

## STATUTE

STATUTE NO.	NAME OF STATUTE	Page
1	Terms and Conditions of Service of Vice-Chancellor	1-2
2	POWER OF THE KULAPATI [Refer Section 15(9)]	3
3	THE REGISTRAR-HIS EMOLUMENTS AND CONDITIONS OF SERVICE, POWERS AND DUDIES [Refer Section 15.C and 16(6)]	4-5
4	THE DEAN OF STUDENTS' WELFARE-TERMS ADD CONDITIONS OF SERVICE, POWER AND DUTIES [Refer Section 17(3)]	6-7
5	LEARNED PROFESSIONS [Refer Section 20 (1)(xvi)]	8
6	MEETING OF THE COURT [Refer Section 21]	9
7	STANDING COMMITTEE OF THE ACADEMIC COUNCIL [Refer Section 26 (2)]	10
8	OTHER FACULTIES [Refer Section 27(1)(x)]	11
9	constitution and powers of the faculty [Refer Section 27(2)]	12-13
10	BOARD OF STUDIES [Refer Section 28 (1)]	14-17
11	POWER OF THE BOARD OF STUDIES [Refer Section 29]	18
12	QUALIFICATIONS OF STUDENT BOARD OF STUDIES [Refer Section 28(2) (vi)]	19
13	ANNUAL REPORT [Refer Section 47]	20
14	HONORARY DEGREE [Refer Section 35(g)]	10
15	REGISTRATION OF GRADUATES (as amended upto 6-4-1996) [Refer Section 46]	22-27
16	SENIORITY OF TEACHERS OF THE UNIVERSITY [Refer Section 35(o)]	28-29
17	SENIORITY OF PRINCIPALS [Refer Section 35(a)]	30
18	SENIORITY OF HEADS OF DEPARTMENTS IN AFFILIATED COLLEGES [Refer Section 35(o)]	31
19	PREPARATION AND MAINTENANCE OF SENIORITY LISTS [Refer Section 35 (O)]	32-33
20	OTHER OFFICERS OF THE UNIVERSITY-CONDITIONS OF SERVICE, POWER AND DUTIES [Refer Section 18]	35-36
21	FUNCTIONS AND DUTIES OF FINANCE OFFICER [Refer Section 18]	37
22	Qualifications of Teachers in affiliated Colleges (cancelled)	--
23	ELECTION OF REGISTERED GRADUATES TO THE COURT (to be deleted in view of amendment of Act)	38

24	ELECTION OF STUDENT MEMBERS TO THE COURT [Refer Section 20(1) Group D read with par(iv) of Explanation to the said sub-Section]	39-40
25	ELECTION OF TEACHERS' REPRESENTATIVES ON THE COURT [Refer Group B of sub-Section(1) of section 20]	41-51
26	PROVIDENT FUND [Refer section 35 (e)]	52-56
27	Admission of Colleges to the Privileges of the University and Withdrawal Thereof (REFER CLAUSE (1) OF SECTION -35)	57-64
28	COLLEGE CODE (as ammended up to 1-7-1984) (For Non Govt. Colleges)	65-94
29	APPOINTMENT OF EXAMINERS [Refer section 44]	95-102
30	ADMINISTRATION OF ENDOWMENTS [Refer clauses (m) of section 35]	103
31	CONDITIONS OF SERVICE FOR UNIVERSITY FOR UVIVERSITY EMPLOYEES [Refer clauses (d) and (a) of section 35]	104-117
32	Statute for the grant of pension and gratuity to the employees of Devi Ahilya Vishwadidyalaya, Indore (UNIPENGRAF)	118-124
33	Introduction of Group Saving Linked Insurance Scheme for Employees of the Universities.	125-127
34	AUTONOMOUS COLLEGES [Refer Section 6 (16)]	128-133
ADDITIONAL STATUTE NO. -1	Convocation (Refer section 35 (f))	134-136
ADDITIONAL STATUTE NO. -2	SPORTS COMMITTEE	137-138
ADDITIONAL STATUTE NO. -3	BUILDING COMMITTEE	139
ADDITIONAL STATUTE NO. - 4	ELECTION OF REPRESENTATIVE OF NON-TEACHING EMPLOYEE ON THE COURT - CLAUSE (XX-a) (Refer group "C" of sub-section (1) Section No. 20)	140-148
ADDITIONAL STATUTE NO. - 5	विश्वविद्यालय और संबंधित महाविद्यालयों के परिसर में रैगिंग की प्रथा रोकने के लिये विशेष परिनियम	149

# STATUTE No. 1

## Terms and Conditions of Service of Vice-Chancellor

- \*1. The Kulpati shall receive a fixed pay **as recommended by UGC and adopted/ accepted by state government plus** other allowances as admissible from time to time. If he assumes his charge after attaining the normal age of superannuation and is receiving pension due to his past services, then either his pay and allowances will be reduced by the gross amount of his pension amount prior to commutation or the payment of pension shall be held in abeyance upto the date of his relinquishing charge of the post of the Kulpati. On the other hand, if he assumes charge after attaining the normal age of superannuation and he was on a non-pensionable post, his gross pension equivalent of retirement will be reduce from the pay and allowances admissible for the post of 'Kulpati'.
2. During his tenure of Office the kulpati shall be entitled to have a rent free furnished residential accommodation maintained by the University.
3. The Kulpati shall be eligible to use a university vehicle for official purposes. He will pay such amount for use of the vehicle as may be prescribed by the Government for its vehicle for use by Government officers on a monthly basis. The Kulpati shall be eligible to use the university vehicle for private purposes and for such journeys he will be liable to pay such charges as are prescribed by Government for private use of Government Vehicle by officers on the basis of kilometres involved in private use.
4. The Kupati shall be eligible to opt for the General Provident Fund-Pension-Gratuity Scheme of the University if the has not attained the normal age of superannuation Prior to commencement of his tenure and provided he has been eligible for pension scheme as an employee of a Central/State Government or a Central/State autonomous body or a Central/State University before joining as Kulpati. If he opts to join GPF-cum-pension-cum Gratuity Scheme of the university, the Kulpati shall be entitled to the benefit of combining his past service with the service as Kulpati upto the normal age of superannuation for the purpose of pension. For this purpose the University will receive pension/contributory provident fund liability from the previous organisations. The period of service rendered by him in the University beyond the normal age of supperannuation shall not qualify for the purpose of pensionary benefits. The pension cum-gratuity benefits shall be payable only from the date of his relinquishing the post of Kulpati. If the Kulpati assumes his office either after supernannuation or superannuates during the tenure, he shall be entitled to join Contributory Provident Fund-Gratuity Scheme from the date of his joining the tenure as applicable.
5. (a) The kulpati shall be entitled to leave on full pay at the rate of 30 days in a calendar year. The leave shall be credited to his account in advance in two half yearly instalments of 15 days each on the first day of January and first day of July every year; provided that if the Kulpati assumes/relinquishes charge of the office of Kulpati during the currency of half year, the leave shall be credited forward proportionately at the rare of 2½ day for each completed month of service.  
(b) The leave at the credit of the kulpati at the close of the previous half year shall be carried forward to the new half year Subject to the condition that the leave so carried forward plus the credit for that half year does not exceed the maximum limit of 240 days.

- (c) The Kulpati on relinquishing the charge of his office shall be entitled to receive a sum equivalent to the leave salary admissible for the number of days of leave on full pay due to him at the time of his relinquishment of charge subject to a maximum of 240 days including encashment benefit availed of elsewhere.
  - (d) The Kulpati shall also be entitled to half pay leave at the rate of 20 days for each completed year of service. This half pay leave may only be availed of as commuted leave on full pay on medical certificate when commuted leave is availed, twice the amount of half pay leave shall be debited against half pay leave due.
  - (e) The Kulpati shall also be entitled to avail himself extra ordinary leave without pay for a maximum period of three months during full term of five years on medical ground or otherwise.
6. The Kulpati shall be entitled to all other benefits such as Medical and Leave Travel Concession to other University employees.
7. The Kulpati shall be entitled to Travelling Allowance on Transfer, on his appointment as Kulpati and after relinquishment of his charge.

- 
- (1) Substituted vide decision of co-ordination committee dt 12-8-93 and notified vide (प्रशासन/इक्कीस/2-92-93/4893 दि. 15-12-93)
  - (2) This provision will apply to appointments made after 12-8-93.
  - (3) Vide Chhatt. Coord. Com. dt. 22-2-2002 (Given effect from 1-1-96)
  - \* (4) Vide decision of 18<sup>th</sup> Co-ordination committee dt. 06-06-2011

\*\*\*\*\*

**STATUTE No. 2**  
**POWER OF THE KULAPATI**

*[Refer Section 15(9)]*

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

Provided that such allowance shall not exceed twenty percent of the basic salary of such employee;

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

\*\*\*\*\*

## STATUTE No. 3

### THE REGISTRAR-HIS EMOLUMENTS AND CONDITIONS OF SERVICE, POWERS AND DUDIES

*[Refer Section 15.C and 16(6)]*

\*1 The Registrar shall receive salary in the pay scale of **Rs. 37400-67000+ 8900 GP.**

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

\*2. No person shall be eligible for appointment as Registrar unless he possesses such qualifications as the Executive Council may, from time to time, determine.

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

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

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

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

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

\*5. It shall be duty of the Registrar:

- (a) to be the custodian of the record, the common seal and such other property of the University, as the Executive Council shall commit to his charge;
- (b) to issue all notices convening meeting of the Court, the Executive Council, the Academic Council, the Academic Planning and Evaluation Board and 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 Executive Council, the Academic Council, the Academic planning and evaluation board and any bodies of committees of the University appointed under the Adhiniyam of which he is to act as Secretary;
- (d) to conduct the official correspondence of the University, the Executive Council the Academic council and the Academic Planning and Evaluation Board;
- (e) to arrange for and superintendent of the examinations of the University;
- (f) to supply to the Kuladhipati:
  - (i) copies of the agenda of the meetings of the university authorities of which he 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 Secretary, within a month of the holding of such meetings; and
- (iii) such other papers and information as the Kuladhipati may direct him to supply, time to time;
- (g) to collect the income, disburse the payments and maintain the accounts of the University in case no Finance Officer is appointed in the University;
- (h) to exercise all such power as may be necessary or expedite for carrying into effect orders of the Kuladhipati, Kulapati or various authorities or bodies of the University;
- (i) to discharge such other function as may be assigned to him from time to time by Kulapati to whom he shall be responsible for the same.
- (j) to perform such other duties as may, from time to time, be entrusted to him by the Statutes, Ordinances or Regulations; and
- (k) to render such assistance as may be desired by the Kulapati in the performance of official duties.

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

\*7. The Registrar may, if desired by the Chairman of any authority or body, of which he is secretary, speak at a meeting of such authority of body.

- 
1. छ.ग. शासन उच्च शिक्षा विभाग मंत्रालय दाऊ कल्याण सिंह भवन, रायपुर आदेश पृ. क्र. 3454/एफ 1-18/2010/38-2 दिनांक 18.09.2012
  2. विश्वविद्यालय समन्वय समिति की 24वीं बैठक दिनांक 12.08.2014 एवं छ.ग. शासन वित्त एवं योजना विभाग, मंत्रालय महानदी भवन, नया रायपुर का वित्त निर्देश 54/2013 एवं पत्र क्रमांक 361/एफ-2013-17-0004/वि/नि/चार/2013 दिनांक 26.08.2013

\*\*\*\*\*

## **STATUTE No. 4**

### **THE DEAN OF STUDENTS' WELFARE-TERMS ADD CONDITIONS OF SERVICE, POWER AND DUTIES**

*[Refer Section 17(3)]*

1. The Dean of Student's 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 sixty years.

Provided further that notwithstanding the fact that his term of these years has not expired the Executive Council may, on a report from the Kulapati terminate the appointment of Dean of Students' Welfare if it is satisfied that further continuance of the Dean Student's 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 atleast Master's degree in the second division in some subject, about five years experience of teaching post-graduate classes or ten years experience of teaching degree classes, experience of guiding extra-curricular activities and understanding of students' problems.
- (b) Draw salary in the payscale of Associate Professor\*.

3. The Dean of Students' Welfare, if appointed on full time basis from amongst the Teacher of the University shall continue to hold his lien on his substantive post and shall be eligible to all the benefits that would have otherwise accrued to him but for his appointment as Dean of Students' welfare.

4. The Dean of Students' Welfare shall be entitled to leave, leave salary, allowances, provident and, 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 Student' Welfare appointed before the date of coming into force of this Statute shall continue to hold office subject to the terms and conditions of his appointment.

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

6. (i) The Dean of Students' Welfare shall be Adviser cum Treasurer of the University Students' Union and the head of the Information bureau and the Employment bureau in the University.
- (ii) The Dean of Students' Welfare shall, if the Executive Council, the Academic council or the Court so desires be person as 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:
- (a) Make arrangements to ensure suitable housing facilities for students;
  - (b) Arrange for employment of students in accordance with plans approved by Kulapati;



- (c) Communicate with the guardians of the students concerning the welfare of student.
- (d) Obtain travel facilities for students;
- (e) Assist the student in obtaining Scholarships, Studentships, etc. by giving information relating thereto;
- (f) Perform such other duties as may be assigned to him from time to time by Registrar with the approval of the Kulapati.

\*\*\*\*\*

**STATUTE No. 5**  
**LEARNED PROFESSIONS**

*[Refer Section 20 (1)(xvi)]*

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

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

\*\*\*\*\*

**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 Kulapati.
3. The Kualapti 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.

\*\*\*\*\*

टीप:- छ.ग. विश्वविद्यालय (संशोधन) अधिनियम 2005 मूल अधिनियम की धारा 21, 22 एवं 23 को लोप किया गया छत्तीसगढ़ राजपत्र दिनांक 25 अगस्त, 2005.

**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 Kulapati and
  - (b) Deans of all the Faculties
- (ii) The Registrar shall act as the Secretary of the Committee;
2. The Standing committee may invite such other persons not exceeding three as it may deem fit for any particular meeting;
3. Meeting of the Committee shall be convened under the direction of the Kulapati.
4. It shall be duty of the Standing Committee to render advice on equivalence of examinations in consultation with the faculty concerned and such matters as may be referred to it by the Academic council, the Executive Council or the Kulapati.

Subject to the provisions of the Adhiniyam and Statutes, the Committee can dispose of other matters referred to it by the Academic Council. In every case where the Standing Committee disposes any matter, the matter 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) Law
- (vi) Commerce
- (vii) Education.
- (viii) Physical Education, where there is a postgraduate course in Physical Education.
- (ix) Home Science.
- (x) Technology.
- (xi) Management Studies.
- \* (xii) IT

\* Approved by the Coordination Committee at its meeting held on 25-07-2005.

\*\*\*\*\*

**STATUTE No. 9**  
**constitution and powers of the faculty**

*[Refer Section 27(2)]*

1. Each faculty except the Faculty of Law shall consist of the following members, namely:
  - (a) the Dean of the Faculty- CHAIRMAN,
  - (b) all Chairman of the Boards of Studies for the subjects comprised in the Faculty.
  - (c) all Professors in the Departments assigned to the Faculty,
  - (d) one College Professor from each department assigned to the Faculty by rotation according to seniority,
  - (e) two Principals, other than College Professor, of affiliated Colleges teaching any of the subjects comprised in the Faculty by rotation according to seniority,
  - (f) two Associate professor of University Teaching Department/Schools of Studies, two Associate professor in affiliated colleges, Six Assistant professor teaching any of the subjects comprised in the Faculty by rotation according to seniority;  
Provided that there shall not be more than one teacher of any single category from any one of the Departments assigned to the Faculty,
  - (g) three person assigned to the faculty by the Academic Council from amongst its members,
  - (h) not more than two person not connected with the University or any college and having expert knowledge of the subject or subjects comprised in the Faculty co-opted by person 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.

The faculty of Law shall consist of the following members, namely:

- (a) the Dean of the Faculty - CHAIRMAN,
- (b) the Chairman of the Board of Studies in law,
- (c) all Professor and all college professors in the Department of Law,
- (d) all Principals of separate Law Colleges,
- (e) the Dean of the Department of Law from each college which is not a separate Law College,
- (f) the member of University Teaching Departments/Schools of Studies, One Associate Professor of affiliated college and Two Assistant Professor of Law and when there is no Associate Professor, three Assistant Professor of Law other than more included in the items by rotation according to seniority.
- (g) not more than two persons not connected with the University or any college having ex knowledge of Law co-opted by person becoming members under clauses (a) to (f) above.

- (h) One nominee of the State Bar Council of Chhattisgarh with not less than seven year standing at the Bar.
3. Subject to the provisions of the Adhinyam, each Faculty shall have the following powers, namely;
- (a) subject to the control of the Academic Council to organise, coordinate and regulate teaching and research activities of Department assigned to the Faculty.
  - (b) to approve the courses of studies for the different examinations in the Faculty proposed by the Boards of Studies and to remit matters to Board of Studies.
  - (c) to recommend to the Academic council the conditions for the award of degrees, diplomas and other distinctions including the scheme of examination for different degrees.
  - (d) to deal with such other matters relating to the subjects within its purview as may be referred to it by the Academic Council, the Academic Planning and Evaluation Board or the Kulapati.
  - (e) to hold meetings with the approval of the Kulapati jointly with any other Faculty or Faculties, such joint meetings to be convened and presided over by a Dean nominated by the Kulapati.
  - (f) such other power as may be assigned to it by the Ordinances.
4. All members of the Faculty other ex-officio members and the Dean shall hold office for a term of three years.
5. One-third of the total memberships of the Faculty shall constitute a quorum.

\*\*\*\*\*

**STATUTE No. 10**  
**BOARD OF STUDIES**

*[Refer Section 28 (1)]*

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

**TABLE**

No.	Name of Faculty 1.	Subject or Group of Subjects 2.
1.	Faculty of Arts	1. English and other European Languages 2. Sanskrit, Pali and Prakrit. 3. Hindi ***4. Chhattisgarhi 5. Urdu, Arabic and Persian 6. Marathi and Other mothers Indian Languages. 7. Comparative Religion & Philosophy 8. Philology and Linguistics 9. Music and Dance, Drawing and Painting. 10. Library Science 11. Journalism & Mass Communication 12. Classics
2.	Faculty of Social Science	1. History. 2. Ancient Indian History Culture and Archaeology and Indology. Tourism & Hotel Management 3. Political Science and Public Administration 4. Economics. 5. Sociology and Social Work 6. Psychology 7. Defence Studies 8. Home Science (if there is no separate Faculty Science in the University). 9. Rural Development 10. Women Studies N.B. Anthropology and Geography may be assigned to the Faculty of Science at the ----- University on the recommendation of the Academic Council and after approved Executive Council.

---

Faculty of Social Science Sr. No. 9 and 10 Inserted by amendment approved by the 25<sup>th</sup> Coordination Committee on 19-04-2017.



- |    |                         |  |
|----|-------------------------|--|
| 3. | Faculty of Science      | <ol style="list-style-type: none"> <li>1. Physics.</li> <li>2. Chemistry</li> <li>3. Mathematics</li> <li>4. Geology</li> <li>5. Statistics (if taught at the post-graduate wise with Mathematics).</li> <li>6. Criminology and Forensic Science.</li> <li>7. Electronics</li> <li>**8. Geography</li> <li>**9. Environmental Science</li> <li>10. Renewable Energy Technology &amp; Management (B.Voc)</li> </ol>   |
| 4  | Faculty of Life Science | <ol style="list-style-type: none"> <li>1. Botany.</li> <li>2. Zoology.</li> <li>3. Biochemistry.</li> <li>4. Life Science.</li> <li>5. Bio Science.</li> <li>*6. Anthropology</li> <li>7. Microbiology.</li> <li>8. Biotechnology</li> <li>9. Herbal Science &amp; Technology</li> <li>10 Forestry &amp; Wild Life</li> </ol>  |
| 5  | Faculty of Engineering. | <ol style="list-style-type: none"> <li>1. Civil Engineering.</li> <li>2. Mechanical Engineering.</li> <li>3. Electrical Engineering.</li> <li>4. Electronics and Tele communication.</li> <li>5. Chemical Engineering.</li> <li>6. Mining.</li> <li>7. Metallurgy.</li> <li>8. Architecture.</li> <li>9. Humanities and where there are no courses in Applied Sciences: Mathematics.</li> <li>10. Applied Physics.</li> <li>11. Applied Chemistry.</li> <li>12. Applied Mathematics.</li> <li>13. Applied Geology.</li> </ol> <div style="display: flex; align-items: center; margin-left: 100px;"> <div style="font-size: 3em; margin-right: 10px;">}</div> <div style="margin-left: 10px;"> <p>Where there are postgraduate courses in these subjects.</p> </div> </div> |

6	Faculty of Law.	1.	Law.
7	Faculty of Commerce.	1.	Commerce
		2.	Applied Economics and Business Management
8	Faculty of Education.	1.	Education including Science Education.
		2.	Applied Psychology.
		3.	Physical Education. } Where there is no Faculty
		4.	Yogic Science. } of Physical Education.
9	Faculty of Physical Education.	1.	Physical Education.
		2.	Yogic Science.
10	Faculty of Home Science	1.	Home Science
		2.	Home Economics
11	Faculty of Technology.	1.	Pharmaceutical Science
		2.	Applied Geology (Where there is no Faculty Engineering).
		3.	Rural Technology
12	Faculty of Ayurved.	1.	Shareer, Dosh Dhatu, Mal Vigyan, Sanskrit & Padarth Vigyan.
		2.	Dravyagun, Ras Shastra, Vigyan and Jeeva Shastra
		3.	Kaya, Chikitsa, Vikriti Vigyan and Swasthvritta
		4.	Shalya Tantra, Shalakyia Tantra Prasuti Tantra, Kaumarbhritya, Agad Tantra and Vyavharayurved
13	Faculty of Medicine.	1.	Anatomy, Physiology and Biochemistry
		2.	Pharmacology, Forensic Medicine and allied Subjects
		3.	Preventive and Social Medicine and Pathology
		4.	Medicine, Skin and Venereal diseases, Tuberculosis, Psychiatry
		5.	Surgery, Anaesthesiology and Dentistry (if there is no separate college of Dentistry).
		6.	Orthopaedics and Ear, Nose and Throat.
		7.	Obstetrics and Gynaecology and Paediatrics.
		8.	Ophthalmology and Radiology
		9.	Radio Diagonosis and Radio Therapy.
		10.	Nursing.
14	Faculty of Dentistry.	1.	Dentistry. (If there is a separate College of dentistry)
15	Faculty of Management	1.	Management Studies

	Studies	
16	Faculty of Engineering Science	<ol style="list-style-type: none"> <li>1. Engineering Physics.</li> <li>2. Industrial Chemistry.</li> <li>3. Energy Conservation and Rene-Wable Energy.</li> <li>4. Laser Technology.</li> <li>5. Environment Sciences.</li> <li>6. Bio Technology.</li> <li>7. Computer Science and Electronics.</li> <li>8. Future Studies and Planning.</li> <li>9. Instrumentation.</li> </ol>
17	Information Technology	Computer Science & Information Technology.

