi) Finance Controller
 - (vii) Rector
 - (viii) The Kulpati
 - (ix) The Chief Guest, if any
 - (x) The Kuladhipati

- 8.4 The Kuladhipati, Chief Guest, Kulpati, Chief Minister, Education Minister, Rector, and Registrar shall take their seats on the dias, whereas Deans of the Faculties, Members of the Executive Council may be seated on the dias or in places reserved for them. The members of the Court and the Academic Council shall take their seats in the convocation Hall on the places reserved for them.
- 8.5 For the award of degree at the Convocation, candidates present shall be formally presented to the Kuladhipati or in his/her absence to the Kulpati for admission to their respective degrees. The Deans of respective Faculties will present the candidates for admission to the respective degrees. In absence of the Dean, Senior-most member of the respective faculty will present the candidates for admission to the doctoral degree. The Registrar or the person appointed for the purpose by the Kulpati will present the candidates for degrees in absentia. The names of the recipients of medals and prizes shall be read out by the Registrar or by the person appointed for the purpose.
- 8.6 The candidates present at the Convocation shall take their seats at the places reserved for them before the procession enters in the convocation Hall. As the procession enters the Convocation Hall, all those present shall rise and remain standing until the members of the procession have taken their respective seats.

9. Presentation of the Candidates

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

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

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

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

- 9.4 The Kulpati then shall deliver a welcome speech.

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

The following shall be the order of the presentation:

- (i) Honorary Degrees, if any.
 - (ii) D. Lit.
 - (iii) D. Sc.
 - (iv) Ph. D.
 - (v) L.L.D.
- 9.6 The Deans of their Respective Faculties shall present all the candidates for various degrees under the Faculty and the Kulpati shall admit the candidates present also in absentia to the Degrees concerned. The citation for the Deans of the Faculty and the Kulpati shall be as prescribed by the Executive Council. Recipients of the Degrees shall remain standing while the Dean and the Kulpati admit the candidates to the Degree.
- 9.7 In the case of conferment of Honorary Degrees the citation admitting the recipient to the Degree may be modified by the Kuladhipati in a suitable manner. After the degrees

have been conferred, the Registrar shall declare the number of the Degrees/Diploma's that have been conferred on Regular and Private Candidates present at the convocation and also in absentia.

9.8 Degree in the following Faculties:

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

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

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

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

“Sir,

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

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

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

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

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

- 10 The Chief Guest shall deliver his convocation address.
- 11 The Registrar will request the Hon`ble Kuladhipati for the Presidential Address.
- 12 Vote of thanks will be proposed by the Registrar
- 13 The Registrar shall request the Kuladhipati/ Kulpati to declare the Convocation closed in the following manner:

“Hon`ble Kuladhipati / Kulpati , May I request you to declare the convocation closed.”
- 14 The “Hon`ble Kuladhipati / Kulpati shall declare the Convocation closed in the following manner.

“ I declare the convocation closed.”
- 15 The Registrar shall request the august gathering to rise from their seats for the National Anthem.
- 16 The Procession will leave the convocation hall in the reverse order as it entered. The audience shall remain standing till the procession has left the Convocation Hall.

STATUTE – 34

ELECTION OF REPRESENTATIVE OF NON-TEACHING EMPLOYEE ON THE COURT [Refer Group ‘C’ Of Sub-Section (1) Section No. 20]

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

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

2. Whenever it is necessary to hold an election under all or any item of Group C (xx-a) of sub-section (I) of section 20, the Registrar shall by a notice, publish by affixing a copy thereof on the office notice board of the University and by dispatch of two copies thereof to each section/Teaching Department for display on the notice board of the section/department and for reference.
 - (a) Call upon the electors to elect members on the Court specifying the item/items of sub-section (1) of Section 20 under which members are to be elected and the number of members to be elected under the item.
 - (b) Fix the last date for receipt of claims for inclusion of any name not included in the provisional electoral roll or for correction of a name and of objection to the inclusion of any name appearing in the provisional electoral roll, such date being seven days from the Date of the publication of the notice and if the seventh day is a holiday, the following working day.
 - (c) Fix the date of inquiry into claims and objections to the provisional electoral roll which shall not be later than three days from the last date for receipt of claims and objections.
 - (d) Fix the last date for the publication of the final electoral roll (in the same manner as that of provisional electoral roll) such date being not later than three days from the date fixed for inquiry into claims and objections to the provisional electoral roll.
 - (e) Fix the last date for the receipt of nominations at the University Office which shall not be later than seven days from the last date for the publication of final electoral roll.
 - (f) Fix the date and time for the scrutiny of nominations which shall not be later than three days from the last date for the receipt of nominations:
 - (g) Fix the last date for the withdrawal of candidature which shall be the third day after the date for the scrutiny of nominations and if that day is a holiday. The next succeeding day which is not a holiday;
 - (h) Fix the place, date and time of polling.
 - (i) Fix the date and place for the counting of votes, such date being not later than three days from the date fixed for polling.
3. (i) The Registrar shall prepare separate provisional electoral roll for election under of said clause (xx-a) showing the names of employees in each section/Teaching Department as on the date of issue of notice under paragraph 2 of this statute.
- (ii) The provisional electoral roll shall be published by the Registrar simultaneously with the notice under paragraph 2 of this statute by affixing a copy thereof on the notice board at the University Office and dispatching two copies thereof to every section officer

