



पंडित रविशंकर शुक्ल विश्वविद्यालय, रायपुर छत्तीसगढ़ भारत
Pt. Ravishankar Shukla University, Raipur Chhattisgarh, India
Estd-1964 – recognized by UGC U/s 2(f) and 12 (B)
NAAC “A” Grade

CRITERION-VII

EVIDENCE(S), AS PER SOP

METRIC No. 7.1.10	The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard.
	<ol style="list-style-type: none">1. The institutional Code of Conduct principles are displayed on the website2. There is a committee to monitor adherence to the institutional Code of Conduct principles3. Institution organizes professional ethics programmes for students, teachers, administrators and other staff4. Annual awareness programmes on Code of Conduct are organized

**1. ORDINANCE FOR MAINTENANCE OF DISCIPLINE AMONGST THE STUDENTS
OF THE UNIVERSITY TEACHING DEPARTMENTS:**

ORDINANCE No. 77-A

(Approved by the Co-ordination Committee, Date 19-12-79)

**ORDINANCE FOR MAINTENANCE OF DISCIPLINE AMONGST THE
STUDENTS OF THE UNIVERSITY TEACHING DEPARTMENTS**

(Sec. 37, C1, (viii) of the M.P.V.V. Adhiniyam, 1973)

1. All students prosecuting a course of studies at the University Teaching Departments shall observe a code of conduct as may be laid down by the Executive Council and also abide by all rules and regulations of the University framed and notified from time to time.
2. Any violation of the code of conduct or breach of any rule or regulation of the University by any student shall constitute an act on indiscipline and shall make him liable for disciplinary action against him.
3. The following acts, in particular, shall constitute acts of gross indiscipline and any student indulging in any of them shall render himself liable for disciplinary action against him:-
 - (A) Disobeying the teacher or misbehaving in the class.
 - (B) Quarrelling or fighting in any University building or in the campus among themselves.
 - (C) Quarrelling or fighting with a University employee or any employee of the University Canteen, mess or any other public utility functioning in the campus.
 - (D) Behaving in the University campus or outside in a manner which is indecent or which it meant to annoy or harass the teachers, officers or employees of the University.
 - (E) Any other act which the Discipline Committee may determine and the Kulpati may accept as an act of gross indiscipline.
 - (F) However all cases of discipline within Hostel premises that shall be dealt by the Warden concerned. To deal with such incidents the Warden shall have all the powers prescribed for the Proctor in this Ordinance.

4. There shall be a Proctorial Board consisting of a Proctor and such number of Joint Proctors as the Executive Council may decide.
5. The Proctor and the Joint Proctors shall be appointed by the Kulpati from amongst the teachers of the University ordinarily for a period not exceeding two years at a time.
6. The Proctor and each of the Joint Proctors shall be paid allowances as follows:-
 1. Proctor Rs. 200=00 Per Month
 2. Joint Proctor Rs. 100=00 Per Month
7. Powers and Duties of the Proctor - The Proctor shall take action in all matters which are referred to him for disciplinary action by any responsible person or constituted authority of the University. He may also take action in matters which come to his knowledge and which, in his opinion call for disciplinary action.
However cases of discipline in examination halls shall be dealt with in accordance with provisions of relevant Ordinances.
8. The Proctor may delegate any of his powers to Joint Proctor/Joint Proctors.
In the absence of Proctor the senior most Joint Proctor shall act as Proctor and shall have all such powers which are exercised by the Proctor.
9. If in the Opinion of the Proctor, the act of indiscipline requiring action is not of a serious nature, he may hold a summary inquiry and shall have powers to impose the following penalties.
Approved by the Executive Council under Resolution No. 25, Dated 18-1-1986)
 1. a formal caution.
 2. a fine not exceeding Rs. 50.00
10. If in the opinion of the Proctor, the breach of discipline is of a serious nature, he may refer the case for investigation by the Proctorial Board. Proctor and Joint Proctor or any two Joint Proctors shall constitute a quorum for sittings for such investigation.
11. The investigation by the Proctorial Board may include :

