

P R E A M B L E

The Mahatma Gandhi Chtrakoot Gramodaya Vishwavidyalaya, Chtrakoot was established on February 12, 1991 at Chtrakoot in the district of Satna (M. P.) through an Act namely **The Mahatma Gandhi Chtrakoot Gramodaya Vishwavidyalaya, Chtrakoot Adhyniam 1991(Act No 9 of 1991)**. The University is mandated to develop Human Resource for economical and social upliftment of rural people through Higher Education, Training, Technological Development, dissemination and Skill upgradation.

The Mahatma Gandhi Chtrakoot Gramodaya Vishwavidyalaya, Chtrakoot envisions to establish a University community composed of teachers, students and non-teaching staff and others connected with the University programme bonded together with a common objective, fellow-feeling and a feeling for helping the people particularly the rural people. Therefore, this short preamble is being given so that Statutes proposed hereinafter may be properly appreciated. The University is desirous of promoting human dignity of labour, utmost cooperation and efforts for self-education for enrichment of everybody's innate potential.

The University, while selecting personnel at various levels would always keep in mind that in addition to the capability, qualifications etc. in their respective fields they are endowed with human qualities of head and heart and are prepared to accept the services of the University as mission for the upliftment of the rural poor, the weak and the downtrodden.

Being a new idea, the Gramodaya Vishwavidyalaya will seek the services of a large number of experts in various fields to chalk out the curriculum in various disciplines keeping in mind the basic objectives of the University and keep the strength of the regular whole time employees at the minimum. The curricula must be such which, in addition to imparting the students basic training in their respective fields of study, must also equip them with skills which would enable them to start their own self employment ventures instead of adding themselves to the list of job-seekers. These skills may be in the fields of Information Technology, Production, Marketing, Processing, Applied Science, Agriculture Science, Engineering, Arts, Education, Social Services and in emerging fields of Agro and Forestry produce.

The first Statutes of the Mahatma Gandhi Chtrakoot Gramodaya Vishwavidyalaya have been prepared and are being submitted to the Government of Madhya Pradesh adopting salient features of Madhya Pradesh Vishwavidyalaya Adhinyam 1973, as revised from time to time, Statutes of different Universities of Madhya Pradesh and Rajiv Gandhi Technical University, Bhopal (M.P.). The relevant recommendations and guidelines of the University Grants Commission have also been incorporated in these statutes wherever their provisions are found in conformity with the proposed goals and ideology of this University.

If at any stage it transpires that some provisions contained in these statutes are not in conformity with the conditions laid down by the recognising bodies of certain courses/ programmes (eg. AICTE in case of B.Tech Courses) conditions laid down by the recognising bodies in such cases shall apply.

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STATUTE No.1

THE TERMS AND CONDITIONS OF SERVICE OF THE VICE- CHANCELLOR

Section 24 (8)

- 1.1** The Vice-Chancellor shall receive a fix pay of Rs. 25000/- per month plus other allowances as admissible from time to time.

Provided that where the new incumbent during his earlier posting was drawing pay in a scale higher than the scale of pay of the Vice-Chancellor, his pay shall be fixed on the basis of the pay last drawn by him.

Provided further that if he is in receipt of superannuation pension, either his pay and allowance will be reduced by the gross amount of his pension amount prior to commutation or the payment thereof be held in abeyance up to the date of his relinquishing charge of the post of the Vice Chancellor.

On the other hand if he assume the charge after attaining the normal age of superannuation and he was on a non-pension able post his gross pension equivalent of retirement benefit will be reduced from the pay and allowances admissible for the post of the Vice-Chancellor.

- 1.2** During his tenure of office, the Vice-Chancellor shall be entitled to have a rent free furnished residential accommodation maintained by the University.

- 1.3** The Vice-Chancellor shall be entitled to use a University vehicle for official purposes, on such conditions as applicable to the Head of the Department of the State Government.

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

Provided that if the Vice-Chancellor assumes/relinquishes charge of the office of Vice-Chancellor during the currency of half year, the leave shall be credited proportionately at the rate of 2½ days for each completed month of service.

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

Such benefits shall be available to him as per M.P. Govt rules.

- 1.5** The Vice-Chancellor will be entitled to the benefit of the Contributory Provident Fund from the date of his assuming office. Provided that the benefit of the Contributory Provident Fund shall not be admissible to Vice-Chancellor who prior to his appointment was in the service of the Central/State Govt. and who is in receipt of or had received or had become entitled to receive any benefit such as pension or gratuity or both. He shall however be eligible for GPF.

Provided that where the Vice Chancellor prior to his appointment was in the service of the Central / State Govt. or autonomous body and was entitled to receive the benefit of pension or gratuity or both, his leave salary contribution and pensionary contribution shall be paid by the University to his parent department.

Provided further that where the Vice Chancellor prior to his appointment was in the service of the Central / State Govt. or autonomous body and was entitled to receive the benefit of medical reimbursement and leave travel concession

- 1.6** The Vice-Chancellor shall be entitled to traveling allowance on transfer on his appointment as Vice-Chancellor and after relinquishment of his charge

STATUTE NO.2

TERMS AND CONDITIONS OF SERVICE OF THE PRO-VICE-CHANCELLOR

Section 27

- 2.1** The Pro-Vice-Chancellor shall be appointed by the Vice-Chancellor from amongst the Deans of the University. He shall hold office at the discretion of the Vice-Chancellor.

- 2.2** The emoluments and other conditions of service of the Pro-Vice-Chancellor shall be such as prescribed by the Vice-Chancellor in the light of U.G.C. recommendations.

- 2.3** The Pro- Vice-Chancellor shall perform such duties and exercise such powers as may be assigned to him by the Vice-Chancellor.

- 2.4** The Pro- Vice-Chancellor shall perform such other duties and exercise such other powers as may be prescribed by regulations.

STATUTE NO. 3
OTHER POWERS OF THE VICE-CHANCELLOR
Section 25 (1) & (2)

- 3.1** The Vice-Chancellor may constitute such committees as he deems necessary to help him in the discharge of the duties entrusted to him by or under the MGCGV Act of 1991 provided such a committee does not override jurisdiction of other statutes.
- 3.2** The Vice-Chancellor may sanction an allowance to any employee of the University for any special duties assigned to such an employee or additional duties performed by him which in the opinion of the Vice-Chancellor warrant such payment as per the decision of the Coordination Committee.
- Provided that such allowance shall not exceed 6.25 percent of the basic salary of such employee and the action taken under this statute shall be reported to the Board of Management at its meeting following such action.
- 3.3** The Vice-Chancellor shall be entitled to incur expenditures on entertainment of visitors/guests at his discretion from the entertainment fund provided in the budget. He may also delegate powers of such expenditures to other officers of the University as he deems necessary.
- 3.4** The Vice-Chancellor while exercising his emergency powers, shall not commit the University to any recurring expenditure for a period of more than three months.
- 3.5** The Vice-Chancellor may adopt all the decisions taken by the M.P. Vice Chancellor's Co-ordination Committee, in the University provided that such rules are in conformity of the provisions of the Act or the Statutes.

STATUTE NO. 4
THE REGISTRAR-HIS APPOINTMENT, EMOLUMENTS AND OTHER CONDITIONS OF SERVICE, POWERS AND DUTIES

Section 28 (1) & (2)

4.1 The Registrar shall be appointed by the Vice-Chancellor subject to the approval of the Board of Management recommended by a Selection Committee consisting of the following:-

- | | | |
|-----|--|------------|
| (a) | Vice-Chancellor | - Chairman |
| (b) | Nominee of the Chancellor | - Member |
| (c) | Nominee of the State Govt.,
Deptt. of Higher education
not below the Rank of Dy. Secretary | - Member |

4.2 No person shall be eligible for appointment as Registrar unless he possesses such qualifications as the Board of Management may determine from time to time. Qualification, age, experience and other eligibilities shall be such as prevailing in other universities of M.P.

Provided that the Vice-Chancellor with the approval of Board of Management may request the Govt. of Madhya Pradesh to depute any person non below the rank of University reader, as registrar of the University.

4.3 The Registrar shall receive emoluments in the pay scale as applicable to other Registrars of the Universities of M.P. (presently Rs. 16400-22400) plus dearness and other allowances as admissible to other whole-time officers of the University commensurate with his pay scale.

4.4 Registrar shall be entitled to such leave, leave salary, medical reimbursement, Contributory Provident Fund/Pension and other benefits as are admissible to other whole time officers of the University.

The Registrar shall retire on attaining the age of sixty years provided that the Board of Management on the recommendation of the Vice-Chancellor may extend his term of appointment for a period not exceeding two years if he is satisfied that such extension is in the interest of the University.

4.5 It shall be the duty of the Registrar:

- (a) To be the custodian of the records, the common seal and such other property of the University as the Board shall commit to his charge.
- (b) To sign and verify all pleadings in all suits and other legal proceeding by or against the University.
- (c) To issue all notices convening meetings of the Board of Management, the Academic Council and any other body or committee appointed under the Act of which he is to act as a secretary.
- (d) To keep the minutes of all meetings of the Board, the Academic Council and any other body or committee of the University appointed under the Act to which he is to act as a secretary.
- (e) To conduct official correspondence of the University, the Board of Management, the Academic Council and Academic Planning and Evaluation Board.
- (f) To be responsible for admission of students to the University including the conduct of the entrance examination and make all the necessary arrangements thereof, and all processes connected therewith.
- (g) To be responsible for the conduct of all the examinations as prescribed and make all other arrangements necessary, thereof, and be responsible for the due execution of all the processes connected therewith.
- (h) To supply to the Chancellor;
 - (i) Copies of the agenda of the meetings of the University authorities of which he (Registrar) is to act as secretary as soon as the agenda is issued;
 - (ii) The minutes of the meetings of the University authorities of which he is to act as Secretary within reasonable time but not exceeding one month of holding such meetings for approval of competent authority.

- (i) To collect income, disburse payments and maintain accounts of the University, in case no Comptroller is appointed or he is on earned leaver/ medical leave or any other kind of leave from the University.
- (j) To exercise all such powers as may be necessary or expedient for carrying into effect the orders of the Chancellor, Vice-Chancellor or various authorities or bodies of the University of which he is to act as a Secretary.
- (k) To discharge such other functions as may be assigned to him from time to time by the Vice-Chancellor and the Board of Management, to whom he shall be responsible for the same.
- (l) To render such assistance as may be desired by the Vice-Chancellor in the performance of the his official duties.
- (m) To perform such other duties as may from time to time be entrusted to him by the Statutes, Ordinances or Regulations.

4.6 Subject to the control of the Vice-Chancellor, the Registrar shall have power to appoint the Class III and Class IV staff of the University. He shall also exercise disciplinary control over them.

4.7 The Registrar may, if desired by the Chairman of any authority or body of which he is the secretary, explain the matter at a meeting of such authority or body.

STATUTE NO. 5

THE COMPTROLLER : HIS APPOINTMENT, EMOLUMENTS AND OTHER CONDITIONS OF SERVICE

Section 29 (2)

- 5.1** The Comptroller shall be appointed by the Vice-Chancellor, subject to the approval of the Board of Management recommended by a Selection Committee consisting of the following:-
- (a) Vice-Chancellor - Chairman

 - (b) Nominee of the Chancellor - Member

 - (c) Nominee of the State Govt. - Member
Deptt. of Higher Education/
Finance Ministry not below
the rank of Dy. Secretary.
- 5.2** No person shall be eligible for appointment as Comptroller unless he possesses such qualifications as the Board of Management may prescribe from time to time.
- 5.3** The Comptroller shall receive emoluments in the pay scale of a Reader plus dearness and other allowances as admissible to other whole-time officers of the University commensurate with his pay-scale provided that if he is in receipt of the pension at the time of his appointment as the Comptroller, he shall be paid as his salary an amount equal to the last pay drawn in Govt. service minus the pension and pension equivalent of gratuity admissible to him and where this amount is less than the minimum of the scale of pay of the Comptroller he shall draw as his salary the minimum of the scale of pay of the Comptroller irrespective of the pension and pension equivalent of gratuity admissible to him.
- 5.4** The Comptroller shall be entitled to such leave, leave salary, medical reimbursement, Contributory Provident Fund/ Pension and other benefits as are admissible to other whole-time officers of the University. Provided that the benefit or University share of Contribution to Provident Fund/Pension shall not be admissible to him if he is in receipt of pension.
- 5.5** The Comptroller shall retire on attaining the age of sixty years.
Provided that the Board of Management on the recommendation of the Vice-Chancellor may grant extension for a period not exceeding two years.

