



Criterion VI

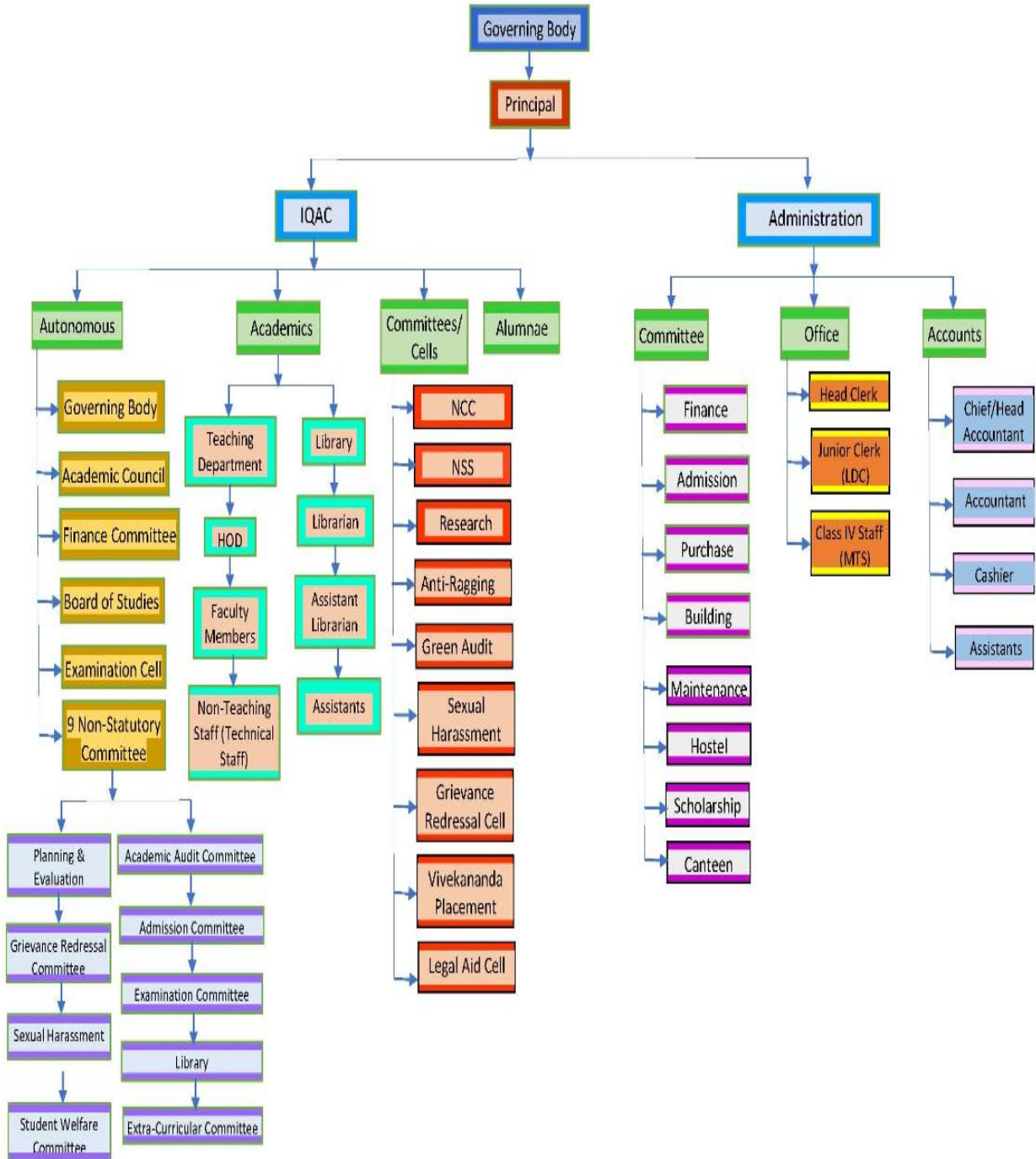
6.2.1: The institutional perspective plan is effectively deployed and the functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment, service rules, procedures, etc



Index

- **Organogram**
- **Minutes of Governing Body**
- **Service Rules**

ORGANOGRAM



श्री सत्य साई (स्वशासी) महिला महाविद्यालय

(Accredited 'A' by NAAC)

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शासी निकाय की बैठक का कार्यवाही विवरण