- (i) Issue of show cause notice to the person/persons concerned specifying the nature of charge/complaint against him/them.
 - (ii) Recording of statement of the accused person/persons and of such other person/persons as the Board may deem necessary the Discipline Committee for giving its opinion regarding the action to be taken.
 - (iii) Examination of such other documents or evidences as the Proctorial Board may find necessary.
12. (a) After investigation the Board may recommend, imposition of fine and/ or other punishment which could include a recommendation for rustication or expulsion of student/----- students also.
- (b) Recommendations of impositions of fine not exceeding Rs. 50.00 shall be sent to the Proctor for action. All other recommendations shall be sent to the Kulpati who may accept the recommendation or pass such orders there on as he may deem fit.
13. In cases of acts of indiscipline which in the opinion of the proctor are of very serious nature or which constitute a grave offence under the criminal law the investigation and action on the same may be entrusted to the Police. In all such cases the Proctor shall send a report to the Police and also inform the Registrar.
14. In the cases under investigation by the proctorial Board or the Police, if the Proctor is of the opinion that immediate action is called for in the interest of maintenance of -----and discipline he may recommend to the Kulpati that the student/students concerned. be suspended from than classes pending investigation of their casos. If the Kulpati accepts the recommendation, the student/students shall be suspended by the Proctor from their classes for the period specified in the order of the Kulpati.
15. There shall be a Discipline Committee consisting of the following:-
- 1. Proctor
 - 2. Den, Student Welfare
 - 3. Professor Incharge of Students Union
 - 4. Joint proctors

5. Warden of the Hostels & Joint Wardens
 6. President of Students Society of the U.T.D.
 7. Two other students nominated by the Kulpati
- One of the Joint Proctors will be nominated by the proctor as Secretary of the Discipline Committee.
16. The Discipline Committee shall ordinarily be convened once in each academic term and it shall review general situation regarding discipline in the University and make suggestions in this regard. Any specific cases of indiscipline may also be referred to the Discipline Committee for giving its opinion regarding the action to be taken.
 17. All punishments awarded to students shall be recorded in a register to be maintained by the Proctor. The Register shall be a permanent record of the University and shall contain such details as may be prescribed or approved by the Executive Council.
 18. Certificate regarding character and conduct of student of the University Teaching Department may be issued to him by the Proctor. However, in the case of a student who has been awarded punishment three or more times by the Proctor himself or on the recommendation of the Proctor, the fact that he was so penalised shall be mentioned in the certificate of character and conduct to be issued by the Proctor. The certificate of character and conduct issued by the Proctor shall be the only valid Certificate of the University in that regard.
 19. If the Proctor finds that in any incident of disturbance or breach of peace, certain persons who are not on the rolls of the University are involved or are likely to be involved he may send a recommendation to the Kulpati that the University Campus be declared out of bounds for such persons. If the recommendation is accented by the Kulpati a notification declaring that such persons are debarred from entering the campus shall be issued by the Proctor and a copy of the notification shall be sent to the District Magistrate and the Superintendent of Police and such other administrative authorities as the Kulpati may deem fit. So long as the notification issued under this paragraph remains in force entry into the campus of person/persons, debarred from entering the campus, shall be deemed to be an act of criminal trespass and shall be dealt with accordingly.

2. CONDITIONS OF SERVICE FOR UNIVERSITY FOR UNIVERSITY EMPLOYEES:

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 Adhiniyam 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:
 - (I) Where is University employee draws pay in excess of Rs. 200/- ;
 - (i) The rental value of the house taken into account by the Property Tax-officer for calculation of property tax payable to Government;
 - (ii) The rental value determined by local authorities (e.g. Municipal Committee, Corporation etc.) for any purposes.
 - (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.


HEAD

(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 claim for additional remuneration.

(b) (i) The Executive Council may permit a University employee to perform a specified service for a private person, body or Government and to receive a remuneration therefore in the form of 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

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- (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 month before the date on which he is to be relieved. In the absence of such notice the University

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

** Provided that where a permanent employee is relieved after three months notice or payment of three months' salary in lieu of such notice to take up appointment elsewhere, his 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.

