

# REGULATIONS



2006

**MAHATMA GANDHI CHITRAKOOT GRAMODAYA  
VISHWAVIDYALAYA, CHITRAKOOT, DISTRICT, SATNA  
MADHYA PRADESH 485-331**

## PREFACE

Mahatma Gandhi Chitrakoot Gramodaya Vishwavidyalaya was established by the Government of Madhya Pradesh through M.P. Shashan (Act 9) of 1991 in the year 1991 on the bank of holy river Mandakini at Chitrakoot in the District of Satna with the objective to develop human resource for undertaking of economic and social empowerment of rural areas. The University offers multidisciplinary higher education and research up to doctoral level for promotion of rural livelihood, rural living, health and sanitation, arts and crafts, education, humanities, social sciences, ethics and culture. The University is recognized by the UGC under Sec. 12(B) of UGC Act and other National statutory bodies' viz. AICTE, NCTE etc. The distinctive features of the academic programmes of the University include practice based teaching, self-reliance and personality development, action research, innovative technology delivery system, and social development of rural people through community service.

The academic performance of any University is dependent upon its human resources manning the affairs as set out through 'Statutes' and 'Ordinances' that provide legal tools to the university authorities besides inherent talents of the students. The University authorities frame their own 'Regulations' based on the statutes and ordinances that enables them to manage the academic and administrative affairs.

The 'Regulations' out lined in this document have been compiled based on the various office orders issued by the Government of Madhya Pradesh on service matters related to the employees of the states, and prevalent 'Regulations' in vogue at Mahatma Gandhi Chitrakoot Gramodaya Vishwavidyalaya, Chitrakoot. New 'Regulations' have also added where these were not in effect in the University. The compilation include regulations on the subjects such as conduct of meetings, code of conduct of employees, joint staff council, purchase of materials, publication, library rules, code of conduct of students, admission of students, hostel rules, students societies, examination rules, credit system regulation, award of grade, medals and prizes, convocation, etc. These regulations may be updated or revised as and when necessary by the Academic Council based on the administrative orders issued by the Government of Madhya Pradesh, and/or decision taken in the Coordination Committee meetings of the Vice-Chancellors with the consent of the Board of Management of the Vishwavidyalaya for future academic growth.

It is hoped that these regulations may facilitate smooth functioning of the Vishwavidyalaya.

(Prof. G. SINGH)  
Vice-Chancellor

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## Terminology Used in Regulations

1. **Definitions :** In these Rules, unless the context otherwise requires;

- (a) "The Government" means the Government of Madhya Pradesh as established by the Constitution of India;
- (b) "The Vishwavidyalaya" or "the University" means the Mahatma Gandhi Chitrakoot Gramodaya Vishwavidyalaya Chitrakoot as established by the Mahatma Gandhi Chitrakoot Gramodaya Vishwavidyalaya, Chitrakoot Adhiniyam, 1991 (M.P. Act No. 9 of 1991) as amended from time to time;
- (c) "Board of Management" means the Board of Management of the Vishwavidyalaya as constituted under the Mahatma Gandhi Chitrakoot Gramodaya Vishwavidyalaya, Chitrakoot Adhiniyam, 1991 (M.P Act No. 9 of 1991) hereafter referred to as the 'Act'.
- (d) "Kuladhipati" or the "Chancellor" means the Chancellor, the highest authority of the Vishwavidyalaya, as defined in the Mahatma Gandhi Chitrakoot Gramodaya Vishwavidyalaya, Chitrakoot Adhiniyam, 1991 (M.P. Act No. 9 of 1991);
- (e) "Adhiniyam" or "the Act" means the Mahatma Gandhi Chitrakoot Gramodaya Vishwavidyalaya, Chitrakoot Adhiniyam, 1991 (M.P. Act No. 9 of 1991);
- (f) "Kulpati" or the "Vice-Chancellor" means the Vice Chancellor of the Mahatma Gandhi Chitrakoot Gramodaya Vishwavidyalaya, Chitrakoot appointed under the Act;
- (g) "Kul Sachiv" or "the Registrar" means the Registrar of the Mahatma Gandhi Chitrakoot Gramodaya Vishwavidyalaya, Chitrakoot appointed under the Act;
- (h) "Pradhikari" and "Pradhikrat Nikaya", respectively mean the authority or the authorities of the Vishwavidyalaya empowered to act for and/or on behalf of the Vishwavidyalaya under the Act;
- (i) "Adhishthata" or "the Dean" means the head of a Faculty/Institute (Sansthan) of the Vishwavidyalaya;
- (j) "Nideshak" means the Director of an Institute of the Vishwavidyalaya;
- (k) "Aashrit" or "dependent" of a Vishwavidyalaya employee means wife/husband, unemployed or minor son, unmarried daughter, deceased son's widow, son of the deceased son, unmarried daughter of the deceased son, parents, minor brothers and unmarried sisters living with and wholly dependent on the employee ;
- (l) "Members of family" in relation to an employee of the Vishwavidyalaya include:
  - (i) the wife or husband, as the case may be, of the employee of the Vishwavidyalaya, whether residing with the said employee or not but does not include a wife or husband, as the case may be, separated from the employee by a decree or order of a competent court;
  - (ii) son or daughter or step-son or step-daughter of an employee of the Vishwavidyalaya and wholly dependent on him/ her, but does not include a child or step-child who is no longer in any way dependent on the employee or of whose custody the employee has been deprived of by or under any law;
  - (iii) any person related, whether by blood or marriage, to the employee of the Vishwavidyalaya or to his/her wife/husband, as the case may be, and wholly dependent on the Vishwavidyalaya employee.

## **REGULATION NO. 01**

### **PROCEDURE FOR CONDUCT OF MEETINGS OF THE BOARD OF MANAGEMENT**

1. Meetings of the Board of Management of the University, the highest decision making body of the Vishwavidyalaya, shall be convened by the Registrar of the University (Non-Member Secretary of the Board of Management) on receiving instructions from the Chancellor (Kuladhipati) through the Kulpati (Vice-Chancellor) or with the approval of the Kuladhipati on a proposal being made by the Kulpati, every four months.
2. The Chancellor may invite special invitee (s) as a Non-member(s) for attending the meeting of the Board of Management if he feels that the participation of such invitee (s) shall be in the interest of the Vishwavidyalaya.
3. The Kuladhipati shall be the Chairman of the Board of Management Body and shall preside over the meetings of the Board of Management and shall approve the proceedings of the meetings of the Board of Management. No decision of the Board of Management shall be implemented until the proceedings of the meeting in which they were taken are approved by the Chancellor.
4. One third of the members including the Chairman shall form the quorum but for the adjourned meeting no quorum shall be required.
5. A meeting of the Board of Management can be postponed (with the permission of the Kuladhipati), for sufficient reason to any date not later than fifteen days from the date originally fixed but notice of such postponement should be communicated to the members at least 24 hours before the scheduled time of the meeting, unless some extra-ordinary situation develops at the eleventh hour compelling postponement.
6. The Registrar of the University shall prepare Agenda Items with detailed note with the approval of the Vice - Chancellor. Agenda note shall be sent to the Chairman for his concederation and approval.
7. The Registrar shall ordinarily give at least 15 (fifteen) days clear notice of each meeting of the Board of Management (excepting that of the special meetings thereof) to the members and also to the special invitees, mentioning date, time and place of the meeting and enclosing the agenda with notes thereof (including explanatory notes, if any). In case of a special meeting of the Board of Management the main issue (s) to be discussed should be mentioned in the notice or communicated by fax or by phone if it is not possible to send notes thereon alongwith the notice for any reason.
8. The Vice-Chancellor shall brief the Chancellor about the important items a day before the schedule meeting of the Board of Management.
9. No resolution, motion, proposal or other matter foreign to, or wholly inconsistent with the matter appearing in the agenda shall be discussed by the Board of Management and no decision on any ex-agenda item may be taken by the Board of Management unless the full facts of the matter, thus, brought up for consideration are available. The members present shall, however, be allowed by the Chairman to place any fact for the information of the Board of Management, before the close of the meeting but there shall be no discussion on such points of information unless the Chairman, so decides.
10. In case any matter concerning the Kulpati comes up for consideration of the Board of Management, the Kulpati shall withdraw from the meeting temporarily and shall return back to the meeting after the issue has been discussed and/or decided.

11. The non-Member Secretary of the Board of Management and the special invitees may be allowed to express their views on any issue under discussion in the meeting but they shall have no power to vote on any issue if it is put to vote.
12. The Chairman shall spell out the decision on each issue at the end of discussion on it but if there is wide difference of opinion amongst the members he may decide to put the matter to vote. In case of equal votes being cast in favour and against the motion, the Chairman shall have the deciding vote.
13. In case any member of the Board of Management wants any matter, not included in the Agenda sent with the notice, to be discussed in the Board of Management forthcoming meeting, he shall give immediate notice thereof to the Registrar and the Chancellor's Secretary and have the notes on the item(s) suggested by him circulated, to the members before the meeting of the Board of Management in the meeting hall if requisite permission to include the item(s) in the Agenda is accorded by the Chancellor.
14. Any member present in the meeting may, with the permission of the Chairman, suggest any modification in the proposal contained in any Agenda item and the same shall be discussed and decided before a final decision on the issue is taken. The decision of the Chairman shall be final and binding.
15. All members shall address the Chair and not discuss any issue directly amongst themselves and it shall be in the power of the Chairman to regulate the order of speeches on any issue under consideration in the meeting.
16. The Chairman may adjourn or dismiss the meeting if the meeting turns out to be inconclusive on any issue or if the members present make it difficult to conduct the meeting gracefully.
17. The meeting may decide to defer a decision on any matter to any future meeting or give direction for additional information to be collected and furnished or opinion of some others to be obtained and put up before the matter can be brought up for discussion again in the meeting of the Board of Management.
18. No matter once decided by the Board of Management shall be brought up for re-consideration without the prior permission of the Chairman of the Board of Management.
19. The non-Member Secretary (i.e. the Registrar of the University) shall render secretarial assistance to the Board of Management but in his absence for any unavoidable reason, the Deputy Registrar (Establishment) may be allowed by the Chancellor to render such assistance to the Board of Management until the Registrar returns to duty.
20. The non-Member Secretary of the Board of Management shall draft the proceedings of the Board of Management immediately after the meeting, have them approved by the Chairman (through his Secretary/Additional Secretary) and issue the same to all members/special invitees of / to the Board of Management as soon thereafter as possible. In case the Board of Management decides some action to be taken without any loss of time, the Secretary of the Board of Management may issue such instructions to the concerned person or body with the approval of the Chairman without waiting for the proceedings to be approved by him (Chairman).
21. Each meeting shall after it has been announced closed for the day stand adjourned until the next date of the meeting decided by the Chairman.

## **REGULATION NO. 02**

### **PROCEDURE FOR CONDUCT OF MEETINGS OF THE ACADEMIC PLANNING AND EVALUATION BOARD**

1. The meeting of the Academic Planning and Evaluation Board shall be held at least once a year at Chitrakoot to discuss the Academic, Administrative and financial matters of the University in accordance with the provisions of the Statutes of the University.
2. The notices for the meetings of this Board shall be issued by the Registrar at least one month in advance of the date of the meeting fixed by the Kulpati who shall preside over its meetings.
3. Prior to the issue of a formal notice of the meeting the Registrar shall write to all its members to send their suggestions along with short notes thereon for being incorporated in the Agenda though it shall be the prerogative of the Kulpati to exclude unimportant suggestions from being included in the Agenda. A list of such suggestions as could not be included in the Agenda shall be circulated in the meeting but there shall be no discussion on them without the permission of the Chairman.
4. The Registrar shall circulate a note highlighting the achievements of the University since the last meeting of the Board, the problems it is facing, action taken on the suggestions of the Board in the last and previous meetings, the reasons for not being able to implement any particular suggestion made in the past, the state of the finance of the University etc., to the members present before the commencement of the meeting.
5. It shall be the duty of the Registrar to ensure that all information desired by the members of the Board in the pre-vious meeting is made available to them well in time to enable them to make meaningful suggestions on academic, administrative, financial and developmental aspects of the University's activities.
6. The Chairman shall have all suggestions examined subsequently to see if they can be implemented within the means available to the University and also whether the advantages accruing there from shall, in the short or the long term, be commensurate with the costs involved.
7. The Chairman may allow any item not included in the Agenda to be discussed in the meeting of the Board and have a discussion on it if time permits but no specific decisions thereon shall be taken unless all material required for a thorough consideration of the matter is readily available or can be readily made available in the meeting by the University authorities.
8. The Chairman shall, before declaring the meeting closed sum up the proceedings of the meeting.
9. The extracts of the proceedings with the approval of the Chairman shall be sent to the concerned Faculty/Institutes and units of the University for necessary action. A copy of the proceedings shall also be sent to the Board of Management for information.

## **REGULATION NO. 03**

### **PROCEDURE FOR CONDUCT OF MEETINGS OF THE ACADEMIC COUNCIL**

1. The Academic Council shall meet atleast four times in a year as required by the Statutes. But the meetings of its Standing Committee can be convened as frequently as required, by the Registrar, on the orders of the Kulpati, and the decisions of the Standing Committee shall be put up in the next meeting of the Academic Council for confirmation.
2. The Registrar shall, ordinarily, at least 15 days before each meeting of the Academic Council, issue to each member thereof, a notice convening the meeting and a copy of the Agenda thereof.
3. The Kulpati shall be the Chairman of the Academic Council and also of its Standing Committee. In his absence the Council shall elect its own Chairman for the meeting from amongst the members present. The quorum for a meeting of the Academic Council shall be 50% of the members and invitees, and 2/3rd in the case of a meeting of its Standing Committee.
4. The Registrar shall be the ex-officio Secretary. In the absence of the Registrar, the Deputy Registrar (Academic) shall act as Secretary.
5. Any business not included in the Agenda sent to the members may be taken up only with the permission of the Chairman after the items on the agenda have been disposed of.

Provided that: (a) any recommendations to the Board of management and (b) any business falling within the sphere of a Board of Studies, which has not been considered by the Board, may, (if not included in the agenda) be taken up only if no objection is raised to such a course by any member present.

Provided, further, that a motion for the appointment of a committee on a subject under debate may be made by any member at any time without giving prior notice.

6. Every motion shall be in the form of a resolution which must be seconded; otherwise it shall drop.
7. A resolution standing in the name of a member who is absent from the meeting may be moved on his behalf by any other member with the permission of the Chairman but a resolution standing in the name of a person, who has ceased to be a member of the Academic Council, shall lapse. In case any member feels that the Resolution is important he can move it again in the form of his own resolution.
8. When a resolution has been duly moved and seconded, the Chairman shall read it out to the meeting; it shall then be open to discussion and if there be no discussion, the resolution shall at once be put to the vote else it shall be put to vote after the discussion.
9. Any member present may propose an amendment to a resolution seconded by an other member. When two or more amendments are proposed, the Chairman shall put them to the vote in the inverse order, the last amendment being put to the vote first, and first last.
10. It shall be in the discretion of the Chairman to decide whether an amendment is in order or not.



11. Every resolution shall be decided by a majority of the votes of the members present. The Chairman, may, in his discretion decide the manner in which the votes of the members shall be recorded.
12. In case of equality of votes, the Chairman shall have a casting vote. He shall normally not exercise his vote as a member of the Academic Council.
13. If a motion for dissolution of the meeting is carried, the meeting shall stand dissolved. If a motion for adjournment of the discussion is carried, such discussion shall stand postponed to the next meeting. If a motion for closure is carried, the substantive proposal, or the amendment thereto, as the case may be, shall immediately be put to the vote.
14. Any resolution or amendment may be withdrawn by its mover with the consent of the Chairman.
15. Any member may, at any time, in the course of a discussion raise and call the attention of the Chairman to point of order.
16. The Chairman shall be the sole judge of any point of order and may, suo motto or at the instance of any member, call to order any member who is speaking. If the member who is called to order disregards such a call, the Chairman may suspend him from participating in the rest of the meeting, and in the case of gross misbehavior he may, suspend him for a period as may be deemed necessary.
17. A member suspended for the rest of the sitting shall not take part in any discussion but may remain present at the meeting if he so desires.
18. The Academic Council may constitute a Committee for specific purpose by defining the terms and conditions and state the number of its members.  
  
The Committee thus appointed shall submit its report to the Academic Council by such time as may be fixed, and if no time is fixed, at its next meeting.
19. Proposals relating to formal votes of thanks, messages of congratulations, or condolences and other matters of like nature may be moved from the Chair without notice.
20. In any case not provided for by these regulations, the Chairman shall be entitled to give his own ruling as to procedure.

## **REGULATION NO. 04**

### **PROCEDURE FOR CONDUCT OF MEETINGS OF THE FACULTIES**

1. There shall be an annual meeting of the University, which shall be convened in the last week of April by the Registrar in consultation with the Kulpati. It shall be presided over by the Kulpati and attended by the Deans of Faculties/Institutes, Registrar and all Deputy Registrars of the University. All matters (academic, administrative, financial etc.) pertaining to the Faculties and the Department under them shall be discussed in such a meeting and the decision taken therein shall provide guidelines for the functioning/running of the Faculties/Institutes in the following academic year. It shall not over-lap the functions of the Academic Council or the other Council in any manner.
2. Emergent meetings of any Faculty / Institute can be convened at any time on the request of the Head of the Department under the Faculty within seven days of the requisitioning of such a meeting. Proceedings of all such meetings shall be sent to the Deputy Registrar (Academic) for information and action (if any required).
3. Meetings of the Faculty/ Institute shall be presided over by the Dean of the Faculty concerned but if the Dean is unable to attend due to some unavoidable circumstances arising at the eleventh hour, the senior-most Head of the Department shall preside over the meeting.
4. The quorum for any of the aforesaid meetings shall be not less than 75% of the members.
5. The Deputy Registrars (Academic and Examination) shall attend each meeting of the Faculty.
6. Notice for the meetings of the Faculties shall be issued by the Dean at least 15 days in advance and the agenda and agenda notes shall be enclosed with the notices. Notices for holding emergent meetings of the Faculties or its Board of Studies can be issued by the Deans concerned under intimation to the Registrar and the Kulpati. The points on which discussions shall be held in such an emergent meeting shall be clearly indicated in the notice (s).
7. If this Regulation does not cover any point or procedure for a meeting of the Institute/Institutes, the Regulation for the meetings of the Academic Council shall apply thereto.

## **REGULATION NO. 05**

### **PROCEDURE FOR CONDUCT OF MEETINGS OF THE BOARDS OF STUDIES**

1. Boards of Studies shall be constituted in accordance with the Act and the Statutes for every subject or a group of subjects taught in each Department of the University. Meetings of the Boards of Studies shall be held as per the following schedule:
  - (i) Meetings of the Boards of Studies of Department : September and April
  - (ii) Meetings of the Boards of Studies of the Faculties : October and April (after the meetings of the Boards of Studies of the Department)
2. At least two meetings of each Board of Studies shall be held in a year to deliberate upon the courses of study, their syllabi, the examination systems, the schedule of examinations, the books and articles which may be recommended as a must reading to the students, the examination results and the reports of the examiners of the subjects in the previous examination(s) for locating the areas of weakness and suggest possible correctives and improvements in the designs of the courses etc., on the dates decided upon by the Chairmen of the different Boards of Studies.
3. The Dean/Head of the Department shall issue notices, at least 15 days in advance of the date of the meeting, to the members and experts invited as also to the Student's representatives on different Boards informing them of the time, place and date of the meeting of the Board of which they are members and enclosing the Agenda and agenda notes therewith. It shall be necessary for the Dean to ensure that meetings of the different Boards of Studies are so scheduled that their timings do not clash with each other.
4. An emergent meeting of any Board of Studies can be convened at the discretion of the Chairman of the Board of Studies concerned, for considering any important matter of immediate concern especially on which the Academic Council or its Standing Committee has to be advised within a stipulated time-limit. The Chairman concerned under intimation can issue notices of such a meeting to the Registrar.
5. The recommendations of the Departmental Boards of Studies shall be submitted to its Faculty/Institute's Board of Studies, which shall forward the recommendations alongwith its suggestions for modification, if any, to the Academic Council for further action.
6. Any two or more Boards of Studies shall, at the request of the Faculty/Institute's Board of Studies/Academic Council/directive of the Kulpati meet jointly and make a joint report upon any matter which lies within the purview of both. In such a joint meeting the members present shall elect their own Chairman and the quorum for such a joint meeting shall be one-third of the total membership of all the Boards thus meeting jointly.
7. The quorum for other meetings of the Boards shall be 2/3rd of the members of the Board including the experts co-opted.
8. The Boards shall maintain secrecy especially in matters related to the examinations and the Chairman/Chairmen of the Board(s) may remind the members of its need when any sensitive matter relating to examinations in particular is about to be discussed. If the Chairman deems

it proper he may, for the sake of maintaining secrecy, take up the sensitive matters after the student-member has left himself or on being so advised by the chairman.

9. The Chairman shall try to achieve a consensus on each matter under consideration but if differences persist the matter may be put to the vote and decided by the majority of votes.
10. The Chairman of each Board shall have deciding vote and in the case of an equality of votes he shall cast his vote.
11. In any case not provided for by this Regulation, the regulation prescribing the procedure for the conduct of a meeting of the Academic Council shall apply.

## **REGULATION NO. 06**

### **PROCEDURE FOR CONDUCT OF MEETINGS OF THE SENIOR OFFICERS**

1. There shall be a Council of Senior Officers comprising of Dean of the Faculties, Dean Student Welfare, Chief Proctor, Chief Warden, Incharge of the Centres, Incharge Library, Superintend Workshop, Incharge Medical Unit, Transport Officer, Director of Works, Director of Institutes, Purchase Officer, Security officer, Finance Officer, Deputy Registrar (Academic), Deputy Registrar (Examination) and other special inviters as required with Kulpati as the Chairman and Registrar as the Member Secretary.
2. Meetings of the Senior officer shall be convened, at 3.00 p.m. on the first Tuesday of each month, by the Registrar who shall be its Member- Secretary. If the first Tuesday happens to be a holiday the meeting shall be held on the next working day.
3. The meetings of the Senior officer shall be chaired by the Kulpati and in his absence by the Acting or the Officiating Kulpati or the Senior - most Dean of the Faculty present in the meeting.
4. The Registrar shall, in the normal circumstances, issue a formal notice of the meeting, to the members of the Senior officer, at least seven days before the scheduled date and enclose an Agenda and the agenda - notes with the notice to enable members to come prepared for the meeting.
5. An emergent or extra-ordinary meeting of the Senior officer may be convened by the Kulpati to consider any matter of such gravity or importance that can not be delayed and the members may be requested even on phone to attend. Such meetings shall be convened only in very rare cases and therefore there would not be any pre-condition of date and time of holding such meetings.
6. No resolution, proposal or other matter foreign to, or wholly inconsistent with the matter appearing in the agenda paper shall be decided by the Senior officer, except to the extent permitted by the Chairman whose decision in the matter shall be final. In case any member points out any special matter or makes a suggestion, not purporting to be a motion, the Chairman would allow the same for discussion.
7. All members of the Senior Officer shall be free and without fear to express their views according to their conscience always keeping the interests of the Vishwavidyalaya in mind.
8. No member shall talk anything irrelevant be arrogant or discourteous or get excited on any issue or opinion expressed in the meeting but he can and shall have the right to offer constructive criticism on any matter in a manner becoming of an academician.
9. Every matter under consideration of the Senior Officer shall be decided by a majority of votes of the members present and it shall be open to the Chairman to decide in the manner in which the votes of the members shall be recorded.
10. Any member may, at any time, in the course of a discussion rise and call the attention of the Chairman to a point of order on which the Chairman shall give his ruling. However, if a point of order is raised while a member is speaking, the member speaking shall resume his seat and remain seated until the Chairman has decided it.
11. The Chairman shall be the sole judge of any point of order and may, on his own, or at the instance of a any member call to order any member who is speaking. If the member called to order disregards such a direction, the Chairman may suspend him from participating in the rest of

the meeting. And a member thus suspended shall be debarred from participating in the discussions in the day's meeting even if he chooses to remain present during the remaining part of the meeting.

12. No question once decided by the Senior officer shall be re-opened except on the request of five members of the Senior officer to the Chairman.
13. Proposals relating to formal votes of thanks, messages of congratulations, or condolences, and other matters of like nature may be moved from the Chair without prior notice.
14. The Deputy Registrar (Academic) shall be present in the meeting of the Senior officers to assist the Registrar in extending secretarial assistance, and shall perform the duties of the Registrar, with the Chairman's permission, in the event of his (Registrar's) inability to attend the meeting or any part thereof for any unavoidable reason.
15. All members of the Senior Officer shall be duty bound to treat the proceedings of the meeting strictly confidential until these are released for circulation to the Member.
16. The Registrar shall draw up the proceedings of the meeting of the Senior Officers and have them approved for further necessary action by the Kulpati.

## **REGULATION NO. 07**

### **PROCEDURE FOR CONDUCT OF MEETINGS OF A COMMITTEE**

1. Unless specific regulations have been framed for particular Committees, meeting of all Committees constituted by any authority of the University shall be held in accordance with the procedures described in the following paragraphs.
2. The Secretary/Member-Secretary/ex-officio Secretary of the Committee shall issue, with the previous permission of the Chairman of the Committee, a notice to all members of the Committee, all co-opted members/experts and special invitees if any, convening a meeting on the date, time and place set therein.
3. A copy of the agenda for the meeting and notes on the items included therein shall be enclosed with the notice convening the meeting.
4. The Committee when assembled at the pre-set time, date and place should have the requisite quorum before it can commence its deliberations. Normally the quorum should be 2/3rd of the number of members including the Chairman and such invitees as have the right to vote in the meeting. In case the number present falls short of the quorum the meeting shall either be postponed to another date or adjourned for 1/2 an hour to be reassembled. It would not be necessary for the quorum to be there when the meeting is resumed after such an adjournment.
5. The Chairman shall on the commencement of the meeting explain to the members present the procedure to be adopted in the meeting so as to enable it to have fruitful discussions before taking a decision.
6. The Chairman shall then proceed to take up discussion on the items in the order listed in the agenda. No item, not included in the agenda, shall be taken up for discussion without the permission of the Chairman who would normally go by the consensus on its being taken up.
7. Any member may make any relevant suggestion or propose any appropriate modification in any motion/resolution or proposed decision at any time during discussion on the relevant item and if there be no consensus the matter shall be put to the vote and decided by the majority vote.
8. The Chairman shall have a casting vote if there is a tie and the members (other than the Chairman) are equally divided on the issue.
9. The Chairman shall have the right to regulate the order of speeches and their duration as well. No member shall have the right to speak again on the same issue or enter into any sort of counter-arguments. If the Chairman finds that any particular member is trying to make the discussions vexatious or disturb the speakers or disrupt the smooth proceeding of the Committee's deliberations, he may not give such a member any other opportunity to speak or may request the member to sit quietly or to withdraw at the worst. All members in an academic environment are/shall be expected to be co-operative, gracious in their manners and approach and extremely polite even when making remarks on any particular suggestion. They should not criticize person in any manner.
10. A motion for the dissolution of the meeting, adjournment of the meeting, adjournment of the discussion or closure may be made at any time as a distinct question, but not in the form of an

amendment or while a member is speaking. If a motion for adjournment of the discussion is carried, such discussion shall stand postponed to the next meeting to enable members collect additional material required or to have any matter examined in detail. If a motion for closure is carried/accepted, the substantive proposal, or the amendment thereto, as the case may be, shall be put to the vote immediately. A meeting or discussion continued on the adjourned date (i.e. after adjournment of the meeting of the discussion) shall be deemed to be a continuation of the adjourned meeting.

