



**UNIVERSITY OF GRANTS COMMISSION
BAHADUR SHAH ZAFAR MARG
NEW DELHI**

In exercise of the powers conferred by clause (c) of sub-Section (1) of Section 26 of the University Grants Commission Act, 1956 (3 of 1956) and with reference to para 9 of Ministry of Education Notification No. F. 24.4/56-U.5 dated 1.7.1958 under which the UGC (terms and conditions of service of employees) Rules 1958 were notified, the University Grants Commission makes with the approval of the Central Government, the following regulations namely:—

1. Short title, commencement & application

- (i) These regulations may be called the University Grants Commission (Supplementary Terms and Conditions of Service of employees) Regulation, 1967.
- (ii) They shall come into force on the 1st April, 1967 and shall apply to all the employees of the University Grants Commission.

Provided that a government servant or an employee of a local authority whose services have been or may be obtained on deputation by the Commission, may be engaged..... by such terms and conditions as may be settled by the Commission in Consultation with the Government or the local authority concerned:

Provided further that an employee appointed on contract or a tenure basis may be exempted from the Regulations to such extent and subject to such conditions as may be specified by the Commission.

2. Definitions

For the purpose of these regulations, unless there is anything repugnant in the subject and context:—

- (a) “Commission” means the University Grants Commission established under section 4 of the UGC Act, 1956.
- (b) “Chairman” means the Chairman of the Commission;
- (c) “Secretary” means the Secretary of the Commission.
- (d) “Employee” means a person appointed to or borne on the staff of the commission.

- (e) "Service" means service under the Commission;
- (f) "Post" means a post under the commission and shall be framed to be a part in the Class I, Class II, Class III or Class IV and has such post is specified in the
- (g) "Schedule" means a schedule appended to these regulations
- (h) All other words and expressions used here in after what not defined here in shall have the meanings as to them in the relevant rules applicable to the corresponding class of the central government servants.

3. Qualification for Appointment

Age , experiance and other qualifications for appointment on a post under the commission shall be prescribed by the appointing authority keeping in view the qualification and experinace prescribed by the central government for similar post before applications of candidates are called for by advertisemnt or through employment exchange as the case may be.

4. Period of Probation

Unless otherwise decided by the appointing authority in any case, all employees shall be on probation for two years. During the period of probation, the employee shall be required in but in be liable to temination at any time without anynotice or reason being assigned for the same. The Appointing Authority may, however, extend the period/probation in any particular case.

5. Seniority

The seniority of employees of the Commission in each category shall be cetermined by the order of merit in which they were selected for appointment to the post in question those selected on an earlier ocession being rented senior to those selected later.

6. Leave

Temporary and permanent employees of the Commission shall be entitled to such leave and leave salary as are admissible to the corresponding categorise of Central Government servants under the revised leave Rules, 1933 as amended from time to time; provide that incumbent on deputation to the Commission as on foriegn.service shall be governing by leave rules as may be stipulated in the conditions of their deputations.

7. Superannuation

The age of superannuation of all employee of the Commission, shall be regulated in terms of pare 8 of the UGC (Terms & Conditions of Service, of Employees) Rules 1956 published vide Government of India Notification No. 24-4/56(U.5) dated 1.7.1953

8. Conduct, discipline and Penalty:

All employees of the Commission shall be governed. by the University Grants Commission (Conduct) Regulations, 1967 and the university Grants Commission (Classification, Control & Appeal) Regulations, 1967.

9. Medical facilities for employees

Employees of the commission and members of their families shall be entitled to such medical aid as is admissible to Central Civil Servants of similar categories in Delhi and New Delhi. All employees of the Commission shall thus be members of the UGHSS of the Central Government and shall pay such contributions as is required under that scheme.

9A. Retirement Benefits

The employees of the Commission, shall untill further orders. be eligible, on option, for retirement benefits contained in any of the two schemes mentioned below:

- (i) Pension-cum-Gratuity-cum-General Provident Fund Scheme; and
- (ii) Contributory Provident Fund-cum-Gratuity Scheme.

Except in the case of C.P. Fund, which shall be governed by the univeristy Grants Commission Contributory provident fund rules 1965 the rules for pension, gratuity and C.P. Fund, applicable to the Central Government employees, shall be applicable mutatis mutandis to the employees of the Commission as specified below:

10. Other conditions of service:

In respect of matters provided for in these regulations, the rules regarding general conditions of service, pay, allowance, including travelling and daily allowance, leave salary, joining time, foreign service, and deputation in India or abroad as contained in Fundamental and Supplementary Rules and orders and decisions issued therein applicable to the Central Government Servants shall apply mutatis mutandis to the employees of the Commission.

11. Relaxation in exception cases

Where the Commission is satisfied that the operation of any a regulation or provision in the matter of conditions of service, of the employees cases under hardship in any particular case, the Commission any, by order, dispenses with or relax the requirements of that regulation or provision to such an extent and subject to such conditions as may be considered necessary for dealing with the case in a just and equitable manner.

12. Oath of Allegiance to the Constitution of India

Every employee shall be required to take oath or solemnly his allegiance to the Constitution of India as by law established, at the time of his appointment to service of Commission.

13. Declaration to be made by the employee:

i) Every employee shall be required at the time of appointment to make a declaration as laid down by the Government about his or her

ii) Every employee to whom these regulations apply shall make the following declaration duly witnessed.

“I, hereby, declare that I have read and understood UGC (Supplementary Terms & Conditions of Service of Employees) Regulations, 1967 and I hereby subscribe and agree to be bound by the said Regulations.”



**UNIVERSITY OF GRANTS COMMISSION
BAHADUR SHAH ZAFAR MARG
NEW DELHI**

(See Regulation 2(f) of the UGC (Supplementary Terms & Conditions of Service of Employees) Regulations, 1967.

SCHEDULE

Part – I Group – A Posts

1. Secretary
2. Additional Secretary
3. Joint Secretary
4. Deputy Secretary
5. Education Officer
6. Assistant Secretary
7. Publication Officer
8. Senior Statistical Officer
9. Senior Librarian
10. Documentation Officer
11. Consultant
12. Director
13. Research Officer
14. Finance Officer
15. Accounts Officer

Group – B

1. Assistant Education Officer
2. Section officer (Grade-I)
3. P.S. to Chairman
4. P.S. to Vice-Chairman
5. Junior Statistical Officer
6. Officer on Special Duty
7. Assistant Editor
8. Personal Assistant
9. Section Officer (Grade-II)
10. Section Officer (Grade-II) Stat.
11. Artist
12. Librarian
13. Senior Statistical Assistant
14. Production Assistant

Group – C

1. Assistant including Cashier & Hospitality Assistant
2. Stenographer including hindi Stenographer
3. Receptionist

STATUTE NO. 28*

COLLEGE CODE

Part - I : Definitions and applicability :

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

- (a) "College" means an educational institution admitted to the privileges of the University. It may be:-
- (i) Government College- a College maintained by the State Government or a Municipal Corporation/Council.
 - (ii) "Grantee College"- a College receiving maintenance grant from State Government or Madhya Pradesh Uchcha Shiksha Anudan Ayog.
 - (iii) "Non-Grantee College"- a College not receiving the regular maintenance grant from State Government or Madhya Pradesh Uchcha Shiksha Anudan Ayog.
 - (iv) "Autonomous College"- a College so designated by the University as per provisions of Statute of M.P. Vishwavidyalaya Adhiniyam.
- (b) "Foundation Society" means a body of persons, registered or incorporated under any law for registration or Statutory incorporation, which founds and maintains an educational institution admitted to or seeking admission to the privileges of the University and where the Governing Body of the Society is superceded under Section 33 of the Madhya Pradesh Society Registrikan Adhiniyam 1973, the person or persons appointed by the State Government to manage the affairs of the Society. In case of educational institutions maintained and run by Local Bodies, the Foundation Society shall be the Council of the Local Body and in case the Local Body is superceded the person who acts for the Body.
- (c) "Governing Body" means the Governing Body constituted in accordance with the provisions of this Statute.
- (d) "Teachers" means members of the teaching staff of a College and includes the Principal.
- (e) "President of the Foundation Society" means a person who is duly elected as its President (by whatever name called) by the Foundation Society and is the Executive head thereof and where the Society is superceded under Section 33 of the M.P. Society Registrikan Adhiniyam 1973, the person or the head of the body of persons appointed by the State Government to manage the affairs of the Society.
- (f) "Donor" means an individual, firm, association, charitable trust or any other institution other than the Foundation Society giving a donation of not less than fifty thousand rupees in cash or immovable property for the use of the college.

* Amended as per decision of the Coordination Committee in its meeting dated 24-7-2004

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

- *2. The College Code shall apply to all colleges admitted to the privileges of the University except in the colleges maintained or managed by the State Government or a Municipal Corporation or the University.

Part-II : The Foundation Society :

3. (1) The Foundation Society of a college shall be responsible for providing the necessary funds for the maintenance and upkeep of the college upto the standard required by the University.
- (2) No employee of the college including an honorary or part-time who is paid an honorarium shall be an office bearer or member of the Foundation Society.
- (3) (i) The Foundation Society of every college shall deposit Endowment Fund in accordance with the scale given below with the University in the form of Fixed Deposit Receipts in the joint names of the Registrar and the College :
- (a) If the college has only one Faculty at the under-graduate level : Rs. 1,00,000/-
- (b) For every additional Faculty at the under-graduate level : Rs.50,000/-
- (c) For each Faculty at the post-graduate level : Rs. 40,000/-
- (ii) Where the college does not have its own building which is considered satisfactory for its purposes by the University, the Foundation Society shall make an annual contribution of an amount not less than Rs. 15,000/- towards a Building Fund to be maintained with the University in the name of college till the college constructs or acquires permanently a building adequate for its purposes.
- (iii) The deposit for creating the Endowment Fund or the contribution towards the Building Fund shall not be made from the receipts of the college in the form of fees from students or grants received by the college or from loans from the staff of the college.
- (4) (i) The income from the Endowment Fund shall be made available to the college for its use.