दिनांक 29.04.2023

श्री सत्य साई (स्वशासी) महिला, महाविद्यालय, भोपाल में दिनांक 29.04.2023 को दोपहर 12:30 बजे शासी निकाय की अध्यक्ष डॉ. मीना पिपलापुरे की उपस्थिति में बैठक आयोजित हुई जिसमें निम्नलिखित सदस्य उपस्थित रहे।

1. डॉ. मीना पिपलापुरे – अध्यक्ष शासी निकाय, श्री सत्य साई महिला महाविद्यालय, भोपाल
2. श्री. एस. के. सचदेवा – सदस्य शासी निकाय द्वारा नामित, श्री सत्य साई महिला महाविद्यालय, भोपाल
3. श्री. विजय संपत – सदस्य शासी निकाय द्वारा नामित सदस्य
4. डॉ. ज्ञानवर्द्धन पाठक – सदस्य शासी निकाय द्वारा नामित सदस्य
5. डॉ. ज्योत्सना गलगले – वरिष्ठ प्राध्यापक, प्राचार्य द्वारा नामित सदस्य
6. डॉ. शंपा मल्होत्रा – वरिष्ठ प्राध्यापक, प्राचार्य द्वारा नामित सदस्य
7. डॉ. राधा बल्लभ शर्मा – अध्यक्ष द्वारा नामित शिक्षाविद्
8. डॉ. पुष्पलता सिंह – विश्वविद्यालय अनुदान आयोग दिल्ली द्वारा नामित सदस्य
9. डॉ. मथुरा प्रसाद – अतिरिक्त संचालक, उच्च शिक्षा विभाग शासन द्वारा नामित सदस्य
10. डॉ. आशा अग्रवाल – पदेन (Ex-obbicio)
11. विशेष आमंत्रित सदस्य डॉ. सुधा त्रिपाठी परीक्षा नियंत्रक

शासी निकाय के सम्मानीय सदस्यों की अनुमति से बैठक प्रारंभ हुई। सर्वप्रथम डॉ. आभा वाजपेयी ने माननीय सदस्यों का स्वागत एवं अभिनंदन किया एवं माननीय सदस्यों का संक्षिप्त परिचय दिया। प्राचार्य डॉ. आशा अग्रवाल, ने सभी माननीय सदस्यों का स्वागत एवं अभिनंदन किया। उन्होंने महाविद्यालय में आयोजित कार्यशाला, राष्ट्रीय संगोष्ठी एवं अतिथि व्याख्यान तथा अन्य गतिविधियों का ब्योरा प्रस्तुत किया। स्वशासी सलाहकार ने सदस्यों की अनुमति से बैठक प्रारंभ की। बैठक में एजेण्डे पर बिन्दुवार चर्चा कर निर्णय लिए गए।

- विगत बैठक में लिये गये निर्णयों का विवरण ।

अकादमिक सत्र 2021-22 के अकादमिक कैलेंडर का यथावत पालन किया गया एवं अनुमोदित पाठ्यक्रमों का निर्धारित समयावधि में समापन। शासन द्वारा दी गई नियत तिथि पर परीक्षा परिणाम घोषित किये गये।

अकादमिक परिषद द्वारा अनुमोदित प्रस्ताव अनुमोदनार्थ प्रस्तुत

- सत्र 2022-23 में स्नातक प्रथम वर्ष में उच्च शिक्षा विभाग द्वारा जारी नई शिक्षा नीति के दिशा निर्देशानुसार आधार पाठ्यक्रम के अन्तर्गत (हिन्दी, अंग्रेजी, पर्यावरण अध्ययन, तथा योग एवं ध्यान विषय) एवं द्वितीय वर्ष में आधार पाठ्यक्रम के अन्तर्गत (हिन्दी, अंग्रेजी, उद्यमिता विकास तथा महिला

सशक्तिकरण विषय)। स्नातक प्रथम एवं द्वितीय वर्ष में हिन्दी, संस्कृत, अंग्रेजी, संगीत (गायन), इतिहास, राजनीतिशास्त्र, समाजशास्त्र, मनोविज्ञान, अर्थशास्त्र, गृह विज्ञान, वाणिज्य, वनस्पतिशास्त्र, माइक्रोबायोलॉजी, बायोटेक्नोलॉजी, प्राणीशास्त्र, भौतिकशास्त्र, रसायनशास्त्र, कम्प्यूटर एप्लीकेशन, कम्प्यूटर विज्ञान एवं गणित विषय के पाठ्यक्रम, जो केन्द्रीय अध्ययन मण्डल से अनुमोदित है, के पाठ्यक्रम को यथावत लागू किए जाने का प्रस्ताव।