11. Any resolution or amendment may be withdrawn by its mover at any time during the discussion with the consent of majority of the members present at the meeting including the Chairman.
12. In the absence of the Chairman on account of any unavoidable circumstances, the members present shall elect their own Chairman for the day's meeting preferably the senior-most person.
13. At the end of the meeting the Chairman shall sum up the discussions of the day and the decisions taken on different items.
14. All decisions and all discussions shall be very carefully recorded in the proceedings of the meeting by the Secretary and got approved by the Chairman before issuing them. The discussion especially the important points made out or arguments given in favor or against any issue by any member should be carefully recorded if the Committee has been appointed to make its recommendations on any matter.
15. In case the Committee has to submit its report on any specific matter or on various facts of any matter, the Chairman may ask different members to draft different chapters of the report which may then be circulated as draft chapters/reports to all the members and discussed chapter by chapter for making it fully representative of the views of the members.
16. If any member has strong views on any particular matter, he may give a dissenting note on the issue and sign the report mentioning 'with a note of dissent'. The note of dissent shall be appended to the Report.
17. Different committees may have different objectives (e.g. the Sports Committee may be concerned with promotion of sports, selection of teams, holding of sports events etc., the Library Committee may be concerned with the purchase of books, improvement in the working of the Library etc., Extension Advisory Committee may be concerned with the improvement of the extension education and extension activities by the students etc.) and their agenda may thus have to be structured differently. It shall thus be responsibility of the Chairman of each Committee that it works to the achievement of the objectives set for it.



## REGULATION NO. 08

### CODE OF CONDUCT FOR THE TEACHERS

1. The University Grants Commission has laid down code of ethics for the teachers which should be strictly followed by all the teachers.
2. The duties of the teachers have also been elaborately described in the "Charter of duties related to various designations' in the University. The teachers are expected to follow the same in the discharge of their duties. Failure to perform their duties shall constitute misconduct and dereliction of duties on their part.
3. No teacher shall ever indulge in partiality in the assessment of students belonging to any community, religion, caste, sex, region or language or help them in any unlawful or undesirable manner nor discriminate with any student or victimize him/her on any such ground either. He/She should be absolutely impartial and treat each student with care and sympathy and try to help them in their studies and acquisition of knowledge.
4. No teacher shall incite the students or colleagues or employees of the University against other students, other colleagues or other members of the staff or the University administration nor try to bring any pressure on the authorities with the help of media or of politicians or resort to strikes etc. to their bidding.
5. No teacher shall ever indulge in or abet in any violent, indecent, abusive, intolerant and ungraceful behavior with anybody in or outside the Campus. Any behavior unbecoming of an academician would only bring disgrace to him/her, the entire teaching community and the University and attract disciplinary action as well.
6. All teachers are to perform all such duties which may be assigned to them by the authorities in the interest of the University and to carry out all lawful orders of the superior authorities.
7. All teachers should try to save the students, colleagues and the staff as also their properties and the properties of the University from being harmed by any body or coming to harm in any manner.
8. No teacher shall indulge in drinking of alcoholic beverage, use of drugs, smoking or any such activity which can be termed as moral turpitude or is punishable under the Indian Penal Code or is immoral and unbecoming of a University teacher. His / her behavior should always be a model for the students to imitate.

#### 9. **Misconduct**

The following lapses would constitute misconduct on the part of a teacher of the University.

- (a) Failure to perform his academic duties such as lectures, demonstrations assessment, guidance, invigilation, etc.
- (b) Gross partiality in assessment of students, deliberately over-marking/under marking or victimization on any grounds.

- (c) Inciting students against other students, colleagues or administration. This does not interfere with the right of a teacher to express his differences on principles in seminars/symptia etc.
- (d) 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.
- (e) Refusal to carry out the decision by the appropriate officers/bodies of the University and/or the Governing Body. This will not inhibit his right to express his differences with their policies or decision.
- (f) Active participation in political activities.

10. Disciplinary action and Punishment against misconduct.

The disciplinary action and punishments thereof against any teacher shall be governed by the rules and regulation as applicable to other employees of the Madhya Pradesh Shasan of similar rank and status, unless otherwise specified.

## REGULATION NO. 09

### WORK LOAD NORMS FOR THE TEACHING STAFF OF THE UNIVERSITY

1. The Workload norms (i.e. number of hours of class room teaching and tutorials and extension activities, and guidance work per week) for the teachers of the University shall be as prescribed by the University Grants Commission coupled with the special requirements of a Rural University and notified by the University. The University authorities may permit relaxation in lieu of any additional work assigned to a teacher of the University. In general following norms is recommended:

Deans	-	06 periods/week
Professors	-	15 periods/week
Readers/Lecturer	-	18 periods/week
2. Letting off the students after giving them attendance without doing any teaching or guidance work or giving them leave of absence with attendance or not going to the class or to the field/laboratory/workshop/farm, wherever presence is required under the work-load norms, shall be regarded as willful absence from duty and treated accordingly in the enforcement of discipline. It shall also be treated a violation of the Code of Conduct prescribed for the Teachers.
3. All teachers shall keep strict record of students' attendance for being communicated to the Deputy Registrar (Examination) every month with a copy displayed as the students notice board. They should also keep a record of the teaching work done by them each day. The Dean of the Faculty or the Kulpati may ask for such record being put up to them for perusal at any time.
4. While observing the workload norms all teachers shall be expected to complete the entire syllabus prescribed for the subject and take extra classes if necessary to complete the course so that the students acquire the knowledge of the subject as per the syllabus and complete the degree within stipulated period.
5. Teaching, research and extension activities are included workload of the teachers. All teachers are therefore expected to associate themselves in research and extension activities related to rural development besides teaching.
6. All teacher shall prepare research projects relevant to their discipline and submit the same to the concerned Ministries/ Departments for funding, which will enable them to up grade there knowledge besides, facilitate carrier advancement.
7. All teachers shall participate in revision/up gradation of existing teaching programmes and development of self-financing courses as assigned to them by the Academic Council, Dean/Director of the respective faculties/Institutes.
8. All teachers shall execute additional duties related to Academic co-curricular and other extra curricular assigned to them by the Head of the Department/Dean of the faculty/ Vice-Chancellor within stipulated time as decided by the University.
9. All teachers shall accept management responsibilities related to University besides assigned academic responsibilities as decide by the University management from time to time.

## REGULATION NO. 10

### CODE OF CONDUCT OF THE EMPLOYEES OF THE UNIVERSITY

#### 1. Short Title, Commencement and Application:

- (a) These Rules may be called the Mahatma Gandhi Chitrakoot Gramodaya Vishwavidyalaya Employees' (Conduct) Rules, 2006.
- (b) These Rules shall come in force from the date notified by the Vishwavidyalaya.
- (c) Unless otherwise provided anywhere in these Rules, they shall apply to all persons appointed to the services/posts in connection with the conduct of the affairs of the Vishwavidyalaya, in and/or by the Vishwavidyalaya;

Provided that nothing in these Rules shall apply to the holders of any post in respect of which the Chancellor may, by a general or special order declare exempted from the application of these Rules;

Provided further that these Rules shall not apply to such persons as are governed by the Labour laws of the State or are appointed as daily wage workers paid from contingencies or as work-charged workers.

#### 2. General:

- (a) Every employee of the Vishwavidyalaya shall, at all times
  - (i) maintain absolute integrity;
  - (ii) maintain devotion to duty; and
  - (iii) do nothing in or outside the campus which is unbecoming of an employee of the Vishwavidyalaya.

- (b) (i) Every authority or employee (including a teacher) holding a supervisory post shall not only maintain absolute integrity and devotion to duty himself/herself but shall also take all possible steps to ensure the integrity and devotion to duty of all employees of the Vishwavidyalaya for the time being under its/his/her control and authority;

**Explanation:** Integrity means the unimpaired state of honesty, uprightness and purity in its entirety, wholly devoid of any act of dishonesty, corruption or misuse of one's authority or position by direct or indirect action or implication, for one's own personal gain or gain of the family members or of one's friends or relations or acquaintances.

- (ii) No employee of the Vishwavidyalaya shall, in the performance of his official duties or in the exercise of the powers vested/conferred in/on him/her, act otherwise than in his best judgment and in the best interests of the Vishwavidyalaya except that when he is not acting on his/her own but under the direction or orders of his official superior (but even while acting under any such orders he shall not do anything which is repugnant to law) of which he/she shall

seek and obtain confirmation in writing as soon as possible if such orders are not given in writing initially for want of time or opportunity to do so.

**Explanation:** Nothing in the foregoing clause (ii) of sub-rule (2) of rule (3) shall be construed as empowering the employee of the Vishwavidyalaya to evade his/her responsibility(ies) by seeking instructions from or approval of, a superior officer or authority, in writing, when such instructions or directions are not necessary under the scheme of distribution or delegation of powers and responsibilities.

**3. Employment of near relatives of University employees in organisations/bodies/establishments enjoying Vishwavidyalaya patronage :**

- (a) No University employee shall use his/her position or influence directly or indirectly to secure employment for any member of his family in any organization, body or establishment etc. which enjoys the patronage of the Vishwavidyalaya in any manner especially in those who solicit business with or have commercial interests in the Vishwavidyalaya, without the permission of the Vice-Chancellor;

Provided that, if a family member of the University employee gets selected and is offered employment after qualifying in a competitive examination, in any such body it would suffice for the Vishwavidyalaya employee to inform the Vishwavidyalaya administration, in writing, giving full details of the selection and appointment of the family member in a body with which the Vishwavidyalaya has commercial dealings or which otherwise enjoys the patronage of the Vishwavidyalaya. Such intimation shall be kept in the personal record of the employee concerned by the Registrar.

- (b) No University employee of any rank shall in the discharge of his/her official duties, deal with any matter or give or sanction any contract to any company, firm, institution, body, organization or establishment or any other person if any member of his/her family is employed in that undertaking or under that person or if he/she or any member of his family is interested in such matter or contract or order in any manner and the Vishwavidyalaya employee shall refer every such matter or contract to his/her official superior (Kuladhipati in the case of the Kulpati) and the matter or contract shall thereafter be disposed off according to the instructions of the authority to whom the reference is made.

**4. Acceptance of gifts:**

No University employee of any rank shall accept, or permit any member of his/her family or dependent or any other person acting on his/her behalf to accept any gift from any person enjoying the patronage of the Vishwavidyalaya (mentioned in rule 4 above) without the sanction of the competent authority of the Vishwavidyalaya if the value thereof exceeds Rs. 250.00 (Rupees Two Hundred and Fifty only).

**5. Taking part in politics and elections:**

- (a) No Vishwavidyalaya employee shall be a member of, or be otherwise associated with, any political party or any organization which has been banned by the State Government or the Central Government or which has any nexus with any organisation which believes in the use of violence or armed conflict for achieving its ends or which itself employs or believes in employing unconstitutional means and methods for achieving its objective;

- (b) No University employee shall seek election to any lawful organization or local body or State legislature or to the Parliament or accept any office on being elected or nominated to any such body without (i) the permission of the Vishwavidyalaya; and (ii) taking extraordinary leave without pay from the Vishwavidyalaya if his/her election/nomination and/or acceptance of any office as an elected or nominated member of any such body interferes with or is likely to affect the performance of his official duties in the Vishwavidyalaya, in any manner.
- (c) No Vishwavidyalaya employee, on being permitted to contest an election or hold any office in the elected body, shall act, in any manner, against the interests of the Vishwavidyalaya (even if on leave without pay) unless he/she resigns his/her office in the Vishwavidyalaya and his/her resignation is accepted by the appointing authority.
- (d) No Vishwavidyalaya employee shall allow any of his/her family member or dependent to take part in subscribing in aid of, or assisting in any other manner, or to canvass for, or to contest as a candidate of, any political party or any movement or activity which is, or tends directly or indirectly to be, subversive of law and order or of the Government as by law and constitutionally established or works against the interests of the Vishwavidyalaya;

Provided that if the Vishwavidyalaya employee is unable to prevent it he shall intimate, in writing, the University authorities for such action as may be deemed necessary, but the failure of the employee to give such an intimation immediately shall be deemed to be a misconduct and liable to disciplinary action;

Provided, further, that such an intimation shall be necessary even if the family member or dependent concerned has severed all his/her connections with the employee before embarking on such a course though it shall in that case not be incumbent upon the Vishwavidyalaya employee to prevent him/her from acting independently or of his/her own free will if he/she has attained the age of maturity.

- (e) If a question arises whether any political party, movement or activity is against the interests of the Vishwavidyalaya, the decision of the Board of Management of the Vishwavidyalaya in the matter shall be final.
- (f) Every University employee shall be free to exercise his/her right to vote in every lawful election held and to canvass for any candidate of his/her choice without disturbing his/her duty-schedule in the University but he/she shall not be free to canvass for any candidate if he/she has been appointed as an election official by the district administration or the State Government for the conduct of that particular election as it shall be against the Election laws and punishable there-under. In the event of such an appointment the display by a Vishwavidyalaya employee on her/his person, vehicle or residence of any electoral symbol shall tantamount to using his/her influence in connection with an election and thus violative of the Election laws;

Provided that appointment of Vishwavidyalaya employee as an election official shall not deprive him/her from exercising his/her franchise freely; if his/her election duties are not likely to allow him/her time to go to the polling booth to cast his/her vote he/she may ask in advance to make use of the postal ballot.

**6. Demonstration and Strikes:**

- (a) No Vishwavidyalaya employee shall himself/herself engage or participate in any demonstration which is prejudicial to the interests of the sovereignty and integrity of India, the security of the State, friendly relations with foreign States, public order, decency or morality, or which involves contempt of any court, defamation or incitement to an offence.
- (b) No Vishwavidyalaya employee shall himself/herself engage in or participate in any demonstration against the Vishwavidyalaya or its authorities or go on strike disrupting the teaching, working and other activities of the Vishwavidyalaya unless atleast one week's notice of his/her or their recognised Union's (if any) intention to do so has been given to the University authorities, in writing. The employee shall have a right to put forth his/her grievances and to organize peaceful protests/demonstrations.
- (c) Participation by a Vishwavidyalaya employee in any strike or activity declared illegal by the Government shall make her/him liable to disciplinary action by the Vishwavidyalaya and also make him/her liable to any preventive or punitive action the State may take against him/her.
- (d) Any action of any Vishwavidyalaya employee directly or indirectly aimed at disrupting an examination or convocation of the Vishwavidyalaya shall be deemed to be an act of gross misconduct and dealt with accordingly. Abetting or inciting or supporting such action shall also be punishable as an act of gross indiscipline and misconduct. Any advance notice of such an intended action shall also be treated as working against the interests of the Vishwavidyalaya and unbecoming of an employee or of the employees of the Vishwavidyalaya.

**7. Proceeding on leave by a Vishwavidyalaya Employee :**

- (a) No employee of the Vishwavidyalaya shall proceed on any leave (except in the case of grave personal accident or a death in the family or sudden serious illness necessitating hospitalization of himself/herself or of a family member or unavoidable circumstances) without the prior sanction, in writing, from the competent authority. In case of emergencies of the nature cited in this rule the sanctioning authority may, on the merits of the case, grant ex-post-facto leave on application by the employee.
- (b) Proceeding on leave en masse or as a measure of support to others or as a tool of protest shall not be permitted in any case and the competent authority shall be within its powers to disallow it, treat such absence as dies non and the period of absence without pay.

**8. Joining of Associations by Vishwavidyalaya Employees:**

No Vishwavidyalaya employee shall form an association or join any association or union or continue to be a member of an association or union the objects or activities of which are prejudicial to the interests of the State, public order or morality or which has been declared unlawful.

**9. Relations with the Media:**

- (a) No employee of the Vishwavidyalaya shall, except with the prior written permission of the Vishwavidyalaya authorities, work as a correspondent of any media, or own, manage or edit or be in any manner associated with the publication of any newspaper, weekly or journal or a radio/television channel or an inter-net/web-site.

- (b) No Vishwavidyalaya employee shall write, speak or communicate in any manner (in his/her own name, anonymously, pseudonymously or in the name of any existent or non-existent person) in any media whatsoever, anything which may incite hatred, violence against the Vishwavidyalaya or its authorities or against the State or against any person, caste or community be abusive to and defamatory of them or be immoral and irresponsible in any manner;

Provided that a Vishwavidyalaya employee shall be free to write or broadcast any such material which is purely literary, scientific or artistic in character but not sarcastic or embarrassing for the State or the University and in no case such as may affect the relations of the State Government with the Central Government or with other State Governments or of the Central Government with governments of other countries or which may tantamount to the contempt of any Court or affect the prestige and the interests of the Vishwavidyalaya in any manner.

**10. Evidence before Committees or any other Authority :**

No Vishwavidyalaya employee shall, except with the previous written permission of the University, give evidence before any non-official enquiry conducted by any non-official person or body in any matter pertaining to the policies of the University or the Government; However, nothing in this rule shall apply to giving evidence in (a) a court of law when summoned by it; (b) a judicial enquiry in any matter ordered by the Government; (c) a Departmental Enquiry ordered by the University or the State Government and (d) an enquiry being conducted by any official Commission or Enquiry committee appointed by the Central or the State Government, State legislature or the Parliament or by the University;

Provided that the employee shall maintain decorum and decency while giving evidence and shall not deviate from the truth and shall not allege or say anything which is not true or which he/she does not believe to be true and/or which cannot be substantiated by him/her.

**11. Maintenance of Secrecy/Unauthorised communication of information:**

- (a) No employee of the Vishwavidyalaya, except in accordance with any general or special order of the University or in the performance in good faith of the duties assigned to him/her, communicate directly or indirectly, any official document or information to any other employee of the University (not officially authorised to handle it) or to any other person to whom he is not authorised to communicate such information or document;
- (b) All employees of the University shall maintain absolute secrecy in respect of appointment of selection committees, results of interviews or qualifying examinations, any matter relating to the University examinations (such as names of examiners, contents of question papers, marks obtained by any student in any paper before the results are announced etc.) or any information supposed to be confidential or any paper or document marked "confidential" or "secret" even if he happens by chance or accident to come across it/though not officially supposed to deal with it.

**12. Subscriptions/contributions/study:**

- (a) No Vishwavidyalaya employee shall directly or indirectly contribute to any fund/society/organization/person, in cash or kind or help anybody in raising funds for an illegal activity or for a political party or any party whose objectives are known to be subversive or which the Government has banned:



- (b) No employee of the Vishwavidyalaya shall contribute anything to or support any person/party/body/ or movement which aims or acts against the interests of the Vishwavidyalaya or aims at launching a movement against the University and its authorities or against State and bodies/N.G.Os/ organisations from whom the Vishwavidyalaya draws its sustenance;
- (c) No university employee shall, except with the previous written sanction of the University, join any college/school or appear at any examination conducted by the University or any other University or Board. Permission to attend classes or take an examination will be granted only, if it is consistent with the University's interest, and it cannot be claimed as of right.

13. **Acceptance and giving of gifts on social and religious functions:**

- (a) No Vishwavidyalaya employee shall give or take or abet giving or taking of dowry in the marriage(s) of his/her kin or dependent(s);
- (b) No Vishwavidyalaya employee shall directly or indirectly demand from or pay to the parents or guardians of a bride or bridegroom, as the case may be any dowry in cash or kind nor shall harass the bride for not bringing enough dowry in her marriage or pressurise her in any manner to bring more dowry from her parents/ guardians
- (c) On occasions such as weddings, anniversaries, funerals or religious and social functions, when the making of a gift is in conformity with the prevailing religious or social practices, a Vishwavidyalaya employee may accept gifts from his/her near relatives and personal friends but not from those covered by rule 5 ante, and shall make a report within a month from the date of receipt of the gift(s) to the University if the value of such gift(s) exceeds Rupees Two Thousand in the case of officers and teachers, Rupees one Thousand in the case of employees (other than officers and teachers) and Rupees Five hundred in the case of Class IV employees.

**Explanation:** The expression 'gift' shall include, besides cash and commodities, free transport, boarding, lodging and other services, frequent hospitality or any costly advantage provided by any person other than a near relative or personal friend having no official dealings with the concerned Vishwavidyalaya employee; but, a casual tea, lunch or dinner or invitation to a party or function shall not be deemed to be a gift.

- (d) No Vishwavidyalaya employee shall accept or permit any of his family members or dependents or any other person acting on his behalf or on behalf of the members of his/her family or dependents, to accept any gift in cash exceeding the limits set in sub-rule 14(c) above except through a crossed "Account Payee Only" cheque or draft.

14. **Private Trade or Employment:**

- (a) No Vishwavidyalaya employee shall, except with the previous sanction of the Vishwavidyalaya, engage directly or indirectly in any trade or business or undertake any other part-time or full-time employment or have business dealings with the Vishwavidyalaya nor allow his family members and dependents (if engaged in any business or trade) to have such dealings directly or indirectly with the Vishwavidyalaya
- (b) No teacher, of any rank, of the Vishwavidyalaya shall take up tuition of his/her students (individually or in groups) for pecuniary gains nor solicit their patronage in any manner whatsoever for the trade or business or industry or insurance/ commission agency in which his/her family member(s) or dependents are engaged.

- (c) No Vishwavidyalaya employee shall accept any remuneration or fee for any work done by him/her for any person/ public body except (i) with the permission of the Vishwavidyalaya; or (ii) where permitted by the University Adhiniyam or Statutes.
- (d) No Vishwavidyalaya employee shall, directly or indirectly, take part in the registration, promotion or management of any Bank or company or cooperative society for engaging in any commercial activity except (i) with the permission of the Vishwavidyalaya; or (ii) in the discharge of his official duties/ assignments;

Provided that, the provisions of this sub rule 15(d) shall not apply in the case of acting for (i) a cooperative society for the benefit of the University employees or (ii) of a literary, scientific or charitable society; and working therefor in an honorary capacity under intimation to the Vishwavidyalaya.

**15. Investment, indebtedness and insolvency:**

- (a) No Vishwavidyalaya employee shall engage in speculative investments which may (or may not) put him/her in an economically ruinous situation and unexpected gains or losses wherein may distract his/her attention from his/her legitimate duties in the University.
- (b) No University employee shall make, or permit any member of his/her family or any of his/her dependents or any person acting on her/his behalf to make, any investment which is likely to embarrass or influence him/her in the discharge of his/her official duties.
- (c) No Vishwavidyalaya employee should incur debts, which he/she may find it difficult to repay. Being indebted heavily may lead to avoidable litigation by the creditors for the recovery of debts and ultimately to bankruptcy and possibly civil imprisonment. A debtor under pressure is not in a state of mind to discharge his/her duties satisfactorily and is likely to commit mistakes which may be embarrassing (especially to the teachers) and may even lead to disciplinary action by the Vishwavidyalaya. Insolvency/ bankruptcy is a positive disqualification for any service and may even lead to termination of services. The Vishwavidyalaya employee should also prevent any of his/her family members, his dependents and/or persons acting on his/her behalf from borrowing in his/her name lest it may create complications, ultimately, in the job situation.
- (d) No Vishwavidyalaya employee shall borrow any cash or commodity from any student of the University.

**16. Assets and liabilities:**

- (a) Every Vishwavidyalaya employee shall, on his/her first appointment to any service/post in the Vishwavidyalaya and thereafter at such intervals as may be prescribed by the Vishwavidyalaya, submit a return of his/her assets and liabilities in such form as may be prescribed giving full particulars regarding:
  - (i) The immovable property inherited by him/her or owned or acquired by him/her or held by him/her on lease or mortgage either in his/her own name or in the name of any member of his/her family or in the name of any of his/her dependents or in the name of any other person;
  - (ii) Shares, debentures, bonds, Fixed or Special Term deposits, cash certificates etc. inherited by him or held by him;

- (iii) Movable property inherited or owned or acquired or held by him including cash and value of jewellery etc.;
- (iv) Debts or other liabilities inherited by him or incurred by him directly or indirectly

**Note:** Details of movable property aggregately worth less than Rs. 5000/- (Rupees Five Thousand only) including that of clothes, utensils and articles of daily use need not be reported.

- (v) No Vishwavidyalaya employee shall, except with the previous approval/permission of the competent authority of the Vishwavidyalaya, acquire or dispose off any immovable property either in his own name or in the name of any member of his family or dependent. While applying for such permission the employee shall furnish full details of the person to whom/from whom the property is being sold/purchased to enable the authority concerned to take a decision in the matter. If the property is being purchased the source of funding the purchase shall also be given.
- (b) The Vishwavidyalaya may require any of its employees to furnish full details of all movable and immovable properties, assets and liabilities held by him/her in own name or that of any other person to be furnished within a stipulated time limit (even if the employee has been furnishing his/her annual return of assets and liabilities) and the failure to comply with such a requirement shall be construed to be a misconduct on the part of the employee. The under-valuation of any assets or over-valuation of the liabilities shall also be deemed to be misconduct and dealt with accordingly. In case of an enquiry or disciplinary proceedings for giving wrong or incorrect information, under-valuation of assets or over-valuation of liabilities, or the source(s) from where the funds for the acquisition of the assets were obtained and the legitimacy of those sources, the onus of proving the correctness of the values etc. reported shall be that of the employee.
- (c) The Vishwavidyalaya employee making any alterations or additions or repairs in any immovable property (held by him/her in his/her own name or in the name of any family member or dependent) worth more than Rupees Five Thousand in the case of officers/teachers and Rupees Two thousand in the case of other employees, should report the details of the expenditure and the sources from where funds were found for the purpose to the University authorities. In the normal course he/she should obtain prior permission of the Vishwavidyalaya before getting the work done but if advance permission could not be obtained for any unavoidable reason, he/she should obtain it as soon as possible after the commencement of the work but before the Vishwavidyalaya issues him/her a notice to show cause as to why disciplinary action for the misconduct of not obtaining prior permission for such work was not obtained.
- (d) Every Vishwavidyalaya employee shall report to the Vishwavidyalaya every transaction entered into by him/her either in own name or in the name of any family member or dependent or any other person for the purchase of any movable asset, in cash or on hire-purchase or in any other manner, if the value of the asset exceeds Rupees Five Thousand in the case of officers and teachers and Rupees Three thousand in the case of other employees. The sale of any movable property held by the employee or his/her family members or dependent(s) should also be reported to the Vishwavidyalaya if the sale is worth more than the amounts indicated above.

- (e) If the movable and immovable properties held by any employee of the Vishwavidyalaya, including that of his/her dependents and family-members dependent on him/her, are found to be beyond his/her known sources of legitimate income, it shall be presumed, unless the contrary is proved by the employee concerned, that the acquisition of the assets was from corrupt sources and action to bring such an employee to the book shall be initiated at the earliest.

**Explanation:** (1) The expression 'movable property' includes jewellery, insurance policies, Cash certificates, shares, debentures, bonds, fixed deposits receipts of banks and other securities, loans given by the employee to others, cars, scooters, mopeds, motorcycles, horses, refrigerators, radios, radiograms, television, audio-visual equipment, furniture and books etc.

- (2) Prescribed authority/ competent authority in the case of all employees other than teachers and officers shall be the Registrar (Kul Sachiv) and for others the Kulpati (Vice-Chancellor); the Kuladhipati (Chancellor) shall be the competent authority for the Kulpati.

**17. Character and conduct of Vishwavidyalaya employees:**

- (a) The character and conduct of any Vishwavidyalaya employee in the classroom, outside the classroom in the campus and outside the Vishwavidyalaya campus should be good and not unbecoming of an employee of the Vishwavidyalaya. He/she should not indulge in sexual harassment of the students and other employees, should not lead a promiscuous life, should not indulge in gambling or 'fixing' and betting and avoid drinking in public or coming to work in an ebriated condition. They should avoid use of abusive and derogatory language against any body and defamatory references to the Vishwavidyalaya authorities or indulging in any activity or behaviour, which are covered by the term 'misconduct' in the University Act and Statutes.

- (b) No Vishwavidyalaya employee shall, except with the previous sanction of the competent authority, have recourse to any court or the media for the vindication of any official act which has been the subject matter of adverse comment or criticism or attack of a defamatory character,

Provided that, nothing in this sub-rule 18(b) shall be deemed to prohibit a Vishwavidyalaya employee from vindicating his private character or any act done by him/her in his/her private capacity and where any action for vindicating his/her private character or any act done by him/her in private/personal capacity is taken against any body, the employee concerned shall submit a report to the competent authority regarding such action and the outcome thereof.

- (c) It shall be incumbent upon each and every employee of the Vishwavidyalaya, even not while on duty, to save the Vishwavidyalaya from suffering any loss or damage, which can be prevented by his/her immediate action. A report of any such action taken should be made to the competent authority as soon after the step was taken as possible.

**18. Use of political and/or other influence:**

No Vishwavidyalaya employee shall, at any time, bring or attempt to bring any political or other influence or use money or muscle power directly or indirectly to bear upon any authority of the Vishwavidyalaya to further his interests, of any kind, in the Vishwavidyalaya. Any such action may render him/her liable to disciplinary action for gross misconduct.