* Amended as per decision of the Coordination Committee item no. 10 dated 27-9-75

- (ii) When the salary due to the teachers is not paid for three months, the University may permit the use of the Endowment Fund and require the Foundation Society to deposit back the amount drawn therefrom.
 - (iii) In the event of the closure of the college or in the event of being taken over by the Government, the caution money and the salary due to the employees (including teachers) of the college shall be the first charge on the Endowment Fund.
 - (iv) On a request from the Governing Body, the amount in Building Fund will be released to the Governing Body for the construction of the college building or purchase of a building for the college.
- (5) The Foundation Society shall carry out all directions of the University and shall maintain and run the college in accordance with M.P. Vishwavidyalaya Adhiniyam and the Statutes, Ordinances and Regulations made thereunder.

Provided that the Foundation Society of the Grantee College shall maintain and run the College in accordance with the Madhya Pradesh Ashasakiya Shikshan Sanstha (Adhyapakon tatha Anya Karmachariyon ke Vetan Ka Sandaya) Adhiniyam, 1978 and the rules framed thereunder.

Provided also that the Autonomous College shall function in accordance with the Statute of this Adhiniyam formulated for the purpose.

- (6) (i) If the Executive Council after giving reasonable opportunity to the Foundation Society to state its case, is satisfied that the Foundation Society has failed to meet all or any of its obligations as laid down in the code, it may take any of the following actions :
 - (a) Withdrawal of the right to have its appointees other than the chairman of the Governing Body on the Governing Body of the college.
 - (b) Withdrawal of the powers vested in the Foundation Society by this statute.
- (ii) Where any action is taken by the Executive Council under the foregoing clause, the Foundation Society may appeal to the M.P. Uchcha Shiksha Anudan Ayog against the decision of the Executive Council. The decision of the Ayog in the matter shall be final.

4. (1) The Foundation Society shall have the following powers, namely :-

- (a) To appoint the first Principal and other members of the teaching staff of the college in accordance with the provisions of this Code till the Governing Body is constituted or till the expiry of the

period of ninety days from the date on which the college is first admitted to the privileges of the University which ever is earlier.

- (b) To sanction on the recommendation of the Governing Body, the opening of a new department of studies or the creation of new teaching posts as involve additional financial obligation on the Foundation Society subject to approval of the Ayog in case of grantee colleges and Executive Council in case of Non-grantee colleges.

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

- (c) To sanction items of new expenditure exceeding Rs. 25,000/- in the case of non-recurring expenditure and exceeding Rs. 10,000/- in the case of recurring expenditure which involve additional financial obligation on the Foundation Society.
- (d) To consider and pass resolutions on the Annual Estimates of Income and Expenditure and the Audit Report of the College and forward them to the Governing Body for its consideration.

Provided that if the Foundation Society does not communicate to the Governing Body, its observations on the Annual estimates of Income and Expenditure of the College within sixty days of its submission by the Governing Body, it will be presumed that the Foundation Society has no observations to make on the Annual Estimate and the Governing Body may proceed to consider and approve the Annual Estimate with or without reductions.

- (e) To appoint the Auditors of the college from out of a panel of names approved by the Registrar of Firms and Societies;
- (f) To call for information regarding the functioning of the college from the Governing Body and to suggest to the Governing Body measures for the improvement and development of the college;

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

- (2) In case of any difference of opinion between the Foundation Society and the Governing Body, any of them may refer the matter to the Executive Council whose decision shall be binding.
5. In case the college is maintained and run by an individual the obligations and powers of the Foundation Society shall vest in such individual.

Part - III : Governing Body :

6. (1) There shall be a Governing Body for the management of the college. It shall consist of :-

- (a) The Chairman of the Governing Body appointed by the Foundation Society from amongst its members or by the individual maintaining the college.
- (b) Two persons appointed by the Foundation Society from amongst its members or by the individual maintaining the college.
- (c) Two representatives of the University other than members of the Foundation Society of the college nominated by the Executive Council atleast one of whom shall be from amongst the teachers of the University as far as possible working in institutions not located in the same town as the college.
- (d) One representative of the donors of the college to be elected by donors.
- (e) One nominee of M.P. Uchcha Shiksha Anudan Ayog from amongst the senior teachers not below the rank of College Professors working within the jurisdiction of the University (excluding the concerned College).
- (f) Two representatives elected by the teachers of the college who have completed two years of service other than the Principal from amongst themselves in such manner as may be prescribed by the College Council.

Provided that the restriction regarding two years of service shall not apply for the first three years of the existence of a college.

(g) The Principal of the College- Ex-Officio Member Secretary.

Provided that the following shall not be eligible to be a member of the Governing Body under clauses (a) to (e) above.

- (i) a person who is related to any member of the staff of the college.
- (ii) a person having pecuniary interest in the affairs of the college and
- (iii) an employee of the college.

(2) (i) The Chairman and member of the Governing Body other than Ex-Officio member shall hold office for a period of two years.

Provided that the Chairman and members appointed by the Foundation Society before the supercession of its Governing Body of the Society and their places shall be filled by the appointees of

the person/persons appointed by the State Government to manage the affairs of the Society.

- (ii) The Ex-Officio member shall forthwith cease to be a member of the Governing Body if he ceases to hold the office by virtue of which he has become a member.
 - (iii) An office bearer or member of the Governing Body may resign from the Governing Body through a letter of resignation addressed to the Secretary of the Governing Body and the resignation shall take effect as soon as the letter is received by the Secretary. The Secretary of the Governing Body shall take steps to fill all vacancies as they occur.
 - (iv) When a vacancy occurs in the office of a member other than an Ex-officio member, before the expiry of his/her term, the vacancy shall be filled, as soon as may be, by the election, nomination or appointment, as the case may be, of a member who shall hold office so long only as the member in whose place he has been elected, nominated or appointed, would have held it, if the vacancy had not occurred.
 - (v) Every change in the office-bearers or membership of the Governing Body of a college shall be reported immediately to the University by the Secretary.
7. (1) The Governing Body shall meet at least thrice a year. Five members of the Governing Body shall form quorum. No quorum shall be necessary for and adjourned meeting. If the quorum is not present within thirty minutes of the time given in the notice, no meeting shall be held.
- (2) Meeting of the Governing Body shall be convened by the Secretary in consultation with the Chairman. In case, the Secretary does not call a meeting when directed by the Chairman to do so, the Chairman may call the meeting.
 - (3) (a) The Secretary shall give atleast ten days notice of an ordinary meeting of the Governing Body.
 - (b) An emergent meeting of the Governing Body can be convened on three clear days notice.
 - (c) On a requisition signed by not less than four members specifying the business to be transacted, a special meeting of the Governing Body shall be convened within twenty days of the receipt of such requisition. Atleast ten days notice of a special meeting shall be given.
 - (d) The agenda of every meeting shall be sent with the notice to the members. Proposals from any member received by the Secretary before the issue of notice shall be included in the agenda. The

agenda of a special meeting shall include only the business indicated in the requisition.

- (e) No business other than that included in the agenda shall be transacted at a meeting except with the consent of the Chairman and unless permission is given to introduce it by the majority of the members present.
- (4) The Chairman shall, when present, preside at meeting of the Governing Body. In the absence of the Chairman from any meeting, the members present shall elect one of the members other than a teacher to preside at the meeting. Except as provided otherwise all acts of the Governing Body and all questions coming or arising at its meeting shall be done and decided by majority of such members thereof as are present and vote at the meeting.
- (5) The minutes of every meeting of the Governing Body shall be drawn up by the Secretary and after approval by the Chairman circulated among the members within fifteen days of the meeting.
- (6) It shall be the duty of the representatives of the University on the Governing Body to report to the Kulpati decisions affecting adversely the smooth working of the college and violation, if any, of the Statutes, Ordinances, Regulations or instructions of the University.
- (7) No act or proceeding of the Governing Body shall be invalid merely by reason of any vacancy in its membership or any defect of irregularity in the appointment, nomination or election of a member.
- 8. (1) The Governing Body shall be responsible for the general administration of the college including :-
 - (a) Management and regulation of the finances, accounts, investments, property and other assets of the college.

Provided that no property of the college shall be disposed of without the approval of the Foundation Society and the Foundation Society on its part shall not withdraw or dispose of any property or asset used by the college or managed by the Governing Body without the consent of the Governing Body.

- (b) Adoption with or without modification of the budget submitted by the Principal of the college after considering the observations, if any, of the Foundation Society.
- (c) The institution and obligation of new department of Studies or new teaching and non-teaching posts in the college.

Provided that if the institution or a new department or a new teaching post involves additional financial obligation on the Foundation Society, exercise of this power shall be subject to the provisions of paragraph 4 of the code.

Provided also that no Teaching Department or teaching post shall be abolished without the prior approval of the Executive Council.

- (d) Appointment, promotion, suspension and punishment of the teachers of the College and any other action affecting their services.

Provided that the Governing Body of "Grantee College" shall take these actions in accordance with the provisions of the M.P. Ashasakiya Shikshan Sanstha (Adhyapakon tatha Anya Karmachariyon ke Vetan ka Sandaya) Adhiniyam 1978 and the rules framed thereunder.

Provided also that the services of a teacher of non-grantee college other than the one appointed in a leave vacancy, temporarily for a specified period shall not be terminated for any reason whatsoever without the prior approval of the Executive Council.

