

STATUTE NO. 27 (Revised)
ADMISSION OF COLLEGES/INSTITUTIONS
TO THE PRIVILEGES
OF THE UNIVERSITY AND WITHDRAWAL THEREON
[Refer Section (j) of Section 35.]

1. An application for the admission of an educational institution hereinafter referred to as college to the privileges of the University shall be made:-
 - (a) In the case of a college to be owned and maintained by Government; here in after referred to as 'govt. college' or a new subject / faculty/ post gradates class to be added in such a college by an officer authorized by Government in writing for the purpose;
 - (b) In the case of a college to be owned and maintained by an association, society or trust (hereinafter referred to as the 'Foundation Society'), by the Secretary of the Foundation Society, authorized by a resolution to make the application.
 - (c) In the case of a college to be owned and maintained solely by a person (hereinafter referred to as the 'Founder), by the Founder, and
 - (d) In case of a new subject / faculty / post-graduate class to be added in an existing non-government college (i.e. the colleges referred to in sub-para (b) & (c) above by the Chairman of the Governing body constituted under statute-28

to the State Government no later than 30th September preceeding the academic year for which or from which affiliation/permission is sought.

2. Following conditions must be fulfilled by the Foundation society or Founder or Governing Body, as the case may be while applying for permission:

[1]

- (i) Fonder/Foundation Society must be registered with the Registrar Firms & Societies for Educational purpose. In case of a charitable society or trust it must be registered under the Public Trust Act.
- (ii) The society should have adequate building and/or land for starting the Institution/College/Course of the Faculty, provided that it should have not less than 3 Acres land owned or leased for a period of 30 years for opening of College/Institution within Municipal Area of Bhopal, Jabalpur and Indore and 5 Acre land owned or leased for a period of 30 years for all other City/Town, which will be developed within 5 years as per requirement of the village etc. the said land shall be used for the courses to be opened.

The Government may issue directions or issue standards about minimum requirements of building and accommodation from time to time keeping in view the course or faculty proposed to be opened.

- (iii) The society shall have to deposit Fixed Deposit Receipt of Rs. 3.00 lacs in the Joint name of Commissioner Higher Education and the Secretary/Chairman, of the society for minimum period of 5 years in a Nationalised Bank/Bank Guarantee of a nationalised bank, which will be renewed after every five years.
- (iv) Society shall have to submit a certificate from the Collector of the district, certifying solvency of value not less than Rs. 15 lacs in the form of immovable property. Building or land in the name of the society and not borrowed on lease in the personal name of the members of the Society.
- (v) Society shall have to submit their project report for the next five years indicating the approximate income and expenditure to run the proposed institution/college duly certified by the Chartered Accountant.

- (vi) Society shall have its own land for playground if it is not, the agreement with other institution will have to be submitted.
- (vii) Society will have to submit its previous background or experience of its members in the field of Education.
- (viii) Requisite No objection from Town and Country Planning and local body for using that land for setting up of a College/Institution.
- (ix) College will be permitted to start post graduate courses only after satisfactorily running the undergraduate course continuously for three years in the concerned subject/course.
- (x) Society will have to deposit an amount of Rs. 50,000/- for permission of the Govt. through Challan from State Treasury under the prescribed Head.

3. The Commissioner Higher Education shall decide the case within three months, if permission is refused an appeal will lie to the State Govt..

4. (A) On receipt of permission from Commissioner Higher Education to start new college or new subject/course/ faculty, the society will apply for affiliation of starting new college or starting new subject/course as the case may be to Registrar of the concerning University along with the copy of the permission/N.O.C. from Commissioner Higher Education and if it relates to any Professional course also an NOC / permission from the concerned State/Central Agency latest upto 31st December. The University will take decision as to the affiliation latest by 28th February.

(B) Such an application shall be made in the form prescribed by the Executive Council of the University along with the fees mentioned below:

I- For Under Graduates Courses - other than professional courses.

- (a) Admission fees for opening a new college with one faculty not more than four subjects thereof Rs. 10000/-.

(b) Admission fees per each additional faculty with not more than four subjects thereof Rs. 5000/-.

(c) Admission fee for each additional subject Rs. 2000/-.

II - For Post Graduates Courses other than professional courses.

(a) Admission fees for faculty with not more than four subjects thereof Rs. 15000/-.

(b) Admission fees for additional subject Rs. 3000/-.

III - For undergraduate professional courses:

(a) Admission fees for opening new college or additional courses for professional undergraduate courses Rs. 25000/- per course.

(b) **For P.G. professional courses : Rs. 50000/- per course.**

Provided that the Executive Council of the concerning university may revise the above fees from time to time.

5. The application for affiliation of new Institution shall be accompanied by Commissioner Higher Education :-

(a) Copy of the constitution of the foundation Society.

(b) Certified copies of Trust deeds and deeds of the property, if any.

(c) A certificate from the Commissioner Higher Education Department showing that the Department has permitted for the establishment of the Institution / college.

(d) An undertaking that the Founder or the Foundation Society shall, before the Institution is granted affiliation, it shall deposit the money with the University Endowment Fund as required under the Statute No. 28 i.e. College Code.

(e) Copy of the detailed project report including details about proposed teachers, Books & journals and teaching aids & equipments for running the said course.

- (f) List of apparatus / equipment have been prescribed for the courses/ subjects as given in **appendix 1**.

Provided that looking to the requirements of the syllabus of the subject or course, the University after approval from Academic council may provide for list of books & journals, teaching equipments and aids, and such other items as it may think fit in the interest of standard of instructions in the subject or course.

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

6. In case of an Institution not maintained or managed by Government, the application shall also be accompanied by an Undertaking that within three months of the admission of the Institution to the privileges of the University, the Institution or College shall be controlled by the governing Body constituted in accordance with the provision of the Statute-28 and any change in the composition in respect of the Foundation Society of Founder or any change in the teaching staff shall be reported forth with to the University.
7. The application for affiliation in a new course/subject/faculty or post graduate class shall be accompanied by a certificate from the Commissioner Higher Education showing that the Commissioner Higher Education has permitted the addition of new course or subject or opening of new faculty or post graduate classes sought by the Institution or College.
- (a) The fees shall not be refunded unless the application is withdrawn before an inspection has taken place.
8. Alongwith the application as mentioned in para 7 above the authorized officer (viz., secretary) of the Foundation Society, or the Founder or the Chairman of the Body as the case may be, shall supply information and

undertaking in the application, with respect to the following matters, namely :-

- (a) That having regard to the educational facilities available in the neighbourhood there is a genuine need of a new subject / faculty / post graduate class.
- (b) That the qualification and adequacy of the teaching staff and the conditions governing their employment shall be according to the provision made by the University from time to time :

Provided that every college shall have a full time salaried Principal, atleast one full time salaried Asstt. Professor in each subject and in case it teaches Commerce atleast three such lecturers. Regular teachers shall have to be appointed gradually according to need of the courses, number of students etc. or as directed by the University.

Provided also that the requirement of teachers in professional courses will be as per norms of the concerned state / central agencies regulating the instructions in that professional course.

- (c) That the financial resources of the college are such as to make due provisions for its continuous maintenance and efficient working.
- (d) That no student has been and shall be admitted to the college until the affiliation prayed for, has been granted by the University.
- (e) That the buildings in which the college is to be located has a sufficient number of class-room, that the floor space and cubic space of class rooms is suitable and sufficient and that the building are otherwise properly located and where the building is not owned by the Foundation Society / Founder, it/he is prepared to make an annual contribution as required by the Statutes till the college has its own building adequate for its purposes.
- (f) That adequate provision is made/shall be made for its library and reading room:

(g) That suitable provision shall be made for the general supervision and physical welfare of the students under a duly qualified physical Instructor on the staff of the college.

(h) That, if admission is sought in any branch of experimental science or a subject which requires laboratory instruction:-

(i) Arrangements have been or shall be made, for which the college has necessary funds at its disposal, for imparting instruction in that branch of Science or subject in a properly equipped laboratory and, where necessary, a museum; and

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

With respect to the provision of Sub para (e), (f)(g) & (h), the University after consultation with academic council may provide for minimum standards of quality and quantity, design required looking into the requirement of syllabus, number of students etc.

The University may also provide for the time period within which all those condition shall have to be complied with, by the applicant, after making the application as referred in para (5) above.

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

- (j) That the fees, or any other amount by whatever name it may be called payable by the students shall be fixed in accordance with the rates prescribed by the University/State Govt.

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

- (k) That the rules regarding payment of fees by student in the college shall not be framed with a view to attract students away from an existing institution in the same neighbourhood.

- 9. (1) Where a college had been given admission for a limited period and desires to apply for extension for a further period permanently after running the course / subject continuously upto five years, the authorized officer or the Chairman of the Governing Body constituted in accordance with the Statutes shall apply in the form prescribed for the purpose and so far as may be necessary supply :-

- (i) Full factual information pertaining to the compliance of all the points, the assurance, and undertaking mentioned in paragraph 2 and 3.
- (ii) Full factual information about compliance of any conditions, laid down by the Executive Council at the time of giving admission for a limited period; and
- (iii) Such other information as the Executive may call for.

- (2) A college shall not be eligible for permanent affiliation unless it fulfils the following conditions :-

- (i) The college is on undisputed possession of land.
- (ii) The college has constructed its own building as per blue print submitted.
- (iii) The college has deposited in full the endowment fund.
- (iv) The college has a duly constituted Managing Committee.