प्रस्ताव यथा अनुमोदित।

- वनस्पति विभाग द्वारा स्नातक द्वितीय वर्ष के वनस्पति विज्ञान के पाठ्यक्रम के Major 2 / Minor / Elective पेपर की पाँचवीं इकाई में "कृषि आधारित उद्योग: परिभाषा और प्रकार" (Agrobased industries: definition and types.) एक अतिरिक्त अध्याय जोड़े जाने का प्रस्ताव।

प्रस्ताव यथा अनुमोदित।

- कम्प्यूटर विभाग द्वारा बी.सी.ए. द्वितीय वर्ष के Major प्रथम प्रश्नपत्र जो 6 Credits का है जिसे चार Credits सैद्धांतिक एवं दो Credits प्रायोगिक में विभाजित कर रखेजाने का प्रस्ताव अनुमोदनार्थ प्रस्तुत।
- भौतिकशास्त्र विभाग द्वारा बी.एससी. प्रथम वर्ष के प्रायोगिक में "To determine coefficient of viscosity of liquid by stoke's method." एक अतिरिक्त प्रयोग जोड़ा गया।

बी.एससी. द्वितीय वर्ष (Minor / Elective) के Unit III में Reciprocity theorem (in the first line of 1st point)

बी.एससी. द्वितीय वर्ष (Minor / Elective) के Unit IV में जोड़ा गया To demonstate (in the last of 1 point)

बी.एससी. द्वितीय वर्ष में दो नये प्रयोग जोड़े गए

1. To draw magnetic lines of forces.

2. To study of determine dowling coefficient जोड़े जाने का प्रस्ताव।

प्रस्ताव अनुमोदित।

- Microbiology विभाग द्वारा स्नातक द्वितीय वर्ष Microbiology के पाठ्यक्रम के Major 2 / Minor / Elective पेपर की तृतीय इकाई में " β -फैटी एसिड का ऑक्सीकरण" (β -Oxidation of Fatty acids.) एक अतिरिक्त अध्याय जोड़े जाने का प्रस्ताव।

प्रस्ताव यथा अनुमोदित।

- गणित विभाग द्वारा स्नातक द्वितीय वर्ष गणित के पाठ्यक्रम की Major 2 / Minor / Elective पेपर की पाँचवीं इकाई में PDE के अनुप्रयोग – एक अवलोकन (Applications of PDE – an overview.) का एक अतिरिक्त अध्याय जोड़े जाने का प्रस्ताव।

प्रस्ताव यथा अनुमोदित।

- सत्र 2022-23 में स्नातक तृतीय वर्ष में पढ़ाये जाने वाले विषय आधार पाठ्यक्रम, हिन्दी, संस्कृत, अंग्रेजी, संगीत (गायन), इतिहास, राजनीतिशास्त्र, समाजशास्त्र, मनोविज्ञान, अर्थशास्त्र, गृह विज्ञान, वाणिज्य, वनस्पतिशास्त्र, माइक्रोबायोलॉजी, बायोटेक्नोलॉजी, प्राणीशास्त्र, भौतिकशास्त्र, रसायनशास्त्र, कम्प्यूटर एप्लीकेशन, कम्प्यूटर विज्ञान एवं गणित विषय के पाठ्यक्रम, जो केन्द्रीय अध्ययन मण्डल से अनुमोदित है, के पाठ्यक्रम को यथावत लागू किए जाने का प्रस्ताव।

प्रस्ताव यथा अनुमोदित।

- Microbiology विभाग द्वारा स्नातक तृतीय वर्ष Microbiology के पाठ्यक्रम के द्वितीय पेपर की द्वितीय इकाई में आनुवंशिकीय रूपान्तरित खाद्य पदार्थ एवं उसके प्रभाव। (Genetically modified food & its impacts.) का एक अतिरिक्त अध्याय जोड़े जाने का प्रस्ताव।

प्रस्ताव यथा अनुमोदित।

- स्नातक प्रथम वर्ष में आधार पाठ्यक्रम के 1:30, 1:30, घंटे के दो पेपर होंगे। पहला पेपर हिन्दी + अंग्रेजी एवं दूसरा पेपर पर्यावरण अध्ययन + योग एवं ध्यान का, उत्तीर्ण अंक 35 होंगे। द्वितीय वर्ष में आधार पाठ्यक्रम के 1:30, 1:30, घंटे के दो पेपर होंगे। पहला पेपर हिन्दी + अंग्रेजी एवं दूसरा पेपर उद्यमिता विकास + महिला सशक्तिकरण, उत्तीर्ण अंक 35 होंगे।