- 5.6** Subject to control of the Vice-Chancellor it shall be the duty of the Comptroller:
- (a) To hold and manage the property and investments of the University including trusts and endowed property.
 - (b) To ensure that the limits fixed by the Board of Management for recurring and non-recurring expenditure for a year do not exceed and that money is spent for the purpose for which it has been granted or allocated.
 - (c) To keep a constant watch on the state of cash and bank balances and on the state of investments.
- 5.7** Subject to the control of the Registrar, the Comptroller shall:
- (a) Collect income, disburse payments and maintain accounts of the University.
 - (b) Prepare the annual accounts and budget of the University.
 - (c) Have the accounts of the University regularly audited.
 - (d) Ensure that the register of buildings land, furniture and equipments are maintained properly and kept up-to-date and that the stock checking is conducted regularly.
 - (e) Suggest appropriate action against persons responsible for unauthorised expenditure and for other financial irregularities.
- 5.8** The Comptroller shall keep a watch on the University finances, make necessary efforts to receive/collect funds from various sources as may be due, in time and keep the Vice-Chancellor regularly posted with the financial situation of the University.
- 5.9** The Comptroller may call from any office of the University any information or returns that he may consider necessary for the performance of his duties as finance comptroller.
- 5.10** The Comptroller shall perform such other duties as may be assigned to him from time to time by the Vice-Chancellor.

STATUTE NO. 6

OTHER POWERS AND DUTIES OF THE BOARD OF MANAGEMENT

Section 12 (1) & 37 (1)

- 6.1** In addition to the powers and duties mentioned under Section 12 (1) of the Act, the Board shall have the following powers and duties :
- (a) To approve the number and create posts of teachers in each department and to prescribe their qualification on the recommendation of the Academic Council.
 - (b) To approve the number and create administrative, supporting, technical and other posts and prescribe their qualifications as recommended by the Academic Council.
 - (c) To sanction a pay scale, additional increments of the pay scale and allowances etc. to the teachers and non-teaching staff of the University on the basis of the recommendation of the Selection Committee and Vice-Chancellor.
 - (d) To adopt financial estimates and to fix limits for total recurring and non-recurring expenditures for the year.
- 6.2** A written notice for the conduct of regular meetings of the Board of Management shall be sent to all members at least two weeks before the meeting. The subjects to be considered at the meeting shall be sent to the members at least one week before the meeting.
- 6.3** A quorum for such meetings of the Board shall be one-third of its total membership.
- 6.4** The meeting of the Board of Management shall ordinarily be held once in three months.
- Provided that a special meeting of Board of Management may be called at any time without notice by the Chancellor at his own or on the advice of the Vice-Chancellor to consider any special and emergent situation in the University.
- 6.5** The Board shall consider recommendations made by the various bodies/committees constituted as per Act/Statutes/Ordinances/Regulations of the University and take a decision as it deems necessary.

6.6 The Board of Management shall appoint a Standing Committee composed of the Vice Chancellor, who will act as its Chairman, two member of the Board nominated by the Board of Management, one nominee of the Chancellor of the University and the Registrar of the university who will also act as its secretary.

The Standing Committee shall render advice to the Board on such issues as will be referred to it by the Board of Management or the Chancellor or the Vice Chancellor.

STATUTE NO. 7

OTHERS POWERS AND DUTIES OF THE ACADEMIC COUNCIL

Section 13, 14 & 37

- 7.1** The Vice-Chancellor shall be the presiding officer of the Academic Council. In his absence, the meeting shall be presided over by the Pro-Vice-Chancellor and when there in no Pro- Vice-Chancellor, by the senior most Dean of a Faculty.
- 7.2** The Academic Council shall hold at least four regular meetings during an academic year tentively in the month of April, July, October and January on dates to be fixed by the Vice-Chancellor.
- 7.3** A written notice of a regular meeting of the Academic Council shall be sent to all members at least ten day's before the meeting.
- 7.4** A special meeting of the Academic Council may also be convened by the Vice-Chancellor to consider any special or emergent matter concerning academics, student indiscipline and the like.
- 7.5** The quorum for any regular or special meeting of the Academic Council shall consist of one-third of the total membership of the Academic Council. The vacancy in the office of the membership, if any, shall not invalidate the proceedings of the council.
- 7.6** The term of the Head of the Department nominated by the Vice-Chancellor shall be two years from the date of nomination.
- 7.7** The Academic Council shall determine educational policy, requirements for admission, and the number of seats, fee structure and the degrees and diplomas which shall be awarded and the conditions for their award.
- 7.8**
- (a) The Academic Council shall appoint a Standing Committee composed of the Vice-Chancellor, Deans of Faculties and the Registrar who will also act as its Secretary.
 - (b) The Standing Committee may invite such other persons, not exceeding three, as it may deem fit for any particular meeting;
 - (c) Meetings of the Committee shall be convened under the direction of the Vice -Chancellor.

- (d) It shall be the duty of the Standing Committee to render advice on equivalence of examinations in consultation with the Faculty concerned, introducing the vocational education, value education and such matters as may be referred to it by the Academic Council, the Board of Management or the Vice Chancellor
- (e) Subject to the provisions of the Act and the Statutes, the Standing Committee can dispose of other matters referred to it by the Academic Council. In every case where the Standing Committee disposes of any matter, the matter shall be reported to the Academic Council.

- 7.9** The Academic Council shall recommend candidates for degrees, diplomas, and certificates to be conferred by the Vice-Chancellor.
- 7.10** The Academic Council shall recommend to the Board of Management establishment, amalgamation, division and abolition of the Faculties/Departments/Institutes/Directorates/Centres.
- 7.11** The Academic Council shall consider matters of general academic interest either on its own initiative or on a reference by a Faculty or the Board of Studies and to take appropriate action thereon.
- 7.12** The Academic Council shall workout modalities and approve programmes to achieve the objectives of the University as enshrined in the University Act.
- 7.13** The Academic Council shall make proposals for allocating departments to the Faculties and to assign fellows and its own members to the Faculties.
- 7.14** The Academic Council shall make proposals for the institution of fellowships, scholarships, studentships, medals and prizes and to make rules for their award.
- 7.15** The Academic Council shall recognize persons of eminence in different subjects to guide research in the subject concerned as per recommendations of different Boards of Studies/ Research Degree Committee.
- 7.16** The Academic Council shall make arrangements for the conduct of examinations, and to appoint result committees consisting of its own members or other persons or both, as it thinks fit, and to prepare results of examinations and to publish such results of examinations.

STATUTE NO. 8

THE FACULTIES

Selection 15 (1) & (2)

- 8.1** The University shall have all or any of the following faculties:
- (a) Faculty of Agriculture and Animal Sciences.
 - (b) Faculty of Science. & Environment
 - (c) Faculty of Engineering and Technology.
 - (d). Faculty of Education, Art, Humanities and Social Sciences
 - (e). Faculty of Management, Commerce and Business Studies.
 - (f) Any other Faculty as may be proposed by the Academic Planning and Evaluation Board and Academic Council and approved by the Board of Management.
- 8.2** Each Faculty/ Institute shall be headed by a Dean/Director who will be appointed by the Vice-Chancellor subject to the approval of the Board of Management.
- 8.3** Each Faculty shall have Departments and Institutes as per requirement and approved by the Academic Council.
- 8.4** In addition to above the University will have Centres for providing general services, academic matters, and technology transfer as approved by the Academic Council.
- 8.5** The Dean / Director shall be the Chairman of the Faculty / Institute and shall be responsible for the due observance of statutes, the ordinances and the regulations relating to the Faculty and for the conduct and maintenance of standard of teaching and research.
- 8.6** Each Faculty shall have a Council which will consist of the following members :-
- (a) The Dean of the Faculty, who shall be the Chairman.
 - (b) All Professors of the subjects taught in the Faculty and Head of the Departments in the Faculty.
 - (c) One Reader and one Lecturer from each Department of the Faculty selected on the basis of seniority by rotation. The term of the members so selected shall be one year.

8.7 Subject to the provisions of the Act, each Faculty shall have the following powers, namely: -

- (a) subject to the control of the Academic Council to organise, co-ordinate and regulate teaching and research activities of Departments assigned to the Faculty,
- (b) to approve the courses of studies for the different examinations in the Faculty proposed by the Boards of Studies and to remit matters to Board of Studies,
- (c) to recommend to the Academic Council the conditions for the award of degrees, diplomas and other distinctions including the scheme of examination for different degrees,
- (d) to deal with such other matters relating to the subjects within its purview as may be referred to it by the Academic Council, the Academic Planning and Evaluation Board or the Vice Chancellor,
- (e) to hold meeting with the approval of the Vice Chancellor jointly with any other Faculty or Faculties, such joint meetings to be convened and presided over by a Dean nominated by the Vice Chancellor,
- (f) such other powers as may be assigned to it by the ordinances.

8.8 One third of the total membership of the Faculty shall constitute of a quorum.

STATUTE NO. 9
FACULTY BOARD OF STUDIES

Section 15 (3)

- 9.1** There shall be a Board of Study for each faculty which shall be know as 'Faculty Board of Studies' Each Board of Studies shall consist of :
- (a) Dean of the Faculty concerned.
 - (b) All Heads of the Department in the Faculty concerned.
 - (c) Up to 4 representatives from other Faculties which are offering courses to be taught in the Faculty concern.
 - (d) One expert in the concerned discipline proposed by the Dean of the Faculty and approved by the Vice-Chancellors.
- 9.2** The Dean of the Faculty shall be the Chairman and the Secretary shall be nominated by the Chairman for one academic year with the approval of Vice-Chancellor from amongst the Heads of the Departments on the basis of Seniority by rotation.
- 9.3** All members of the Faculty Board of Studies, other than Dean, shall hold office for one year.
- 9.4** One-third of total membership of the Faculty Board of Studies shall constitute quorum for its meetings.
- 9.5** Subject to the provisions of the Act, each Faculty Board of Studies shall have the following powers:
- (a) Subject to the control of the Academic Council, to organise, co-ordinate and regulate teaching, research and extension activities of the Departments of the Faculty.
 - (b) To approve the courses of studies for the different undergraduate and post-graduate programmes in the Faculty proposed by the different Departmental Board of Studies and to refer matters to the Departmental Board of Studies, if necessary.
 - (c) To recommend to the Academic Council the conditions for the award of degrees, diplomas and other distinctions including the scheme of examinations for different courses/degrees.

STATUTE NO. 10

THE ACADEMIC PLANNING AND EVALUATION BOARD: CONSTITUTION, TERMS, POWERS AND DUTIES

Section (17)

- 10.1** The Academic Planning, and Evaluation Board shall consist of the following members:
- (a) The Vice-Chancellor who shall act as Ex-Officio Chairman.
 - (b) The Pro -Vice-Chancellor
 - (c) Three Deans of Faculties and three Incharge of the Centres to be nominated by the Vice- Chancellor.
 - (d) Three Heads of University Departments to be nominated by the Vice-Chancellor.
 - (e) Three scholars of repute not in service of this University to be nominated by the Academic Council of which one will be from among the members of the Board of Management.
 - (f) Two representatives from the Department of Agriculture, Industry and Higher Education of M.P. to the nominated by the Chancellor.
- 10.2** One-third of the members of the Academic Planning and Evaluation Board shall form a quorum.
- 10.3** The Academic Planning and Evaluation Board shall have its own Secretary to be nominated by the Chairman from amongst its members.
- 10.4** The Academic Planning and Evaluation Board shall meet at least once in a year.
- 10.5** The term of the Academic Planning and Evaluation Board shall be three years.
- 10.6** The Academic Planning and Evaluation Board shall have the following powers and perform the following duties:
- (a) to prepare short term and long term plans of the University;
 - (b) to consider and to forward to the Board of Management its recommendations, the research projects and academic programmes proposed by the faculties and to bring about inter-faculty coordination for taking up projects on faculty basis;
 - (c) to suggest new academic programmes to the Faculty;

- (d) to make proposals for the establishment of departments, institutions of research and specialized studies, laboratories and museum;
- (e) to make proposals for the institution of teaching posts and for prescribing the duties of such posts;
- (f) to evaluate from time to time the working of the Departments;
- (g) to evaluate periodically the progress of the University Programmes.

STATUTE No. 11
ESTABLISHMENT, AMALGAMATION, SUB-DIVISION AND ABOLITION OF
FACULTIES, DEPARTMENTS, INSTITUTES & DIRECTORATES

Section 37 (6)

- 11.1** The Faculties or Institutes or Departments or Centres of the University shall be established, amalgamated, sub-divided and abolished on the recommendations of the Vice-Chancellor, the Academic Council and Academic Planning and Evaluation Board on the approval of the Board of Management.