19. **Bigamous marriages and restriction on number of children :**

- (a) No Vishwavidyalaya employee who has a wife/husband living shall contract a bigamous or polygamous marriage(s) without the express permission of the Vishwavidyalaya even though such marriage(s) may be permissible under the personal law for the time being applicable to him/her.
- (b) No female employee of the Vishwavidyalaya shall marry any person who has a wife living without the permission of the living wife and the University, both.

20. **General concept of misconduct:**

Without prejudice to the generality of the concept of misconduct, any act or omission in breach of directions or prohibition enacted in these rules or in the Statutes of the Vishwavidyalaya shall amount to misconduct punishable by the authorities. Conviction of any employee to a term of imprisonment exceeding a week or for moral turpitude or indecent behaviour in public place(s) by a court of law shall also be deemed to be gross misconduct by the employee and shall be dealt with accordingly under the Vishwavidyalaya rules.

21. **Interpretation of Rules:**

If any question arises relating to the interpretation of these Rules it shall be referred to the Kulpati of the Vishwavidyalaya whose decision thereon shall be final.

## REGULATION NO. 11

### JOINT STAFF COUNCIL

#### 1. विश्वविद्यालय संयुक्त कर्मचारी परिषद

विश्वविद्यालय स्तर पर, एक 'परिषद' होगी जो 'विश्वविद्यालय संयुक्त कर्मचारी परिषद' कहलायेगी ।

परिषद का कार्य क्षेत्र निम्नलिखित होगा :-

- अ. सेवा सम्बन्धी नियम व सामान्य सिद्धान्त
- ब. कर्मचारियों के कल्याण सम्बंधी विषय
- स. कार्यक्षमता तथा कार्य के स्तर में सुधार
- द. सामान्य सेवा से सम्बन्धित अन्य मामले

#### 2. उद्देश्य

नियोक्ता की हैसियत से विश्वविद्यालय कर्मचारियों की साधारण सभा में सामान्य मामलों के सम्बंध में परस्पर सद्भावपूर्ण सम्बंध बढ़ाने, अधिक से अधिक सहयोग स्थापित करने तथा इसके अतिरिक्त सेवा की कार्य कुशलता बढ़ाने के लिए सर्वसम्मति से निर्णय लेना है ।

#### 3. विषय क्षेत्र

- अ. इस योजना के अन्तर्गत विश्वविद्यालय के समस्त कर्मचारी (अधिकारी वर्ग को छोड़कर) आयेंगे ।
- ब. कर्मचारियों की उनकी अपनी सम्बद्ध सेवाओं, वेतन आदि से सम्बंधित समस्याओं का संयुक्त समाधान ।
- स. परिषद् के कार्यक्षेत्र में सेवा एवं तत्सम्बंधी कार्य की शर्तें, कर्मचारी कल्याण तथा कार्यकुशलता-पूर्ति, कार्य के स्तर में सुधार, पदोन्नति एवं अनुशासन से सम्बंधित सभी मामले शामिल होंगे ।
- द. परिषद द्वारा केवल सामान्य सिद्धान्तों से सम्बद्ध विषयों पर ही विचार किया जायेगा व्यक्तिगत मामलों पर नहीं ।

**नोट :** वर्तमान में कर्मचारियों का व्यक्तिगत रूप से विश्वविद्यालय को जो अभ्यावेदन देने की सुविधाएं उपलब्ध हैं, वह परिषद का स्थान नहीं लेंगी अपितु उनमें वृद्धि करेंगी।

#### 4. गठन :

विश्वविद्यालय परिषद् में 'अधिकारी पक्ष' और 'कर्मचारी पक्ष' के सदस्य होंगे।

अ. अधिकारी पक्ष :

1. अधिकारी पक्ष में प्रति कुलपति, कुलसचिव, समस्त अधिष्ठाता, निदेशक, वित्त अधिकारी सहित सदस्य होंगे ।

2. इसके अतिरिक्त अधिकारी पक्ष के अन्य सदस्य कुलपति द्वारा मनोनीति किये जायेंगे जिनका प्रतिनिधित्व खण्ड ब में नहीं हो रहा होगा ।
3. प्रति कुलपति या वरिष्ठतम अधिष्ठाता संयुक्त परिषद के अध्यक्ष होंगे एवं कुलसचिव, सदस्य सचिव ।

**ब. कर्मचारी पक्ष :**

1. परिषद् के कर्मचारी पक्ष का सदस्य वही व्यक्ति हो सकता है जो विश्वविद्यालय में गैर शिक्षणेत्तर वर्ग का नियमित कर्मचारी हो ।
2. परिषद् में हर वर्ग के कर्मचारी यथा- सपोर्टिंग, टेक्निकल एवं प्रशासनिक का एक-एक प्रतिनिधि सदस्य होगा ।
3. प्रतिनिधि सदस्यों का चयन सभी वर्ग के वे कर्मचारी स्वयं करेंगे जिनका सेवाकाल न्यूनतम 3 वर्ष से कम न हो ।
4. प्रतिनिधि सदस्यों का चयन कर्मचारी पक्ष के अपने ही श्रेणी के कर्मचारियों द्वारा किया जायेगा ।
5. विश्वविद्यालय संयुक्त परिषद के प्रतिनिधि सदस्यों की परिषद में सदस्यता जिस अवधि/तिथि से समाप्त होगी उसी तिथि से उनका प्रतिनिधित्व भी समाप्त माना जायेगा ।
6. किसी सदस्य की मृत्यु हो जाने, सेवानिवृत्त हो जाने, बर्खास्त हो जाने, नौकरी से हटा दिये जाने या पदोन्नत हो जाने पर वह कर्मचारी पक्ष का सदस्य नहीं रह जायेगा और इस तरह से रिक्त हुए पदों को उस अवधि तक के लिए भरा जायेगा । यह पद उसी तरह से भरा जायेगा जिस तरह से सदस्य द्वारा रिक्त होने वाले पद को भरा जाता है।

**5. कर्मचारी पक्ष के प्रतिनिधि सदस्यों का चुनाव :**

- अ. कर्मचारी पक्ष के प्रतिनिधि सदस्यों का चुनाव प्रत्यक्ष प्रणाली से किया जायेगा ।
- ब. यह चुनाव आनुपातिक प्रतिनिधित्व के आधार पर किया जायेगा और इसके प्रतिनिधि अपने ही श्रेणी के कर्मचारियों द्वारा चुने जायेंगे।
- स. विश्वविद्यालय संयुक्त परिषद में कर्मचारियों की विभिन्न श्रेणियों का एक ही प्रतिनिधि सदस्य होगा, जिसकी अवधि तीन वर्ष होगी ।
- द. निर्वाचित प्रतिनिधि सदस्यों का एक सचिव होगा जो प्रतिनिधि सदस्यों द्वारा ही चुना जायेगा । सचिव, कर्मचारी पक्ष सर्वसम्मति से कर्मचारियों की समस्याओं को 'संयुक्त कर्मचारी परिषद' की बैठक से पहले सचिव, अधिकारी पक्ष के समक्ष प्रस्तुत करेगा।

**6. बैठक :**

- अ. विश्वविद्यालय संयुक्त परिषद की बैठक वर्ष में कम से कम दो बार होगी।
- ब. बैठक के कोरम के लिए कर्मचारी पक्ष के एक तिहाई सदस्य होने चाहिये।
- स. विश्वविद्यालय संयुक्त परिषद की बैठक की तिथि से कम से कम 30 दिन पहले कुलपति के परामर्श से अधिकारी पक्ष के सचिव द्वारा परिषद् के बैठक की सूचना भेजी जायेगी ।

**7. कार्यसूची के लिए मर्दे :**

बैठक से कम से कम 15 दिन पहले सचिव, कर्मचारी पक्ष को परिषद् की बैठक के लिए विचार-विमर्श हेतु प्रस्ताव लिखित रूप में सचिव, अधिकारी पक्ष के समक्ष प्रस्तुत करना होगा/सूचित करना होगा।

**8. कार्यसूची की तैयारी :**

- अ. सदस्यों द्वारा प्रस्तावित मर्दों का लेखा-जोखा सचिव, अधिकारी पक्ष रखेगा एवं सचिव अधिकारी पक्ष ही उसी के आधार पर बैठक के लिए कार्यसूची तैयार कर कुलपति की सहमति से अध्यक्ष के समक्ष अनुमोदनार्थ प्रस्तुत करेगा ।
- ब. कार्यसूची अनुमोदनोपरांत सचिव, अधिकारी पक्ष बैठक के कम से कम सात दिन पहले कार्यसूची को सदस्यों के लिए परिचालित करेगा ।

**9. कार्यवृत्त का अभिलेखन और वितरण :**

- अ. कर्मचारी पक्ष के सचिव बैठक के कार्यवृत्त (बैठक में लिये गये निर्णय) का रिकार्ड तैयार करेगा एवं बैठक होने के 7 दिन के अंदर उसे अधिकारी पक्ष के सचिव के पास भेजेगा।
- ब. अधिकारी पक्ष के सचिव अभिलेख को अपनी टीम के साथ अनुमोदनार्थ अध्यक्ष के पास भेजेगा एवं अनुमोदन के उपरान्त अभिलेख को अधिकारी पक्ष और कर्मचारी पक्ष के सदस्यों के पास भेजेगा।
- स. विश्वविद्यालय संयुक्त कर्मचारी परिषद द्वारा लिये गये निर्णयों के कार्यान्वयन के सम्बन्ध में हुयी प्रगतिरिपोर्ट अधिकारी पक्ष सचिव परिषद की अगली बैठक में प्रस्तुत करेगा।

**10. विवाद :**

- अ. विश्वविद्यालय संयुक्त कर्मचारी परिषद द्वारा लिये गये निर्णय की कार्यवाही विश्वविद्यालय के अधिनियम, परिनियम, अध्यादेश, नियमावली की परिधि के आधार पर की जावेगी।
- ब. परिषद द्वारा लिये गये निर्णयों का कार्यान्वयन विश्वविद्यालय की आर्थिक स्थिति को देखते हुये किया जावेगा।
- स. परिषद अध्यक्ष के अनुमोदन एवं कुलपति की स्वीकृति के पश्चात वित्त अधिकारी से सहमति लेकर परिषद द्वारा लिये गये निर्णयों पर अलग-अलग कार्यान्वयन कुलसचिव, विश्वविद्यालय द्वारा उचित माध्यम से किया जावेगा।
- द. किसी प्रकार के विवाद पर चर्चा परिषद अध्यक्ष, सचिव कर्मचारी पक्ष एवं सचिव अधिकारी पक्ष द्वारा कुलपति से विचार-विमर्श कर सम्मिलित रूप से की जायेगी और आवश्यकतानुसार प्रबंधमण्डलीय समिति को भेजा जायेगा।
- इ. परिषद द्वारा लिये गये निर्णयों के कार्यान्वयन की प्रगति रिपोर्ट परिषद की आगामी बैठक में अधिकारी सचिव द्वारा दी जावेगी।

**11. नियमों में परिवर्तन :**

परिषद के किसी भी नियम में संशोधन/परिवर्तन विश्वविद्यालय संयुक्त कर्मचारी परिषद के दो तिहाई सदस्यों के बहुमत की अनुसंशा पर कुलपति द्वारा किया जायेगा।



## **REGULATION NO. 12**

### **PURCHASE OF ITEMS FOR THE USE IN THE VISHWAVIDYALAYA**

1. Purchase of various items (tools, machineries, equipments instruments apparatus, office equipment, stationeries, Raw materials, consumables and other items required from time to time) shall be regulated by the purchase committee constituted as bellow.
2. (a) Central Purchase Committee  
(For the purchase of items worth above Rs. One Lac.)
  - (i) Dean of the Faculty nominated by the Kulpati - Chairman.
  - (ii) Dean/Director of Faculty/Directorate concerned.
  - (iii) Registrar
  - (iv) One member having special knowledge of the Articles/Equipments to be nominated by the Kulpati.
  - (v) One Representative of user department/Section nominated by the concerned Dean/Director.
  - (vi) Finance officer.
  - (vii) Purchase officer - member/secretary
- (b) Faculty/Directorate Purchase Committee  
(For the purchase of items worth up to Rs. One Lac)
  - (i) Dean of faculty concerned-Chairman  
(Where the items to be purchased is concerned with more than one faculty, senior of the Dean Concerned will be chairman of the Committee.)
  - (ii) Dean or his nominee, if purchase is concerned with more than one faculty.
  - (iii) Head of Deptt. Concerned.
  - (iv) One senior teacher of concerned faculty nominated by the Kulpati.
  - (v) Registrar or his nominee.
  - (vi) Finance Comptroller or his nominee.
  - (vii) Purchase officer or his nominee - member/secretary.
- (c) Administrative Deptt./Section/Offices purchase Committee  
(For purchase of items worth up to Rs. One Lac)
  - (i) Registrar or his nominee - Chairman
  - (ii) Finance Comptroller or nominee - Member
  - (iii) One member nominated by Kulpati.
  - (iv) One representative of Deptt./Section/office concerned.
  - (v) Asstt. Registrar establishment - Member
  - (vi) Purchase officer or nominee - member/secretary.

The Committee (a,b,c) if so desires can co-opt any member as expert.

Two third of the members shall form quorum and at least two members from out side the faculty/Directorate under which the purchase Committee is constituted should be present in the meeting.

Ordinarily Three days notice shall be given for convening a meeting of the purchase committee. However in case of any emergency the meeting can be held with in notice of one day if the chairman of the Committee desires so.

### 3. **Invitation of Tender**

- (a) Where the value of single item or group of items is above Rs. One Lac open tender system shall be followed and the tender shall be invited by publication of advertisement in at least two news papers of which one should be having maximum circulation in M.P.

Provided that where item/items, is/are to be purchased at DGS&D rate contract, no tender shall be invited.

Provided further that where item/items is/are to be purchased from any agency from which invitation of tender is exempted as per M.P. Purchase rule no tender shall be invited for such purchase.

Provided further that where the committee decides to purchase any item of any specific brand or make or of any specific company and if the committee justified the purchase of the item of such specific brand or make or of company in writing, stating the reason there of, the Vice-Chancellor if satisfied, may approve to purchase the same. Such item shall be purchased from the company or from the authorized dealer of the company on the basis of the Price list and in such case no tender will be invited. But in the such case Dean/Director or Head concerned will have to justify in writing that why the item of such company of manufacturer should be purchased and the justification should be the approved by the Vice-Chancellor.

Provided further that where the item to be purchased is of proprietary nature no tender shall be invited. In such case the Dean/Director will have to certify that the item is of proprietary nature and no other company or the manufacturer manufacture such item.

- (b) For the purchase of items worth more than Rs. 1000/- and up to Rupees One Lac limited tender system i.e. by direct invitation to a limited number of firms/supplier shall ordinarily be adopted. Method of obtain tender shall be same as prescribed in the purchase rule of Govt. of Madhya Pradesh.

For the purchase of items on limited tender basis suppliers dealing with different items shall be registered for the supply in the Vishwavidyalaya. Registration fee for the registration of suppliers shall be Rs. 200/-.

Provided that if the purchase committee recommends, stating the reasons thereof in writing, and the Vice-Chancellor thinks it necessary to do so in the interest of the teaching or any other work of the University he may permit to purchase the item through a spot purchase committee constituted by the Vice-Chancellor but in no case the amount of such spot purchase shall exceed Rs. 25000/- at a time. The spot purchase committee shall survey the market, obtain tender/quotation and purchase the item on competitive basis.

- (c) For the purchase of items on single tender basis or with out tender the rules of the Govt. of Madhya Pradesh made in this regards for time to time shall be followed

(Presently items worth Rs. 1000/- can be purchased on the basis of single tender or with out tender).

4. Limited tenders or quotations for different items shall be invited from a minimum of three prominent firms/dealers of the items required, in sealed covers. While inviting the quotations or the tenders the quality, size, weight, make or brand (if any) quantity required, preferred manufacturer(s) etc. shall be prescribed in the notice inviting tender/quotation and the terms and conditions on which the University shall make the purchases, the date time and place of opening the tender/quotations in which the dealers or their representatives can be present, shall be fully explained therein so that there are no disputes subsequently.
5. The tenders or the quotations, as the case may be, shall be opened, in the presence of members of the Purchase Committee and of the representatives of the dealers/dealers themselves, if any present, and signed by the members present. The Member-Secretary shall have a comparative chart of the quotations against the name of the item and its specifications prepared and the Purchase Committee shall on any date and time convenient to it, on the basis of such a chart/statement, approve the quotations for various items. Normally, the lowest quotation for the items matching the specifications prescribed shall be approved but in case there are any special reasons for rejecting the lowest quotation and approving a higher one the reasons therefore shall be clearly stated.
6. After the tender quotations have been approved by the Purchase Committee and their approval properly recorded under their signatures, the Registrar with his comment shall send the proposal to the Vice-Chancellor for the approval and after the approval of the Vice-Chancellor the purchase officer shall proceed to place an order with the dealer whose quotation/tender was approved and clearly state, in the order, the date by which the supplies must be made, and the terms and conditions of supply one of which shall be that the supplies must conform to the specifications and in case of any variation therein would be rejected at the cost and risk of the supplier.
7. Sanctions for the purchase of the different items in required quantities on the basis of the quotations/tenders to be obtained from the firms/dealers/manufactures or their agents, estimated value and the budget allotment against which the purchases are proposed to be made, should be obtained before inviting quotation/tenders from the Kulpati.
8. The Purchase Committee may co-opt any expert form the University as a member.
9. The Member-Secretary, on the advice of the Registrar, Dean of the Faculty or the Director of the Institute concerned as the case may be, issue all notices to the Members/Chairman of the Committee three days in advance. The period of notice can be cut short to one day in the event of some unavoidable development.
10. All the supplies shall be received in the central store of the Vishwavidyalaya. In case the supply is received in the departments at should be shown to the central store. The incharge central store or his nominee shall put the term "seen" on the bill or boucher along with his signature.
11. The quality of items thus received shall be verified by :
  - (a) The concerned Head of the Department if the value is upto Rs. 1000/-.

- (b) For the items above Rs. 1000/- and upto Rs. 25000/- Indenter and concerned Head of the Department or Dean/Director of concerned faculty/Directrate.
  - (c) For the items above Rs. 25000/- the following committee shall verify the quality.
    - (i) Dean/Director of concerned Faculty/Directrate or his nominee acquainted with purchased material not below the rank of lecturer.
    - (ii) Indenter or his nominee.
    - (iii) A representative of the purchase officer.
12. After verification of the quality the bill/boucher shall be entered in the central store and then after it will be issued to the department concerned against the Indent.
13. After entry of the bill/boucher in the store the purchase department shall send it for the approval of the payment to the Vice-Chancellor through Registrar and after it is approved by the Vice-Chancellor it shall be send to the account department for payment.

## **REGULATION NO. 13**

### **PROCEDURE REGARDING SUBMISSION OF BOOKS BY PUBLISHERS FOR THE CONSIDERATION OF THE BOARDS OF STUDIES**

1. Any publishing firm and/or author-publishers desirous of having their books considered by the University shall get themselves registered with the University and for this purpose they shall apply to the University in the prescribed form (appendix 'B') along with a non-refundable registration fee of Rs.500/- Only such publishing firms and author-publishers, as are registered by the University, shall be entitled to submit their books, as and when such books are invited by the University, for consideration as a text book or a 'recommended book' for any examination conducted by the University.
2. The application for registration together with the registration fee must reach the University office by the prescribed date. The registration shall be valid for three calendar years.
3. Registered publishers/author-publishers shall be entitled to receive all University Notifications regarding courses of studies for which they are registered as publisher.
4. The Kulpati may accept or reject an application for registration without assigning any reason.
5. Books submitted by publishers not registered with the University in accordance with the regulation shall not be considered.
6. Any registered publisher/author-publisher who desires to submit books for consideration by the University for being prescribed as a text-book or a recommended book by the Board or Studies, will send, free of cost, one copy of the book directly to each member of the Board of Studies in the subject concerned and two copies thereof to the Registrar of the University with a forwarding letter. A separate forwarding letter must accompany the books relating to each subject. On the reverse of the title page of each book, a slip of paper should be pasted securely giving the following particulars:-
  - (a) Name of the Book:
  - (b) Name of the author/editor/compiler in full, with address, along with evidence that the book is the work of the person named:
  - (c) Name of the publisher and his registration number in the University:
  - (d) Name of the subject:
  - (e) Name of the course of study, year, and class for which the book is intended:
  - (f) Purpose:
  - (g) Price:
  - (h) Number of pages:
  - (i) Quality and weight of the paper used:
  - (j) Quality of binding (whether cloth bound, hardbound or paper bound):
  - (k) Whether the book was submitted before, if so, when and with what result:
  - (l) A declaration to the effect that there has been no infringement of copyright rules in the book:
  - (m) Signature of the publisher and date:

7. The Kulpati shall fix the date for submission of books for the various subjects each year for consideration by various Boards of Studies. Books received after the prescribed date shall not be considered.
8. (a) The publishers shall indicate, at the time of submission of books (to the members of the Board of Studies as well as to the University Office), the examination and the subject for which they wish the book to be considered.  
(b) Publishers of books, published outside India and priced in foreign currency, shall indicate the price in Indian rupees at which they would want to sell their books.
9. The publishers shall give to the University office name of the real author of the book or point of withdrawal of patronage by way of not prescribing the books submitted by the firm for a specified period.
10. The author/editor or compiler shall declare:
  - (a) Whether or not he has any secret partner (s): and that
  - (b) He shall not seek election or nomination to the Board of Studies concerned for the period for which his book continues to be considered by the Board.

These declarations shall be submitted, addressed to the Registrar of the University, by the publishers along with the book containing the detailed address (es) of the author(s) editor/compiler. The penalty for incorrect declaration by the author shall be withdrawal of patronage by way of not prescribing the book written by him for a period to be specified by the Board of Studies.

11. A declaration form as given in Appendix 'A' shall also accompany each book submitted for consideration by the University.
12. No book shall be entertained if
  - (a) it is received in the office after the last date; and
  - (b) the requisite declaration form duly completed and signed does not accompany each book.

In case of any discrepancy in the declaration form, the publisher shall be asked to remove it by the date stipulated in the letter issued by the Registrar's office, failing which the book will not be considered.

13. Works of renowned scholars and authors of international repute and publications by the research institutes or other institutions maintained by the Govt. of India or the State Govt. or a University in India may be recommended, without being submitted, in the respective subjects.
14. (a) The publishers/author-publishers desirous of submitting books, shall besides the usual registration fee, remit to the Registrar, and a reviewing fee of Rs.500/- per book. A publisher, who is asked to revise a book in the light of the suggestions of the reviewer and approved by the Board of Studies concerned, shall pay Rs. 250/- as fee for a second review of the book (since revised).  
(b) The fee for review of a book will not be refundable.

15. The publishers shall observe the minimum norms laid down in the specifications at the time of submitting the books in all subsequent editions of the prescribed book(s). A copy of each subsequent edition shall invariably be sent to the University by the publisher concerned with a covering letter, for verification of specifications, get-up- etc.

### **Procedure for Selection of Books**

16. The Chairman of the Board of Studies shall allot the books received for review to the local members of the Board and ask them to report by the prescribed date.
17. The Chairman shall call a meeting of the local members of the Board for preliminary selection of the books. The books so selected will be placed before the Board of Studies concerned for final selection.
18. It will be incumbent on a member of a Board of Studies to review the book(s) allotted him by the Chairman for the convenience of the Board in selecting them.
19. When the Board finds that there is no book suitable for a particular purpose, amongst the books submitted by publishers, the Board shall report to that effect and submit a list of books of its own choice to the Kulpati, who, in consultation with one assessor to be nominated by him (not from amongst the members of the Board of Studies) shall select such book or books on behalf of the Board.
20. The members of the Board of Studies, at the time of recommending books, shall sign a declaration as given below :

"I..... a member of the Board of Studies in.....do hereby solemnly declare :

- (i) that the book/books recommended has/have been read by me;
- (ii) that I have neither any financial nor any other personal interest in the book/books recommended;
- (iii) that the book/books does/do not contain any obscene passage or matter likely to injure the religious/moral susceptibility of any denomination; and
- (iv) that I have no secret partnership in the book/books recommended;
- (v) that in my view the book is worth prescribing or recommending for the subject/fit to be rejected.

Date : .....

Signature of the Member of Board.  
Name of the

21. Ordinarily, a book shall not be approved for more than 3 years at a time, unless the book happens to be a classic in the opinion of the Board.
22. The University shall have a right to reject or withhold the selection of any book without assigning any reason whatsoever and decision shall be binding upon the publisher.

23. Text-books in subjects other than languages will not be prescribed but will only be recommended. No book written or edited by a member of the Board of Studies shall be considered for being prescribed as textbook or recommended book for any examination in the subject or subjects concerned. However, if the Board of Studies or any other authority of a University in India has already prescribed such a book, the Board shall report its recommendation in respect of such book to the Kulpati, giving its reasons for recommending the book. The Kulpati may accept the recommendation of the Board of Studies concerned and on his approval alone such a book shall be prescribed.
24. The price of the book submitted for consideration shall be printed on it. In case such a book is prescribed as a textbook, the University shall not increase its price during the term for which it has been approved/prescribed. Contravention of this rule shall entail penalty of cancellation of the approval of the book concerned as also the cancellation of the registration of the publisher/author-publisher with the University.
25. Canvassing by any publisher, bookseller or author-publisher would be punishable by the firm being black-listed.
26. The University shall not enter into any correspondence with any person, submitting a book for consideration, regarding its acceptance or rejection.

#### **PROCEDURE FOR PURCHASE OF BOOKS AND PAYMENT OF ITS BILLS**

27. Every department shall recommend books in the prescribed proforma.
28. Five copies of the list of books recommended shall be prepared by the department. One copy shall be retained in the Department and four copies shall be sent to the Librarian.
29. Every Department shall maintain a register in which the Library grant allocated to the department and the amount committed for the books recommended by the department shall be recorded.
30. The price of the books recommended shall invariably be mentioned by the department. However, in case, price of the book is not known, the department shall write to the supplier and obtain a proforma invoice. The recommendation alongwith the proforma invoice shall then be sent to the librarian after recording in the register.
31. The librarian shall also maintain a departmentwise record of the amount allocated to the department and the amount committed as a result of indents already sent.
32. If the librarian finds that the department has recommended books beyond the allocation made to the department, he will not send any further indents and inform the department accordingly.
33. It shall be duty of the librarian to ensure that the indented books are duly recommended by the Heads of the Department concerned and that the purchases are made strictly at the terms and conditions approved by the Library Committee, or in special cases approved by the Vice-Chancellor on recommendation of the Head of Department concerned.
34. After the Librarian has satisfied himself that the indents are in accordance with the recommendation of the Head of the Department and as per the approved terms and conditions he shall send the indent to supplier for supplying the books.



35. Besides sending the required three copies of invoice to the Librarian, the supplier will send one copy of the invoice directly to the concerned Head of the Department.
36. On receipt of books and the invoice the Librarian will check and satisfy himself that the books received are in accordance with the indent and the supply has been made as per the approved terms and condition. In case of any discrepancy the fact shall be brought to notice the supplier and he will either be required to remove the discrepancy or the books shall be returned to the supplier at his own cost, as the case may be.
37. On receipt of a copy of the invoice the Head of the Department shall verify the same and satisfy himself that the invoice does not contain any book not recommended by him. In case he notices any such discrepancy he shall immediately bring the same to the notice of the Librarian by sending a note to him.
38. If the supply made is as per the indent the Head of Department as well as the Librarian shall make a record of the actual amount of the invoice in the register maintained by them against the earlier entry regarding the commitment in respect of that particular indent.
39. In case the supplier fails to supply any of the indented books he must clearly mention in the invoice whether the books are out of stock or whether the books will be supplied later and if so mention the approximate time that he will take in supplying the same. In case the time likely to be taken in supply such books in more than two months, should not supply the same unless a fresh indent is sent to him.
40. For reference and interdisciplinary books and periodicals the Librarian shall select and place order with in the allocated grant following the above procedure. HODs/Deans may also recommend such books to the Librarian.
41. After the books received are verified and accessioned the Librarian shall pass and forward the bill to the Comptroller who shall arrange payment within a fortnight. The cheque/DD shall, however, be sent to the supplier concerned through the Librarian so as to record accordingly in the Library.
42. In special cases, the Kulpati may authorise the respective Head of the Department/Librarian to make spot selection and purchase of books at the approved terms and conditions within the allocated grant.