- and Head of University Teaching Department/School of Studies for display on the notice board of the office/Deptt. concerned and for reference by employee.
4. (i) Any employee whose name is not included in the provisional electoral roll may make in Form-1 a claim for inclusion of his name in the electoral roll.
(ii) Any employee whose name has not been correctly given in the provisional electoral roll may make in form-2 a claim for correction of his name.
(iii) Any employee whose name is included in the provisional Electoral roll may object in form-3 to the inclusion of the name of any person in the roll.
(iv) All claims and objections shall be delivered to the Registrar in person or by registered post in a sealed envelope with "claims and objections" superscripted thereon.
 5. (i) All claims and objection to the provisional electoral roll shall be scrutinized and enquired into by a committee consisting of two professors of University nominated by the Kulpati and the Registrar at the University Office on the date fixed for the purpose and the employee filing the claim or the objection shall be entitled to be present at such scrutiny. The Kulpati shall appoint one of the Professors to be the Chairman of the Committee.
(ii) The decision of the Committee on the claim and objections shall be recorded in writing and notified on the day of the inquiry. The decision of the Committee shall be final.
 6. After all claims and objections have been decided upon, the provisional electoral roll shall be revised, if need be, and the final electoral roll shall be prepared and published by the Registrar.
 7. On or before the date appointed under clause (a) of paragraph 2, each candidate shall:
 - (i) either in person or by his proposer or seconder, between office hours, deliver in a sealed cover marked "Nomination Paper" to the Registrar or his nominee a nomination paper completed in Form-4 appended here to and signed by the candidate and by two electors as proposer and seconder,
 - or
 - (ii) Send by registered post in a sealed cover marked "Nomination Paper" to the Registrar nomination paper completed in Form-4 An appended hereto and signed by the candidate and by two electors as proposer and seconder.
 8. Each candidate shall be nominated by a separate nomination paper and not more than one nomination paper shall be delivered or sent in one cover.
 9. On receipt of a cover containing nomination paper the Registrar or his nominee receiving the same shall enter on the cover the time and date of receipt of the paper and shall initial the entry, Nomination papers received after office hours on the date fixed under clause (e) of paragraph 2 or there after shall be treated as rejected.
 10. On the date and time fixed for scrutiny of nominations under clause (i) of paragraph 2, the candidates, their proposes or seconder, but no other person, may attend the office of the Registrar and the Registrar shall give them all reasonable facilities for examining the nomination papers of all candidates which have been received by him within the time and in the manner laid down in paragraph (7)(i).
 11. (i) The Registrar shall examine the nomination papers and shall decide, all objections, which may be made to any nomination, and may, either on such objection or on his own motion after such summary enquiry, if any, as he thinks necessary, reject any nomination on any of the following grounds

- (a) That the candidate is not qualified or is disqualified for being chosen to fill these at under any of the provisions of the Adhiniyam and the Statutes made there under.
 - (b) That there has been a failure to comply with any of the provisions of paragraphs (7)(i) and (8);
 - (c) That the signature of the candidate or the proposer or seconder on the nomination paper is not genuine:
 - (d) That the cover containing nomination paper is not sealed.
 - (ii) Nothing contained in sub-clause (b) or (c) of clause (i) shall be deemed to authorize the rejection of the nomination of any candidate on the ground of irregularly in respect of a nomination paper, if the candidate has been duly nominated by means of another nomination paper in respect of which no irregularly has been committed.
 - (iii) The Registrar shall endorse on each nomination paper his decision accepting or rejecting the same and if the nomination paper is rejected, he shall record in writing a brief statement of his reasons for such rejection. The decision of the Registrar shall be final.
 - (iv) Immediately after all the nomination papers have been scrutinized and decisions accepting or rejecting the same have been recorded, the Registrar shall prepare a list of candidates whose nomination have been found valid and affix it on his office notice board.
 - (v) The said list shall contain the names of candidates in alphabetical order and the names of section/teaching Department to which they belong.
12. (i) Any candidate may withdraw his candidature by a notice in writing only signed by him and delivered to the Registrar either by such candidate in a person or his proposer or seconder, during office hours on or before the last date fixed for withdrawal under clause (g) of paragraph 2.
- (ii) No person who has given a notice of withdrawal of his candidate under clause shall be allowed to cancel the notice.
- (iii) The Registrar shall, on receiving notice of withdrawal under clause (i), as soon as may be thereafter, cause a notice of the withdrawal to be affixed on his office notice board.
13. Immediately after the expiry of the period within which candidature may be withdrawn the Registrar shall prepare and affix on his office notice board a list of contesting candidates who are included in the list of validly nominated candidates and who have not withdrawn their candidatures within the said period. The list shall contain the names of contesting candidates together with the names of section/Teaching Department or School of Studies to which they belong in the same order as in the list of validly nominated candidates under paragraph 11.
14. (i) If the number of contesting candidates in equal to or less than the number of seats to be filled in, all the candidates shall be declared elected.
- (ii) Seats not filled in and for which there are no eligible contesting candidates shall be declared vacant and shall remain so till the next constitution of the Court.
15. If the number of contesting candidates is more than the seats to be filled in, voting shall take place and the requisite number of candidates shall be elected in accordance with the provisions of the Adhiniyam and this Statute.
16. Where voting is necessary the names of contesting candidates from whom the elector has to elect, shall be printed on the ballot paper in the same order as in the list of valid nominations affixed on the University Office Notice Board under paragraph (11). The ballot paper shall show at the top the item under which election is to take place and

- number of seats to be filled indicating clearly the number of seats if any, reserved for any particular category. Each ballot paper shall bear the signature of the Registrar.
17. (i) Every elector shall have as many votes as there are seats to be filled through voting.
(ii) An elector in giving his vote shall place on his ballot paper a cross mark (X) in the space opposite the name of each candidate for whom he wishes to vote.
(ii) On the date and time fixed for counting the votes shall be counted and the Registrar shall draw up a list showing the names of candidates arranged in order of the votes received the name of the candidates securing the highest number of votes appearing at the top of the list, candidates equal in number to the number to be elected who have secured the highest number of votes shall be declared elected. When two or more candidates have secured equal number of votes, the result of the election shall be decided by drawing lots.
 18. A ballot paper shall be void
(i) If the elector has given more than the number of seats to be filled.
or
(ii) If it is signed by the elector, or
(iii) If it is unmarked or void for uncertainty
 19. All proceeding for counting of votes shall be conducted in the presence of a committee as constituted in clause 5(i).
 20. No person other than the candidate(s) shall be allowed to be present at the proceedings.
 21. An election petition against the returned candidate may be presented to the Kulpati by any candidate or elector within seven days from the date of publication of the result of the election on the notice board of the University Office. The Kulpati's order on the petition shall be final.
 22. The Registrar shall have the right to satisfy himself in regard to the identity of any one or all elector (s).
 23. For matters not provided in the foregoing paragraph the Kulpati shall have powers to give such directions as may be deemed necessary by him to give effect to the provisions of this statute.