- (v) The Staff has been appointed as per prescribed norms and qualifications under the provision of Statute-28 college code.
- (vi) The college fulfils all the conditions stipulated in Statutes & Ordinances of the University.
- (vii) The staff is being paid full salaries and other allowances regularly and timely.
- (viii) The college has a duly constituted College Council as per provision of the Statute-28 with proper representation of its teaching staff to advise the Principal on the functioning of the college.
- (ix) College has sufficient number of books and Journals CD's, Cassettes etc. as required for the course/subject.
- (x) The college has completed at least 5 years of satisfactory performance and fulfilled all the conditions of affiliation and has attained the academic and administrative standards as prescribed by the university from time to time.
- (3) The Application for permanent affiliation shall be made to the Registrar on or before the 31st December of the year preceding the academic year from which the extension is sought and shall be accompanied by a fee Rs. 15000/- in each course/subject (Post graduate) which shall not be refunded.
10. The application received under paragraph 4 or 9 of this Statute shall be submitted to the Registrar. He shall refer the application to the Standing Committee of the Academic Council for specifying the date on or before which the report of the Committee shall be made. In the committee there shall be atleast one member who is an expert in the subject / course proposed to be started.

The committee in its inspection shall visit the proposed site of the college. to inspect its facilities, interview its principal & teachers, founder/members

of foundation society, neighbourhood. It may call for such information as it may think proper.

On receipt of the report of the Inspection Committee, the Academic Council shall make appropriate recommendations to the Executive Council for the acceptance or rejection of the application.

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

11. (1) After considering the report of the Inspection Committee and the recommendation of the Academic Council/Standing Committee and after making such further enquiry as it deems fit, the Executive Council may either :-

(a) Communicate to the Commissioner Higher Education and the applicant that it propose to grant the affiliation or any part thereof permanently or for a limited period.

OR

(b) Reject the application mentioning therefore.

(c) Communicate to the applicant about the shortcoming found by the University before a final view on the issue of affiliation can be taken by it.

(2) Where the Executive Council proposes to the grant affiliation for any or all the subjects/courses prayed for it shall specify :-

(a) The course or courses of Instruction in which and the standard upto which the college is to be admitted to the privileges of the University; and

- (b) The conditions; if any, which the Executive Council considers it proper it impose and the time and manner of fulfilment of such conditions.
 - (3) Where a communication has been under sub para 1(a) or (c) above, the compliance of the deadline mention in para 4 (A) shall be deemed to be fulfilled.
 - (4) The order passed under clause (b) of sub para (1) above shall be communicated to the applicant by the Registrar.
 - (5) Where a communication under para 11 (1)(c) had been made to the applicant, and the applicant after fulfilling the short coming indicated in such communication, informs Registrar about its readiness, the procedure as mentioned in para and 11 (1) shall be followed by the University.
 - (6) Where a college is granted a conditional affiliation as mentioned in para 11 (2)(b) the college shall submit the compliance report within the time frame prescribed in the communication. Such compliance report shall be presented before the Executive Council which shall take a final decision on that. Where compliance report is not submitted, Executive Council may withdraw the affiliation after giving an opportunity to state its case in writing to the college.
 - (7) No college shall admit any student for instruction in any subject/course without first receiving a communication under para 11 (2).
 - (8) While granting admission to the students, it shall be the duty of the founder/foundation society/governing body/Principal to inform and explain status of the affiliation of the college including conditions imposed, if any, under para 11 (2)(b) with respect to the concerned subject/course.
 - (9) Courses governed by other central statutory bodies normally require consent of affiliation by the concerned University. It must be mentioned in the consent of affiliation that no student should be admitted by the institution on the basis of consent of affiliation.
12. (1) Whenever, as a result of a prejudicial report or otherwise, the Executive Council considers it necessary to initiate action for the withdrawal of all

or any of the privileges granted to a college, the Executive Council/Vice Chancellor shall issue a notice to the Founder/Foundation Society or the Governing Body of the college as the case may be, apprising the said body of the intention of the Executive Council and requiring the said body to show cause as to why action intended should not be taken.

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

(2) The notice under Subpara(1) shall state :-

- (a) The reasons for which the intended action is contemplated; and
- (b) The period within which the reply to the show cause notice must reach the Registrar of the University.
- (c) The Executive Council / Vice Chancellor for reasons considered sufficient by it, may extended the period for reply from time to time but the total period shall not exceed three months.

(3) On receipt of reply to show cause notice within the period allowed to the college under subparas (2)(a) and (c), the Executive Council may consider the matter in the light of the reply and representation made, if any, by the college concerned, and if no such reply is received, it may consider the matter on the expiration of the said period, and may after consulting the Academic Council / Standing Committee of the Academic Council make such order as may appear to it proper including the withdrawal of all or any of the privileges granted to the college, where a resolution withdrawing wholly or partially the privileges of a college is passed by the Executive Council, a copy of the same shall be sent to the Commissioner Higher Education and Chairman of the Governing Body of the college concerned.

Conditions governing continuance of admission to privileges of the University.

13. (1) Every college admitted to the privileges of the University shall, during all time it continues to enjoy such privileges comply with all the provision of the Adhiniyam, the Statutes, the Ordinances, the Regulations, and any order or direction of Academic Council/Standing Committee of the Academic Council in so far those apply to such college.
- (2) Without prejudice to the generality of the provision contained in sub-para(1) the college shall in particular comply with the following provisions, namely:-
- (a) All conditions imposed at the time of granting admission shall be duly fulfilled with the time of granting admission shall be duly fulfilled with due expediency;
 - (b) Where the college intends to suspend any course/subject of Instruction, the governing body shall have to submit prior notice to the University and the State Govt. and after approval of the University and State Govt. College may suspend the course/subject from the next session.
 - (c) The Governing Body required to be constituted under the Statute shall be so constituted within three months from the date of admission and all matters assigned to it by the Statute shall be administrated by it;
 - (d) Any transference of management shall be reported to the University forthwith;
 - (e) The qualification and adequacy of the teaching staff and the conditions governing their recruitment terms shall strictly be according to the provisions of the Statutes, State Govt. & Central Bodies regulating instructions in such course/subject.
 - (f) All changes in the teaching staff shall be reported to the University within one month of their taking place.
 - (g) No lecture shall be delivered to more than sixty students at a time unless the Academic council considering the size, structure, seating

- arrangements and acoustic properties of each lecture room, and arrangement for tutorials and high, standing of the lecturer in academic excellence permits a larger number of students not exceeding eighty.
- (h) The maximum number of students in batch for laboratory work under one teacher shall not exceed 20.
 - (i) Every vacancies in the teaching staff of the college that remains unfilled for a period of more than one month shall be reported to the University together with a statement of reasons therefore.
 - (j) It shall maintain records and books of accounts in accordance with directions issued by the University from time to time.
 - (k) It shall submit such annual and periodical returns and other information, in such form and in such manner, as may be required to be submitted by Registrar of the University.
 - (l) The University may lay down the procedure of admission of the students for instruction in any course/subject, which shall be binding on the college.
 - (m) The University may, for the purpose raising the standards of instruction in any course/subject and achieving academic excellence, issue guidelines, list of facilities equipment and teaching aids to be maintained in College, teaching methodology to be adopted, refresher courses to be imported to teachers, and such other directions as may be considered necessary by the Academic Council or its standing committee.
- (3) (i) The college shall submit itself to the inspection by the University from time to time, by one or more competent persons authorised in this behalf by the Executive Council/Vice Chancellor and a report of the inspection shall be presented to the Standing Committee of the Academic Council/Executive Council.

- (ii) Every college or institution admitted to the privileges of the University shall pay to the University each year by the 31st July in continuation of annual affiliation fees at the rates mentioned below.
- (a) Rs. 5000/- per Faculty for the Bachelor's degree other than Professional courses, Rs. 8000/- per faculty for Bachelor Degree/ Diploma in Professional courses.

Where the affiliation of such colleges or institution is also in respect of Master's degree, fee in addition thereto shall be payable at the mentioned below:-

Rs. 5000/- per subject in any of the Faculties covered by item (a) above other than professional courses Rs. 10000/- for P.G. Professional courses.

In the colleges/institutions located in sub district level, 50% of the fee mentioned above will be charged.

- (iii) If the fee payable under Subpara(3)(ii) is not paid by the date specified therein, the affiliation of the College or institution, may be withdrawn.

Provided that the Kulapati may permit the requisite fee to be paid together with an additional amount equal to 25% of the requisite fee within a period of three months from the date mentioned in Subpara (3)(ii). In the case of such disaffiliation, the University may take such necessary steps as are, feasible in the interest of the students.

14. If, for any reason, a college is unable to impart instruction for two continuous years in any subject for which it is granted affiliation, such affiliation shall be regarded as having lapsed.
15. Accounts, registers, proceedings of meetings, and other records of a college shall be shown at the time of inspection by the persons appointed for the purpose under this statute by the Executive Council or the Academic

Council/Standing Committee of the Academic Council/Vice Chancellor to conduct any inspection.

16. Every college shall provide adequate and suitable space for outdoor and indoor games, physical exercises, Cultural activities and such other activities as may be decided by the Executive Council of the University.
- (i) College will have to deposit with the university the fees of Physical, cultural activities etc. as prescribed from time to time.
 - (ii) College shall not collect any capitation fee or donation from any of their students/Employee.
 - (iii) The rates of tuition fee for each course shall be charged from the students as approved by the University/State Govt. from time to time.
 - (iv) All facilities may be provided to SC/ST/OBC/handicapped/womens students as per directives of the State Govt. from time to time.
17. (i) Every colleges shall arrange for medical check up of all its students and for the medical aid for students residing in the hostels of the college.
- (ii) For the above purposes, the colleges shall be entitled to levy an annual fee from each student at the rate prescribed by the University.
18. Every college shall whenever called upon by the Registrar to do so, make available its college building, laboratories, furniture, equipments and staff for the conduct of the University examination, Refusal or non-co-operation may entail loss of affiliation.
19. The Executive Council may, in consultation with the Academic Council require any college, either permanently or for a specified period, to

participate in the system of centralized admission by the University or to restrict the number of students in any class or subject, or require the teaching in a college to be confined only to some particular branch. Any such directions or order of the Executive Council shall be given effect to from the beginning of the ensuing academic year after the direction or order is received.