**Declaration**

(To be completed and furnished by Publishers)

1. Name of the Firm :
2. Location of the Office or shop of the Firm (Shop or House No., name of street, Post Office, Town, etc.) :
3. Postal Address :
4. Telephone Number, if any :
5. Telegraphic or e-mail addresses, if any:
6. Does the firm carry on only book-publishing business or some other business as well?
7. Year in which book-publishing business was started by this firm :
8. Is the firm :
  - (a) A Limited Company?  
(If so, please attach a list of Directors.)
  - (b) A Co-operative Society?  
(If so, please attach a list of the present office-bearers and members of the Managing committee).
  - (c) A partnership concern?  
(If so, please give name and address of each partner).
  - (d) A proprietary concern?  
(If so, please give the name and address of the proprietor)
9. Have you any branch or branches? If so, give its/their location(s) and full address(es) :
10. Is the Firm registered under the Shops and Commercial Establishments Act of the State?
11. (i) Is any member of a University body connected with the firm as proprietor, partner or employee? If so give names and full particulars.  
(ii) Does the applicant undertake to inform the University whenever a person connected with the firm is appointed or elected to a University body or ceases to be so, if he is already there?
12. Is the Firm registered with any other University? If so with whom.
13. Is the Firm assessed under the Income Tax Act?
14. Any other particulars that the applicant may like to add (a separate sheet may be added, if necessary) :

The Particulars and facts as stated above are correct to the best of my/our knowledge and belief. In case of any discrepancy, I/We shall be responsible for the consequences.

Place : \_\_\_\_\_ Signature \_\_\_\_\_

Dated : \_\_\_\_\_ 200 \_\_\_\_\_ Designation \_\_\_\_\_

**APPLICATION FORM FOR REGISTRATION**

To

The Registrar,  
MGC Gramodaya Vishwavidyalaya,  
Chitrakoot - 485331 (M.P.)

Sir,

1. I/We shall feel obliged if you would kindly register me/us for the year 200..... i.e. from January to December, 200..... as a publisher/author-publisher for submission of books for consideration by the Boards of Studies. The prescribed Registration fee of Rs. 500/- is enclosed vide Bank Draft No.....dated .....on ..... Bank in your favour, as desired.
2. I/We have carefully gone through the rules laid down by the University to be followed for submission of books and hereby undertake to abide by them.
3. I/We hereby declare I/We, have no direct or indirect interest in the publication of any notes and/or guide books and if at any time this declaration is found to be false, the University will be free to take any action against me/us, including forfeiture of our security deposit and permanently disqualifying by black-listing me/us.
4. The prescribed form duly completed and signed, giving all the required information, is enclosed.
5. The favour of early communication of my/our Registration number is requested.

Yours faithfully

Dated.....

Signature

Full address of the Firm :

## **REGULATION NO. 14**

### **PROCEDURE REGARDING REGISTRATION OF BOOK - SELLERS FOR THE SALE OF THE PUBLICATIONS OF THE UNIVERSITY**

1. The booksellers willing to sell the publications of the Vishwavidyalaya shall have to get them registered with the Vishwavidyalaya for which they shall have to apply in the prescribed form (Annexure-I) along with the prescribed non-refundable registration fee of Rs. 500/- only by the prescribed date, when applications for such registration are invited by the Vishwavidyalaya.
2. The Registration shall be done for a period of three calendar years initially but it may be renewed for another three years on the bookseller applying for the same. The renewal fee shall be the same as for registration, and it shall not be refundable.
3. Each book-seller shall be supplied a minimum of ten copies of all and a maximum of 150 copies of each such publication of the University as he wishes to sell mainly on payment in case the printed price of the book minus the dealer's commission (which shall be 10% (Ten percent) of the printed price of the publication).
4. No publication shall be supplied on credit by the University.
5. The publication shall have to be sold only on the price printed on the book/publication.
6. No dealer/book-seller or publisher shall be permitted to print any publication of the University or any part thereof in any form including notes or keys thereof without the permission of the University on such terms as may be prescribed or negotiated by the University. The University shall have copy right of each of its publication.
7. The University may cancel the registration of the dealer/book-seller and also black-list him for any dealings with the University in future in case of a violation of the above rule; and in the case of any publisher violating the above rule 6, the University may proceed for the recovery of damages and/or seek any other legal remedy against the publisher.
8. The Kulpati of the University shall be final arbitrator in any dispute relating to these rules.

To,  
The Registrar,  
Mahatma Gandhi Chitrakoot Gramodaya Vishwavidyalaya,  
Chitrakoot (Distt. Satna) - 485 331.

Sub : Registration of Book-sellers for the sale of the publications of the Vishwavidyalaya.

Sir,  
With reference to your advertisement in the.....dated  
.....on the above subject, I/We furnish below the requisite particulars for favour  
of being registered as a dealer/book-seller in/of the publications of your Vishwavidyalaya :

1. Full name of the Dealer / Firm / Company / : .....  
Co-operative Society  
(In block letter)
2. Names, addresses and Telephone Numbers of : .....  
the partners of the firm or the name and full .....  
address of the book-seller (if applying as an  
individual) or the name and address of the  
Managing Director of the Company or of the  
Manager of the Co-operative Society  
Telephone No. : .....  
(Area code) (Telephone No.)
3. Name, address and designation of the person : .....  
applying (in the case of a partnership firm or a  
Company or a Co-operative Society)  
Telephone No. : .....  
(Area code) (Telephone No.)
4. Is the Firm/Company/Co-operative : Yes/No  
Society/Dealer registered under the Shops and  
Commercial Establishments  
Act ; If so, its Registration number. Registration No. ....
5. Does the Dealer / Firm / Company / : .....  
Co-operative Society also handle publication

business (besides dealing in books) and other trades, if so, list trades.

6. Is the Dealer / Firm / Company / Co-operative Society also registered in any other University? : YES/NO  
(Give Names) .....
7. The Dealer / Firm / Company / Co-operative Society applying for registration has branches in the following places. : .....
8. Any other particulars in support of the application. : .....
2. I/We have read the rules and agree to abide by them. We also solemnly affirm that the above particulars are true to the best of my/our knowledge and belief.
3. The prescribed registration fee of Rs. 500/- has been deposited in case under the University's Receipt No. .... dated.....or is enclosed in the form of a Bank Draft No.....dated.....in your favour drawn on.....Bank and payable in Chitrakoot (Distt. Satna)
4. I/We shall be grateful for early communication of my/our registration number to me/us.

Yours faithfully

Place :

Date :

(Signature of applicant)

Full Name : .....

Designation : .....

For and on behalf of : .....

(Name of the Firm/Company/Co-op. Society)

## **REGULATION NO. 15**

### **COMPOSITION OF LIBRARY COMMITTEE, POWER AND DUTIES OF OTHER OFFICERS OF THE LIBRARY**

1. **There shall be Library Committee.**
2. **The Committee will consist of the following:**
  - (a) The Kulpati - Chairman
  - (b) All Deans of the Faculties - Member
  - (c) Registrar - Member
  - (d) Comptroller - Member
  - (e) The University Librarian - Member Secretary
3. **The powers and Functions of the Committee shall be as under:**
  - (a) To look after the general management of the University Library.
  - (b) To prepare the budget of the University Library for submission before the BOM.
  - (c) To allocate the funds for books and periodicals among the various subjects.  
Provided that the Kulpati may on receipt of report form the librarian regarding non utilization or incomplete utilization of funds allocated for any subjects order such non-utilized funds to be utilized for other subject/subjects.
  - (d) To lay down the procedure for selection and purchase of books, journals and other reading materials.
  - (e) To submit the annual report on the working of the University Library to the Academic Council.
  - (f) To frame rules for the University Library for the consideration of the Academic Council.
  - (g) To recommend to the Academic Council the creation of new posts in the library; and
  - (h) Whenever required by the Academic Council to suggest ways and means of improving library faculties in the Constituent and Affiliated Colleges of the University.
4. **The University Librarian/ Vishwavidyalaya Pustakalyadhayakshha**
  - (a) To register dealers, importers and publishers of books and journals as per approved terms and condition by the library committee/Vice-Chancellor.
  - (b) To keep in regular touch with the books and research journals on various topics being published around the world, obtain views of the Professors/Deans of the Institutes/Faculty regarding their purchase and have the same processed for decision by the Library Committee and also invite suggestions from the teachers and the students (particularly research students) for purchase of books.
  - (c) To work as Member Secretary of the Library Committee and ensure that the budget provision for the Library is not exceeded without the prior permission of the Vice-Chancellor.
  - (d) To arrange for the proper classification and accession of the books and journals, proper maintenance of index cards author-wise and subject-wise and arrange to have the same entered into the computer for quicker accession.

- (e) To ensure that the books are properly kept and arranged according to their accession numbers and protective measures are taken from time to time for keeping them safe from termites, mice etc., and the books are freshly bound if and when necessary.
- (f) To have press-cuttings, newspapers journals and new arrivals properly displayed in the Library and files of press cuttings (subject-wise) and of newspapers (chronologically) properly maintained and kept so as to be easily retrievable whenever required for research or reference purposes.
- (g) To get a classified list of articles (subject-wise and author-wise) maintained in Register form and / or in the computer so that the students, teachers and researchers can easily access the same.
- (h) To ensure that the arrangements in the Library are such that the users do not have to wait long for getting books and current journals issued or made available for being consulted in the library itself.
- (i) To co-ordinate with the libraries of the Faculties/Institutes of the University for proper utilization on funds.
- (j) Submit proposal convene meetings of the Library Committee as frequently as necessary and invite their suggestions not only for the purchase of books subscription of journals but also for bringing about necessary improvements to make the library more useful.
- (k) To ensure that all records of the purchase of books and contracts for the supply of books, proceedings of the Library Committee etc. are maintained properly so as to be easily accessible whenever required.
- (l) To discharge the duties of the Curator of the University Museum(s) in the absence of the Curator or if a Curator has not been appointed.
- (m) To ensure that the library is clean, spic and span and hygienically maintained and the Deputy Librarian, Asstt. Librarian, Professionals, Library clerks and books lifters have a very helpful attitude towards the students officers and teachers of the University and are well-mannered.
- (n) To take measures to ensure that the books and journals are not stealthily removed or pages torn from them and taken away unnoticed by users and to direct the library clerks and other staff to check each book and journal at the time of its return before returning the ticket to the borrower (on which the book or the journal was borrowed) to see that the same have not been mutilated or spoiled by underscoring etc.
- (o) To ensure that complete silence is maintained in the library so that users are not disturbed and can study there in total silence.
- (p) To allot duties to and exercise adequate control over the library staff.
- (q) To place requisitions for the purchase of necessary furniture, almirahs, book-racks etc. with the Registrar well in time.
- (r) To forbid issue of dictionaries, encyclopedia and other costly and rare reference books and manuals or their being taken out of the Library.
- (s) To attend all such meetings of the University authorities to which he is invited and work as a member or in any other capacity on the Committee(s) to which he is nominated by the Kulpati; and
- (t) To assist the University authorities in carrying out work other than his/her prescribed duties, assigned to him/her.



## 5. **Services of different divisions of library**

The Library consist following divisions-

- (a) Acquisition
- (b) Processing divisions
- (c) Maintenance divisions
- (d) Computer Application divisions
- (e) Reader's service divisions
- (f) Administration divisions

## 6. **Powers & function of divisions**

### (a) **Acquisition division**

- (i) Acquisition of all types of documents excluding serials and CD-ROM databases;
- (ii) Allocation of funds to the Depts./Centres as per Library committee/V.C.
- (iii) Liaison with Depts/Centres on procurement and expenditure on books.
- (iv) Maintenance of Accession, Expenditure and other records; and
- (v) Implementation of SOUL Software Module for Acquisition.

The Division is responsible for procurement of all kinds of print documents excluding journals and electronic material. After the broad allocation of Library budget between journals, books and non-print material, the Division is responsible for allocation of book budget to Depts/Centres as per the direction of Library committee/V.C. It maintains a close liaison with Depts/Centres for procurement of books on payment, exchange or under Gratis. Sending regular feedback to Depts/Centres on issues such as expenditure incurred information about new titles; Book Fairs, etc. are some of the important activities performed by the Division. The division maintains liaison with the vendors for placing orders, price verification and with the Audit and Accounts for expenditure on books and Coordination with different divisions for Audit verifications.

### (b) **Processing Division**

The processing of the books, and other documents involve various kinds of activities that are undertaken to make the documents for use by the readers. Even though processing of documents is not a centre stage activity, it is definitely one of the most important library functions that contribute to proper storage and retrieval of information in a library. While undertaking processing of books, most priority is accorded to the Text-Books, Book-Bank and other books that are required by the Faculty for the course work.

**Processing of Documents**-Preparation of data input sheets for all the documents (except Journals) acquired by the Library as per International Standards, i.e. Cataloguing Codes.

- (i) Checking data sheets with the existing records for documents already available in the collection to maintain consistency.

- (ii) Classifying the documents as per the ' Universal Decimal Scheme of classification and assigning keywords and descriptors ".
  - (iii) Preparing, checking and filling of catalogue cards
  - (iv) Physical processing of books, i.e. pasting and tooling of books to prepare them for shelving and use by the readers.
  - (v) Transfer of books to the Textbook and Book Bank Sections (along Depts/Centres with cards) and to the Depts/Centres.
  - (vi) Display of processed books.
  - (vii) Preparation of List of Recent Arrivals of books and its circulation to the Depts/Centres.
- (c) **Maintenance Division**
- (i) To deal with matters relating to maintenance of building, furniture, electricity, water supply, air conditioning, sanitation etc. This function involves liaison/dealing with respective department/section of MGCGV to obtain their services.
  - (ii) To ensure that library opens at prescribed hour on all working days
  - (iii) To receive requests for needed supplies and equipment and to give approval for their procurement.
  - (iv) To supervise the functioning of Textbook and Book Bank Section.
  - (v) To attend to day- to- day difficulties encountered by the staff at the operating level.
- (d) **Computer Applications Division**
- (i) Upgradation and maintenance of computing and network infrastructure available in the Central Library.
  - (ii) Maintenance of library database consisting of bibliography records and implementation of soul software package;
  - (iii) Facilitate CD-ROM based search services to the academic community of the Institute;
  - (iv) Facilitate web-based services including maintenance of Library Home Page, electronic journals subscribed by the MGCGV Library, maintenance of subject portals and in-house databases;
  - (v) Train the library staff in usage of computers for various library-related activities;
  - (vi) Train researchers and students in usage of digitized collections accessible through Internet.
  - (vii) Manage existing projects and conceive new library-oriented projects;
  - (viii) Edit bibliographic records before they are put on the web as recent additions.
- (e) **Reader's Services Division**
- (i) Registration and Renewal of Membership (UG, PG, Ph. Ds, Faculty, Alumnis and other staff of MGCGV, Chitrakoot)
  - (ii) Registration of Corporate Members
  - (iii) Providing Reference Service

- (iv) Circulation of Book/Journals- Issue and Return
- (v) Inter - Library Loan Services
- (vi) Issuance of Reminders for overdue books
- (vii) Fine Collection for Late return of publications
- (viii) Cost collection for lost books by the Library members
- (ix) Issuance of Reference Letters to our students and Research Scholars to make visit to other libraries for reference purposes.
- (x) Granting Library consultation permission to outside students and research scholars from various Universities and NGOs, Colleges all over MP / India.
- (xi) Organizing and Supervising Students visits from various Library Science Schools of Universities in India.
- (xii) Reservation of Books
- (xiii) Maintenance of Location Book
- (xiv) Issue of No-Dues Certificate
- (xv) Implementation of Library Software (SOUL) for computerized issue/return of documents and other related function.
- (xvi) Coordinating the task of bar-coding of library books and Bar-coded Cards of Library members.
- (xvii) Supervision of shelving area of Reference collection
- (xviii) Registration and Renewal of Membership (UG, PG, Ph.Ds, Faculty, Alumnis and other staff of MGCGV, Chitrakoot)

(f) **Administration Division**

- (i) **Vendors/Publisher related:** Vendors selection, Terms and Conditions of supply etc.
- (ii) **Budget :** Proposal for Budget requirements, Department wise/ Centre-wise Budget allocation and control.
- (iii) **Subscription:** Placing of orders, verification of prices and payment proofs, passing the bills for payments, Bank clearance for direct orders, payment entry in different records i.e. Master file, , Bills Movement Register, Supplementary bills, Maintenance of Holding lists of journals.
- (iv) **Receipt control & Claim Handling:** Kardex Entry, Reminders for non-supplied or missing issues & claim handling, refunds etc.  
Weeding out of obsolete journals.
- (v) **Binding Work:** Repairing of books and journals, in-house soft binding, iii) Preparation of sets of journals for binding. Vendors selection for binding, preparation of terms and condition of binding work. Verification of binding work, tooling, pasting, Accessioning, passing the bills for payments.
- (vi) **Collection organization & Maintenance:** The main activities under this are : i) a Preparation of journals for use, ii) Display, iii) Contents services, iv) Classification v) Cataloguing vi) and Maintenance of Card Catalogue.
- (vii) **Shelving work:** This consist the shelving volumes of journal,. In addition to regular shelving the rectification of journals also comes under this head.

- (viii) **Readers Service:** The main activities under this head are: Location help, preparation of various guide maps, way guides, Location reference tools, popularization of different services of this division such as Orientation for accessing and down loading Online full text journals etc.
- (ix) **Resource sharing among Other University Libraries:** Active participation in Resource sharing programs of all University, Libraries/ Institutions Special Libraries, Supply of Xerox copies of journals articles to the member libraries of their demands, contents page service of subsidiary journals, consortium activities, etc.

## REGULATION NO. 16

### LIBRARY RULES

1. पुस्तकालय में कार्य का समय : पुस्तकालय रविवार, प्रत्येक माह के द्वितीय व तृतीय शनिवार, स्थानीय तथा विश्वविद्यालय द्वारा अवकाश निर्धारित सार्वजनिक अवकाश के अतिरिक्त शेष दिनों में निम्नानुसार खुला रहेगा-

ग्रीष्मकाल - प्रातः 8.00 बजे से दोपहर 2.00 बजे तक।

जुलाई से अप्रैल - प्रातः 8.00 बजे से सायं 5.00 बजे तक।

छात्रों की आवश्यकतानुसार कार्य के समय में परिवर्तन किया जा सकता है।

2. सामान्य नियम :

#### प्रवेश की शर्तें

- 2.1 प्रत्येक सदस्य पाठक को पुस्तकालय में प्रवेश निर्गम द्वार पर रखी प्रवेश पंजी में अपना नाम, कक्षा, विभाग व हस्ताक्षर करना अनिवार्य होगा।
- 2.2 प्रवेश के समय अपना सामान द्वारपाल को देकर टोकन प्राप्त करना होगा, जाते समय टोकन लौटाने पर पाठकों को उनका सामान वापस प्राप्त हो सकेगा।
- 2.3 पूर्ण सावधानी बरतने के पश्चात् भी यदि कोई सामान नष्ट हो जाता है तो इसके लिये प्रशासनिक जिम्मेदारी नहीं होगी। अतः पाठक पुस्तकालय में आते समय मूल्यवान वस्तु साथ में न लायें।
- 2.4 यदि किसी कारणवश टोकन गुम हो जाता है तो सामान प्राप्त करने के लिये कोई ठोस गवाह/सबूत प्रस्तुत करना होगा। यदि पाठक के सबूत से जमाकर्ता संतुष्ट हुआ तो उसका सामान वापस मिल जायेगा।
- 2.5 टोकन खोने की सूचना पाठक को लिखित रूप में देनी होगी, ऐसा नहीं करने पर यदि खोये हुये टोकन से दूसरा पाठक जमा सामान प्राप्त कर लेगा तो उसकी जिम्मेदारी पुस्तकालय की नहीं होगी।
- 2.6 पुस्तकालय परिचर/ द्वारपाल को पाठक की पूरी जांच करने का अधिकार होगा जब वह पुस्तकालय में प्रवेश करेगा एवं छोड़ेगा।
- 2.7 केवल पंजीकृत पाठक को ही पुस्तकें निर्गत हो सकेंगी।
- 2.8 पाठकों द्वारा पुस्तकों अथवा पुस्तकालय की अन्य सम्पत्ति को क्षति पहुंचाना, अभद्र व्यवहार करना, अशान्ति उत्पन्न करना दण्डनीय अपराध होगा, जिसमें पुस्तकालय सदस्यता से वंचित किया जा सकता है।

3. सदस्यता :

- 3.1 सदस्यता की विभिन्न श्रेणी एवं उनको निर्गत की जानेवाली पुस्तकों की संख्या व समय सीमा निम्नवत होगी -

क्र०	विवरण	पुस्तकों की संख्या	निर्धारित समय
1.	वि०वि० के शिक्षण विभाग के शिक्षक	08	06 माह
2.	वि०वि० में पंजीकृत शोध छात्र	02	01 माह
3.	वि०वि० के अधिकारी	02	01 माह
4.	अतिथि शिक्षक	05	1 माह
5.	वि०वि० के कर्मचारी	02	1 माह

- |    |  |    |        |
|----|--|----|--------|
| 6. | वि0वि0 कार्यकारिणी के सदस्य (कुलपति जी की विशेष अनुमति पर) | 02 | 01 माह |
| 7. | अन्य (कुलपति जी की विशेष अनुमति पर)                        | 02 |        |
| 8. | आजीवन सदस्य (कुलपति जी की विशेष अनुमति पर)                 | 02 |        |
- 3.2 पुस्तकालय सदस्यता शुल्क, सुरक्षा निधि व वार्षिक शुल्क विश्वविद्यालय द्वारा समय-समय पर निर्धारित की जायेगी जो सदस्यों द्वारा देय होगी। श्रेणी 7 एवं 8 के सदस्यों को 5000/- रुपये विश्वविद्यालय को दान देने होंगे।
- 3.3 उपरोक्त सदस्यों के अतिरिक्त कोई भी पुस्तकालयाध्यक्ष द्वारा अनुमति प्राप्त कर वाचनालय में अध्ययन कर सकते हैं।
4. **पुस्तकों का आदान - प्रदान :**
- 4.1 पुस्तकों का आदान-प्रदान पुस्तकालय खुलने के एक घण्टा बाद से प्रारम्भ होगा व बन्द होने के एक घण्टा पहले समाप्त हो जायेगा।
- 4.2 संदर्भ पुस्तकें अलम्य एवं विशिष्ट पुस्तकों का निर्गमन नहीं होगा। विशेष परिस्थिति में पुस्तकालयाध्यक्ष अनुमति प्रदान कर सकते हैं।
- 4.3 चालू वर्ष की शोध पत्रिका का कोई अंक निर्गमित नहीं किया जायेगा। किसी पत्रिका के सभी अंकों का जिल्द बंद होने के बाद ही केवल शिक्षकों को निर्गमित किया जायेगा।
- 4.4 निर्धारित पुस्तक वापसी तिथि के उपरांत बिलम्ब शुल्क 1 माह तक ₹0 1/- प्रतिदिन प्रति पुस्तक व 1 माह के बाद ₹0 5/- प्रतिदिन प्रति पुस्तक देय होगा किंतु पुस्तक की कीमत से ज्यादा बिलम्ब शुल्क देय नहीं होगा।
- 4.5 पुस्तकालयाध्यक्ष किसी पुस्तक की आवश्यकता पड़ने पर निर्धारित तिथि से पहले ही पाठक/पाठकों से वापस मंगा सकते हैं। इस नियम की अवहेलना करने पर पाठक को ₹0 1/- प्रतिदिन प्रति पुस्तक की दर से पुस्तक लौटाने के दिन तक बिलम्ब शुल्क देना होगा। इसके अतिरिक्त पुस्तकालय की अन्य सुविधाओं से भी वंचित किया जा सकता है।
- 4.6 निर्धारित तिथि के उपरान्त पुस्तक/पुस्तकें रखने के इच्छुक पाठकों को पुस्तकालय से नवीनीकरण करवाना आवश्यक होगा। नवीनीकरण के लिये पुस्तक लाना अनिवार्य है।
- 4.7 नवीनीकरण करते समय पुस्तकालयाध्यक्ष अन्य पाठकों के हितों को ध्यान रखकर ही अनुमति प्रदान करेंगे।
- 4.8 वार्षिक पुस्तक गणना के समय पुस्तकालयाध्यक्ष पुस्तकों का आदान-प्रदान स्थगित कर सकते हैं।
- 4.9 सदस्य अपने पते में परिवर्तन की सूचना पुस्तकालय को तत्काल दें।
- 4.10 यदि किसी पाठक का कोई देय बकाया हो तो उसका भुगतान होने के बाद ही उसे पुस्तकें निर्गत की जायेगी।
- 4.11 पुस्तकालयाध्यक्ष बिना कारण बताये किसी पाठक/सदस्य को पुस्तक निर्गत करने से इन्कार कर सकते हैं।
5. **पुस्तकों का आरक्षण :** किसी भी ऐसी पुस्तक को जो किसी पाठक को निर्गमित की गयी है, अन्य पाठक आरक्षण कार्ड (डाक टिकट सहित) भरकर काउण्टर पर देकर आरक्षित करवा सकता है। पुस्तक वापस आने पर उसे सूचित किया जायेगा तथा केवल पांच दिन तक ही पुस्तक उसके लिये रखी जायेगी। आरक्षण कार्ड काउण्टर पर दिखाने पर ही पुस्तक निर्गमित की जायेगी।
6. **पाठक पत्रक खो जाने पर:** पाठक पत्र खो जाने पर इसकी सूचना पाठक को तुरन्त पुस्तकालयाध्यक्ष को देनी चाहिये। पुस्तकालयाध्यक्ष संतुष्ट होने पर 5/- रुपये जमा करवा कर दूसरे पत्रक पाठक को प्रदान करेंगे। किंतु खोया हुआ पत्रक यदि किसी पाठक द्वारा उपयोग में लाया जायेगा तो उस पत्रक पर निर्गत पुस्तक की पूर्ण जिम्मेदारी सम्बन्धित (मूल) पाठक की होगी।
7. **पुस्तकों के खोने पर :** पुस्तकों के खोने एवं क्षतिग्रस्त होने पर निम्न नियमों का पालन किया जायेगा-