FORM – 1

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

Claim Application for inclusion of Name in the

ELECTORAL ROLL

To
The Registrar

Sir,

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

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

Signature

Full Name

Designation

Name of Section/Deptt.

Where employed

ISectional Officer

Of.....Head, Teaching

Department or school of studies of.....

.....certify that Shri is a

(Designation) in Section/Teaching Department or

School of Studies of Since (Month & year.)

Signature

Full Name

Designation

Place

Name of Section/UTD.....

Date

FORM –2

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

Claim for Correction of Name

To

The Registrar

Sir.

I submit that the entry relating to myself which appears at Serial No.

of the provisional electoral roll as “ ”

.....” is not correct. It should be corrected to read as follows:

“ ”

Signature

Full Name

Place

Designation.....

Date

Section Where employed

FORM –3

(Election of representatives on the Court of -----University, under item XX (A) of Group
'C' of sub-section (1) of section 20 of the Adhiniyam).

OBJECTION ON INCLUSION OF NAME

To
The Registrar

Sir.

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

REASONS:

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

Signature

Full Name

Place

Designation.....

Date

Section / UTD Where employed

FORM-4

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

NOMINATION PAPER

Ipropose the
(Full Name)

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

Signature.....

Full Name

Serial No. in the final Electoral Roll

Designation

Section/UTD where employed

Isecond the above
(Full Name)

Signature.....

Full Name

Serial No. in the final Electoral Roll

Designation

Section/UTD where employed

Igive my consent to my
(Full Name)

Nomination as a candidate for the seat on the Court of University under Item XX-a of Group 'C'
of sub-Section(I) of section 20 of the Adhiniyam.

Signature.....

Full Name

Serial No. in the final Electoral Roll

Designation

Section/UTD where employed

FORM - 5
----- **UNIVERSITY,** -----
BALLOT PAPER

(Election of representative of non-teaching employee to the Court Item No XX-a Group 'C' of sub-section(1) of Section 20 of the M.P. Vishwavidyalaya Adhiniyam.

Total number to be elected: 'one'.

S.No.	Name of Candidate	Institution where employed	Vote
1	2	3	4

NOTE:

- (1) The elector put a cross mark (X) in the vote column in the blank space against the name of the candidate he wished to vote for.
- (2) A ballot paper shall be void:
 - (i) If the elector has given more votes than the number of seats to be filled, or
 - (ii) If it is signed by the elector, or:
 - (iii) If it is unmarked or void for uncertainty.

STATUTE NO. 36

AUTONOMOUS COLLEGE

(Under section 6(16))

1. Introduction:

The affiliating system of colleges to the university in the era of globalization and privatization has become cumbersome and with the increase in the number of colleges, it is becoming difficult for the university to attend the varied needs of individual colleges. The colleges do not have any freedom or autonomy to modernize or change their syllabi and curricula or make them globally competent, locally relevant and skill oriented to promote employability. The regulation of university to govern all colleges, irrespective of their strength, weakness, local resources have affected the academic development of individual colleges. Both central and state governments are interested to promote quality education at national and regional level. Therefore, autonomy of the colleges is the main instrument in promoting academic excellence in the college.

2. Definition:

An “Autonomous College” means a Teaching Department of the University, schools of studies or college affiliated to the University registered under 2(f) of UGC list, declared as such by the Executive Council of the University with the concurrence of the state government on the recommendation of UGC.

3. Objectives:

To bring changes with the concept of the new educational policy, the autonomous colleges will have the freedom to:

- (i) determine and prescribe its own courses of study and syllabi, and redesign the courses to suit the local needs, make those courses skill oriented and compatible with job requirements;
- (ii) prescribe rules of admission in accordance with the reservation policy of the state government;
- (iii) promote research in relevant areas and fields;
- (iv) evolve methods of assessment of student performance, conduct of examination and notification of results;
- (v) use modern tools as aids of educational teaching to achieve quality and creativity in Higher Education;
- (vi) promote community services, extension activities, projects for the benefit of the society at the large extent.
- (vii) Fix fees of the courses at their own level subject to the provisions of National Fee Committee.

4. Role of parent university and state government for autonomous colleges:

The relationship amid parent university, state government and autonomous college would be in the manner that it is effective for the development of the college.

4.1 Role of Parent University:

- (i) The university would encourage the colleges of good standing under their jurisdiction to apply for autonomous status under the scheme of UGC for autonomy grant.
- (ii) To augment innovative academic programmes.
- (iii) To promote new courses of study, subject to nomenclature, the required minimum number of hours instruction, content and standards provided by the UGC regulations from time to time.
- (iv) Nominate eminent academician of the parent university in various committees of the autonomous colleges for giving inputs for the quality improvement of education of the college.
- (v) Forward the application of the college for autonomy to UGC within specified time frame. The university will nominate an academician as a nominee in the UGC Expert committee at the time of fresh application and extension of autonomous status to a college within 45 days of the request.
- (vi) The parent university will issue a notification within 45 days of receipt of the approval letter from UGC for conferment of autonomous status.
- (vii) The parent university will award degrees on behalf of the autonomous colleges after the students have been evaluated and recommended by the autonomous colleges provided the nomenclature of the degree is in consonance with UGC notification on specification of **Degrees-2014** and as amended from time to time.
- (viii) The name of the college on the degree/ mark-sheet and photograph of the student along with unique ID Aadhar Number will appear on the certificate. The university shall countersign the mark-sheets of the college.
- (ix) The university, on receipt of the report or otherwise is satisfied that an autonomous college is contravening the provision of the autonomous scheme, shall issue notice requiring the autonomous college to show cause within 20 days as to why the conferment of autonomous status is not withdrawn. After receiving the reply it may order an inquiry and if the contravention is proved in the inquiry report it may slap the penalty as decided by the Executive Council or even decide to withdraw autonomous status of the concerned college with the prior approval of the state government.

4.2 Role of state government:

- (i) The state government will nominate an academician as a nominee in the UGC Expert Committee at the time of fresh application and extension of autonomous status to a college. If the state government does not provide a nominee within 45 days UGC may proceed with the visit to evaluate the college.
- (ii) The state government will nominate an academician in the Governing Body and other bodies of the granted autonomous colleges.
- (iii) The permission of the state government for opening new courses will not be required if the courses are approved by the statutory bodies of autonomous college and regularity authorities. However, the college must inform to the government at least 30 days prior to opening of such courses or beginning of the new academic session.