---

\* Approved by the Coordination Committee at its meeting held on 25-07-2005.

\*\* Approved by the 21<sup>st</sup> Co-ordination committee at its meeting held 29-01-2013.

\*\*\* Approved by the 22<sup>nd</sup> Co-ordination committee at its meeting held 29-06-2013.

\*\*\*\*\*

**STATUTE No. 11**  
**POWER OF THE BOARD OF STUDIES**

*[Refer Section 29]*

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

\*\*\*\*\*

**STATUTE No. 12**  
**QUALIFICATIONS OF STUDENT BOARD OF STUDIES**

*[Refer Section 28(2) (vi)]*

Subject to the provisions of the Adhinyam, 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 Board 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 had obtained the highest percentage of marks in the subject/subjects at the post-graduate examination of the University immediately preceding the appointment on the Board.
- (b) Where post-graduate degree examination of the University in the subject/subjects pertaining in 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 subjects/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 student of the Degree course who had obtained the highest percentage of marks in the subject/subjects pertaining to the Board at the enrolment 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 in the end of the course he shall be the students 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 University and no student qualifies for membership of the Board under clause (a) or clause (b) above, the student preceding the qualification given in clause (c) above shall be appointed as a member of the Board.
- (e) Where under any of the foregoing provision 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 of July to the 30th of 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 Academy.

\* (Inserted as per amendment to Section 47 of the Act.)

\*\*\*\*\*

**STATUTE No. 14**  
**HONORARY DEGREE**

*[Refer Section 35(g)]*

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

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

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

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

\*\*\*\*\*

**STATUTE No. 15**  
**REGISTRATION OF GRADUATES**

(as amended upto 6-4-1996)

*[Refer Section 46]*

1. Persons entitled to registration in the Register of Registered of Graduates under Section 46, shall apply to the Registrar of the University in the form 'A' given in the Appendix.

2. "Graduates shall be registered as life members only on payment of sum of Rs. 50/- provided that graduates registered after 18-6-84, shall be registered for a period of three years on payment of a fee of Rs. 100/- alongwith an application in the prescribed form. This registration shall be renewable for a further period of 3 years and such renewal shall be done on payment of a fee of Rs. 40/- for every renewal in the prescribed form given in appendix-B."

"Application for renewal shall be made not later than 30 days after the expiry of the registration of the Graduates and in case renewal application is made within the prescribed time the registration of the graduates shall be renewed for 3 years. In case the application for renewal is not received within the prescribed period the name of the graduate shall be deleted from the register of registered graduate and the Registrar shall authenticate the deletion. After the name is deleted the concerned graduate will be required to register himself afresh on payment of full fee of Rs. 100/- and application in the prescribed form in appendix-A."

3. Application for registration may be made at nay time during a year provided that only those graduates who are either registered or re-registered graduates of the university 90 days prior to the date of election of registered graduates for the membership of the Court, shall be eligible to stand as candidate for and 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 signed by the Kulapati or other competent authority of the University;

(b) The following evidence shall be produced by the applicant in support of graduation:

(i) His degree or a copy thereof duly attested by a gazetted by a professor or a principal of a college; or

(ii) A certificate from the Registrar of the university conferring the degree to the effect that he has been admitted to the degree; or

(iii) The calendar or other authorised publication of the university; or

(iv) Any other evidence to the satisfaction of the Registrar; and

(v) His passport size photographs of the applicant duly attested by a Gazetted officer or a Professor or a Principal of a College.

(c) The following evidence shall be produced in support of residence, viz.:

1. A candidate form;

(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. (a) The Registrar shall maintain in his office the register of Registered Graduates showing their names and address including place of residence and districts, name of the degree and the year of award of the degree together with name of the university which awarded the degree with the signature of Registrar against the entry at each name in the register. The register shall be open for inspection.  
(b) There shall also be maintained an album containing duly attested photographs of all the registered graduate in alphabetical order which shall be open to inspection.
7. Every Registered Graduate shall intimate to the Registrar all changes in his permanent address.

**Note:** This statute came into force from the 25th September, 1973 *vide* Kuladhipati's order no. 4391-G. S., dated 21/9/1973

\*\*\*\*\*

## APPENDIX - A

### Application for the Registration of Graduates

To,

The Registrar,  
Pt. Ravishankar Shukla University,  
Raipur, (C.G.)

Photograph of the Applicant (Attested by a Gazetted Officer/Professor/ Principal of College)
--

Sir,

I desire to be enrolled as Registered Graduate of Pt. Ravishankar Shukla University, Raipur and I am herewith a cash receipt issued by the University/Postal Order No. ....  
Rs. 100/- (Rupees One Hundred) only.

My particulars are as given below :

1. Name \_\_\_\_\_
2. (a) Details ( e.g., B.A., B.Sc., B.Ag. etc.) and year of award of Graduate's Degree. \_\_\_\_\_
- (b) Details and year of award of Post Graduate Degree, if any. \_\_\_\_\_
3. Name of University which awarded the Graduate 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. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

//2//

- 7. Whether prepared to cease to be a Registered Graduate of the University/ University shown in (6) above, if this application for registration succeeds. \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

I declare that the particulars given above are correct.

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

***Yours faithfully,***

Signature of the applicant .....

Full Name In Block Letters .....

(Surname underlined)

Permanent Address .....

.....

.....

**Note:** Unless a change in address is duly intimated to the University in writing all communication 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 the  
..... of the Receipt Register.

*Cashier*  
Dated.....

## APPENDIX - B

### Application for Renewal of Registration as Registered Graduates

To,

The Registrar,  
Pt. Ravishankar Shukla University,  
Raipur (C.G.)

Photograph of the Applicant (where necessary) Attested by First Class Magistrate
--

Sir,

I am a Registered Graduate of your University, my Registration No. Being ..... My registration is due to expire/has expired on .....

I hereby apply for renewal of my registration and an enclosing herewith a Cash Receipt/Postal Order No. .... for Rs. 40/- only.

- \* There is no change in my residential address.
- \* My residential address has been changed and the application for change of address duly attested as per requirements of the Statute is enclosed herewith.
- \* Strike of whenever is not applicable.

*Your faithfully,*

**Applicant**

## रजिस्ट्रीकृत स्नातक

46. निम्नलिखित व्यक्ति, ऐसी फीस का संदाय करने पर जैसी कि परिनियमों द्वारा विहित की जाय, रजिस्ट्रीकृत स्नातकों के रजिस्टर में, जो कि ऐसे प्रारूप में रखा जायगा जैसा कि परिनियमों द्वारा विहित किया जाय, अपने नाम अंकित कराने के हकदार होंगे :

(क) विश्वविद्यालय का कोई स्नातक;

(ख) भारत में विधि द्वारा नियमित किसी अन्य विश्वविद्यालय का कोई स्नातक जिसे स्नातक हुए कम से कम तीन वर्ष हों और जो विश्वविद्यालय की प्रादेशिक अधिकारिता के भीतर निवास कर रहा हो।

परन्तु धारा 2 के आधीन निरसीत की गई अधिनियमितियों के आधीन एक से अधिक विश्वविद्यालयों में रजिस्ट्रीकृत स्नातकों के रूप में रजिस्ट्रीकृत किया गया कोई स्नातक, धारा 1 की उपधारा (3) के आधीन नियत की गई तारीख से छः मास की कालावधि के भीतर, उन विश्वविद्यालयों में से, जिनके सम्बन्ध में वह ऊपर के खण्ड (क) या (ख) में अधिकथित शर्तें पूरी करता हो, किसी एक विश्वविद्यालय के कुल सचिव के समक्ष दाखिल की गई घोषणा द्वारा जो कि ऐसे प्रारूप में होगी जो कि परिनियमों द्वारा विहित किया जाय, ऐसे विश्वविद्यालय का रजिस्ट्रीकृत स्नातक होने के लिये अपने विकल्प का प्रयोग करेगा और ऐसे विकल्प का प्रयोग करेगा और ऐसे विकल्प का प्रयोग करने पर वह उन समस्त अन्य विश्वविद्यालयों का जिनका कि वह पूर्ववर्णित तारीख के पूर्व रजिस्ट्रीकृत स्नातक था, रजिस्ट्रीकृत नहीं रह जायगा;

परन्तु यदि कोई ऐसा रजिस्ट्रीकृत स्नातक पूर्ववर्ती परन्तुक के आधीन विकल्प का प्रयोग करने में असफल रहे तो वह धारा 1 की उपधारा (3) के आधीन नियत की गई तारीख से छः मास की कालावधि का अवसान हो जाने पर उन समस्त विश्वविद्यालयों का, जिनका कि वह ऐसी तारीख से पूर्व रजिस्ट्रीकृत स्नातक था, रजिस्ट्रीकृत स्नातक नहीं रह जायेगा।

\*\*\*\*\*

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

*[Refer Section 35(o)]*

1. (i) For the purpose of the Adhinyam the Statues and the Ordinance 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) Associate Professor
- (c) Assistant Professor

**GROUP 'B'**

- (a) College Professor
- (b) Full time and salaried Principal other than college Professor.
- (c) Associate Professor
- (d) 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 in his post during the period of such leave not exceeding six months on any ground whatsoever and period of such leave on deputation not exceeding three years for academic purposes.
- (iv) The inter-se seniority of full time salaried Principal other than College Professor shall be determined in according in accordance with the provisions of the Statute relating to the seniority of Principal.

2. The seniority of a Professor, Associate Professor, Associate Professor in College, Assistant Professor shall be determined in accordance with the length of continous 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 to provision of sub-section (4) of section 63 of the Adhinyam, his seniority as college Professor shall determined in accordance with:

- (a) the length of continuous service as such Principal it he was not a college Professor prior to appointment as such Principal.

(b) the length of total service as a college Professor and as such Principal if he was not a college Professor prior to his appointment as such Principal.

**Note:** 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 Associate Professor in the University Teaching Departments/Schools of Studies shall be deemed to be equivalent to the post of Associate Professor in a College.

(iii) the post of Assistant Professor in a college and Assistant Professor in the University teaching Department/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 para (2) above is equal, their seniority *inter-se* shall be determined in accordance with length of continuous service in the cadre immediately below, if any-

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

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

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

\*\*\*\*\*

**STATUTE No. 17**  
**SENIORITY OF PRINCIPALS**

*[Refer Section 35(a)]*

1. For the purpose of the Adhinyam and the Statutes, the seniority of a principal shall be determined in accordance with the length of continuous service as the principal of a college/colleges affiliated to the University or any other university established under any Central or State Act.
2. If the length of service of two or more Principal 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 provision the seniority of two or more Principal is equal, their seniority *inter-se* shall be determined in accordance with seniority in age.
5. If a Principal who hold 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 a academic purpose.

\*\*\*\*\*



## **STATUTE No. 18**

### **SENIORITY OF HEADS OF DEPARTMENTS IN AFFILIATED COLLEGES**

*[Refer Section 35(o)]*

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

- (a) College Professor
- (b) Full time and salaried Principal other than college Professor
- (c) Associate Professor
- (d) 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 in a college, Lecturer as the case may be.

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

\*\*\*\*\*

## 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, Associate Professors, and Assistant Professor complete and up-to-date seniority lists in accordance with procedure laid down in the clauses hereinafter appearing.
2. All Principals/Professors/Associate Professor/College Professor/Associate Professors in College/Assistant Professor shall apply for inclusion of their names in the cadre concerned in the prescribed form given in the Appendix through the Principals of the College/Head of Teaching Departments by 15th October each year at the latest. Persons whose application 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 College Professors, Associate Professors in Colleges, and Assistant Professors 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/Associate Professor in College/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 Kulapati shall, before the 30th November appoint a Committee consisting of a member of the Executive Council and two Principal/Professor other than those who are members of the Executive Council for dealing with objections that may be filed to the seniority lists. The Kulapati shall nominate one of them to the Convener of the Committee.
  - (c) The Committee appointed by the Kulapati shall meet at such time and on such dates as the Convener of the Committee may fix.
  - (d) The Committee may, where necessary, call for the parties concerned, or inspect any document, file, register or record in the possession of the university or any college maintained by or affiliated to the University.
  - (e) The Committee shall provide reasonable opportunity to hear the objector if the objector if the objector desires to be heard in person.
  - (f) The Committee shall report its report decision as also the reasons therefore.

- (g) All decisions of the Committee shall be taken by majority and communicated to the Registrar not later than 24th December.
- 6. (a) The seniority list, as finalised by the Committee shall be published by the Registrar not later than 31st December each year by forwarding two copies to each College/Teaching 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 of the college.
- (b) The objection may, on request, obtain a copy of the decision of the committee from the Registrar on payment of Rs. 3/-.
- 7. The list so published finally, shall remain in force from 1st January to 31st December of the Calendar year following the publication of the list.
- 8. A copy of the finalised list may be supplied to a person on payment of Rs. 15/- only.

\*\*\*\*\*

## APPENDIX

Application for inclusion in the list of

.....  
(Designation e.g. Professor, etc.)

To,

The Registrar,  
..... University.

Sir,

I request that my name be included in the seniority list of ..... Particulars  
of my service are as under: (Designation)

1. Name.
2. Date of birth.
3. Post held at present.
4. Date from which present post is held.
5. Scale of pay in the present post.
6. Academic qualifications.
7. Teaching experience. Years-Months  
Degree Classes  
Postgraduate Classes.
8. Teaching posts held (chronologically) Prior to appointment to the present post:

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

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

- (2) Change in the cadre (e.g. Lecturer, Assistant Professor, 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 .....

Place .....

Designation .....

Date .....

College/Teaching Department

Counter signed  
Principal/Head of the Instructor/S.O.S.

\*\*\*\*\*

## STATUTE No. 20

### OTHER OFFICERS OF THE UNIVERSITY-CONDITIONS OF SERVICE, POWER AND DUTIES

*[Refer Section 18]*

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

- |   |                                       |
|---|---------------------------------------|
| *(i) Director, College Development Council. | ***(xi) Dean, Student Welfare.        |
| (ii) Deputy Registrar.                      | (xii) Public Relation Officer.        |
| (iii) Finance Officer.                      | (xiii) Account Officer.               |
| (iv) University Librarian.                  | (xiv) Training Cum Placement Officer. |
| (v) Director of Physical Education          | (xv) Assistant Engineer.              |
| (vi) University Engineer.                   | ****(xvi) Micro Analyst               |
| (vii) Controller, University Press.         | (xvii) Technical Officer              |
| (viii) Deputy Controller, University Press. |                                       |
| (ix) Assistant Registrar.                   |                                       |
| (x) Assistant Director, Physical Education. |                                       |

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

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

3. The scale of pay for the posts mentioned in paragraph (1) above shall be as prescribed by the State Govt. from time to time.

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

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

---

\*\* (xi) to (xv) Inserted by amendment approved by the 25<sup>th</sup> Coordination Committee on 19-04-2017.

\*\*\* (xvi) to (xvii) Inserted by amendment approved by the 26<sup>th</sup> Coordination Committee on 13-09-2018

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

5. The Executive Council shall appoint a Selection Committee consisting of the Kulapati who shall be the Chairman of the Selection Committee, one nominee of the Executive Council from amongst its members and one nominee of the Kuladhipati not connected with the University to recommend the names of candidates for appointment of the offices mentioned in paragraph (1). 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 post following post, the Selection Committee shall be constituted in accordance with the provision contained under Section 49(2) of M.P. 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.

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 employee of the University.

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

*Note :* The provision of this statutes are subject to the overriding provisions of section 15-C of Madhya Pradesh Vishwavidyalaya Adhiniyam 1973 and M.P. State University Service rules, 1982.

\*\*\*\*\*

**STATUTE No. 21**  
**FUNCTIONS AND DUTIES OF FINANCE OFFICER**

*[Refer Section 18]*

1. Subject to the control of Kulapati it shall be the duty of the Finance Officer :
  - (a) to hold and manage the property and investments of the University including trusts and endowed property;
  - (b) to ensure that the limits fixed by the Executive Council for recurring and 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 Officer shall:
  - (a) collect the income, disburse the payments and maintain the accounts of the University;
  - (b) be responsible for the preparation of annual accounts and the budget of the University for the next Financial year;
  - (c) have the accounts of the University regularly audited;
  - (d) ensure that the registers of building, land, furniture and equipment are maintained up-to-date and that the stock-checking is conducted of equipment and other consumeable materials in the offices and institutions maintained by the University;
  - (e) Suggest appropriate action against persons responsible for unauthorised expenditure and for other financial irregularities.
  
3. The Finance Officer may call from any office or institution of the University any information of returns that he may consider necessary for the performance of his duties.

\*\*\*\*\*

## STATUTE No. 23

### ELECTION OF REGISTERED GRADUATES TO THE COURT

*[Refer Explanation (iv) (e) under Section 20(1)]*

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

**Definition** 2. In this Statute :

- (1) "Continuing candidates" means the candidates not elected or not excluded from the poll at any given time.
- (2) "Court" 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 figures 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 Papers" means a voting paper on which no further preference is recorded for continuing candidate, provided that a paper shall also be deemed to be exhausted wherever:
  - (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 same 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 or Reader or Assistant Professor in any Teaching Department or College.

---

\* The Statute has become infrastructures vide decision of Chhattisgarh coordination committee dated



## **STATUTE No. 24**

### **ELECTION OF STUDENT MEMBERS TO THE COURT**

*[Refer Section 20(1) Group D read with par(iv) of Explanation to the said sub-Section]*

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 (1) of Section 20 of the adhiniyam is to be held, the Registrar shall by a notification put up on the Notice Board at the University Office, announce the item under which the election is to be held, the number of members to be elected and the date of the poll which shall be not earlier than 21 days from the date of 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) Despatch to every elector by registered post a copy of the notification issued under (3) above, the list of names of the electors and a notice to the electors to be present at the University office on the date of the poll at a given time to elect members on the court;
- (2) For journey to the headquarters of the University in accordance with the provisions of sub para (1) (b) above. T.A. and D.A. at the rates application in case student participants of Inter-Collegiate tournaments shall be 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 papers in the presence of the electors and decide all objections which may be made to any nomination. The Registrar may on such objection or on his own motion reject any nomination paper which is incomplete in any manner;
  - (d) After the scrutiny of nomination papers, the names of validly nominated candidates shall be announced in the meeting and half-an-hour shall be allowed for withdrawal of nominations;
  - (e) After the expiry of the time for withdrawals, the Registrar shall announce the names of contesting candidates who were validly nominated and have not withdrawn. If the number of such contesting candidates is equal to or less than the number of members to be elected, all such candidates shall be declared elected. However, if the number

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

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

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

6. No election shall be invited by reason of non-receipt of any notice of election by the elector.

7. An election position against nay returned candidate may be presented to the Kulapati by a candidate or elector within ten days from the date of publication of the result of the election on the notice-board of the University. The Kulapati's order on the petition shall be final.

\*\*\*\*\*

## **STATUTE No. 25**

### **ELECTION OF TEACHERS' REPRESENTATIVES ON THE COURT**

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

1. (i) The election of representatives under Group B of sub-section (1) 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 and 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 despatch by registered post of two copies thereof to each affiliated college. Teaching Department and School of Studies for display on the notice board of the institution and for reference:
  - (a) call upon the electors to elect 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 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 three days from the last date for the publication of final electoral roll;
  - (f) fix the date and time for the scrutiny of nominations which shall not be later than three days from the last date for the receipt of nominations;
  - (g) fix the last date for the withdrawal of candidature which shall be the third day after the date for the scrutiny of nominations and if that day is a holiday, the next succeeding day which is not a holiday;
  - (h) fix the place, date and 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 despatching two copies thereof to every Principal of and 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 scrutinised and enquired into by a committee consisting of two Deans of Faculties nominated by the Kulapati and the Registrar at the University Office on the date fixed for the purpose and the teacher filing the claim or the objection shall be entitled to be present at such scrutiny. The Kulapati shall appoint one of the Deans to be the Chairman of the Committee.