STATUTE NO. 12
OTHER OFFICERS OF THE UNIVERSITY

Section 22(6)

- 12.1** In addition to the officers mentioned under section 22 (1 to 5) of the Act, the following shall be the other officers of the University:
- (a) Deans / Directors of Faculties./ Institutes
 - (b) Librarian.
 - (c) Dy. Registrars
 - (d) Assistant Registrars Provided that the University shall also have such other officers as may be approved by the Board of Management.
- 12.2** The qualifications, appointment, pay scale and service conditions of the officers shall be such as may be prescribed /approved by the Board of Management for the employees of the University as applicable to the officers/ employees of other universities of the State of the Madhya Pradesh.
- 12.3** The powers and duties of each officer mentioned in this statute other than those listed hereafter shall be such as the Board of Management may determine.
- 12.4** **Dean of Students Welfare:**
- (a) There shall be a Dean of Students Welfare who shall be appointed by the Vice-Chancellor with the approval of the Board of Management for a period of three years from amongst the Professors of the Departments working in the University.
 - (b) The Dean of Students Welfare shall:-
 - (i) make arrangements for housing of the students;
 - (ii) direct a programme of students counselling;
 - (iii) arrange for employment/self-employment of students in accordance with plans approved by the Vice-Chancellor;
 - (iv) supervise co-curricular and extra-curricular activities of the students;
 - (v) organise and maintain contact with the alumni of the university,
 - (vi) organise mess arrangements of the students;

- (vii) obtain medical advice and assistance for the students;
- (viii) make arrangements for scholarships, stipends, part-time employment and other such assistance;
- (ix) obtain travel facilities for holidays;
- (x) communicate with the guardians of the students regarding their welfare;
- (xi) perform such other duties as may be assigned by the Vice-Chancellor;

12.5 University Librarian:

- (a) There shall be a University Librarian. The University Librarian shall be a whole time officer of the University.
- (b) It shall be the duty of the University Librarian to maintain all the libraries on the university campus and organize their services in a manner most beneficial to the needs of teaching, research and extension.
- (c) The University Librarian shall:
 - (i) be responsible to the Vice-Chancellor;
 - (ii) prepare and submit an annual report to the Vice-Chancellor on the condition, needs and services of the university libraries.

12.6 Director of Research:

- (a) There shall be a Director of Research who shall be appointed from amongst the Professors/ Readers. He shall be a whole time officer of the University. He shall be appointed for three years by the Vice-Chancellor on the approval of the Board of Management.
- (b) the Director of Research shall be:
 - (i) responsible to the Vice-Chancellor;
 - (ii) responsible for the preparation and submission of developmental and welfare research to national and international bodies for funding and execution thereof.
 - (iii) responsible for coordination of different developmental / welfare research prepared / submitted by the teachers of different faculties/ departments.
 - (iv) responsible for providing guidance and counselling for the preparation and submission of projects to the funding agencies.

- (c) There shall be a Research Committee which shall advise and recommend developmental/ welfare research to be prepared, submitted and executed..
- (d) The Research Committee shall consist of:
 - (i) Vice-Chancellor - Chairman
 - (ii) Deans of Faculties
 - (iii) Directors/Incharge Centres
 - (iv) All Heads of Departments
 - (v) Representatives of at least two NGOs/ Voluntary Organization.
 - (vi) Director of Research - Secretary

12.7 Directorate of Works:

- (a) There shall be a Director of Works in the University. He shall be the whole time officer of the University. He shall be appointed by the Vice-Chancellor on the recommendation of a selection committee, after the approval of the Board of Management.
- (b) The Director of Works shall be:
 - (i) responsible to the Vice-Chancellor:
 - (ii) responsible for planning and supervision of all construction and maintenance activities of the University, whether on the campus or outside the campus.
- (c) undertaking any other responsibility as may be assigned to him by the Vice-Chancellor.

12.8 Incharge of Centre :

- (a) There shall be an Incharge for each Centre in the University identified by the VC amongst the existing officer of the University and shall be appointed for a period of two years.
- (b) The Incharge of the Centre shall be the chief executive officer of the Centre and shall be responsible to the Vice- Chancellor.

STATUTE NO. 13
CLASSIFICATION AND MANNER OF APPOINTMENT OF TEACHERS
AND OTHER NON-TEACHING STAFF

Section 37 (4)

- 13.1** The Board of Management on the recommendation of the Academic Council shall determine the classification of the teaching staff of the University with appropriate designations such as - Professor, Reader and Lecturer.
- 13.2** The teachers of the University shall be appointed on a whole time basis in the scales of pay to be approved by the Board of Management on the basis of the recommendations made by the University Grants Commission from time to time.
- 13.3** Guest Faculty/Visiting Faculty/Part-time teachers may be appointed in subject(s) in which in the opinion of the Board of Management, such teachers are required in the interest of teaching or for other good reasons. Such Guest Faculty/Visiting Faculty/Part-time teachers will receive the honorarium as decided by the Vice-Chancellor as per UGC guidelines.
- 13.4** Instructors, Teaching / Research Associates, Technical and supporting staff can be appointed by the Vice-Chancellor on such terms as may be deemed fit for the appointment with the approval of the Board of Management
- 13.5** . The Visiting Professors/ Fellows from Indian or Foreign Universities or Institutions on conditions laid down in the ordinances / regulations, may be appointed by the Vice-Chancellor with the approval of the Board of Management.
- 13.6** All appointments in the University teachers/ academic staff shall be made strictly on the basis of merit through a Selection Committee as hereafter provided.
- 13.7** Provided that if appointment to any of the teaching posts aforesaid is not expected to continue for more than six months and can not be delayed without detriment to the interest of the Department or Institution maintained by the University, the Board of Management may make such appointment without obtaining the recommendation of the committee of selection constituted under clause 13.10 but the person so appointed to another post in the service of the University except on the recommendation of the said Committee of Selection.

Provided further that any such appointment purported to have been made prior to the date of the enforcement of the statutes may be allowed to continue till such time as may be considered necessary by the Vice-Chancellor with the approval of the Board of Management.

Provided further that for the purpose of such ad-hoc appointment a selection committee shall be constituted as under -

1. Vice Chancellor Chairman
2. Senior Most Dean of the Faculty
3. One subject expert to be nominated by the Vice-Chancellor.

Provided further that for the appointment of teaching posts there shall be reservation for the candidates of scheduled castes, scheduled tribes and other backward classes as per rules of Government of Madhya Pradesh applicable to the University teaching staff.

- 13.8** A dependent (wife or husband, son, unmarried daughter and widowed daughter) of an employee of the University who meets with untimely death or gets permanent disability during the service period may be appointed on any non-teaching post for which he/she is suitable and fulfils the minimum qualifications, without selection procedure against the existing vacancy with the approval of the Board of Management.

Provided that where the deceased was of teaching staff (Lecturer, Reader or Professor) his dependent, if he fulfills the required qualification, may be given reference for his appointment to a teaching post during the selection.

- 13.9** Appointments to the various categories of posts in the University shall be made as hereinafter prescribed

- (a) The selection and appointment in case of direct recruitment quota under these statutes shall be made only after advertisement of the vacancies in at least three National newspapers and the candidates shall be allowed at least three weeks from the date of publication of advertisement to apply for the post.
- (b) Provided that no such advertisement shall be necessary for the promotion quota and career advancement scheme which are to be filled up from amongst the Professors/ Readers in the University according to the Government roster.

Provided further that the Board of Management may waive the condition of advertisement in case of :

- (i) a vacancy caused by grant of leave of an incumbent for the specific period not exceeding ten months, and
- (ii) a vacancy for the post of Professor or Reader, caused as a result of conversion of an existing post of Reader or Lecturer (when the existing post of Reader or Lecturer, as the case may be, is already filled up by permanent appointment) which shall be filled up by the Board of Management from amongst the teachers of the Department concerned after obtaining and considering the recommendations of the relevant Selection Committee made in accordance with the provisions of the Statutes.

13.10 (a) The members of the Selection Committee for the appointment of teachers and officers shall be :

- (i) The Vice -Chancellor or his nominee;
- (ii) Head of the University Departments in the subject concerned if he is a professor or where the Head of the University Departments, in the subject concerned is not a professor or when the selection is to be made for the post of a professor, the Dean of the faculty concerned, if he is a professor;
- (iii) Two expert in the subject not connected with the University in any manner whatsoever to be nominated by the Academic Council.
- (iv) One eminent educationists not connected with the University in any manner, experts in the subject concerned, nominated by the Chancellor.
- (v) The Chairman of the State Public Service Commission or a member nominated by him.
- (vi) A representative of the Department of Higher Education, Government of Madhya Pradesh.

- (b) Four members of the Selection Committee shall form quorum.
- (c) The Committee shall investigate the merits of the various candidates, including any eminent person distinguished in scholarship who may not have applied, and shall recommend to the Board of Management three names arranged in order of merit who it considers suitable. This applies only in case of Professors or equivalent.
- (d) Provided that no recommendation shall be made unless at least two experts nominated under clause (iii) and (iv) of sub-section (a) are present in the meeting in which recommendation is to be decided upon.
- (e) Out of the persons so recommended under sub-section (c), the Board of Management shall make the final selection.

Provided that where the Board of Management proposes to make the appointment otherwise than in accordance with the order of merit arranged by the committee, the Board shall record its reasons in writing and submit its proposal for sanction of the Chancellor.

- 13.11** A panel of experts of six persons or more in each subject of study, shall be drawn up by the Chancellor from amongst the corresponding Faculty in Indian Universities or academic bodies or Research Institutions or similar organizations of repute in the country.
- 13.12** Meetings of the Selection Committee shall be convened under the orders of the Vice- Chancellor.
- 13.13** A member of Selection Committee, having any personal interest either because his own position or because one of the candidates is related to him, shall withdraw from the meeting when the selection is under consideration
- 13.14** The qualifications for recruitment of teachers of various categories will be as prescribed by the University Grants Commission and approved by the Board of Management.
- 13.15** The Selection Committee shall not recommend the name of a candidate unless there is a support of at least one expert of the subject for the recommendation and in case none of the experts agrees to any of the names that the majority of the members of the Selection Committee desire to recommend, the matter shall immediately be referred to the Board of Management for such orders as they may like to make.

- 13.16** The recommendations of the Selection Committee shall be strictly confidential and shall be submitted by the Registrar to the Board of Management
- 13.17** Every employee shall be on probation for a period of two years on appointment, provided that the Board of Management may extend the period of probation according to clause 13.18 but in no case the total period of probation shall exceed three years.
- 13.18** Every employee on probation as referred to in clause 13.17 shall, at the end of the period of probation, be confirmed. But if the Board of Management finds that his work or efficiency has not been satisfactory, he shall be informed at least one month before the expiry of period of probation and his services shall be terminated.
- 13.19** An employee dismissed by the University for misconduct shall not be appointed by the University in any Hostel, College or an Associated Colleges or any other constituent of the University.
- 13.20** If a staff member of the University is appointed to a higher post, his pay and allowances shall be protected as per M.P. Government rules applicable to teaching / non-teaching staff.
- 13.21** The pay of the University employee (non teaching) in the time scale of pay in which he is appointed shall be regulated by the Fundamental Rules of Madhya Pradesh Government as a matter of course unless it is withheld.
- 13.22** The Selection Committee for the appointment of any other officer of the University, whose appointing authority is the Vice-Chancellor or the Board of Management, not covered by the preceding statutes, shall consist of persons on the staff of the University to be nominated by the Vice-Chancellor, three of whom shall be of the rank of Deans or Directors or Professors, one of whom shall be appointed Chairman by the Vice - Chancellor unless the Vice-Chancellor chooses to be Chairman himself.
- 13.23** (a) The University may also appoint persons serving in other Government or similar organizations on deputation /lien provided they fulfill requisite qualifications and experiences. In such cases, the pay and allowances drawn by them in their parent organization shall be protected. He shall also be entitled to GPF/CPF/Pension/Gratuity/ Leave Salary/Contribution etc. as per rules.

- (b) If an employee on deputation/lien opts for absorption in this University, his/her service/seniority in the University shall be counted from the date of joining this University. Provided that the benefits of contributory Provident Fund or Pension and Gratuity for such period shall be admissible only if such benefits received by him/ her in his parent organization from the date of joining here are surrendered to this University.

STATUTE 14
CONDITIONS OF SERVICE IN THE UNIVERSITY

Section 37 (4 & 9)

I. APPLICABILITY AND DEFINITIONS:

- 14.1** Save as otherwise provided in the Act., the provisions of this statute shall apply to all employees of the University.
- 14.2** In this Statute :
- (a) "Pay" means the amount drawn monthly by the university employees as:-
 - (i) the pay, other than special pay or additional pay granted in view of his personal qualification, substantively or in an officiating capacity or to which he is entitled by reasons of his position in a cadre and,
 - (ii) special pay, personal pay, technical pay and
 - (iii) any other emoluments which may be specially classed as pay by the Board of Management.
 - (b) "Average pay" means the average monthly pay earned during the 10 complete months immediately preceding the months in which the university employee proceeds on leave or is suspended.
 - (c) "Substantive Pay" means pay other than special pay, personal pay or emoluments classed as pay under (a) above, to which a University employee is entitled on account of holding a post to which he has been appointed substantively or by reason of his substantive position in a cadre;
- 14.3** Teaching and non-teaching posts in the University shall belong to the respective cadres and shall carry the scales of pay as approved by the Board of Management from time to time.
- Provided that the scale of pay of teaching staff shall be in accordance to the scales prescribed by the UGC and for the non teaching staff the scale of pay shall be as per the scales applicable to the non teaching staff of other universities of the Madhya Pradesh or the Government. of the Madhya Pradesh.
- 14.4** Besides the pay in the respective pay scales, the University employees shall also be eligible to:-

- (a). The dearness allowance on pay drawn in the scales shall be such as may be sanctioned by the State Government for its employees in corresponding pay scales from time to time with the approval of Board of Management.
 - (b) House Rent Allowance at the rate approved by the Coordination of Committee.
 - (c) Medical facilities as may be approved by the Coordination Committee and applicable to other universities of Madhya Pradesh.
- 14.5** The employees of the University, with respect to their travel allowance, daily allowance and other conditions of service, not covered in these statutes, shall be governed by the corresponding rules applicable to the employees of the other Universities.
- 14.6** The teachers of the university will be given the benefit of the senior scale and the carrier advancement as per rule made in this regard by the UGC from time to time.
- 14.7** Non teaching staff of the university shall be entitled for the benefit of Kramonnati as per the rules made by the M.P. State Govt. from time to time.
- 14.8** The employees Rules prescribed by the Coordination Committee of State Govt. shall also be applicable in the University.