Appendix-I

Minimum Norms for affiliation of New Colleges prepared for the following subjects :-

	Page No.
(A) Arts faculty.	
(1) Drawing & Painting	2
(B) Social Science Faculty:	
(2) Geography	2
(3) Psychology	3
(4) Ancient Indian History Culture & Arch.	4
(5) History	4
(C) Faculty of Science:	
(6) Geology	5
(7) Chemistry	6
(8) Physics (B.Sc. I, II, III & M.Sc.)	8
(9) Computer Sc. (B.Sc. I (Comp. Sc. & Application B.C.A., PGDCA, M.Sc., M.C.M.))	10
(D) Faculty of Life Science:	
(10) Botany	13
(11) Microbiology	15
(12) Zoology	18
(13) Biotechnology (B.Sc. I,II,III, & M.Sc.)	20
(E) Faculty of Commerce:	
(14) Commerce - B.Com. & M.Com.	21
(F) Faculty Home Science:	
(15) B.Sc. (Home Science) & M.Sc. (Home Science)	22
(G) Minimum norms for other subjects other than science and without practicals will be as per syllabus for the course/subject.	

1. चित्रकला एवं उद्वेक्षण

चित्रकला विषय के लिये कला विभाग में निम्न व्यवस्थाएं अपेक्षित हैं :—

1. कला विभाग में पर्याप्त स्टूडियो, उपकरण प्राकृतिक और कृत्रिम वांछित प्रकारशुक्त पर्याप्त प्रयोगशाला हो। जिसमें नल वॉश-बैसिन सिंक आदि की सुविधा के साथ व्यावहारिक प्रयोगशाला अपेक्षित है।
2. कला विभाग के विशेषज्ञों / प्राध्यापकों / प्रशिक्षित स्टूडियो सहायक और स्टूडियो परिचारक होना आवश्यक है।
3. चित्रकला विभाग में समस्त स्तरीय कला पुस्तकों कला पत्रिकाओं पारदर्शियों श्रेष्ठ कलाकृतियों के छापों, रेप्लिकाओं का पर्याप्त संग्रह तथा उसमें प्रोजेक्शन सुविधा, प्रदर्शनी सुविधा विभिन्न स्टूडियो उपकरण आदि आवश्यक है।
4. आदतन कला संग्रहालय कला दीर्घाएं, कला प्रदर्शनियाँ आदि देखने और कला गतिविधियों में सक्रीय भागीदारी और कलाकेन्द्रों की अध्ययन यात्राएं कला छात्रों के वार्षिक प्रशिक्षण कार्यक्रम का अभिन्न अंग हो।
5. पाठ्यक्रम रोजगारोन्मुखी हो।

2. Geography B.A. Part - I, II and III

Requirement for opening and continuing course in geography Laboratory and theory.

1. Class Rooms at least three 20' x 40'
2. Laboratory at least one 20' x 40'

Requirements :

Maps - World, India, Continents, MP Physical and Political
Weather and other types.

Glob - 2

Tracing / Drawing Tables - 2

Drawing instruments - Scales, Pens, Set square one set on each group of 5 students.

Survey - Plane table and related instruments chain - Tape and related survey instruments.
Prismatic compass and related instruments.

M.A. I & II Part :

All above plus 1 set on 5 students:

- Sextant
- Dumpy level
- Theodolite
- Maps on different projections
- Cartographic instruments

Sufficient Number of text Books for each papers for Practical and theory plus atlases Aerial photographs - Sufficient number Digital emages of remote sensing Toposheets of Survey of India on all the scales 1:250000, 1:50000 etc.

3. Psychology (For Practicals) B.A

Laboratory - A - Separate hall

1. Tests & equipments as per syllabus of B.A. I st year, II yr, III year.

Staff:

One teacher for	B.A. Ist year
One for	IInd year
One for	III year
Lab. Asstt.	One

4. बी.ए., प्राचीन भारतीय इतिहास एवं संस्कृति

1. प्रत्येक कक्षा की 5 रिफरेंस बुक्स जो वि.वि. के प्रोस्पेक्टस में निर्धारित की गई हों।
(प्रत्येक पेपर की 5-5 रिफरेंस बुक्स)
2. नक्शे— बृहत्तर भारत, मौर्य साम्राज्य, अशोक का साम्राज्य, गुप्त साम्राज्य, हर्ष का साम्राज्य, दक्षिण भारतीय शासकों के नक्शे तथा पूर्व मध्यकाल के राजवंशों के नक्शे। प्रदेश व देश में स्थित पुरातात्विक व ऐतिहासिक स्थलों को दिखाने वाले नक्शे / एटलस आदि। (सभी उपलब्ध नक्शे की प्रतियाँ)।
3. मंदिर सतूप मूर्तियों के मुद्राओं के P.O.P. के माडल / (5 मंदिर जिनमें सतूप भी शामिल हो, 5 मूर्तियाँ 10 सिक्के)।
4. बी.ए. हेतु छात्र संख्या कम से कम १० तथा अधिक से अधिक 40 छात्र।
5. यू.जी.सी. के मापदंडों के आधार पर नियुक्त प्राध्यापक।

5. (अ) बी.ए. इतिहास

1. प्रत्येक कक्षा की प्रत्येक की 5-5 रिफरेंस बुक्स जो वि.वि. द्वारा प्रोस्पेक्टस में वर्णित हों।
2. प्राचीन, पूर्व मध्यकाल, मध्यकाल तथा आधुनिक काल, यूरोप, विश्व तथा भारत के समीपस्थ स्थित राष्ट्रों के नक्शे एक-एक प्रतियों में (लगभग दस नक्शे होना चाहिए)।
3. न्यूनतम 10 छात्र व अधिकतम 40 छात्र हों।

(ब) एम.ए. इतिहास

1. प्रत्येक पेपर की 5-5 रिफरेंस बुक्स जो मिलेक्स में वर्णित हों।
2. प्राचीन भारत के 1200 ई. तक के 5 नक्शे, 5 मध्यकालीन इतिहास, 4 आधुनिक काल के, एक विश्व इतिहास का 2 यूरोप के इतिहास तथा 5 नक्शे भारत के समीपस्थ राष्ट्रों के हों।
3. विभाग का एक कक्ष होना चाहिए।
4. छात्र संख्या कम से कम 5 तथा अधिकतम 20 होना चाहिये।
5. यू.जी.सी. मापदंडों को पूर्ण करने वाले प्राध्यापक।

- | | | | |
|----|----------------------------|---|---------|
| 1. | Structural models | - | 10 Nos. |
| 2. | Structural Maps | - | 10 Nos. |
| 3. | Stratigraphic column chart | - | 1 No. |
| 4. | Plant Fossils | - | 10 Nos. |
| 5. | Invertebrate Fossils | - | 20 Nos. |

Requirements for Opening B.Sc. III Geology Laboratory

Equipment:

- | | | | |
|----|--|---|----------------|
| 1. | Petrological Microscopes | - | 2 Nos. |
| 2. | Hand specimens of Rocks | - | 5 Nos.-Igneous |
| 3. | Hand Specimens of Metamorphic Rocks | - | 10 Nos. |
| 4. | Hand Specimens of Sedimentary rocks | - | 10 Nos. |
| 5. | Thin Sections of representative Igneous
Metamorphic & Sedimentary rocks | - | 20 Nos. |
| 6. | Hand specimens of ore Minerals | - | 20 Nos. |
| 7. | Charts showing different textures and
structures. | - | 10 Nos. |

7. CHEMISTRY

Building, Staff & Infra-structure required for opening a new, science college, with special reference to CHEMISTRY

REQUIREMENTS	For B.Sc. I, II & III	For, M.Sc. Prev. & Final
(A) Building Class rooms	Class Rooms 01 + 01 + 01 = 03 size (15'x 25')	01 + 01 = 02 (Size - 15'x25')
Hall & Library	One hall + one library	Some hall + Additional Library + Journals
Computer Lab. + Laboratory (Chemistry)	Computer Lab. 30'x20' Lab 01, (one each for) I, II III yr.	+ lab 30' x 40' Prev. Final 01 + 01
Hostel for Girls & Garden	Hostel 01, Garden 01	-Same-

(B) STAFF Principal	Qualified Confirmed Principal	Room (20'x20') Office (20'x20') Uninals etc. toilets, 20'x20' Girls, (20'x20') Separate
Teachers Sport officer	B.Sc. I II III 02 02 02 Sport Office one only.	M.Sc. Prev 42 M.Sc. Final 02, Girls Common room 20'x30' (+) Staff 20x30'
Lab Assistant & Lab. Attendent (CHEM)	B.Sc. I, II & III, 2+2	M.Sc. Prev. 01, M.Sc. (F) 01 (Sports, Store -20x20').
(C) CHEMISTRY LAB	One Chemistry Lab (20'x30')	One Lab (30'x40') One Lab (30'x40')
Instrument Lab.	One lab. only (20'x20')	One lab. only (20'x20')
Balance room + Store	01+01 (15'x20')	01+01 (15'x20')
Instruments required	Chromatography kit, pH meter, colorimeter, conductivity meter.	+Polarimeter, Potentiometer, Spectrophotometer, Flames photometer.
Apparatus etc.	Refragirator, ovan, Deioniser, exhaust, Gas system. First aid box.	(+) Fumming chamber, distillation unit, Balances Fire extinguisher, kippis apparatus, suction pump.
Glass wares etc.	List is attached herewith	" " "
Chemical Inorganic	List is attached herewith	" " "
Organic chemicals & solvents.	List is attached here	" " "

Inorganic chemicals:

Chrorides, bromides, Iodides, carbonates, sulphates oxides, nitrates, acetates, sulphides and sulphites of NH_4^+ , Cu^{++} , Ag^+ , Hg^+ , Pb^+ , Bi^{+3} , cd^{+2} , ie^{+3} , Cr^{+3} , Zn^{+2} , Mn^{+2} , Ni^{+2} , Co^{+2} , Ca^{+2} , Sr^{+2} Ba^{+2} . Ba^{+2} and Mg^{+2} and reagents, acids like- HCL , HNO_3 , H_2SO_4 , Conc. & dilute NaOH , NH_4OH , H_2S , etc.