5. Scope:

Autonomy covers all courses at all levels of the institutions/colleges. After the conferment of autonomous status the courses introduced by the institution shall automatically come under the purview of autonomy. However, autonomous college will have to seek the affiliation of the courses from the university.

6. Eligibility:

- (i) All colleges of any discipline under section 2(f) of the UGC Act whether government, aided, partially aided and self financing are eligible to apply.
- (ii) The colleges must have completed minimum 10 years of existence.
- (iii) The college must have valid NAAC accreditation with a minimum of 'A' grade for being considered for fresh application/extension of autonomous status from UGC.
- (iv) A college which is accredited with 3.25 and above in a 4 point scale of NAAC in two consecutive cycles and gets a similar grade in the third cycle shall be conferred with the autonomous status without visit by the UGC Expert Committee provided it also adheres to University Grants Commission's Regulations.

7. Criteria for granting autonomy to college:

- (i) Academic reputation in university examination and its co-curricular, extension activities in the past.
- (ii) Academic and research achievement of the faculty.
- (iii) Adequacy of infrastructure in the institute.
- (iv) Quality of institutional management.
- (v) Financial resources of the management/ state government.
- (vi) Hostel facilities
- (vii) Innovative reforms.

8. Procedure:

- 8.1 To apply in the prescribed format throughout the year and the affiliating university may forward the same within 45 days of the receipt of the proposal. If the proposal is rejected by the university the decision shall be communicated to the concerned college and UGC through a speaking order. If university fails to take any decision on the proposal within 45 days from the receipt of the proposal, it shall be presumed that university has no objection on the proposal.
- 8.2 The college will forward an advance copy of the proposal to the UGC, indicating the date of receipt of the proposal by the affiliated university for record of UGC.
- 8.3 Required document with the application:
 - (i) Academic plan of the courses.
 - (ii) Student admission policy and plan.
 - (iii) A networking plan regarding teaching, research and partnership.
 - (iv) Infrastructure development plan.
 - (v) Financing plan.

9. Privileges of autonomous colleges:

Constitute their own Governing Body, Academic Council, Finance Committee, Planning and Evaluation Committee and Board of Studies to formulate new courses within the

nomenclature specified by UGC as per the specification of **Degrees-2014** and amended from time to time.

Composition:

The following statutory bodies in the autonomous colleges:

- (a) Governing Body*
- (b) Academic Council
- (c) Board of Studies
- (d) Finance Committee

*(*The Governing Body is different from Trust Board/ Board of Management/ Executive Committee)*

The College will, in addition, have other non statutory committees such as Planning and Evaluation Committee, Grievance Appeal Committee, Examination Committee, Admission Committee, Library Committee, Student Welfare Committee, Sexual Harassment Committee, Extra-Curricular Activities Committee and Academic Audit Committee.

(a) Governing Body

Composition and functions of Governing Body of Autonomous College:

A. Constitution of Governing Body of Private/ Self Financing College/ Constituent Colleges run by Trust/ Society/ Company

SN.	Number	Category	Nature
1.	5 Members	Management	Trust or Management as per the constitution or byelaws, with the chairman or president/ director as the chairperson
2.	2 Members	Teachers of the College	Nominated by the Principal based on seniority by rotation
3.	1 Member	Educationist or Industrialist	Nominated by the Management
4.	1 Member	UGC Nominee	Nominated by UGC
5.	1 Member	State Government Nominee	Academician not below the rank of Professor or State Government Official of Directorate of Higher Education/State Council of Higher Education
6.	1 Member	University Nominee	Nominated by the University
7.	1 Member	Principal of College	Ex-officio

B. Constitution of Governing Body of Government Colleges:

SN.	Number	Category	Nature
1.	3 Members, one of them to be chairperson	Educationist, Industrialist, Professional	Nominated by the State Government, persons of proven academic interest with at least PG level qualification
2.	2 Members	Teachers of the College	Nominated by the Principal on seniority by rotation
3.	1 Member	Educationist or Industrialist	Nominated by Principal for two years
4.	1 Member	UGC Nominee	Nominated by UGC
5.	1 Member	State Government Nominee	Nominated by the State Government
6.	1 Member	University Professor	Nominated by the University
7.	1 Member	Principal of College	Ex-officio

C. Constitution of Governing Body of Constituent Colleges run by the University:

SN.	Number	Category	Nature
1	3 Members, one of them to be Chairperson	Educationist, Industrialist, Professional	Nominated by the University, persons of proven academic interest with at least PG level qualification
2	2 Members	Teachers of the College	Nominated by the Principal on seniority by rotation
3	1 Member	State Government Nominee	Nominated by the State Government
4	1 Member	University Professor	Nominated by the University
5	1 Member	UGC Nominee	Nominated by UGC
6	1 Member	Principal of College	Ex-Officio

Term: The governing body will be constituted every two years except in the case of UGC nominee which will have term of six years.

Meeting: The Governing Body will meet at least twice a year

Functions:

(a) The Governing Body shall have powers to:

- (i) Institute scholarships, fellowships, studentships, medals, prizes and certificates on the recommendations of the Academic Council.
- (ii) Approval of new programmes of study leading degrees and/or diplomas.
- (iii) Lay down service conditions, emoluments, traveling allowance for the teaching and non-teaching staff in the college.
- (iv) Lay down procedure for selection/ recruitment of teaching, non-teaching staff and to appoint the same in the college.
- (v) Regulate and enforce discipline among members of teaching and non-teaching staff in accordance with the rules/ procedures laid down in this regard.