II. SELECTION & APPOINTMENT

- 14.9** The powers of appointment of officers and teachers of the University shall vest in the Vice-chancellor subject to the approval of the Board of Management.
- 14.10** Subject to the control of the Vice-chancellor, the power of appointment of class III and IV employees of the university shall vest in the Registrar.
- Provided that 20% of the post in LDC cadre shall be filled up on promotion basis subject to the fitness and satisfying other minimum qualification as may be prescribed by the appointing authority from among the class IV employees on the basis of seniority cum merit.

14.11 Subject to the provisions of the Act, the qualifications for the appointment to various categories of posts in the university shall be such as may be determined by the appointing authority from time to time which in case of teachers shall be as prescribed by the University Grants Commission as applicable from time to time.

Provided that the category of posts (excluding teaching posts and posts of officers of the University), the percentage of such posts to be filled ordinarily by promotion and the lower category from which such promotions are to be made shall be specified by the Board of Management. Such promotion shall be considered by the appointing authority once a year ordinarily in the month of October. All promotions shall be made on the basis of Seniority cum merit, "subject to implication of reservation policy framed by the Govt. of Madhya Pradesh from time to time.

Provided further that for the category of officers the percentage of such posts to be filled ordinarily by promotion and the rules for the promotion shall be such as specified by the Board of Management.

14.12 The age of retirement of a University employee other than teachers shall be sixty years and the age of the teachers of the University shall be such as may be determined by the University Grant Commission/State Government. Provided that the Board of Management in a special case, may appoint an employee or teacher who has reached the age of Superannuation on contract for a further period not exceeding two years if the Board of Management is satisfied that such appointment is in the interest of the University.

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

14.14 Every person appointed to a post in the university for the first time shall be required to produce a medical certificate of fitness either from the medical board. The fees for such medical examination shall be borne by the person concerned.

14.15 Temporary appointment may be made to a temporary post or in a leave vacancy in respect of a permanent post. Where the temporary post is subsequently made permanent or the leave vacancy becomes permanent, the temporary appointee, if appointed in accordance with the procedure for filling the post on permanent basis, shall be deemed to have been on probation for the period of his continuous service and

shall be entitled to confirmation on satisfactory completion of the prescribed period of probation.

- 14.16** The whole time of the University employee shall be at the disposal of the University and he may be asked to perform any function connected with the nature of his duties without claim for additional remuneration.
- 14.17** The appointing authority may permit an employee of the University to receive an honorarium as remuneration for the work performed, which is without detriment to his official duties/responsibilities.
- 14.18** The Head of a section/Department/Institute under whom an University employee is serving shall send to the registrar:-
- (a) Every year by 30th Sept., a report on the work and conduct of the employee during the preceding year ending 30th June.
 - (b) A month before the date of expiry of probationary period of an University employee, a report about his work and conduct along with opinion about his fitness or otherwise for confirmation on service.
- 14.19** A temporary appointment may be terminated, by either party by giving to the other, one month's notice or one month's salary in lieu thereof. No such notice or payment of salary shall be necessary in case of termination of appointment of work-charged or contingency paid employee.
- 14.20** If the appointing authority is satisfied that the work and/or conduct of an employee is not satisfactory, his services may be terminated. In case of termination of the services of a probationer, provisions of one month's notice or one month's salary in lieu thereof as given in the previous clause shall apply.
- 14.21** If a probationer was appointed by promotion and his work and/or conduct is found to be unsatisfactory, the appointing authority may revert him to the post held by him before such appointment and such reversion shall not be deemed to be a penalty.
- 14.22** Every person appointed to a permanent post by promotion or by direct recruitment shall, on satisfactory completion of his period of probation, be eligible for confirmation on the that post.

- 14.23** On confirmation on a permanent post, the person acquires a lien on that post. On his subsequent substantive appointment to another post, he acquires a lien on the second post and ceases to hold lien on his previous post.
- 14.24** A person holding a permanent post in the University shall be required to give three month's notice or to pay to the University three month's salary in lieu of such notice, in case he wishes to resign his appointment.
- 14.25** If the university terminates the services of any person holding a permanent appointment in the University, a notice to that effect shall be served on him three months before the date on which he is to be relieved. In the absence of such notice, the University shall pay to him three month's salary.
- Provided that notice shall not be necessary if the person is removed from service, dismissed or compulsorily retired.
- 14.26** In case a person, holding a permanent post in the University, is relieved to take up appointment elsewhere, his lien shall be maintained in the University for a period of two years from the date of his relief or till the date of his confirmation on the other post, whichever is earlier.
- 14.27** The services of a University employee may be terminated on any of the following grounds:-
- (a) Willful neglect of duty.
 - (b) Misconduct.
 - (c) Physical or mental unfitness.
 - (d) When the employee is convicted in a court of law for an offence involving moral turpitude.
- 14.28** The following lapses would constitute misconduct on the part of teachers/employees:
- (a) Failure to perform academic duties such as lectures, demonstration, assessment, guidance, invigilation etc,
 - (b) Gross partiality in assessment of students, deliberately over marking/ under marking or attempts at victimization on any grounds,

- (c) Inciting students against other students, colleagues or administration. This does not, however, take away the right of a teacher to express his/her differences on matters of principle in seminars or other places where students are present,
- (d) Raising questions of caste, religion, race or sex in his/her relationship with colleagues and trying to use these considerations for improvement of his/her prospects.
- (e) Refusal to carryout the decisions or appropriate administrative or academic bodies and/or functionaries of the university. This will, however, not inhibit his/her right to express his differences with their policies or decisions.

III. RESIDENTIAL ACCOMODATION

- 14.29** The Board of Management may make rules laying down principles governing the allotment of such buildings or such portions thereof, as may be available, to the members of employees of the University for residential purposes.
- 14.30** When residential accommodation of whatever category is provided to a member of staff of the University, he shall pay monthly rent/License fee as the case may be, at the rates at which house rent allowance is payable by the University. In addition, he will also be required to pay the cost of water and electrical/energy consumed.
- 14.31** The employees of the university shall be eligible to House Rent Allowance (HRA) at the rates determined by the Coordination Committee approved by the Board of Management.

IV. LEAVE

- 14.32** Leave is earned by duty only and cannot be claimed as a right. When to exigencies of the services so require, discretion to refuse or revoke leave of any description is reserved to the authority empowered to grant it.
- 14.33** An employee of the University, who is dismissed or removed from service but is reinstated on appeal or revision, is entitled to count his former services for leave.
- 14.34** Leave ordinarily begins on the day on which transfer of charge is effected and ends on the day preceding that on which charge is resumed.

- 14.35** A holiday or a series of holidays may be allowed either to be pre-fixed or suffixed to leave by the authority competent to sanction leave.
- 14.36** If an University employee is recalled to duty before the expiry of his leave, his duty starts on the day on which he joins his post at the headquarters of the University. Till then he will be treated as on leave.
- 14.37** Unless the Board of Management determines otherwise, a person shall cease to be in the service of the University if he/she is continuously absent from duty for more than three years, with or without leave. Willful absence from duty after the expiry of leave will be treated as misbehavior. No leave salary shall be paid for the period of such absence, which will be debited against the leave account as though it were leave on half pay.
- 14.38** An employee of the University on leave may not take any service or accept any employment without obtaining previous sanction of the authority empowered to appoint him.
- 14.39** No employee of the University who has been granted leave on medical certificate may return to duty without first producing a certificate of medical fitness issued by a competent authority.
- 14.40** No leave shall be granted to employee beyond the date of compulsory retirement, except to the extent of leave due to him and applied for by him but refused to be granted to him in the exigencies of service before the date of compulsory retirement.
- 14.41** If a staff member's service is extended beyond the date of compulsory retirement, within the period he may be granted of his extension any leave, which, having been refused is being carried forward together with such leave as may have been earned during the extended period.
- 14.42** Leave or extension of leave on medical certificate shall not be granted to a staff member after the date on which he is declared permanently incapacitated for further service.
- 14.43** The leave account of all the employees of the University shall be maintained on a prescribed form. No leave shall be sanctioned, unless the title thereto is certified by the officer who is required to maintain the leave account.

- 14.44** A service book shall be maintained for every employee of the University. Every relevant event in the life of each employee of the University shall be recorded in the service book and the entries shall be attested by the concerned Head of Office. The services of all the employee shall be verified each year and a certificate to that effect shall be recorded in the service book.
- 14.45** Every permanent/regular employee (Non teaching) of the University shall earn Earned Leave at one-eleventh of the period spent on duty provided that he ceases to earn when the total leave earned and due become 180 or 240 days. The maximum earned leave that can be granted at one time is 120 days.
- 14.46** The half pay leave admissible to an employee of the University in respect of each completed year of service is 20 days. half pay leave may be granted either on medical certificate or on private affairs. In either case it shall not be granted unless the authority competent to sanction leave is satisfied that the incumbent will return to duty on the expiry of such leave. It may, however, be included in the grant of leave expressed to be preparatory to retirement.
- 14.47** Commuted leave not exceeding half the amount of half pay leave due may be granted to an employee member on medical grounds subject to the following conditions:
- (a) Commuted leave during the entire period of service is limited to 240 days.
 - (b) Twice the amount of commuted leave shall be debited against half pay leave due.
 - (c) Not more than 90 days of commuted leave can be granted at a time.
 - (d) The total duration of commuted leave and earned leave taken in conjunction must not exceed 210 days.
 - (e) No commuted leave may be sanctioned, unless the authority competent to sanction leave has reason to believe that the member of staff will return to duty on its expiry.
 - (f) Commuted leave shall not be granted preparatory to retirement.
- 14.48** Leave not due may be granted to an employee of the University for a period not exceeding 360 days during his entire service out of which not more than 90 days at a time and 180 days in all may be without medical certificate.
- Such leave may be debited against the half pay leave which the employee may earn subsequently.

- 14.49** Leave not due may be granted only if the authority competent to sanction leave is satisfied that the employee will return to duty on its expiry and will earn that much half pay leave by subsequent service.
- 14.50** Extraordinary leave may be granted to a university employee :
- (a) When no other leave is admissible.
 - (b) When an employee applies in writing for such leave, even though other kinds of leave is admissible.
- 14.51** The duration of Extraordinary Leave at a time shall not exceed 120 days. However the Board of Management may grant Extraordinary Leave for a longer period when an employee is undergoing treatment for any disease requiring a longer time or for higher Education or research.
- 14.52** If an employee fails to return to duty on the expiry of leave granted to him/her, he/she shall be deemed to have resigned his/her appointment and shall forthwith cease to be in service.
- 14.53** The authority empowered to grant leave may commute retrospectively periods of absence without leave into extraordinary leave.

V. LEAVE SALARY

- 14.54** A person on earned leave is entitled to leave salary equal to the pay to which he was entitled before the commencement of the leave.
- 14.55** A person on half pay leave or leave not due is entitled to leave salary equal to half of his pay.
- 14.56** A person on commuted leave is entitled to leave salary equal to twice the amount admissible during the half pay leave.
- 14.57** A person on extraordinary leave is not entitled to any leave salary.
- 14.58** The provisions of foregoing paragraphs regulation the grant of leave shall not apply to work-charged and contingency paid staff.

VI. SPECIAL DISABILITY LEAVE

- 14.59** Special disability leave may be granted to a member of staff of the University, who is disabled by injury caused in or in consequence of his official position.
- 14.60** The period of special disability leave shall be such as may be certified by a government medical practitioner but in no case it shall exceed 24 months.
- 14.61** Special disability leave may be combined with leave of any other kind and shall be counted as duty.
- 14.62** Leave salary during the period of special disability leave shall be equal:
- (a) For the first 120 days of such leave, to pay admissible on earned leave.
 - (b) For the remaining period to pay admissible on half pay leave.

VII. STUDY LEAVE

- 14.63** Study leave may be granted to an University employee to enable him to undergo, in or out of India, a special course of study in a professional or technical subject connected with the sphere of his/her duty or for a course or training or study tour certified to be of advantage to University. The leave may be granted by the appointing authority on the following conditions:-
- (a) It shall not be granted to an employee who has put in less than five years service or who is to retire within three years.
 - (b) It shall ordinarily be restricted to 12 months at any one time and 24 months during the entire service.
 - (c) It may be combined with other kinds of leave including extraordinary leave. However total absence shall not exceed 36 months including vacation.
 - (d) Study leave shall count as service for promotion, seniority and increment, but not for leave.