(ii) The decision of the Committee on the claim and objections shall be recorded in writing and notified on the day of the inquiry.

(iii) An appeal by the person preferring a claim or raising an objection shall lie with the Kulapati, whose decision in the matter shall be final. Every appeal shall be -----lodged in writing with the Registrar within two days of the date of the decision appealed against.

6. After all claims and objections have been decided upon the provisional electoral roll shall be revised, if need be, and the final electoral roll shall be prepared and published by the Registrar.

7. The Registrar shall send to every College/Teaching Department /School of Studies blank nomination forms in 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 paper received after office hours on the date fixed under clause (c) of paragraph 2 or thereafter shall be treated as rejected.

11. On the date and time fixed for scrutiny of nominations under clause (I) 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 objections or on his own motion after such summary enquiry, if any as he thinks necessary, reject any nomination on any of the following grounds:

- (a) that the candidate is not qualified or is disqualified for being chosen to fill the seat under any of the provisions of the Adhiniyam and the Statues 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 authorise the rejection of the nomination of any candidate on the ground of irregularity in respect of a nomination paper, if the candidate has been duly nominated by means of another nomination paper in respect of which no irregularity has been committed.

(iii) The Registrar shall endorse on each nomination paper his decision accepting or rejecting the same and, if the nomination paper is rejected, he shall record in writing a brief statement of his reasons for such rejection. The decision of the Registrar shall be final.

(iv) immediately after all the nomination papers have been scrutinised and decisions accepting or rejection 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.

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 candidate who are included in the list of validity 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 validity nominated candidate 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) shall not be elected unless they include at least on Lady Principal

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

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

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 time 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 authorised by the officer.

(d) such other persons as the polling officer 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 authorised 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 into the ballot box.

(h) If a voter spoils his voting paper inadvertently he/she may be given another voting paper on surrounding 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. Deleted

\*21. Deleted

22. 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.

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.

23. All proceeding for counting of votes shall be conducted in the presence of a Committee of three persons appointed by the Kulapati. 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.

24. 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 22. He shall count the votes cast in favour of the different candidates in the remaining ballot papers.

25. 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 of 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.

26. (1) (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.

27. An election petition against any returned candidate may be presented to the Kulapati by 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 Kulapati's order on the petition shall be final.

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

\*\*\*\*\*

Amended as per amendment made in Section 20 of M.P. Vishwavidyalaya Adhiniyam, 1973 vide no. 23 of 1991.



FORM - 1

(Election of representatives on the Court of Pt. Ravishankar Shukla University, Raipur 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,  
Pt. Ravishankar Shukla University,  
Raipur.

Sir,

I am a -----  
(Designation e.g. Professor/Lecturer)

in -----College/Teaching Department /School of Studies since -----  
(Month & Year)

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

Signature -----

Full Name-----

Designation-----

Place-----

Name of Institution where employed

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 of since -----  
(Month & Year)

Signature -----

Full Name-----

Designation-----

Place-----

Name of Institution where employed

Date-----

-----

FORM - 2

(Election of representatives on the Court of Pt. Ravishankar Shukla University, Raipur under item -  
----- of Sub-Section (1) of Section 20 of the Adhinyam)

**Claim for Correction of Name in the Electoral Roll**

To,

The Registrar,  
Pt. Ravishankar Shukla University,  
Raipur.

Sir,

I submit that the entry relating to myself which appears at Serial Number ----- of  
the provisional electoral roll as "-----" is not correct. It should be  
corrected to read as follow:

"-----"

Signature -----

Full Name-----

Designation-----

Name of Institution where employed

-----

Place-----

Date-----

FORM - 3

(Election of representatives on the Court of Pt. Ravishankar Shukla University, Raipur under item -  
----- of Sub-Section (1) of Section 20 of the Adhiniyam)

**OBJECTION OF INCLUSION OF NAME**

To,

The Registrar,  
Pt. Ravishankar Shukla University,  
Raipur.

Sir,

I object to the inclusion of the name of ----- at  
serial number -----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 number -----

Signature -----

Full Name-----

Designation-----

Name of Institution where employed  
-----

Place-----

Date-----

FORM - 4

(Election of representatives on the Court of Pt. Ravishankar Shukla University, Raipur under item -  
----- of Sub-Section (1) of Section 20 of the Adhiniyam)

**NOMINATION PAPER**

I----- Propose the name of Shri /Smt./ Kumari -----  
(Full Name)

whose name appears at serial number ----- of the final electoral roll as member of the  
Court of Pt. Ravishankar Shukla University, Raipur under item ----- of Sub-Section  
(1) of Section 20 of the Adhiniyam.

Signature -----

Full Name-----

Serial number in the final Electoral Roll-----

Designation-----

Name of Institution where employed  
-----

I ----- second the above proposal  
(Full Name)

Signature -----

Full Name-----

Serial number in the final Electoral Roll-----

Designation-----

Name of 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) 20 of the  
Adhiniyam

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

Signature -----

Full Name-----

Serial number in the final Electoral Roll-----

Designation-----

Name of Institution where employed  
-----

---

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

---

Serial Number-----

FORM - 5

PT. RAVISHANKAR SHUKLA UNIVERSITY, RAIPUR

**Ballot Paper**

Election of ----- to the Court under Item number ----- in  
(Category of Teacher)  
Group B of Sub-Section (1) of Section 20 of the M. P. Vishwavidyalaya Adhiniyam.

Total Number to be elected -----

Number of seats reserved for -----

(i) -----

(ii)-----

S. No.	Name of the Candidate	Institution where employed	Nature of Institution-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 specific 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.

**Note:** This statute came in to force from 1<sup>st</sup> December 1973 vide Kulapati's order number 53 G.S. /73 of 28<sup>th</sup> November 1973.

-----

## STATUTE No. 26

### PROVIDENT FUND

*[Refer section 35 (e)]*

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

*Note:* Persons appointed on probation to a permanent post shall be eligible to subscribe to the fund.
  - (d) "Saving Bank" means a saving bank of any Post Office or any Nationalised Bank as defined in Reserve Bank of India Act 1934 (No. 11 of 1934).
  - (e) "Interest" means the interest which is paid on a deposit in the saving bank of the post office or the scheduled banks from time to time.
  - (f) "Department" means any of the following relations of a deceased subscriber to Provident Fund viz., a wife, husband, son, daughter, deceased sons, widow, son of the deceased son, daughter of the deceased son, parents, minor brothers and unmarried sister, and where no parent of the subscriber is alive, a paternal grand-parent.
2. Every employee of the University shall subscribe to the Provident Fund at the rate of  $8\frac{1}{3}$  percent of his salary for which an account will be opened in the Saving Bank. The deduction shall be made by the University upon every salary bill presented. In the calculation of this deduction, fractions of a rupee shall be omitted.

The amount so deducted together with the contribution by the University under para 3 shall be deposited in the Saving Bank. The payments in respect of the monthly deduction and contributions shall, so far as possible be made into the bank within two days of the receipt of the money in order that interest may accrue. The following procedure will be adopted.

The Post Office or the Nationalised Bank will open an account in the name of the individual subscriber to the Provident Fund. The account will be operated by the Registrar only and all sums to be credited in those accounts shall be sent to the Post-Office or the Bank accompanied by:

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

**Note:**

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

3. The University shall make a contribution at the rate of 12 percent of salary in the case of subscribers drawing a salary of Rs. 500 or less, 10 percent in the case of subscribers drawing a salary of more than Rs. 500 but less than Rs. 1000 and  $8\frac{1}{3}$  percent in the case of subscribers drawing a salary of or over Rs 1000.

Provided that where immediately prior to the coming into force of this Statute a subscriber was entitled under the Statutes or the Ordinances made under any enactment repealed under section 2 of the Adhiniyam, to a rate of contribution by the University different from that given above, he shall have the option to elect either the rate at which he was earlier entitled to the contribution of the University or the rate as given above.

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

4. (i) Amount of the Provident Fund may be invested in the Post-Office, cash Certificates in Government Securities or in the Nationalised Banks or in Fixed Deposits with the Nationalised Banks of the amount to get an interest of not less than 12% per annum or even more.
- (ii) The Post-Office Cash Certificate Securities and fixed deposit receipts shall remain in the custody of the Registrar.

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

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

6. (i) Withdrawal will be permitted when a subscriber's services in the University come to an end by his retirement, resignation, death or otherwise provided that:
  - (a) no employee whose services have been dispensed with for what, in the opinion of the Executive Council, is gross misconduct, shall be entitled to

receive the amount of the contribution made by the University on his behalf and the interest thereon;

- (b) no employee shall be entitled to receive the amount contributed by the University on his behalf and the interest thereon, unless he had been in the service of the University, for continuous period of 12 months from the date he has been allowed to subscribe to the Provident Fund and has been permitted to resign his appointment.
- (ii) Any contribution and interest thereon withheld under this Statute shall belong to the University and shall be credited to the University Fund.

### **Part time withdrawal from the Provident -Fund**

(Approved by the Co-ordination Committee at its meeting held on 29-06-1983 and effective from 01-07-1983)

6 (A) Subject to the condition specified therein, withdrawal from Provident Fund may be sanctioned by the authorities competent to sanction an advance for special reasons under para 7 of the Statute, at any time.

After completion of fifteen years of service (including broken period of service, if any) of a subscriber or within ten years before the date of his retirement on superannuation, whichever is earlier, from the amount subscribed by him in the fund together with interest accumulated thereon, for one or more of the following purposes, namely:

- (i) meeting the expenditure in connection with the marriage of the subscriber or his son(s) or his daughter(s) and any other female relation actually dependent on him;
  - (ii) meeting the expenses in connection with the prolonged and/or serious illness, including where necessary the travelling expenses of the subscriber and members of his family, or any persons actually dependent on him;
  - (iii) building or acquiring a suitable house or ready build flat for his residence including the cost of the site;
  - (iv) making additions and alterations to a house or a flat already owned or acquired by a subscriber;
  - (v) Purchasing a plot for building a house and /or construction of residential house on a site purchased for this purpose.
- 6(A) (1) The maximum amount which can be withdrawn for the purpose mentioned in para 6 (A) (i) and (ii) above shall be limited to 75% (Seventy Five Percent) of the sum subscribed by him together with the interest accumulated thereon.
- (2) In case of withdrawal for the purpose of a site and for the construction of the subscriber's own building the amount withdraw able shall not exceed 75% of the sum subscribed by him together with interest accumulated thereon.
- (3) Withdrawal under sub-clauses (iii) to (v) of the above clause shall be sanctioned only after the subscriber has submitted a plan along with detailed estimate of the house to be constructed or of the additions and alteration to be made duly approved by the Local Municipal body of the area where the site or house is situated.



- (4) The amount of withdrawal sanctioned under sub clause (iii) to (v) shall not exceed  $\frac{3}{4}$  of the amount subscribed by him/her together with interest accumulated thereon on the date of application together with the amount of previous withdrawal under clause 6A above, reduced by the amount of previous withdrawal. The formula to be followed is:
- $\frac{3}{4}$  of the balance of the amount subscribed by him together with interest accumulated thereon as on the date (plus amount of previous withdrawal (s) for the house in question minus the amount of the previous withdrawal(s))
- (5) Withdrawal shall also be allowed where the house site or house is in the name of wife or husband provided she or he is the first nominee to receive provident fund money in the nomination made by the subscriber.
- (6) Only one withdrawal shall be allowed for the same purpose under this rule. But marriage of different children or illness on different occasions of a further addition or alteration to the house or flat covered by a fresh plan duly approved by the local municipal body of the area where the house or flat is situated shall not be treated as the same purpose. Second and subsequent withdrawal shall be allowed up to a limit laid down under (4) above.
- (7) Withdrawal sanctioned for purpose covered under para 6 (A) (iii) to (v) shall be subject to the following conditions:
- (a) The house so built or acquired shall be used for the residence of the subscriber or his/her family.
  - (b) No portion of the house so built or acquired shall be let out or sold or disposed of in any manner without previous permission of the Kulapati.

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

- (i) To pay expenses in connection with the prolonged illness of the subscriber or any person actually dependent on him.  
**Note:** Expenses connected with prolonged illness include expenses incurred on the purchased of artificial teeth and hearing sets viz. battery hearing instruments.
- (ii) To pay for overseas passage for reasons of health or education of the subscriber or any person actually depending on him.
- (iii) To meet the cost of education of the subscriber or of any person actually dependent on him.
- (iv) To pay obligatory expenses appropriate to the subscriber's status which by customary usage the subscriber has to incur in connection with marriage or other economics of the subscriber or marriage, funeral and other economics of any person actually dependent on him.
- (v) To make good the loss of University money in the interest of the subscriber.
- (vi) To meet expenses in connection with any departmental enquiry or legal proceedings in which the subscriber is a party.
- (vii) To meet expense connected with the purchase of site for the subscriber building and erection of and repairs to the subscriber's building.

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

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

- Note*
- (i) A second advance may be granted to an employee who has repaid at least 6 regular monthly instalments of the first advance sanctioned to him/her. Even a third advance may be granted as a special case by the Executive Council to an employee when he has repaid 6 regular monthly instalments of the second advance.
  - (ii) Where the subscriber was sanctioned an advance for the construction of his own building he shall not be sanctioned any further advance during the period of his entire service for building a second house though a second advance may be sanctioned for extension to his own building. The power vested in the Kulapati and the Executive Council under para 7 of Statute Number 26 have been delegated to the Registrar and the Kulapati respectively vide Regulation Number 7.

"The amount advanced under para 7 shall be refunded in the Fund by thirty six equal monthly instalments in all cases except when the advance is for the purpose of site for the construction of the subscriber's own building and meeting the expenditure in connection with the marriage of the subscriber or his son(s) or his daughter(s) and any other female relation actually depend on him, in which case the number of instalments shall be ninety six and sixty respectively"

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

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

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

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

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

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

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

## **STATUTE No. 27**

Admission of Colleges to the Privileges of the University and Withdrawal Thereof

### **(REFER CLAUSE (1) OF SECTION -35)**

(Approved by the 18th Co-ordination committee held on 06-06-2011)

## **AFFILIATION OF COLLEGES.**

1. An Application for admission of an educational institution (here-in-after referred to as "COLLEGES") to the Privileges of the University shall be made:-

- (a) in the case of a College to be owned and maintained by Government or a new subject/faculty/post-graduate class to be added in such a College by an Officer authorised by Government in writing for the purpose;
- (b) in the case of a College to be owned and maintained by an association (here-in-after referred to as the 'Foundation Society '), by the Secretary of the Foundation Society, authorised by a resolution to make the application;
- (c) in the case of a College to be owned and maintained solely by a person (here-in-after referred to as the 'Founder'), by the Founder; and
- (d) in case of a new subject/faculty/post-graduate class to be added in a existing Non-Government College by Chairman the Governing Body, to the Registrar of the University not later than the 28<sup>th</sup> February preceding the academic year from which affiliation is sought.

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

**Note:** The last dates for applying to the Commissioner, Higher Education, Directorate have been announced separately by the Directorate

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

### **FOR UNDER GRADUATE COURSES**

			<b>Non-Government College</b>	<b>Government College*</b>
(a)	Admission fee for opening a new College with one Faculty and not more than four subjects thereof	I <sup>st</sup> Year II <sup>nd</sup> Year III <sup>rd</sup> Year	Rs. 50,000/- Rs. 30,000/- Rs. 30,000/-	Rs. 5,000/- Rs. 5,000/- Rs. 5,000/-
(b)	Admission fee for each additional Faculty with not more than four subjects thereof.	I <sup>st</sup> Year II <sup>nd</sup> Year III <sup>rd</sup> Year	Rs. 50,000/- Rs. 30,000/- Rs. 30,000/-	Rs. 5,000/- Rs. 5,000/- Rs. 5,000/-

(c)	Admission fee for each additional subjects	I <sup>st</sup> Year II <sup>nd</sup> Year III <sup>rd</sup> Year	Rs. 10,000/- Rs. 10,000/- Rs. 10,000/-	Rs. 2000/- Rs. 2000/- Rs. 2000/-
-----	--	---	--	--

**FOR POST-GRADUATE COURSES**

			<b>Non-Government College</b>	<b>Government College*</b>
(a)	Admission fee per Faculty with not more than four subjects thereof	Previous Final	Rs. 30,000/- Rs. 15,000/-	Rs. 3000/- Rs. 3000/-
(b)	Admission fee per addl. subject	Previous Final	Rs. 30,000/- Rs. 15,000/-	Rs. 3000/- Rs. 3000/-
(c)	Application fee		Rs. 3,500/-	Rs. 350/-

2. The application for affiliation of a new Institution shall be accompanied by
- a copy of the constitution of the Foundation Society .
  - certified copies of Trust deeds and title deeds of the property, if any.
  - A certificate from the Commissioner, Higher Education, Directorate showing that the Directorate has permitted the establishment of the Institution.
  - an undertaking that the Foundation Society shall, before the Institution is granted affiliation, deposit with the University Endowment fund as required by the College Code Statute.

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

3. In case of an Institution not maintained or managed by Government, the application shall also be accompanied by an under taking that within three months of the admission of the Institution to the privileges of the University the Institution shall be put under the control of a Governing Body constituted in accordance with the provisions of the statutes and any change in the composition of the Governing Body or any transfer of management in respect of the Foundation Society or Founder or any change in the teaching staff shall be forthwith reported to the University.
4. The application for affiliation in a new subject/Faculty or post-graduate class shall be accompanied by a certificate from the Commissioner, Higher Education, Directorate showing that the Directorate has permitted the addition of new subject or opening of a new faculty or post-graduate class sought by the - Institution.

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

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

(a) That having regard to the educational facilities available in then neighborhood there is a genuine need of a new College in that particular locality or for adding the new subject/faculty/post-graduate class ;

(b) That the qualifications and adequacy of the teaching staff and the conditions Governing their employment shall be according to the provisions made by the University from time to time;

Provided that every College except a College of Law shall have a full time salaried Principal, at least one full-time salaried lecturer in each subject and in case it teaches Commerce at least three such lecturers in case of the Faculty of Commerce;

(c) That the financial resources of the College are such as to make due provision for the continued maintenance and efficient. Working;

(d) That no student has been or shall be admitted to the College until the admission prayed for has been granted;

(e) That the building in which the College is to be located has a sufficient number of class-rooms, the floor space and cubic space of class rooms is suitable and sufficient and that the buildings are otherwise properly located and where the buildings not owned by the /Founder, it/he is prepared to make an annual contribution as required by the statutes till the College has its own building adequate for the purposes. Provided that such contribution shall not be required in case of a College maintained by Government;

Provided that the Building of the College should be owned by the founder within 5 yrs of admission of the institution to the privilege of the university. The building for 30th yrs lease shall be considered as building owned for this purpose.

(f) That adequate provision is mad/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) arrangements have been or shall be made, for which the College has necessary funds at its disposal, for imparting instruction in that branch of science or subject in a properly occupied laboratory and, where necessary, a museum; and

(ii) The gas and water supply the apparatus and the chemicals, and the design and general fittings of the laboratories, lecture rooms and museums shall conform to such requirements as may be prescribed from time to time.

(i) that the College, if not maintained by the Government, has sufficient funds to deposit as Endowment Fund and the Foundation Society /Founder is prepared to pledge the same with the University in such manner as may be decided by the Executive Council as a condition precedent to the grant of admission and to authorize the University to utilize the amount at its discretion for payment of the caution money and the Salaries fall into arrears for a period of more than three months.

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

Provided that all fees by whatever name called paid by the students shall be accounted for in the book of accounts of College and shall form part of the receipts of the College.

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

4. (1) Where a College has been given admission for a limited period and desires to apply for extension of admission for a further period or permanently, 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 paragraph 2&3,

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

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

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

3. The application shall be made to the Registrar on or before the 31<sup>st</sup> December, of the year preceding the academic year from which the extension is sought and shall be accompanied by a fee of Govt. Colleges\* Rs. 800/- and Non-Government Colleges Rs. 8000/- which shall not be refunded.

5. The application received under paragraph-1 or 4 of this Statute shall be submitted to the Registrar. He shall refer the application to the Standing Committee of the Academic Council for appointing a Committee of Inspection consisting of not more than 3 persons and for

specifying the date on/or before which the report of the Committee shall be made. On receipt of the report of the Inspection Committee, the Academic Council shall make appropriate recommendations to the Executive Council for the acceptance or rejection of the application.

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

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

#### **WITHDRAWAL OF PRIVILEGES GRANTED TO A COLLEGE**

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

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

- (2) The notice under sub-para (1) shall state:
  - (a) The reasons for which the intended action is contemplated; and
  - (b) The period within which the reply to the show cause notice must reach the Registrar of the University.
- (3) The Executive Council, for a reasons considered sufficient by it, may extend the period for reply from time to time but the total period shall not exceed three months.
- (4) On receipt of the reply to the show cause notice within the period allowed to the College under sub-para (2) and (3), 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.
- (5) Where a resolution withdrawing wholly or partially the privileges granted to a College is passed by the Executive Council a copy of the same shall be sent to the Government/Chairman of the Governing Body of the College concerned, who may make an appeal to the Commissioner, Higher Education, Directorate against such resolution and the decision of the Directorate in such appeal shall be final.