- 7.1 किसी पुस्तक के खो जाने अथवा नष्ट होने पर पाठक को नयी प्रति/दुगुना मूल्य एवं 5/- रुपये (पांच रुपये) प्रस्तुतीकरण चार्ज देना होगा। विलम्ब शुल्क भी नियमानुसार देय होगा।
- 7.2 बहुखण्डीय सेट की कोई पुस्तक खो जाने पर नयी प्रति/पूर्ण सेट का वर्तमान मूल्य एवं 5/- रुपये प्रस्तुतीकरण चार्ज देना होगा।
- 7.3 पुस्तक लेते समय पाठक को पुस्तक क्षतिग्रस्त न होने के सम्बन्ध में पूर्ण जांच कर लेनी चाहिये। निर्गमित होने पर यदि पुस्तक क्षतिग्रस्त पायी गयी तो इसका दायित्व अंतिम पाठक पर होगा।
8. **अन्तर पुस्तकालय आदान-प्रदान:**
- 8.1 अन्य पुस्तकालयों एवं संस्थानों से पारस्परिक रूप से पुस्तकों का आदान-प्रदान किया जा सकता है।
- 8.2 पुस्तकें एवं अन्य प्रकाशन जो पुस्तकालय में उपलब्ध नहीं हैं, अन्य पुस्तकालयों एवं संस्थाओं से उधार पर पुस्तकालय में पाठकों के लाभ के लिये प्राप्त की जा सकती हैं। सम्बन्धित पाठक को पुस्तकों के मंगाने एवं भेजने का डाक खर्च वहन करना होगा। ऐसी पुस्तकों का पुस्तकालय के अन्दर ही अध्ययन किया जा सकता है।
- 8.3 प्रत्येक पाठक जो अन्य पुस्तकालयों से मंगाकर पुस्तक पढ़ना चाहता है, डाक खर्च के लिये 50/- रुपये अग्रिम जमा करने होंगे।
9. **अदेय प्रमाण-पत्र :**
- 9.1 सभी सदस्य छात्रों को विश्वविद्यालय परीक्षा के पूर्व अदेय प्रमाण-पत्र प्राप्त कर लेना होगा। यह प्रमाण पत्र केवल केन्द्रीय पुस्तकालय से प्रदान किया जायेगा। जब सदस्य छात्र पुस्तकालय में अपने समस्त देय एवं पाठक पत्रक जमा कर देंगे तभी प्रमाण पत्र दिया जायेगा। बिना अदेय प्रमाण पत्र के छात्र परीक्षा में नहीं बैठ सकेगें।
- 9.2 शोध कार्य संलग्न छात्रों को उनके शोध प्रबन्ध की परीक्षा होने के पहले पुस्तकालय से अदेय प्रमाण पत्र प्राप्त करना होगा।
- 9.3 विश्वविद्यालय कार्यालय द्वारा परीक्षा में बैठने की अनुमति देने से पूर्व अथवा स्थानान्तरण प्रमाण पत्र (टी.सी.) देने से पूर्व छात्रों को विश्वविद्यालय पुस्तकालय का अदेय पत्र प्रस्तुत करना अनिवार्य होगा।
10. **विभागीय पुस्तकालय के सम्बन्ध में नियम:**
- 10.1 शिक्षण विभाग विभागीय पुस्तकालय रख सकते हैं। इसमें अधिकतम 200 पुस्तकें/पत्रिकायें केन्द्रीय पुस्तकालय से प्राप्त की जा सकती हैं। 200 से अधिक पुस्तकें प्राप्त करने हेतु कुलपति महोदय की स्वीकृति प्राप्त करनी होगी।
- 10.2 विभागीय पुस्तकालय सन्दर्भ इकाई के रूप में कार्य करेंगे।
- 10.3 यदि किसी विशिष्ट पुस्तक पत्रिका का विभागीय पुस्तकालय में आवश्यकता है तो विभागाध्यक्ष केन्द्रीय पुस्तकालय से सीमित समय के लिये प्राप्त कर सकते हैं।
- 10.4 विभाग में उपस्थित समस्त पुस्तकों की देख रेख की जिम्मेदारी विभागाध्यक्ष की होगी।
- 10.5 विभागीय पुस्तकालय के भण्डार का सत्यापन विभागाध्यक्ष द्वारा प्रतिवर्ष कराया जायेगा।
- 10.6 विभागीय पुस्तकालय का अदेय प्रमाण पत्र विभागाध्यक्ष द्वारा दिया जायेगा।
11. पुस्तकालय नियमों में परिवर्तन एवं संशोधन का पूर्ण अधिकार पुस्तकालय समिति को प्राप्त है। आंशिक रूप से पुस्तकालयाध्यक्ष भी नियमों में समिति की स्वीकृति की शर्त के साथ तात्कालिक परिवर्तन कर सकते हैं। विशेष परिस्थितियों में कुलपति महोदय के आदेश का पालन किया जायेगा।

#### अपलेखन प्रक्रिया (बट्टाखाता)

#### पाठ्य सामग्री का अपलेखन

#### 12. बट्टाखाता (समापन) प्रक्रिया

पुस्तकालय एक सम्बर्धनशील संस्था है जिसमें प्रतिदिन नवीन पुस्तकों का समावेशन होता रहता है।

स्थानाभाव की समस्या का निदान किये जाने हेतु आवश्यक है कि समय समय पर पाठ्य सामग्री जिनका उपयोग नहीं है उन्हें पुस्तकालय से बाहर किया जाये। इस प्रक्रिया को निम्नांकित शर्त एवं दशाओं के आधार पर समापन किया जायेगा। बट्टेखाता में डाली गयी पाठ्य सामग्री को पुस्तकालय अभिलेख से हटाया जायेगा।

- 12.1 ऐसी पाठ्य सामग्री जिनका प्रकाशन 15 वर्ष या पूर्व का है। व जिनका उपयोग निर्गमन विगत पांच वर्षों से नहीं हुआ हो को बट्टेखाता में अंकित किया जाये।
- 12.2 ऐसी पाठ्य सामग्री जिनके प्रकाशन पुराने हो गये हो दो अद्यतन संस्करण को छोड़कर बट्टेखाता में अंकित किया जाये।
- 12.3 ऐतिहासिक संदर्भ पाठ्य सामग्री को छोड़कर संदर्भ पुस्तकों के अद्यतन दो संस्करण को छोड़कर शेष संस्करण को बट्टेखाता में अंकित किया जायेगा।
- 12.4 ऐसी पुस्तकें जिनकी बहुप्रतियां है एवं उनका उपयोग वर्तमान में नहीं है कि एक या दो प्रतियों को संरक्षित किया जाये।
- 12.5 ऐसी पाठ्य सामग्री जो पुस्तकालय में उपयोगी नहीं है या चोरी या क्षतिग्रस्त या खो गयी हो तो बट्टेखाता में अंकित किया जाये।
- 12.6 ऐसी पुस्तकें जिनके नवीन संस्करण पुस्तकालय में क्रय किया जा चुका है या नवीन संस्करण की आवश्यकता हो को बट्टेखाता में अंकित किया जाये।

### 13. बट्टेखाता (समापन) की जानेवाली पाठ्यसामग्री की निर्धारित प्रक्रिया

- 13.1 ऐसी पाठ्य सामग्री जिनको बट्टेखाता में डाला जाना है को पुस्तकालय के प्रत्येक खण्डों उपरोक्त नियमों का पालन करते हुये पृथक-पृथक एकत्र किया जावेगा।
- 13.2 बट्टेखाता में अंकित की जाने वाली समस्त पाठ्य सामग्री की विषयवार सूची तैयार की जावेगी एवं संबंधित विभागों को प्रेषित की जायेगी।
- 13.3 बिन्द 02 के अनुसार प्रेषित सूची के परिपेक्ष्य में विभागाध्यक्षों की संस्तुति के अनुसार बट्टेखाता हेतु अंतिम पुस्तक सूची का निर्माण किया जायेगा।
- 13.4 उपरोक्त प्रक्रिया को पूर्ण करते हुये बट्टेखाता एवं पुस्तकालय अभिलेख से बट्टेखाता में डाली गयी पाठ्यसामग्री को अंकन करने हेतु सूची मान 0 कुलपति महोदय के समक्ष प्रस्तुत कर स्वीकृति प्राप्त की जायेगी, कुलपति महोदय या अधिकृत अधिकारी, समिति की स्वीकृति उपरान्त पुस्तकालय अभिलेख से ऐसी पाठ्यसामग्री को समाप्त कर दिया जावेगा जिन्हें बट्टेखाता अंकित करने की स्वीकृति प्राप्त हो गयी है।
- 13.5 बट्टेखाता में अंकित की गयी पाठ्य सामग्री को परिग्रहण पंजिका व उनके सूची पत्रों आदि को भी पुस्तकालय से बाहर कर दिया जायेगा।

### 14. बट्टेखाता की गयी पाठ्य सामग्री का उपभोग प्रक्रिया

- 14.1 यदि किसी विभाग में ऐसी पाठ्यसामग्री की आवश्यकता, जिन्हें बट्टेखाता में अंकित किया जा चुका है का उपभोग करना चाहता है तो उन्हें प्राथमिकता के आधार पर पाठ्य सामग्री प्रदान की जायेगी।
- 14.2 ऐसे प्रकाशन जिन्हें बट्टेखाता (समापन) किया जा चुका है कि सूची विभिन्न संस्थाओं को प्रेषित किया जाये। यदि कोई संस्थान ऐसी पाठ्य सामग्री प्राप्त करना चाहते हैं तो प्रथम आया प्रथम पाया के सिद्धांत के अनुसार पाठ्य सामग्री प्रदान की जायेगी।



- 14.3 बिन्दु 01 व 02 के अनुसार कार्यवाही करने के उपरांत पाठ्य सामग्री को यदि विश्वविद्यालय के शिक्षक/ अधिकारी/कर्मचारी/विद्यार्थी प्राप्त करना चाहते हैं तो उन्हें प्रथम आया प्रथम पाया के सिद्धांत के अनुसार उपलब्ध करा दिया जाये।
- 14.4 बिन्दु 1,2,3 के अनुसार कार्यवाही करने के उपरांत शेष पाठ्य सामग्री को रद्दी के रूप में बिक्री या जला दिया जायेगा।
- 14.5 बट्टाखाता की प्रक्रिया पुस्तकालय में सतत चलने वाली प्रक्रिया है। इस हेतु पृथक कर्मचारियों की व्यवस्था की जानी चाहिये। तथा यह कार्य प्रतिवर्ष या सुविधानुसार किया जाना चाहिये।

**15. पुस्तकालय का समय :**

- 15.1 प्रातः 10 बजे से सायं 05 बजे।  
प्रत्येक माह का द्वितीय व तृतीय शनिवार व अन्य अवकाश के दिनों को छोड़कर।
- 1.2 ग्रीष्म में प्रातः 8 बजे से 2 बजे।

**16. सामान्य नियम**

**प्रवेश की शर्त**

- 16.1 प्रत्येक सदस्य पाठक को पुस्तकालय में प्रवेश द्वार पर रखी पंजिका में अपना नाम, कक्षा, पद, विभाग, उद्देश्य व हस्ताक्षर करना अनिवार्य है।
- 16.2 प्रवेश के समय अपना सामान द्वारपाल को देकर टोकन प्राप्त करना होगा। जाते समय टोकन लौटाने पर सदस्य का सामान प्राप्त हो सकेगा।
- 16.3 पूर्ण सावधानी बरतने के पश्चात् भी यदि कोई सामान खो/नष्ट हो जाता है इसके लिये प्रशासनिक जिम्मेदारी नहीं होगी। अतः सदस्य पुस्तकालय आते समय मूल्यवान सामग्री/वस्तु साथ में न लायें।
- 16.4 यदि सदस्य से किसी कारणवश टोकन गुम हो जात है तो सामान प्राप्त करने के लिये कोई ठोस गवाह/साक्ष्य/सबूत प्रस्तुत करना होगा। यदि साक्ष्य/पाठक के सबूत/साक्ष्य से जमाकर्ता संतुष्ट हुआ तो उसका सामान/सामग्री वापस मिल सकेगी।
- 16.5 टोकन खोने की सूचना पाठक को लिखित रूप से देना होगा, ऐसा नहीं करने पर यदि खो गये टोकन से दूसरा सदस्य/पाठक जमा सामान/सामग्री प्राप्त कर लेगा तो उसकी जिम्मेदारी पुस्तकालय की नहीं होगी।
- 16.6 पुस्तकालय परिचर / द्वारपाल को पुस्तकालय में प्रवेश करने व छोड़ते समय पाठक की पूरी जांच करने का अधिकार होगा।
- 16.7 केवल पंजीकृत सदस्य/पाठक को पुस्तकें निर्गत हो सकेगी।
- 16.8 सदस्यों/पाठकों द्वारा पुस्तकों अथवा पुस्तकालय की अन्य सम्पत्ति को हानि पहुंचाना, अभद्र व्यवहार करना, अशान्ति उत्पन्न करना दण्डनीय अपराध होगा, जिसमें दोषी छात्र को पुस्तकालय सदस्यता से वंचित किया जा सकता है।

**17. सदस्यता**

- 17.1 पुस्तकालय की आदान-प्रदान शाखा से सदस्यता आवेदन पत्र वि0वि0 प्रवेश शुल्क रसीद के आधार पर प्रदान किया जायेगा। पुस्तकों की उपलब्धता पर सभी वर्ग के अभ्यर्थियों को बुक बैंक का लाभ दिया जा सकेगा।

- 17.2 सदस्यता आवेदन विधिवत पूरित कर पाठ्यक्रम समन्वयक/विभागाध्यक्ष से सत्यापन कराकर पुस्तकालय में जमा करना होगा।
- 17.3 प्रत्येक सदस्य को निम्नवत श्रेणियों के आधार पर पुस्तकें निर्गत की जायेगी-

श्रेणी	पुस्तकों की संख्या	अवधि
1. वि0वि0 के स्नातक छात्र	02	01 सेमेस्टर
2. वि0वि0 के स्नातकोत्तर छात्र	02	01 सेमेस्टर

अन्य: अधिष्ठाता/छात्र कल्याण व कुलपति जी की विशेष अनुमति पर पुस्तकें निर्गत की जा सकेगी।

#### 18. पुस्तकों का आदान-प्रदान

- 18.1 पुस्तकों का आदान-प्रदान पुस्तकालय खुलने के 1 घण्टा बाद से बंद होने के एक घण्टा पूर्व तक संचालित होगा।
- 18.2 निर्धारित पुस्तक वापसी तिथि के उपरांत बिलम्ब शुल्क 1 माह तक ₹0 1/- प्रतिदिन प्रति पुस्तक व 1 माह के बाद ₹0 5/- प्रतिदिन प्रति पुस्तक देय होगा किंतु पुस्तक की कीमत से ज्यादा बिलम्ब शुल्क देय नहीं होगा।
- 18.3 निर्गत पुस्तकों की आवश्यकता पड़ने पर पुस्तकालयाध्यक्ष निर्धारित तिथि के पूर्व वापस मांग सकते हैं। मांग पर यदि पुस्तक सदस्य/पाठक द्वारा जमा नहीं की जाती है तो ₹0 5/- प्रतिदिन प्रति पुस्तक बिलम्ब शुल्क जमा करना होगा।
- 18.4 वार्षिक गणना के समय पुस्तकालयाध्यक्ष पुस्तकों का आदान-प्रदान स्थगित कर सकते हैं।
- 18.5 सदस्य अपने नाम पते में परिवर्तन की सूचना पुस्तकालय को तत्काल दें।
- 18.6 यदि किसी सदस्य/पाठक का कोई बकाया हो तो उसका भुगतान होने के बाद ही उसे पुस्तकें निर्गत की जावेगी।
- 18.7 किसी ऐसी पुस्तक जो किसी सदस्य को निर्गत है अन्य सदस्य/पाठक आरक्षित करा सकेगा। पुस्तक वापस आने पर सम्बन्धित मांगकर्ता को अवगत कराया जायेगा। तथा केवल सात दिन तक ही पुस्तक उसके लिये रखी जायेगी।

#### 19. सदस्यता पत्रक/ ग्रहीता पत्रक खो जाने पर

- 19.1 सदस्यता पत्रक/ ग्रहीता पत्रक खो जाने पर सदस्य/पाठक द्वारा तत्काल इसकी सूचना पुस्तकालय को देना होगा। पुस्तकालयाध्यक्ष संतुष्ट होने पर ₹0 5/- प्रति ग्रहीता पत्रक/सदस्यता पत्रक सदस्य/पाठक को प्रदान करने की स्वीकृति दे सकेगा किंतु खोया हुआ ग्रहीता पत्रक/सदस्यता पत्रक यदि किसी अन्य सदस्य/पाठक द्वारा उपयोग में पाया जाता है तो उस पत्रक पर निर्गत पुस्तक की पूर्ण जिम्मेदारी सम्बन्धित (मूल सदस्य/पाठक) की होगी।

#### 20. पुस्तक खोने पर

- 20.1 किसी पुस्तक के खो जाने या अतिग्रस्त हो जाने पर पुस्तक की नवीन प्रति या पुस्तक का दोगुना मूल्य ₹0 10/- पुस्तुतीकरण शुल्क देय होगा।
- 20.2 बहुखण्डीय पुस्तक के किसी भाग के खो जाने पर नवीन प्रति/सम्पूर्ण खण्ड का वर्तमान मूल्य सहित प्रस्तुतिकरण भार ₹0 10/- जमा करना होगा।
- 20.3 पुस्तक लेते समय पाठक को पुस्तक का पूर्ण जांच कर लेनी चाहिये। निर्गत होने के बाद यदि पुस्तक क्षतिग्रस्त पायी गयी तो इसका दायित्व अंतिम पाठक Reader / User का होगा।

## 21. अन्य

- 21.1 बुक बैंक के अंतर्गत क्रय की जाने वाली पुस्तकें 2 छात्र के मध्य 01 पुस्तक के सिद्धांत से क्रय की जायेगी।
- 21.2 इस योजना के अंतर्गत क्रय की गयी पुस्तकें मात्र पाठ्य पुस्तक होगी। जिनकी आयु 03 वर्ष की होगी। 03 वर्षों के उपरांत में स्वमेव अपलेखित हो जायेगी।
- 21.3 पुस्तकालय बुक बैंक योजना की स्थापना पृथक प्रकोष्ठ में होगी। जिसका संचालन हेतु पृथक कर्मचारी होंगे। पुस्तकालयाध्यक्ष के नियंत्रण में कार्यो का संपादन होगा।
- 21.4 पुस्तकों का पाठन व क्रय हेतु अनुशंसा संबंधित पाठ्यक्रम समन्वयक/विभागाध्यक्ष करेंगे व अधिष्ठाता का अग्रसारण करेंगे।  
शर्त एवं दशाओं का अनुमोदन पुस्तकालय समिति/कुलपति करेंगे।
- 21.5 अन्य के संदर्भ में कुलपति के आदेशों का पालन किया जायेगा।

## REGULATION NO. 17

### PROCEDURES FOR ADMISSIONS AND ENROLMENT

#### ADMISSIONS

1. **Academic year:**

The Academic year shall be divided into two academic terms known as Semesters each of which shall ordinarily consist of a minimum 96 effective working days. The first Semester shall normally start from July-August and the second from December. Specific dates for counseling, registration of students, commencement of instruction and Semester, final examinations for each Semester (Academic calendar) shall be fixed by the Academic Council and notified by the Deputy Registrar (Academic) in advance.

2. **Time of admission:**

Admission to every diploma/degree programme shall be made at the commencement of the first Semester of each academic year except for Research degrees. Registration for Ph.D. degree shall be made only after the recommendation of Research Degree Committee but the application there for can be made at any time during a year.

3. **Application procedure:**

The application for admission to a diploma/degree programme shall be made in the prescribed form along with the application fee prescribed from time to time and it should reach the Deputy Registrar (Academic) on or before the last date fixed for the purpose. Each applicant shall submit attested copies of such certificates, mark sheets etc. as may be required and attested passport size photograph along with his application. Incomplete applications shall be rejected.

4. The number of seats available for each course shall be governed by the statutory authorities or the Academic Council of the University, and indicated in the information brochure to be supplied along with the application form.

5. **Merit as the sole criteria for admission:**

Subject to the reservations, concessions, relaxations and weightages to be given to different categories of candidates for admission/re-admission in the University (which shall invariable be indicated in the application form or the brochure accompanying it) all admissions shall be made strictly in order of merit reckoned on the basis of an Admission test/ Interview or in the manner decided by the University or VYAPAM and specifically mentioned in the application form.

6. **Reservations, relaxations and weightage:**

- (a) Reservations shall be made for Scheduled Caste, Scheduled Tribe, Other Backward Classes, defense personnel and their wards, physically challenged persons and children or grandchildren of freedom fighters, outstanding sportsmen, cultural

activities, Gramodaya family etc. in admissions to the University as per Government of Madhya Pradesh orders in force at the time of admissions;

(b) Relaxations in age and in qualifying marks in the admission tests shall also be given to S.C., S.T., O.B.C. and other candidates as per orders of the M.P. State Government in force at the time;

(c) No person not satisfying the eligibility criteria shall be admitted to any course.

7. All applications received in the university shall first be screened on the basis of merit, test and /or interview (as the case may be) conducted. An Admissions Committee, keeping in view the reservations/concessions for different categories in accordance with the rules in force at the time, shall make the final selections.

8. **Age:**

Maximum age limit for admission in UG and PG courses shall be 22 years and 27 years respectively for male candidates. The age shall be calculated as on 1<sup>st</sup> of July of the year of admission.

However, there is no age limit for Female candidates as per rule of the Govt. of Madhya Pradesh.

Relaxation in upper age limit shall be granted to the candidates belonging to the Scheduled Caste, Scheduled Tribes, Backward Classes and other reserve category as per rules of the Govt. of Madhya Pradesh.

Provided that, this regulation regarding age limit shall not apply to the candidates already in service of the university.

9. **Denial of admission**

(a) The University shall have the right to grant admission to any candidate who fulfils the admission requirement.

(b) (i) The University shall deny admission to any candidate who had been convicted by a court of law for any cognizable offence or whose character has not been certified, or who had been punished for using unfair means in the examinations, or is/was accused of moral turpitude or is known to be potential trouble maker and bad character.

(ii) No person who has been expelled or rusticated from any College or University or has been debarred from appearing at a university examination shall be admitted to any examination during the period for which the sentence is in operation.

(c) The Universities may summarily cancel the registration of group/batch/class of students or any student who indulge(s) in acts of indiscipline, misconduct, violation of rules and regulations of the University, participates in strikes, habitual absence from class(s) without permission or without any valid reason, or for other reasons if the Kulpati has reason to believe that his/their continuance in the University would not be in the best interests of the University.

## 10. **Submission of documents:**

In order to register himself as a student of the University, a candidate finally selected for admission to a particular course, at the time of admission has to:

- (a) Pay all fees as may be prescribed by the University;
- (b) Submit transfer certificate and character certificate from the institution last attended;
- (c) If enrolled earlier as a student of another University, submit migration certificate/eligibility certificate, as the case may be, from the University last attended along with all such documents as may be required for the purpose;
- (d) An undertaking in the following form before his/her application can be considered:

“मैं स्वीकार करता/करती हूँ कि मैंने विश्वविद्यालय की विवरणिका में दिये गये समस्त नियमों, व्यवस्थाओं एवं आचरण संहिता का अध्ययन कर लिया है तथा मैं प्रतिज्ञा करता हूँ/करती हूँ कि अध्ययनरत रहकर अपने कर्तव्यों संकाय/संस्थान के नियम एवं व्यवस्थाओं का पालन करता/करती/रहूंगा/रहूंगी तथा संकाय/संस्थान अथवा उसके बाहर एवं परीक्षाओं में किसी भी अव्यवस्था और अनुशासनहीनता एवं हिंसात्मक कार्यवाही में प्रत्यक्ष या परोक्ष रूप से कोई भाग नहीं लूंगा/लूंगी। मैं प्रत्येक मामले में कुलपति/संस्थान अधिष्ठाता/ निदेशक महोदय/महोदया, के निर्णय का पालन करूंगी/करूंगा। किसी पदाधिकारी के रूप में मैं कुलपति, अथवा उनके द्वारा नामांकित प्रतिनिधि की पूर्व अनुमति के बिना कोई व्यय नहीं करूंगा/करूंगी। मेरी और संस्थान/संकाय के किसी भी शुल्क में वृद्धि की गई तो वह मुझे देना मान्य होगा तथा मैं यह भी घोषणा करता/करती हूँ कि मेरे विस्द्ध गत वर्षों में अनुशासन भंग/दुराचरण, परीक्षा में अनुचित साधनों का प्रयोग या दुर्व्यवहार अथवा अन्य किसी कारण से विश्वविद्यालय या किसी न्यायालय द्वारा कोई कार्यवाही नहीं की गई और न कोई प्रकरण विश्वविद्यालय, पुलिस अथवा न्यायालय में लंबित है। मैंने समस्त जानकारी ऊपर दे दी है तथा उसमें जब कभी कोई परिवर्तन होगा तो मैं उसकी भी सूचना तुरन्त ही दे दूंगा/दूंगी। मैं घोषणा करता/करती हूँ कि मैंने किसी भी तथ्य को नहीं छिपाया है और न ही असत्य जानकारी दी है। उपर्युक्त प्रतिज्ञा के उल्लंघन करने की स्थिति में मेरा प्रवेश निरस्त किया जाकर अन्य अनुशासनात्मक कार्यवाही के लिये मैं उत्तरदायी रहूंगा/रहूंगी।

हस्ताक्षर छात्र/छात्रा

11. A candidate, who for any reason, cannot submit all or any documents required immediately may be admitted and registered provisionally on payment of necessary fees subject to giving an undertaking to submit necessary documents within two weeks failing which the admission shall be cancelled and all moneys paid by him/her shall be forfeited.
12. The documents and certificates required by the University and submitted by the student for admission and registration shall be the records of the University and shall not be returned, even temporarily, to the student concerned under any circumstance.
13. In case a candidate who is offered a seat in the University does not join by the last prescribed date his/her admission shall stand cancelled and the seat fallen vacant shall be offered to the person next on the Admission Waiting List.
14. **Counseling**
  - (a) Students freshly admitted, as well as continuing students, shall present themselves in the beginning of each Semester on/at the place and the dates notified by the DR

(Academic) for Counseling where they shall be assigned to Advisors/Course Instructors by the Dean/Director, concerned;

- (b) Every student shall have an Advisor to help the students in planning the programme of their studies who shall maintain a close contact with the students allotted to him/her and keep himself/herself informed of their progress.

**15. Enrolment and registration**

- (a) Enrolment of a student in any study programme is compulsory and necessary for the award of diploma/degree and a part of the admission procedure governed by the admission rules;
- (b) Each student shall enroll himself/herself at the time of first admission in the University by filling the enrolment form who shall be assigned an Enrolment No. This Enrolment number shall remain the same till the student continues his education in the University for any study programme;
- (c) Admission of new students failing to enroll in the prescribed manner on the appointed date is liable to be cancelled and the seats so fallen vacant shall be offered to the candidates in the waiting list;
- (d) Each student shall be required to register for the subjects he/she proposes to study at least one week before the start of the Semester. Student failing to register within 7 days shall not be allowed registration without the permission of the Dean of the Institute concerned;
- (e) If due to unavoidable circumstances a continuing student is unable to present himself for registration, he may, with the prior permission of the Dean be permitted to deposit his fees by the prescribed date either through his representative or personally on payment of a late fee failing which he shall not be allowed registration in that Semester.

**16. Change of discipline**

Based on the merit a student may be permitted to change his field of study after second Semester if he has passed all the subjects and seats are available in the desired field of study by the Vice Chancellor on the recommendation of both Head of Departments and Dean of the Faculties; provided he meets the qualification and admission requirement fixed by the University/VYAPAM. This opportunity however, shall be limited to a maximum of 10% of the total admitted students.

**17. Withdrawal of subject(s)**

- (a) If a student is not able to cope up with all the subjects allocated in a Semester by the Course Coordinator he may be permitted to differ few subjects by the Vice Chancellor on the recommendation of Course Coordinator, Advisor and Dean of the Faculty, but he may be required to complete the course within normal period of study to be included in the merit list. In exceptional cases if necessary the duration of the course programme may be extended beyond approved period of study and the students shall be required to pay full Semester fee. The Course Coordinator and Dean of the Faculty shall prepare a list of such students for making necessary arrangement for their study;

- (b) A student may be permitted to drop few or all the subjects in a Semester in exceptional circumstances like ill health even if he has registered and attended the classes. In such cases, the student will be awarded 'W' grade in that Semester;
- (c) The students shall not be required to pay tuition fee for repeat subjects and they may attend classes along with other students if they so desire;
- (d) All students shall be required to pass pre-requisite subjects before registering for advance subjects;

**18. Minimum class attendance**

- (a) Each teacher/Instructor shall maintain a record of the students' class-room, tutorials, extension work, and laboratory/workshop/farm attendance in each course/subject taught by him/her in each Semester;
- (b)
  - (i) Each student shall be regular in attending classes and shall be required to have a minimum of 80 percent attendance in each subject in each Semester, failing which he shall be awarded 'w' grade in that subject;
  - (ii) The percentage of attendance of a student in a subject in a Semester shall be computed on the basis of the total number of lectures, practical(s) and tutorial(s) attended by him and those actually held between the date of commencement of instruction and the date of closing instruction, irrespective of the date of his registration and/or the duration of leave duly granted to him. The period of expulsion from the classes/University for indiscipline shall be treated as unauthorized absence from regular classes;
  - (iii) The Kulpati, on the recommendation of the Dean concerned, condone absence to the extent, and in the circumstances, permitted by the Statutes; provided that, if a student is called upon to repeat a subject but he has already put in the required attendance in that subject on a previous occasion, the above requirement of attendance shall not apply.

**19. Academic probation**

A student shall secure more than 4.5/10 GPA in general courses and 5.0/10 GPA in professional courses in each Semester failing which he shall be placed on academic probation for the duration of the following Semester (s).

**20. Withdrawal from the University (U.G. and P.G. students)**

If a U.G. student fails thrice (main one + repeat two) and P.G. student fails twice (one main + one repeat) in a paper/practical he shall be dropped from the entire course for poor academic performance.