Provided further that the power of appointment shall be subject to the provision of section 4(1) (a) of this statute.

- (e) Maintenance of the College upto the academic standard required by the University and compliance by the college of the M.P. Vishwavidyalay Adhiniyam; Statutes, Ordinances, Regulations and directions issued by the University from time to time.
- (2) In the matter of the management of the college, the Governing Body shall be the final authority bound by Statutes, Ordinances, Regulations and directions of the University and such rules as are framed by the Governing Body and which are not inconsistent with the Adhiniyam, the Statutes, Ordinances and Regulations of the University.

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

- (i) Not later than the 31st July of each year a Statement of Annual Accounts of the college for the financial year immediately preceding together with the audit report by an auditor appointed by the Foundation Society and annual report on the work and progress of the college for the academic year ending 30th June immediately preceding.
- (ii) Not later than the 30th September each year the budget estimates of the college for the following financial year.
- (iii) Proposals for such items of new expenditure exceeding Rs. 25,000/- in the case of non-recurring expenditure and exceeding Rs. 10,000/- in the case of recurring expenditure which involve additional financial obligation on the Foundation Society.

10. The Governing Body may make rules consistent with the provisions of the Adhiniyam, Statutes and Ordinances, with regard to :

- (a) The procedure to be observed at its meeting.

Provided that no decision affecting the service conditions of teachers shall be taken at a meeting of the Governing Body in which atleast one teacher representative and one University representative are not present.

- (b) The management of college, and
 - (c) The manner in which its decisions shall be given effect to.
11. The Governing Body shall exercise all powers not otherwise provided for in this code and not inconsistent with the provisions of the Adhinyam, Statutes and Ordinances.
 12. The T.A. & D.A. of a nominee of the University or the State Government or M.P. Uchcha Shiksha Anudan Ayog attending a meeting of the Governing Body or Selection Committee or any other body or Committee constituted for the college shall be paid by the College at the rates admissible to a member of the authorities of the University as per the provisions made under this Adhinyam for the purpose.
 13. (1) The Governing Body shall be constituted in accordance with provisions of this Statute within a period of ninety days from the date of admission of the College to the privileges of the University.
 - (2) The Governing body in existence on the date immediately preceding the date of enforcement of this Statute shall continue to function till the new Governing Body is constituted in accordance with the provisions of the Statute but such period shall not extend beyond a period of ninety days from the date of enforcement of this Statute.

Provided that if, for any reason, the Governing Body is not constituted in accordance with the provisions of this Statute within the aforesaid period, the Executive Council may extend the period by a further period not exceeding sixty days.

Part - IV : The College Council :

14. (1) There shall be for each College, a College Council consisting of the Principal and all teachers of the College. The Principal and the Vice-Principal, if any, of the College shall respectively be the ex-officio President and Vice-President of the Council.
- (2) The Secretary shall be elected by the Council from amongst its members. He shall hold office for one year, but for not more than two consecutive terms. He convene meetings of the College Council under the directions of the Principal.
- (3) The Council shall meet atleast thrice during the academic year. It shall perform the following duties namely :-
 - (a) To discuss the progress of studies in the college.

- (b) To bring to the notice of the Governing Body the needs of the students and teachers;
- (c) To make recommendations to the Principal or the Governing Body for improvement of the academic efficiency of the College;
- (d) To advise the Principal on such matters relating to the internal management of the college and discipline of its students as may be referred to it from time to time;
- (e) To advise and assist the Principal in the preparation of the time table, allocation of teaching work and for the organisation of the extra-curricular activities of the college;
- (f) To consider and to bring to the notice of the Governing Body matters affecting the interests, rights and privileges of the teachers as a class.

Part-V : The Powers and Duties of the Principal :

- 15. (1)** The Principal shall be the Chief Executive Officer and the academic head of the college and he shall participate in the teaching work of the college.
- (2)** Subject to the general control of the Governing Body the Principal shall be responsible for :-
- (a) The administration of the college generally as an Institution admitted to the privileges of University;
 - (b) The management of the college library and hostels;
 - (c) Maintenance of the accounts, receipts and expenditure of the college.
 - (d) Correspondence of the college and custody of the records of the college;
 - (e) Administration of the amalgamated fund;
 - (f) Execution of the decision of the Governing Body.
- (3)** The Principal shall have the following powers namely :-
- (a) To admit students to the college;
 - (b) To assign duties in respect of teaching, administrative work and extra-curricular activities, to the teaching and other staff of the college and see to the proper performance thereof;
 - (c) To appoint, promote, grant leave, suspend and take disciplinary action against the class III and class IV employees of the college;

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

- (d) To maintain discipline in the college;

Provided that disciplinary action taken by the Principal against any student shall be final and shall not be liable to be revised by any other authority except where such revision is permitted by the Statutes and Ordinances of the University.

Provided also that in the case of rustication of a student from the college, the College Council may review the decision of the Principal.

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

Part - VI : The Teachers of the College :

16. (1) No appointment to any teaching post in the college, including the post of the Principal but excluding part-time appointments, temporary appointments which are not to continue for more than six months and appointments to posts which are to be filled by promotion, shall be made except :
- (a) After duly and widely advertising the post together with the minimum qualifications thereof and the emoluments of the post and allowing reasonable time within which the applicants may in response to the advertisement, submit their applications.
- (b) On the recommendation of the Selection Committee constituted in accordance with the provisions of paragraph 17 below for the "Non-grantee Colleges" and the Rules framed under M.P. Ashasakiya Shikshan Sanstha (Adhyapakon tatha Karmachariyon ke vetano ka Sandya) Adhinyam, 1978 for "Grantee Colleges".
- (2) No appointment to the post of Principal shall be made except with the prior approval of the Executive Council.
- (3) No person shall be appointed to any teaching post including that of the Principal unless he possesses the minimum qualifications prescribed for the post by the University Grants Commission and approved by the State Government and/or M.P. Uchcha Shiksha Anudan Ayog from time to time.
- (4) Every change in the teaching staff of the college shall be immediately reported to the University by the Principal.
17. (1) The Selection Committee for teachers, principals and non-teaching employees for "non-grantee colleges" shall be :

(a) For teachers:

- (i) Kulpati or his nominee not below the rank of University Professor-Chairman
- (ii) Chairman of the Governing Body or his nominee from amongst its members who are not teachers of the college-Member
- (iii) Two experts of the subject concerned nominated by the Kulpati.-Members
- (iv) Principal of the College - Member

(b) For Principals :

- (i) Kulpati or his nominee not below the rank of University Professor-Chairman
- (ii) Chairman of the Governing Body or his nominee from amongst its members who are not teachers of the college-Member
- (iii) One educationist nominated by the Executive Council-Member
- (iv) Coordinator/Dean/Director College Development Council or in his absence one of the Deans of Faculties in which instructions are imparted in the College nominated by Kulpati-Member
- (v) Principal of the College - Member Secretary

(c) For Non-teaching posts :

- (i) Nominee of Kulpati- Chairman;
- (ii) Chairman of the Governing Body or his nominee from amongst its members who are not teachers of the college-Member
- (iii) Registrar or his nominee not below the rank of Deputy Registrar-Member
- (iv) Principal of the College - Member Secretary

In no case the committee constituted under 17(2)(a) shall transact business at a meeting unless Chairman, atleast one subject expert and two other members are present. In case of the Committee constituted under 17(2)(b) and 17(2)(c) no business shall be transacted at a meeting of the Committee unless the Chairman and three members are present.

- (3)** The Committee shall, having regard to the nature of duties of post, select candidates as per rules and shall prepare a panel of such candidates in order of merit.

- (4) The Panel and the recommended order of merit should have the full concurrence of atleast one expert.
 - (5) The Panel prepared under sub-section (3) shall contain the names of the candidates having atleast two names more than the number of posts proposed to be filled up.
 - (6) The Panel drawn under sub-section (3) shall be submitted to the Governing Body.
 - (7) The Governing Body shall make the appointment to the posts of teachers or other employees in order of merit from the panel prepared under sub-section (3).
- 18. (1)** No person shall be appointed to a full time and salaried teaching post in the College except on the recommendation of the Committee of Selection constituted in accordance with the provisions of this Statute.

Provided that if the appointment to a teaching post is not expected to continue for more than six months and can not be delayed without detriment to the interests of the institution, the Governing Body may make such appointment without obtaining the recommendation of the Committee of Selection but the person so appointed shall not be retained on the same post for a period exceeding six months or appointed to another post in the service of the college except on the recommendation of the committee of selection.

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

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

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

- 20. (1)**
- (i) The Principal and the other members of the teaching staff except those appointed in leave vacancies on part-time basis or on temporary basis shall be appointed initially on probation for one year. The period of probation shall not be extended by more than one year so that the total period of probation does not exceed two years;
 - (ii) Where an appointment is made on temporary basis, whether in a leave vacancy or otherwise, the reasons for such temporary appointment shall be communicated by the Principal to the University.

- (2) Unless the work of the probationer is found to be unsatisfactory and he is informed by the Governing Body atleast one month before the expiry of the period of probation of its intention not to continue him service, the probationer shall be deemed to have been confirmed in his appointment on the expiry of the period of probation.
- (3) (i) Every teacher other than one appointed on part-time or temporary basis shall be appointed on written contract in the form prescribed in the Appendix stating therein the post to which he is appointed, the initial salary and the scale of pay and other conditions of service. A copy of the contract shall be given to the teacher and a copy shall be logged with the University;
- (ii) It shall be the duty of Governing Body to get the such contract executed within a period of one month from the date on which the appointee joins the post.