Organic compounds :

Acids viz. oxatic, succinic, Tartaric Benzoic, citric, Phthatic, Ginnamic, Salicylic, Phenol. x β naphols, ovesols. Aldehydes, Ketones, nitrocompounds

Amines, amides, urea, esters, sugars, amino acids, dyes, indicators, etc.
Acetanilide, Fehlsongs solun, Ninhydrin, HClO_4 , EDTA, m-phenylene di amine.

Solvents : Benzene, toluene, xylene, acetone, methyl alcohol ethyl alcohol, dioxane, ether, DMF, DMSO chloroform CCl_4 , esters, Pyridine, A Acid, nitrobenzene CS_2 , etc.

**S. (A) B.Sc. II (Physics). B.Sc.III
Lab Area 30' x 20' For 30 students.**

Total practicals (minimum) 15 from the prescribed syllabus with at least 2 from group A, B,D,E, F and atleast one from group C,G & H.

Books : As per prescribed text book 60 text books from the syllabus of B.Sc.II & 50 books from syllabus of B.Sc. III for each paper.

Other infrastructure-

CRO-1
Function Generator 2
Regulated Power supply 3
(0-30 V, 1 Amp.)
Multimeters-6

(B) Physics B.Sc. I for 30 Students

Lab: As given in the check list.

Books - 60 books per paper as prescribed in the syllabus of B.Sc.I.

(C) M.Sc. Physics, Prev.
(For 20 students)

Lab :	Dark room	20'x20'
	General Lab	20'x20'
List of Experiments		Minimum 10

1. Michelson interferometer and measurement of thickness of thin film
2. Zeeman effect study uses constant deviation spectrometer
3. Study of diffraction by a straight edge and slit using a laser source.
4. Velocity of ultrasonic waves in liquids.
5. Characteristics of a GM counter.
6. Resistivity of a semiconductor by four probe.
7. Determination of type and carrier concentration in a semiconductor using Hall Effect.
8. Millikan's oil drop experiment.
9. Frequency resonance of a RC coupled amplifier with & without feedback.
10. Study of a sine, square and ramp generator using 741.
11. Study of a Differentiating and integrating circuit uses 741.
12. Study of a series regulated power supply.

Equipments -	CRO - 2	Soldering station-
	Function Generator - 3	Multimeter - 5
	Bread board - 10	

(D) M.Sc. Physics (F)

Minimum 10 experiments from the prescribed syllabus
Books - Minimum 100 books from the prescribed syllabus

**9. Computer Science M.Sc. (CS) and MCM
for 20 students.**

Area of Lab : 20x20'

Additional Hardware : One server PIV or higher
(Other than that being
used for B.Sc./BCA/PGDCA): 20 Nodes (one node per student)

P III or higher with 40 GB hard disk - under LAN.
UPS - One on line for server.
The nodes must have an on/off line UPS power back
up. Modern with internet.
Printer - Dot matrix 132 - 2
Inkjet/laser - 1

Softwares -

1. Network operating system.
2. Language compilers for C++
Cobol, Java, Visual Basic.
3. Packages - M.S. Office; Oracle
4. Windows 98 or Fox Pro/dBase: later version.

For the computer lab, there must be one qualified computer professional having a PG degree in comp. Sc./Information Technology/Comp. Application with preferably having passed a Microsoft international certification or M.Sc. (Math) or (Physics) with PGDCA with 5 year teaching experience.

Books : Five corrier of the books, recommended in the syllabus of the course
Annual subscription of at least three computer - magazines.

Practicals : Minimum 15 experiments out of the list prescribed in the syllabus
for the course.

**(B) B.Sc. (CS)/B.Com. B.Sc. Computer Application
B.Com for 30 student**

Lab Area- 30'x20' = 600 Sq. feet.

Hardware- 15 M. of PC required. P. III Processor with 15" Colour Monitor
atleast 20 GB, Hard disc.

Printer - One DMP (Dotmatrix Printer) Lazer or Inkjet
132 9 pin.

Software - Windows & DOS/C/C++ Compiler.
Fox Pro/dbase/oracle.

UPS- Offline to support 15 No. PC.

Faculty- PG Degree in Computer Science/Computer Application/M.Sc.(IT).
M.Sc. (Maths) M.Sc. (Physics) with PGDCA with three year
teaching Experience.

Books- Recommended as per syllabus.

All necessary requirements for Experiment :

Experiment : (all the Experiment listed in the syllabus).

**(C) B.C.A./P.G.D.C.A.
Lab Requirement for opening for 30 students**

Area of lab - 30'x20'
Lab Equipped with furniture.

Hardware :

Server P-IV or higher with 17" colour monitor, Hard disc 2x40GB.
Nodes 15 nos. of P-III or higher with 15' colour moniter. All nodes
with 20 GB hard disk under LAN.
Printer Showed inkjet or high 2 number/Dotmetrix.
Modem with internet connection.
UPS : For server on line.
For nodes off line.

Software: Networking software for 15 terminals.

Language compiler for C/C++

List of experiments- At least 15 experiments from the list prescribed in the syllabus.

(D) B.Sc. II/III Comp. Science/Computer Application

For 30 students in each year.

Lab area - 30x20.

Additional Nodes - ISI P-III or higher with hard

Software - Disk under Lan

Fox Pro, and statistical package

Lab-I - Experiments for B.Sc. IInd.

1. Frequency distribution and its graphical representation.
2. Measures of dispersion.
3. Measures of central tendency.
4. Computation of moments (ungrouped and grouped data)
5. Measures of skewness & kurtosis.
6. Computation of coefficient of correlation scatter diagram (ungrouped data)
7. Fitting of binomial and poisson distribution.
8. Fitting of lines of regression (ungrouped data).
9. Fitting of degree and exponential curves.
10. Fitting of multiple regression plane and computation of multiple and partial correlation coefficient.
11. Fitting of normal distribution.
12. Large sample tests for means & proportion.

Lab-II Exercises on :

1. Creating data base.
2. Using commands to list files, selection criteria etc

3. Using fox & pro master file.
transation file, forms, design, using multiple file in reports.

For B.Sc. III : 15 experiments prescribed in the syllabus.

(10) Botany

**Minimum requirement (For 30 students)
to grant affiliation in BOTANY**

Glass - wares

	B.Sc.	M.Sc.
Plain Slides Box	5	10
18 mm Cover slips (10 grams boxes) Watch glass	10 12 doz.	25 25 doz.
Petri dishes	6 doz.	10 doz.
Dropping Bottles	6 doz.	10 doz.
Conical Flask 500 ml.	6 nos.	15 nos.
Measuring Cylinders		
10 ml.	2 Nos.	2 Nos.
50 ml.	2 Nos.	2 Nos.
100 ml.	2 Nos.	2 Nos.
Beakers 500 ml.	1 doz.	2 doz.
Burette	3 Nos.	3 Nos.
Pipette	3 Nos.	3 Nos.
Test tubes	6 doz.	10 doz.
Specimen jars	10 doz.	15 doz.
Physiology apparatus	20 Nos.	30 Nos.
Spirit lamps	5 Nos.	10 Nos.

[30]

Minimum requirements (for 30 students) to grant affiliation in BOTANY

	B.Sc.	M.Sc.
Saffranin	50 gr	50 x 3
light green	50 gr	50 x 3
Carmin	25 gr	25 x 3
Formalin 500 ml.	3 bottles	5 bottle
HCL 500 ml.	2 Bottles	3 bottls
Glycerine 500 ml.	5 Bottles	10 Bottles
Chloroform 500 ml.	1 Bottles	3 Bottles
Absolute alcohol 500 ml.	3 Bottles	10 Bottles
Lactic Acid	100 gr	10 x 3
Acetic Acid 500 ml.	3 Bottles	5 Bottles
Phenol	50 gr.	500 gr.
Cotton Blue	50 gr.	100 gr.

Minimum requirements (For 30 students to grant affiliation in Botany)

Permanent articles	B.Sc.	M.Sc.
Compound Microscope	5	10
Dissecting microscope	5	10
Chemical/Physical Balance	2	2
Digital Balance	1	1
Electric oven	1	1
Incubator	1	1
Hot plate	1	1
Water Distillation Plant	1	1
Centrifuge	1	1
spectrophotometer	1	1

Minimum requirements (for 30 students) to grant affiliation in Botany

Botany Laboratory	-	20' x 30'
Class room	-	15' x 20'
Teachers -	Minimum 2 Teachers for B.Sc. & additional 2 Teachers for M.Sc.	
Class- work materials -		
Model		
Museum specimens		
Charts		
Soil testing kit		
Herbarium.		

(II) MICROBIOLOGY

Requirement for opening B.Sc. I Microbiology Laboratory

Room size 30'x20' to accommodate 30 students batch. No. Of experiments 20

Furniture - (Table size 6'x4'x3") 8 No.

Stools - 15 Nos.

Almirahs - 3 Nos.

Chairs - 4 Nos.