**21. Repeat examination**

- (a) If a student secures a 'F' grade, he shall have to repeat the subject whenever it is offered by the University and may be permitted to complete it within maximum period allowed; but if he fails thrice in the same paper/practical he shall be dropped from the university;



- (b) Only those students shall be included in the merit/medal list who have passed the subjects without any repeat or reappear examination.

*Note: More details about Repeat Examination may be seen under Regulation No. 18 - Examination Rules.*

## **ADMISSION TO RESEARCH DEGREES**

22. The admission, registration, examination and approval for the award of a Research degree shall be administered by a Standing Research Degree Committee (RDC) of the University constituted under the Statutes.
23. (a) All persons eligible for admission to a Research Degree programme shall apply to the Vice-Chancellor, through the Dean of the Faculties/Institutes concerned for permission to get registered for the programme and work on the topic/subject preferred for the award of the Research Degree (Ph.D./M.Phil);
- (b) The Research Degree Committee (RDC) shall consider the application and the RDC may at its discretion hold written qualifying test before inviting the candidate for an interview and/ or discussion on the synopsis which he may submit along with the application;
- (c) If the Committee is satisfied that the candidate has the potential of working successfully on the proposed subject of research, it may accord permission subject to the approval of the Standing Committee of the Academic Council, and the candidate shall, on receiving an intimation of the approval of the Standing Committee of the Academic Council from the Registrar get himself registered on payment of the prescribed fee and start working under the guidance of his guide.

(Note : Other rules for the research degree shall be as provided in research degree ordinance.)

## **24. Students records**

All the admission, attendance, examination and other records of students shall be maintained in the respective Offices of the Registrar and shall be treated as official:

Admission and conduct: Deputy Registrar (Academic);

Conduct: Proctor Office;

Daily attendance/ practical/ seminar/projects /reports/Thesis; Office of the Dean;

Examination, awards, and degree: Deputy Registrar (Examination)

Fellowship/studentship etc: Office of the Dean Student's Welfare.

**MAHATMA GANDHI CHITRAKOOT GRAMODAYA VISHWAVIDYALAY  
CHITRAKOOT – SATNA (M.P.)**

**PROGRAMME FOR RECOMMENDING PANEL OF EXAMINERS**

(To be submitted in duplicate to the Deputy Registrar (Exam.) after the student has given notice of likely submission of his thesis within 3 months)

Enrolment/I.D.No.....

1. Name of the student .....
2. Programme in Ph.D./M.Phil in the subject of .....
3. Name and designation of the Guide .....
4. Nature of Examination Thesis evaluation/Viva-Voce. ....
5. Title of thesis .....
6. Name and addresses of the External examiners .....

Proposed:

- 1.
- 2.
- 3
- 4.
- 5.

**DEAN OF THE INSTITUTE**

**Note: Tick the degree for which work was done and is to be examined.**

**MAHATMA GANDHI CHITRAKOOT GRAMODAYA VISHWAVIDYALAY  
CHITRAKOOT – SATNA (M.P.)**

1. Title of the thesis .....
2. Name of candidate .....
3. Majoring.....for Ph.D/ MPhil Programme .....
4. Name, designation and complete .....
- Address of the External Examiner .....
5. Report (Summary) .....

a. Whether the thesis is :-

- (i) Accepted and considered fit enough for conducting the oral examination.
- (ii) Rejected.
- (iii) Required to be re-submitted after revision in the light of the detailed report submitted.

b. If the thesis is recommended for acceptance whether;

- (i) It is fit for publication by the candidate in its original form or in any modified form.;
- (ii) The thesis is of such outstanding merit that the University would be justified in publishing it at its own cost.

Date:

Signature of External Examiner

Note : Tick the degree for which the work was done and examined.  
Detailed report enclosed

**MAHATMA GANDHI CHITRAKOOT GRAMODAYA VISHWAVIDYALAY  
CHITRAKOOT – SATNA (M.P.)**

**CERTIFICATE OF THESIS AND ORAL EXAMINATION FOR  
Ph.D./D.Lit./D.Sc./ STUDIES**

This is to certify that the thesis entitled  
(in Block letters or in type) submitted by Shri/ Ms.....  
(Enrolment/I.DNo.).....

S/o, D/o, W/o, Shri .....to the Vishwavidyalaya in partial  
fulfillment of the requirement of the Ph.D/D.Lit./D.Sc. Degree in the discipline of  
.....has been examined by us. The candidate was examined by  
us on .....We recommend/do not recommend to the acceptance  
of the thesis. His performance in the oral examination has been found satisfactory/ unsatisfactory.

External Examiners

Supervisor

1.....

2. ....

Forwarded to the Registrar for favour of necessary action.

Dean, Institute of .....

Note: Tick the degree for which thesis was submitted and examined.

## REGULATION NO. 18

### EXAMINATION RULES

#### Definitions

1. In this Regulations unless there is anything repugnant in the subject or context :-
  - (a) "Regular Candidate" means a person who has prosecuted a regular course of study in a University Teaching Department, Institute or the College.
  - (b) "A regular Course of study" means a course which a candidate intends to pursue for an examination by attending regular theory and practical classes in a University Teaching Department, Institute or College.
  - (c) "Correspondence Course" means: -
    - (i) A course formulated and organized by Distance Education Cell of the University;
    - (ii) The candidate shall be enrolled by the Distance Education Cell of the University under various faculties;
    - (iii) The candidates shall be supplied course materials and reply sheets etc. The reply sheets shall be periodically evaluated and their performances communicated to the candidates. Only those enrolled candidates shall be allowed to take the examination who obtain at least 30% marks in periodic assessments.
  - (d) "Examination Committee" means Examination Committee of the University appointed by the Academic Council to ensure fair examination.
  - (e) "Flying Squad Committee" means a Committee constituted by the Kulpati from teaching faculties headed by a Coordinator to have surprise inspection of the examination.
2. The Academic Council shall prescribe details of examination rules from time to time.
3. Medium of Examination: The Medium of examination shall be Hindi or English.

#### Application for examination

4. The students shall fill the Examination Application Form received from the concerned department and submit the Examination Fee Receipt in original to the Deputy Registrar (Examination), before the last date announced.
5. While submitting the Examination Application Form the students shall submit full details of the course, subjects of examination, Semester, main examination or repeat examination Enrolment No. etc. They are required to fix a passport size photograph in the Examination Application Form.

6. Late Examination Application Form may be accepted only in special circumstances with approval of the Dean of the Faculty and the Vice-Chancellor before 3 days of the scheduled date of Examination with late fee. Examination application form thereafter, shall not be considered in any circumstances.
7. No change shall be made in the list of subjects submitted by students for examination once forwarded by the Dean / Head of Department to the DR (Exam.).
8. The Dean of the Faculty shall ensure that internal evaluation marks (Continued Formative Assessment - CFA) are made available to the Deputy Registrar (Exam.) at least one week before the End Semester Examination (ESE) is conducted.
9. While forwarding the Examination Application Form the Concerned Dean Faculty shall ensure that the students have paid the Semester and Examination Fees and they are enrolled with the University, failing which examination application shall be rejected by the Deputy Registrar (Exam.).
10. In case the student is unable to appear in the scheduled examination due to any reason after issue of Examination Admit Card, the examination fees received shall not be refunded nor adjusted in future examinations.
11. The details of fees to be charged from students shall be applicable as approved by the Academic Council

### **Examination Committee**

12. There shall be an Examination Committee consisting of Deans of Faculties appointed by the Academic Council to ensure fair examination.
13. The Examination Committee/Academic Council may issue such instructions for the guidance of the Examination Centre Superintendents, Tabulators and Collators, as it considers necessary for the proper discharge of their duties.
14. Examination Committee/Academic Council may from time to time make, alter or modify rules and procedure about the conduct of examinations.
15. The Examination Committee shall also be authorized to take action against the use of unfair means in the examination as per the ordinance.

### **Assessment and Examinations**

16. Assessment of the students' attainment shall consist of Continuous Formative Assessment (CFA-20%) and End Semester Examination (ESE-80%).
17. The 20% CFA shall comprise of internal marks assessed by the teacher concerned on the basis of; (i) Regular quiz, 5%; (ii) Internal mid term test, 10%; and (iii) Home assignment/Case studies report/Practice/Extension projects etc., 5%.
  - (a) The CFA examinations shall be of the following types:
    - (i) Quiz: A short test of 5 minutes durations conducted by the teacher, which may consist of questions requiring brief answers. The quizzes may or may not be announced in advance;

- (ii) Mid-Term Examination: A Mid-Term examination shall be held sometime in the middle of a Semester. The date of holding this examination shall be announced by the teacher in advance;
  - (iii) Home assignment/Project work/Practice/Extension: These shall be assigned to each student to be evaluated by the teacher concern;
- (b) End Semester Examination (ESE – 80%):
- (i) Except in the case of project-work and exclusively practical field placement/internship subjects, the ESE shall consist of a written examination of three hours' duration with a maximum score of 80% of the total marks. The question papers of the ESE may be divided into five units, corresponding to the syllabus of the subject, each question may have two sets of choices;
  - (ii) The question papers for ESEs may be set through approved question bank or by external examiner as per the convenience with the approval of Academic Council;
  - (iii) All practical/extension-work shall be evaluated by external examiners. In case of external practical/examination the share of assessment by internal and external examination shall be as follows:
 

Internal Examination - 20%

External Examiner- Viva and Practical / Extension - 80%
- (c) Minimum passing mark in theory and practical examinations shall be as follows in all the courses.

	Theory		Practical	
	CFA	ESE	CFA	ESE
Distribution, %	20	80	20	80
Minimum passing marks, %	50	35	50	50
Minimum passing marks	10	28	10	40

18. The End Semester Examination shall be held on the dates that shall be notified by the Registrar/Controller of Examinations as decided by the Academic Council.
19. The examination schedule shall be notified by the Registrar/Controller of Examinations 15 days before the commencement of the examination.

### **Repeat /Reappear Examination**

20. (a) A student may be permitted to appear in repeat examination in theory or practical(s) or both either to improve his grade point average or if he has not scored the minimum pass mark assigned to paper or practical along with other Regular Semester students next year.

- (b) A student shall be permitted to reappear in examination in which he/she has been debarred due to inadequate attendance or sickness.
- 21. A student shall be permitted to appear in repeat examinations only twice to pass the same failing which he shall be declared failed in the course and dropped from the university for poor academic performance.
- 22. In specific cases repeat/reappaer examination may be arranged to Final Semester students and to those students who are unable to attend the regular examination due to health reason (serious accident/ hospitalization) with the permission of Vice Chancellor at their cost.
- 23. For repeat examination student shall be required to pay only Repeat Examination fee as fixed by the Academic Council;

**Instructions for Paper Setters and Examiners:**

- 24. Examiners and co-examiners and boards for practical and viva-voce examinations shall be appointed in accordance with the Statutes;
- 25. The examiners will prepare question papers and they shall be wholly responsible for the secrecy thereof. (Exclusive instructions and guidelines will be provided to the examiners while sending appointment letter to the examiners).

**Superintendent and Assistant Superintendents of Examination Centres:**

- 26. Superintendent and Assistant Superintendents of examinations shall be appointed by the Vice-Chancellor on the recommendations of the Examination Committee and the Invigilators shall be appointed by the Superintendents of Examination. Superintendents/ Assistant Superintendents shall not leave the Headquarters during examination days without the permission of the Vice-Chancellor.
  - (a) The Superintendent or the Assistant Superintendent of the Examination (which ever is applicable) at each centre shall be personally responsible for the safe custody of question papers and the answer-books sent to him and shall render to the University office a complete account of used and unused question papers and answer-books. However the question papers must be kept in safe custody of the concerned Police Station/Treasury as per instructions of the University, if required.
  - (b) The Superintendent/Assistant Superintendent shall supervise the work of invigilators and shall conduct the examination strictly according to the instructions issued to him by the University.
  - (c) The Superintendent/Assistant Superintendent of the Examination shall, whenever necessary send a confidential Report to the Registrar about the conduct of examination, mentioning therein the performance of the invigilators and the general behavior of the examinee. He shall send a daily report on the number of examinee attending each of the examinations, absentee roll numbers, and such other information relating to the examinations being held at the centre as may be considered necessary, along with any other matter which he thinks fit to be brought to the notice of the University. He shall also be responsible for maintenance and submission of the account of advance money received and expenditure incurred in connection with the conduct of the examination to the Registrar of the University.



- (d) The Centre Superintendent shall have the power to expel an examinee from examination on subsequent examination days, on any of the following grounds:
  - (i) That the examinee created a nuisance or serious disturbance at the examination centre;
  - (ii) That the examinee showed a seriously aggressive attitude towards an invigilator or a member of the staff entrusted with the examination work;
  - (iii) If necessary, the Centre Superintendent may get police assistance,;
  - (iv) Where a candidate is expelled from the examination, the Centre Superintendent shall inform the same to the Registrar immediately.
- (e) Unless otherwise directed, only teachers of the University Teaching Department and Institute shall be appointed as Invigilators by the Senior Superintendent, provided that a teacher of the subject of the written examination at any session shall not be an invigilator at such session of the examination;
- (f) It shall be the duty of the Centre Superintendent to ensure that an examinee is the same person who had filled in the form of application for appearing at the examination, by checking the photographs pasted on the forms of all candidates and verifying their signatures (one already on the form and the other on Examination Admit Card);
- (g) A duplicate Examination Admit Card may be issued to an examinee by paying a fee of Rs 50.00 if lost on the recommendation of the Dean of the Faculty

#### **Invigilation: Invigilators and Flying Squad Committee**

- 27. (a) There shall be a Flying Squad Committee constituted by the Kulpati from teaching faculties headed by a Coordinator to have surprise inspection of the examination.
- (b) The Flying Squad so appointed shall have the powers to visit and inspect any examination centre at any time and have the powers to take personal search of the examinees if so required. The Flying Squad will report the cases of unfair means if noticed during their visit to the Centre Superintendent of Examination for necessary action. The Flying Squad shall submit its report immediately to the Registrar, who shall take such action or steps as may be considered necessary. During the course of inspection of the examination centre the members of the Flying Squad shall act as invigilators.
- (c) If any action is to be taken against any Examiner, Centre Superintendent or Invigilator the matter shall be referred to the Board of Management through the Kulpati with the recommendation of the Academic Council.

#### **Participation in Examination:**

- 28. “No dues” certificate required: A student shall be issued his/her Hall examination Admit card for Final Examination only if he/she produces “No Dues” certificates from the concerned

Departments, the laboratories, the Registrar's office, library and any other unit specified by the authorities/course coordinator:

29. (a) No candidate shall appear in more than one degree examination in the same year, except 'add on courses'.
- (b) No examinee shall appear in any paper or at any centre other than that mentioned in the Admit Card and the subjects mentioned in the examination application form and in which he had received instruction in the University.
30. Every examinee shall sit only on the seat allotted to him/her in the Examination Hall;
31. No examinee shall boycott any examination or persuade or compel any other examinee to boycott examinations or use any means or attempt to disrupt the examination in any manner. The examinee indulging in such activity and also those who allow themselves to be persuaded to do so shall be declared failed in the subject and may be liable to punishment by the law enforcing agencies. In no case a second examination in any boycotted paper shall be held;
32. The examinations shall be held as scheduled or notified earlier and any attempt to force the authorities to postpone the examinations by the examinees shall be deemed to be an act of gross indiscipline and dealt with accordingly;
33. Any examinee coming late by more than 30 minutes to the Examination Hall shall not be allowed to take the examination in that paper with all its consequences;
34. No examinee shall discuss anything with other examinees after the question paper has been distributed;
35. The Superintendent Examination and Invigilator shall ensure that Answer Books (main and additional copies) are properly signed and stamped with date before these are distributed to the examinees in the Examination Hall;
36. The examinee shall write his/her Roll number, subject of examination, examination paper number, enrolment number, session, semester, day & date etc. as required in the allotted spaces on the cover page of the answer book as soon it is given to him/her;
37. Only blue or black inks should be used in writing the examinations excepting in drawing any diagram or graph where he may use pencil. Use of any other ink (except where permitted) shall be deemed to be an attempt to disclose his identity to the examiner and will be treated as use of an unfair means in the examination;
38. Answers shall be written on both sides of the answer books and the invigilator may refuse to issue another answer book to any examinee who has written on only one side of the pages. Additional answer books shall be issued by the invigilators on demand where genuinely required and the examinee shall write his/her name of the paper date and the serial number of the answer book(s) immediately on getting the additional answer book in the presence of the invigilator. No extra copy, shall be taken out or passed outside to anybody by the examinee, failing which it would tantamount to using unfair means;
39. Rough work may be done on the back side of the cover page or margin of the Answer Book and struck off after completion of examination;

40. In case an examinee does not want any particular answer written by him/ her to be examined he/she may strike it out but in no case the pages should be removed from the answer book;
41. No examinee shall leave the examination hall until after an hour has elapsed since the distribution of the paper unless (i) ordered to leave, by the Superintendent, for gross misconduct in the hall or (ii) taken very seriously ill suddenly needing immediate hospitalization or being separated from other examinees in which case he/she shall be made to stay in another room in the presence of an invigilator until arrival of the doctor or the ambulance to carry him to the hospital;
42. Blind and infirm person who may not be able to write in examination shall be provided a scribe; a person from other discipline not related with the subject and a class below the concerned programme. They shall also be allowed additional 20 min. per hour of examination;
43. No examinee shall put down his/her name, signatures or leave any mark, sign or symbol anywhere in the answer book or use any name (except those mentioned in the question paper or while quoting some author), which may help in identifying him/her, failing which it shall be treated as an attempt to use unfair means in the examination, and shall be awarded 'F' grade in that subject;
44. If any examinee or a group of examinees have any complaint about the question paper (e.g. its being out of the course, any question being wrong etc.) a written complaint should be lodged with the Registrar through the Superintendent of the Examination Centre with the remarks of the Head of the deptt./Dean of the Faculty immediately after the examination. The complaint shall be looked into and considered sympathetically as far as possible by the Examination Committee;
45. No examinee shall carry any chit, diagrams, notes, books, calculators, lap-top-computers, cell phones, pager or other electronic communication devices etc. to the Examination Hall and shall not write anything on the desk, any part of his/her body or on clothes or on the material permitted to be carried to the hall such as scales, set squares, geometry box, pen or pencil box, rubber etc. Both carrying or being in possession of such matter, whether used for copying or not, shall be treated as using unfair means/attempting to use unfair means in the examination and shall be awarded 'F' grade in all the subjects in that Semester;
46. No examinee shall indulge in cheating himself nor help any body in it from inside or from outside the examination hall. No examinee shall indulge in whispering, talking, making any signs or signals to any person in the examination hall (excepting the invigilators) or try to contact any body outside the examination hall or try to get any hints, chits, written answers/ answer books from outside or try to ask answers or give answers from/ to anybody while going to the toilet, in the toilet or while drinking water etc failing which he shall be awarded 'F' grade in that subject;
47. In case the Examinee do not hand over the answer book, destroys the answer book (part or full) create any hindrance and misconduct during examination or persuade other students to leave the examination hall and brings arms in examination shall be treated as indiscipline and shall be awarded 'F' grade of the entire Semester and liable to be rusticated from the university;

48. No examinee shall tear off the question paper or the answer book nor shall take away the answer-book with him/her or pass on the paper and the answer-book to any person outside. He/she should deposit the answer-book with the invigilator before leaving the examination hall. In case he does not do so he shall be awarded 'F' grade in all the subjects of the that Semester;
49. The invigilators and members of the Flying Squad shall have the right to search any examinee in the examination hall or even outside unless the examinee has handed over his/her answer book.
50. At the end of the examination the Invigilator/Superintendent shall put his signature with stamp in the last written page of the Answer Book (s);
51. The University Authorities shall ensure that blank answer books (main and additional copies) are not made available to the students in any case other than for use in the examination;
52. All examinees shall abide by all the instructions given by the invigilators or the Superintendent of the Examination Centre on any issue;

#### **Use of Unfair Means in Examinations and Punishment**

53. The terms 'use of unfair means' or 'attempt to use unfair means' in the examinations shall denote the items proscribed by the Academic Council, through its resolutions, from time to time. These have been enumerated in Ordinance No. 09 Conduct of Examination;
54. The Dean of the Faculty/Institute in which the student is registered shall be responsible for dealing with all cases of use of unfair means in the quizzes and hourly examinations. But in the final examination the matter shall be decided by the Examinations Committee constituted by the Vice-Chancellor every year for holding examinations, to whom the matter shall be reported. The Examinations Committee shall take appropriate action on the report of the Centre Superintendent after offering full opportunity to the student for his defense;
55. The examinees shall be under the disciplinary control of the Superintendent of the Examination Centre and no act of indiscipline with anybody in any matter relating to the examination shall escape punishment.

#### **Action to be taken in case a student is found using unfair means in the examination**

56. The invigilator concerned shall report to the Registrar/Deputy Registrar (Exam) through the Superintendent of Examination Centre on the day of occurrence of cases of unfair means with full details of the evidence and/or exhibit and witnesses etc. An explanation of the student concerned, if possible, shall also be submitted;
57. The student using UFM shall be required to submit his written statement in the prescribed form provided by the invigilator/flying squad. In case he does not submit his statement, it shall be treated as misconduct and dealt accordingly;
58. The answer book of the student using UFM shall be confiscated and shall be provided second Answer Book;
59. All the materials related to UFM shall be handed over by the examinee to the invigilator/flying-squad whether used or not;

60. The student using UFM shall be issued so cause notice by the Chairman of the Examination Committee to be replied within 3 days of issue of the notice;
61. In case the reply is not received within stipulated period, ex parte decision shall be taken by the Examination Committee;
62. The Examination Committee shall positively submit its report before the start of the next Semester;
63. Any punishment awarded to the student using UFM shall be reviewed only by the Vice-Chancellor;
64. The following penalties other than indicated above may be imposed:
  - (a) A student found using unfair means during any quiz or mid term examination shall be deemed to have obtained zero in that examination;
  - (b) A student found using unfair means during the end semester examination shall be punished as under:
    - (i) If the examinee puts down his/her name, signatures or leaves any identifiable mark, sign or symbol anywhere in the answer book it shall be treated as an attempt to use unfair means in the examination, and shall be awarded 'F' grade in that subject;
    - (ii) If the examinee is found with material related to the subject he shall be awarded 'F' grade in all the subjects in that Semester whether it has been used or not by the student;
    - (iii) An examinee found guilty of using unfair means and misconduct shall be awarded "F" grade in all the subjects in that Semester; and or rusticated form the University and if guilty of threatening or assault shall also be handed over to the police;
    - (iv) Any student indulging in indiscipline with invigilator/Examination Flying Squad of the University, and destroying use of any kinds of Unfair Means Materials (swallowing, throwing away through window) shall be awarded 'F' grade in all the subjects of that the Semester;
    - (v) If a student repeats the offence(s) above twice, during a particular degree programme, he shall be rusticated form the University and his registration cancelled;
    - (vi) In case a student is found using unfair means in two subjects during the examination of the same Semester or he is found engaged in serious crime, he shall be liable to be rusticated from the university.
65. Notwithstanding anything contained in this regulation relating to examinations, the Academic Council shall have power to re-consider or reject or cancel an examination of any candidate who is provisionally permitted (subject to fulfillment or certain conditions) to appear at any examination of the University.

## REGULATION NO. 19

### CREDIT SYSTEM REGULATIONS AND AWARD OF GRADES

1. **Academic work**

Each Semester shall consist of at least sixteen weeks of six days each of academic work; the total number of working days per Semester being 96. Each working day may be divided into seven periods.

2. **Credit norms**

The weightage of a subject shall be measured in terms of credits. One hour per week of lecture/tutorial/ and two hours of extension work/ practical /visit shall constitute one credit. The above norm specifies the minimum contact period. The departments/ Schools are free to provide more time if felt necessary and permitted by resources.

3. **Credit weightage of subjects**

Subjects are designed with weightage of two/three and four credits, and Project works / internship etc. could have more credits also.

4. **Medium of instruction**

The medium of instruction, evaluation and project reporting may be in English/Hindi unless otherwise specified in the ordinance related to the programme. Decision on the matter will be based on the nature and the interest of majority group.

5. **Subject teacher**

Normally one teacher will teach a subject. When more teachers collaborate in teaching a subject, one of them shall be designated as the Course-Coordinator.

6. **Students advisor**

Each student shall be assigned to an Advisor from the Department/Institute by the HOD/Dean who shall guide the student in all academic and extra-curricular activities, particularly in choosing and preparing of subjects.

7. **Credit distribution**

The Academic Committee as per UGC/ AICTE guidelines shall allocate the credit distribution for the different UG/PG courses.

8. **Students intake**

The statutory bodies and the Academic Council shall regulate the minimum number of students admitted in a Course. The number students in a class offering an elective subject normally could be 10 at UG/PG level. In rare circumstances a five-students group could also

be permitted provided the total class is not grouped into more than two. Depending on the availability of resources they can take related decision with the approval of the Dean of the faculty. The subject teacher, taking into account the physical facilities required as well as those available, will determine the maximum number.

9. **Number of subjects in a Semester**

A student shall be required to attend all the subjects prescribed by the Department for each Semester. However, he may be permitted to differ or opt for few additional major/allied/elective subjects provided this is recommended by his Advisor and shall not require additional period to complete the Programme.

*Note: Some of the student may register for certain remedial subjects as advised by the Advisor as pre-requisites of certain advanced subjects.*

10. **Maximum period permitted**

- (a) All students are required to successfully pass the subjects in each Semester to enable them to compete for University Medals/Awards/ Scholarships/ stipends as per the regulation governing the relevant schemes. Facilities like hostel accommodation shall be available only up to the normal period of Semesters prescribed for the programme.
- (b) In case a student fails in any paper/practical he/she shall be given two opportunities to repeat the same. No further opportunity shall be given to the student and he shall be deemed to have failed in the course;
- (c) The maximum period permitted for completion of a course programme shall be as indicated below:

<b>Normal period</b>	<b>Maximum period</b>
For Two Semester programme.	4 Semester
For Four Semester programme.	6 Semester
For Six Semester programme.	10 Semester
For Eight Semester programme.	12 Semester

*Note- The Academic Council may extend the maximum period for completion of the Course by another Year in special circumstances. For merit and receipt of medals only normal period shall be allowed.*

11. **Enrolment**

The students are required to enroll himself/herself at the time of first admission in the University and the same Enrolment number shall continue for his study programme in the University.

12. **Registration**

- (a) Each student shall be required to register for the subjects he/she proposes to study at least one week from the start of the Semester. In the first Semester, the registration shall be done at the time of joining the programme. The Course Co-coordinator shall present the list of the subjects offered to the students. Late registration may be

permitted upon payment of a late fee within three working days beyond the specified last date for registration;

- (b) In an elective subject, the student may substitute another elective, if the Department does not offer the subject initially registered by him/her due to insufficient number of students as specified under Para 8 in consultation with his/her Advisor and the HOD. Such student shall be eligible for registration only if he/she satisfies the prerequisite and minimum requirements for continuing the programme and clears all dues to the University. A student registered late shall not be permitted to drop any subject he/she has registered for.
- (c) A student may be permitted to register in even Semester of the same Academic Year and select subjects that do not require prerequisite.
- (d) A student scoring less than prescribed pass marks in theory or practical examinations in previous semesters may also be permitted to register in the even semester of the same academic year as above, however, he shall be kept on 'probation' if his cumulative grade points average (CGPA) is less than the minimum grade points to receive a Division i.e. 5.0/10 in professional courses and 4.5/10 in general courses.
- (e) A student not able to score minimum pass marks in all the papers in a semester shall be required to Re-register and repeat the semester in the next academic session.
- (f) If a student remains on academic probation continuously for more than two semesters, his academic performance shall be re-viewed by the Dean, HOD, and the student advisor who will prepare a report and submit the same to higher authorities of the University for necessary action.

### 13. **Withdrawal**

- (a) A student may be allowed to withdraw from examination from any Semester after registration within two weeks from the start of the Semester for valid reasons like ill health and not able to attend the classes subject to production of a medical certificate and verified by the University Medical Officer;
- (b) No part of the fees paid by the student shall be refunded on account of his/her withdrawing from the Semester. The student however, shall be given opportunities to complete the course in stipulated maximum period.