Provided that the Governing Body shall get the contract executed:-

- (a) Within a period of one month from the date on which the Governing Body starts functioning in case of appointments made by the Foundation Society;
- (b) Within a period of two months from the date on which this Statute comes into force in the case of all appointments made prior to such date.
- (iii) In case of any conflict between the contract in the form prescribed in the Appendix and any other contract between a teacher and the college or its Governing Body, the terms and conditions laid down in the contract as in the Appendix shall be deemed to apply.
21. The posts of Professors shall ordinarily be filled by promotion from amongst the qualified teachers in the college on the basis of seniority-cum-merit.

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

- * Provided that all the posts in Technical Colleges which are imparting instruction in the faculty of Engg. shall be filled by direct recruitment on the recommendation of the Selection Committee.

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

* Amended as per decision of the Coordination Committee dated 8-9-1979

- (ii) A Part-time Principal and teacher shall be paid an honorarium at the rates prescribed by the State Government/M.P. Uchcha Shiksha Anudan Ayog from time to time.
 - (iii) Salary of every teacher shall be paid by a cheque drawn in his favour latest by the 5th of the month following the month to which the salary relates.
 - (iv) The Governing Body or the Foundation Society shall not require or accept any donation or loan from the employees including the teachers of the college.
 - (v) Every teacher other than a part-time teacher shall be entitled to annual increment in the prescribed pay-scale on the due date as a matter of course unless it is withheld after due enquiry.
23. In calculating the period of service of a teacher of the college for any purpose, including the application of time scale, service shall be counted from the date of the first appointment, if there be no break of service during the period preceding the substantive appointment. Short breaks of service not exceeding 7 days shall be condoned as period spent on duty.
24. A temporary teacher who has been in the service of a College for a full academic year, shall be entitled to full pay for the ensuing vacation. If such teacher is in the service of a College for less than a full academic year but for more than three months he shall be entitled to salary for the ensuing vacation in the same proportion as the period of his service bears to the total period in the academic year.
- Provided that such teacher shall not be entitled to any par for the summer vacation where such teacher is officiating in place of another teacher on leave entitled to draw pay for the said vacation.
25. (1) Every teacher including the Principal shall at all times maintain absolute integrity and devotion to duty and shall do nothing which is unbecoming of a teacher.
- (2) No member of the teaching staff except a part-time teacher of a college shall apply for any post under any other authority except through the Principal and in the case of the Principal through the Chairman of the Governing Body.
- (3) A teacher other than a part-time teacher shall be a whole time employee of the college and shall not without the previous approval of the Governing Body, engage himself in private tuition or in any trade or business or take up any occupation or work (other than as an examiner or author of books) which is likely to interfere with the duties of his appointment.
- (4) No teacher shall except with the prior written sanction of the Governing Body, participate in the editing or management of any newspaper other than learned journals.

Provided that part-time teachers of Journalism shall be exempted from the operation of this sub-paragraph.

- (5) (a) A teacher shall obey all lawful directions of the Principal and the Governing Body of the College. He shall in addition to the ordinary duties as a teacher perform such other duties as may be entrusted to him by the Principal in connection with the co-curricular and extra-curricular activities in the College or duties in connection with examinations, administration and the keeping of discipline in the college.
- (b) No teacher shall be required to teach for more than twelve periods in a week.

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

- (6) (i) No teacher shall act in a manner prejudicial to the interests of the college or associate himself with any activity, which in the opinion of the Governing Body might affect adversely the interests of the college.
- (ii) No teacher shall be a member of or be otherwise associated with any political party or any organisation which takes part in politics nor shall he take part in aid of or assist in any other manner any political movement or activity nor shall he canvass or otherwise interfere in or use his influence in connection with or take part in any election to any legislature or local authority.

Provided that :-

- (a) An employee qualified to vote at such election may exercise his right to vote but where he does so, he shall not give any indication of the manner in which he proposes to vote or has voted.
- (b) The employee shall not be deemed to have contravened the provisions of this paragraph by reason only that he assists in the conduct of an election in the due performance of duty imposed on him by or under any law for the time being in force.
- (7) All teachers shall be governed by the rules of conduct, if any, framed by the Governing Body in conformity with the Adhinyam, the Statutes, Ordinances and Regulations of the University.
- (8) Any infringement of the provision of the College Code shall be regarded as subversive of good discipline and would amount to misconduct and may well justify the initiation of disciplinary action against such teacher.

- *26. A permanent teacher shall be entitled to be in the service of the college until he completes the age of sixty.

No extension after the age of sixty shall be granted.

Provided that where the date of retirement of a teacher falls due during the course of the academic session, the Governing Body shall allow the teacher to continue till the end of the academic year.

- (अ) समन्वय समिति के निर्णय दिनांक 07.01.2004 में परिनियम 28 की कंडिका 26 में निम्नानुसार संशोधन किया गया है की सूचना ग्रहण करने पर विचार किया गया।

“अशासकीय महाविद्यालयों के प्राचार्य, शिक्षकों और कर्मचारियों की सेवानिवृत्ति आयु शासकीय महाविद्यालयों के प्राचार्य, शिक्षकों और कर्मचारियों के समान रखा जाना उचित होगा।”

27. A teacher in temporary service cannot discontinue his service in the college without giving one month's notice or one month's salary in lieu thereof. The Governing Body shall similarly give by calendar one month's notice or one month's salary in lieu thereof to a temporary employee when terminating his service.

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

28. The service of a teacher who is appointed on probation can be terminated during or at the end of the period of probation, if his work is not found to be satisfactory by communicating to the teacher, the intention of the Governing Body not to continue him and giving him one calendar month's notice in writing or by paying his one month's salary in lieu of the notice. Such notice shall not include the summer vacation or any part thereof and the teacher if he has been in service for more than three months during the academic session shall be entitled to salary for the ensuing summer vacation in the same proportion as the period of service bears to the total period in the academic session. The teacher may, likewise terminate his appointment before the expiry of the period of probation by giving one calendar month's notice in writing to the Governing Body or paying a sum equal to one month's salary in lieu of the notice.

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

- (i) Misconduct including wilful neglect of duty.
- (ii) a Breach of the terms of the contract.
- (iii) Physical or mental unfitness.

- (iv) Incompetence provided that the plea of incompetence shall not be used against a teacher after two years of his confirmation;
- (v) Abolition of the post with the prior approval of the Executive Council.

Provided that termination of service on any ground following under (i) or (iv) above shall not be ordered without holding an inquiry in which the teacher is given a statement of charges against him and is afforded reasonable opportunity to defend himself.

Provided also that action to terminate the service of a teacher on the ground of physical or mental unfitness shall not be taken except on the basis of a report of a Medical Board to be appointed by the Governing Body.

- (2) Except where the services of a teacher are terminated on the ground of misconduct including neglect of duty or breach of the terms of the contract, neither the Governing Body nor the teacher shall terminate the agreement except by giving to the other party three calendar month's notice or by paying to the other party a sum equal to thrice the monthly salary which the teacher concerned is then earning. The period of notice shall not include the summer vacation or any part thereof.

Part - VI : Suspension, Penalties & Disciplinary Authority :

Note: Existing provisions of section 30 to 32 of the College Code will apply only to Non-grantee colleges.

And in the case of grantee colleges.

- (i) The Madhya Pradesh Ashasakiya Shikshan Sanstha (Adhyapakon Tatha Anya Karmachariyon Ke Nilamban) Niyam 1978.
- (ii) The Madhya Pradesh Ashasakiya Shikshan Sanstha (Adhyapak Tatha Anya Karmachari) Appeal 1978.
- (iii) Section 6 of Madhya Pradesh Ashasakiya Shikshan Sanstha (Adhyapakon Tatha Anya Karmachariyon ke Vetano Ka Sandya) Adhiniyam 1978.

- 30. (1) The appointing authority may by an order place an employee, including a teacher of the college under suspension :-
 - (a) Where a disciplinary proceeding against him is contemplated or is pending.
 - Or
 - (b) Where a case against him in respect of any criminal offence involving moral turpitude is under investigation, inquiry or trial.

N.B.: In case of teachers the Governing Body and in case of other employees the Principal shall be deemed to be the appointing authority. Relevant provisions of Pension, General Provident Fund and Gratuity on being approved by the State

Government/M.P. Uchcha Shiksha Anudan Ayog shall become applicable to Grantee and Non-Grantee Colleges.

- (2) An employee of the College shall be deemed to have been placed under suspension by an order of the appointing authority :-
 - (a) With effect from the date of his detention, if he detained in custody whether on a criminal charge otherwise for a period exceeding forty eight hours;
 - (b) With effect from the date of his conviction, if in the event of a conviction for an offence, he is sentenced to a term of imprisonment exceeding forty eight hours and is not forthwith dismissed or removed or compulsorily retired consequent to such conviction.
 - (3) An order of suspension made or deemed to have been made shall continue to remain in force until it is modified or revoked by the appointing authority, but in cases other than criminal proceedings it shall not operate for more than six months.
 - (4) During the period of suspension, the employee shall be allowed subsistence allowance equal to fifty percentage of the emoluments last drawn by him.
 - (5) If the employee is exonerated from the charge or charges are subsequently withdrawn he shall be reinstated in his post and shall be paid full salary for the period of his suspension after deducting the subsistence allowance already paid to him.
- 31. (1)** The appointing authority may, for good and sufficient reasons, imposed on an employee of the college (including a teacher) the following penalties.
- (a) Censure ;
 - (b) Recovery from his pay of the whole or part of any pecuniary loss caused by him to the college by negligence or breach of orders;
 - (c) Withholding of increments of pay;
 - (d) Reduction of lower time scale of pay, grade or post;
 - (e) Compulsory retirement;
 - (f) Removal from services;
 - (g) Dismissal from service which shall ordinarily be a disqualification for future employment in the college.