प्रस्ताव यथा अनुमोदित।

- स्नातक प्रथम वर्ष एवं द्वितीय वर्ष में आधार पाठ्यक्रम परीक्षा OMR Sheet द्वारा कराए जाने का प्रस्ताव।

प्रस्ताव यथा अनुमोदित।

- सत्र 2022-23 में स्नातकोत्तर I एवं II समसत्र में हिन्दी, अंग्रेजी, राजनीति शास्त्र, वाणिज्य, बायोटेक्नोलॉजी, प्राणीशास्त्र, कम्प्यूटर विज्ञान एवं गणित विषय एवं III, IV समसत्र में हिन्दी, अंग्रेजी, राजनीति शास्त्र, वाणिज्य, प्राणीशास्त्र, बायोटेक्नोलॉजी, कम्प्यूटर विज्ञान एवं गणित पाठ्यक्रम जो केन्द्रीय अध्ययन मण्डल से अनुमोदित है, के पाठ्यक्रम को लागू किए जाने का प्रस्ताव।

प्रस्ताव अनुमोदित।

राजनिति विभाग द्वारा स्नातकोत्तर तृतीय समसत्र के द्वितीय प्रश्नपत्र की V इकाई में "राज्यनीति आयोग" एक अतिरिक्त Topic जोड़ा गया।

प्रस्ताव यथा अनुमोदित।

प्रमाण-पत्र पाठ्यक्रम

- स्नातक प्रथम, द्वितीय एवं तृतीय वर्ष में Vocational Courses /Additional Courses/Certificate Courses लागू किये जाने का प्रस्ताव ।
प्रस्ताव यथा अनुमोदित ।
- सत्र 2021-22 में स्नातक प्रथम वर्ष एवं सत्र 2022-23 द्वितीय वर्ष में उच्च शिक्षा विभाग द्वारा जारी नई शिक्षा नीति के दिशा निर्देशानुसार व्यवसायिक पाठ्यक्रम जो केन्द्रीय अध्ययन मण्डल से अनुमोदित है, के पाठ्यक्रम को लागू किए जाने का प्रस्ताव ।
प्रस्ताव यथा अनुमोदित ।
- स्वयं (SWAYAM)से इस वर्ष 19 छात्राये पंजीकृत है ।
प्रस्ताव यथा अनुमोदित ।
- सत्र 2021-22 में स्नातक प्रथम वर्ष में Ordinance 14 B के Vocational Courses में Type III लागू था जिसमें पूर्णांक 200 थे । सत्र 2022-23 में स्नातक प्रथम एवं द्वितीय वर्ष में 14 B का Type I लागू किये जाने का प्रस्ताव, जिसमें पूर्णांक 100 होंगे 30 अंक की आंतरिक परीक्षा और 70 अंकों की मुख्य परीक्षा का प्रस्ताव ।
प्रस्ताव यथा अनुमोदित ।

सेमेस्टर परीक्षा प्रकोष्ठ

1. सत्र 2022-23 अकादमिक कैलेंडर के अनुमोदन का प्रस्ताव । स्नातक प्रथम, द्वितीय एवं तृतीय वर्ष तथा स्नातकोत्तर (I, II,III,IV Sem) कक्षाओं का ।
प्रस्ताव यथा अनुमोदित ।
2. स्नातक प्रथम एवं द्वितीय वर्ष में नई शिक्षा नीति के निर्देशानुसार चार आंतरिक मूल्यांकन परीक्षा (CCE) आयोजित होना है, जिसमें छात्रा के तीन सर्वश्रेष्ठ प्राप्तांक जोड़े जावेंगे । (CCE) के पैटर्न निम्न रखे जाने का प्रस्ताव ।
प्रस्ताव यथा अनुमोदित ।
CCE I :- Assignment
CCE II:- Charts / Presentation/ Model / Classroom Teaching / Report Writing / Others
CCE III :- Objective Type Questions
CCE IV :- Traditional test (2 Short Questions, 1 Long Question)
प्रस्ताव यथा अनुमोदित ।

अध्यक्ष की अनुमति से अन्य प्रस्ताव

1. डॉ. शंपा मल्होत्रा ने प्रस्ताव रखा कि स्नातकोत्तर स्तर पर यदि छात्रा स्वयं पोर्टल से या अन्य कोई Additional Course करती है तो उसे अंक सूची में दर्शाया जाये। उसके अंक प्राप्तांकों में नहीं जोड़े जायें।