- (vi) Invest any fund belonging to the college stocks, funds, share or securities as it shall from time to time, think fit or in the purchase of innovative property.
- (vii) Transfer or accept transfer of any movable or immovable property of the college.
- (viii) After obtaining advice of the Finance Committee shall fix the fees and other charges payable by the students of the college on the recommendation of academic council.
- (ix) Entertain adjudicate upon and if thought fit constitute a committee for advice to redress the grievance of the members of the college.
- (x) For smooth functioning delegate administrative and financial power to the principal and other functionaries in the college.
- (xi) Accept engagement for specific purpose.
- (xii) Approve annual report of the college.
- (xiii) Institute committees as may be necessary for the proper development and fulfillment of the objectives for which the college has been declared autonomous.
- (xiv) The decision of the Academic Council constituted under the preceding statute on academic matter shall generally be implemented by the Managing Body of the college on which there shall be representative of the university.

Note: *In case of government autonomous colleges the rules of state government will be applicable in matters related to recruitment, service condition etc.*

(b) Academic Council

Composition and functions of Academic Council Autonomous Colleges:

COMPOSITION OF ACADEMIC COUNCIL:

1. The Principal (Chairman)
2. All the Heads of Departments in the College.
3. Four teachers of the College representing different categories of teaching staff by rotation on the basis of seniority of service in the College.
4. Not less than four Experts/ Academicians from outside the college representing such areas as Industry, Commerce, Law, Education, Medicine, Engineering, Sciences etc, to be nominated by the Governing Body.
5. Three nominees of the University not less than Professor.
6. A faculty member nominated by the Principal (Member Secretary)

Term: The term of nominated members shall be two years.

Meeting: The Academic Council will meet at least twice a year.

Functions of the Academic Council:

Without prejudice to the generality of functions mentioned the Academic Council powers to:

- (i) Scrutinize and approve the proposals with or without modification of the Boards of Studies with regard to courses of study, academic regulations, curricula, syllabi and modifications thereof, instructional and evaluation arrangements, methods, procedures relevant thereto etc., provided that where the Academic Council differs on any proposal, it will have the right to return the matter for reconsideration to the Board of Studies concerned or reject it, after giving reasons to do so.

- (ii) Make regulations regarding the admission of students to different programmes of study in the college keeping in view the policy of the Government.
- (iii) Make regulations for sports, extra-curricular activities, and proper maintenance and functioning of the playgrounds and hostels.
- (iv) Recommend to the Governing Body proposals for the institution of new programmes of study.
- (v) Recommend to the Governing Body for the institution of scholarships, studentships, fellowships, prizes and medals, and to frame regulations for the award of the same.
- (vi) Advise the Governing Body on matters pertaining to academic affairs.
- (vii) Perform such other functions as may be assigned by the Governing body.

(c) Board of Studies:

Composition of the Board of Studies and its functions in an Autonomous college:

COMPOSITION OF BOARD OF STUDIES:

1. Head of the Department concerned (Chairman).
2. The entire faculty of each specialization.
3. Two subject experts from outside the parent university to be nominated by the Academic Council.
4. One expert to be nominated by the vice-chancellor from a panel of six recommended by the college principal.
5. One representative from industry/ corporate sector/allied area relating to placement.
6. One postgraduate meritorious alumnus to be nominated by the principal. The chairman, Board of Studies, may with the approval of the principal of the college, co-opt:
 - (i) Experts from outside the college whenever special courses of studies are to be formulated.
 - (ii) Other members of staff of the same faculty.

Term: The term of the nominated members shall be two years.

Meetings: The Board of Studies will meet at least twice year.

Functions:

The Board of Studies of a Department in the college shall:

- (a) prepare syllabi for various courses keeping in view the objectives of the college, interest of the stakeholders and national requirement for consideration and approval of the Academic Council;
- (b) suggest methodologies for innovative teaching and evaluation techniques;
- (c) suggest panel of names to the Chairman, Academic Council for appointment of examiners; and
- (d) coordinate research, teaching, extension and other academic activities in the department/ college.

(d) Finance Committee:

Composition of the Finance Committee and its functions in an Autonomous College:

COMPOSITION OF FINANCE COMMITTEE:

1. The Principal (Chairman).
2. One person to be nominated by the Governing Body of the college for a period of two years.
3. Finance Officer of the affiliating University.
4. One senior-most teacher of the college to be nominated in rotation by the principal for two years.

Term: Term of the Finance Committee will be two years.

Meeting: The Finance Committee will meet at least twice a year.

Functions: of the Finance Committee:

The Finance Committee will be an advisory body to the Governing Body, to consider:

- budget estimates relating to the grant received/ receivable from UGC, and income from fees, etc. collected for the activities to undertake the scheme of autonomy; and
- audited accounts for the above.

10. General matters for new courses:

- (i) An autonomous college is free to start Diploma (UG and PG) or Certificate Course without prior approval of the university and shall issue certificates under the seal of the college.
- (ii) An autonomous college is free to start a new Degree or Postgraduate course with the approval of the Academic Council of the college and concerned statutory councils wherever required, provided the nomenclature of the degree is in consonance with UGC notification on specification of **Degree-2014** and as amended from time to time. However an autonomous college must submit the proposal to university at-least six months before starting of the new courses.
- (iii) The decision of Academic Council of autonomous college for starting of new courses will not be subject to any further ratification by the Academic Council of the university or any other Statutory bodies.
- (iv) In rare cases if the parent university feels that the quality is not being maintained parent university can intervene and discontinue such courses with the approval the UGC.

11. Examination Cell:

- (i) Autonomous college shall have an examination cell.
- (ii) The Principal/Director of College/Institute shall be Chief Controller of examination.
- (iii) Examination cell headed by Controller of Examination.
- (iv) The controller of Examination will be assisted by Deputy and Assistant Controller of Examination.
- (v) The Examination cell will have office staff as Programmer, Assistant Programmer, Data Entry Operator, Office Assistants and Peon.

12. Mandatory disclosure by autonomous college:

- (i) The autonomous college will, without fail, upload on its website information regarding the courses offered by it, the fees for the courses, the details of faculty along with qualification and unique ID, the admission procedure, the details of relevant infrastructures, research activities of the college along-with the details of Ph.D. students enrolled, if any, with the date of enrolment, topics and supervisor. All UGC directives shall be strictly followed.
- (ii) The college will also put on its website the creation of various committees/cells as mandate in the various UGC regulations notified from time to time.
- (iii) The college will put an undertaking on its website that it will abide by the regulations of UGC notified from time to time.