Beside the above, the penalty or fine not exceeding Rupees Five may be imposed on a class IV employee of the college for petty carelessness, unpunctuality, idleness or similar misconduct of a minor nature.

- (2) The appointing authority may institute disciplinary proceedings against an employee of the college.
- (3) No order imposing any of the penalties specified in sub-paragraph (1) above other than fine shall be made except in accordance with the

procedure for imposing penalties on Government servant prescribed by the Madhya Pradesh Government and in force at the time the appointing authority orders an inquiry against the college employee concerned.

Provided that no proposal to reduce in rank or pay of a teacher confirmed in the service of the college or to remove or dismiss him from service or to retire him compulsorily shall be deemed to have been passed by the Governing Body unless it is supported by a majority of two thirds of the members present at the meeting of the Governing Body in which it comes up for consideration and where a decision is duly taken it shall not be given effect to unless it is approved by the Executive Council.

(4) The following lapses would constitute misconduct on the part of a teacher of the college including the Principal :

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

32. (1) Where any penalty is imposed on an employee of the college by the Principal, the employee concerned may prefer an appeal to the Governing Body of the College within thirty days from the date on which a copy of the order appealed against is delivered to the appellant.

(2) Where any penalty other than reduction in rank or pay or removal or dismissal or compulsory retirement from service is imposed on a teacher, he may prefer an appeal to the Executive Council within thirty days from the date on which a copy of the order appealed against is delivered to the appellant.

(3) An appeal against an order of the Governing Body imposing on a teacher, the penalty of reduction in rank or pay or removal or dismissal or compulsory retirement from service shall lie to a Tribunal consisting of :-

- (a) A nominee of the Kulpati, other than a member of the Executive Council who will act as the Chairman;
- (b) The aggrieved teacher's nominee to be named by the appellant in his appeal, and
- (c) A nominee of the Governing Body.

Provided that an appeal under this sub-paragraph shall be submitted to the Kulpati not later than forty five days from the date on which a copy of the order appealed against is delivered to the appellant.

- (4) The appeal shall, except where provided otherwise, be presented to the authority to whom the appeal lies, a copy being forwarded by the appellant to the authority which made the order appealed against. It shall contain all material statements and arguments on which the appellant relies, shall not contain any disrespectful or improper language and shall be complete in itself.
- (5) The authority which made the order appealed against shall on receipt of a copy of the appeal, forward the same with its comments thereon together with the relevant records to the appellate authority without any avoidable delay and without waiting for any direction from the appellate authority.
- (6)
 - (i) The appellate authority may confirm, enhance, reduce or set aside the penalty or remit the case to the authority which imposed the penalty with such directions as it may deem fit in the circumstances of the case.
 - (ii) The authority which made the order appealed against shall give effect to the orders passed by the appellate authority.

Part - VIII : Provident Fund and Leave :

- 33. (1) The Governing Body shall maintain a Provident Fund for the benefit of its employees.
- (2) Every wholtime teacher and employee of the college other than one whose services have been lent to the college by Government or another Institution, permanently appointed to a substantive post shall, as a condition of his service become a depositor of the Provident Fund in the college.

N.B.: A teacher/employee of the college who has held a temporary/probationary appointment followed immediately without break of service by a permanent appointment to a substantive post shall in respect of such temporary/ probationary appointment be deemed to have held a permanent appointment for the purpose of the Provident Fund rule, provided that subscription to the Fund shall be optional for the teacher/employee for the period of his temporary/probationary appointment.

Relevant provisions of Pension, General Provident Fund and Gratuity on being approved by the State Government/M.P. Uchcha Shiksha Anudan Ayog shall become applicable to Grantee and Non-Grantee Colleges.

- (3) The contribution of each depositor to the fund shall be eight percent of the salary of the depositor and the amount so deducted together with an equal amount to be contributed by the college shall be deposited in the Saving Bank or any Post Office or Scheduled Commercial Bank in a Separate Provident Fund Account in the joint name of the teacher/employee and the Principal of the college.

Provided that in the case of the account of the Principal, it shall be in the joint name of the Principal and the Chairman of the Governing Body.

Provided also that the depositor may raise at his option, his contribution to the Provident Fund to any amount not exceeding fifteen percent of his monthly salary. Even when the contribution is so raised, the contribution of the college shall be eight percent of the salary of the depositor.

- (4) (i) An employee on leave on full average pay shall continue to subscribe to the Provident Fund during the period of such leave.
- (ii) A teacher/employee under suspension shall not contribute to the Provident Fund during the period of suspension nor shall the contribution of college be due in this case.
- (5) The Governing Body may, under such conditions as may be laid down by it, permit the payment of premia of Life Insurance Policy or policies on the life of the depositor out of his personal contribution to the Provident Fund. The amount to be deposited in the Saving Bank Account of the depositor shall be reduced to the extent of such premia. In all such cases, the Life Insurance Policy for which the premia are so paid shall be assigned in favour of the college.

On retirement of the depositor from the service of the college the policy shall be reassigned to him by the college. In case of maturity of the policy during the service of the depositor in the college, the full amount of the policy shall be credited to the Provident Fund account of the depositor. In the event of the death of the depositor during his service in the college, the full amount of the policy shall be paid to the legal successor of the deceased to the Provident Fund.

- (6) When a depositor's service in the college comes to an end by his retirement, resignation or otherwise he shall be entitled to receive the entire amount standing to his credit in the Provident Fund.

Provided that a depositor whose service have been dispensed with for what in the opinion of the Governing Body is gross misconduct or who has been in the service of the college for a continuous period of less than two years from the date from which he was allowed to subscribe to the Provident Fund shall not be entitled to any part of the contribution made by the college or to the interest accrued thereon.

Provided also that in the event of the death of depositor during his service in the college, the entire amount standing to his credit shall be paid to the legal successor of the deceased.

N.B. : The Provisions of the first proviso shall not be invoked in the case of an employee who is prevented from rendering the minimum two years service by reason of death, disability which in the opinion of the Governing Body prevents him from rendering further service or any scheme of retrenchment affecting such employee.

(7) The Governing Body shall frame rules for temporary advances from Provident Fund, which shall, interalia include the following as the legitimate objects for such advance.

- (i) To meet expenses in connection with the prolonged illness of the subscriber or a person actually dependent on him;
- (ii) To pay for overseas passage for reason of health or education of the subscriber or any person actually dependent on him;
- (iii) For meeting obligatory expenses, on a scale appropriate to the applicant's status in connection with marriages, funerals and religious ceremonies;
- (iv) To purchase land or building for his residence or for the construction of a residential house.

34. (1) The employees including the teachers of the college shall be entitled to leave in accordance with the leave rules of the Government of Madhya Pradesh in force and as applicable to Government Servants in vacation and non-vacation departments. All posts of teachers other than the Principal shall be vacation posts.

(2) In case of teachers leave other than casual leave shall be sanctioned by the Governing Body. Casual leave in case of the Principal shall be sanctioned by the Chairman of the Governing Body and in case of other teachers by the Principal.

Part - IX : Miscellaneous :

35. (1) The college shall have its own Fund and all receipts of the college such as fees, donations, grants, interest on investment and Endowment Fund and borrowing shall be carried to the Fund.

(2) All moneys belonging to the Fund shall be deposited in such Bank or invested in such manner as the Governing Body may decide.

(3) All expenditure, as may be sanctioned by the Governing Body, for the purpose of the college, shall be met from the Fund.

- (4) The fund of the college shall not be used for meeting any expenditure or giving any loan to the Foundation Society or any other Institution run by the Foundation Society.
36. (1) In addition to such registers and records as the Governing Body may require to be maintained, every college shall maintain such registers and records as may be prescribed by the Executive Council.
- (2) Accounts, registers, proceedings of meetings and other records of the college shall be opened to inspection, on all working days during office hours, by members of the Governing Body and persons appointed by the Executive Council to conduct any inspection.
37. No person connected with management of the college and no Principal or other employee thereof shall directly or indirectly take or receive or cause to be taken or received any contribution, donation, fees or any payment of any sort either in cash or in any kind, other than or in excess of the fees prescribed by the University from or on behalf of any pupil as a condition for granting him admission to the college or pursuing a course of study therein and all such amounts paid by the students shall form part of the receipts of the college.
38. Any dispute arising out of the contract of service between the Governing Body of the College and any of its teachers shall at the request of the teacher or the Governing Body be referred by the Kulpati to a tribunal consisting of one nominee of the Kulpati other than a member of the Executive Council who shall be the Chairman and one nominee each of the teacher and the Governing Body and the decision of the tribunal shall be final.
- *39. Notwithstanding the provisions of this statute, a non-government college of Engineering/Technology or a Regional College of Education may be administered by the Executive Body of the institution (by whatever name called) constituted in accordance with the bye-laws/regulations of the institution.

Provided that :-

- (1) The Executive Body of the institution shall have amongst its members atleast one representative elected from amongst themselves by the teacher of the institution, other than the Principal who have completed atleast two years of service in the institution.
- (2) All appointments to teaching posts in the institution, not lower than that of a teacher and other than those which use to be filled by promotions shall be made on the recommendation of selection committee which shall have amongst its members atleast the expert in the subject concerned nominated by the Kulpati.
- (3) The provisions of "Part VII-Suspension, Penalties and disciplinary authority" of this statute shall apply in case of both the teaching and the non-teaching staff of the institutions.

* Amended as per Coordination Committee item no. 10 dated 27-9-75

APPENDIX

Form of Agreement of Service for Teachers

An Agreement made this _____ day of _____ 19 ____ between Shri _____ (here-in-after called the Teacher) of the first part and the Governing Body of the _____ College (hereinafter called the Governing Body), through its Chairman/Secretary, of the second part.