### 14. **Attendance**

Each student shall be required to secure 80% attendance in a subject to become eligible to take the ESE in that subject. Any student who lacks 80% attendance shall be debarred from the ESE in that subject and he/she shall be required to attend the class in the same subject next year. Attendance in a subject shall be reckoned from the day of joining the course to the last day of the subject taught. (for more details see regulation No. 17)

### 15. **Credit System Sub-Committee**

A Credit System Sub-Committee (CSSC) shall be constituted in each Semester *by* each Department within the first week of the start of the Semester by the Dean. The committee shall consist of:



- (a) The concerned HOD/Coordinator;
- (b) Two teachers (within and outside of the Department) teaching subjects to the students of the Department;
- (c) Two students, one having excellence in curricular matters on the basis of records and the other having excellence in the extra-curricular matter, elected democratically;
- (d) One senior teacher of the Institute/ University not engaged in teaching any subject to the students of the Department, to be nominated by the Vice-chancellor, who shall also be the Chairperson of the CSSC;
- (e) The concerned HOD shall be the convenor of the CSSC. He shall monitor the progress of the courses being offered by the Department, and address to the problems relating to academic matter of the students.
- (f) The functions of the CSSC shall be as follows:
  - (i) To scrutinise and pass the result of the examinations conducted by the University after satisfying itself that the results on the whole and in various subjects are in conformity with the usual standards and to recommend to the Kulpati the action to be taken in any case where the result is unbalanced;
  - (ii) To scrutinise complaints against question papers and to take necessary action;
  - (iii) To decide cases of candidates who answered wrong papers;
  - (iv) To decide cases of candidates whose answer books were lost in transit;
  - (v) To exercise such other powers as the Academic Council/Standing Committee of Academic Council may delegate to it from time to time provided that the Results Committee shall have the powers to scrutinise and revise the results before declaration and in special cases after declarations of results;
- (g) The CSSC shall meet 4 times during a semester as indicated below:
  - (i) At the start of semester to assess the teaching plan with student members;
  - (ii) Immediately after the midterms Continuous Formative Assessment test (CFA) along with student members;
  - (iii) Third time to assess the course work covered during the semester by the teachers with student members;
  - (iv) Fourth meeting of the C.S.S.C shall be held without the student members. immediately after the evaluation of the End Semester Examinations, to provide opportunity to the students to see their answer books and to finalise the results.

**16. Grading system, Grade, GP, GPA, CGPA and OGPA**

- (a) Each subject in a specified course of study offered in the University shall be given certain number of credit hours in accordance with the amount of work, which the student does in the classroom, laboratory, workshop, field /farm/industry or in the villages;
- (b) Each subject shall have a specified number of periodical examinations of various types, quizzes, midterm examination, final laboratory examination and final theory examination. The weightage for the different examinations are (a) 5% for quizzes (b) 10% for the midterm examination (c) 5% for the practical or viva-voce examination and (d) 80% for the End Semester Examination;
- (c) The percentage of marks earned in a subject shall be divided by 10 and expressed correct to one decimal point. This shall be the grade point (GP) obtained by a student in a particular paper/practicals. The credit calculation will be based on 10-point scale. "Thus if student obtains 37% marks in a particular subject, his grade point (in 10 point scale) will be 3.7.
- (d) The product of credit hours and grade point obtained by a student would be the credit point of a subject, which would enable calculation of the Grade Point Average (G.P.A.);
- (e) The marks scored by the student shall be converted into Grade Point (GP) and Average Grade Point (GPA). The GPA is the ratio of sum of the product of the number of credits of a paper/practical and the grade points scored in that paper/practical, computed for all the subjects undergone by the student, to the sum of the number of credits of all the subjects in that Semester:  
  

$$\text{GPA} = \frac{\sum (C \times \text{GP})}{\sum C}$$

Where, C= Credit, G.P.= Grade Point, GPA = Grade Point Average
- (f) The quotient of cumulative credit points obtained by a student in all the subjects taken by him from the beginning of the first Semester up to the end of the specified Semesters shall be the CGPA and at the end of completion of the course shall be overall GPA. The CGPA is to be corrected to second decimal place and OGPA to one place of decimal;
- (g) Award of degree and Division shall be based on the OGPA scored by the student.

17. Each student shall be required to secure minimum marks in each paper and practical as indicated below :

	Theory		Practical	
	CFA	ESE	CFA	ESE
Distribution, %	20	80	20	80
Minimum passing marks %	50	35	50	50
Minimum passing marks	10	28	10	40

Note: *Each subject/practical/report/thesis shall be assigned a certain number of credits called weights. The number of subjects/practicals that he/she has successfully completed measures the quality of performance of a student. A minimum average grade point is required to be maintained by the student for satisfactory progress. The student is required to acquire a minimum number of credits in order to qualify for a degree.*

#### 18. **Declaration of results**

After finalizing the results by the CSSC the Registrar shall declare the results with the approved of the Vice-Chancellor and display the same on the notice board immediately after the last ESE examination conducted by the department. In the case of subjects of final Semesters, the results will be declared within four weeks of the last ESE. Any teacher of the CSSC shall not alter the results, once declared by the Registrar. Only the Appeals Committee can make any alterations in the results one declared by the University.

#### 19. **Scrutiny, Appeals Committee for revaluation**

- (a) Answer books of the mid term Semester internal examinations (CFA) shall be shown by the teacher concerned to the students within 3 days of the examination. The CSSC shall announce in advance the date, time and place for viewing the external examination answer-books to the students; (See Para 15 (e) (iv))
- (b) A student not satisfied with his marks in any paper (ESE) may apply for revaluation of maximum 2 papers in a semester on payment of non-refundable scrutiny fee as prescribed by the University through his/her Advisor within a period of 7 days from the date of observations of marks through the Appeals Committee;
- (c) The prescribed form can be obtained from the office of the Registrar/Controller of Examinations;
- (d) The Appeals Committee shall consist of the Chairperson of the CSSC, the HOD and the subject teacher;
- (e) The Appeals Committee may review/peruse the student's record(s) of work/ script(s), if requested by the student.
- (f) The decision of the Appeals Committee shall be final in the case of CFA, but in the case of ESE the committee shall be empowered prima-facie to review the case. In case any anomaly is observed, it shall be the duty of the Appeals Committee to bring it into the notice of higher authorities for verification;
- (g) If the student is not satisfied with the explanation of the Appeals Committee he/she can proceed for revaluation as per the revaluation rules; The student shall be allowed to get reevaluation of two papers only;
- (h) On the formal appeal of the student, the answer sheet for revaluation shall be sent by the Registrar to two examiners other than the one who originally valued it;
- (i) After revaluation, if the average mark received by the two examiners is more than 10% of the original mark only then the mark shall be replaced by the new marks;

- (j) In case the marks awarded by the two examiner differ significantly (more than 20%), the matter may be referred to the Appeals Committee again, and their decision shall be final;
- (k) The process of revaluation shall not delay the declaration of results of the other students.
- (l) Except as otherwise decided by the Academic Council the examination answer books and the documents regarding the marks obtained by the examinees, except the tabulated results, shall be destroyed or otherwise disposed of after 6 months from the date of the declaration of the results.

**20. Repeat examination**

For details about repeat examination refer Examination Rules of Regulation No. 18.

**21. Statement of grade**

The statement of grades to the students for each Semester shall be awarded separately. The final Semesters statement of grade shall carry the OGPA received by the student.

**22. 'F' Grade stays**

The F Grade once awarded to a student stays on the statement of grades and shall not be deleted. When the student successfully completes the course, his/her GP in the course shall be shown on the statement of grades of the Semester in which he/she does so.

**23. Award of 'grace marks'**

- (a) On the recommendation of the Credit System Sub-Committee (CSSC), the Vice-Chancellor may award five grace marks to a student in the Final Semester Examination in any one paper/practical. The student member in CSSC however, shall not have any role to play in the above decision;
- (b) Grace marks shall be awarded to only those students who shall pass the course after receipt of the grace marks. The grace marks shall not be included for award of Division or overall Grade Point Average.;
- (c) The students receiving grace marks shall not be eligible for any medal or award.

**24. Tentative Annual Academic Calendar shall be as follows unless otherwise communicated:**

<b>S.No.</b>	<b>Semester</b>	<b>Days</b>
1.	Odd Semester	
	a) Course- Works *	110
	b) CFA	06
	c) ESE	10
2.	Semester break	07
3.	Even Semester	
	a) Course- Work	96
	b) CFA	06
	c) ESE	10
4.	Summer break	To be announced

\* - Mnimum shall be 96 days.

25. **Eligibility for the award of UG/PG degree**

A student shall be declared to be eligible for the award of a degree if he/she fulfills the following-

- (a) Registered for and has undergone all the subjects listed under the curriculum of his/her programme;
- (b) Has acquired the minimum credits required for his/ her programme within the maximum time permitted;
- (c) Has received No Dues by the Institute, faculty, hostel, NSS, Clubs. Associations of the University etc;
- (d) No disciplinary action is pending against him/her;
- (e) Has acquired minimum OGPA prescribed for the course.

26. **Minimum GPA**

A student shall have to obtain minimum pass marks in each paper to continue the study in the University as indicated in Para 10 and 17.

27. **Classification of Grades**

Based on the successful academic performance of a student in different subjects (theory and practical) as assigned to a course and receipt of overall grade points average, the following criteria shall be adopted for the award of a Degree and Divisions.

- (a) The final Statement of Grades of the students shall classify his performance according to the following norms:
  - (i) Professional courses as identified by the University such as Agriculture, Engineering, Management, Education, Journalism, etc.

<b>OGPA</b>	<b>Division</b>
7.5 to 10.0	I class with Distinction
6.5 to 7.4	I Class
5.00 to 6.4	II Class
Below 5.0	Pass

- (ii) General courses as identified by the University such as Arts, Science, Humanities, Commerce, etc.

<b>OGPA</b>	<b>Division</b>
7.5 to 10.0	I class with Distinction
6.0 to 7.4	I Class
4.5 to 5.9	II Class
Below 4.5	Pass

**Note:-** The OGPA is to be expressed to first place of decimal.

- (b) Only those students shall be included in the merit list who have passed the subjects without any repeat or reappear examination.

**28. Award of Degrees, Issue of Duplicate copies of Degrees and Annulment of degrees**

- (a) After going through the due process of examinations and qualifying therein, if a candidate is found eligible for the award of a degree, he/she shall be awarded the degree in the annual convocation of the University or the degree shall be sent by post, as the case may be, according to the provisions of the Statutes;
- (b) The University may issue a duplicate copy of the Degree to a student, who might have lost it, subject to the provisions of rule;
- (c) The candidate who has lost the degree shall file an affidavit with the university duly authenticated by a court of law to the effect that he/she has lost the degree together with a fee and an application as prescribed by the University, for issue of a duplicate copy of the degree; before doing so he/she shall issue a notice in the press immediately after the loss of the same is discovered for general information that he/she has lost the degree and enclose with his application a copy of the press notice issued in this regard, and intimating detailed circumstances under which the original degree had been lost;
- (d) The candidate applying for issue of a duplicate copy of a degree shall also give an undertaking to the effect that in case his/her original degree is recovered subsequently, he/she will surrender the duplicate copy of the degree to the University for cancellation;
- (e) The University reserves the right to annul a degree awarded to a student in the circumstances provided for in the Statutes;

**29. Issue of Migration Certificate/Transcripts/Semester Report Cards etc.**

- (a) Migration certificate may be issued to a student who leaves the University for getting registered in another University and has filed all clearances, as prescribed, in the office of the Registrar along with an application and a fee as prescribed by the university or a duplicate thereof;
- (b) Each student who has paid all his University fees and charges is entitled to receive, on application and, on payment of a fee of one transcript of his record. For each additional transcript a fee shall be payable to the University;
- (c) The University may issue duplicate copies of Semester report card/provisional degree certificate on demand.

## REGULATION NO. 20

### RULES FOR THE AWARD OF MEDALS AND PRIZES

1. All awards shall be made on the aggregate result of the final degree examination of all year in respect of which Division is awarded.
2. Only such candidates shall be entitle to the awards who take and pass all degree examinations of the University (all semesters included) in the first attempt within the prescribed minimum period of the course of study and secure the highest marks/credits; however, a candidate securing the highest marks/credits in an examination or in a subject but not getting a first division or at least 60% marks, shall not be entitled to any prize or medal.
3. Candidates declared eligible for a Repeat Examination or those who appear in the examination after a gap of a semester/year or more or these who pass with grace marks shall not be entitled to any award of medals/prizes.
4. For determining merit, marks/credits in an additional subject shall not be counted unless the regulations for the examination concerned have provision for the inclusion of such marks in the division.
5. A student found guilty of the breach of the code of conduct (Regulation No. 18) or punished for gross indiscipline or found guilty of using unfair means in any examination shall not be entitled for the award of the medals/prizes.
6. The Medals/Prizes to be awarded to the candidates shall be declared within a month of the declaration of the results but shall be awarded in the annual convocation of the University. In case, no convocation is held in any year, for any reason the medal/prize shall be sent by registered/insured post by the University on the permanent address or the address notified by the candidate or the awardees may collect from the Registrar of the University after ascertaining his convenience and giving proof of their identities.
7. Normally the following medals shall be awarded by the University:
  - (a) The Chancellor's (Kuladhipathi's) Gold Medals to the candidate topping the list of successful candidates;
    - (i) in the Graduate Degree course(s);
    - (ii) in the Post-graduate Degree course(s);
  - (b) The Vice-Chancellor's (Kulpati's) Silver Medal to the candidates securing 2<sup>nd</sup> position in the list of successful candidates:
    - (i) in the Graduate Degree Course (s);
    - (ii) in the Post -graduate Degree Course (s);

- (c) The University's Bronze Medal to the candidate securing the 3rd position in order of merit amongst the successful candidates in:
  - (i) the Graduate Degree Course (s);
  - (ii) the Post-graduate Degree Course (s);

Provided that, in all such cases the candidates satisfy the conditions prescribed in Rules 1 to 7 above.

- 8. The awards of medals/ prizes may be annulled by the University and the awardees required to return the same to the University in the circumstances enumerated in the University Statutes.
- 9. The University may award other medals/prizes offered by the donors for excellence in any particular discipline etc. The winner(s) of such awards and prizes, if any, shall be announced by the Registrar before the beginning of the next academic year. The terms and conditions of such awards may be as prescribed by the donors in consultation with the University, and these shall be announced before the beginning of the next academic year.



## **REGULATION NO. 21**

### **RULES FOR THE AWARD OF THE MERIT SCHOLARSHIPS AND BOOK PRIZES**

1. University may award merit scholarships and Book Prizes to meritorious students, merit being determined on the conditions and basis prescribed in the Rules for the award of Medals and Prizes (Regulation No. 20)
2. There shall be:
  - (a) One prize of books to a value of Rs. 1000/- to a candidate securing the first position in the final examination of each graduate/post-graduate course provided he secures more than 65% aggregate marks;
  - (b) One prize of books to a value of Rs. 750/- to a candidate securing the second position in order of merit in the final examination of each graduate/post graduate course provided he secures more than 65% aggregate marks.
  - (c) One prize of book to a value of Rs. 500/- to the candidate securing the third position in order of merit in the final examination of each graduate/post-graduate course provided he secures more than 65% aggregate marks;
  - (d) One prize of one book to a value of Rs. 500/- each to the candidate securing the highest marks in any subject(s) in the final examination of any course.
3. The University shall award scholarships to the meritorious students as approved by the Board of Management.
4. The award of merit scholarship to the student shall be on year to year basis subject to the conditions that;
  - (a) The student shall maintain his academic record;
  - (b) His/Her attendance shall be within the prescribed limits;
  - (c) He/She shall not violate the code of conduct for the students; and
  - (d) He/She shall not use and unfair means in the examinations.
5. In the case of violation of any condition mentioned at (c) and (d) of rules 5 above the student may be required to return the entire amount of merit scholarship given to him/her by the University apart from whatever punishment is given therefor,.
6. The award of merit scholarships to the students shall be on the basis of positions obtained in the odd Semester Examination.
7. A student in receipt of merit scholarship shall also be entitled to free studentship but shall be required to deposit all such other fees as the university may charge from other students except the tuition fee.

## **REGULATION NO. 22**

### **RULES FOR STUDY TOURS OF THE STUDENTS OF THE UNIVERSITY**

1. Educational tours shall be a part of the academic programmes. Educational tours shall, therefore, be compulsory for all the students for whom they might be prescribed by the University authorities.
2. The students going on such educational tours as prescribed and organized by the University shall be given class-room attendance for the period they are on such tours.
3. The University shall charge such a non-refundable fee from each student for organizing such tours, at the beginning of each semester, as may be notified by it.
4. The tours would normally be organized during the holidays/semester breaks so that the class room teaching of the students does not suffer but may be organized at any time with the permission of the Vice-Chancellor.
5. The University shall arrange to get railway fare concession for each student being sent on tour.
6. The Vice-Chancellor may, on the recommendation of the Dean of the Faculty/Institute, allow the use of the University Bus/Vehicle for the study tour for short journeys and in such an event the running charges shall be borne by the University.
7. Not more than two teachers (including a female) and two attendants (Sahyogis) shall accompany the students on each educational tour and they would ensure that no student gets out of the group at any place or is left behind or misses the train or the bus. Going to out of the way places and swimming any where by any student during the tour shall be strictly forbidden. The student violating the rule shall do it at his own risk and on the risk of being charged for misconduct on return to the University.
8. The teachers accompanying the students on such tours shall see to it that the students are not put to any avoidable inconvenience and if any student falls ill in the course of the tour to see that proper medical care is made available to him/ her.
9. The Sahyogis accompanying the tour shall help the students in loading/unloading their luggage, and keep watch over their belongings while they are away on study visit as and when required. They shall carry out all orders of the teachers accompanying the tour.

## **REGULATION NO. 23**

### **RULES FOR THE HOSTELS**

#### **GENERAL**

1. These rules may be called the rules for Hostels of the Mahatma Gandhi Chitrakoot Gramodaya Vishwavidyalaya, Chitrakoot, Satna (M.P.).
2. These rules shall be applicable to all the Hostels of the University (boys and girls hostel) and shall come into force with immediate effect.
3. The Hostel Management Committee/Warden may make general or special regulation for the observance of these rules and for the conduct of the affairs of the hostel.
4. The Vice Chancellor may at any time amend, rescind or add to these rules.
5. The Chief Warden shall have the authority to issue/make administrative orders under these rules.

#### **ADMISSION**

6. Application for admission to hostel shall be made on the prescribed form to be had from hostel office/office of the DSW on payment of fees as prescribed. The application form filled should reach hostel/DSW office before the prescribed date.
7. Incomplete or wrongly filled application forms shall not be considered.
8. Each applicant for admission shall furnish a character certificate from the Head of the institution last attended, along with application.
9. After an applicant has been admitted or readmitted he/she may be allotted a bed in a room by the warden.
10. Old hostellers seeking readmission must also apply for admission ensuring clearance of No Dues of previous year (if any), then deposit their readmission dues.
11. No student, who has failed or dropped out in the examination or warned for any disciplinary action shall be readmitted to the hostel.
12. The parents of the students shall submit a pass-port size coloured photograph of the local guardian, duly signed by both (parent and guardian), to the hostel warden at the beginning of the semester/admission to the hostel to enable the hostel warden to identify the person when he/she comes to meet the ward in the hostel, or makes a request for taking the ward home.
13. No student shall be allowed to reside in any hostel after completion of his/her degree for which he/she was admitted. In the event of taking admission in other course in the university his/her admission in the hostel shall be considered a fresh.
14. Initially a bonafide student may be considered for admission for one session only and in case of unsatisfactory conduct, re-admission in the university shall not be considered.

15. Hostel rooms shall have to be vacated during summer vacation for maintenance. In exceptional cases student may be permitted to stay on payment of special charges to be decided by the Hostel Management Committee.
16. Students shall not be allowed to keep any furniture other than those provided by the hostel in their rooms without prior permission of the warden.
17. Music systems/radio/T.V. are not allowed in the rooms, however it may be permitted with earphone attachment.
18. Students shall cooperate in keeping the Hostels and their surroundings clean by not disposing of garbage and waste materials here and there but in dustbins at designated places.
19. Hostellers shall be responsible for the security of own property. They must not leave their room/box unlocked in their absence. Luxury items are strongly discouraged and the management is not responsible for security/safety problems arising out of this.
20. In case of any emergency during the night, the hostellers shall contact the hostel warden for help. Girls may contact the warden through, the Ayah/Chowkidar of the hostel. Local guardians/parents of girls hostellers may telephone the hostel warden and not the girls directly after 7: 00 pm in case of emergency.

#### **FEES, RENTS & OTHER CHARGES**

21. Hostellers shall pay a monthly rent as prescribed by the University for the term for which they have been admitted or readmitted. In addition to the above every student readmitted shall pay admission fee. Late fees shall be charged after the date fixed to deposit the fees notified by the University. A student, if admitted after beginning of the session, shall pay the admission fee and university dues and room rent from the commencement of academic year up to and including the fee for the month in which he has been admitted (not less than six month).
22. Every students admitted or readmitted to the hostel shall pay caution money refundable at the time of leaving the hostel on completion of the course/degree.
23. In case, the study course is not completed within the stipulated period and the hosteller is required to extend his/her stay in the hostel for completing the course he/she may be allowed to continue his/her stay in the hostel on the recommendation of the course coordinator and concerned warden with payment of hostel in multiples of a semester. This facility however shall not be provided to the students who are required to prolong their stay on account of repeat examination.

#### **CANTEEN**

24. The facility of mess /canteen shall be provided by the University on payment basis; cooking is strictly prohibited in the hostel.
25. Every hosteller shall be required to pay monthly mess charges in advance as notified by the Hostel Committee.
26. It would be compulsory for the hostellers to have their meals in the mess/canteen.

## **HOSTEL ROOM AND ALLOTMENT**

27. Due to limited accommodation in the hostel only genuine cases will be considered on the merit basis. The following priority is fixed for providing accommodation in the University Hostel.
- (a) Undergraduate boys/girls and whose parents are residing in rural areas and students belonging to economically weaker section of the society shall be given preference over other boys/girls.
  - (b) Physically Handicapped Students.
  - (c) SCs / STs / OBCs Students.
  - (d) Students pursuing professional courses that require longer hour practical or fieldwork shall have priority over others.
  - (e) Local students (staying under 15 kilometers of the campus), research scholars and married students shall not be allowed due to space limitation in the hostel.
  - (f) All Hostel students residing in the hostel shall be required to submit an undertaking as per Proforma. (Appendix-1)

## **MEDICAL FITNESS**

28. Students falling sick should inform the hostel warden for possible help regarding treatment. A student suffering from a contagious or infectious disease shall be sent to an isolated place by the warden.
29. Newly admitted student to the hostel shall be required to present before the Medical Officer appointed/nominated by the University for Medical Examination.
30. During illness, (either in the hostel or university) in case one has to leave for any other place for treatment, prior information to the warden is essential. The student must inform the hostel warden of his/her return to the hostel or university after fitness.

## **SHRAMDAN**

31. All hostellers are required to participate in the Shramdan in the campus or outside as and when organized and thereby to learn the dignity of labour. The students will be responsible for cleanliness and up keep of the hostel and their room's etc.

## **ATTENDANCE**

32. Attendance shall be taken in hostel every evening at an appointed time. Absence without prior information to warden, at the time of attendance is an offense. The warden shall adversely deal with any attempt of proxy or wrong entry in the attendance register. The roll call hours will be as follows-
33. Attendance time for girls summer -19: 00 h and for winter 18: 00 h.

34. Attendance time for boys - 21: 00 h.
35. In special circumstance hostellers may be allowed by the warden to come hostel after notified time.
36. The hostellers must fill the entries i.e. Name/time/purpose/place and expected return time in the Register maintained by the warden if prior permission has been obtained to leave the Hostel premises for more than 24 hours.

### **LEAVING HOSTEL FOR OUTING AND ON HOLIDAYS**

#### **(For girl students only)**

37. A girl resident desirous of going home shall carry a permission slip in a duplicate as per Appendix-2 signed by the warden stating date and time of leaving the hostel, mode of journey and destination. On return she should bring back one slip duly signed by parents/guardian stating details of return journey.
38. The girls are not allowed to leave the hostel before the declared date. In exceptional cases the parents must contact the warden (not the girls) through phone or letter.
39. The students shall be allowed to visit only their local guardians or members of their family and no one else with the permission of the warden on holidays and in exceptional cases on any other occasion.

### **VISITORS AND GUESTS**

40. Girls are allowed to meet visitors only during 17: 00 h -18: 00 h in working days and 08: 00 h -18: 00 h on holidays.
41. No outsiders shall visit the hostel at odd hours. Those who have visitors without permission of the warden shall be liable for punishment including instant removal.
42. Hostellers are not allowed to lodge relatives or friends in the hostel, but in case of serious illness certified by the Medical Officer, relatives or friends may, on the permission of the warden be allowed to stay in the hostel for such period as the warden may consider reasonable.
43. In no case, students of the university, not admitted to the hostel shall be allowed as guests.
44. Hostellers found guilty of lodging a trespasser shall be required to pay a special rent of Rs. 50/- per day for a period to be determined by the warden in addition to other disciplinary action that may be taken against such a hosteller and /or the trespasser.
45. The girls may be permitted to visit for shopping only on Sundays (time 9: 00 to 17: 00 h.)
46. The girl students may be allowed to visit their local guardians, only on last Saturday of the month provided the local guardian himself or herself comes to invite the girl. They must return to the hostel before 17: 00h failing which they shall not be allowed to visit on other occasions.

### **HOSTEL MANAGEMENT COMMITTEES**

47. There shall be Hostel Management Committee, Standing committee for Hostellers Discipline and a Hostel Committee appointed by the Vice-chancellor for the help of the warden for smooth running of the hostel. The term of the committee shall be one year, which may be extended by the Vice- chancellor for another year.

**(a) Hostel Management Committee**

The Committee shall comprised of :

- |   |            |
|---|------------|
| (i) Dean Student Welfare-                           | - Chairman |
| (ii) Chief Wardens and all Wardens                  | - Member   |
| (iii) One Student's representative form each Hostel | - Member   |
| (iv) One Dean nominated by the Vice-Chancellor      | - Member   |

**(b) Hostel Disciplinary Committee**

There shall be a Hostellers Disciplinary Committee to deal with students indiscipline and misconduct defined in the Hostel ordinance :

- |  |            |
|--|------------|
| (i) Dean Student Welfare-                      | - Chairman |
| (ii) One Dean nominated by the Vice-Chancellor | - Member   |
| (iii) Warden of concerned hostel               | - Member   |
| (iv) Chief Proctor                             | - Member   |

**(c) Hostel Committees**

There shall be a Hostel Committee in every hostel nominated / elected by the warden with the consent of hostellers for smooth running of day to day affairs of the hostel. The Committee shall consist of the following-

- |  |            |
|--|------------|
| (i) Hostel Warden  | - Chairman |
| (ii) One hostel student representative approx. for 20-25 members.  | - Member   |
| (iii) One hostel Prefect and one-Associate Prefect for various functions like food, health and extracurricular activities. | - Member   |

## **MISCONDUCT & INDISCIPLINE**

48. Gambling of any kind and use of liquor/drugs and smoking etc. is strictly prohibited in the hostel and campus.
49. Guests of the opposite sex shall not be entertained in the hostel. The Hostellers however may be permitted to meet their relatives at pre-permitted place during designated time.
50. Pornographic literature and exotic posters/displays etc. are not permitted in the hostels.
51. No hosteller shall be allowed to change the room allotted in the hostel without prior permission of the warden. The warden may order at any time change of rooms or mutual exchange of rooms without assigning any reasons.

52. Use of electric heater & iron etc. are not allowed in the hostel. Heavy fine may be imposed for violation of this rule.
53. Hostellers are strictly prohibited to keep firearms with them. No pets such as dog etc. are permitted to be kept in the hostel by the hostellers.
54. In exigencies all hostellers shall vacate their room at given order/time by the Vice-Chancellor/Registrar for any reason what so ever and hand over the charges of their rooms to the warden failing which warden shall be authorized to break open the locked room. The University shall accept no responsibility for the private property of the concerned students found in the rooms.
55. Hostellers shall not give shelter to any outsider, anyone found guilty on this account shall be severely punished including removal from the hostel of accommodation the University.
56. No meeting shall be held in the hostel premises without the prior permission of the warden.
57. No notice is allowed to be exhibited on a Notice Board or circulated to the hostellers unless it has been signed or countersigned by the warden /D.S.W/Registrar/V.C.
58. Hostellers shall not cause damage or interfere in any manner with the Notice Board of the hostel. A breach of this rule shall be severely dealt with.