#### **CONDITIONS GOVERNING CONTINUANCE OF ADMISSION TO PRIVILEGES OF THE UNIVERSITY**

8. (1) Every College admitted to the privileges of the University shall, during all the time it continues to enjoy such privileges comply with all the provisions of the Adhiniyam, the Statute, the Ordinances, the Regulations, and any orders, directions given or resolutions passed by the Executive Council or Academic Council in so far as they apply to such College.
- (2) Without prejudice to the generality of the provision contained in sub-para (1) the College shall in particular comply with the following provisions, namely:-
  - (a) all conditions imposed at the time of granting admission shall be duly fulfilled with proper expedition :
  - (b) it shall not suspend any course of instruction in respect of which it is admitted to the privileges of the University without giving six month period notice to the University ;



- (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 and term of employment shall be strictly according to the provisions of the Statutes;
  - (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, and arrangements for tutorials 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 vacancy in the teaching staff of the College that remain; unfilled for a period of more than one month shall be reported to the University together with a statement of reasons therefor;
  - (j) it shall maintain records and registers in accordance with directions issued by the University from time to time;
  - (k) it shall submit such annual and periodical returns and other information, in such form and in such manner, as may be required to be submitted by any authority or officer of the University.
- (3) (i) Every College or institution admitted to the privileges of the University shall pay to the University each year by the 31<sup>st</sup> July an annual affiliation fee at the rates mentioned below :-
- (a) Govt. Colleges\* Rs. 1500/- and Non-Government Colleges Rs. 15,000/- per Faculty for the Bachelor's Degree in the Faculties of Education, Physical Education, Medicine, Engineering or Technology,
  - (b) Govt. Colleges\* Rs. 900/- and Non-Government Colleges Rs. 9000/- per Faculty for the Bachelor's Degree in all the Faculties, other than those included in (a) above. Where the affiliation of such College or institution is also in respect of Master's Degree, fee in addition there to shall be payable at the rate mentioned below :-
- Govt. Colleges\* Rs. 600/- and Non-Government Colleges Rs. 6000/- per subject in any of the Faculties, covered by item (a) and (b) above,

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

Provided that the Kulpati may permit the requisite fee to be paid together with and such manner, as may be required to be submitted by any authority or officer of the University.

Provided that annual affiliation fee shall be charged from the Colleges for the course other than Bachelor's Degree and Master's Degree Provided by the Colleges as given below :-

		<b>Non-Government College</b>	<b>Government College*</b>
(i)	For Post-Graduate Diploma Course for Science Teacher in each Subject. As per Master Degree in each Subject, i.c.	Rs. 6,000/-	Rs. 600/-
(ii)	For Diploma in Teaching Course.	Rs. 5,000/-	Rs. 500/-
(iii)	For Diploma and Certificate Course in each Language.	Rs. 5,000/-	Rs. 500/-
(iv)	For other Diploma Course admission to which is after graduation.	Rs. 6,000/-	Rs. 600/-
(v)	For B.E. (Part-Time Degree Course)	Rs. 15,000/-	Rs. 1500/-

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

Provided that the Kulpati may permit, the requisite fee to be paid together with an additional amount equal to 30% of the requisite fee within a period of three months from the date mentioned in sub-para (3) (i). In the case of such disaffiliation, the University may take such necessary steps as are feasible in the interest of the students.

Provided further for the academic session of 1975-76 the Kulpati may waive payment of additional amount.

9. If, for any reason, a College is unable to impart instruction for two years in any subject for which it is granted affiliation, such affiliation shall be regarded as having lapsed.
10. (1) The Principal and the teachers in a College admitted to the privileges of the University shall not be appointed on scales of pay lower than those sanctioned by the State Govt. for the Principals and Teachers of corresponding Status in Government Colleges.

- (2) A Part-Time Teacher in a College shall be paid monthly honorarium of Rs. 450/- if he delivers 12 Lectures per week and Rs. 300/- if he delivers at least eight lectures per week.
11. Accounts, registers, proceedings of meeting, and other records of a College shall be open at all times to inspection by the persons appointed for the purpose or authorized by the Executive Council or the Academic Council to conduct any inspection.
  12. Every College shall provide adequate and suitable space for outdoor and indoor games and physical exercises.
  13. (1) every College shall arrange for medical examination of all its students in the manner prescribed by the Executive Council and for the medical aid of students residing in the hostels of the College.  
  
(2) For the above purposes, the College shall be entitled to levy an annual fee from each student at the rate prescribed by the University.
  14. Every College shall, when called upon by the Registrar to do so, make available its College Building, Laboratories, Furniture, Equipment and Staff for the conduct of University Examinations.
  15. The Executive Council may, in consultation with the Academic Council require any College, either permanently or for a specified period, to participate in a system of 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 direction or order of the Executive Council shall be given effect to from the beginning of the ensuing academic year after the direction or order is received.

\* **Approved by Executive Council Meeting 22-03-2015 [Notice No. 4175/IEc-@vdk-@2015 Date- 21-07-2015]**

# STATUTE No.28

## COLLEGE CODE

**(as ammended up to 1-7-1984)**  
**(For Non Govt. Colleges)**

Definitions and applicability:

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

1. (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 the University and where the Governing Body of the Society is superseded under Section 33 of the Chhattisgarh Society Registrkaran Adhinyam 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 super -ceded 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 superseded under Section 33 of the Chhattisgarh Society Registrkarna Adhinyam 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.

**Applicability:-**

- (g) 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:**

- (1) The Foundation Society of a College shall be responsible for providing the necessary funds for the maintenance and upkeep of the College upto 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 in accordance with the scale given below with the University in the form of Fixed Deposit Receipts in the joint names of the Registrar and the College.

(ii) **3.2.2 (Regulation-129)**

The College shall satisfy the University that adequate financial provision is available for running the college for at least three years without any aid from any external source in particular; it shall produce evidence of creating and maintaining a Corpus Fund permanently in the name of the college by way of irrevocable Government Securities of Rs. 15 lakh per programme, if the college proposes to conduct programme only in Arts. Science and commerce, Rs. 35 lakh per programme or as prescribed by the relevant Statutory/ Regulatory body, if it proposes to offer professional programmes, or FDRs for like amounts jointly held by the college and the University for a minimum lock in period of three years. The interest accrued out of it may be utilized by the college with the prior permission of the University for strengthening.

(iii) **3.3 (Regulation-129)**

The Regulation Society/ Trust in justified exceptional cases may be allowed to start the college for the first year of the programmes in a readily available building, with the condition that all other academic and administrative requirements are satisfied under the Regulation and the college shall complete the buildings per para 4.4.6 and other requirements cited in the detailed project report by the end of the second year and the college is moved completely to the proposed permanent building by the beginning of the third year, failing which the college shall not be granted renewal of temporary affiliation until the college moves to the permanent buildings. Under no circumstances, extension of time for this movement to the permanent building shall be granted by the University beyond five years.

- (iv) In case of 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 the year 1974-75 an amount equal to one fifth of the value of the Endowment Fund necessary till the Endowment Fund as required in clause (i) above is deposited in full.
  - (b) Where the College does not have its own building considered satisfactory for its purposes by the University, contributed towards the Building Fund in accordance with clause (ii) above.
  - (iv) The deposit for creating the Endowment Fund or the contribution towards the Building Fund shall not be made from the receipts of the College in the form of fees From students or grants received by the College or from 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 request from the Governing Body, the amount in the Building Fund will be released to the Governing Body for the construction of, the College building or purchase of a building for the College.
- (5) The Foundation Society shall carry out all lawful directions of the University and shall maintain and run the College in accordance with C.G. Vishwavidyalaya Adhinyam and the Statutes, Ordinances and Regulations made thereunder.
- (6) (i) If the Executive Council, after giving reasonable opportunity to the Foundation Society to state its case, is satisfied that the Foundation Society has failed to meet all or any of its obligations as laid down in the code, it may take any of the following actions:
  - (a) Withdrawal of the right to have its appointees other than the chairman of the Governing Body on the Governing body of the College.
  - (b) Withdrawal of the powers vested in the Foundation Society by this statute.

- (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 Directorate in the matter shall be final.

7. 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 a period of sixty days from the date on which the Governing Body submits its proposal the Foundation Society shall be deemed to have concurred in the proposal

- (c) to sanction items of new expenditure exceeding Rs10,000/- 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 of Income and Expenditure and the Audit Report of the College and forward them to the Governing Body for its consideration.

Provided that if the Foundation Society does not communicate to the Governing Body its observation on the Annual Estimates of Income and Expenditure of the College within sixty days. on 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.

- (c) to appoint the Auditors of the College from out of a panel of names approved by the Registrar of Firms and Societies.

- (e) 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 development of the College

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

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

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



### **PART III - Governing Body:**

6 (1) There shall be a Governing Body for the management of the College, it shall consist of:

- (a) The Chairman of the Governing Body appointed by the Foundation Society from amongst its members by the individual maintaining the College.
- (b) Two persons appointed by the Foundation Society from amongst its members or by the individual maintaining the College.
- (c) Two representatives of the University other than members of the Foundation Society of the College, nominated by the Executive Council at least one of whom shall be from amongst the teachers of the University as far as possible working in institutions not located in the same town as the College.
- (d) One representative of the donors of the College to be elected by the donors.
- (e) One nominee of the Government of Chhattisgarh.
- (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 two years.

Provided that the Chairman and members appointed by the Foundation Society before the supersession of its Governing Body under the C.G. Society Registrarian Adhinyam 1973 shall cease to hold office on the supersession 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 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-officio member, before the expiry of his term, the vacancy shall be filled, as soon as may be, by the election, nomination or appointment, as the case may be of a member who shall hold office so long only as the member in whose place he has been elected, nominated or appointed, would have held it if the vacancy had not occurred.
  - (v) Every change in the office-bearers or membership of the Governing Body of a College shall be reported immediately to the University by the Secretary.
7. (1) The Governing Body shall meet at least thrice a year. Five members of the Governing Body shall form a quorum. No quorum shall be necessary for an adjourned meeting. If the quorum is not present within thirty minutes of the time given in the notice no meeting shall be held.
- (2) Meeting of the Governing Body shall be convened by the Secretary in consultation with the Chairman. In case the Secretary does not call a meeting when directed by the Chairman to do so, the Chairman may call the meeting.
- (3) (a) The Secretary shall give atleast ten days notice of an ordinary meeting of the Governing Body.
- (b) An emergent meeting of the Governing Body can be convened on three clear days notice.
- (c) On a requisition signed by not less than four members specifying the business to be transacted, a special meeting of the Governing Body shall be convened within twenty days of the receipt of such requisition. Atleast ten days notice of a special meeting shall be given.
- (d) The agenda of every meeting shall be sent with the notice to the members. Proposals from any member received by the Secretary before the issue of notice shall be included in the agenda. The agenda of a special meeting shall include only the business indicated in the requisition.
- (e) No business other than included in the agenda shall be transacted at a meeting except with the consent of the Chairman and unless permission is given to introduce it by the majority of the members present.

- (4) The Chairman shall, when present, preside 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 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.
- (5) The minutes of every meeting of the Governing Body shall be drawn up by the Secretary and after approval by the Chairman circulated among the members within fifteen days of the meeting.
- (6) It shall be the duty of the representatives of the University on the Governing Body to report to the Kulapati decisions affecting adversely the smooth working of the College and violation, if any, of the Statutes, Ordinances, Regulations or instructions of the University.
- (7) No act 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 of the Executive Council.

Provided also that such approval shall not be necessary in case of discharge of a teacher (who is appointed 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 (1) of paragraph 4.

- (e) Maintenance of the College up to the academic standard required by the University and compliance by the College of the C.G.Vishwavidyalaya dhiniyam, Statutes, Ordinances, Regulations and Directions issued by the University from time to time.

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

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

- (i) Not later than the 31<sup>st</sup> 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 30<sup>th</sup> June immediately preceding.
- (ii) Not later than 30<sup>th</sup> September each year the budget estimates of the College for the following financial year.
- (iii) Proposals for such items of new expenditure exceeding Rs. 10,000/- in the case non-recurring expenditure and exceeding Rs. 4,000/- in the 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 the affecting service conditions of teachers shall be taken at a meeting of the Governing Body in which atleast one teacher representative and one University representative are not present.

- (b) the management of the College and
  - (c) the manner in which its decisions shall be given effect to.
11. The Governing Body shall exercise all powers not otherwise provided for in this code and not inconsistant 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 rate 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 Statue.

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 atleast thrice during the academic year. It shall perform the following duties namely:
- (a) to discuss the progress of studies in the College;
  - (b) to bring to the notice of the Governing Body the needs of the students and teachers;
  - (c) to make recommendations to the Principal or the Governing Body for improvement of the academic efficiency of the College;

- (d) to 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 appointment, temporary appointments which are not to continue for more than six months and appointments to posts which are to be filled by promotion, shall be made except:
- (a) After duly and widely advertising the post together with the minimum qualifications therefor and the emoluments of the post and allowing reasonable time within which the applicants may, in response to the advertisements, submit their applications;
- (b) On the recommendation of the Selection Committee constituted in accordance with the provisions of paragraph 17 below.
- (2) No appointment to the post of Principal shall be made except with the prior approval of the Executive Council.
- (3) Notwithstanding any thing provided in Statute No. 22 no person shall be appointed to any teaching post including that of the Principal unless he/she possesses the following minimum qualifications;

#### **A. LECTURERS**

For Lecturer in various subjects the candidate should possess the minimum qualifications prescribed by the U.G.C. from time to time.

**Note : The above rule will be subject to modifications from time to time by the Executive Council in keeping with the orders issued by the Government under the Chhattisgarh Ashaskiya Shikshan Sanstha (Adhyapakon Tatha Anya Karmachariyon Ke Sanday) Adhinyam, 1978.**

(Approved by the Co-ordination Committee on 8-11-1985 and will be effective from 1-5-1985)

#### **A. COLLEGE PROFESSORS:**

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

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

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

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

- (c) (i) The experience of teaching of post-graduate classes shall be at least 5 years and
- (ii) At least three years experience of guiding research;

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

**Note:** The requirement regarding minimum percentage of marks shall be relaxed up to 5% in case of Scheduled Castes/Scheduled Tribes candidates.

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

17. (1) For every non-Government Educational Institution for higher Education there shall be Selection Committee consisting of:

**5.1.4 Assistant Professor in Colleges including Private Colleges:**

(As per UGC Regulation 30 June 2010)

- (a) The Selection Committee for the post of Assistant Professor in Colleges including Private colleges shall have the following composition:
  1. Chairperson of the Governing Body of the college or his/her nominee from among the members of the governing body to be the Chairperson of the Selection Committee.
  2. The Principal of the College.
  3. Head of the Department of the concerned subject in the College.
  4. Two nominees of the Vice Chancellor of the affiliating university of whom one should be a subject expert. In case of colleges notified/declared as minority educational institutions, two nominees of the Chairperson of the



college from out of a panel of five names, preferably from minority communities, recommended by the Vice Chancellor of the affiliating university from the list of experts suggested by the relevant statutory body of the college, of whom one should be a subject expert.

5. Two subject-experts not connected with the college to be nominated by the Chairperson of the governing body of the college out of panel of five names recommended by the Vice Chancellor from the list of subject experts approved by the relevant statutory body of the university concerned. In case of colleges notified/declared as minority educational Institutions, two subject experts not connected with the University to be nominated by the Chairperson of the Governing Body of the College out of the panel of five names preferably from minority communities recommended by the Vice Chancellor from the list of subject experts approved by the relevant statutory body of the college.
  6. An Academician representing SC/ST/OBC/Minority/Women/Differently - abled categories, if any of candidates representing these categories is the applicant to be nominated by the Vice Chancellor, if any of the above members of the selection committee do not belong to that category.
- (b) To constitute the quorum for the meeting, five of which at least two must be from out of the three subject-experts shall be present.
  - (c) For all levels of teaching positions in Government colleges, the State Public Services Commissions/Teacher Recruitment Boards must invite three subject experts for which the concerned University, be involved in the selection process by the State PSC.
  - (d) For all levels of teaching positions in Constituent college(s) of a university, the selection committee norms shall be similar to that of the posts of departments of the University.

#### **5.1.5 Associate Professor in Colleges including Private Colleges:**

- (a) The Selection Committee for the post of Assistant Professor in Colleges including Private Colleges shall have ;the following composition:
  1. Chairperson of the Governing Body or his/her nominee from among the members of the Governing body to be the Chairperson of the Selection Committee.
  2. The Principal of the College.
  3. The Head of the Department of the concerned subject from the College.

4. Two University representatives nominated by the Vice Chancellor, one of whom will be the Dean of College Development council or equivalent position in the University, and the other must be expert in the concerned subject. In case of Colleges notified/declared as minority educational institutions, two nominees of the Chairperson of the College from out of a panel of five names, preferably from minority communities, recommended by the vice Chancellor of the affiliating university from the list of experts suggested by the relevant statutory body of the college of whom one should be a subject expert.
  5. Two subject-experts not connected with the college to be nominated by the Chairperson of the governing body of the college out of a panel of five names recommended by the Vice Chancellor from the list of subject experts approved by the relevant statutory body of the university concerned. In case of colleges notified/declared as minority education Institutions, two subject experts not connected with the University to be nominated by the Chairperson of the Governing Body of the College out of the panel of the five names, preferably from minority communities, recommended by the Vice Chancellor from the list of subject experts approved by the relevant statutory body of the college.
  6. An Academician representing SC/ST/OBC/Minority/Women/Differently abled categories if any of candidates representing these categories is the applicant, to be nominated by the Vice Chancellor, if any of the above members of the selection committee do not belong to that category.
- (b) The quorum for the meeting should be five of which at least two must be from out of the three subject-experts.

#### **5.1.6 Colleges Principal**

- (a) The Selection Committee for the post of College Principal shall have the following composition:
  1. Chairperson of the Governing Body as Chairperson.
  2. Two members of the Governing Body of the college to be nominated by the Chairperson of whom one shall be an expert in academic administration.
  3. One nominee of the Vice Chancellor who shall be a Higher Education expert. In case of Colleges Notified/declared as minority educational Institutions, one Nominee of the chairperson of the college from out of a panel of five names, preferably from minority communities, recommended by the Vice-Chancellor of the affiliating university of whom one should be a subject expert.
  4. Three experts consisting of the Principal of a college, a Professor and an accomplished educationist not below the rank of a Professor (to be

nominated by the Governing Body of the college) out of a panel of six experts approved by the relevant statutory body of the university concerned.

5. An academician representing SC/ST/OBC/Minority/Women/Defferently-abled categories, if any of candidates representing these categories is the applicant, to be nominated by the Vice Chancellor, if any of the above members of the selection committee do not belong to that category.
    - (b) At least five members, including two experts, should constitute the quorum.
    - (c) All the selection procedures of the selection committee shall be completed on the day of the selection committee Meeting itself, wherein, minutes are recorded along with the scoring proforma and recommendation made on the basis of merit with the list of selected and waitlisted candidates/Panel of names in order of merit duly signed by all members of the selection committee.
    - (d) The term of appointment of the college principal shall be FIVE years with eligibility for reappointment for one more term only after a similar selection committee process.
- 5.1.6 Selection Committees for posts of Directors, Deputy Directors, Assistant Directors of Physical Education and Sports, Librarians, Deputy Librarians and/Assistant Librarians shall be the same as that of Professor, Associate Professor and Assistant Professor respectively, except that the concerned expert in Physical Education and Sports or Sports Administration or Library, Practicing Librarian/Physical Director, as the case may be, shall be associated with the Selection Committee as one of the subject experts.

**6.0.0 Selection Procedure: As per guideline of UGC Regulation 2010.**

- (i) **In the case of non-teaching post:**
  - (a) Kulapati or his nominee **Chairman**
  - (b) One nominee of the Management **Member**
  - (c) One nominee of the Commissioner Higher Education, Directorate **Member**
  - (d) Principal of the Institution **Member-Secretary**
- (iv) "Provided further that where for selection to any of the posts mentioned above the nominees of the management is himself an Hon'ble Minister of the State Govt. and if he is present in the meeting of the Selection Committee then in place of Kulapati's nominee the nominee of the Kulapati in such a case attend the meeting of the Selection Committee as member of the Selection Committee.
- (3) The quorum for the meeting of the selection committees shall be-
  - (i) All the members in the case of the selection for the post of Principal
  - (ii) Chairman and three members in the case of the selection to the post of a teacher other than the Principal.

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

**The above rules will be subject to modifications from time to time by Executive Council in keeping with the orders issued by the Government under the Madhya Pradesh Ashaskiya Shikshan Sanstha (Adhyapakon Tatha Anya Karmachariyon Ke Vetano ke sanday) Adhiniyam, 1978.**

- (8) "If in an Institution the post of Principal is vacant and regular appointment to the post of Principal is not made within 6 months from the date of vacancy then the State Govt. shall have the power to nominate or to appoint a person to the post of Principal under intimation to the Governing Body".

Provided that in case of an appointment of a teacher other than the Principal, no recommendation made by a Selection Committee shall be considered to be valid unless atleast one of the experts in the subject is present in the meeting of the Selection Committee in which the recommendation is decided upon.

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 can not 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 six months or appointed to another post in the service of the College except on the recommendation of the Committee of Selection.