Whereas the Governing Body has appointed Shri _____ as a member of the teaching staff of the _____ College upon the terms and conditions hereinafter set out and as provided in the College Code Statute. Now this agreement witnesses that the party of the first part and the Governing Body hereby contract and agree as follows :-

1. That this agreement shall begin from the _____ day of _____ 19 ____ and shall be determinable as here-in-after provided.
2. That the party of the first part is employed on probation for a period of one year and shall be paid a monthly salary of Rs. ____ in the pay scale of Rs. _____. The period of probation may be extended by such further period as the party of second part may deem fit; but the total period of probation shall, in no case, exceed two years. The teacher shall be deemed to have been confirmed in his appointment unless not later than one month before the expiration thereof, the Governing Body informs him in writing of its intention not to continue him.
3. That on confirmation the Governing Body shall pay to the teacher during the continuance of this engagement salary in the pay scale of Rs. _____ and an increment shall be withheld without the approval of the Governing Body.
4. The teacher shall during the continuance of his engagement be entitled to the benefit of the Provident Fund maintained by the Governing Body in accordance with the provisions laid down in the College Code.
5. That the date of birth of the party of the first part is _____ and the age of superannuation will be sixty years, the actual date of retiring shall be the last day of the academic year in which he attains the age of sixty years unless extension is granted as provided in para 26 of the College Code.
6. That the teacher shall be entitled to leave in accordance with the provisions of the College Code.
7. That the Teacher shall devote his whole time to the service of the College and shall not, without the permission of the Governing Body, engage directly or indirectly in private tuition or any trade or business or other remunerative work which may interfere with the proper discharge of his duties; but this prohibition shall not apply to such benefits as accrue to him as an Examiner or Author of Books or due to his academic achievements.

8. That the party of the first part shall, in addition to the ordinary duties perform such other duties as assigned to him by the Principal of the College in connection with the social, intellectual or athletic activities of the college or examinations or administration or the keeping of discipline in the college.
9. After confirmation, the services of the party of the first part can be terminated only on the following grounds :-
- (a) Misconduct including willful neglect of duty;
 - (b) Breach of any of the terms of contract;
 - (c) Physical or mental unfitness;
 - (d) Incompetence;
 - (e) Abolition of post.

Provided that :

- (i) The plea of incompetence shall not be used against the party of the first part after he has served the party of the second part for two years or more after his confirmation.
 - (ii) The services of the party of first part shall not be terminated under sub-clause (c) without obtaining a certificate to that effect from a medical Board to be appointed by the Governing Body.
 - (iii) The services of the party of the first part shall not be terminated on any account without the previous approval of the Executive Council.
10. Except when termination of service has taken place under sub-clause (a) or (b) of clause 9 neither the party of the first part nor the party of the second part shall terminate this Agreement, except by giving to the other party three month's notice in writing or by paying to the other party, a sum equal to three months salary, which the party of the first part is then earning. The period of notice referred to above does not include the summer vacation or any part thereof.
11. Nothing in this agreement shall affect the right of the party of the first part to apply for referring any difference or dispute arising out of this agreement to the Tribunal constituted under paragraph 39 of the College Code.
12. On the termination of this agreement from whatever cause, the teacher shall deliver up to the Governing Body all books, apparatus, records and such other articles belonging to the College or to the University as may be in his possession.

Signature ----- day of ----- 20

(a) ----- (Party of the First Part)

(2) ----- (Party of the Second part)

In the presence of

(1) ----- (Witness 1)

(2) ----- (Witness 2)

Madhya Pradesh Ashasakiya Shikshan Sanatha (Adhyapakon Tatha Anya Karmachariyon Ki Bharti) Niyam 1979 (Published in M.P. Rajpatra (Asadharan) Dated 16-5-1979 on pages 1783-1791)

RULES

1. These rules may be called the Madhya Pradesh Ashaksakiya Shikshan Sanstha (Adhyapkon Tatha Anya Karmachariyon Ki Bharti) Niyam, 1979.
2. In these rules, unless the context otherwise requires.
 - (a) Committee means a selection committee constituted under rules 12, 13 or 14 as the case may be;
 - (b) "Form" means a form appended to these rules;
 - (c) "Member of scheduled Caste" means a member of any caste, race or tribe or part of or group within caste race or tribe specified as Scheduled Caste with respect to the state of Madhya Pradesh under Article 341 of the Constitution of India.
 - (d) "Member of scheduled Tribe" means a member of any tribe, tribal community or part of or group within a tribe or tribal community specified as such with respect to the State of Madhya Pradesh under Article 342 of the Constitution of India.
 - (e) "Schedule" means the schedule appended to these rules.
3. Except rules 4 and 5 these rules shall not apply to the institutions established and administered by minorities in pursuance of the provisions of clause (1) of Article 30 of the Constitution of India.
4. Recruitment to a post of a teacher or other employee of an institution shall be made by one of the following methods, namely:-
 - (a) Absorption of teachers or other employees of other institutions whose services have been terminated.
 - (b) direct recruitment;
 - (c) Promotion; or
 - (d) Deputation of persons either from Government or Ayog or from any other organisation approved by the Government for the purpose.

Provided that the method of recruitment under clause (a) shall have priority over other methods of recruitment specified in clauses (b), (c) or (d) as the case may be, if suitable retrenched persons who are otherwise qualified for the posts are available.

5. (1) Where the service of a teacher or an employee is terminated by an Institution whether as a result of closer of the Institution or abolition of post or for any other reason whatsoever, such Institution shall send information in respect thereof to the concerned Education Officer and Divisional Superintendent of Education in case of schools and to the Education Officer and Ayog in case of Colleges in Form 1.

- (2) The Education Officer, Divisional Superintendent of Education and the Ayog shall keep a record of the information received under sub-rule (1) in a register to be maintained in Form II.
6. In order to be eligible for direct recruitment under these rules a candidate must satisfy the following conditions, namely :-
 - (a) He must have attained the age specified in Schedule 1.
 - (b) Possess the educational qualifications specified in the schedule.
7.
 - (1) Subject to the orders issued by the State Government from time to time, in respect of reservation of posts in services under the State Government for members of Scheduled Castes and Scheduled Tribes;
 - (a) Fifteen percent and eighteen percent of the class I & II posts specified in the Schedule I thereof shall be reserved respectively for the members of Scheduled Castes and the members of Scheduled Tribes;
 - (b) Sixteen percent and twenty percent of the class III & IV posts specified in the Schedule thereof shall be reserved respectively for the members of Scheduled Castes and the members of Scheduled Tribes.
 - (2) If sufficient number of candidates belonging to Scheduled Castes or Scheduled Tribes, as the case may be are not available for filling the posts reserved for them under sub-rule (1) the remaining posts shall be filled from amongst the candidates other than Scheduled Castes or Scheduled Tribes.
8.
 - (1) Where an Institution desires to fill up any vacancy of a post of a teacher or other employee, it shall make a reference to that effect to the Education Officer, the Divisional Superintendent of Education or the Ayog as the case may be alongwith a requisition in Form III.
 - (2) On receipt of a reference under Sub-rule (1), the Education Officer, the Divisional Superintendent of Education of the Ayog, as the case may be shall furnish information to the Institution concerned in Form IV and such information shall relate to:-
 - (a) Person having more length of continuous service in educational institution shall be given priority over the person having lesser service at his credit.
 - (b) Person who was permanent in service shall have priority over a person who was temporary in service; or
 - (c) Person whose service were terminated earlier shall have priority over a person whose services were terminated later.
 - (3) If no suitable and otherwise qualified teacher or other employee is available, the Education Officer, the Divisional Superintendent of Education or Ayog, as the case may be shall furnish a non-availability certificate to the Institution concerned.

9. (1) Whenever an Institution other than a non-government Educational Institution for higher education, desires to fill up any vacancy of a post of a teacher or other employee, by direct recruitment, it shall cause a notice prepared for inviting applications therefor stating therein the date by which an application for the post should be submitted to the Institution.
- (2) A copy of the notice prepared under sub-rule (1) shall be exhibited on the notice board of the Institution and a copy shall be sent to each of the officers of the Education Officer, District Education Officer, and the Divisional Superintendent of Education for exhibiting it on the notice board of their respective offices.
- (3) An Institution may, if it so desires, get the notice prepared under sub-rule (1) published in newspaper or published in any other manner deemed proper.
- (4) The Institution shall also notify the vacancy to the local Employment Exchange.
10. Application for vacancies in non-government Education Institution for Higher Education shall be invited in accordance with the provisions of the College Code framed under the Madhya Pradesh Vishwavidyalaya Adhiniyam, 1973. (No. 22 of 1973).
11. An application made under rules 9 or under rule 10 shall be accompanied by satisfactory proof of payment fee if any.
12. (1) For every Institution other than a Secondary School and a non-Government Educational Institution for Higher Education, there shall be selection committee consisting of :-
- (a) The Chairman- to be nominated by the Institution and
- (b) Members-
- (i) District Educational Officer or his nominee
- (ii) One nominee of management
- (iii) Head Master of the Institution
- (2) No business shall be transacted at a meeting of the committee unless the Chairman and atleast two members be present thereat.
13. (1) For every Secondary School there shall be a selection committee consisting of –
- (a) The Chairman- to be nominated by the Institution and
- (b) Members-
- (i) Divisional Superintendent of Education or his nominee
- (ii) One nominee of the management
- (iii) One Expert in the subject concerned to be nominated by the Divisional Superintendent of Education
- (2) No business shall be transacted at a meeting of the committee unless the Chairman, Expert and atleast two members be present thereat.