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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^{1/2} 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 Coordination Committee dated 8-11-85 and have been included in Leave Rules, 1986)

(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, lecturing and examination work, or such other work as may be specified by the Executive Council.

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


Provided that for non-remunerative work on the committees appointed by the Universities / Government / University Grants Commission / 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:

Category	Sanctioning Authority
(i) Head of Departments and Registrar	Kulapati
(ii) Departmental employees (Teacher other than Head of the Department), Laboratory,	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 their 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:

Category	Sanctioning Authority	Maximum period of sanction if any
(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:
- When a disciplinary proceeding against him is contemplated or is pending or
 - 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:
- 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 appellent.

(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 appellent.

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

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

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

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

59. 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

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(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 20th Co-ordination committee at its meeting held 30-06-2012.

*** Approved by the 24th Co-ordination committee at its meeting held 12-08-2014.



3. DETAILS OF OFFICES AND COMMITTEES FOR MONITORING:

विवरण पत्रिका 2021-22

7. Other Offices

A. DEAN, STUDENTS' WELFARE

The office of the Dean Students' Welfare (DSW) exists in the ground floor of the Administrative building which operates under the control of the DSW. This office assists in dealing with the problems of the students. The problems related to the students are – correction in mark sheet, delay in declaration of result, withheld cases, difficulty in getting Degree, and problems related to the nomination of the student.

The office of the DSW organizes annually cultural activities at Inter-University level, Inter-State level, and all India level. The activities include Quiz, Stage play, Music (classical and modern), Dance, Rangoli, Song and Debate competition etc. At present Prof. Rajiv Chaudhary is working as DSW. His cell number is 96914-60272 and email address: pro_ptrsurapur@yahoo.in.

B. PROCTOR

An office of the Proctor along with a Proctorial Board exists in the administrative building within University Campus. This office operates under the control of the Proctor and looks after the disciplinary and security problems arising within the Campus. For any problem related to the above issues students may contact to the Proctor, Dr. Ashish Shrivastava (94242-15539). The other member of the Proctorial Board are- Dr. Shamsh Pervez (94252-42455), Dr. Rajeev Chaudhary (96914-60272), Dr. Amiya Ekka (94062-00204), Dr. L.S. Gajpal (98261-97413).

C. GRIEVANCE COMMITTEE

To deal with the grievance of the students, employees and others an Grievance Committee operates in the University with the following members. The Proctor, Dr. Ashish Shrivastava - (94242-15539), Dy. Registrar Dr. S.K. Patel (83199-87377), Dr. Rajeev Chaudhary (96914- 0272), Dr. C.D. Agashe (94255-03534), Dr. Amarkant Pandey (94242-15678).

D. DIRECTORATE OF PHYSICAL EDUCATION

Directorate of Physical Education office is situated at Pt. Ravishankar Shukla University Kota Stadium, Kota, and Raipur. Dr. Vipin Chandra Sharma (098266-39161) is presently Director of this Directorate office. Dr. Ravindra Kumar Mishra (0771-2263073) is the Assistant Directors of this office. Inter-collegiate and Inter University sports activities are functioning under the Directorate office. University players are participates in East Zone/All India Inter University level Tournament through this office. The coaching camp is organised for University players before participation in the tournament by specialized coaches. All The acilities are being provided to all the selected University players and Coaches/Managers. Presently University is representing in 36 sports discipline at Inter University Tournament. West Zone / all India interuniversity competition winner players are eligible for cash amount.

E. CAREER COUNSELING CELL

Every youth wants to make his bright future through Higher Education, but it is essential for him to select right path according to his ability & interest. For this Career Counseling Cell is established in the Administrative Building of the University in the year 2013. Dr. Rohit Kumar Pradhan, Professor, School of Studies in Life Science is the In-charge of this Cell. Through this cell advice is being provided to youth regarding his bright future in higher education and employment.