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

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

19. The appointment of every teacher made prior to the coming into force of this Statute in accordance with the Statutes and Ordinances in force at the time the appointment was made, shall be deemed to be validly made.
20. (1) (i) The Principal and the other members of the teaching staff except those appointed in leave vacancies, on part-time basis or on temporary basis shall be appointed initially on probation for one year. The period of probation shall not be extended by more than one year so that the total period of probation does not exceed two years.
- (ii) Where an appointment is made on temporary basis whether in a leave vacancy or otherwise the reasons for such temporary appointment shall be communicated by the Principal to the University.
- (2) Unless the work of the probationer is found to be unsatisfactory and he is informed by the Governing Body at least one month before the expiry of the period of probation of its intention not to continue him in service, the probationer shall be deemed to have been confirmed in his appointment on the expiry of the period of probation.
- (3) (i) Every teacher other than one appointed on part-time or temporary basis, shall be appointed on written contract in the form prescribed in the Appendix stating therein the post to which he is appointed, the initial salary and the scale of pay and other conditions of service . A copy of the contract shall be given to the teacher and as copy shall be lodged with the University.
- (ii) It shall be the duty of Governing Body to get such contract executed within a period of one month from the date on which the appointee joins the post.
- Provided that 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 for similar categories in 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 atleast 8 lectures per week.
- (iii) Salary of every teacher shall be paid by cheque drawn in his favors latest by the 5<sup>th</sup> 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 time scale, service shall be counted from the date of the first appointment, if there be no break of service during the period preceding the substantive appointment. Short breaks of service not exceeding 7 days shall be 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 more than three months he shall be entitled to salary for the ensuing vacation in the same proportion as the period of his service bears to the total period in the academic year, provided that such teacher shall not be entitled to any pay for the summer vacation where such teacher is officiating in place of another teacher on leave entitled to draw pay for the said vacation.
25. (1) Every teacher including the Principal shall at all times maintain absolute integrity and devotion to duty and shall do nothing which is unbecoming of a teacher.
- (2) No member of the teaching staff except a part-time teacher of a College shall apply for any post under any other authority except through the Principal and in the case of the Principal through the Chairman of the Governing Body.
- (3) A teacher, other than a part-time teacher, shall be a whole-time employee of the College and shall not without the previous approval of the Governing Body, engage himself in private tuition or in any trade or business or take up any

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

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

Provided that no part-time teachers of Journalism shall be exempted from the operation of this sub-paragraph.

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

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

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

(ii) No teacher shall be a member of or be otherwise associated with any political party or any 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 teacher shall be Governed by the rules of conduct if any, framed by the Governing Body in conformity with the Adhiniyam, the Statutes, Ordinances, and Regulations of the University.

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

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

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 one calendar 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 ensuing summer vacation in the same proportion as the period of service bears to the total period in the Academic session. The teacher may, likewise terminated his appointment before the expiry of the period of probation by giving one calendar month's notice in writing to the Governing Body or paying a sum equal to one month's salary in lieu of the notice.

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

(i) Misconduct including willful neglect of duty.

(ii) Breach of the term 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 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 VI - 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 employee 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 emoluments last drawn by him.

(5) If the employee is exonerated from the charge or charges are subsequently withdrawn he shall be reinstated in his post and shall be paid full salary for the

period of his suspension after deducting the subsistence allowance already paid to him.

31. (1) the appointing authority may, for good and sufficient reasons, impose on an employee of the College (including a teacher) the following penalties:
- (a) Censure;
  - (b) Recovery from his pay of the whole or part of any pecuniary loss caused by him to the College by negligence or breach of orders;
  - (c) With-holding of increments of pay;
  - (d) Reduction to lower time scale of pay, grade of post;
  - (e) Compulsory retirement;
  - (f) Removal from service;
  - (g) Dismissal from service which shall ordinarily be a disqualification for 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 Chhattisgarh 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 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 decision by the appropriate officer/bodies of the University and/or the Governing Body/Principal of the College. This will not inhibit his right 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 an penalty other than reduction in rank or pay or removal or dismissal or compulsory retirement from service is imposed on a teacher, he may prefer an appeal to the Executive Council within thirty days from the date on which a copy of the order appealed against is delivered to the appellant.
- (3) (i) An appeal against an order of the Governing Body imposing on a teacher the penalty of reduction in rank or pay or removal or dismissal or compulsory retirement from service shall lie to a Tribunal consisting of :
- (a) A nominee of the Kulapati, other than a member of the Executive Council who will act as the Chairman.
  - (b) The aggrieved teacher's a 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 Kulapati not later than forty five days from the date on which a copy of the order appealed against is delivered to the appellant.
- (4) The appeal shall except where provided otherwise, be presented to the authority to whom the appeal lies, a copy being forwarded by the appellant to the authority

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

- (5) The authority which made the order appealed against shall on receipt of a copy of the appeal, forward the same with its comments thereon together with the relevant records to the appellate authority without any avoidable delay and without waiting for 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 VII - 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 subscribed to the Provident Fund during the period of such leave.
- (ii) A teacher/employee under suspension shall not contribute to the Provident Fund during the period of suspension nor shall the contribution of College be due in this case.
- (5) The Governing Body may, under such conditions as may be laid down by it, permit the payment of premia of life assurance policy or policies on the life of the depositor out of his personal contribution to the Provident Fund. The amount to be deposited in the Saving Bank Account of the depositor shall be reduced to the extent of such premia. In all such cases, the life Insurance Policy for which the premia are so paid shall be assigned in favour of the College.

On retirement of the depositor from the service of the College 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, interalia 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. (1) The employees including the teachers of the College shall be entitled to leave in accordance with the leave rules of the Government of Chhattisgarh in force and as applicable to Government Servants in vacation and non-vacation departments. All posts of teachers other than the Principal shall be vacation posts.
- (2) In case of teacher 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 VIII - Miscellaneous:**

35. (1) The College shall have its own Fund and all receipts of the College such as fees, donations, grants, interest on investments and Endowment Fund and borrowing shall be carried to the Fund.
- (2) All moneys belonging to the Fund shall be deposited in such Bank or invested in such manner as the Governing Body may decide.
- (3) All expenditure, as may be sanctioned by the Governing Body, for the purpose of the College, shall be met from the Fund.
- (4) The fund of the College shall not be used for meeting any expenditure of or giving any loan to the Foundation Society or any other Institution run by the Foundation Society.
36. (1) In addition to such registers and records as the Governing Body may require to be maintained, every College shall maintain such registers and records as may be prescribed by the Executive Council.
- (2) Accounts, registers, proceedings of meetings and other records of the College shall be open to inspection, on all working days during office hours, by members of the Governing Body and persons appointed by the Executive Council to conduct any inspection.
37. No person connected with the management of the College and no Principal or other 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 or any pupil as a condition for granting him admission to the College or pursuing a course of

study therein and all such amounts paid by the students shall form part of the receipts of the College.

38. Any dispute arising out of the contract of service between the Governing Body of the College and any of its teachers shall at the request of the teacher or the Governing Body be referred by the Kulapati to a tribunal consisting of one nominee of the Kulapati other than a member of the Executive Council who shall be the Chairman and one nominee each of the teacher and the Governing Body and the decision of the tribunal shall be final.
39. Notwithstanding the provisions of this Statute a Non-Government College of Engineering/Technology or a Regional College of Education may be administered by the Executive Body of the institution (by whatever name called) constituted in accordance with the byelaws/regulations of the institutions;

Provided that:

- (i) The Executive Body of the institution shall have amongst its members two representatives 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 atleast one expert in the subject concerned nominated by the Kulapati.

#### APPENDIX

##### FORM OF AGREEMENT OF SERVICE FOR TEACHERS

An Agreement made this -----day of -----20-----between  
Shri------(here-in-after called the Teacher) of the first part, and  
the Governing Body of the-----College (here-in-after  
called the Governing Body). Through its Chairman/Secretary, of the Second part.

Whereas the Governing Body has appointed Shri -----as a member  
of the Teaching Staff of the -----College upon the 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 of 20-----  
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 on case, exceed two years. The teacher shall be deemed to have been confirmed in his appointment unless not later than one month before the expiration thereof, the Governing Body informs him in writing of its intention not to continue him.

- (3) That on confirmation the Governing Body shall pay to the teacher during the continuance of this engagement salary in the pay scale of Rs----- and 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 part 26 of the College Code
- (6) That the Teacher shall be entitled to leave in accordance with the provisions of the College Code
- (7) That the Teacher shall devote his whole time to the service of the College, and shall not, without the permission of the Governing Body, engage directly or indirectly in private tuition or any trade or business or other remunerative work which may interfere with the proper discharge of his duties; but this prohibition shall not apply to such benefits as accrue to him as an Examiner or author of Books or due to his academic achievements.
- (8) That the party of the first part shall, in addition to the ordinary duties, perform such other duties as 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 up to the Governing Body. All books, apparatus, records and such other articles belonging to the College or to the University as may be in his possession.

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

Signature-----

day of -----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 centre.
  - (ii) "External Examiner" means as examiner other than an internal examiner.
  - (iii) "Co-examiner" means an examiner in a written paper other than the paper-setter.
2. The office of the Registrar shall prepare for every subject an institution wise list of names of persons qualified for appointment as examiners. The list shall be in two parts, the first part containing the names of persons working as teacher in the University Teaching Department, School of Studies or College maintained by or affiliated to the University and the second part containing names of persons other than teacher of the University qualified for appointment as examiners, whose names shall be obtained by the Registrar's office from other Universities on its own initiative or under the direction of the Chairman of the Board of Studies concerned.
3. The list shall contain, as far as possible, information relating to the persons included therein on the following points, namely:
  - (a) The academic qualification 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 Registrar's office shall also give the Examination Committee the approximate number of candidates expected to appear at each examination and the list of centre or each Practical/Viva-Voce examination together with the estimated number of candidate therein.
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 centres.

7. The Kulapati shall appoint paper-setter, co-examiners, Practical /Viva-Voce examiners ordinarily from amongst persons recommended by the Examination Committee. He may, however, appoint a person whose name is not included in the list of names recommended by the examination Committee if he is satisfied that the person in question possesses the minimum qualification and his appointment will not be contrary to the provisions of the following paragraph.

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

**(A) Paper-Setters**

Examination	Qualification
(i) Post -graduate examination in all Faculties other than Law/M.B.A.	(i) Experience of teaching the subject at the post-graduate level for at least seven years  Or 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) LL.M.  For MBA	(ii) Master 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 at least fifteen year at the Bar  A person with three years experience of teaching the subject concerned at the post-graduate level
(iii) Degree examination in all Faculties other than Engineering Technology, Law, Medicine and Ayurveda and Journalism and Mass Communication forming part of Arts Faculty	(iii) Teaching the subject at Degree and/or post graduate level for at least seven years
(iv) Degree examination in faculties of Engineering and Technology and Journalism and Mass communication forming part of Art Faculty	(iv) Teaching experience at degree/Post graduate level and/or Professional experience for at least seven years
(v) Degree examination in the Faculty of Ayurveda	(v) Teaching experience in the subject at the degree and/or post-graduate level for at least five years

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

**(B) Co-examiners:**

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

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

9. (1) In case of Practical and Viva-Voce examination at the post-graduate level, the external examiner shall be a person not below the rank of a Reader.
- (2) In case of Practical and Viva-Voce examination 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 Institute 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 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) Expert 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 teacher 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 more than 25 percent of the paper setter at the first degree examination in any subject shall be external. All external paper setters for the first degree examination and at least 50 percent of the external paper setters at the post-graduate level shall ordinarily be from Madhya Pradesh.
- (2) Where in any paper more than one examiner is appointed, the paper 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-setter and Co-examiner teachers in the University Teaching Department/School of Studies and College maintained by or affiliated to the University shall be ordinarily considered on the basis of seniority, subject to fulfilment of other conditions for such appointment.
11. (1) No one shall ordinarily be given more than one theory examiner ship (paper-setting or Co-examination 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 Kulapati.
- (2) Ordinarily not more than one paper-setter shall be appointed form 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 examination.

- (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 of 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 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 security 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 instruction 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 instalments of answer-books received from the co-examiners in accordance with 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-examiner 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 receivers 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 instalment of ten marked answer books for re-examination. The Co-examiner shall continue his valuation work; but shall adjust his valuation according to the standard set by the Head examiner.
- (iii) The co-examiner shall forward to the Head examiner a further instalment of five answer-books.
- (iv) The co-examiner shall comply with all instructions given to him by the Head Examiner.
- (v) In case the co-examiner does not receive the memorandum of instructions within a week of the date of examination, from the Head Examiner, he shall remind the Head Examiner under intimation to the Registrar. If the Head examiner does not receive the first test instalment and subsequent instalment of answer-books, each in due time, he shall remind the co-examiner concerned telegraphically under intimation to the Registrar.
- (5) The Head Examiner, the Deputy Head Examiner, if any and every co-examiner shall carry out all the instructions received by them from the University in the matter of receipt, and despatch of answer-books, their valuation and all other matters incorporated in the instruction.
- (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 instruction contained in the memorandum of instructions. There shall be no exchange of model answer books and instalments 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 ----- 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 setter for any examination is not utilised in that year, the paper-setter shall be entitled to receive the full fee for setting the paper.

16. In case of 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, 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 as to represent all the three branches of Chemistry, namely, Inorganic, Organic and Physical.

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

18. In the case of a subject for M.A., M.Sc., M. Com., and M.P.E. Examinations, where thesis is permissible in lieu of 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 valuations of these two examiners differ by 20 percent, the thesis shall be referred to the third examiner, (other than a teacher of the University) who shall award marks out of half of the maximum marks for the thesis. The aggregate of 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 cash 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, 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 at least 50 percent shall be external examiners in cash of the subject for M.D. /M.S. Examination for



written papers and the practical, oral and clinical tests. (Amendment approved by the Co-ordination Committee on 5-1-81).

- (c) In the Faculty of Medicine, no person shall ordinarily be appointed as an examiner in any subject unless he has taken at least five years previously a Doctor's or Master's Degree or a Post-graduate diploma of a recognised University or an equivalent qualification, and thereafter has had at least five years teaching experience in the subject in a University or an affiliated college of a University recognised by the Medical Council of India. In cash 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 the Medical Colleges affiliated to the University. If there is only one Medical college and the Head of the Department cannot be an examiner, the next senior most teacher in the subject shall be the internal paper setter and examiner.

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

21. In case of an examination for a research degree, the Examination Committee shall recommend for each thesis to be examined a panel of at least six names of person who:

- (a) posses a research degree in the subject and at least ten years teaching experience at the post-graduate level, **Or**
- (b) are scholars of repute in the subject.

22. (i) No person shall act as paper-setter or examiner either in theory, Viva-Voce or practical examination if any of his relations is taking the examination, provided that this provision shall not debar a person from acting as an examiner for practical at a Centre other than one at which his relation is appearing.
- (ii) No person shall act as moderator or tabulator for any examination if any of his relation is appearing has appeared at that examination.

23. The provision of paragraphs 10 (1), 11(1), (2), (6), 12(2), 13(1), (2), (3), (4), (6) and 16 shall not apply in the case of examination in which the system of central valuation has been introduced or shall apply in such modified form as may be decided by the Kulapati from time to time (Appd. E.C. 29-11-86)

## **STATUTE No. 30**

### **ADMINISTRATION OF ENDOWMENTS**

*[Refer clauses (m) of section 35]*

1. The Executive Council may accept donations for the creation of an endowment for the award of fellowship, 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 or 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 Adhinyam.
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 utilised shall be added to the endowment.
6. The Academic Council shall prescribe the condition or 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 UNIVERSITY FOR UNIVERSITY EMPLOYEES

*[Refer clauses (d) and (a) of section 35]*

#### **Part I - Applicability and Definitions:**

1. Save as otherwise provided in the Adhinyam and the Statutes, the provisions of this Statute shall apply to all employees of the University. other 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 is University employee draws pay in excess or 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 tec.) for any purposed.
      - (iii) The amount certified by the Collector in respect of house located at his headquarter or by the Sub-Divisional Officer (Revenue) in respect of house 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. (a) Post in the University shall belong to the class and shall carry the scales of pay as given in the Appendix.

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

(b) The rates of dearness allowance on pay drawn in the scales shown in the Appendix, except those markets as N. P. (Non-Pande), shall be as may be sanctioned by the State Government for its employee in corresponding pay scales in the revised (Pande) scale.

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

(c) In case of employees in Non-Pande (N. P.) scale and those who elect to continue in their existing pay scales the rates of dearness allowance shall be the same as obtaining on the date of coming into force of this Statute plus such additional amounts as may be sanctioned by the Executive Council from time to time, with the prior approval of the State Government.

4. (1) (a) The Executive Council shall have power to appoint the officers of the University other than the Kuladhipati and the Kulapati, the teachers of the University paid by the University and the employee other than class III and class IV employee.

(b) Subject to the control of the Kulapati the Registrar shall have the power to appoint the class III, class IV, Work-charged and contingency-paid staff of the University.

Provided that in respect of reservation, Madhya Pradesh Lok Seva (Reservation for Schedule Caste, Schedule Tribe and Other Backward Class) Adhiniyam (No 21 of 1994) and the rules and order made there under shall be applicable in the Universities.

	SC	ST	OBC	General
Class I & II (Post other than SUS Teaching Posts)	15%	18%	17%	50%
Reservation for Women	30%	30%	30%	30%
Class III & IV	16%	20%	14%	50%
Reservation for Women	30%	30%	30%	30%

(2) (a) Save as otherwise provided in the Statutes and the ordinances the qualifications for appointment to the post 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 post and post 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 a year ordinarily in the month of October. All promotions shall be made by the basis of Seniority-cum -merit, subject to application of reservation policies framed by the Government of M.P. from time to time.

\*\*\*(3) The age of retirement of a University employee other than the Teachers will be **sixty two** years. (Effective from 31-08-2013)

\*\* The age of retirement of Lab Technician in the teaching departments shall be 62 years.

\*\* The age of retirement of University teachers will be sixty five years. (Effective from 01-04-2012)

Provided further that for age of retirement of a University employee in class Iv service shall be 62 years.

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

5. (1) Ordinarily appointment against a permanent post shall in the first instance be on probation for a period of two years. The period of probation may be extended by such further period as the appointing authority may deem fit, but in no case the total, period of probation shall exceed three years.

(2) No person 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.

6. Temporary appointment may be made to a temporary post or in a leave vacancy in respect of a permanent post. Where the temporary post is subsequently made permanent in an identical pay scale or the leave vacancy becomes permanent, the temporary appointee, if appointed in accordance with the procedure for filling the post on permanent basis shall be deemed to have been on probation for the period of his continuous service and shall be entitled to confirmation on satisfactory completion of the prescribed period of probation.

7. (a) The whole time of University employee is at the disposal of the University and he may be employed in any manner required by the proper authority, without clam for additional remuneration.

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

Provided that half the amount of the fee so received shall be credited to the fund of the University except in cases covered by Exception 4 below SR 2 of Rule 47 of M. P. Fundamental Rules.

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

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

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

8. The Head of the Branch or Department or Institution under whom the employee is working shall send to the Registrar in the form prescribed by the Kulapati.

- (a) every year not later 31st May a report on the work and conduct of the employee during the preceding year ending on 31st March.
- (b) at least one month before the date of the expiry of the probationary period of a University employee a report about the work and conduct of the employee appointed to a permanent post starting his option about the employee's fitness or otherwise for confirmation in service.

\* Inserted by amendment approved by the Co-ordination Committee on 24.4.1992

9. A temporary appointment may be terminated by either party without assigning any reason by giving to the other one month's notice or one month's salary of the employee concerned in lieu thereof. No such notice or payment of salary shall be necessary in case of termination of service of work-charge or contingency-paid employee.

- 10
- (a) If the appointing authority is not satisfied that the work and/or conduct of the employee on probation is satisfactory, his services may be terminated. In case of termination of the service of the employee on probation, one month's notice shall be given to him or in lieu of notice he shall be paid salary of one month. The probationer may also terminate the engagement by giving one month's notice or one month's salary.
  - (b) If the probationer was appointed by promotion and his work and/or conduct is not satisfactory the appointing authority may revert him to the post held by him before such appointment and such revision 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.

11. On confirmation on a permanent post, a University employee acquires a lien on that post. A University employee holding a permanent post substantively, if appointed substantively to another post, acquires a lien on the second post and ceases to hold any lien on the first one.

12. A permanent employee shall be required to give three months notice in case he wishes to resign or he shall pay to the University three month's salary in lieu of such notice. If the University terminates the services of a permanent employee, a notice to that effect shall be served on him three months before the date on which he is to be relieved. In the absence of such notice the University

shall pay him three month's salary. Such notice shall not be necessary if the employee is removed from service, dismissed or compulsorily retired.

\*\* Provided that where a permanent employee is relieved after three months notice or payment of three months' salary in lieu of such notice to take up appointment elsewhere, his relief or till the date of his confirmation on the other post, whichever is earlier.

13. (a) The services of a university employee may be terminated on any of the Following grounds:

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

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

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

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

(ii) Gross partiality 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 decisions by appropriate administrative and academic bodies and/or functionaries of the University. This will not inhibit his right to express his differences with their policies or decision.

14. Before leaving University service an employee, whether appointed temporarily or on probation or permanently shall hand over the charge of his post to the employee duly authorised to receive charge and shall return to the University all articles entrusted to him for his use and shall pay up in full all the charges due from him for occupation of residential quarters, if any, inclusive of Municipal taxes, water and electric charges. etc. If he fails to do so, the Head of the Branch or Institution in which he is employed shall have the right to recover the amount due from him from the arrears of salary due to him or from the University contribution to his Provident Fund, If he has any, or from any other source.