Lab Equipments -

1.	Laminar air flow	01
2.	Incubator	01
3.	Autoclave	01
4.	Colorimeter/spectrophotometer	01
5.	pH meter	01
6.	Refrigerator	01
7.	Water baths	02

8.	Heating mantles	03
or	Heating Assembly	01
9.	Soxhlet apparatus	01
10.	Centrifuge (10,000-16000 rpm)	01
11.	Mechanical shaker	01
12.	*Single pan digital balance	01
13.	Chemical balance (Analytical)	02
14.	Weight boxes	02
15.	Burettes	12
16.	Pipettes	12
17.	Separating funnels	04

Glass wares -

1.	Boiling test tubes	3 Doz.
2.	Ordinary Test tubes	10 Doz.
3.	Watch Glasses	30 Nos.
4.	Petri plates (10cm diameter)	30 pairs
5.	Beakers 500 ml.	6 no.
6.	Beakers 250 ml.	6 no.
7.	Beakers 100 ml.	12 nos.
8.	Conical flasks 500 ml.	6 no.
9.	Conical flasks 250 ml.	6 no.
10.	Conical flasks 100 ml.	12 no.
11.	Durham's tubes	2 gross
12.	Glass slides	3 packets.
13.	Cover slips	6 small pecks.
14.	Dropping bottles	20 nos.
15.	Distillation assembly	01

Culture Media :

Nutrient Agar	500 g
Nutrient broth	500 g
Mycological broth	500 g
Lectose broth	500 g
EMB agar	500 g
Compound microscopes	6 nos.
Dissecting microscopes	6 nos.

Miscellaneous items :

1. Burette stands	15 no.
2. Wire gauge	12 no.
3. Spirit lamps	06 no.
4. Tripod stands	12 no.
5. Large & medium sized forceps	1 each
6. Small forceps	6 nos.
7. Scissor	2 nos
8. Scalpel	3 nos
9. Cork borer	2 nos
10. Sprayers for chromatography	2 nos
11. Rubber tubing	30 ft.
12. Bottle brushes	6 no.
13. Drawing brush 0 & 1 no.	3 each
14. Specimen tubes	20 no.
15. Specimen jars (8")	20 no.
16. Staining Racks	6 no.

STAINS and dyes :

1. Crystal violet	7. Cotton blue
2. Methylene blue	8. sudden-III
3. Crystal red	9. Methyl range
4. Gram's Iodine	10. Carmine
5. Safranin	11. Eosin
6. Cong. red	12. Gention violet.

**(12) (Minimum requirements for 30 students)
to grant affiliation in Zoology**

	B.Sc.	M.Sc.
Laboratory	20' x 30'	20' x 30'
Class room	15' x 30'	15' x 30'
Teachers	2 (Two)	2(Two)
Lab Assistant	One	One
Compound Microscope	5 Nos.	10 Nos.
Dissecting Microscope	5 Nos.	10 Nos.
Binocular	3 Nos.	5 Nos.
Permanent slides	50 Nos.	100 Nos.
Models	25 Nos.	100 Nos.
Animal Cage	1 No.	1 No.
Museum specimens	25 Nos.	50 Nos.
Charts	15 Nos.	50 Nos.
Acquarium	1 No.	1 No.
Glasswares:		
Plain slides	10 Boxes	20 Boxes
18 mm Cover slips	20 (15 mgs)	30 (mgs)
Watch glass	10 pkts.	25 pkts.
Petridishes	5 doz.	10 doz.
Specimen jars	50 Nos.	100 Nos.
Conical flask	2 doz.	5 doz.
Spirit lamps.	3 Nos.	5 Nos.

Permanent articles :

Spectrophotometer	1 No.	1 No.
Electric oven	1 No.	1 No.
Digital Balance	1 No.	1 No.
Physical/Chemical Balance	2 Nos.	3 Nos.
Incubator	1 No.	1 No.
Microtome	1 No.	1 No.
Centrifuge	1 No.	1 No.

Chemicals :

1. Acetic Acid	2 Bottle 500 ml.	3x500 ml
2. Abs. Alcohol	3 Bottle 500 ml.	5x500 ml
3. Glycerine	5x500 ml.	10x500 ml
4. Formalin	5x500 ml.	10x500 ml
5. Carnoy's fixative	2x125 ml.	5x125 ml
6. Carmin	2x25 gr.	5x25 gr.
7. Alzarine Red	3x125 ml.	5x125 ml.
8. Aniline Blue	3x125 ml.	5x125 ml.
9. Orcin	3x 25 gr.	5x25 gr.
10. Leishman's stain	5x100 ml.	5x100 ml.
11. Light green	3x10 grams	5x10 gr.
12. Safranin	3x25 grams	5x25 gr.
13. Sudan III	3x10 gr.	5x10 gr.
14. Pyeric Acid	3x500 ml.	5x500 ml.
15. Fucisin acid	2x100 gr.	10x gr.
16. Borax powder	3x500 grs.	5x500 gr.
17. Mercuric chloride	3x500 grs.	5x500 gr.

(13) Biotechnology Laboratory Requirements for opening B.Sc.I

Classroom size 15'25'

Room size for Lab. 30'x20' for accommodation of 30 students

No. of experiments - 15

Furniture -

Table size 6'x4'x3'

8 Nos.

Stools

30 Nos.

Almirah

3 Nos.

Glass

4 Nos.

Computer room 20'x30' computer 05 nos.

B.Sc. I,II Year Bio-technology Practical

Instruments

1. Centrifuge
2. Colorimeter
3. PH meter
4. Water Bath
5. Chromatography chamber
6. Electrophoresis instrument
7. Balance
8. Incubator
9. Distillation plant
10. Refrigerator
11. Microscope
12. Dissection Box
13. Mortar Paste.

Glassware:

1. Test tube small size.
2. Boiling T.T.

Chemicals

1. Amino acids.
2. HCl
3. H₂SO₄
4. HNO₃
5. NaOH
6. KOH
7. CaCl₂
8. Nutrient medium
9. KmnO₂
10. Leishmanis stain
11. Eosin
12. Haematoxylin
13. Lactose
14. Methylene Blue
15. Acetone
16. Absolute alcohol

- | | |
|---|---------------------------|
| 3. Beaker 100 ml, 500 ml, 250 ml.
1 liter. | 17. 90% (Rectifide spint) |
| 4. Measuring cylinder 1 to 10 ml. | 18. Ninhydrin |
| 5. Measuring cylinder 1-500 ml | 19. Ether |
| 6. Conical flask 100ml., 250 ml
500 ml. 1 liter. | 20. DPX |
| 7. Slides | 21. Glycerin |
| 8. Cover slips small, large. | 22. Cotton Blue |
| 9. Spielit lamp. | 23. Crystal Violet |
| 10. Funnel. | 24. Safranin |
| 11. Separating funnels | 25. Chloroform. |
| 12. Burette with stand | 26. NaCl. |
| 13. Pippet. | 27. CuSO_4 |
| 14. Capillary tubes. | 28. Pot. dichromate |
| 15. T.T. Stand | 29. Sod. acetate |
| 16. T.T. Holder. | 30. Amm. sulphate. |
| 17. Reagent Bottles 300 ml.
500 ml. | |
| 18. Petre-plates. | |
| 19. Watch glass. | |

(14) वाणिज्य संकाय - बी. कॉम/एम. कॉम.

1. भवन - प्रत्येक कक्षा के लिए कम से कम एक कक्ष होना अनिवार्य है। यदि महाविद्यालय के पास में बी.कॉम., पाठ्यक्रम है तो तीन कक्ष शिक्षण हेतु आवश्यक है। साथ में एक कॉमन रूम, एक स्टॉफ रूम, आफिस, लाइब्रेरी कक्ष, एन.सी.सी. एन.एस.एस. कक्ष भी होना अनिवार्य है।
2. यदि महाविद्यालय के पास में एम.काम. पाठ्यक्रम है तो कुल 7 कक्ष शिक्षण हेतु होना अनिवार्य है।

3. महाविद्यालय के पास चलाए जा रहे पाठ्यक्रम के अनुसार पर्याप्त पुस्तकें होना चाहिए अर्थात् एक छात्र के लिए कम से कम तीन पुस्तकें होनी चाहिए। तथा कम से कम 500 पुस्तकें पुस्तकालय में होना अनिवार्य है।
4. कम्प्यूटर- महाविद्यालय के पास यदि कम्प्यूटर एप्लीकेशन पाठ्यक्रम है तो कम्प्यूटरों की संख्या 1:4 होना चाहिए। अर्थात् एक कम्प्यूटर एवं चार छात्रों का अनुपात होना अनिवार्य है।

(15) गृह विज्ञान - बी.एच.एस.सी. / एम.एच.एस.सी.

किसी भी महाविद्यालय को गृह विज्ञान संकाय प्रारम्भ करने से पहले निम्न शर्तें पूर्ण करना आवश्यक होगा।

1. विज्ञान संकाय के समान ही गृह विज्ञान संकाय है अतः बाल विकास, गृह प्रबंध, आहार एवं पोषण विज्ञान बायोकेमेस्ट्री एवं वस्त्र एवं तंतु विज्ञान आदि विषय के लिये अलग-अलग सहायक प्राध्यापक होना आवश्यक है।
2. संकाय प्रारम्भ होने से पहले आहार पोषण, बाल विकास, गृह प्रबंध, टेक्सटाईल, बायोकेमेस्ट्री, एक्सटेंशन एजुकेशन विषय की अलग-अलग लेव होना चाहिये।
3. प्रत्येक प्रयोगशाला की अलग-अलग प्रयोगशाला परिचालक होना आवश्यक है।

STATUTE NO. 28

COLLEGE CODE

PART-1 :- Definitions and Applicability :

1. In this Statutes unless there is anything repugnant in the subject or context :-
- (a) "College" means an educational institution admitted to the privileges of the University.
 - (b) "Foundation Society" means a body of persons, registered or incorporated under any law for registration or Statutory incorporation, which founds and maintains an educational institution admitted to or seeking admission to the privileges of the University and where the Governing Body of the Society is superseded under Section 33 of the Madhya Pradesh Society Registrikaran 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 superseded the person who acts for the Body.
 - (c) "Governing Body" means the Governing Body constituted in accordance with the provisions of this Statute.
 - (d) "Teachers" means members of the teaching staff of a college and includes the Principal.
 - (e) "President of the Foundation Society" means a person who is duly elected as its President (by whatever name called) by the Foundation Society and is the executive head thereof and where the society is superseded under Section 33 of the Madhya Pradesh Registrikaran 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 twenty five thousand rupees in cash or immovable property for the use of the college.