Dr. Rohit Kumar Pradhan,
In Charge CCC,
Mob. 98271-64500

F. PLACEMENT CELL

In this new era of development, the number of business industries & institutions including Non Professional Institutions/NGO's are increasing day by day. The need of human resource is increasing in these institutions & on the other hand trained youth are always searching for employment in these institutions. These institutions are interested to select qualified youth directly from the educational institutions in place of lengthy process of Employment. For this, a Placement Cell is established in the Administrative Building of the University in the year 2012. Dr. Ninad Bodhankar, Professor, School of Studies in Geology is the In-charge of this Cell.

Dr. Ninad Bodhankar
In Charge PC,
Mob. 98265-15859

G. INTERNAL COMPLAINTS COMMITTEE FOR REDRESSAL OF SEXUAL HARRASSMENT AT WORKPLACE

Sexual harassment is a serious and social crime affecting performance of weaker classes of society especially women at work places, In pursuance of UGC (Prevention, prohibition and redressal of sexual harassment of women employees and students in higher educational institutions) Regulations, 2015 read with Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 an Internal Complaints Committee (ICC) is constituted to deal with the complaints relating to Sexual harassment at the university. Dr. Aditi Poddar is the Presiding Officer/Chairperson of this committee.

Dr. Aditi Poddar
Chairperson, ICC, PRSU
Mob. 98266-43763
Email: adinpod@gmail.com

H. RIGHT TO INFORMATION CELL

Right of Information Act 2005 provides rights to the citizens to know about the information under the control of public authorities in order to promote the transparency and accountability of the Government.

A separate RTI Cell has been established in this university in order to provide the information required by the applicants.

At present 54 Public Information Officers are appointed in the School of Studies in the University. The Vice Chancellor of the University is the first appellate authority for academic matters and the Registrar of the University is the first appellate authority for the administrative matters.

For the smooth functioning of this cell Dr. Sujit Kumar is appointed as OSD.

Dr. Sujit Kumar
OSD RTI,
Office Ph. 0771-2262591

4. REPORTS OF VARIOUS PROGRAMS ORGANISED FOR STUDENTS AND STAFF:

**A Report on
Deekshaarmbha
Student induction Program (SIP)
At Center for Basic Sciences, Pt. R.S.U. Raipur**

University Grants Commission has initiated organization of Induction programme with a purpose to help students acclimatize with the new surroundings, develop bond with the fellow students and teachers, sensitivity towards various issue of social relevance and imbibe human values, so as to become the responsible citizens. Ensuring a well designed Induction programme helps both teachers and students for setting the pace of fruitful teaching learning experiences. With this aim Center for Basic Sciences, Pt. Ravishankar Shukla University Raipur, planned and executed two day Induction programme for the new admitted students.

Following activities were carried out:-

1st Day on 19th September 2019, Center for Basic Sciences, Pt. R.S.U. Raipur	
10.30 AM-11.30 AM (Session-I)	Prof. K.K.Ghosh, Director, Center for Basic Sciences, Pt. R.S.U. Raipur, addressed the new students and delivered a motivational speech to draw their attention towards their academic interests as well as cultural and social activities.
11.30 AM -1.30 PM (Session-II)	<ul style="list-style-type: none"> • Introduction about the university, about Center for basic Sciences, Examination system, description of course curriculum & time table of CBS were explained to the students by Dr Govind Prasad Sahu (Asst. Prof. ,CBS) • Dr Laxmikant (Asst.Prof.,CBS) addressed the students with sharing the achievements and participation of the senior students in various events, organized by Pt.R.S.U. as well as the other institutions. • Interaction of the students with the other teachers and office staffs.
1.30 PM-2.00 PM	Lunch Break
2.00 PM-3.30 PM (Session-III)	<p>A mentoring session was held. Under this session open thinking towards the self discussion on universal human values, student aspiration, family expectation, relationship in family, were discussed by the faculties and new students. Following faculties and students shared their views on various aspects of human values:</p> <ol style="list-style-type: none"> 1. Dr Bhanushree Gupta 2. Dr Smita Sharma 3. Dr Babeeta Pandey 4. Dr Manoj Yadav 5. Harish kumar 6. Shibsundar 7. Chandradeep 8. Rutanshi 9. Raunak 10. Shazia
3.30 PM-4.30 PM (Session-IV)	Lecture on General Organic Chemistry by Prof. N.N. Karade, Department of Chemistry, RTM University Nagpur.
4.30-5.30 PM	Games