- (e) University employee may receive in addition to leave salary, a scholarship or stipend that may be awarded to him.
- (f) An employee of the University, who is granted study leave, will have to execute a bond to serve the University for a period of at least three years on return from leave. In the event of his/her failure to serve the university for the whole or any part of the period, he will have to refund all money received by him/her during the leave period. The provident fund shall be treated as security for the performance of the conditions of this bond and will be adjusted towards the liabilities he/she may incur under this clause.

Provided that the employee who has been granted the study leave shall submit a report concerning his work during the leave when he assumes his duty.

VIII. MATERNITY / PATERNITY LEAVE

- 14.64** Female and male employee of the university shall be entitled for maternity/ paternity leave as per rule of Government of Madhya Pradesh in this regard.

IX. CASUAL LEAVE

- 14.65** (a) Casual leave is not earned by duty. An employee on casual leave is not treated as absent from duty and his pay is not intermitted. Casual leave can not be claimed as a matter of right and its grant is always subject to the exigencies of service and subject to maximum of 13 days in a calendar year.
- (b) Casual leave may be granted as and when occasion arises at the discretion of the sanctioning authority, provided that the total period of absence, including sundays and other holidays shall not exceed 4 days at a time.
- (c) Casual leave can not be combined with any other kind of leave.

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

X. SPECIAL CASUAL LEAVE

- 14.66** (a) An employee summoned to serve as juror or assessor or to give evidence before the court of law as a witness in a Civil or Criminal case in which his private interests are not at issue may be given this leave. The leave so granted should be sufficient to cover the period of absence necessary.
- (b) It may also be granted when an employee is deputed to attend reference libraries of other institutions and conferences or educational gathering of learned and professional society in the interests of the University or other academic work which will include working on the committees appointed by the Universities/ Government/ University Grants Commission / CSIR lecturing and examination work; or such other works as may be specified by the Board of Management.
- (c) Special Casual Leave under clause (b) Shall be admissible only for non-remunerative work and shall not exceed fifteen days in a calendar year.
- Provided that for non-remunerative work on the Committees appointed by the Universities/Government/University Grants Commission/ Madhya Pradesh Uchcha Shiksha Anudan Ayog/PSC/UPSC/CSIR etc. the Kulpati may, at his discretion sanction special casual leave for a further period not exceeding fifteen days in a calender year.
- (d) In case of University employees selected under the various Cultural Exchange/ National Lecture/Exchange Programme etc. sponsored by the Government of India/ State Government/UGC and other Statutory bodies to deliver specialised lectures in India or abroad the period of absence from the University shall be counted as Duty.
- (e) Leave to the extent prescribed below but not exceeding in any case the period earned may be sanctioned by the authority mentioned against each:-

1. Casual Leave:

- (i) Heads of Department and Registrar - Kulpati
- (ii) Department employees (teachers other than Head of the Department) laboratory, ministerial and class IV staff - HODConcerned
- (iii) Registrar's Office Staff - Registrar

Provided further that casual leave up to 4 days at a time may be sanctioned by the Deputy Registrar/Assistant Registrar to the ministerial and Class IV staff of their respective sections.

2. Special Casual Leave.

All employees other than Kulpati - Kulpati

XI. EXTRAORDINARY CASUAL LEAVE

- 14.67** (1) Notwithstanding anything contained in the foregoing clauses, an employee of the University may be granted Extraordinary Casual Leave, admissible only once in his/her whole service period, in connection with Vassctomy/Salpingectomy (Tubectomy) operation of her/his spouse in accordance with the rules of Govt. of Madhya Pradesh applicable to the employees of other universities.

XII. LEAVE ENCASHMENT

- 14.68** The employees of the University shall be permitted the benefit of surrendering earned leave for the purpose of encashment as per orders issue by the State Government of Madhya Pradesh from time to time.
- 14.69** Subscription towards Contributory Provident Fund shall not be deducted from the leave salary for such surrendered leave nor the University shall contribute its share for this surrendered leave.

XIII. SUSPENSION, PENALTIES & DISCIPLINARY AUTHORITY

- 14.70** An employee of the University may be placed under suspension by the appointing authority or the Vice Chancellor.
- (a) Where a disciplinary proceeding against him/her is contemplated or is pending; or
- (b) Where a case against him/her in respect of any criminal offence is under investigation, enquiry or trial.

14.71 A person shall be deemed to have been placed under suspension by an order of the appointing authority:-

- (a) With effect from the date of his detention, if he/she is detained in custody, whether on a criminal charge or otherwise for a period exceeding 48 hours.
- (b) With effect from the date of his conviction, if in the event of a conviction for an offence, he/she is sentenced to a term of imprisonment exceeding 48 hours and is not forthwith dismissed or removed or compulsorily retired consequent to such conviction.

14.72 An order of suspension made or deemed to have been made shall continue to remain in force until it is modified or revoked by the appointing authority.

Where an employee is suspended or is deemed to have been suspended (whether in connection with any disciplinary proceeding or otherwise)

and any other disciplinary proceeding is commenced against him during the continuance of the suspension, the authority competent to place him under suspension may, for reason to be recorded by him in writing, direct that the employee shall continue to be under suspension until the termination of all or any proceedings.

14.73 The following penalties may be imposed upon an employee of the University by the appointing authority :-

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

14.74 Besides the above, penalties of fine upto Rs. 1000/- may be imposed on the lowest category of staff members for carelessness, unpunctuality, idleness or similar misconduct of a minor nature.

14.75 The appointing authority may institute disciplinary proceedings against members of staff of the University.

- 14.76** No order imposing any of the penalties specified in clause 14.73 above other than fine shall be made except in accordance with the procedure laid down for imposing such penalties i.e. issue of charge sheet/show cause notice and giving the staff member adequate opportunity to defend himself.
- 14.77** Where any penalty is imposed on a staff member by the Registrar, he/she may prefer an appeal to the Vice-Chancellor within 30 days from the date on which a copy of the order appealed against is delivered to him/her. In case, however the penalty is imposed by the Vice-Chancellor, a similar appeal shall lie to the Chancellor.
- 14.78** The appeal shall be presented to the authority to whom the appeal lies, a copy being forwarded by the appellant to the authority which made the order appealed against it shall contain all material statements and arguments on which the appellant relies, shall not contain any disrespectful or improper language and shall be complete in itself.
- 14.79** The authority which made the order appealed against shall, on receipt of a copy of the appeal, forward the same with its comments thereon together with the relevant records to the appellate authority without any avoidable delay and without waiting for any direction from the appellate authority.
- 14.80** The appellate authority may confirm, enhance, reduce or set aside the penalty or remit the case to the authority which imposed the penalty with such directions as it may deem fit in the circumstances of the case.
- 14.81** The authority which made the order appealed against shall give effect to the orders passed by the appellate authority.
- 14.82** A person under suspension shall not be granted any leave.
- 14.83** A person under suspension is entitled for the first year of suspension to subsistence allowance at one half of the amount of leave salary which he would have drawn under the above rules, if he had been on earned leave.
- 14.84** Where the period of suspension exceeds one year, the authority which ordered the suspensions:-

- (a) Shall increase the amount of subsistence allowance by any amount not exceeding 50 percent of the amount paid during the first year, if the period of suspension has not been prolonged for reasons attributed to the person under suspension;
- (b) May reduce the subsistence allowance by a suitable amount not exceeding 50 percent of the amount paid during the first year, if the period of suspension has not been prolonged for reasons attributed to the person under suspension;
- (c) No payment of subsistence allowance shall be made unless the person placed under suspension furnishes a certificate to the effect that he is not engaged in any other employment, business, profession or vocation.

14.85 When a person, who has been dismissed, removed or suspended is reinstated, the authority competent to order reinstatement shall make a specific order:-

- (a) Regarding pay and allowance to be paid to him/her for the period of absence from duty; and
- (b) Whether or not the said period shall be treated as period spent on duty for all purposes.

14.86 Every employees shall at all time;

- (a) Maintain absolute integrity;
- (b) Show devotion to duty; and
- (c) Do nothing which is unbecoming of a staff member of the University.

14.87 No employee shall join or continue to be a member of any such association, the objects or activities of which are prejudicial to the interest of the University or public order, decency or morality.

14.88 No employee shall :

- (a) Engage himself or participate in any demonstration which is prejudicial to the interest of the university, public order, decency or morality or which involves contempt of court, defamation or incitement to an offence or violence.

- (b) Resort to or in any way, abet in any form of violence in connection with any matter pertaining to his services or the service of any staff member.
- 14.89** No employee shall, except with the previous sanction of the university, own wholly or in part, or conduct, or participate in the editing or management of any newspaper or periodical publication.
- 14.90** No employee shall, except with the previous sanction of the, university or the prescribed authority or in the bonafide discharge of his duties, participate in a radio broadcast or contribute any article or write any letter either in his own name or anonymously, pseudonymously in any news-paper or periodical or write a book.
Provided that no such sanction shall be required if such broadcast or such contribution or writing is of a purely literary, artistic or scientific in Character.
- 14.91** No employee shall, except in accordance with any general or special order of the University or in the performance in good faith of the duties assigned to him, communicate, directly or indirectly an official document or any part thereof or information to any staff member or any other person to whom he is not authorised to communicate such document or information.
- 14.92** No employee shall bring or attempt to bring any political or other influence to bear upon any superior authority to further his interest in respect of matters pertaining to his service under the University.
- 14.93** No 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 to take an examination will be granted only, if it is consistent with University interest and it cannot be claimed as a right.
- 14.94** No employee except those specifically employed on a part-time basis, shall, without the previous permission of the University, apply for any post outside the University.
- 14.95** Any infringement of provisions of paras 14.86 to 14.94 of this statute shall be regarded as subversive of discipline and misconduct and will justify the initiation of disciplinary action against such member of the staff.

STATUTE NO. 15

PROVIDENT FUND

Section 17 (10)

15.1 In this Statute :

- (a) Pay in relation to a staff member means monthly pay and includes all fixed monthly allowances by way of pay, acting or personal allowances, but does not include any other allowance;
- (b) Staff member means every whole-time functionary, teacher or other staff member of the University appointed on a regular basis but does not include persons whose services have been lent to the University by any other institutions.
- (c) “Subscriber” means a staff member on whose behalf a deposit is made under this statute.

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

- (d) “Saving Bank” means a saving bank or any post office or any scheduled bank as defined in the Reserve Bank of India Act 1934 (No. 11 of 1934) amended in the year 1976.
- (e) “Interest” means the interest which is paid on a deposit in the saving banks from time to time.
- (f) “Dependent” means any of the following relations of a deceased subscriber to Provident Fund viz. a wife, husband, son, daughter, deceased sons, widow, son of the deceased son, daughter of the deceased son, parents, minor brothers and unmarried sister, and where no parent of the subscriber is alive, a paternal grand-parent.

- 15.2** (a) Every employee of the University shall subscribe to the Provident Fund at the rate of 12 percent or as applicable to the employee of other universities of Madhya Pradesh his pay for which an account will be opened in the Savings Bank. The deduction shall be made by the University upon every pay bill presented. In the calculation of this deduction, fractions of a rupee shall be omitted. The amount so deducted together with the contribution by the University under para 15.3 shall be deposited in the Saving Bank. The payments in respect of the monthly deductions and contributions shall, so far as possible, be made into the Bank within two days of the receipt of the salary in order that interest may accrue. The following procedure will be adopted

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

- (i) Saving Bank Pass Book; and
 - (ii) A list of such form as may be prescribed by the Registrar showing in detail the amount to be credited to each account.
- (b) Subscribers to the Provident Fund are given option of raising their subscription to the Provident Fund upto any amount not exceeding the pay drawn by them.
- (c) A subscriber may, at his option, not subscribe during leave. He shall intimate his election to subscribe during leave by written communication to the Registrar before proceeding on leave. Failure to make due and timely intimation shall be deemed to constitute an election to subscribe during leave. The subscription of the subscriber while on leave with allowance shall be assessed on the full amount of his pay and not on the leave salary.
- (d) No subscriber shall subscribe to the Fund while on leave on half average pay or leave without pay or absent without leave or while under suspension.

- 15.3** The University shall make a contribution at the rate of 12 percent of salary or as applicable to the employees of the other Universities.

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

Provided further that the Provisions of this Para of the statue shall be applicable only in respect of the employees who are not covered under the pension and gratuity scheme of the University but continue to be governed by the Contributory Provident Fund Scheme.

- 15.4** (a) Investment in the Post Office Cash Certificates or in Government Securities or in fixed deposit with the bank of the amount to the credit of a subscriber in the provident fund is also permissible if the subscriber so desires on the condition that no security/F.D.R. of the face value of less than 1000/- is purchased at one time.
- (b) The post office cash certificates, securities and fixed deposit receipts shall remain in the custody of the Registrar.