Provided that if the donation is given by any firm, nominated by such donor from time to time shall be deemed to be the donor for the purpose of this code.

2. The College Code shall apply to all colleges admitted to the privileges of the University excepting the college maintained or managed by the State Government 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 except an honorary or part time teacher who is paid an honorarium shall be an office bearer or member of the Foundation Society.
- (3) (i) The foundation Society of every college shall deposit Endowment Fund in accordance with the scale given below with the University in the form of fixed Deposit Receipts in the joint names of the Registrar and the College.
 - ⁵(a) If the college has only one Faculty at the undergraduate level Rs. 1,00,000/-
 - ⁵(b) For every additional Faculty at the under graduate level Rs. 30,000/-
 - ⁵(c) For each faculty at the post graduate level Rs. 50,000/-
 - ⁵(d) For P.G. level additional faculty Rs. 40,000/-(ii) Where the college does not have its own building which is considered satisfactory for its purpose by the University the Foundation Society shall make an annual contribution of an amount not less than Rs. 10,000/- towards a building fund to be maintained with the University in the name of college till the college constructs requires permanently a building adequate for its proposes.
 - (iii) In case a college in existence on the date of coming into force of this Statute the Foundation Society shall :-
 - (a) deposit with the University in every academic year commencing from the year 1974-75 an amount equal to one fifth of the value of

⁵ Approved by coordination committee held on 17/3/98

the Endowment fund necessary till the Endowment fund as required in clauses (I) above is deposited in full.

- (b) Where the college does not have its own building considered satisfactory for its purpose by the University, contribute towards the Building Fund in accordance with clause (ii) above.
- (iv) The deposit for creating the Endowment Fund or the contribution towards the Building Fund shall not be made from the receipts of the college in the form of fees from students or grants received by the college or from loans the staff of the college.
4. (i) The income from the Endowment Fund shall be made available to the college for its use;
- (ii) When the salary due to the teachers is not paid for three months, the University, may permit the use of the Endowment Fund and require the Foundation Society to deposit back the amount drawn therefore.
- (iii) In the event of the closure of the college or in the event of the college being taken over by the government the caution money and the salary due to the employee (including teachers) of the college shall be the first charge on the Endowment fund.
- (iv) On a requires from the Governing Body, the amount in the Building Fund will be released to the Governing Body for the construction of the college building or purchase of a building for the college.
- (5) The Foundation Society shall carry out all lawful direction of the University and shall maintain and run the college in accordance with Madhya Pradesh Vishwavidyalaya Adhiniyam and the Statutes, Ordinances and Regulations made thereunder.
- (6) (i) If the Executive Council, after giving reasonable opportunity to the Foundation Society to state its case, is satisfied that the Foundations Society has failed to meet all or any of its obligation 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 Foundations Society by this Statute.
- (c) Withdrawal of the Affiliation of the college.
- (ii) Where any action is taken by the Executive Council under the following clause, the Foundation Society may appeal to the **Commissioner Higher Education Madhya Pradesh** against the decision of the Executive Council. The decision of the Higher Education Dept. in the matter shall be final.

The foundation Society shall have the following powers, namely :

- (a) to appoint the first principal and other member of the teaching staff of the college in accordance with the provision of this Code till the governing Body is constituted or till the expiry of the period of ninety days from the date on which the college is first admitted to the privileges of the University, whichever is earlier.
- (b) to sanction on the recommendation of the Governing Body the opening of a new department of Studies or the creation of new teaching posts as involve additional financial obligation on the Foundation Society.
Provided that where the Foundation Society does not take a decision on the proposal made by the Governing Body within a period of sixty days from the date on which the Governing Body submits its proposals, the foundation society deemed to have concurred in the proposal.
- (c) to sanction items of new expenditure exceeding Rs. 10,000/- in the case of non-recurring expenditure and exceeding Rs. 4,000/- in the case recurring expenditure which involve additional financial obligation on the Foundation Society.
- (d) to consider and pass resolutions on the Annual Estimates and Expenditure and the Audit Report of the College and forward them

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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 observation to make on the Annual Estimate and the Governing Body may proceed to consider and approve 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 interface 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(i). There shall be a Governing Body for the management of college, It shall consist of :-

(a) The Chairman of the Governing Body appointed by the Foundations 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 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 institution not located in the same town as the college.
- (d) One representative of the donors of the college to be elected by the donors.
- (e) One nominee of the Government of Madhya Pradesh.
- (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-office Member Secretary. Provided that the following shall not eligible to be a member of the Governing Body under clauses (a) and (e) above.
 - (i) a person who is related to any member of the staff the college except a part time teacher who is paid on honorarium of who works on an honorary basis.
 - (ii) a person having pecuniary interest in the affairs of the college and
 - (iii) an employee of the college.
- (2) (i) The Chairman and member of the Governing Body other than Ex-office member shall hold office for a period of two years.

Provided that the Chairman and members appointed by the Foundation Society before the suppression of its Governing Body under the Madhya Pradesh Societies Registrikaran Adhinyam 1973 shall cease to hold office on the suppression of the Governing Body of the Society and their places shall be filled by the appointees of the person / persons appointed by the State Government to manage the affairs of the Society.

- (ii) The Ex-office 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 received shall take steps to fill all vacancies as soon as they occur.
 - (iv) When a vacancy occurs in the office of a member other than an Ex-official member before the vacancy shall be filled, as long 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 atleast thrice a year. Five members of the Governing Body shall form a quorum. No quorum shall be necessary for an adjourned 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 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 recursion.

- (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 member spresent.
 - (f) 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 atits meeting shall be done and decided by the Majority of such members there of 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 meeting.
- (6) It shall be the duty of the representatives of the University on the Governing Body to report to the college and violation, if any, of the Statutes, Ordinance, Regulations or instruction of the University.
- (7) No act of proceeding of the governing Body shall be invalid merely by reason of any vacancy in its membership or any defect or irregularity in the appointment, nomination or election of a member.
- (8) (1) The Governing Body shall be responsible for the general administration of the college including :-
- (a) Management and regulation of the finance, accounts, investments, properly and other assets of the college.
- Provided that no property of the college shall be disposed of without the approval of the Foundation Society and the Foundation Society on its part shall not withdraw or dispose of any property or asset used by the college or managed by the Governing Body without the consent of the Governing Body.
- (b) Adoption with or without modification of the budget submitted by

the Principal of the college after considering the observations if any, of the Foundation Society.

- (c) The institution and abolition of new Department of Studies of new teaching and non teaching posts in the college.

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

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

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

Provided that the services of a teacher than one appointed in a leavevacancy or temporary for a specified, period shall not be terminated, for any reason whatsoever, without the prior approval shall not be necessary in case of discharge of a teacher (who is associated on probation during or on the expiry of the period of such probation on the ground that his work during such period was not satisfactory.

Provided further that the power of appointment shall be subject to the provision of clause:

- (a) of subparagraph (i) of paragraph 4. (e) Maintenance of the college upto the academic standard required by the University and compliance by the college of the Madhya Pradesh Vishwavidyalaya 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 direction 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 31st July of each year a Statement of Annual Accounts of the college for the financial year immediately proceeding 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 31st September each year the budget estimates of the college for the following financial year.
 - (iii) Proposal for such items of new expenditure and exceeding 10,000/- in the case non-recurring expenditure exceeding 4,000/- in 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 Adhinyam, Statutes, Ordinance, with regard to :-
- (a) the procedure to be observed at its meetings.
Provided that no decision affecting the services conditions of teachers shall be taken at a meeting of the Governing Body in which at least one teacher representatives and one University representatives are not present.
 - (b) the management of the college, and
 - (c) the manner in which its decisions shall be given effect to.
11. The Governing Body shall exercise all powers not otherwise provided for in this code and not inconsistent with the provisions of the Adhinyam, Statutes and Ordinances.
12. The T.A. and D.A. of nominee of the University or the state Government attending a meeting of the Governing Body shall be paid by the college at the rates admissible to a member of the authorities of the University under the rules made by the University.
13. (1) The Governing Body shall be constituted in accordance with provisions of this Statute within a period of ninety days from the date of admission of the college to the privileges of the University.

- (2) The Governing Body in existence on the date immediately preceding the date of enforcement of this Statute shall continue to function till the new Governing Body is constituted in accordance with the provisions of the Statute 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-office President and Vice-President of the Council.
- (2) The Secretary shall be elected by the Council from amongst its members. He shall hold office for one year, but for not more than two consecutive terms. He shall convene meetings of the College Council under the direction of the Principal.
- (3) The Council shall meet at least thrice during the academic year. It shall perform the following duties mainly :-
 - (a) to discuss the progress of studies in the college;
 - (b) to bring to the notice of the Governing Body the needs of the student and teachers;
 - (c) to make recommendations to the Principal or the Governing Body for improvement of the academic efficiency of the college;
 - (d) to advise the Principal on such matters relating to the internal management of the college and discipline of its students as may be referred to it from time to time;
 - (e) to advise and assist the Principal in the preparation of the time table, allocation of teaching work and for the organization of the extra-curricular activities of the college;
 - (f) to consider and to bring to the notice of the Governing Body matters affecting the interests, rights and privileges of the Teachers as a class.