15. A University employee shall subscribe to the Provident Fund in accordance with the provisions of the Statutes.

16. An employee of the University shall begin to draw the pay and allowances, if any, attached to his post with effect from the date when he assumes the duties of that post and shall cease to draw them as soon as he ceases to discharge those duties.

17. (i) No University employee shall be granted leave of any kind for a continuous period exceeding five years.

(ii) Where the University employee does not resume duty after remaining on leave for a continuous period of five years, he shall be deemed to have resigned and shall accordingly cease to be in University employ.

Provided that the Executive Council may determine otherwise in any case in the view of the exceptional circumstances.

18. The pay of a University employee in the time scale of pay in which he is appointed shall be regulated by the Fundamental Rules of Madhya Pradesh Government. Annual increment shall ordinarily be drawn as a matter of course unless it is withheld.

\*\* Inserted by amendment approved by the Co-ordination Committee at its meeting held on 17-7-76 and adopted by the Executive Council at their meeting of 10-11-76 and effective from 10-11-76

### **Part - III Residential Accommodation:**

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

20. When University employees mentioned below are provided with unfurnished University quarter, they shall pay monthly rent at the rates specified against them or the sanctioned rent (i.e. the standard rent) whichever is less:

- (a) All University employees belonging to Class III or Class IV:
- (i) Whose emoluments exceed Rs 250/- p.m.      7<sup>1/2</sup> percent of emoluments
  - (ii) Whose emoluments exceed Rs 100/- p.m. but  
do not exceed Rs 250/- p.m.                              5 percent of emoluments
  - (iii) Whose emoluments do not exceed Rs 100/- p.m.                              Rs 2/0 p.m.
- (b) All other employees    10 percent of emoluments.

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

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

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

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

\* (Clause 22 to 52 have been deleted vide decision of Co-ordination Committee dated 8-11-85 and have been included in Leave Rules, 1986)



53 (A) CASUAL LEAVE:

- (i) Casual leave is not earned by duty. An employee on casual leave is not treated as absent from duty and his pay is not intermitted. Casual leave cannot be claimed of right and its grant is always subject to the exigencies of service and subject to maximum of 13 days in a calendar year.
- (ii) Casual leave may be granted as and when occasion arises at the discretion of the sanctioning authority, provided that the total period of absence, including Sunday and other holiday 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 original 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 / M.P. Ucheha Shiksha Anudan Ayog, Icturing and examination work, or such other work as may be specified by the Executive Council.

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

Provided that for non-remunerative work on the committees appointed by the Universites / Government / University Grants Commission / Madhya Pradesh Ucheha Shiksha Anudan Ayog, the Kulapati/ the Kulapati may, at his discretion, sanction special casual leave for a further period not exceeding fifteen days in a calendar year.

\* (C)

In case of University employees selected under the various cultural Exchange /National Lecturer / 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 specified lectures in India or abroad the period of absence from the University shall be counted as duty.

54. Leaves on 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:**

<b>Category</b>	<b>Sanctioning Authority</b>
(i) Head of Departments and Registrar	Kulapati
(ii) Departmental employees (Teacher other than Head of the Department), Laboratory, Ministerial and Class IV staff	Head of the Department concerned

- (iii) Registrar's office staff Registrar  
 Provided further that casual leave upto 5 days at a time may be sanctioned by the DR/ARs to the ministerial and Class IV staff or respective sections under then charge.

**B Special Casual Leave:**

- (i) An employee other than Kulapati Kulapati

\*\* Inserted by amendment approved by the Co-ordination Committee at its meeting held on 17-7-76 and adopted by the Executive Council at their meeting of 10-11-76 and effective from 10-11-76

**C Leave other than Casual or Special Leave:**

	<b>Category</b>	<b>Sanctioning Authority</b>	<b>Maximum period of sanction if any</b>
(i)	Kulapati	Kuladhipati	to the maximum extent due
(ii)	Head of Department and the Registrar	Kulapati Executive Council	up to 2 months more than 2 months
(iii)	All Class I & Class II employees	Kulapati Executive Council	up to 3 months more than 3 months
(iv)	Class III & Class IV staff in teaching Deptt/ School of Studies	Head of the Deptt. Kulapati	up to one month more than one month
(v)	Class III & Class IV staff other than in (iv) above	Registrar Kulapati	up to one month more than one months

\*55 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.

**Part V Supervision, Penalties and Disciplinary Authority:**

56. (1) The appointing authority may be 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 charges or otherwise for a period exceeding forty-eight hours.

- (b) With effect from the date of his conviction, if in the event of 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.
57. (1) The appointing authority may, for good and sufficient reasons, impose on an employee the following penalties:
- (a) Censure
  - (b) Recovery from his pay of the whole or part of any pecuniary loss caused by him to the University by negligence or breach of orders
  - (c) withholding of increments of pay
  - (d) reduction to lower time scale of pay, grade or post
  - (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 impose on a class IV employee for petty carelessness, unpunctuality, idleness or similar misconduct of 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 prescribe by the Madhya Pradesh Government and in force at the time the appointing authority orders an inquiry against the employee concerned.

58. (1) Where any penalty is imposed on an employee by the Registrar, the employee concerned may prefer an appeal to the Executive Council within thirty days from the date on which a copy of the order appealed against is delivered to the appellant.

(2) Where any penalty is imposed on an employee by the Executive Council, he may prefer an appeal to the Kuladhipati within thirty days from the date on which a copy of the order appealed against is delivered to the appellant.

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

(4) The authority which made the order appealed against shall on receipt of a copy of the appeal, forward the same with its comments thereon together with the relevant records to the

appellate authority without any avoidable delay and without waiting for any direction from the appellate authority.

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

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

60. (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 suitable amount, not exceeding 50 percent 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.

No payment shall be made unless the employee furnishes a certificate that he is not engaged in any other employment, business, profession or vocation.

61. 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 purpose.

#### **Part VI Miscellaneous:**

62. 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.

63. 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.

64. 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.

65. (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 news paper 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.

66. No employee shall except in accordance with any general or special order of the University on in the performance in good faith of the duties assigned to him, communicate directly or indirectly an official document or any part thereof or information to any other employee or any other person to whom he is not authorised to communicate such document or information.

67. No employee shall bring or attempt to bring any political or other influence to bear upon and superior authority to further his interest in respect of matters pertaining to his service under the University.

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

69. 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.

(a) all provisions pertaining to discipline as contained in rules 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.

70. Any infringement of provisions of paras 62 to 69 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.

---

\*\* Approved by the 20<sup>th</sup> Co-ordination committee at its meeting held 30-06-2012.

\*\*\* Approved by the 24<sup>th</sup> Co-ordination committee at its meeting held 12-08-2014.

## APPENDIX

As per M. P. Vishwavidyalaya Adhiniyam 1973, Statute 31 para 18, the pay rules of the University Employee are being regulated by the Fundamental Rules of M.P. Govt.

With effect from 01.01.1996 the classification & scales of pay of University employee shall be under (M.P. Govt Gazette dated 09.03.1998 no. 66/1998)

S. NO.	Designation	Scale of pay in Rs.
<b>Class I</b>		
1.	Registrar	Rs. 16400- 22000
2.	Dy. Registrar/Finance Officer/Controller Un. Press/Un. Engineer	Rs. 12000-16500
<b>Class II</b>		
3.	Asstt. Registrar/ Dy Controller Un. Press Manager/ Asstt. Librarian/ Secretary Kulapati/Asstt. Dev. Officer/ Health Officer Asstt. Engineer/secretary Kulapati	Rs. 10000-15200
<b>Class III</b>		
4.	Curator Oriental Institute/ Excavation Inch./Section Officer/P.A. to Kulapati/Registrar/Confidential Asstt to Registrar/Select Grade Sub Engineer	Rs. 5500-9000
5.	Junior Engineer (Electrical) Degree Holder/Asstt Survey Instructor/Cartographer/Research Assistant/Superintendent/Senior Technical Asstt. Chemical Analyst/ Physical Training Instructor/ Hockey Coach	Rs. 5000-8000
6.	Draftsman/Senior Auditor/ Accountant/ Technographer/Steno Kulapati/Upper Decision Clerk Grade- I /Head Clerk (Select Grade) museum Asstt Grade I/ Store Keeper/ Statistical Asstt. Library Asstt, Grader I/ Foreman/ Shastri Oriental Institute/ Record Keeper/ Moon operator/ Line operator/ Photographer Artist-cum photographer/ Senior Museum Keeper/Junior Auditor/ Proof Reader (Senior) Glass Blower /Rock Section cutter/ Workshop Mistry	Rs. 5000-8000
7.	Cashier /Cataloguer/Asstt. Draftsman /Sub Engg/Upper Division Clerk Gr II/ Electrician (Diploma Holder)/ Mechanic Gr I/ Machine man Gr I/ Electrician (Diploma Holder)/Store keeper Gr II/ Laboratory Technician/ Library Asstt. Gr II/Herbarium Keeper/ Museum Keeper (Jnr.) /Head Clerk (Department)/ Accountants (Department)/Section Cutter/ Sanitary Inspector/ work Supervisor /Ausitor (Building)/Asstt. Press/ Supervisor (press)/Instrument Repairer /Proof Reader (Junior)/ Reviser/Garden Supervisor/Store Keeper (UTD)/ Tech. Asstt College/Glass Blower (College)	Rs. 4000-6000
8.	Typist/ Telephone operator/ Lower Division clerk/ Counter clerk/Iue clerk/ Tracer/ Matriculate Compounder / Asstt Cataloguer /Garden Asstt operator/ mark man /Shift in charge.	Rs. 3050-4590 Plus S.P. Rs. 75/-

**Class IV**

9.	Electrician/ Mechanic Gr II/ Machine Man Gr II / Tracer (Non Metric)/ Copy Holder/ Time Keeper/ Senior Binder/ Mono Castor/ Senior Compositor/ Driver/ Mistry/ Care Taker/ Plumber/ Gasman/ Gas Mechanic/Museum Asstt. Gr II/ Carpenter/Gymnasium Instructor/Pump Driver/ Junior Printer/ Driver -Cum-Mechanic / Taxidermic/Mason/Engine Driver/Carpenter-cum-Fitter/ Valve man/Wireman/Lineman/Junior Binder/ Junior Compositor /Mechanic Gr III/ Machine Man Gr III/ Distributor/Multi Grapher/Field Asstt./Laboratory Attendant/ Museum Attendant/ Dresser Skilled Worker.	Rs. 3050-4590
10	Library Attendant/Book Lifter (Attendant)/Drafter/Head Peon/Head Mali/Security Guard/ Janitor Jamadar/Draftari Junoir	Rs. 2610-3540
11.	Peon /Cleaner/Orderly/Farash/Mali/Garden Collie/Water Man/Ink man/Choukidar/Sweeper/Metal Melting Man pump Attendant/ Electrical Attendant/ Grounds man/Ward -Boy-Gateman/Khalasi/Animal Cather/Field Attendant.	Rs. 2550-3200

Technical Posts:

- |                    |                 |
|--------------------|-----------------|
| 1. Professor       | Rs. 14300-18300 |
| 2. Reader          | Rs. 12000-16500 |
| 3. Senior Lecturer | Rs. 10000-15200 |
| 4. Lecturer        | Rs. 8000-15300  |

\*\*\*\*\*

**RULES 45 (C) OF M.P.**  
**FUNDAMENTAL RULES F.R. 45-C**

For the purpose of Rules 45-A&B emoluments means:

- (i) Pay
- (ii) Payment from general revenues and fees, such payments or fee are received in the shape of fixed addition to monthly pay and allowances as part of the authorised remuneration of a post.
- (iii) Compensatory allowances, other than travelling allowance uniform allowance clothing allowance outfit allowance special outfit allowance uniform grant and grant for horse and saddlery whether drawn from the consolidated Fund of India or of a State or from a Local Fund (Finance Deptt. Notification No. 763-CR2060-57-IV-R-I dated the 21st March 1960)
- (iv) Exchange compensation allowance.
- (v) Pension other than a pension drawn under the provision of Chapter XXXVIII Civil Service Regulation or compensation received under the Workmen's Compensation Act 1923 as subsequently amended.
- (vi) In the case of a Government servant under suspension & in receipt of a subsistence grant, the amount of the subsistence grant, provided that if such Government servant is subsequently allowed to draw for pay the period of suspension, the difference between the rent recovered on the basis of the subsistence grant and the rent due on the basis of the emolument ultimately drawn shall be recovered from him.

(It does not include allowances attached to the Victoria Cross, the Military Cross, the King's police Medal, the Indian police Medal the order of British India or the Indian order of Merit)

**NOTES-**

1. The emoluments of Government servant paid at piece work rate shall be determined in such manner as the Local Government may prescribe.
2. The emoluments of an officer on leave mean the emolument drawn by him for the last complete calendar month of duty performed by him prior to his departure on leave.
3. The amount of pension to be taken into account will be the amount original sanctioned i.e. before commutation, if any and will also include the pension equivalent of death cum retirement, gratuity and other forms of retirement benefits if any e.g. Govt's contribution to a Contributory provident Fund Commuted value of pension etc.

**L.G.R.-** For the purpose of rule -45 C(ii) only that portion of the fees received by a Government Servant which he is allowed to retain for himself should count as emoluments.

(G. of 1 Ministry of Finance, Office Memo No. F. 17 (13)-EG 1-49 dated 12-5-49)

**G.I.O.-** The term pension occurring in this rule should be held to mean the full sanctioned pension prior to commutation.

(G.I.F.D. Letter No. F.-3 (28)-R-1-130 dated the 3rd November 1930)



## STATUTE NO. 32

(Approved by the Co-ordination Committee in its meeting held on 27-28 October, 1988-came into force w.e.f. 1-4-1987)

Statute for the grant of pension and gratuity to the employees of Pt. Ravishankar Shukla University, Raipur (UNIPENGRAF)

The Government of Madhya Pradesh in Higher Education Department, Bhopal vide letter No. ----- dated ----- have been pleased to direct that the pension gratuity, family pension and commutation of pension benefits admissible to the Government servants of Madhya Pradesh under the Madhya Pradesh Civil Services (Pension) Rules, 1976 and the M.P. Civil Pension (commutation) Rules, 1976 as amended from time to time may be made applicable to the regular, approved and full time employees, officers and teachers of the university with effect from 1-4-1987.

### **2. For the purpose of this Statute:**

A regular approved employee means an employee appointed substantively on a permanent post approved by the Government in a regular scale and will exclude employed who are holding substantive or officiating posts and which posts have been approved by the Government or the M.P. Uchcha Shiksha Anudan Ayog for the purpose of maintenance grant:

Full time employee means an employee not appointed on part-time basis, or persons employed on contract or person appointed as visiting teachers.

**3.** The Executive Council of the University hereby approves this Statute which constitutes of following scheme for employees, officers and teacher of the University.

SCHEME (A) Employee Contributory Provident Fund Scheme as given in Statute No. 26 as amended from time to time under the Madhya Pradesh Vishwavidyalaya Adhinyam, 1973 and already prevalent in the University

SCHEME (B) Pension and gratuity scheme as admissible to the Government servants of the Madhya Pradesh under the M.P. Civil Services (Pension) Rules, 1976 as amended from time to time.

This Statute shall come into force from such date as the Co-ordination Committee may specify under Sub-Section (7) of Section 36 of the M.P.V.V. Adhinyam, 1973 and shall cover persons who retire on or after 1-4-87 from the service of the Universities mentioned in second schedule to the M.P. Vishwavidyalaya Adhinyam, 1973.

### **4. EXERCISE OF OPTION:**

All employees, officers and teacher who were in the service of the University as on 31-3-1987 and were eligible for employees' contributory fund scheme as given in Statute 26 and who are continuing in the service of the University on the date of promulgation of this statute, will be required to give an option to elect either to continue under the existing Employees Contributory Provident Fund Scheme (Scheme A) or to elect to come under the Pension and Gratuity Scheme (Scheme B).

For new entrants in the University after the promulgation of this Statute, the pension and gratuity scheme will be compulsory from the date they fulfil the requirements of clause 2 of this Statute. However, the teacher as defined under the Madhya Pradesh Vishwavidyalaya Adhiniyam, 1973, will have an option at the time of their appointment to elect to join the Employees Contributory Provident Fund Scheme (Scheme A) or Pension and Gratuity Scheme (Scheme B). The option once exercised by the above said teacher shall be final and binding.

5. The option should be exercised within a period of two months from the date of promulgation of this Statute in a prescribed form in triplicate.

The first copy of the option shall be pasted in the service book of the employee, the second copy will remain in the records of the University and the third copy will be sent to the Madhya Pradesh Uchcha Shiksha Anudan Ayog, for record. Employee who do not exercise the option before the stipulated date shall be deemed to have opted for the retention of the benefits admissible to them prior to 31-3-1987.

6. Where an employee has died on any date prior to the stipulated date for the option, his family shall be given the benefit of pension and gratuity scheme or the employee contributory Provident Fund Scheme according to the family option.

**7. The option once exercised shall be final and binding.**

8. An employee joining the University after continuous qualifying service on permanent or temporary basis, shall in the event of permanent appointment or absorption in the University at his option will be allowed the benefit of the past continuous service rendered in Government or other organisations fully or partly financed by Govt. of M.P. or Central Govt. or any organization of repute which has recognition of Stat/Central Govt. The amount of retirement benefits deposited to pension fund shall be commensurate with the period of service to be counted for pensioner benefit i.e. the pensioner benefits will be admissible only for the period for which retirements benefits are deposited by the employee provided:

(a) The absorption is in public interest and

(b) All retirement benefits received by the employee are refunded to the University for depositing in pension and gratuity fund:

(c) In such cases only such period of service rendered on regular establishment against a regular time scale of pay will be taken into account as qualifying service for pension and/or gratuity as may be admissible under the rules.

**9. Creation and Constitution of University Employees Pension and Gratuity Fund:**

In order to meet the expenditure on pension and gratuity disbursement to the employee and the University as prescribed in the M.P. Civil Service (Pension) Rules, 1976 and in order to meet other residential expenses on the operation on the Scheme, a University Employees Pension and Gratuity Fund (UNIPENGRAF) shall be created and it shall be centrally controlled and administrated by the Madhya Pradesh Uchcha Shiksha Anudan Ayog, Bhopal. It shall comprise and be constituted out of the showing amounts.

(a) Monthly contributory provident fund subscription made by the university to the account of each employee as university share as per Statute No. 26 of the University in respect of persons who elect to join the Pension and Gratuity Scheme under this Statute.

(b) The accumulated balance of the subscription to the contributory Provident Fund of each employee made by the university as university share together with interest thereon (upto the date of transfer of the amount by university) will be credited to the University Employees Pension

and Gratuity Fund (UNIPENGRAF) maintained at the level of the M.P. Uchcha Shiksha Anudan Ayog. The University share of the employee who have opted to retain the Contributory Provident Fund Scheme, will not be transferred to the University Employee Pension and Gratuity Fund (UNIPENGRAF) but shall be continued to be maintained separately as per provisions of the existing contributory Provident Fund Scheme under Statute No. 26

In order to implement the Pension Scheme, the Registrar of the University will ensure that at least 90% of the accumulated balance of university share is credited to University Employees Pension and Gratuity Fund (UNIPENGRAF) within one month from the date of promulgation of the Statute. Only such employees in respect of whom 90% of the University Share is credited to the Pension Fund within prescribed time shall be covered under the scheme. Where a university has granted house building advance to any employee to the extent of 75% of the total amount of CPF as provided in the relevant Statute, the condition regarding deposit of 90% of university share due to an employee could be relaxed by the M.P. Uchcha Shiksha Anudan Ayog on merits of each case. For this purpose the M.P.U.S.S.A.A would be competent to issue necessary directions and such directions will be binding on the University. Where M.P.U.S.S.A.A has granted relaxation in respect of an employee, such employee would be covered by this Scheme. The remaining amount of 10% of the University share with interest shall be deposited by the Registrar in the University Employees Pension and Gratuity Fund (UNIPENGRAF) within a maximum period of six months from the date of promulgation of the Statute in respect of the employee who opt to join this scheme.

(c) Grant-in-aid sanctioned by the Government from time to time to cover the deficiency of funds in running the Pension and Gratuity Scheme.

(d) Amount mentioned under paragraph 8 (b) above.

(e) Amount earned as interest on investment of the Fund.

(f) The employee who have already retired on or after 1-4-1987 and have given option for joining the pension and gratuity scheme and received part of full amount with interest of their contributory provident fund, shall be required to deposit in one instalment in the university the part or full share of the university contribution towards provident fund along with the interest thereon paid to them along with simple interest on the above amount at 5% from the date of receipt of the amount till the date on which the amount is credit to the pension fund for transferring the amount to the University Employees Pension and Gratuity Fund (UNIPENGRAF) within a period of six months from the date of promulgation of this Statute to get the benefit of the Pension and Gratuity Scheme.

**10.** The employee who have retired after 1-4-1987 but have not received part or full amount of their contributory provident fund and interest thereon shall have to give a written undertaking to the university to transfer the remaining part or full amount with the interest to the University Employees Pension and Gratuity Fund (UNIPENGRAF) within two months to be eligible for Pension and Gratuity benefits under this Statute. Persons who do not fulfil this condition by the date prescribed above shall not be eligible to get the benefits of the Pension and Gratuity Scheme.