- 15.5** The Vice-Chancellor may, under such conditions as may be laid down by him, permit the payment of premia on life assurance policy or policies on the life of the subscriber out of his personal subscription to the Provident Fund Account under Para 15.2 above. The amount to be deposited in the Saving Bank Account of the subscriber shall be reduced to the extent on such permia. In all such cases the life insurance policy for which the premia are so paid shall be assigned in favour of the University.

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

- 15.6** (a) Withdrawal will be permitted when a subscriber's service in the University come to an end by his retirement, resignation, death or otherwise, provided that:
- (i) No staff member whose services have been dispensed with for what in the opinion of the Board of Management is gross misconduct, shall be entitled to receive the amount of the contribution made by the University on his behalf and the interest thereon;
- (ii) No staff member shall be entitled to receive the

amount contributed by the University on his behalf and the interest thereon, unless he had been in the service of the University, for a continuous period of 60 months from the date he has been allowed to subscribe to the Provident Fund and has been permitted to resign his appointment.

- (b) Any Contribution and interest thereon, withheld under this Statute, shall belong to the University and shall be credited to the University Fund.

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

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

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

- (b) To pay for overseas passage for reasons of health or education of the subscriber or any person actually dependent on him;
- (c) To meet the cost of education of the subscriber or of any person actually dependent on him;
- (d) To pay obligatory expenses appropriate to the subscriber's status which by customary usage the subscriber has to incur in connection with marriage or other ceremonies of the subscriber or marriage, funeral and other ceremonies of any person actually dependent on him;
- (e) To make good the loss of University money in the interest of the subscriber;
- (f) To meet expenses in connection with any departmental enquiry or legal proceedings in which the subscriber is a party;

- (g) To meet the expenses connected with the purchase of site for the subscriber's building and erection and repairs to the subscriber's building;
- (h) Where the subscriber was sanctioned an advance for the construction of his own building, he shall not be sanctioned any further advance during the period of his entire service for building a second house though a second advance may be sanctioned for extension to his own building.

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

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

Note: A second advance may be granted to a staff member who has repaid at least six regular monthly installments of the first advance sanctioned to him/her. Even a third advance may be granted as a special case by the Board to a staff member who has repaid 6 regular monthly installments of the second advance.

15.8 The amount advanced under Para 15.7 shall be refunded in the Fund in thirty six equal monthly installments in all cases except when the advance is for the purpose of purchase of site or for the construction of the subscriber's own building, in which case the number of installments shall be ninety-six. A subscriber may, however, at his option, make payment in less number of installments or may repay two or more installments at the same time. Recoveries will be made monthly commencing from the first payment of a full month's salary after the advance is paid. The installments will be paid by compulsory deduction from salary or leave salary and will be in addition to the usual subscription.

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

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

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

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

Provided that if no nomination has been made by the subscriber, such sum shall be paid to the dependents in order of preference given in clause 15.1 (f).

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

PENSION AND GRATUITY SCHEME

15.12 The University may institute Pension Cum Gratuity Scheme as and when the same is sanctioned by the M.P. State Government for employees of the State Universities in place of contributory Provident Fund. The University shall take a decision regarding introduction of Pension and Gratuity Scheme as per provisions of the M.P. Government order and provide to its employees an option (Statute 16).

STATUTE NO. 16
SCHEME OF PENSION AND GRATUITY*

Section 33 (1-2)

The Government of Madhya Pradesh in Higher Education Department, Bhopal vide letter No.....Date..... have been pleased to direct that the pension, gratuity, family pension and commutation of pension benefits admissible to the Government servants of Madhya Pradesh under the Madhya Pradesh Civil Service (Pension) Rules, 1967 and M.P. Civil Pension (Commutation) Rules 1976 as amended from time to time may be made applicable to the regular, approved and full time employees, officers and teachers of the University, with effect from

16.1 For the Purpose of this Statute :

A regular and approved employee means an employee appointed substantively on a permanent post approved by the Board of Management in a regular scale and will exclude employees who are not holding substantive or officiating posts and which post have been approved by the Government or the M.P. Uchcha Shiksha Anudan Ayog/ M.P. Govt. For the purposes of maintenance grants.

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

Bank means any Nationalised Bank as may be decided by the Commissioner.

Commissioner means Commissioner, Collegiate Education, Madhya Pradesh, Bhopal.

Finance Officer means Finance Officer (Pension) of Commissioner, Collegiate Education, Madhya Pradesh, Bhopal

Pension & Gratuity and Commutation of Pension means an amount payable to the University employees after his retirement shall be such as the State Government employees are entitled under the Madhya Pradesh Civil Service (Pension) rules 1976 and Madhya Pradesh Civil (Commutation) rules, 1976.

*

- 16.2** The Board of Management of the University hereby approves this statute which constitutes of following scheme for employees, officers and teachers of the University.

SCHEME (A) Employee contributory Provident Fund Scheme as given in statute No. 15 as amended from time to time under the clause 33(2) and M.P. Act No. 09 of 1991 and already prevalent in the University.

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

This Statute shall come into force from such date as the Board of Management may specify under sub-section (2) of section 33 of MGCGV Act of 1991.

16.3 Exercise of Option:

All employees officers and teachers who were in the service of the University as on 12.2.1991 and were eligible for employee's Contributory Fund Scheme as given in Statute 15 and who are continuing in the service of the University on the date of promulgation of this statute, will be required to give an option to elect either to continue under the existing Employees Contributory Provident Fund Scheme (Scheme A) or to elect to come under the Pension and Gratuity Scheme (Scheme B).

For new entrants in the University after the promulgation of this Statute, the pension and gratuity scheme will be compulsory from the date they fulfill the requirements of clause 2 of this Statute. However, the teachers as defined under the Mahatma Gandhi Chitrakoot Gramodaya Vishwavidyalaya Adhiniyam, 1991 will have an option at the time of their appointment to elect to join the employees contributory Provident Fund Scheme (Scheme A) or Pension and Gratuity Scheme (Scheme B). The option once exercised by the above said teachers shall be final and binding.

- 16.4** This option should be exercised within a period of two months from the date of coming into force of this Statute and the employees shall submit the option form prescribed by the Commissioner in Triplicate, the first copy of the option shall be pasted in the service book of the employee, the second copy will remain in the records of the University and the third copy will be sent to the Commissioner for record. Employees who do not exercise the option before the stipulated date shall be deemed to have opted for the retention of the benefits of C.P.F.

16.5 Where an employee has died on any date prior to the stipulated date for the option, his family members may submit the option.

16.6 The option once exercised shall be final and binding.

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

- (a) The absorption is in public interest, and
- (b) All retirement benefits received by the employees are refunded to the university for depositing in pension and gratuity fund;
- (c) In such cases only such period of service rendered on regular establishment against regular time scale or pay will be taken into account as qualifying service for pension and/or gratuity as may be admissible under the rules.

16.8 Creation and Constitution of University Employees Pension and Gratuity Fund

In order to meet the expenditure on pension and gratuity disbursement to the employees of the University as prescribed in the M.P. Civil Service (Pension) Rules 1976 and in order to meet other incidental expenses for the operation of the scheme, a University Employees Pension and Gratuity Fund (UEPENGRAF) shall be created and it shall be centrally controlled and administered by the Commissioner. It shall comprise and be constituted out of following amounts:

- (a) Monthly contributory provident fund subscription will be made by the University to the account of each employee as University share as per Statute No. 15 of the University in respect of persons who elect to join the Pension & Gratuity Scheme under this Statute.

- (b) The accumulated balance of the subscription to the contributory provident fund of each employee made by the University as University share together with interest thereon (upto the date of transfer of the amount by the University will be credited to the University Employees Pension and Gratuity Fund (UNIPENGRAF) maintained at the level of the Commissioner.

The University share of the employees who have opted to retain the Contributory Provident Fund Scheme, will not be transferred to the University Employees Pension and Gratuity Fund (UNIPENGRAF) but shall be continued to be maintained separately as per provisions of the existing Contributory Provident Fund Scheme under Statute No. 15.

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

- (c) Grant-in-Aid sanctioned by the Government from time to time to cover the deficiency of funds in running the Pension and Gratuity scheme;
- (d) Amount mentioned under paragraph 16.8 (b) above.
- (e) Amount earned as interest on investment of the fund.
- (f) The employees who have already retired on or after and have given option for joining the pension and

gratuity scheme and have received part or full amount with interest of their Contributory Provident Fund shall be required to deposit in one installment in the University the part or full share of the University contribution towards Provident Fund alongwith the interest, thereon paid to them alongwith simple interest on the above amount at 5% from the date of receipt of the amount till the date on which the amount is credited to the Pension Fund for transferring the amount to the University Employees Pension and Gratuity Fund (UNIPENGRF) within a period of six months from the date of promulgation of this statute to get the benefit of the Pension and Gratuity Scheme.

- 16.9** The employees who have retired afterbut have not received part or full amount of their Contributory Provident Fund and interest thereon shall have to give a written under-taking to the University to transfer the remaining part or full amount with interest to the University Employees Pension and Gratuity Fund (UNIPENGRF) within two months to be eligible for Pension and Gratuity benefits under this Statute. Persons who do not fulfill this condition by the date prescribed above shall not be eligible to get the benefits of the Pension and Gratuity Scheme.
- 16.10** The monthly contribution towards Contributory Provident Fund amount of each employee as University share shall be fixed once in a year by the Registrar of the University preferably in April every year and the amount so determined in respect of the eligible employees of the University, shall be adjusted from the monthly maintenance grant of the University by the State Government and credited to the University Employees Pension and Gratuity (UNIPENGRF) Fund. The assessment of the amount will be done in the month of May of the following year and the difference of amount, if any, will be adjusted from the monthly maintenance grant of the University and transferred to the University Employees Pension & Gratuity Fund (UNIPENGRF).
- 16.11 Procedure of remittance of money by the University for deposit in University Employees Pension and Gratuity Fund (UNIPENGRF) :**
- (a) All remittance shall be received directly by the Bank
 - (b) Remittances shall be in the form of a demand draft drawn on Bank at centres where neither the Bank nor its subsidiary has a branch, the drafts may be purchased through any of the nationalized banks at the respective centres and drawn on their branch at Bhopal. Such drafts will be collected through the clearing of the Bank.

- (c) All drafts should be drawn in the name of University Employees Pension and Gratuity Fund (UNIPENGRAF) Bhopal. The draft should be prominently crossed as “Account Payee only” and sent directly to the Bank of Bhopal by Registered post.
- (d) Three copies of the covering letter will be sent, to the bank at Bhopal along with the Bank draft. After the amount is credited to the account of University Employees Pension and Gratuity Fund the bank shall send one copy to the Finance Officer (Pension), Commissioner and another copy to the University concerned duly receipted.
- (e) The Bank will submit a weekly statement of credits received in the University Employees Pension and Gratuity Fund (UNIPENGRAF) with full particulars mentioning the name of the University from which remittances were received and individual amount of each draft. This statement will be received by the Finance Officer (Pension) Commissioner, on every Monday of the month and if Monday happens to be a holiday, on the next working day.

16.12 Procedure regulating the payment of Pension and Gratuity to the employees of the University :

- (a) For the purpose of receiving Pension every pensioner shall be required to open a Savings Bank Account in his own name (single account) with the specified disbursing branch of the Bank.
- (b) The payment of monthly pension shall be made by the Bank by automatically crediting to the pensioner’s savings bank account on the first of the following month with the authorized amount of pension and relief on Pension. The pensioner could draw the amount from his Savings Bank account as and when desired by him and he shall not be required to be present at the Bank every month.
- (c) An identity card, containing the pensioner’s joint Photograph (Pensioner and his wife) together with his signature or thumb impression duly attested by the Registrar of the University shall be lodged with the disbursing branch of the Bank.
- (d) Every pensioner shall personally appear before the branch Manager of the Bank from which he draws his pension or the

Registrar of any University in Madhya Pradesh once in a year in the month of November. The Branch Manager of the bank or the Registrar of the University as the case may be after satisfying himself regarding identity of the pensioner shall record a certificate regarding continued existence of the pensioner.

- (e) The Registrar of the University shall be the competent authority for sanction of pension gratuity commutation, anticipatory/provisional pension and gratuity. The amount so sanctioned shall be payable by the Bank only after its enforcement authorization by the Finance Officer (Pension) of Commissioner Collegiate Education, Madhya Pradesh, Bhopal.
 - (i) All suits or other legal proceedings in respect of settlement of pension and gratuity claims under this statute shall be instituted by or against the registrar of the University concerned from which the employees retired.
 - (ii) All the payment of pension, gratuity, and commutation after sanction by the Registrar of the University, shall be enforced by the F.O. (Pension) of Department of Education, M.P. Govt., Bhopal and the latter will authorize the Bank to arrange payment to the pensioner through the branch of the Bank opted by him.
- (f) Payment outside the State of M.P. shall also be arranged by the Bank after procuring life certificate from the pensioner.
- (g) Payment of the correct amount of pension as authorized after proper identification of the pensioner and the yearly life certificate shall be the responsibility of the disbursing branch of the Bank.
- (h) To safeguard against possible over payments in the case of the pensioner's death, which may be known to the Bank in time, the Bank will obtain an undertaking from the pensioners for recovering all excess payments made.
- (i) The Bank shall not authorize payment of balance outstanding to the credit of a deceased pensioner's account without a clearance certificate from the Registrar of the University from which an employee has retired.