PART-V The Powers and Duties of the Principal :

- 15(1). The Principal shall be the chief Executive Officer and the academic head of the college and he shall participate in the teaching work of the college.
- (2) subject to the general control of the Governing Body the Principal shall be responsible for :-
- (a) the administration of the college generally as an institution admitted to the privileges of the University;
 - (b) the management of the college library and hostels;
 - (c) maintenance of the accounts receipts and expenditure of the college;
 - (d) correspondence of the college and custody of the records of the college;
 - (e) administration of the amalgamated fund;
 - (f) execution of the 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 proper performance thereof;
 - (c) to appoint, promote, grant leave, suspend and take disciplinary action against the class III and class IV employee 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 rustication of a student from the college the college council may review the decision of the Principal;
 - (e) to exercise all such other power as may be conferred on him by the Statute, 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 appointment to posts which are to be filled by promotion, shall be made except;
- (a) after duly and widely advertisement the post together with the minimum qualifications therefore and the emoluments of the post and allowing reasonable time within which the applicants may in response to the advertisements, Submit their applications;
 - (b) On the recommendation of the Selection Committee constituted in accordance with the provisions of paragraph 17 below.
- (2) No appointment to the post of Principal shall be made except with the prior approval of the Executive Council.
- (3) Notwithstanding anything provided under Statute 22 no person shall be appointed to any teaching post incurring that of the Principal unless he / she possesses the Following minimum qualifications;

LECTURERS:

- (A) A doctor's degree or published research work of an equivalent high standard, and
- (i)(b) A second class master's degree in the concerned subject with at least 50 percent marks (B in the seven point)
- N.B.: (while taking into account the marks / grade obtained in the internal assessment if any shall be excluded).
- (ii) At least 50 per cent marks at the Bachelor's degree examination on the basis of which division is awarded at the degree level by the University.
 - (iii) At least 50 per cent marks at the Higher Secondary / Intermediate Pre-University Examination, as the case may be.

Having regard to the need for developing interdisciplinary 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 :-

- (B) (i) A Second Class Master's Degree in the concerned subject with at least 50 per cent (B in the seven point scale) and N.B. (while taking into account the marks / Grade, the marks / grade obtained in internal assessment, if any, shall be excluded).
- (ii) Two years experience of research work or practical experience in research laboratory, research organization, and
- (iii) At least 50 per cent 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 per cent marks at the Higher Secondary Intermediate / Pre-University examination as the case may be.

OR

- (C) (i) A Master's Degree with the First Class or Grade 'A' in a relevant subjects and
- (ii) At least 50 per cent marks at the Bachelor's Degree examination on the basis of which division is awarded by the University and,
- (iii) At least 50 per cent marks at the higher Secondary / Intermediate / Pre-University Examination as the case may be.

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

N.B.: The requirement regarding minimum percentage of marks shall be taxed upto 5 per cent in case of Scheduled Castes / Scheduled Tribes candidates.

COLLEGE PROFESSORS :-

- (a) A Second Class Master's degree in the concerned Subject with at least

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50 per cent 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 internal assessment, if any, shall be excluded).

- (i) at least 50 per cent marks at the Bachelor's degree examination on the basis of which divisions is awarded at the degree level by the University, and
 - (ii) At least 50 per cent marks at the Higher Secondary / Intermediate Pre-University examination, as the case may be and
- (c) (i) The experience of teaching of Post-graduate classes shall be at least 5 years, and
- (ii) At least three years experience of guiding research :

Provided that if the selection committee is of the view that the research work of a candidate as evident either from 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 per cent in case of Scheduled Castes / Scheduled Tribes candidates.

C. PRINCIPAL

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

* Provided that teacher with ten years teaching experience in any affiliated college or the university teaching department Preference will be given to Ph.D. candidate.

(Note:- Above proviso shall be applicable only for three year i-e from 24/7/2004)

NOTE:- For the purpose of recruitment as Principal the readers in University shall be treated at par with Professors in colleges.

NOTE:- Minimum age for the post of Lecturer and Professor should not be less than 21 years.

* Approved by the 73 rd coordination committee dated 24.7.2004

- (4) Every chance in the teaching staff of the college shall be immediately reported to the University by the Principal.
- 17(1). The selection committee for the appointment of the Principal shall consists of :-
- | | |
|---|----------|
| (1) Kulpati or his nominee | Chairman |
| (2) One nominee of the Management | Member |
| (3) Dean/ Director College Development Council | Member |
| (4) One nominee of the Madhya Pradesh Uchcha Shiksha Vibhag | Member |
- ⁵(5) If in case the Hon'ble Minister being President/Chairman of the Governing Body is present in the meeting of the Selection Committee, he will preside the meeting. The Kulpati or his nominee will present as member of the committee.
- 17(2) The selection committee for the appointment of a teacher of the college, other than the Principal shall consists of :-
- | | |
|---|-------------------|
| (1) Kulpati or his nominee | Chairman |
| (2) One nominee of the Management from amongst its members who are not teachers | Member |
| (3) One expert in the subject concerned nominated by the Kulpati. | Member |
| (4) One expert in the subject concerned nominated by the Madhya Pradesh Uchcha Shiksha Vibhag | Member |
| (5) Principal of the Institution | Member/Secretary. |
- 17(3) In the case of committee constituted under clause (ii) of Sub-rule (1) no business shall be transacted at meeting of such committee unless the Chairman, one expert and two other members be present there at and in the case of the Committee constituted under Clause (i) of that subrule, no business shall be transacted at a meeting of the committee unless the Chairman and three members be present thereat.
- 17(4) The candidate shall be selected on the basis of merit and panel as well as the order of the names in the panel recommended by the Selection

⁵ as Approved by the Cordination Committee on 17/3/98

Committee should have the full concurrence of at least one expert.

- (5) The list prepared under subrule (1) shall contain the names of candidate five times the number of posts proposed to be filled up.
 - (6) The list prepared under subrule (1) shall be submitted to the Institution.
 - (7) Appointment to any post of a teacher or other employee shall be made in order of merit from list prepared under subrule (1).
 - ^s (8) If the vacant post of the Principal is not filled as per rules within a period of six months. The Government will be empowered to appoint/nominate Principal with intimation to the Governing Body of the College.
- 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 Statutes.

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 interest 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 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 qualification 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 qualification 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 Ordinance in force at the time the appointment was made, shall be deemed to be validity 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

^s as Approved by the Cordination Committee on 17/3/98

- 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 total period of probation does not exceed two years;
- (ii) Where an appointment is made on temporary basis, whether in a leave vacancy or otherwise, the reasons for such temporary appointment shall be communicated by the Principal to the University.
2. unless the work of the probationer is found to be unsatisfactory and he is informed by the Governing Body at least one month before the expiry of the period of probation of its intention not to continue him in service, the probationer shall be deemed to have been confirmed in his appointment on the expiry of the period of probation.
- 3.(i) Every teacher other than one appointed on part time or temporary basis, shall be appointed on written contract in the form prescribed in the Appendix stating therein the post to which he is appointed the initial salary and the scale of pay and other conditions of service. A copy shall be logged with the University;
- (ii) It shall be the duty of Governing Body to get such contract executed within a period of one month from the date on which the appointee joins the post; provided that 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 the date on which this Statutes 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 assign 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 form 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.

22. (1) 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 colleges.
- (2) A Part time Principal shall be paid an honorarium of Rs. 400/- per month and every part-time teacher other than the Principal shall be paid an honorarium of Rs. 300/- per month if he delivers 12 lectures per week and Rs. 200/- if he delivers atleast 8 lecturers per week.
- (3) Salary of every teacher shall be paid by cheque drawn in his favour latest by the 5th of the month Following the month to which the salary relates.
- (4) 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.
- (5) Every teacher other than a part-time teacher shall be entitled to annual increment in the prescribed pay-scale on the due date and matter of course unless it is withheld after due inquiry.
23. In calculating the period of service of a teacher of the college for any purpose, including the application of time scales, 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 counted as period spent on duty;
24. A temporary teacher who has been in the service of a college for a full academic year, shall be entitled to full pay for the ensuing vacation. If such teacher is in the service of a college for less than a full academic year but 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 not be entitled to any pay for the summer vacation where such teacher

is officiating in place of another teacher on leave entitled to draw pay for the said vacation.

25. (1) Every teacher including the Principal shall at all times maintain absolute integrity and devotion to duty and shall do nothing which unbecoming of a teacher.
- (2) No number of the teacher staff except a part time teacher of a college shall apply for any post under any other authority except through the Principal through the Chairman of the governing body.
- (3) A teacher, other than a part-time teacher, shall be a whole-time employee of the college and shall not without the previous approval of the Governing Body, engage himself in private tuition or in any trade or business or take up any occupation or work (other than as an examiner or author of books) which is likely to interfere with the duties of his appointment.
- (4) No teacher shall except with the prior written sanction of the Governing Body participate in the editing or management of any newspaper or periodical other than learned journals. Provided that part time teachers of journalism shall be exempted from the operation of the above 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 teacher perform such other duties as may be entrusted to him by the Principal in connection with the co-curricular activities in connection with examinations, administration and the keeping of discipline in the college.
- (b) No teacher shall be required to teach for more than twenty four periods (including those for tutorial work) 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 to 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 not shall be take, part in aid of or assist in other manner any political movement or activity not shall be canvass or other wise 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 provision of the paragraph by reason only that he assists in the conduct of an election in the due performance of duty imposed on him by or under any law for the time being in force.
- (7) All teacher shall be governed by the rules of the conduct if any, framed by the Governing body in conformity with the Adhinyam, the Statutes, Ordinance, and Regulation of the University.
- (8) Any infringement of the provisions of the college Code shall be regarded as subversive of good discipline and would amount to misconduct and may well justify the initiation of disciplinary action against such teacher.