14. (1) For every non-government Educational Institute for Higher Education there shall be a selection committee consisting of –
- (i) In the case of teaching post:-
 - (a) Kulapati or his nominee Chairman
 - (b) One nominee of the Management from amongst, its members who are not teachers-Member
 - (c) One Expert in the subject concerned nominated by the Kulapati-Member
 - (d) One Expert in the subject concerned nominated by the Madhya Pradesh Uchcha Shiksha Anudan Ayog-Member
 - (e) Principal of the Institution - Member Secretary
 - (ii) In the case of Principal:-
 - (a) Kulapati or his nominee - Chairman
 - (b) One nominee of the Management - Member
 - (c) Dean College Development Council - Member
 - (d) One nominee of the Madhya Pradesh Uchcha Shiksha Anudan Ayog-Member
 - (iii) In the case of non-teaching post:-
 - (a) A nominee of the Kulapat- Chairman
 - (b) One nominee of the Management - Member
 - (c) One nominee of the Madhya Pradesh Uchcha Shiksha Anudan Ayog-Member
 - (d) Principal of the Institution - Member Secretary
- (2) In the case of a committee constituted under clause (i) of sub-rule (1) no business shall be transacted at a meeting of such committee unless the chairman, one expert and two other members be present thereat and in the case of the committee constituted under clause (ii) or (iii) of that sub-rule no business shall be transacted at a meeting of such committee unless the chairman and three members be present thereat
15. (1) The committee shall, having regard to the nature of duties of the post, select candidates by any one of the methods prescribed under the said rule and shall prepare a list of such candidates.
- (2) The candidates shall be selected on the basis of merit and the panel as well as the order of the names in the panel recommended by the Selection Committee should have the full concurrence of atleast one expert.
 - (3) The list prepared under sub-rule (1) shall contain the names of candidates five times the number of posts proposed to be filled up.
 - (4) The list prepared under sub-rule (1) shall be submitted to the Institution.
 - (5) Appointment of any post of a teacher or other employee shall be made in order of merit from the list prepared under sub-rule (1).

Under the Rules 6 & 7 of Madhya Pradesh Ashasakiya Shikshan Sanstha (Adhyapkon Tatha Anya Karmachariyon Ki Bharti) Niyam 2979 (Published in M.P. Rajpatra (Asadharan) dated 16-5-1979 on pages 1783-1791*).

MINIMUM QUALIFICATIONS FOR REQUIREMENT TO TEACHING

POSITION IN THE INSTITUTIONS.

(A) For Lecturers in College:

- (a) A doctor's degree or published research work of an equivalent high standard; and
- (b) (i) A 2nd class Masters Degree in the concerned subject with atleast 50% marks (b in the seven point scale) or an equivalent degree of a foreign University; and

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

- (ii) At least 50% marks at the Higher Secondary/Intermediate/Pre University Examination, as the case may be.

Having regard to the need for developing inter-disciplinary programmes the degree in (a) above may be in relevant subject.

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

Provided further that if a candidate possessing a Doctor's degree or equivalent research work is not available or is not considered suitable, a person possessing the following qualifications may be recruited.

- (i) A 2nd class Master's Degree in the concerned subject with atleast 50% marks (B in the seven point scale), and while taking into account the marks/grade, obtained in the internal assessment if any, shall be excluded.
- (ii) 2 years experience of research work or practical experience in research laboratory, research organisation; and
- (iii) At least 50% marks at the Bachelor's degree Examination on the basis of which division is awarded at the degree level by the University; and
- (iv) At least 50% marks at the Higher Secondary/Intermediate/Pre University Examination, as the case may be.

* Amended vide amendment published in M.P. Rajpatra IV(Ga) page 154 (1983 MPLT Part II 49)

OR

- I. A Master's Degree with first class or grade (A) in a relevant subject; and
- II. At least 50% marks at the Bachelor's degree Examination on the basis of which division is awarded by the University; and
- III. At least 50% marks at the Higher Secondary/Intermediate/Pre University Examination, as the case may be.

Provided further that in the case of categories (B) and (C), a candidate will have to obtain a Doctor's Degree, M.Phil Degree or have to his credit published research work of equivalent standard within 5 years of his appointment failing which he will not earn future increment until he fulfills these requirements.

N.B. The requirement regarding minimum percentage of marks shall be relaxed up to 5% in case of Scheduled Caste/Scheduled Tribes candidates.

(B) Minimum Qualifications prescribed for recruitment to the posts of non Government College Professors.

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

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

- iii) Atleast 50% marks at the Bachelor's degree Examination on the basis of which division is awarded at the degree level by the University; and
- (iii) Atleast 50% marks at the Higher Secondary/Intermediate/Pre University Examination, as the case may be.
- (c) (i) The experience of teaching of Post-Graduate classes shall be atleast 5 years; and
- (ii) Atleast three years experience of guiding research

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

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

C. For Principals-

Academic qualifications as prescribed above for Professors plus two years experience of working as Professor in an institution of higher learning affiliated to University.

Note: For the purpose of recruitment as Principals the Readers in University shall be treated on par with the Professors in Colleges.

Note: Minimum age for the post of Lecturer and Professor should not below than 21 years.

Dr. Anaspreet Kaur Bhatta

Rules being followed by College of
Noida.

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**SERVICE
&
CONDUCT RULES**

BHILAI MAHILA MAHAVIDYALAYA

Founded by

BHILAI EDUCATION TRUST

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SERVICE RULES AND BYE-LAWS

These rules pertain to service conditions and will be applicable to all the regular employees (teaching/non teaching) of the Institute.

1.0 Definitions

- 1.1 'GB' means the Governing Body of the College.
- 1.2 'Bye-Laws' means the Bye-Laws of the College.
- 1.3 'Institute / college' means the Bhilai Mahila Mahavidyalaya.
- 1.4 'Chairman' means the Chairman of the Governing Body.
- 1.5 'Rules' means the rules of College.
- 1.6 'Trust' means the Bhilai Education Trust / Foundation Society.
- 1.7 'Managing Trustee' means the Managing Trustee of Bhilai Education Trust

2.0 Classification of members of staff of the Institute

Except in case of persons brought to work in the Institute on contingency basis for a purpose, the staff of the Institute shall be as follows:

2.1 Academic

- 2.1.1 Principal
- 2.1.2 V. Principal
- 2.1.3 Asstt. Professor
- 2.1.4 Lecturer
- 2.1.5 Sports Officer
- 2.1.6 Librarian
- 2.1.7 Such Other Academic Posts as may be decided by GB.

2.2 Administrative

- 2.2.1 Admin. Officer
- 2.2.2 Accountant
- 2.2.3 Such other administrative staff as may be decided by the GB

2.2

3 Cleaning & Other Staff

- 2.2.1 Security Guards
- 2.2.2 Gardeners
- 2.2.3 Sweepers
- 2.2.4 Skilled & Un-Skilled Lab Attendants
- 2.2.5 Peons
- 2.2.6 Such other staff as may be decided by GB

4.0 Appointments

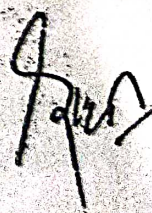
3.1 All appointments to the posts under the Institute shall be approved by the Managing Trustee / Trust.

3.2 All posts of the Institute shall normally be filled by advertisements but due to contingency of service the Managing Trustee shall have the power to decide that a particular post may be filled by promotion from amongst the members of the staff of the Institute.

There shall be a selection Committee for filling various posts, other than those on which appointments are to be made through promotion or on contract basis

3.3 The Selection Committee shall interview all the candidates called for interview on recommendations of the screening committee. In case of unsuitability of all the candidates recommended by the screening committee, the selection committee may consider any other name brought to its notice.

3.4 Qualifications required for the various academic / administrative posts shall be such as may, from time to time, be laid down by the UGC/Pt. Ravishankar University, Raipur to which the Institute is affiliated.



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4.0 Terms and conditions of service of permanent employees

Permanent employees of the Institute shall be governed by the following terms and conditions:

- 4.1 Every appointment shall be subject to the condition that the appointee is certified as being in sound health and physically fit for the service by medical authority nominated by the GB. Governing Body may, for just and sufficient reasons relating to the medical requirements in any particular case or cases or dispense with such medical examination in any case or cases.
- 4.2 Subject to the provisions of the Rules and Bye-laws, all appointments to posts under the Institute shall ordinarily be made on probation for a period of one year after which period the appointee, if found suitable shall continue to hold his/her office till he/she attains the age of superannuation. The appointing authority shall have the power to extend the period of probation of any employee of the Institute as may be found necessary.
- 4.3 Every employee of the Institute shall devote his/her whole time to the service of the Institute and shall not engage directly or indirectly in any trade or business or in private tuition or any other work which may interfere with the proper discharge of his/her duties. However, the provision herein contained shall not apply to academic work undertaken with the prior approval of the Chairman for remuneration, etc. Any employee indulging in any type of activity given above shall be liable for disciplinary action.
- 4.4 All employees of the Institute shall be governed by the Service & Conduct Rules.
- 4.5 The appointing authority shall have the power to terminate the services of any member of the staff without notice or without any cause assigned during the period of probation.
- 4.6 The appointing authority shall have the power to terminate the services of any member of the staff by giving one month notice or salary in lieu of, in case he/she is found to be physically or mentally unfit for service or on the grounds of retrenchment. This provision shall apply only to regular/permanent employees of the Institute after probation period.
- 4.7 A member of the staff can leave his/her employment by giving one month notice or pay in lieu thereof. No member of the staff shall be allowed to leave during the academic session. In case a member leaves, he/she will be required to deposit his/her salary for the remaining period of the academic session.