13. Few general issues:

- (i) All recruitment under autonomous scheme of non-teaching staff will be made by Governing Body and their pay and allowances will be decided by Governing Body of the autonomous college as per government rules.
- (ii) IQAC will be established in the autonomous college for monitoring.
- (iii) Autonomous college will pay affiliation fees to the affiliating university every year.

Or

One time fees can also be paid at the time of conferment of autonomous status. Such fees can be decided by the Executive council of the parent university.

- (iv) A processing fee, as decided by the university shall be charged from the colleges by the University for the processing of the application for the autonomous status. However, government colleges registered under 2(f) and 12(b) will be exempted from it.
- (v) If there is any disagreement between these statutes and UGC guidelines/regulations for autonomous colleges, UGC guidelines/ regulations will prevail.

14. Submission of application/ Information:

The college will use the templates (Annexure – I to VII), as given in the ‘UGC GUIDELINES FOR AUTONOMOUS COLLEGES 2017’ amended from time to time, at the time of fresh application and extension of autonomous status to a college.

STATUTE NO. 37

SPORTS COMMITTEE

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

POWER AND FUNCTIONS

1. Subject to the control of the Executive Council the Sports Committee shall organize, control, manage and supervise either by itself or through various sub-committees, Inter-Collegiate Sports and Tournaments and to foster, undertake Inter-University competition.
2. The Sports Committee shall, subject to the approval of Executive Council, frame and adopt all rules to be followed by all the Constituent and affiliated Colleges and Schools of Studies and Teaching Deptts. of the University.
3. It shall decide whether the University shall participate in the Inter University competitions and prepare the budget for the expenses involved in such participation subject to the overall budgetary limits laid down by the Executive Council.
4. The Committee shall have the following powers:
 - (i) To appoint organizing committees to conduct and arrange inter University competition whenever required.
 - (ii) To issue Certificates of proficiency in games to the players.
 - (iii) To conduct inter-Collegiate Sports and Tournaments.

- (iv) To appoint Selection Committees to choose University teams for Inter-Varsity Tournaments.
- (v) It shall appoint Sports Executive Committee for execution of the decision on the Sports Committee.
 - (a) The Sports Executive Committee shall consist of :-
 - (1) Vice-chancellor or his nominee – Chairman
 - (2) Registrar of the University
 - (3) One Principal of Affiliated College – Member.
 - (4) One Professor of School of Studies – Member
 - (5) One lady Representative – Member
 - (6) Director of Physical Education of the University(Ex-Officio) – Member Secretary
 - (b) Powers of the Sport Executive Committee:-**
 - (1) To prepare budget for approval of the Executive Council.
 - (2) To appoint Managers, Coaches and Captains for teams participating in Inter-University Tournaments.
 - (3) To propose disciplinary action against the players and college teams for violation of the Sports-Rules, Regulations and for misconduct either on the playground or outside.
 - (4) To prepare Annual Report of the Sports activities.
 - (5) To frame, modify or amend rules for the efficient control and carrying out of the activities of sports.
 - (6) To award Crest and Certificates or both to the players and competitors participating in inter-University or Inter-Collegiate Tournaments.
 - (7) To organize physical training in the college and Schools of Studies or Teaching Deptts. of the University.
 - (8) To advise the Executive Council on all the matters connected to Sports and Games in the affiliated Colleges and School of Studies or Teaching Deptts. of the University.
 - (9) To take such steps as may be necessary in discharge of their responsibilities and to perform such functions as may be assigned by the Executive Council.

STATUTE NO. 38
GROUP SAVINGS LINKED INSURANCE SCHEME FOR EMPLOYEES
OF THE UNIVERSITY
[Refer Section 35 (e)]

1. The Government of Madhya Pradesh, Higher Education Department, Bhopal is pleased to direct that 'Group Savings Linked Insurance Scheme' may be made applicable to the officers, employees and teaching staff of the University.
2. The Executive Council of the University hereby approves this Statute which contains the 'Group Savings Linked Insurance Scheme'. This Statute shall come into force from a uniform date for all Universities mentioned in Schedule I of the Madhya Pradesh Vishwavidyalaya Adhiniyam, 1973 (unless a comparable scheme is already in force in any University) as may be fixed by the Co- ordination Committee and each University shall complete the procedural formalities with the Life Insurance Corporation of India before that date.
3. The scheme is intended to provide for the employees of each University at a low cost and on a wholly contributory and self financing basis, the two benefits of (i) insurance cover to help their families in the unlikely event of death while in service, and (ii) a lump sum payment to the employees to augment their resources on retirement.
4. The scheme shall come into force from 20th date of the month. Thus when salary for the month of October is disbursed on 1st November, the deduction of employees contribution will be made from the salary of the month of October and the scheme shall come into force (on payment of contribution to the LIC) from 20th November of that year.
5. Each regular and full time employee, officer and teacher will be required to subscribe compulsorily a definite amount of the contribution according to category to which each of them belong. For this purpose, they will be divided into four categories as mentioned below and will contribute amount per month as noted against the category applicable to each of them. The maximum risk amount and the bifurcation of contribution as insurance premium and saving fund contribution is shall be as per the rates approved by M.P. Govt.
6. In the event of shifting of an employee from one category to another category because of change of pay range his/her subscription will be raised from the next annual renewal date, to the level appropriate to the category to which he/ she belongs and until the date of next annual renewal, he/she will continue to be covered for insurance for the same amount for which he/she was eligible before such change in category.
7. Entry into the scheme will be compulsory for all the new regular entrants from the next renewal date. Those who have opted not to join the scheme at the commencement of the scheme will not be allowed to join the scheme subsequently.
8. Withdrawal from the scheme is not permitted except on cessation of employment.
9. The contribution will be fully financed by the employees themselves, and the University will pay the contribution of all the employees of the University collectively to the Life Insurance Corporation, which has undertaken to run the scheme on behalf of the University. The premium deducted from the salary of the employee in each month for Group insurance should be deposited immediately.
10. The amount of the contribution paid by the University to the Life Insurance Corporation on behalf of each employee will be divided into two parts by the said Corporation as

given in paragraph 5 above. One part will be credited to the Savings Fund and separately accounted for and it will earn a compound interest of 11% per annum or as fixed for the Scheme from time to time. All the accumulations in this Saving Fund together with the interest will be paid to the employee on cessation of service due to resignation, retirement or to the nominee in the unlikely event of death of the employee while in service. The other part represents the insurance premium that is not refundable.