**11.** The monthly contribution towards Contributory Provident Fund amount of each employee as university share shall be fixed once in a year by the Registrar of the university preferable in April every year and the amount so determined in respect of the eligible employees of the university shall be adjusted from the monthly maintenance grant of the university by the Madhya Pradesh Uchcha Shiksha Anudan Ayog credited to the University Employees Pension and Gratuity Fund (UNIPENGRAF). The Assessment of the amount will be done in the month of May of the following year and the difference of amount, if any, will be adjusted from the monthly maintenance

grant of the university and transferred to the University Employees Pension and Gratuity Fund (UNIPENGRAF)

**12. Procedure of remittance of money by the university for deposited in University Employees Pension and Gratuity Fund (UNIPENGRAF)**

- (a) All remittances shall be received directly by the ----- (Name of the Bank)
- (b) Remittances shall be in the form of a demand draft drawn on ----- (Name of the Bank) at centres where neither the bank nor its subsidiary has a branch, the drafts may be purchased through any of the nationalised banks at the respective centres and drawn on their branch at Bhopal. Such drafts will be collected through the clearing of the ----- (Name of the Bank)
- (c) All drafts should be drawn in the name of University Employees Pension and Gratuity Fund (UNIPENGRAF) Bhopal. The draft should be prominently crossed as "Account Payee only" and sent directly to the bank at Bhopal by registered post.
- (d) Three copies of the covering letter will be sent to the bank at Bhopal along with the bank draft. After the amount is credited to the account of (UNIPENGRAF) the bank shall send one copy to the Finance Officer (Pension) Uchcha Shiksha Anudan Ayog Bhopal and another copy to the University concerned duly received.
- (e) The Bank will submit a weekly statement of credits received in the University Employees Pension and Gratuity Fund (UNIPENGRAF) with full particulars particulars mentioning the name of the university from which remittances were received and individual amount of each draft. This statement will be received by the Finance Officer (Pension) Uchcha Shiksha Anudan Ayog Bhopal on every Monday of the month and if Monday happens to be a holiday, on the next working day.

**13. Procedure regulating the payment of pension and gratuity-employee of the university.**

- (a) For the purpose of receiving pension, every pensioner shall be required to open a Saving Bank account in his own name (Single account) with the specified disbursing branch of the bank.
- (b) The payment of monthly pension shall be made by the bank automatically crediting the pensioner's savings bank account on the first of the following month with the authorised amount of pension and relief on pension. The pensioner could draw the amount from his savings bank account as and when desired by him and he shall not be required to be present at the bank every month.
- (c) An identity card containing the pensioner's joint photograph (Pensioner and his wife) together with his signature or thumb impression duly attested by the Registrar of the university shall be lodged with the disbursing branch of the bank.
- (d) Every pensioner shall personally appear before the Branch Manager of the bank from which he draws his pension or the Registrar of any university in Madhya Pradesh once in a year in the month of November. The Branch Manager of the Bank or the Registrar of the University as the case may be after satisfying himself regarding identity of the pensioner, shall record a certificate regarding continued existence of the pensioner.
- (e) The Registrar of the university shall be the competent authority for sanction of pension gratuity commutation anticipatory/provisional pension and gratuity. The amount so sanctioned shall

be payable by the ----- (Bank) ----- only after its enforcement authorization by the Finance Officer (Pension) Uchcha Shiksha Anudan Ayog Bhopal.

(i) All suits or other legal proceedings in respect of settlement of pension and gratuity claims under this statute shall be instituted by or against the Registrar of the university concerned from which the employee retired.

(ii) All the payments of pension, gratuity and commutation after sanction by the Registrar of the university shall be enforced by the Finance Officer (Pension) of M.P. Uchcha Shiksha Anudan Ayog Bhopal and the latter will authorize the ----- (Bank) ----- to arrange payments to the pensioner through the branch of the bank of the bank opted by him.

(f) Payments outside the state of M.P. will also be arranged by the ----- (Bank) ----- after procuring life certificate from the pensioner.

(g) Payment of the correct amount of Pension as authorised after proper identification of the Pensioner and the Yearly Life Certificate shall be the responsibility of the disbursing branch of the bank.

(h) To safeguard against possible overpayments in the case of the pensioner's death, which may not be known to the bank in time, the bank will obtain an undertaking from the pensioner for recovering all excess payment so made.

(i) The shall not authorise payment of balance outstanding to the credit of a deceased pensioner's account without a clearance certificate from the Registrar of the university from which an employee has retired.

#### **14. Procedure for pension and gratuity payment to the University Employees:**

- (a) When calculating the pension, family pension, gratuity and commutation amount payable to the employee on retirement, the procedure, the proformas and the rules as laid down in the M.P. Civil Service (Pension) Rules, 1976 and the M.P. Civil Pension (Commutation) Rules, 1976 as amended from time to time by the Government shall be applicable MUTATIS MUTANDIS.
- (b) The Registrar of the university will act as head of office for preparation and sanction of pension and gratuity etc. to the university employees subject to issue of pension payment authority by the Finance Officer (Pension) of M.P. Uchcha Shiksha Anudan Ayog Bhopal.
- (c) The Registrar of the university shall undertake the work of the preparing pension papers in the forms prescribed in the M.P. Civil Service (Pension) Rules, 1976 two years before the date on which the university employee is due to retire on superannuation.
- (d) After preparation of the pension case by the Registrar, the pension paper shall be forwarded to the Finance Officer (Pension) of M.P. Uchcha Shiksha Anudan Ayog Bhopal at least 13 months before the date of retirement of the employee concerned for enforcement and authorising the payment of pension, gratuity etc. The pension case forwarded by the Registrar shall be pre-audited by the Resident Audit Officer of Local Fund sanctioned of the university.
- (e) On receipt of pension case from the Registrar of the university the Finance Officer (Pension) of M.P. Uchcha Shiksha Anudan Ayog Bhopal will scrutinise it expeditiously. After satisfying himself that the pension case submitted by the Registrar, is in order in all respects he will issue authority to the designated bank for payment of pension and gratuity. The PPO will be issued in quadruplicate. The First copy of the PPO will be for the Head Office of the bank, the second copy will be for the pensioner and the third copy will be for

university record. After receipt of the first and fourth copy by the designated bank, it shall send the fourth copy to the branch of the bank through which the employee has asked for disbursement of his pension. The second, third and fourth copy of the PPO will clearly indicate that no payment can be made on the basis of those copies.

- (f) The Registrar of the university could sanction anticipatory pension or anticipatory gratuity or provisional pension or provisional gratuity according to the rules contained in the M.P. Civil Service (Pension) Rules, 1976 under intimation to the Finance Officer (Pension) of M.P. Uchcha Shiksha Anudan Ayog Bhopal. But this will be done only when pension case is prepared and sent to the Ayog for issue of payment authority. The procedure for payment of anticipatory pension/gratuity or provisional pension will be the same as prescribed for final payment of pension and gratuity mentioned in para 14 (c) above.
- (g) The Registrar of the university shall also be responsible to obtain no dues, no event and quarter vacation certificates in respect of the retiring employee before authorising final payment of pension and gratuity. It will also be the responsibility of the Registrar to adjust the payment of anticipatory pension, anticipatory gratuity or provisional pension and provisional gratuity from the final payment of pension and gratuity.

#### **15. Maintenance of service records:**

- (a) The Registrar of the university shall be responsible for proper maintenance of service records of the employees. He shall also record service verification certificates regularly in their service books.
- (b) Necessary action will be taken by the Registrar of the university in advance for regularisation and /or condonation of break in service of an employee if any by the competent authority.
- (c) Pay fixation statements by Local Fund auditors, nomination for provident fund, family pension gratuity and group Savings linked Insurance Scheme of each employee shall be obtained and pasted in their service book duly attested by the Registrar.
- (d) The pension case shall be prepared in the forms prescribed by the M.P. Government in the M.P. Civil Service (Pension) Rules, 1976. However, the M.P. Uchcha Shiksha Anudan Ayog may prescribe such other forms and documents or amendments to the Government pension forms as may be required from time to time to be furnished with each pension case.

#### **16. Audit of Pension Fund:**

The amounts of pension fund at the university headquarter will be checked and audited by the resident auditors of the Local Fund Audit stationed at the headquarter of the university. The audit party of the Finance Officer (Pension) of M.P. Uchcha Shiksha Anudan Ayog Bhopal will also test check the accounts of the Pension Fund once in a year and will verify that:

- (a) The amount of pension authorised for disbursement is as per sanction.
- (b) The entries of deposits and withdrawals from the pension fund agree with the bank statement and records in the office of the Finance Officer (Pension) of M.P. Uchcha Shiksha Anudan Ayog Bhopal.

- 17. (a) The Audit Officer i.e. the resident auditors of the Local Fund Audit Stationed at the headquarter of the university will pre-audit each pension/gratuity case before sending it to the Ayog for issue of pension payment authority.

- (b) As regard audit of the payment authorise issued by the Finance Officer (Pension) of M.P. Uchcha Shiksha Anudan Ayog Bhopal the Audit party of A.G.M.P. may test check such cases while auditing the accounts of the M.P. Uchcha Shiksha Anudan Ayog Bhopal.
- (c) The audit officer while applying requisite checks, shall keep in mind that what is intended is not a total over-head or audit of entire service book records, but only a scrutiny limited to the immediate purpose in hand, namely the calculation of pension gratuity and family pension admissible.

Similarly any check of correctness of the emoluments, shall not become an occasion for extensive examination going back into distant past. The check should be of the last 12 months at the minimum which is absolutely necessary and shall not in any case go back to a period earlier than a maximum of 36 months preceding the date of retirement.

**18. General Provisions:**

- (a) Where any employee has taken extra ordinary leave without pay in excess of 120 days, the Executive Council of the University concerned shall be the competent authority to decide whether that period of leave shall qualify for purpose of pension.
- (b) In case of doubt or where any provision in the Statute is not clear, the rules as laid down in the M.P. Civil Service (Pension) Rules 1976 will be applicable.
- (c) The M.P. Uchcha Shiksha Anudan Ayog Bhopal shall be final authority in all matters relating to pension cases where in a decision has to be taken regarding date of birth, qualifying service, admissibility of pension and similar other issues.

## STATUTE NO. - 33

Subject - Introduction of Group Saving Linked Insurance Scheme for Employees of the Universities.

The Government of Madhya Pradesh in Higher Education Department, Bhopal vide order No. ----- dated ----- have been pleased to direct that Group Saving 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 Saving Linked Insurance Scheme. This Statute shall come into force from 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 in service and (ii) a lumpsum payment of the employees to augment their resources on retirement.

4. The scheme shall come into force from twentieth date of the month. Thus when salary for the month of October is disbursed on 1st November, the deduction of employee's contribution will be made from the salary of the October and the scheme shall come into force (on payment of contribution to the LIC) from 20th November of the year.

5. Each regular and full time employee officer and teacher will be required to subscribe compulsorily a benefit amount of the contribution according to category to which each of them belong. For this purpose, they will contribute amount per month as noted against the category applicable to each of them. The maximum risk amount and the bifurcation of the contribution as insurance premium and saving fund contribution is given below:

Sr. No.	Pay range (i.e. pay & all types of DA)	category	Amount of contribution per month	Max risk Covered	Bifurcation Saving of the non A/C with the contribution LIC in Ins. premium	
1.	5001 and above	A	80,000	80,000	24	56
2.	2001 to 5000/-	B	60,000	60,000	18	42
3.	1001 to 2000/-	C	50,000	50,000	15	35
4.	1000 and below	D	30,000	30,000	09	21

6. In the event of shifting of employee from one category to another category because of change of pay range his subscription will be raised from the next annual renewal date, to the level appropriate to the category to which he belongs and until the date of next annual renewal he will continue to be covered for insurance for the same amount for which he was eligible before such change in category.



7. Entry into the scheme will be compulsory for all the new regular entrants from the next renewal date. Those who have opted not to join the scheme at the commencement of the scheme will not be allowed to join the scheme subsequently.
8. Withdrawal from the scheme is not permitted except on cessation of employment.
9. The contribution will be fully financed by the employee themselves, and the university will pay the contribution of all the employees of the university collectively to the Life Insurance Corporation, which has undertaken to run the scheme on behalf of the university.
10. The amount of the contribution paid by the university to the Life Insurance Corporation on behalf of each employee will be divided into two parts by the said corporation as given in paragraph 5 above. One part will be credited to the Savings fund and separately accounted for and it will earn a compound interest of 11% per annum and all the accumulations in this Fund together with the interest will be paid to the employee on cessation of service due to resignation, retirement, or to the nominee in the unlikely event of death of the employee while in service. The other part which represent insurance premium in not refundable.

The other part of the contribution of the employee will be credited to the insurance fund for insurance cover. Owing to an unlikely event of death while in service, the nominee of the deceased employee will be eligible to receive the sum mentioned in paragraph 5 above applicable to his category. This amount will be paid to the nominee in addition to the accumulated amount in saying fund with interest thereon as started above.
11. The employee entering into service of the university after annual renewal month, will be giver benefit of appropriate insurance cover only from the date of joining service on payment of subscription appropriate to his category as mentioned in paragraph 5 above. From the month following the annual renewal date the regular contribution as stated in paragraph 5 above will be deducted from their pay and thus would become regular members of the scheme thereafter.
12. The insurance will be subject to the audit by the auditors of Local Fun 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 salaries of the employee and deposited with LIC before due date to avoid and penal interest payment. The Registrar will also ensure in respect of deductions of contribution of contributions are properly completed and maintained.
14. The university shall create a fund known as "Group Savings Linked Insurance" 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 deduction from the employee's salary shall fist 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 remain on leave of any kind including extra-ordinary leave without pay or deputation.
16. In the following cases, the amount payable to the LIC every month shall be initially paid out of the Group Saving Linked Insurance Fund before the prescribed date the subsequently the amount would be credited to the fund on recovery from the employee concerned.

(a) When employee proceeds on leave of any kind including extra-ordinary leave without pay and his salary has not been drawn or paid to him any month. In such a case the amount may be recovered from any of the dues payable to this employee concerned For this purpose, the Registrar shall obtain an undertaking from each employee at the commencement of the scheme.

(b) When an employee has gone on deputation to any other organization, it shall be the responsibility of the employee concerned to pay the amount of his contribution to the Registrar of the University before seventh day of each month, failing which the amount would be recovered from him with penal interest at 15% per annum.

17. The amount credited in the 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 nominee in the unlikely event of death only on cessation of employment or death as the case may be. No advance will be admissible to the employee or his nominee 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 death while in service.

If the member of the scheme has a family at the time of his making a nomination, he shall make such nomination only in favour of a member or members of his family. All such nomination received by the Registrar of the University shall be counter signed by him and pasted in the service record of the employee concerned and a copy of the nomination shall be furnished to the LIC.

STATUTE NO. 34  
AUTONOMOUS COLLEGES

*[Refer Section 6 (16)]*

**Definition:**

Autonomous College means Educational Institute declared as an Autonomous College by the Executive Council on the recommendation of University Grants Commission New Delhi and approval of State Govt.

**I Eligibility Procedure:**

1. An affiliated College having not less than ten years of standing and permanent affiliation will be eligible for the conferment of autonomy to conduct specified courses of studies.

2. The College desirous having conferment of Autonomous Status, shall apply to the University as per the proforma at Annexure - I (Ten Copies)

3. The proposal received from the college shall be placed before the Standing Committee which will consist of the following:

(1)	Kulapati	Chairman
(2)	One Nominee of the U.G.C.	Member
(3)	Dean of the concerned Faculty	Member
(4)	One nominee of the State Govt.	Member
(5)	One Principal of an Autonomous College to be nominated by the Kulapati	Member
(6)	Director, College Development Council	Member

4. The Committee may visit the College and discuss the proposal with the management and or the Faculty members and make such enquiry as may be necessary with regard to the application for autonomy to formulate its recommendations.

5. The recommendations of the Committee will be forwarded to U.G.C. State Govt. in the format Annexure -I for concurrence. After the concurrence of the U.G.C. and State Govt. it available the matter will be referred to Executive Council for its final decision with regard to grant of autonomous status to the College. After decision of Executive Council, the University will notify the conferment of autonomous status to the College.

**II Extent of Autonomy**

An autonomous college will have autonomy in the matter of:

II Framing syllabus and course contents in conformity with the general pattern of the University.

III Arranging for proper instructions to its students.

IV Devising methods of evaluation examinations and tests pertaining to the award of the degree/diploma by the University.

(i) Admission of students, in respect of course of studies for which "autonomy" is conferred.

V The autonomous college shall have power to make rules or bye-laws not inconsistent with the Madhya Pradesh Vishwavidyalaya Adhiniyam 1973 and the laws framed there under to achieve the objectives of autonomy.

### III GOVERNANCE OF AN AUTONOMOUS COLLEGE:

The College will have the following committees to ensure proper management of academic, financial and general administrative affairs.

- (A) The Governing Body.
- (B) The Academic Council.
- (C) The Board of Studies.

#### (A) **The Governing Body:**

The composition and function of the Governing Body will be as under:

##### **I Composition:**

- (1) Three members to be nominated by the Trust/Management of the College of whom one will be the Chairman.  
  
(The person so nominated shall include at least one outstanding education/scientist/jurist/Management Expert). None of these members shall be an employee of the college.
- (2) Two senior most teacher of the College to be nominated in rotation according to seniority by the principal for a period of two years.
- (3) One nominee of the University not below the rank of Professor.
- (4) One nominee of the State Govt. and
- (5) One nominee of UGC
- (6) The Principal of the College. Ex- officio member Secretary

##### **II Term:**

The term of the nominated members at 1-5 shall be for a period of two years and the same person expert for members at (2) shall be eligible for re-nomination for another term.

##### **III Meeting:**

The Governing Body should meet at least twice in a year.

##### **IV Function:**

The Governing Body shall have powers to:

- (a) To prescribe norms for the travelling and other allowances to teaching and non-teaching staff for specific assignments.
- (b) Lay down procedure for selection/recruitment of teaching, non-teaching staff and to appoint the same in the College as per guidelines from the University Grant Commission and the Government of Madhya Pradesh.
- (c) Regulate and enforce disciplines among members of teaching and non-teaching staff in accordance with the rules/procedure laid down in this regard.

- (d) Invest any money belonging to the College in stocks, funds, shares or securities as it shall from time to time, think fit or in the purchase of immovable property.
- (e) Fix the fees and other charges payable by the students of the College on the recommendation of the Academic Council and after obtaining advice of the Finance committee.
- (f) Entertain, adjudicate upon and if thought fit constitute a committee to redress the grievances of the employees of the College.
- (g) Delegate administrative and financial powers to the principal and other functionaries in the College for its smooth functioning.
- (h) Institute scholarships, fellowship, studentships, medals prize and certificate on the recommendations of the Academic Council.
- (i) Accept endowments/donations for specific purposes.
- (j) Approve institute of new programmes of study leading to degrees and/or diplomas
- (k) Approve annual report of the College and
- (l) Perform such other function directly, or through constitution of Committees for the proper development and fulfilment of the objective for which the College was established.

**(B) Academic Council:**

The Composition of the Academic Council and its functions will be as under:

**I Composition:**

- (1) The Principal Chairman
- (2) All the Heads of Department in the College Members
- (3) Four Teachers of the College representing different levels of teaching staff by rotation on the basis of seniority of service in the College.
- (4) Not less than four experts from outside the College representing such profession as Industry, Commerce, Law, Education, Medicine, Engineering etc. to be nominated by the Governing Body of the College.
- (5) Three nominees of the University.
- (6) One representative of the State Govt.
- (7) Two post-graduate students, two under-graduate students, one each representing major disciplines and one outstanding sportsman/women of the College to be nominated by the Principal on the basis of merit and.

Registrar of the College or any other person nominated Non-member Secretary  
by the principal.

**II Terms of the Members:**

The term of nominated members shall be two years. In the case of student, it will be one year.

### **III Meetings:**

The principal shall convene meeting of the Academic Council at-least once a year.

### **IV Functions:**

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

- (a) Scrutinise and approve the proposals with or without modification of the Board of Studies with regard to courses of study, the academic regulations, curricula, syllabi and modifications thereof, instructional and evaluation arrangements, methods, procedures relevant there to etc. provided that where the Academic Council differs on any proposal, it will have a right to return the matter for reconsideration to the Board of Studies concerned or reject it.
- (b) make regulations regarding the admission of students to different programmes of study in the college.
- (c) frame regulations for conduct of examinations and initiate measures for improving quality of teaching, students' evaluation and student advisory programme in the college.
- (d) make regulations for sports, extra-circular activities, proper maintenance and functioning of the play- ground and hostel.
- (e) approve candidates for conferment of degrees, diplomas or certificates by the university.
- (f) recommend to the Governing Body proposal for institution of new programmes of study.
- (g) recommend to the Governing Body institution of scholarship, studentship, fellowships, prizes and medals and to frame regulations for the award of the same.
- (h) advise the Governing Body on suggestion(s) pertaining to academic affairs made by it and
- (i) perform such functions as may be assigned by the Governing Body.