**Note :** For notification or communication to the hostellers a notice by the warden on the hostel Notice Board shall be considered adequate. Hostellers should watch the Notice Board regularly and follow general or specific instructions given from time to time. For matters common to all, the hostellers or students, the display shall be on the Notice Board of the Dean of Students Welfare Hostel Office. No separate notice would be sent to them.

### **DISCIPLINARY ACTION**

59. Every hostellers shall maintain a high standard of discipline, have respect for the tradition of the university and conduct in a dignified manner within and outside the hostel. They should do nothing, which may cause noise, disturbance or distraction in studies or may be deemed irregular in any way.
60. The warden shall keep a conduct register exclusively for recording the misconduct of the students along with details of punishment warnings etc. While the register will have one page for one student for noting misconduct, it should have an other page to note down good conducts/acts in the nature of good Samaritan.
61. Resort to any form of strike by the hostellers without following the legally provided remedial channels/procedures shall be deemed as a serious breach of discipline and the student shall ipso facto stand expelled from the hostel/university.
62. Any indiscipline or misconduct committed by the hosteller or group of hosteller shall be brought to the notice of Hostel Disciplinary Committee for taking appropriate action.
63. Depending upon the gravity of the misconduct committed by the hosteller matter can be brought to the notice of the Chief Proctor or Registrar or Vice-Chancellor who may pass order in writing for taking appropriate action.



64. In case the situation in the hostel deteriorates to a level that requires protection, the Chief Proctor in consultation with DSW/Warden may call the security to get the Hostel vacated by the Hostellers. Such action taken however shall be brought to the notice of the Registrar/Vice-Chancellor in writing.
65. Any hosteller found guilty of indiscipline, defiance of orders, rowdy behaviour or any other misconduct is liable to be fined up to Rs. 1000/- and/or instant removal or expulsion or rustication from the hostel/university.
66. No student shall be permitted to appeal against the decision of the warden to any authority other than Hostel Management Committee. If the appeal is against the decision of the Hostel Management committee, it should be made to the Vice-Chancellor.

## UNDERTAKING

I ..... of class ..... D/o/S/o

..... do solemnly on oath state.

- (i) That, I have gone through the hostel rules,
- (ii) That, I shall faithfully observe in letter and spirit the hostel conduct rules,
- (iii) That, I solemnly pledge to abide by the rules in force governing my conduct,
- (iv) That, in case I am found dereliction in the observance of the stipulated conduct rules, I fully understand that I shall forfeit my hostel seat allotment resulting in my vacating the room.

.....  
(Signature of the candidate)

Witness	Name & Address with Phone No.	Signature
---------	-------------------------------	-----------

(1) Parents

(2) Local Guardian (if any)

**MAHATMA GANDHI CHITRAKOOT GRAMODAYA VISHWAVIDYALAYA  
CHITRAKOOT - SATNA (M.P.)**

1. Name of the girl student

.....

2. Class

.....

3. Semester

.....

4. Advisor

.....

5. Faculty

.....

6. Room No.

.....

7. Hostel

.....

8. Date and time of leaving

.....

9. Mode of Journey

.....

10. Accompanying Person Alone or  
with Parent/Guardian

.....

11. Destination with address and contact Telephone No.

.....

**Signature of the student**

**Warden**

## **REGULATION NO. 24**

### **CODE OF CONDUCT FOR THE STUDENTS**

1. Every student shall devote his attention to his studies under the guidance of the teachers of the Faculty or the Institute to which he has been admitted.
2. He shall maintain discipline both in and outside the class and the University campus and help the University authorities to maintain peace and tranquility and a congenial academic environment in the University.
3. He shall be regular in attending the classes, tutorials laboratory/workshop/ farm/ field as required for his studies and shall not abstain there from without the permission of the teacher concerned. Abstaining with permission shall not mean presence in the class. Irregularity in attendance at will may make him/her liable to disciplinary action including expulsion from the class/hostel or even the University apart from denial of permission to write his/her examinations due to shortage of attendance.
4. No student shall indulge in ragging of fresher or in any disgraceful behavior with fellow students and teachers/staff of the University. Arrogant, violent, abusive, indecent and discourteous behavior of trying to harm physically or cause mental torture to anybody or to cause and harm to the University property (e.g. buildings, furniture, fixtures, library, museum, laboratory, workshop, tools, implements and equipment and defacing or writing and spitting on the walls, garden, parks, etc.) which shall be viewed as acts of gross indiscipline and misconduct and dealt with accordingly by the authorities.
5. Any student indulging in any unlawful activity in the hostel, in the University Campus or outside shall not only make himself/herself liable to disciplinary action by the University authorities but also to legal action by the law enforcing authorities and the University authorities shall in no way interfere with their action.
6. No student shall invite any undesirable person to the Campus or allow him/her to stay in the hostel or help or abet the commission of any act of larceny, vandalism, plunder or physical assault on anybody in or outside the University premises.
7. All students, shall be properly dressed in sober and graceful manner and strictly avoid dressing in flamboyant and light dresses exposing the body indecently.
8. No student shall ever boycott the classes or indulge in strikes or boycott the examinations or participate in any such activity no persuade or pressurize or coerce any other student or employee to do the same.
9. Use of unfair means in the examinations shall be considered as misconduct for all students and dealt accordingly.
10. All students are expected to lead a simple, austere, tolerant and gracious life. They should not drink alcoholic preparations, use drugs or smoke nor compel or persuade others to do the same and wholly avoid company of undesirable elements and / or visiting places of immoral activities. Any student found indulging in any such activity may be summarily expelled from the University.

11. No student shall practice unsociability in or outside the University nor shall treat persons from any community, caste, religion, language or region with contempt.
12. In case any student or a group of students face any difficulty in conducting their studies peacefully or face any problem of any other nature they should immediately approach the Director of the Institute or the Dean of the Faculty or the Dean of Student's Welfare for help and guidance. If they fail to have their grievances redressed at those levels they should approach the Registrar or the Vice-Chancellor in the most respectful manner. Violence or unbecoming behavior or exerting pressure on the authorities through the media or the politicians shall be tradition misconduct.
13. The hostellers shall not allow anything unlawful to be done or keep forbidden materials in their rooms or in the hostel premises. Their rooms/hostels can be searched at any time by the University authorities or even the law enforcing agencies and appropriate action taken against them.
14. All students shall be expected to take active part in the cultural, extracurricular and spiritual activities of the University and always act in a manner which earns a good name to them as also to their alma mater.

## REGULATION NO. 25

### STUDENTS' SOCIETIES

1. There shall be Students' Activity Societies in the University with the following objectives:-
  - (a) to generate intellectual, social, cultural environment and discipline for the overall personality development in pursuance of the true meaning of education;
  - (b) to foster innovative, artistic, literary, cultural, academic and sports activities and to promote active participation and leadership amongst students to develop their creative talents;
  - (c) to promote scientific study and discussion on subjects of national and international importance;
  - (d) to encourage social service through mutual cooperation, harmony and dedication towards society based on social, economic, political equality and justice as envisaged in the Indian Constitution; and
  - (e) to create environment of learning and teaching for the development of the university.

Provided that :

- (i) the society shall not consider or canvass any matter relating to faculty/employees / individual students;
  - (ii) shall not undertake any activity that disturbs the academic calendar approved by the University or is contradictory to the provisions contained in the Universities Act and Statues, ordinances and regulations made there under;
  - (iii) shall not take up any activity that is against the code of conduct prescribed for the students.
2.
  - (a) The co-curricular and academic activity Societies shall comprised of:
    1. Literary Society, 2. Cultural Society, 3. Debating Society, 4. Social Work Society, 5. NSS 6. Sports Society 7. Any other as decided by the DSW.
  - (b) The powers and functions and scope of activities of each Society shall be determined by the Patron.
  - (c) Not less than 40 members including the associate members shall constitute any of the society:

Provided that the patron may change the minimum number of members for any of the society or merge two or more societies of similar activities or subjects, as the case may be, to form a joint society.

Provided further that no minimum number of members is required for societies formed on important subjects such as anti-ragging society, blood donation society or anti-drug society.

- (d) The funds generated from the membership fees of the respective Society and raised by the members of that particular Society with prior permission of the Teacher-in-Charge shall also be available to carry out the functions and activities of the Society concerned.
3. (a) The Vice Chancellor shall be the Patron of the Students' Societies
- (b) The Patron shall have the following powers:
- (i) To decide all disputes of Students' Societies referred to him and his decision in the matter shall be final.
- (ii) To guide Students' Society and refer to the competent authority in the event of violation of the provisions of the ordinance by the Students and take appropriate action as authorized by the competent authority.
- (iii) To remove any office bearer of the Students' Societies from his/her office if the said office bearer:
- has directly or indirectly indulged in ragging;  
or
- is involved in financial embezzlement;  
or
- has extracted or tried to extract money illegally from some person / institution or business establishment;  
or
- intimidated any officer or the employee of the University to do an illegal act;  
or
- indulged in violent activity or leads violent demonstration or is involved in some case of moral turpitude.
- (iv) To authorize the arrangement and allocation of funds for the students' Societies.
- (v) To decide the membership fees for the membership of any of the Societies
4. (a) Any regular student on the rolls, on or before 30<sup>th</sup> September of the University shall be eligible voter for his /her class representative.
- (b) Such a student can at his/ her option also be a member of more than one societies by completing the formalities prescribed.
5. There shall be 'Students' Activities Advisory Council'
- (a) The Students' Activities Advisory Council shall consists of:
- (i) Vice Chancellor as the Chairman

- (ii) Other member shall consists of Registrar, Comptroller, Dean Students Welfare, Proctor, two Deans nominated by the Vice-Chancellor in rotation, Teacher-in-Charges of all the activities society, and a representative of all the societies secretaries elected by the secretaries themselves.
  - (b) The Students Activities Advisory Council shall approve the tentative annual activities of the societies based on the resources available in the University and funds generated by the Students Activity Societies.
  - (c) The Registrar shall convene the meeting the SAAC in the beginning of the start of the Academic Year to decide the programmes of the Students Activities Societies based on the agenda items submitted by the Teacher-in-Charges.
6. There shall be a Teacher-in-Charge of the Students' Societies.
7. The Teacher-in-Charge of the Students' Societies shall have the following powers with respect to the Societies.
- (a) To conduct the election to the Students' Society.
  - (b) To be present at the meetings of the Students' Society.
  - (c) To exercise general supervision over the affairs of the Society if necessary and to advise the Students' in regard to their activities.
  - (d) To be in-charge of the funds of the Society and to ensure that no part thereof is advanced or spent without the proper authority or for purpose other than those for which they are allocated.
  - (e) To bring to the notice of the patron any resolution or proceeding or act of any of the bodies or office bearers of the Society which is in violation of the provisions of the ordinance or is likely to be prejudicial to the interest of the colleges.
8. (a) The Student's Societies shall consist of :
- (i) Secretaries and Joint Secretaries of activity Societies elected by the Members and Associate Members of the Society. Provided that the Joint Secretary may be authorized by the Secretary to represent in his/her absence.
  - (ii) Class representatives of each section of every class in each subject having highest overall grade point or percentage marks from amongst themselves and one elected / selected by the each class in the presence of DSW shall be the Member of the Society.
- Provided that the average grade point of two semesters of the same academic year or percentage marks secured at the time of the admission shall mean average grade point for the purpose of this ordinance.



- (iii) If at least one representative belonging to any of the following categories is not elected/ nominated under clause (c) above as a member of the Society, the patron shall nominate one student from category of. (1) Scheduled Tribe (2) Schedule Caste (3) OBC (4) Women (5) Physically Challenged (Handicapped).
  - (iv) All the bonafide students of the University shall have option to become Associate Member in any one or All Societies to participate in the Societies activities.
- (b) The following shall be the office bearers of the Student's Societies who shall be elected by the Members and Associate Members of the Societies from amongst themselves:
- (i) Secretary
  - (ii) Joint Secretary
- (c) The term of the Student's Societies shall commence on the date of their constitution and end on 30th April of the academic year.
- (d) A teacher not below the rank of Lecturer shall be appointed the Teacher-in-Charge of the Societies by the Patron. The Teacher-in-Charge shall also be the Treasurer of the Societies and he/she shall have the right to be present at any meeting of the Students Societies.
9. The Secretary of the Students' Societies shall have the following powers in their respective bodies and shall perform the following duties:
- (a) Subject to the control of the Students' Society, to be in-charge of the general management of the affairs of the Society.
  - (b) To ensure discipline at the meetings of the Students' Societies or at any meeting or gathering organized by the Society.
  - (c) To ensure that the provisions of this ordinance are faithfully observed.
  - (d) To ensure that any activity organized by the Society does not become unruly, violent, or unlawful nor does it lead to the destruction of the private or public property.
  - (e) To discharge any other legitimate functions entrusted to him / her or any legitimate duty imposed on him/her by the Students' Society, subject to the approval of the Teacher-in-Charge.
10. The Joint Secretary of the Society shall carry out the following function:
- (a) To convene meetings of the Students' Society subject to the instructions of the Secretary and the approval of the Teacher-in-Charge.
  - (b) To prepare and maintain the minutes of the meetings of the Students' Society.

- (c) To conduct the correspondence of the Society and to keep all records thereof.
  - (d) To ensure that the legitimate decision of the Society are carried out.
  - (e) The Joint Secretary shall, in the absence of the Secretary discharge the legitimate duties of the Secretary.
  - (f) To perform all other legitimate function entrusted to him/her by the Secretary with the approval of the Teacher-in-Charge.
11. (a) The Students Societies as the case may be shall have the following powers.
- (i) To lay down the broad pattern of the activities of the Students' Society.
  - (ii) To approve the budget estimates of the Society.
- (b) One third of the total membership of the Students Society shall constitute the quorum.
- (c) Each member of Students' Societies shall have only one voting right.
12. (a) The members of the Students' Society shall meet at least once in every month.
- (b) At least clear three days notice of an ordinary meeting and clear twenty four hours notice of an emergent meeting shall be given to the members. Agenda of the ordinary as well as the emergent meeting shall be sent along with notice. No ex-agenda item shall be admissible in an emergent meeting.
- (c) The minutes of the meeting of the office bearers of the Students' Society shall be put up for confirmation at the next following meeting.
13. The members of the Students' Society, shall:
- (a) prepare the budget of the Society under the guidance of the Teacher-in-Charge and submit it to the Patron for approval.
  - (b) draw up the programme of work to be undertaken by the Society, during the academic session and make necessary arrangement for the implementation of the programme.
- Provided that no outsider shall be invited to address the society or any of its bodies without the prior approval of the Patron/ Teacher-in-Charge.
14. (a) Funds placed at the disposal of the Society by the Patron and with any donations raised by the members with the permission of the Patron shall constitute the funds of the Society.
- (b) The Teacher-in-Charge shall draw money out of the fund, sanctioned by the Patron and shall have direct control over it.
- (c) Whenever any amount is paid to the Secretary or any member of the Society authorized to receive the amount, the account shall be rendered to the Secretary who

- shall countersign the vouchers, maintain the accounts of the society submit the account with the complete set of vouchers to the Teachers-in -Charge within a week.
- (d) The Teacher-in-Charge of the Society, and members of Society shall be responsible for appropriate utilization of the allotted amount.
  - (e) Transparency shall be maintained in the accounts of the Students' Society. Every member of the Society shall have the right to see and check the accounts of the Society to which he or she is a member with the permission of Teacher-in-Charge.
- 15.
- (a) Elections shall be held by the Teacher-in-Charge for the post of Secretary and Joint Secretary according to the programme announced by the Vice Chancellor/DSW.
  - (b) The Teacher-in-Charge, shall notify 3 days in advance the date, time and place of election of office bearers of the Societies.
  - (c) The result of the election shall be declared by the Teacher-in-Charge immediately after the counting of votes.
  - (d) A student shall not be eligible to contest the election or to be nominated to any office of the Society of the University if he/she falls in any of the categories listed below.
    - (i) Has ever, directly or indirectly, indulged in ragging.
    - (ii) Has failed to pay the tuition and other fees due.
    - (iii) Has been changed and the proceedings are in progress.
    - (iv) Has been punished for use of unfair means at any examination or against whom proceedings are pending.
    - (v) Is in employment while studying in the college.
    - (vi) Has passed the last University examination in more than the minimum period required.
    - (vii) Has not submitted and got audited the accounts of any advance out standing against him.
    - (viii) Has been punished or a disciplinary action is pending against him in the institution.
    - (ix) Joins any equivalent course after having failed in one or having left one incomplete.
    - (x) Has been provisionally admitted.
    - (xi) Has been expelled from the hostel.
  - (e) No person shall hold the same office more than once during his/her academic career in the University.
  - (f) A candidate seeking election shall be nominated by a proposer and a seconder who are eligible voters.
  - (g) All the nominations shall be made in the prescribed form and a nomination paper shall be declared invalid if:

- (i) The nomination paper was received after the prescribed last date and time.
  - (ii) The nomination is not in the prescribed form.
  - (iii) The nomination is in any way incomplete.
  - (iv) The candidate is disqualified to seek election under the provisions of this ordinance.
  - (v) Once the nomination is submitted by the candidate and received by the Teacher-in-Charge, no addition or alterations shall be permitted.
- (h)
- (i) If in any Students' Society all the nominations are found invalid or no nomination paper is filed, the patron shall nominate a student/students not disqualified under sub Para (iv), above from amongst the voters concerned to fill the seat remaining vacant due to the invalidation or for want of nomination.
  - (ii) The voting shall be by secret ballot and simple majority.
  - (iii) In case of equal votes, decision shall be taken by drawing a lottery by the Teacher-in-Charge.
- (i) In the matter of elections every student shall abide by the following code of conduct:
- (i) No attempt shall be made at character assassination.
  - (ii) Indecent expression and words shall not be used during the course of election campaign.
  - (iii) None shall be run down on the ground of caste, creed or religion.
  - (iv) Neither posters shall be displayed nor shall disfigurement of the walls be made.
  - (v) In course of the election no one shall be intimidated or subjected to physical violence nor shall the discipline of the institution be undermined.
  - (vi) Elections shall be fought on individual basis.
  - (vii) No outsider shall be admitted to the campus and admission will be on the basis of student identity card.
- (j) Where a candidate fails to observe the code of conduct or instigates or supports breach of the code of conduct as given above, the Teacher-in-Charge may declare his/her election invalid.
- (k) A ballot paper shall be rejected if:
- (i) it bears any mark or writing by which the vote can be identified; or
  - (ii) it bears no mark to indicate the vote or bears a mark other than the mark of the prescribed seal placed for the purpose; or

- (iii) a mark of the seal indicating the vote is placed in such a manner as to make it doubtful as to which candidate the vote has been given; or
- (iv) a vote has given more votes than the numbers of seats to be filled; or
- (v) a ballot paper is signed by the voter:

Provided that where there is an uncertainty in respect of any vote/ votes but not in respect of all the votes given by the voter the ballot paper shall be invalid to the extent of the uncertainty.

16. The Vice Chancellor at the beginning of the academic session shall form a 'student election disputes resolution committee' consisting of the Registrar, the Dean, Students Welfare and Proctor. Such disputes relating to elections that can not be resolved by the Teacher-in-Charge at the local level could be referred by the Patron to the committee. The decision of the committee shall be final.
17. If a student elected to an office does not take oath within the prescribed period the right to the office shall cease and the office shall be deemed to be vacant.
18.
  - (a) The Students' Society may consider a motion expressing no confidence in any office bearers or all the office bearers of the Students' Society, if it is sponsored by not less than two-third of the total membership of the Students' Society. The motion shall be deemed to have been passed, if a majority of at least two third of the membership of the Students' Society present and voting at the meeting and constituting not less than half of the total membership of the Society vote in favour of the motion. The Students' Society shall be convened to consider the no confidence motion after the Teacher-in-Charge decides that the motion is sought to be moved on admissible grounds. The meeting at which such a motion is considered shall be presided over by the Teacher-in-Charge.
  - (b) In the event of passing of the no confidence motion against one or all office bearers, as the case may be, the Patron shall immediately issue order giving effect to the no confidence motion passed by the Students' Society.
19. When a person elected to any office of the Society incurs disqualification's listed under sub Para (b) of Para 18 above, he /she shall be debarred from continuing in such office or body by the order passed by the Patron, and the position held by him/her shall become and remain vacant.
20. An office bearer of the Society or a member of the Student Society may resign by a letter addressed and submitted in person to the teacher-in-Charge and the resignation shall take effect as soon as the resignation letter is received by the Teacher-in-Charge.

## **REGULATION NO. 26**

### **PROCEDURES FOR THE CONVOCATIONS**

1. The University shall hold convocation for the purpose of conferring degrees and making awards every year preferably in the month of December in consultation with the Chancellor at Chitrakoot.

Provided that in case the convocation is not held in any year the Board of Management may decide to award all such degrees and sent to the candidates directly at their homes by post for which they shall pay Rs. 250/-.

Provided further that the Kulpati shall have power to confer degrees to any candidate in advance of convocation in exigencies so as to enable him/her to take employment or further studies.

2. The Registrar shall issue a notice to each recipient of a Degree intimating the convocation programme and the procedure to be observed, at least one month in advance.
3. The candidates desiring to receive degree in person must apply to Registrar in clear 15 days before the date fixed for the convocation in the prescribed form together with a fee of Rs. 500/- (including convocation lunch/dinner) intimating their intention to be present at the convocation.

Provided that the Kulpati may in special cases permit the receipt of late application up to seven days before the date of convocation with a late fee of Rs. 100/-.

4. Such candidates as are unable to present themselves in person at the convocation may apply for receiving their degrees in absentia in the prescribed form along with a fee of Rs. 250/-.
5. Every degree shall bear the signature of the Kulpati with date of award of degree or convocation.
6. All the Members on the convocation dias shall wear the academic dress prescribed by the Board of Management.
7. All the candidates receiving degrees and awards shall appear in the prescribed academic dress at the time of convocation. They shall collect the dress at a date and time intimated by the University.
8. A rehearsal shall be arranged on the day of Convocation at which candidates for degrees must be present.
9. The academic dress robe for the convocation for all the members sitting on the dias and those receiving degrees/honours shall be as decided by the Board of Management.
10. The Kuladhipati, the Kulpati the Deans/Director of the Faculties, Members of the Board of Management, Academic Council and the Registrar shall assemble at the place as notified, at the appointed hour and shall walk in procession in the following order to the convocation ground.

- a. The Registrar,
  - b. Members of the Academic Council,
  - c. Members of the Board of Management,
  - d. Deans of Faculties,
  - e. The Kulpati
  - f. The Chief Guest, if any,
  - g. The Kuladhipati.
11. The Kuladhipati, the Chief Guest, the Kulpati, other distinguished guests, Deans of the Faculties, members of the Board of Management, the Registrar and such other persons named by the Board of Management shall take their seats on the dias and the members of the Academic Council on both sides of the dias in places reserved for them.
  12. The candidates 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.
  13. The Registrar shall declare the Convocation open with the permission of the Kuladhipati or in his absence with the permission of the Kulpati. On a request from the Kulpati, the Kuladhipati and in the absence of Kuladhipati the Kulpati will permit the candidates to be presented.
  14. After the convocation is declared open all the candidates (excepting those to be honored with an honoraries causal) shall stand up and the Registrar shall request the Kulpati as follows :  
"Mr. Vice-Chancellor  
Sir,  
The candidates who have qualified for the degree to be conferred in this convocation await your exhortation to them."

Thereafter, the Vice- Chancellor shall exhort them as follows:

कुलपति स्नातकगण	मैं दीक्षा देता हूँ सत्य बोलो, कर्तव्य-पालन करो, अध्ययनशील रहो। मैं प्रतिज्ञा करता हूँ
कुलपति स्नातकगण	स्वस्थ्य बनो, समृद्ध बनो, उदार बनो। मैं प्रतिज्ञा करता हूँ।
कुलपति स्नातकगण	देश को बलवान बनाओ, देश को सुखी बनाओ, देश को गौरवपूर्ण बनाओ। मैं प्रतिज्ञा करता हूँ।
कुलपति	देश के विकास एवं समृद्धि के लिये नये-नये

स्नातकगण	अनुसंधान करो, नए ज्ञान का अध्यापन करो, अनुसंधान के परिणामों का प्रसार करो। मैं प्रतिज्ञा करता हूँ।
कुलपति	सत्य से विचलित न होना। कर्तव्य से विचलित न होना, उत्थान कार्य से विचलित न होना, कल्याण-कार्य से विचलित न होना।
स्नातकगण	मैं प्रतिज्ञा करता हूँ।
कुलपति	तुम्हारा जीवन मंगलमय हो।

15. The candidates shall, thereafter, resume their seats.
16. In case any honouraris causa degree is to be awarded and the Kuladhipati is present, the Kulpati (and in the absence of the Kulpati, the Kulsachiv) shall address the Kuladhipati / Kulpati (as the case may be) as follows:

" Mr. Kuladhipati/ Kulpati, Sir,

We are honored by the gracious presence of Shri/H.E conferee here on this solemn occasion.  
(Reading out the citation in honour of conferee) :

Sir, I request you to kindly confer the honorary Degree of Doctor of -----of this Vishwavidyalaya on him/his Excellency (as appropriate). The Vishwavidyalaya shall feel honored by his acceptance of the Degree."

The Chancellor or the Kulpalti (as the case may be) addressing the person to be conferred the honorary degree shall say :

Your Excellency/Hon'ble conferee (as appropriate)

I, as the Chancellor of the Mahatma Gandhi Chitrakoot Gramodaya Vishwavidyalaya feel greatly honored, and so does the University, in conferring on you the degree of Doctor of Philosophy on this-----day of -----200----- degree presentation.

17. In case there is no person on whom an honorary degree has to be conferred or after the honorary degree has been conferred (as the case may be) the Registrar will ask the permission of the Kuladhipati or the Kulpati (in the absence of the Kuladhipati) for the candidates being presented to him for being admitted to various degrees as follows:

"Mr. Chancellor/Mr. Vice-Chancellor (as the case may be) with your permission, Sir, I now request the Deans of the Institutes/Faculty to present the candidates to you for being admitted to the degree for which they have qualified."

18. The candidates shall then be presented by the Deans of the Institutes/Faculty in the order of Honorary Degrees, Ph.D., Post Graduates, Graduates (in Groups), Gold Medals & other Awards. The Faculties shall be presented in the Alphabetical (English) order. While presenting the candidates the Dean(s) shall say:

"Mr. Chancellor/Vice-Chancellor, Sir,



I present to you Shri/Sarva Shri (conferee) who has/have been examined and found qualified for the degree of .....to which I pray he/they may be admitted". The Chancellor/Vice-Chancellor will, addressing the candidates say :

"By virtue of the powers vested in me as the Chancellor/Vice-Chancellor of Mahatma Gandhi Chitrakoot Gramodaya Vishwavidyalaya, I admit you/one and all to the degree of (as the case may be) and I charge you prove yourselves worthy of the same".

19. After the degrees, awards and medals etc. have been conferred and the Chief guest has delivered the convocation address, the registrar shall seek the permission of the Chancellor or the Vice-Chancellor (as the case may be) to declare the convocation closed in the following manner :

"Mr. Kuladhipati/Kulpati, Sir,

Do I have your permission to declare the Convocation closed?"

On getting the assent/permission he shall, addressing the gathering say "With the permission of the Chancellor/Vice-Chancellor I declare the Convocation closed and I request all present to stand up for the National Anthem".

20. Thereafter, the National Anthem shall be sung.
21. The Academic Procession shall then leave the Convocation Pandal/Hall. The Secretary to the Chancellor shall lead the procession followed by the Chancellor and the Chief Guest with the A.D.Cs walking closely behind them. Others shall follow in the order prescribed in the reverse order as above.
22. The Vice-Chancellor shall have powers to make minor modifications in the prescribed procedure to suit the needs of a particular convocation.
23. Notwithstanding anything contained in this regulations Kuladhipati may suspend holding of the Annual Convocation or Convocations. In such case the Degrees shall be sent to the candidates duly signed by the Kulpati at their addresses. 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 have applied for obtaining the degrees on payment of a fee of Rs. 250/-. The candidates who do not apply within due date for obtaining degrees shall be given degree as in the case of absentia.

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