The other part of the contribution of the employee will be credited to the insurance fund for insurance cover. Owing to an unlikely event of death while in service, the nominee of the deceased employee will be eligible to receive the sum insured as applicable to his/her category. This amount will be paid to the nominee in addition to the accumulated amount in savings fund with interest thereon as stated above.

11. The employee entering into service of the University after annual renewal month, will be given benefit of appropriate insurance cover only from the date of joining service on payment of subscription appropriate to his/her category as mentioned in paragraph 5 above. From the month following the annual renewal date, the regular contribution as stated in paragraph 5 above will be deducted from their pay and thus they would become regular members of the scheme thereafter.
12. The transactions will be subject to the audit by the auditors of Local Fund stationed in the University. The statement of consolidated amount standing to the credit of the group, issued by the LIC will be regularly checked and verified by the Local Fund Auditors.
13. This scheme shall be managed by the Registrar of the University, who will be responsible to ensure that monthly contribution of the employees is deducted regularly from the salaries of the employees and deposited with LIC before due date to avoid any penal interest payment. The Registrar will also ensure that Pass-books/Accounts-registers of the employees in respect of deductions of contributions are properly completed and maintained.
14. The University shall create a fund known as 'Group Savings Linked Insurance Fund' and the University shall initially deposit out of its own fund an amount equal to one month's contribution payable to the LIC in this fund. The University may augment this fund from time to time if the circumstances so warrant. The monthly deductions from the employee's salary shall first be credited to this fund and the amount paid to LIC every month shall be debited to the fund.
15. The subscription shall be recovered from the employee's salary every month including the month during which he remains on leave of any kind including extra-ordinary leave without pay or on deputation.
16. In the following cases, the amount payable to the LIC every month shall be initially paid out of the Group Savings Linked Insurance Fund before the prescribed date and subsequently the amount would be credited to the Fund on recovery from the employees concerned:
 - (a) When an employee proceeds on leave of any kind including extra-ordinary leave without pay and his/her salary has not been drawn or paid to him/her on any month. In such a case the amount may be recovered from any of the dues payable to the employee concerned. For this purpose, the Registrar shall obtain an undertaking from each employee at the commencement of the scheme;

- (b) When an employee has gone on deputation to any other organization, it shall be responsibility of the employee concerned to pay the amount of his/her contribution to the Registrar of the University before seventh day of each month, failing which the amount would be recovered from him/her with penal interest at 15% per annum.
17. The amount credited in the Saving account with the LIC (as shown in paragraph 5 above) shall be refunded by the LIC to the Registrar for refunding it to the employee concerned or his/her nominee in the unlikely event of death only on cessation of employment or death as the case may be. No advance will be admissible to the employee or his/her nominee from this saving account with the LIC.
18. The Registrar of the University shall obtain from every employee who has contributed towards the scheme, a nomination conferring on one or more persons the right to receive the amount that may become payable under the scheme in the unlikely event of his/her death while in service. If, the member of the scheme has a family at the time of his/her making a nomination, he/she shall make such nomination only in favour of a member or members of his/her family. All such nominations received by the Registrar of the University shall be countersigned by him/her and pasted in the service record of the employee concerned and a copy of the nomination shall be furnished to the LIC. The employee may change the nominee as and when required.

STATUTE NO. 39
COLLEGE DEVELOPMENT COUNCIL
[Refer section 37 (xiv)]

1. Definitions:

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

2. Jurisdictions:

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

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

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

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

- (B) Members of the College Development Council, other than ex- officio, shall hold office for a period of two years.
 - C. Seven Members of the College Development Council shall form a quorum.
 - D. There shall be at least two meetings of the Council in a year. The college Development Council may constitute a Committee or Sub-committee as it may deem necessary for the discharge of its functions.
- 4. College Development Council shall have the following functions and duties.**
- (i) The council shall serve as an academic guide for the colleges and will act as liaison between the College and University Grants Commission.
 - (ii) The Council shall prepare long term and short term integrated development plans for Colleges.

- (iii) The Council shall make appraisal of the Colleges and take steps to promote Coordinate and raise the standard of education in them
 - (iv) The Council shall prepare upto date profile of the Colleges.
 - (v) The Council shall advice the University on all matters related to the affiliated colleges so that overall development of Colleges can be achieved.
 - (vi) The Council shall advice the University and the Colleges in regard to realization and implementation of academic policies of University in affiliated Colleges.
5. The qualifications of Director, College Development Council shall be the same as prescribed for the Professor of school of studies/University Teaching Department by the University Grants Commissions from time to time.
6. The Director College Development Council shall be appointed for a period of three years.
 Provided that the Executive council can extend further for a period of two years.
 Provided also that no person shall be allowed to continue on the post of Director, College Development Council, beyond the age of 65 Years (same as the age of retirement of the UTD Professor).
7. The pay scale of Director, College Development Council shall be the same as that of the Professor of School of Studies/University Teaching Department.
8. Appointment of Director, College Development Council-
- (i) The post shall be duly advertised in National and Local Dailies.
 - (ii) Director, College Development Council shall be appointed on the recommendation of a Selection Committee constituted in accordance with sub- section (iii).
- Provided that if the appointment is delayed, Kulpati may make appointment of a person, possessing the qualifications laid down, in the interest of the University and College. Such appointment shall be for a period of six months which can further be extended.
- (iii) The Selection Committee shall consist of
 - 1. Kulpati Chairperson
 - 2. A nominee of University Grants Commission Member
 - 3. A person to be nominated by Kuladhipati from a panel of three persons, not connected with University in any manner what so ever, submitted by the executive council Member
 - (iv) The Selection Committee shall investigate the merits of various candidates and recommend the names of suitable persons arranged in order of merit to the Executive Council.
 - (v) Executive Council shall appoint the person in order of merit.
9. (A) Director, College Development Council shall be the office of the University and shall be the member of the authorities, body and committee where he has been so placed.
- (B) The University will provide as far as possible, adequate accommodation, furniture and fittings, stationary, typing machines, and other facilities, secretariat and Class IV staff and other facilities from its own resources for the effective and smooth functioning of the College Development Council.
10. Following shall be duties and powers of the Director of College Development Council:
- (i) Shall act as the member secretary of college development Council.
 - (ii) Shall conduct all the correspondence of the college development Council.