(Session-V)	
2nd Day on 20th September, 2019 at Center for Basic Sciences, Pt. R.S.U. Raipur	
10.30 AM-1.30 AM (Session-I)	Students' visit to the various departments of the university along with Library, Auditorium, NCNR
1.30 PM-2.00 PM	Lunch Break
2.00 PM-4.30 PM (Session-III & IV)	<p>Following literary, creative and cultural activities were held:</p> <ol style="list-style-type: none"> 1. Extempore - Participants are: Jayant Sahu Disha Nayak Chetan Raunak 2. Poetry by Parmeshwar Dewangan 3. Painting – Participants are: Shruti Pandey Allan Sam Ankit Thakur Rashmi Sahu Tulesh Sahu J. Aman Kunjam 4. Dance – Participants are: Neelam and Bhavi Shibsundar 5. Singing – Participants are: Shazia and Rutanshi Rashmi Nitesh Allan
4.30 AM-5.30 PM (Session-V)	Games

There was enthusiastic participation in all the competitions from the students.


 DIRECTOR
 Center for Basic Sciences
 Pt. Ravishankar Shukla University
 Raipur (C. G.) 492 010

Glimpses of STUDENT INDUCTION Program (Sep. 19th -20th , 2019)



A Presentation on Induction programme by Prof. K.K. Ghosh, Director, CBS, Pt. R.S.U. Raipur

STUDENTS INDUCTION PROGRAM 2021-22









INDUCTION PROGRAMME (DEEKSHARAMBH) 2020

The online Induction Programme 2020 was held on 25th November at Center for Basic Sciences, Pt. Ravishankar Shukla University Raipur C.G. The "Deeksharambh"



RANGOLI COMPETITION



5. ORIENTATION AND FACULTY INDUCTION PROGRAMS CONDUCTED FOR TEACHERS:

01 अप्रैल 2016 से 31 मार्च 2017 तक

Sr. No.	Program	Duration	No. of Participants
01	Orientation Program	03/06/2016 to 30/06/2016	41
02	Orientation Program	07/01/2017 to 03/02/2017	31

01 अप्रैल 2017 से 31 मार्च 2018 तक

Sr. No.	Program	Duration	No. of Participants
01.	Orientation Program	19/04/2017 to 16/05/2017	38
02.	Orientation Program	01/11/2017 to 28/11/2017	37
03.	Orientation Program	22/12/2017 to 18/01/2018	30

01 अप्रैल 2018 से 31 मार्च 2019 तक

Sr. No.	Program	Duration	No. of Participants
01.	Orientation Program	25/05/2018 to 21/06/2018	37
02.	Orientation Program	04/07/2018 to 31/07/2018	44
03.	Orientation Program	15/01/2019 to 11/02/2019	36

01 अप्रैल 2019 से 31 मार्च 2020 तक

Sr. No.	Program	Duration	No. of Participants
01.	Orientation Program	25/07/2019 to 14/08/2019	37
02.	Orientation Program	11/09/2019 to 01/10/2019	25
03.	Orientation Program	09/11/2019 to 29/11/2019	28
04.	Orientation Program	07/01/2020 to 27/01/2020	35

01 अप्रैल 2020 से 31 मार्च 2021 तक

Sr. No.	Program	Duration	No. of Participants
01.	Faculty Induction Program	11/09/2020 to 10/10/2020	38
02.	Faculty Induction Program	01/12/2020 to 31/12/2020	33
03.	Faculty Induction Program	01/02/2021 to 05/03/2021	38