8 The appointing authority may place any member of the staff under suspension:-

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 involving moral turpitude is under investigation or trial.

9 A member of the staff under suspension is entitled to a subsistence grant amounting to one-fourth of his/her pay during the period of suspension and during that period he/she shall not undertake any other employment or business activity.

10 The following penalties may, for good and sufficient reasons and as hereinafter provided, be imposed on any member of the staff:-

a) Withholding of increment or promotion.

b) Recovery of the whole or part of the pecuniary loss caused to the Institute by negligence or breach of orders.

c) Reduction in rank.

d) Removal from service, which shall not be a disqualification for future employment under the Institute.

e) Dismissal from service, which shall be a disqualification for future employment under the Institute.

Provided that orders imposing penalties specified at (c), (d) and (e) shall be passed by the appointing authority after an inquiry has been held and the staff has been given reasonable opportunity of showing cause of action proposed to be taken in regard to him/her.

4.11 Notwithstanding anything contained in bye-law 4.7, it shall not be necessary to follow the procedure mentioned above in the following cases:

a) Where an employee is dismissed or removed from service on the ground of conduct which has led to his/her conviction on a criminal charge.

b) Where the authority empowered to dismiss or remove the person is satisfied that for some reason, to be recorded by the authority in writing, it is not reasonably practicable to give to that person an opportunity of showing cause.

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4.12 When an employee of the Institute, who has been placed under suspension and reinstated, the appointing authority, competent to order the re-instatement, shall consider and make a specific order:-

- a) regarding the pay and allowance to be paid to the employee for the period of his/her absence from duty, and
- b) whether or not the said period shall be treated as period spent on duty.

4.13 When an employee of the Institute, who has been placed under suspension and reinstated and the appointing authority is of the opinion that the employee has been fully exonerated, the employee shall be given the full pay allowances which he would have been entitled to otherwise. Further, in such a case, absence from duty shall be treated as a period spent on duty for all purposes.

5.0 Leave:

The employees of the Institute shall be entitled to leave in accordance with the provisions laid down in the Leave Rules.

6.0 Traveling Allowance

As per TADA Rules

7.0 Holidays

The Institute shall follow the same calendar of holidays as is being observed by the University to which the Institute is affiliated.

8.0 General

8.1 The age of retirement of both teaching & non teaching employees of the College shall be 62 years.

8.2 The employees of the College may be allowed to retire on the last day of the month.

8.3 Any matter not covered by the above Rules and Bye-laws will be governed by the decisions of the Trust taken from time to time.

8.4 In case of any discrimination rules as specified in College Code shall apply.

EMPLOYEES' CONDUCT RULES

These rules will govern the conduct of all the employees of the Institute:

1.0 Definitions. In this schedule unless the context otherwise requires:

1.1 "Competent Authority" means:

- a) "Governing Body" in case of Principal / I/c (L&A).
- b) "Principal / I/c (L&A)" in case of all other employees or as specified in College Code.

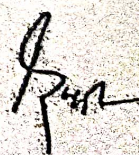
1.2 "Employees" means a person appointed to the service and posts in connection with the affairs of the Institute.

1.3 "Service" means the service under the Institute.

CHAPTER I

2.0 GENERAL

- 2.1 Every employee shall at all times maintain absolute integrity and devotion to duty and also be strict, honest and impartial in his/her official dealings.
- 2.2 An employee should, at all times, be courteous in his/her dealings with other members of the staff, students and members of public.
- 2.3 Unless otherwise stated specifically in the terms of appointment, every employee is the whole time employee of the Institute and may be called upon to perform such duties as may be assigned to him by the competent authority beyond schedule working hours and on closed holidays and Sundays.
- 2.4 An employee shall be required to observe the schedule hours of work, during which he/she present at the place of his/her duty.
- 2.5 Except for valid reasons and under unforeseen contingencies no employee shall be absent from duty without prior permission.
- 2.6 No employee shall leave station except with the prior permission of the competent authority even during leave or vacation.



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2.7 Whenever leaving the station, an employee shall inform the Head of the Department to which, he/she is attached, or the Chairman if he/she himself/herself is the Head of the Department, the address where he/she should be available during the period of his/her absence from the station.

3.0 Equal treatment for all.

Every employee shall accord equal treatment to people irrespective of their cast, creed, sect, or religion.

4.0 Taking part in Politics & Elections

4.1 No employee shall be a member of or be otherwise associated with any political party or any organization, which takes part in politics.

4.2 No employee shall canvass or otherwise interfere or use his/her influence in connection with, or take part in, an election to legislature or local authority provided that:

- a) An employee qualified to vote at such election may exercise his/her right to vote.
- b) An employee shall not be deemed to have contravened the provision of this rule by reason only that he/she assists in the conduct of an election in due performance of a duty imposed upon him/her by or under any law for the time being in force.

5.0 Demonstrations and Strikes

No employee shall engage oneself or shall participate in any demonstration or resort to any form of strike in connection with any matter pertaining to his/her conditions of service.

6.0 Joining of Association by Employees

No employee shall join or continue to be member of any service Association of employees:-

- a) Which has not, within a period of one month from its formation, obtained the recognition of the Governing Body of the Institute.

b) Recognition in respect of which has been refused or withdrawn by the Governing Body of the Institution.

7.0 Connection with Media

7.1 No employee shall, except with the previous sanction of the competent authority, own wholly or in part, or conduct or participate in editing or managing of any newspaper or other periodical publication.

7.2 No employee shall except with the previous sanction of the competent authority or in bonafide discharge of his/her duties, participate in a broadcast or contribute any article or write any letter, either anonymously or in his/her own name or in the name of any other person to any newspaper or periodical except if such contribution is of a purely literary, artistic or scientific character.

8.0 Criticism of the Institute

No employee shall, in any broadcast or any document published anonymously or in his/her own name or in the name of any other person, or in any communication to the press or in public utterance, make any statement of fact or opinion.

- a) which has the effect of any adverse criticism of any decision of his/her superior officers, or of any current or recent policy or action of the Institute,
- b) which is capable of embarrassing the relations between the Institute and any other Institution, University, Organization, State or Central Governments, or any member of public, or
- c) which is capable of embarrassing the relations between the Central Government and the Government of any foreign state.

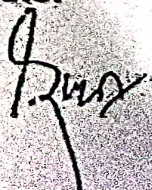
Provided that nothing in this rule shall apply to any statement made or views expressed by an employee in official capacity or in due performance of the duties assigned to him/her.

9.0 Evidence before a committee or any other authority

9.1 Same as provided in the rule 9.3 below, no employee shall, except with the previous sanction of the competent authority give evidence in connection with any inquiry by any person, committee or authority.

9.2 When any sanction has been accorded under rule 9.1 above, no employee giving such evidence shall criticize the policy or any action of the Institute.

9.3 Nothing of this rule shall apply to:-



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- a) evidence given at any inquiry before an authority appointed by Institute, by the Central Government, by the State Legislature, or Parliament, or
- b) evidence given in a judicial inquiry.

10.0 Unauthorized Communication of Information

No employee shall, except in accordance with any general or special order of competent authority or in performance in good faith of the duties assigned him/her, communicate directly or indirectly any official document or information to any person to whom he/she is not authorized to communicate such document information.

11.0 Private Trade or Employment

No employee shall, engage directly or indirectly, in any trade or business or undertake any employment.

Provided that an employee may, without such sanction, undertake honorary work of social or charitable nature or occasional work of literary, artistic or scientific character, subject to the condition that his/her official duties do not thereby suffer and that he/she informs the competent authority within one month of his/her undertaking such a work, but he/she shall undertake or discontinue such work as so directed by the competent authority.

12.0 Guardianship of Minors

An employee may not, without the prior approval of the competent authority, act as a legal guardian of the person or property of a minor other than his/her dependent.

13.0 Insolvency, habitual indebtedness and Criminal Proceedings.

13.1 Every employee shall so manage his/her private affairs as to avoid habitual indebtedness or insolvency. When an employee is found liable to arrest for debt or has recourse to insolvency or when it is found that most of his salary is continuously being attached, he may be liable to action as a penalty. An employee who becomes the subject of legal proceedings for insolvency shall forthwith report full facts to the competent authority of the Institute.

13.2 An employee who gets involved in some criminal proceedings, shall immediately inform the competent authority through the Head of the Department to which he/she released on bail or not. An employee who

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is detained in police custody whether on criminal charges or otherwise for a period longer than 48 hours shall not join his/her duties in the College unless he/she has obtained written permission to that effect from the competent authority of the Institute.

14. Vindication of Acts and Character of employees

No employee shall, except with the prior sanction of the competent authority, have recourse to any court or go to the press for the vindication of any official act which has been the subject matter of adverse criticism or an attack of defamatory character.

Provided that nothing in this rule shall be deemed to prohibit an employee from vindicating his/her private character or any act done by him/her in private capacity.

15. Litigation on Service matters.

No employee shall attempt to seek in a court of law a decision on grievances arising out of his/her conditions of service without first exhausting the normal official channels of redress.

16. Canvassing of Non-official or other Outside Influence

No employee shall bring or attempt to bring any political or other outside influence to bear upon any superior authority to further his/her interests in respect of matters pertaining to his/her service.

17 Proper use of Amenities

No employee shall misuse, or carelessly use, amenities provided to him/her by the Institute to facilitate the discharge of his/her duties.

18 Representations

18.1 Whenever an employee wishes to put forth any claim, or seeks redress of any grievance or of any wrong done to him/her, he/she shall forward his/her case through proper channel and shall not forward any advance copy of his/her application to the higher authority, unless the lower authority has rejected the claim, or refused relief or disposal of the matter is delayed by more than three months.

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