16.13 Procedure for preparing the pension and gratuity payment to the University employees :

- (a) For calculating the pension, family pension, gratuity and commutation amount payable to the employee on retirement the procedure, the proformas and the rules as laid down in the M.P. Civil Service (Pension) Rules 1976 and the M.P. Civil Pension (Commutation) Rules 1976 as amended from time to time by the government shall be applicable mutatis-mutandis.
- (b) The Registrar of the University will act as Head of Office for preparation and sanction of pension and gratuity etc. to the University employees subject to issue of pension payment authority by the Finance Officer (Pensions).
- (c) The Registrar of the University shall undertake the work of the preparing pension papers in the forms prescribed in the M.P. Civil Service (Pension) Rules 1976, two years before the date on which the University employee is due to retire on super-annuation.
- (d) After preparation of the pension case by the Registrar, the pension papers shall be forwarded to the Finance Officer (Pensions) at least 13 months before the date of retirement of the employee concerned for enforcement and authorizing the payment of pension, gratuity etc. The pension case forwarded by the Registrar shall be pre-audited by the Resident Audit Officer of Local Fund Stationed at the University.
- (e) One receipt of pension from the Registrar of the University, the Finance Officer (Pensions) will scrutinize it expeditiously. After satisfying himself that the pension case submitted by the Registrar is in order in all respects, he will issue authorization to the designated Bank for payment of pension and gratuity. The PPO will be issued in quadruplicate. The first copy will be for the Head Office of the Bank, the second copy will be for the pensioner and the third copy will be for University record. After receipt of the first and fourth copy by the designated Bank, it shall send the fourth copy to the branch of the Bank through which the employee has asked for disbursement of his pension. The second, third and fourth copy of the PPO will clearly indicate that no payment can be made on the basis of these copies.

- (f) The Registrar of the University could sanction anticipatory pension or anticipatory gratuity or provisional pension or provisional gratuity according to the rules contained in the M.P. Civil Service (Pension) Rules 1976 under intimation to the Finance Officer (pension), but this will be done only when pension case is prepared and sent to the Commissioner for issue of payment authority. The procedure for payment of anticipatory pension/Gratuity or provisional pension will be the same as prescribed for final payment of pension and gratuity mentioned in Para 16 (2) above.
- (g) The Registrar of the University shall also be responsible to obtain no dues, no enquiry, no event and quarter vacation certificate in respect of the retiring employee before authorizing final payment of pension and gratuity. It will also be the responsibility of the Registrar to adjust the payment of anticipatory pension, anticipatory gratuity or provisional pension and provisional gratuity from the final payment of pension and gratuity.

16.14 Maintenance of service records :

- (a) The Registrar of the University shall be responsible for proper maintenance of service records of the employees. He shall also record service verification certificates regularly in their service books.
- (b) Necessary action will be taken by the Registrar of the University in advance for regularization and or condonation of break in service of an employee if any, by the competent authority.
- (c) Pay Fixation statements by Local Fund auditor nominated for Provident Fund, family pension, gratuity and group savings linked Insurance scheme of each employee shall be obtained and pasted in their service book duly attested by the Registrar.
- (d) The Pension case shall be prepared in the forms prescribed by the M.P. Govt. in the M.P. Civil Service (Pension) Rules 1976. However, the Commissioner may prescribe such other forms and documents or amendments to the government pension forms as may be required from time to time to be furnished with each pension case.

16.15 Audit of Pension Fund :

The amounts of pension fund at the University headquarter will be checked and audited by the resident auditors of the Local Fund Audit stationed at the headquarters of the University. The audit party of the Finance Officer (Pensions), will also check the accounts of the Pension Fund once in a year and will verify that:

- (a) The amount of pension authorized for disbursement is as per sanction.
- (b) The entries of deposits and withdrawals from the pension fund agree with the bank statement and records in the office of the Finance Officer (Pensions).

16.16 (a) The Audit Officer, the resident auditors of the Local Fund Audit stationed at the headquarter of the University will pre-audit each pension/gratuity case before sending it to the Finance Officer (Pension) for issue of pension payment order.

- (b) As regards audit of the payment order issued by the Finance Officer (Pension) of the Audit Party of the Accountant General Madhya Pradesh. may check such cases while auditing the accounts of the Commissioner.
- (c) At the time of audit, The Audit Officer, shall keep in mind that what is intended is not a total overhead or audit of entire service book records, but only a scrutiny, limited to the immediate purpose in hand namely the calculation of pension, gratuity and family pension admissible.
- (d) Similarly check of correctness of the emoluments, shall not become an occasion for extensive examination going back into distant past. The check should be of the last 12 months at the minimum which is absolutely necessary and shall not in any case go back to a period earlier than a maximum of 36 months preceding the date of retirement.

16.17 General Provisions :

- (a) Where any employee has taken extra-ordinary leave without pay, in excess of 120 days, the Board of Management of the University shall be the competent authority to decide whether that period of leave shall qualify for purposes of pension.

- (b) In case of doubt or if any provision in the statute is not clear, the rules as laid down in the M.P. Civil Service (Pension) Rules 1976 will be applicable.

- (c) The Commissioner shall be final authority in all matter relating to pension cases wherein a decision has to be taken regarding date of birth, qualifying service, admissibility of pension and similar other issues.

STATUTE No. 17
GROUP SAVING LINKED INSURANCE SCHEME*

Section 33(1-2) & 37 (10)

* The scheme has been introduced in all M.P. Universities.

- 17.1** The Government of Madhya Pradesh in Higher Education Department, Bhopal vide order No.....dated.....have been pleased to direct that Group Saving Linked Insurance Scheme may be made applicable to the officers, employees and teaching staff of the University.
- 17.2** The Board of Management of the University hereby approves this statute which contains the Group Saving Linked Insurance Scheme. This statute shall come into force from a uniform date for all Universities mentioned in schedule I of the Madhya Pradesh Vishwavidyalaya Adhiniyam 1993. M.G.C.G.V. Act of 1991. Each University shall complete the procedural formalities with the Life Insurance Corporation of India before that date.
- 17.3** The Scheme is intended to provide for the employees of each University at a low cost and on a wholly contributory and self financing basis, the two benefits of (i) insurance cover to help their families in the unlikely event of death while in service and, (ii) a lump sum payment to the employees to augment their resources on retirement.
- 17.4** The scheme shall come into force from twentieth date of the month (thus when salary for the months of October is disbursed on 1st November, the deduction of employee's contribution will be made from the salary of the month of October and the scheme shall come into force (on payment of contribution to the LIC) from 20th November of that year.
- 17.5** Each regular and full time employee, officer and teacher will be required to subscribe compulsorily a definite amount of contribution as prescribed from time to time. The maximum risk amount and the bifurcation of the contribution as insurance premium and saving fund contribution shall be as prescribed from time time.
- 17.6** In the event of shifting of an employee from one category because of change of pay range his subscription will be raised from the next annual renewal date, to the level appropriate to the category to which he belongs and until the date of next annual renewal he will continue to be covered for insurance for the same amount for which he was eligible before such change in category.

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

The other part of the contribution of the employee will be credited to the insurance fund for insurance cover. Owing to an unlikely event of death while in service, the nominee of the deceased employee will be eligible to receive the sum mentioned in paragraph 5. above applicable to his category. This amount will be paid to the nominee in addition to the accumulated amount in the savings fund will interest thereon as stated above.

- 17.11** The employee entering into service of the university after annual renewal month, will be given benefit of appropriate insurance cover only from the date of joining service on payment of subscription appropriate to his category as mentioned in paragraph 5 above. From the month following the annual renewal date the regular contribution as stated in paragraph 5 above will be deducted from their pay and thus they would become regular members of the scheme there-after.

- 17.12** The transactions will be subject to the audit by the auditors of Local Fund stationed in the University. The statement of consolidated amount standing to the credit to the group, issued by the LIC will be regularly checked and verified by the Local Fund auditors.
- 17.13** This scheme shall be managed by the Registrar of the University who will be responsible to ensure that monthly contribution of the employees is deducted regularly from the salaries of the employees and deposited with LIC before due date to avoid any penal interest payment. The Registrar will also ensure that pass books/accounts registers of the employees in respect of deductions of contributions are properly completed and maintained.
- 17.14** The University shall create a fund known as 'Group Savings Linked Insurance Fund' and the University shall initially deposit out of its own fund an amount equal to one month's contribution payable to the LIC in this fund. The University may augment this fund from time to time if the circumstances so warrant. The monthly deductions from the employee's salary shall first be credited to this fund and the amount paid of LIC every month shall be debited to the fund.
- 17.15** The subscription shall be recovered from the employee's salary every month including the month during which he remains on leave of any kind including extra-ordinary leave without pay or deputation.
- 17.16** In the following cases, the amount payable to the LIC every month shall be initially paid out of the Group Savings Linked Insurance Fund before the prescribed date and subsequently to the fund on recovery from the employees concerned:-
- (a) when an employee proceeds on leave of any kind including extraordinary leave without pay and his salary has not been drawn or paid to him in any month, the amount may be recovered from any of the dues payable to the employee concerned. For this purpose; the Registrar shall obtain an undertaking from each employee at the commencement of the scheme.
 - (b) When an employee has gone on deputation to any other organization, it shall be the responsibility of the employee concerned to pay the amount of his contribution to the Registrar of the university before seventh day of each month, failing which the amount would be recovered from him with penal interest at 15% per annum.

- 17.17** The amount credited in the Savings account with the LIC (as shown in paragraph 5 above) shall be funded by the LIC to the Registrar for refunding to the employee concerned or his nominee in the unlikely event of death only on cessation of employment or death as the case may be. No advance will be admissible to the employee or his nominee from this saving account with the LIC.
- 17.18** To Registrar of the University shall obtain from every employee who has contributed towards the scheme a nomination conferring on one or more persons the right to receive the amount that may become payable under the scheme in the unlikely event of his death while in service. If the members of the scheme has a family at the time of his making a nomination he shall make such nomination only in favour of a member or members of his family. All such nominations received by the Registrar of the University shall be countersigned by him and pasted in the service record of the employee concerned and a copy of the nomination shall be furnished to the LIC.

STATUTE No. 18
HONORARY DEGREES

Section 8 (vi)

- 18.1** A proposal for conferment of Honorary Degree may be made by the Standing Committee of the Academic Council unanimously. It shall be placed before a committee consisting of the Vice Chancellor, a nominee of the Chancellor and the Dean of the Faculty concerned. If the Committee unanimously recommends that an Honorary Degree be conferred on any person on the ground that he is, in its opinion, a fit and proper person to receive such degree, its recommendation shall be placed before the Academic Council. On approval by the Academic Council it shall go before the Board of Management
- 18.2** If not less than two-third of the members of the Board of Management recommend and when their recommendation is supported by a majority of not less than two-thirds of the members present and voting at a meeting of the Board of Management, such majority being not less than one-half of the total membership of the Board of Management for the time being, the Board of Management may, if such recommendation is confirmed by the Chancellor, confer on such person, the honorary degree so recommended:
- Provided that, in cases of urgency, the Chancellor may act on the recommendation of the Board of Management
- Provided further that, in cases of emergency such proposal may be confirmed by Chancellor if the said Committee's recommendation has been approved by the Board of Management.

STATUTE No. 19

COURSE OF STUDY AND INSTITUTION OF DEGREES AND DIPLOMAS

Section 8 (3-4)

- 19.1** The courses of studies for various courses shall be such as may be laid down by the Academic Council from time to time.
- 19.2** The authority to offer a particular course of study shall also lie with the Academic Council.
- 19.3** While adopting or altering the courses of studies, the Academic Council shall take into consideration the recommendations of the respective Boards of Studies.
- 19.4** Each course shall carry credits/marks as approved by the Academic Council. The credit rating of each course shall be such as may be prescribed in the Regulations. The actual requirement for various degrees and diploma of the University shall be fixed in terms of minimum credit requirements/marks made up of approved courses.
- 19.5** In addition, the Academic Council may prescribe a thesis by research as part of the requirements for any of the degrees or diplomas instituted by the University. Details of such requirement shall be such as may be laid down in the Regulations as per the Central Statutory Body Norms.
- 19.6** The research work for the degrees and diplomas may be completed at the University or in an institution under the supervision of a Professor or Reader of repute with the approval of the Academic Council. Where the research has been conducted in an institution other than the University, it may be submitted as a thesis to the University for the fulfillment of the degree or diploma concerned.
- 19.7** The University shall, subject to the conditions laid down by the Academic Council and approved by the Board of Management grant all Degrees and Diploma as prescribed.
- 19.8** The University shall, subject to the conditions laid down by the Academic Council and approved by the Board of Management, grant all Post-Graduate Degree as prescribed.
- 19.9** The University shall seek recognition of its degrees and diploma from other Universities/Institutes on reciprocal basis and also accord recognition to the corresponding degrees and diplomas awarded by other Universities/Institutes.