### **(C) Board of Studies:**

The composition and function of the Board of Studies will be as under:

#### **Composition:**

- (1) Head of the Department concerned : Chairman
- (2) All the teachers in the department, having five years continuous experience of teaching:  
Members
- (3) Two experts in the subject form outside the college to be nominated by the Academic Council.
- (4) One expert to be nominated by the University

The Chairman, Board of Studies may with the approval of the Principal of the College

- (a) Co-opt experts from outside the college whenever special courses of studies are to be formulated.
- (b) Co-opt other members of staff of the same or different faculty.

### **II Term:**

The term of the nominated members shall be two years.

### **III Meeting:**

The Principal of the College shall draw schedule for meeting of the Board of Studies for different departments. The meeting may be scheduled as and when needed but necessarily once a year.

### **IV Functions:**

The Board of Studies of a department in the College shall:

- (a) Prepare syllabi for a department in the College shall:
- (b) suggest methodologies for innovative teaching and evaluation techniques.
- (c) suggest panel of names for appointment of examiners.
- (d) to co-ordinate research, teaching extension and other academic activities in the Department /College.

The College, in addition to the above Statutory Bodies, shall have the following non-statutory Advisory Bodies for help and advice to facilitate smooth working and Development of the College:

1. Finance Committee.
2. Planning and Evaluation Committee.
3. Appeal and Grievances Committee.
4. Examination Committee.
5. Admission Committee.
6. Student and Extra-Curricular Committee.
7. Library Committee.

(Committee 1, 2, 3 above be constituted by the Governing Body)

(Committee 4 to 7 above be constituted by the Academic Council)

### **VI General:**

(1) An Autonomous college shall offer instructions only up-to degree, post-graduate and M.Phil courses. The teachers of an autonomous college who have been recognised by the University as guides can supervise the research work of candidates registered with them. However, the registration for Ph.D. and evaluation of thesis would be done by the University.

(2) Admission of students to courses of studies offered by the autonomous college shall conform to the minimum qualifications laid down by the University for the courses of study concerned, subject to rules of reservation of candidates belonging to scheduled castes, scheduled tribes and backward classes laid down by the State Govt. from time to time.

(3) An affiliated college may be conferred the status of autonomy for a period not exceeding five years in first instance subject to review of the Functioning of the college at the end of three years. The Executive Council shall be competent to extend the period beyond five years on an application made by the College.

(4) The Executive Council shall have power to revoke the autonomy conferred on the college at any time after scrutiny and giving due notice of such intention to the college concerned before the expiry of the period mentioned in para (3) above in the case of deteriorating standards or for any other valid reason.

- (5) Now with standing the conferment of an autonomous status on any affiliated college, all provisions of the Act, the Statutes, the Ordinances and Regulations of the University shall be applicable to the College except those relating to matters specified in these Statutes. The University shall continue to exercise its general power of supervision over such a college.
- (6) The University shall have power to constitute an Advisory Body to monitor the functioning of these Colleges.
- (7) The college shall pay to University a fee of Rs. 2500.00 along with the application for grant of autonomous status.
- (8) The employee both teaching and non-teaching, of a college on conferment of autonomous status will continue to be governed by the same terms and conditions of service as on the date of conferment of autonomous status. The benefit of revision of terms and conditions of service will become available to the employees MUTATIS MUTANDIS when the University decided to review the service conditions of its employees.
- (9) All recruitment of staff shall be directed by the Governing Body of the Autonomous College and in accordance with the guidelines by the UGC and regulations formulated for advertisement of post, constitution of the selection committee and qualifications of candidates.
- (10) Autonomous College will be free to explore the possibilities of research projects from getting financial assistance for Government, Public and Private Agencies.



## ADDITIONAL STATUTE NO. -1

### Convocation

*(Refer section 35 (f))*

1. A Convocation for the purpose of conferring Post-Graduate Degrees and making awards shall ordinarily be held every year in the month of December 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 Kulapati with the approval of the Kuladhipati.
2. Ordinarily not less than four weeks' notice shall be given by the Registrar for holding a Convocation. The 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 Kulapati
3. The candidates desiring to receive Degree in person must apply to the Registrar 15 clear days before the day fixed for the Convocation in the prescribed form together with a fee of Rs. 5/- intimating their intention to be present at the convocation. Provided that the Kulapati may in special cases permit the receipt of late applications up to seven days before the date of convocation if such applications are nominated by a late fee of Rs. 5.00
4. Such candidates as are unable to present themselves in person at the convocation may apply for receiving their degree in absentia in the prescribed form one month after the date of convocation along with a fee of Rs. 10/- and postal charges of Rs.3/-
5. Every degree shall bear the signature of the Kulapati. 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.
6. The Kuladhipati, Kulapati, Deans of Faculties, Members of the Executive Council, Academic Council, Court and the Registrar shall wear the academic Costumes of the University of which they are Graduates or the Gowns or any other costumes prescribed by the Executive Council.
7. Candidates at the Convocation shall put on the Academic Robe prescribed by the Executive Council and no candidate shall be admitted to the Convocation without the Academic Robe prescribed by the University.
8. 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.
9. The Kuladhipati, the Kulapati, the 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 procession in the following order to the convocation ground.
  1. The Registrar
  2. Members of the Academic Council
  3. Members of the Court
  4. Members of the Executive Council
  5. Deans of the Faculties
  6. The Kulapati
  7. The Chief Guest, if any
  8. The Kuladhipati

10. The Kuladhipati, the Chief Guest, the Kulapati, the Chief minister, the Education Minister, the Deans of the Faculties, Members of the Executive Council, the Registrar and such other persons named by the Executive Council shall take their seats on the dais and the members of the Court and the Academic Council on both sides of the dais in place reserved for them.

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

12. The Registrar shall declare the Convocation open with the permission of the Kuladhipati or in his absence with the permission of the Kulapati. On a request from the Kulapati, the Kuladhipati and in the absence of the Kuladhipati the Kulapati will permit the candidates to be presented. The following shall be order of the presentation.

1. Honorary Degrees, if any
2. D. Litt.
3. D. Sc.
4. Ph.D.
5. LL. D.
6. All Post Graduates.

Degree in the following Faculties

1. Faculty of Arts.
2. Faculty of Social Sciences.
3. Faculty of Science.
4. Faculty of Life Science
5. Faculty of Engineering
6. Faculty of Law
7. Faculty of Commerce
8. Faculty of Education
9. Faculty of Physical Education
10. Faculty of Home Science
11. Faculty of Technology
12. Faculty of Ayurved
13. Faculty of Medicine

13. The Deans of their Respective Faculties shall present all the candidates for various degree under the Faculty and the Kulapati shall admit the candidates present also in absentia to the Degree concerned. The citation for the Deans of the Faculty and the Kulapati shall be as prescribed by the

Executive Council. Recipients of the Degrees shall remain standing while the Dean and the Kulapati admit the candidates to the Degree.

14. 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 Degree/Diplomas that have been conferred on Regular and Private Candidates present at the convocation and also in absentia.

15. The Kuladhipati or in his absence the Kulapati shall then present the Medals and Prizes to the recipients of the Medals and Prizes who shall be called individually by the Registrar and shall stand before the kuladhipati or the Kulapati as the case may be. The names of the recipients shall be read on by the Registrar.

16. The Kuladhipati or in his absence the Kulapati shall then request the Chief Guest to address the Convocation.

17. The Convocation address will thereafter be delivered. The Registrar, with the permission of the Kuladhipati and his absence with the permission of the Kulapati, will then declare the convocation closed and the procession will leave the Convocation Hall. All shall remain standing till the procession moves out of the arena.

18. Notwithstanding anything contained in the Statute the Kuladhipati may suspend holding of the Annual Convocation or Convocations. In such case the Degree will be sent to the candidates duly signed by the Kulapati at their address. The Registrar shall notify the suspension of the Convocation and invite applications from the candidates who desire to take the degree and shall fix the last date for receipt of such applications. The Degree will be sent to those candidates who applies for obtaining the Degree on payment of prescribed fee. The candidates who do not apply within due date for obtaining degree shall be given degrees as in the case of those absent and the fee fixed for degree in absentia shall be charged. The dates on such Degrees shall be the date fixed by the Kulapati on the recommendation of the Standing Committee of the Academic Council.

## **ADDITIONAL STATUTE NO. -2**

*(Recommended by the Coordination Committee at its meeting held on 19-7-76 and adopted by Executive Council at its meeting of 4-12-1976)*

### **SPORTS COMMITTEE**

1. For the purpose of promoting Sport and Physical Welfare of the students there shall be a Sports Committee which shall consist of:
  - (i) The Kulapati, Ex-officio Chairman
  - (ii) Two principals of Colleges and not more than three professors of University School of Studies or Teaching Depatts. nominated by the Kulapati.
  - (iii) Three members of the affiliated Colleges one of whom shall be a lady teacher and one teacher of the School of Studies or teaching deptt. nominated by the Kulapati.
  - (iv) Two persons of whom at least one shall be a non-teaching appointed by the Executive Council
  - (v) Not more than persons possessing expert knowledge or experience of a branch or branch of Sports to be co-opted by the Sports Committee.
  - (vi) Two Physical Training Instructors of Colleges or School of Studies or Teaching Department nominated by the Kulapati.
  - (vii) The Registrar.
  - (viii) Two Captains of University teams in the preceding year nominated by the Kulapati
  - (ix) The Director of Physical Education, Ex-officio-member-Secretary.
2. The term of all members except ex-officio members and members under item 8 of para 1 above shall be three years. The term of members under item 8 shall be one year. Five members shall form a quorum. Ordinarily no member shall be eligible for nomination for a second consecutive term.
3. The Sports Committee shall meet ordinarily twice every year. The date for the meeting shall be fixed by the Secretary with the approval of the Kulapati.
4. In the absence of the Kulapati members present shall elect Chairman who shall preside at the meeting.

### **POWER AND FUNCTIONS**

1. Subject to the control of the Executive Council the Sports Committee shall organise, control management and supervise either by itself or through various subcommittee. Inter-Colligate 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 Departments 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 organising committee, 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 Committee to choose University teams for Inter-Varsity Tournaments.
- (v) To prepare budget for approval of the Executive Council.
- (vi) to appoint Managers, Coaches and Captains for teams participating in Inter-University Tournaments.
- (vii) 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.
- (viii) To prepare Annual Report of the Sports activities.
- (ix) To frame, modify or amend rules for the efficient control and carrying out of activities of sports.
- (x) To award Crest and Certificates or both to the players and competitors participating in Inter - University or Inter- Collegiate Tournaments.
- (xi) To organise physical training in the colleges and Schools of Studies or Teaching Deptt. of the University.
- (xii) To advise the Executive Council on all the matters connected to Sports and Games in the Colleges, School of Studies and Teaching Deptt.
- (xiii) To take such steps as may be necessary in due discharge of their responsibilities and perform such functions as may be assigned by the Executive Council.

### **ADDITIONAL STATUTE NO. -3**

*(As approved by the Coordination Committee on 19-7-76 and adopted by Executive Council at its meeting held on 10-11-76)*

#### **BUILDING COMMITTEE**

1. There shall be a Building Committee consisting of the following:
  - (1) Kulapati Ex-officio Chairman
  - (2) The Chief Engineer-PWD (B&R) MP or his nominee not below the rank of Super--- Engineer.
  - (3) One nominee of the Municipal Corporation, or Municipality at the Head-Quarters of the University.
  - (4) The Collector of the District.
  - (5) Two members nominated by the Executive Council not necessary 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, alternation, additions to existing buildings which it may think necessary or urgent:
  - (b) select and recommend the 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 carriedout.
  - (g) recommend to the Executive Council preparation of post 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.

## ADDITIONAL STATUTE NO. - 4

### ELECTION OF REPRESENTATIVE OF NON-TEACHING EMPLOYEE ON THE COURT

#### CLAUSE (XX-a)

*(Refer group "C" of sub-section (1) Section No. 20)*

1. (i) The election of representatives under group "C" of sub section (1) 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 (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 despatch 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 fifteen 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 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 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 each item in Group "C" of sub-section (1) of section 20 showing the names of employee in each section/teaching department as on the date of notice under paragraph 2 of this statute.  
(ii) The provisional electoral roll shall be published by the Registrar simultaneously with the notice under paragraph 2 of this statute by affixing a copy thereof on the notice board at the University Office and despatching two copies thereof to every section officer and Head of University Teaching Department/School of Studies for display on the notice board of the office/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-I 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 objection shall be delivered to the Registrar in person or by registered post in a sealed envelope with "Claim and Objection" super scribed thereon.
5. (i) All claims and objection to the provisional electoral roll shall be scrutinised and enquired into by a committee consisting of two professors of University nominated by the Kulapati and the Registrar at the University Office on the date fixed for the purpose and the employee filling the claim or the objection shall be entitled to be present at such scrutiny. The Kulapati shall appoint one of the Professors to be the Chairman of the Committee.  
(ii) The decision of the Committee on the 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. In or before the date appointed under clause (a) of paragraph 2, each candidate shall:  
(i) either in person or by his proposer or second, between office hours deliver in a scaled cover marked "Nomination Paper" to the Registrar or his nominee a nomination paper competed in Form - A 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 or nomination paper competed in Form - A appended hereto and signed by the candidate and by two electors as proposer and seconder.
8. Each candidates 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 (c) of paragraph 2 or thereafter shall be treated as rejected.
10. On the date and time fixed for scrutiny of nominations under clause (f) of paragraph 2, the candidates, their proposers 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)

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 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 (7) and (8)
    - (c) That the signature of the candidate or the proposer or seconder on the nomination paper is not genuine
    - (c) That the cover containing the nomination paper is not sealed.
  - (ii) Nothing contained in sub-clause (b) or (c) of clause (i) shall be deemed to authorise the rejection of the nomination of any candidate on the ground of 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 irregularity has been committed.
  - (iii) The Registrar shall endorse on each nomination paper his decision accepting or receiving the same and if the nomination paper is rejected, he shall record in writing a brief statement of his reasons for such rejection. The decision of the Registrar shall be final.
  - (iv) Immediately after all the nomination papers have been scrutinised and decisions accepting or rejecting the same have been recorded, the Registrar shall prepare a list of candidates whose nomination have been found valid and affix it on his office notice board.
  - (v) The said list shall contain the names of the candidates in alphabetical order at the --- -- of section/teaching department to which they belong.
12. (i) Any candidate may withdraw his candidature by a notice in writing duly signed by him and delivered to the Registrar either by such candidate in a person or his proposer or seconder along with names on or before the last date fixed for withdrawal under clause (g) of paragraph 2.
  - (ii) No person who has given notice of withdrawal of the candidate under clause (1) shall be allowed to cancel the notice.
  - (iii) The Registrar shall, on the 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.
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 12.

14 (i) If the number of contesting candidates is equal to or less than the number of seats to be filled in all the candidates shall be declared elected.

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

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.

(iii) On the date and time fixed for counting the votes shall be counted and the Registrar shall draw up a list showing the names of candidates arranged in order of the votes received the name of the candidates securing the highest number of votes appearing at the top of the list, candidates equal in elected. When two or more candidates have secured equal number of votes, the result of the election shall be decided by drawing lot.

18. For matters not provided in the foregoing paragraph the Kulapati shall have powers to give such direction 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 under item XX (a) group "c" of Sub-Section (1) of Section 20 of the Adhiniyam)

**Claim Application for Inclusion of Name in the Electoral Roll**

To,  
The Registrar,

Sir,

I am a -----  
(Designation e.g. Professor/Lecturer)

in -----Section/ (Designation e.g.) UTD since----- (Month & Year)

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

Signature -----

Full Name-----

Designation-----

Place-----

Name of Institution where employed

Date-----

-----

I-----Section officer of -----  
College/Head, Teaching Department or School of Studies of -----certify that Shri-----  
-----is a----- (Designation) in-----  
Section/ Teaching Department or School of Studies since -----  
(Month & Year)

Signature -----

Full Name-----

Designation-----

Place-----

Name of section on / UTD

Date-----

-----

FORM - 2

(Election of representatives on the Court of \_\_\_\_\_ under item XX-a of group "c" of Sub-Section (1) of Section 20 of the Adhiniyam)

**Claim for Correction of Name in the Electoral Roll**

To,

The Registrar,

Sir,

I submit that the entry relating to myself which appears at Serial Number ----- of the provisional electoral roll as "-----" is not correct. It should be corrected to read as follow:

"-----"

Signature -----

Full Name-----

Designation-----

Place-----

Date-----

FORM - 3

(Election of representatives on the Court of ----- under item XX-a of group "c" 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 number ----- 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 number -----

Signature -----

Full Name-----

Designation-----

Section on/UTD where employed

-----

Place-----

Date-----

FORM - 4

(Election of representatives on the Court of ----- under item XX-a of group "c" of Sub-Section (1) of Section 20 of the Adhiniyam)

**NOMINATION PAPER**

I----- Propose the name of Shri /Smt./ Kumari -----  
(Full Name)

whose name appears at serial number ----- of the final electoral roll as member of the Court under item XX-a of group "c" of Sub-Section (1) of Section 20 of the Adhiniyam)

Signature -----

Full Name-----

Serial number in the final Electoral Roll-----

Designation-----

Section on/UTD where employed  
-----

I ----- second the above proposal  
(Full Name)

Signature -----

Full Name-----

Serial number in the final Electoral Roll-----

Designation-----

Section on/UTD where employed  
-----

I ----- give my consent to my nomination as a candidate for a seat on the court of R.S. University under item XX-a of group "c" of Sub - Section (1) 20 of the Adhiniyam

Signature -----

Full Name-----

Serial number in the final Electoral Roll-----

Designation-----

Section on/UTD where employed  
-----

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

Date -----

Head of the Deptt. where the candidate is posted

Official Seal

FORM - 5  
PT. RAVISHANKAR SHUKLA UNIVERSITY, RAIPUR

**Ballot Paper**

Election of representatives of non-teaching employees to the Court under item XX-a of group "c" of Sub-Section (1) of Section 20 of the Adhiniyam  
Total Number to be Elected 'One'

S. No.	Name of the Candidate	Institution where employed	Vote
1.	-----	-----	-----
2.	-----	-----	-----
3.	-----	-----	-----
4.	-----	-----	-----
5.	-----	-----	-----
6.	-----	-----	-----

- Note:** (1) The elector should put a cross mark (X) in the vote column in the blank space against the name of the candidate he wishes to vote for.  
(2) The elector should not put his signature on the ballot paper  
(3) Other grounds as mentioned in para 33 ba also incorporated.

## ADDITIONAL STATUTE NO. - 5

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

1. यह विशेष परिनियम विश्वविद्यालय और संबद्ध महाविद्यालयों के परिसर से रैगिंग की कुप्रथा समाप्त करने के लिये स्थापित किया जा रहा है ।
2. इस परिनियम में निहित अनुदेश विश्वविद्यालय अथवा महाविद्यालय परिसर और संबद्ध छात्रावास परिसर में होने वाले किसी घटना के लिये लागू होंगे । परिसर के बाहर की घटनाओं के लिये यह परिनियम प्रचलन में नहीं होगा ।
3. रैगिंग में निम्नलिखित अथवा इनमें से एक व्यवहार अथवा कार्य शामिल होगा:—
  1. शारीरिक आघात जैसे – चोट पहुँचाना, चोंटा मारना, पीटना अथवा कोई दण्ड देना ।
  2. मानसिक आघात जैसे – मानसिक क्लेश पहुँचाना, छेड़ना, अपमानित करना, डॉटना आदि ।
  3. अश्लील अपमान जैसे – असभ्य चुटकुले सुनाना और असभ्य व्यवहार करना अथवा ऐसा करने के लिए बाध्य करना ।
  4. सहपाठियों के साथ अनियंत्रित व्यवहार जैसे – हुल्लड़ मचाना, चीखना, चिल्लाना आदि ।
4. ऐसी किसी घटना की जानकारी प्राप्त होने पर अथवा किसी घटना का अवलोकन करने पर महाविद्यालय के प्राचार्य को 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 सौंपेंगे । इस बोर्ड में चार वरिष्ठ विद्यार्थी और दो अभिभावक सदस्य के रूप में प्राचार्य/कुलपति द्वारा मनोनित किये जायेंगे । इस हेतु प्रॉक्टोरियल बोर्ड की विशेष बैठक आहूत की जायेगी । बैठक की सूचना बोर्ड में मनोनित वरिष्ठतम प्राध्यापक मुख्य प्रॉक्टर कहलायेंगे ।
5. प्रॉक्टोरियल बोर्ड प्रकरण की छानबीन करेगा और अपनी अनुशंसा महाविद्यालय के प्राचार्य/विश्वविद्यालय के कुलपति को देगा ।
6. प्रॉक्टोरियल बोर्ड की अनुशंसा कर महाविद्यालय के प्राचार्य /विश्वविद्यालय के कुलपति आवश्यकतानुसार कार्यवाही कर सकेंगे । दोषी पाये जाने पर संबंधित छात्र को निम्नानुसार दण्ड दिया जा सकेगा :—
  1. महाविद्यालय से 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 संबंधित होगा ।
  4. महाविद्यालय के प्राचार्य/विश्वविद्यालय के कुलपति और प्रॉक्टोरियल बोर्ड की 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 छात्र द्वारा किया गया हो तो ऐसे व्यक्ति की पुलिस को सुपुर्द करने का अधिकार प्राचार्य/विश्वविद्यालय के कुलपति को होगा । इनकी शिकायत पर पुलिस को दोषी व्यक्ति की हिरासत में लेना और एफ.आई.आर. दर्ज करना आवश्यक होगा ।