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

Provided that the date of retirement of a teachers fall of due during the course of the academic session the Governing Body shall allowed the teacher to continue till the end of the academic year.

27. A teacher in temporary service cannot discontinue his service in the college without giving one months notice or one months salary in lieu thereof. The Governing Body shall similarly give 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) 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 the 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 offered 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 and disciplinary Authority :

30(1). The appointing authority may by an order place an employee, including a teacher, of the college under suspension :-

- (a) Where a disciplinary proceeding against him is contemplated or is pending.

OR

- (b) Where a case against him in respect of any criminal offence involving moral turpitude is under investigation, inquiry or trial.

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.

(2) An employee of the college shall be deemed to have been placed under suspension by an order of the appointing authority.

- (a) with effect from the date of his detention, if he is detained in custody, whether on a criminal charge or otherwise for a period exceeding forty eight hours:

- (b) with effect from the date of his conviction, if in the event of a conviction for an offence, he is sentenced to a term of imprisonment exceeding forty eight hours and is not forth with dismissed or removed or compulsorily retired consequent to such conviction.

(3) An order of suspension made or deemed to have been made shall continue to remain in force until it is modified or revoked by the appointing authority, but in cases other than criminal proceedings it shall not operate for more than six months.

- (4) During the period of suspension, the employee shall be allowed Subsistence allowance equal to fifty percent of the emoluments last drawn by him.
 - (5) If the employee is exonerated from the charge or charges are subsequently withdrawn he shall be reinstated in his post and shall be paid full salary for the period of his suspension after deducting the subsistence allowance already paid to him.
- 31(1). The appointing authority may, for good and sufficient reasons, impose on an employee of the college (including a teacher) the following penalties :-
- (a) Censure;
 - (b) Recovery from his pay of the whole or part of any pecuniary loss caused by him to the college by negligence or breach of orders;
 - (c) Withholding of increments of pay;
 - (d) Reduction to lower time scale of pay, grade or post.
 - (e) Compulsory retirement;
 - (f) Removal from service;
 - (g) Dismissal from service which shall ordinarily be disqualification for future employment in the college.

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

- (2) The appointing authority may institute disciplinary proceedings against an employee of the College.
- (3) No order imposing any of the penalties specified in sub paragraph (1) above than fine shall be made except in accordance with the procedure for imposing penalties on Government Servant prescribed by 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 the 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 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 could constitute misconduct on the part of a teacher of the college including the Principal :-
- (i) Failure to perform his academic duties such as lectures, demonstration assessment, guidance, invigilation etc.
 - (ii) Gross partiality in assessment of students, deliberately over marking/ under marking or attempts at victimization on any grounds.
 - (iii) Inciting students against other students, colleagues or administration. This does not interfere with the right of the teacher to express his differences on principles in seminars or other places where students are present.
 - (iv) Raising question of caste creed, religion, race, sex in his relationship with his colleagues and trying to use the above considerations for improvement of his prospects.
- 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 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)(i). An appeal against an order of the Governing Body imposing on a teacher the penalty of reduction in rank or pay or removal or dismissal or compulsory retirement from service shall lie to a Tribunal consisting of :-
- (a) A nominee of Kulpati, other than a member of the Executive Council who 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 the appeal forward the same with its comments thereof 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 direction as it may deem fit in the circumstances of the case.
- (ii) The authority which made the order appealed against shall give effect to the orders passed by the appellate authority.

PART VII-Provident Fund and Leave :

33(1). The Governing Body shall maintain a Provident Fund for the benefit of its employees.

- (2) Every whole time teacher and employee of the college other than one whose services have been lent to the college by Government or another Institution, permanently appointed to a substantive post shall, as a condition of his service become a depositor of the Provident Fund in the College.

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

the period of his temporary / probationary appointment.

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

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

Provided also that the depositor may raise, at his option, his contribution to the Provident Fund to any amount not exceeding fifteen per cent 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 prima of life assurance policy or policies on the life of the depositor out of his personal contribution to the Provident Fund. The amount to be deposited in the Saving Bank Account of the depositor shall be reduced to the extent of such prima. In all such cases, the Life Insurance Policy for which the prima are so said 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 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 has 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 the Provident Fund, which shall, inter alia include the following as the legitimate objects for such advances.

- (i) To meet expenses in connection with the prolonged illness of the subscriber or any person actually dependent on him;
- (ii) To pay for overseas passage for reason of health or education of the subscriber or any person actually dependent on him ;
- (iii) For meeting obligatory expenses on a scale appropriate to the applicant's status, in connection with marriages, funerals and religious ceremonies;
- (iv) To purchase land or building for his residence or for the construction of 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 causal leave shall be sanctioned by the Governing Body. Causal leave in case of the Principal shall be sanctioned by the Chairman of the Governing Body and in case of other teachers by the Principal.

PART VIII-Miscellaneous:

- 35(1). The college shall have its own Fund and all receipts of the college such as fees, donations, grants, interest on investments and Endowment Fund and borrowing shall be carried to the Fund.
- (2) All moneys belonging to the Fund shall be deposited in Such Bank of invested in such manner as the Governing Body may decide.
- (3) All expenditure, as may be sanctioned by the Governing Body, for the purpose of the College, shall be met from the Fund.
- (4) The fund of the college shall not be used for meeting any expenditure of or giving any loan to the foundation Society or any other Institution run by the Foundation Society.
- 36(1). In addition to such registers and records as the Governing Body may require to be maintained, every college shall maintain such registers and records as may be prescribed by the Executive Council.
- (2) Accounts, registers, proceedings of meeting and other records of the college shall be open to inspection, on all working days during office hours, by members of the Governing Body and persons appointed by the Executive Council to conduct any inspection.
37. No persons connected with the management of the college and no Principal or, other teacher or other employee thereof shall directly or indirectly take or receive or cause to be taken or received any contribution, donation, fees or any payment of any sort either, in cash or in kind, other than or in excess of the fees prescribed by the University, from or on behalf 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 from 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 to a tribunal consisting of one nominee of Kulpati other than a member of the Executive Council who shall be 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 two representatives elected from amongst themselves by the teachers of the institution, other than the principal who have completed two years service in the institution.
- (2) All appointments to teaching post in the institution, not lower than that of lecturer and other than those which are to be filled by promotion, shall be made on the recommendation of a selection committee which shall have amongst its members at least one expert in the subject concerned nominated by the kulpati.

APPENDIX

FORM OF AGREEMENT OF SERVICE FOR TEACHERS

An agreement made this day of 19..... between Shri (hereinafter 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.

Where as the Governing Body has appointed Shri as a member of the Teaching Staff of 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 hereinafter provided.
2. That the party of the first part is employed on probation for a period of one year and shall be paid a monthly salary Rs. in the pay scale of Rs. The Period of probation may be extended by such further period of probation may be extended by such further period as the party of second part may deem fit : by the total period of probation shall, in no case, exceed two years. The teacher's shall be deemed to have confirmed in his appointment unless not later than one month before the expiration thereof, the Governing Body informs him in writing of its intention not to continue him.
3. That on confirmation the Governing Body shall pay to the teacher during the Continuance of this engagement salary in the pay scale of Rs. and no increment shall be withhold without the approval of the Governing Body.
4. The teacher shall during the continuance of his engagement be entitled to the benefit of the Provident Fund maintained by the Governing Body in accordance with the provision's laid done in the College Code.

5. That the date of birth of the party of the first party is and the age of the superannuation will be sixty years the actual date of retiring shall be the last day of the academic year in which he attains the age of sixty unless extension if granted as provided in part 26 of the College Code.
6. That the teacher shall be entitled to leave in accordance with the prohibitions of the College Code.
7. That the Teacher devote his whole time to the service of the College and shall not, without the permission of the Governing Body, engage directly or indirectly in private tuition or any trade or business or other remunerative work which may interfere with the proper discharge of his duties; but this Prohibition shall not apply to such benefits as accrue to him as an Examiner or author of Books or due to his academic achievements.
8. That the party of the first part shall, in addition to the ordinary duties perform such other duties as may be assigned to him by the Principal of the College in connection with the Social intellectual or athletic activities of the college or examinations or administration or the keeping of discipline in the college.
9. After confirmation, the services of the party of the first part can be terminated only on the following grounds:
 - (a) Misconduct including wilful 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 service of the party of the first part shall not be terminated

under sub clause (c) without obtaining a certificate to that effect from a Medical Board to be appointed by the Governing Body.

(iii) the services of the party of the first part shall not be terminated on any account without the previous approval of the Executive Council.

10. Except when termination of service has taken place under sub-clause (a) or (b) of clause 9 either 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 the three months salary which the party of the first part is then earning. The period of notice referred to above does not include the summer vacation or any part thereof.

11. Nothing in this agreement shall affect the right of the party of the first part to apply for referring any difference or dispute arising out of this agreement to the Tribunal constituted under paragraph 39 of the College Code.

12. On the termination of this agreement from whatever clause, the teacher shall deliver up to the Governing Body all books, apparatus, records and, such other articles belonging to the college or to the University as may be in his possession.

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

Signature..... day or 19

(1)..... (Party of the first Part)

(2)..... (Part of the Second part)

In the presence of

(1)..... (Witness 1)

(2)..... (Witness 2)