STATUTE No. 20

FELLOWSHIPS, SCHOLARSHIPS, MEDALS AND AWARDS

Section 8 (15)

- 20.1** The Board shall award Fellowships, Scholarships, Medals and Awards on the recommendation of the Academic Council. Such recommendations shall be made either by the Academic Council itself or by the Faculty Board of Studies. The Academic Council shall frame the detailed regulations for these awards.
- 20.2** The terms and conditions for such awards shall be as prescribed by ordinances issued from time to time by the University.

STATUTE-21

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

Section 6 (7) and (8)

21.1 The University shall develop selected colleges and institutions for strengthening programmes of the education , training and extension activities related to the needs of the rural development as per the provisions of the Act.

(a) An application for admission for an educational institution/college to the privileges of the university shall be made:-

(i) In the case of a college to be owned and maintained by Government for new programme/course/subject/faculty/post-graduate class to be added or intake of existing course to be increased in such a college/institution by an Officer authorized/programme by Government in writing for the purpose;

(ii) In case of former-Government colleges/Institution declared autonomous by the Government, Principal of the college/institute, authorized by a resolution of the Board of Governors to make such an application.

(iii) In the case of a college/institution to be owned and maintained by a Society or a Trust (here-in - after referred to as the Society), by the Secretary of the Society, authorized by a resolution to make such an application.

(iv) In case of a new course/programme/subject/faculty/post-graduate class to be added in an existing Non-Government college/institution aided by the Government by the Chairman of the Governing body, Principal of the College/institution authorized by a resolution of Board of Governors to make the application to the Registrar of the University not later than the 31st December preceding the academic year from which affiliation is sought.

(b) The application for affiliation in a new Subject in Diploma, graduate or post- graduate programme shall be accompanied by: -

(i) A copy of the constitution of the Foundation Society

(Memorandum of Understanding);

- (ii) Certified copies of Trust Deeds and Title Deeds of the property, if any.
- (iii) A certificate from the Commissioner, Higher Education of Madhya Pradesh,/All Indian Council for Technical Educationand/ University Grants Commission, New Delhi/ Directorate of Technical Education, Madhya Pradesh/ Any other Statutory Body showing that they have permitted the establishment of the Institution, addition of new/programme/subject, or opening of new faculty, increase in intake of one or more diploma programmes or more courses or postgraduate courses sought by the institution;
- (iv) An undertaking to the effect that the Foundation Society shall deposit with the University Endowment Fund as required by the College Code Statute, before the Institution is granted affiliation.

Provided that (i), (ii) and (iii) above shall not be required in case of an Institution maintained or managed by the Government.

Such applications shall be made in the form prescribed by the Board of Management of the University alongwith the fees as prescribed by the University from time to time.

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

- (a) That having regard to the educational facilities available in the neighborhood there is a genuine need of a new institution/College in that particular locality or for adding the new programme/subject/faculty/post-graduate class;
- (b) That the qualifications and adequacy of the teaching staff and the conditions governing their employment shall be according to the provisions made by the Statutory Authorities.
- (c) That the financial resources of the institution/College shall be

such/so as to make due provision for its continued maintenance and efficient working;

- (d) That no student has been or shall be admitted to the institution/College until the admission prayed for has been granted by the Director Technical Education or University as the case may be;
- (e) That the buildings in which the Institution/College is to be located has sufficient number of class-rooms, the floor space of class rooms is suitable and sufficient and the buildings are properly located and are owned by the foundation society as per the requirement..

Provided that such condition shall not be required in case of an Institution/College maintained by Government.

- (f) That adequate provision is made/shall be made for its Library and reading room.
- (g) That suitable provision shall be made for the general supervision and Physical Welfare of the students under a duly qualified Physical Instructor on the staff of the college. The institution should have adequate infra structural facilities.
- (h) That, if admission is sought in any programme/ branch which requires the following laboratory facilities:-
 - (i) Arrangements have been or shall be made, for which the institution/College has necessary funds at its disposal, for imparting instruction in that programme/branch of science or subject, in a properly equipped laboratory and, where necessary, a museum; and
 - (ii) The farm, workshops, gas and water-supply, the apparatus, Computers, test set-ups, chemicals, general electrical and water fittings in the laboratories, lecture-rooms and museums shall conform to such requirements as may be prescribed from time to time.
- (i) That the institution/College, if not maintained by the Government has sufficient funds to deposit as Endowment Fund and the founder of the Foundation Society is prepared to pledge the same with the University in such manner as may be decided

by the Board of Management as a condition precedent to the grant of admission and to authorize the University to utilize the amount at its discretion for payment of the caution money and the salaries of the staff of the college if such salaries fall into arrears for a period of more than three months;

- (j) That the Institution/College has sufficient infrastructure including modern laboratories commensurate with the requirements of the courses being offered in the institution/College.
- (k) That the fees, if any, payable by the students, shall be fixed in accordance with the rates prescribed by the University/Government:

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

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

- 21.3**
- (a) Where an institution/College has been given admission to the privileges of the University for a limited period and desires to apply for extension of admission for a further period or permanently, the authorized officer or the Chairman of the Governing Body constituted in accordance with the Statutes shall apply in the form prescribed for the purpose and so far as may be necessary supply:-
 - (i) Full factual information pertaining to the compliance of all the points, the assurances, and undertakings mentioned in para 21.2 and 21.3 of this statute.
 - (ii) Full factual information about compliance of any conditions laid down by the Board of Management at the time of giving admission for a limited period; and
 - (iii) Such other information as the Board of Management may call for.
 - (b) An institution/College shall not be eligible for permanent affiliation unless it has 10 years standing as affiliated Institution/College in the programme/courses concern, it has its

own buildings adequate for its purpose, a suitable library, adequately equipped laboratories commensurate with the course requirements and a modern administrative office and adequate faculty as per Statutory Bodes norms and such conditions as may be prescribed by regulation for the purpose.

- (c) For yearly affiliation, the application shall be made to the Registrar on or before the 31st December of the year preceding the Academic Year from which the extension of affiliation is sought and shall be accompanied by a fee as prescribed by the university from time to time along with the inspection fees as prescribed by the University from time to time. The inspection fees shall not be refunded unless the application is withdrawn before inspection has taken place. The non-refundable affiliation fees can be deposited with a non-refundable late fee as prescribed by the University from time to time till 31st January of that year. Grace period of not more than a month shall be granted against payment of late fees.

21.4 The application received under para 21.3 or 21.4 of this Statute shall be submitted to the Registrar. He shall refer the application to the Standing Committee of the Academic Council for appointing a Committee of Inspection consisting of not more than 3 persons and for specifying the date on/or before which the report of the Committee shall be submitted:

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

21.5 (a) After considering the report of the Inspection committee and the recommendations of the Academic Council/Standing Committee and making such further enquiry as it deems fit, the Board of Management may either:-

- (i) Communicate to the Commissioner of Higher Education/ Director of Technical Education about the same, and grant affiliation to the institution/College for the programmes/courses ;or,
- (ii) Reject the application, mentioning reasons thereof.

(b) Where the Board of Management proposes to grant the affiliation or any part thereof it shall specify:

- (i) The programme/course or courses of instruction with intake capacity in which and the standard upto which the institution/College is to be admitted to the privileges of the University; and
 - (ii) The conditions, if any, which the' Board of Management considers it proper to impose and the time and manner of fulfillment of such conditions.
- (c) The orders passed under clause (ii) para 21.6 (a) and 21.6 (b) above shall be communicated to the applicant by the Registrar.

- 21.6** (a) Wherever, as a result of a prejudicial report or otherwise the Board of Management considers it necessary to initiate action for the withdrawal of all or any of the privileges granted to an institution/College, Board of Management shall issue a notice to the Governing Body or the Government as the case may be, apprising the said body of the intention of the Board of Management and requiring the said body to show cause why action as intended should not be taken.

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

- (b) The notice under sub-statute (1) shall state:
- (i) the reasons for which the intended action is contemplated; and
 - (ii) the period within which the reply to the show cause notice must reach the Registrar of the University.
- (c) The Board of Management, for reasons considered sufficient by it, may extend the period for reply from time to time but the total period shall not exceed three months.
- (d) On receipt of the reply of the show cause notice within the period allowed to the institution/College under sub-statute (21.2) and (21.3), the Board of Management may consider the matter in the light of the reply and representation made, if any, by the

institution/College concerned, and if no such reply is received, it may consider the matter on the expiration of the said period, and may after consulting the Academic Council/Standing Committee of the Academic Council make such order as may appear to it proper including the withdrawal of all or any of the privileges granted to the institution/College.

- (e) Where a resolution withdrawing wholly or partially the privileges granted to an institution/College is passed by the Board of Management, a copy of the same shall be sent to the Government, Chairman of the Governing Body of the institution/College concerned who may make an appeal to the Chancellor against such a resolution and the decision of the Chancellor in such appeal shall be final.

- 21.7**
- (a) Every institution/college admitted to the privileges of the University shall, during all the time continue to enjoy such privileges, comply with all the provisions of the Adhiniyam, the Statutes, the Ordinances, the Regulations, and any orders/directions given or resolutions passed by the Board of Management or Academic Council in so far as they apply to such college.
 - (b) Without prejudice to the generality of the provision contained in para 21.8(a) the institution/College shall in particular comply with the following provisions, namely;
 - (i) All conditions imposed at the time of granting admission shall be duly fulfilled with proper check.
 - (ii) It shall not suspend any course of instruction in respect of which it is admitted to the privileges of the University without giving 6 months prior notice to the University;
 - (iii) The Governing Body required to be constituted under the Statutes shall be so constituted within three months from the date of admission and all matters assigned to it by the Statute shall be administered by it;
 - (iv) Any transfer of management shall be reported to the University forthwith;
 - (v) The qualifications and adequacy of the teaching staff and the conditions governing their recruitment and term of employment shall be strictly according to the provisions of the Statutes;
 - (vi) All changes in the teaching staff shall be reported to the University within one month of their taking place;
 - (vii) No lecture shall be delivered to more than sixty students at a time unless the Academic Council, considering the size, structure, seating arrangements and acoustic

properties of each lecture room, and arrangements for tutorials, permits a large number of students as may be decided by the Academic Council;

- (viii) The maximum number of students in a batch for laboratory work under one teacher shall not exceed 15.
 - (ix) Every vacancy in the teaching staff of the institution/College that remains unfilled for a period of more than one month shall be reported to the University together with a statement of reasons therefor;
 - (x) It shall maintain records and registers in accordance with directions issued by the University from time to time;
 - (xi) It shall submit such annual and periodical returns and other information, in such form and in such manner, as may be required to be submitted by any authority or officer of the University.
- (c) Every College or Institution admitted to the privileges of the University shall pay to the University each year by the 31st July -an annual affiliation fee as prescribed by the University from time to time, if the –institution/college fails to do so the affiliation may be withdrawn

Provided that the Vice Chancellor may permit the requisite fee to be paid together with an additional amount equal to 25% of the requisite fee within a period of three months from the date mentioned in para -C of 21.4 of this Statute. In the case of such disaffiliation, the University may take such necessary steps as are feasible in the interest of the students.

21.8 If, for any reason, a institution/college is unable to impart instruction for two years in any programme/subject for which it is granted affiliation, such affiliation shall be regarded as lapsed.

- 21.9**
- (a) The Principal and the Teachers in a college admitted to the privileges of the University shall not be appointed on scales of pay lower than those sanctioned by the UGC/ State Government for the Principals and Teachers of Corresponding Status in Government Institution/Colleges.
 - (b) A part-time teacher in an institution/College shall be paid monthly honorarium as prescribed by the University from time to time and he has to deliver lectures per week as per norms of the UGC norms.

- (c) Accounts, registers, proceedings of meetings, and other records of a college shall be open at all times for inspection by the persons appointed for the purpose or authorized by the Board of Management or the Academic Council to conduct any inspection.
- (d) Every institution/College shall provide adequate and suitable space for outdoor and indoor games and physical exercises.
- (e)
 - (i) Every institution/College shall arrange for medical examination of all its student in the manner prescribed by the Board of Management and for the medical aid of students residing in hostel of the college.
 - (ii) For the above purpose, the institution/College shall be entitled to levy an annual fee from each student at the rate prescribed by the University.
- (f) Every institution/College shall, when called upon by the Registrar to do so, make available its institution/College building, laboratories, furniture, equipment and staff for the conduct of University examinations.
- (g) The Board of Management may, in consultation with the Academic Council, require any institution/College either permanently or for a specified period to participate in a system of centralized admission by the University or to restrict the number of students in any programme/class or subject, or require the teaching in a college to be confined only to some particular branch. Any such direction or order of the Board of Management shall be given effect from the beginning of the ensuing academic year after the direction or order is received.
- (h) Every Institution/ College shall conduct the examination as per the University norms under the direction of the University.