- (iii) Shall assess the development needs of the Colleges and report the same to the competent authority, body and committee.
 - (iv) Shall apprise the Colleges with various scheme projects formulated by University Grants Commission and other funding agencies and authorities.
 - (v) Shall scrutinize the development proposals of the Colleges and recommend them to the University Grants Commission and other funding agencies.
 - (vi) Shall ensure proper utilization of grants sanctioned by University Grants Commission and other funding agencies.
 - (vii) Shall undertake inspection of Colleges, call meeting of Principals of development plans with prior approval of Kulpati,
 - (viii) Shall perform such other duties as may be assigned to him by College Development Council and Kulpati from time to time.
11. The College Development Council shall send its periodic reports to the Executive Council and the UGC about its programmes of activities.

STATUTE No. 40

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

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

इस हेतु उच्च स्तर से स्वीकृति लेना आवश्यक नहीं होगा, लेकिन की गई कार्यवाही की सूचना राज्य शासन को देना अनिवार्य होगा।

- 7 यदि रैगिंग का कृत्य किसी पूर्व छात्र अथवा अछात्र द्वारा किया गया हो, तो ऐसे व्यक्ति को पुलिस को सुपुर्द करने का अधिकार प्राचार्य/विश्वविद्यालय के कुलपति को होगा। इनकी शिकायत पर पुलिस को दोषी व्यक्ति को हिरासत में लेना और एफ.आय.आर. दर्ज करना आवश्यक होगा।

STATUTE NO. 41

THE BOARD OF STUDENTS' WELFARE

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

The term of office of the members in No. (ii). (iii). (iv) and (v) shall be for one academic year. While that of serial Nos. (i) and (vi) will be for two academic years.
2. For every meeting of the Board the quorum shall be one third of the membership, however, for an adjourned meeting no quorum will be required.
3. The following shall be the objectives and aims of the Board:
 - (1) To help students plan their educational career with a view to building a well-informed student community capable of taking full advantage of the opportunities offered to them in the University and to develop talents of the students in general.
 - (2) To educate, prepare, organize and mobilize to student community.
 - (i) To carry out their obligations towards society.
 - (ii) To promote national integration and solidarity.
 - (iii) To get parents/guardians involved in the welfare of students.
 - (iv) To channelize the resources and energy of students for social reconstruction.
 - (v) To sponsor and organize recreational activities such as mountaineering, hobby, workshop, hiking etc. in order to encourage the spirit of adventure.
 - (vi) To organize short-term vocational courses for training students to encourage them to earn their living.
 - (vii) To help in solving students problems by constitutional means.
4. The functions of the Board will be as follows:
 - (i) To obtain information on scholarship for study abroad and in different centers in India.
 - (ii) To arrange seminars on occupational information and employment problems of the University Students and other related matters.
 - (iii) To consider and to process through appropriate authorities all matters concerning students welfare provided they are routed through the University Student's Union and/or the Student's Union of a college.
 - (vi) To take any other action and to undertake programmes and schemes related to the above aims and functions.
5. The Board shall be the policy making body and shall meet at least twice in a year.

6. For the execution of the policy laid down by the Board, there shall be an Executive Committee which will consist of the following:
 - (1) Five teachers of the College/UTDs, from the teacher Representatives in serial nos.(ii) and (iii) in paragraph-I above to be elected by them.
 - (2) Four representatives of students from amongst serial nos. (iv) and (v) of paragraph 1 above to be elected by them.
 - (3) One representatives of the Court, out of three representatives in serial no. (vi) of paragraph I above to be elected by the court.
 - (4) Dean of Students Welfare, Member Secretary. The Chairman of the Board will also be the Ex-office of Chairman of the executive Committee.
7. The term of office of the Chairman and members in serial no. (2) of paragraph 6 above shall be one academic year, while that of the members in serial no. (1) and (3) shall be two academic years.
8. The Executive Committee will hold its meeting at least one in two months.
9. The funds of the Board shall consist of such annual grant as may be sanctioned by the University and other outside agencies.
10. The Board shall have the right to suggest amendments to this Statute by at least two-third majority of the members present and voting.

STATUTE NO. 42
THE SUPERINTENDING STAFF OF THE HOSTEL
[Refer Section 42 (2)]

1. The University shall have Chief Warden and a Warden for each hostel separately.
2. The Chief Warden shall be appointed by the Kulpati from amongst the Professors / Associate Professors.
3. The Warden shall be appointed by Kulpati in consultation with the Chief Warden, from amongst the Teaching faculty of the UTD.
4. The Warden shall appoint Prefect from amongst the resident students of the hostel in consultation with the Chief Warden.
5. The term of appointment of Chief Warden and Wardens shall be of three years.
Provided that they shall, notwithstanding the fact that their term of three years has not expired, cease to hold the office on retirement from their substantive posts.
Provided further that notwithstanding the fact that term of three years has not expired, the Kulpati may terminate the appointment if he is satisfied that further continuation of the Chief-Warden and/ or Warden will be detrimental to the cause for which they have appointed or to the interest of the University.
6. The term of the appointment of the prefects shall be for one academic session.
Provided that they shall, notwithstanding the fact that term of one session has not expired, the Chief-Warden may on the report of the Warden or on his own terminate the appointment of prefect if he is satisfied that further continuance of the prefect will be detrimental to the cause for which he has been appointed or to the interest of the university.
7. The Chief-Warden and Warden shall be exempted from house rent but other charges on the house like electricity, water, etc. shall have to be paid by them.
8. The prefects shall be exempted from the payment of room rent. They will, however be required to pay all other dues as shall be required by the provisions of the Ordinance made for this purpose.
9. The Chief-Warden and warden shall have all powers necessary to administer the hostel according to the provisions of the Act, Statutes, Ordinances and Regulations formed from time to time for this purpose.