अध्यक्ष की अनुमति से अन्य प्रस्ताव

1. अध्यक्ष की अनुमति से स्नातक प्रथम वर्ष की अंकसूची में Certificated एवं स्नातक द्वितीय वर्ष की अंकसूची में डिप्लोमा अंकित किया जाएगा (उच्च शिक्षा विभाग द्वारा जारी अधिनियम के अंतर्गत) प्रस्ताव यथा अनुमोदित।

वित्त समिति द्वारा अनुमोदित प्रस्ताव अनुमोदनार्थ प्रस्तुत

बिन्दु क्रमांक

1. विश्वविद्यालय अनुदान आयोग दिल्ली से वर्ष 2022-23 में प्राप्त होने वाली अनुदान राशि के आय - व्यय एवं वित्तीय वर्ष 2023-24 के बजट अनुमान पर चर्चा।
प्रस्ताव यथा अनुमोदित।
2. महाविद्यालय को परीक्षा शुल्क से शैक्षणिक वर्ष 2022-23 में प्राप्त राशि का वास्तविक आय-व्यय एवं वर्ष 2023-24 के बजट अनुमान पर चर्चा।
प्रस्ताव यथा अनुमोदित।
3. U.G.C. की दिशा निर्देशानुसार वर्ष 2022-23 में प्राप्त होने वाले अनुदान के विभिन्न मदों में हुये वास्तविक व्यय राशि के चाटर्ड एकाउन्टेन्ट द्वारा प्रमाणित कराये जाने वाले उपयोगिता प्रमाण पत्र को U.G.C. के प्रधान कार्यालय दिल्ली में प्रस्तुत किये जाने वाले उपयोगिता प्रमाण पत्रों का अवलोकन एवं चर्चा।
प्रस्ताव यथा अनुमोदित।
4. सत्र - 2022-2023 में परीक्षा शुल्क में पोर्टल शुल्क 25 रु एवं पिन्ट शुल्क 25 रु. बढ़ाए जाने का प्रस्ताव अनुमोदनार्थ प्रस्तुत। (पूर्व में कुल 50 रु.) बढ़ाए जाने के उपरांत 100 रु.।
प्रस्ताव यथा अनुमोदित।
5. सत्र - 2023- 2024 में परीक्षा शुल्क में 100 रु बढ़ाए जाने का प्रस्ताव अनुमोदनार्थ प्रस्तुत। (पूर्व में परीक्षा शुल्क राशि 1650 रु.) बढ़ाए जाने के उपरांत 1750 रु.।
प्रस्ताव यथा अनुमोदित।
6. IQAC में कार्य करने वाले तृतीय श्रेणी कर्मचारी को 700 रु. प्रति माह दिये जाने का प्रस्ताव अनुमोदनार्थ प्रस्तुत।

श्री प्रवीण कुमार शर्मा जी वित्त नियंत्रक बरकतउल्लाह विश्वविद्यालय ने सुझाव दिया कि IQAC में कार्यरत कर्मचारी को युजीसी मद से मानदेय दिया जाए।

प्रस्ताव यथा अनुमोदित।

7. लेखाशाखा के दो कर्मचारियों के 600 रु. के स्थान पर 700 रु. किये जाने का प्रस्ताव अनुमोदनार्थ प्रस्तुत।
प्रस्ताव यथा अनुमोदित।

8. छात्राओं की अंकसूची के Transcription का सत्यापन कराने पर 500 रु. शुल्क लिये जाने का प्रस्ताव अनुमोदनार्थ प्रस्तुत।

प्रस्ताव यथा अनुमोदित।

IQAC प्रभारी डॉ. नीना अरोरा ने शासीनिकाय के समक्ष सत्र – 2021–22 की AQAR रखी तथा सत्र – 2022–23 की गतिविधियों का विस्तार से ब्यौरा दिया। तत्पश्चात feedback समिति द्वारा दी गई अनुशंसाओं को प्रस्तुत किया NAAC से Accreditation 31 दिसम्बर 2023 तक है cycle III के निरीक्षण हेतु रिपोर्ट मार्च 2024 तक प्रस्तुत की जाएगी।

इस संदर्भ में अध्यक्ष डॉ. मीना पिंपलापूरे ने प्राचार्य को feedback समिति द्वारा दिये गई अनुशंसाओं को क्रियान्वित करने का सुझाव दिया।

प्रस्ताव यथा अनुमोदित।

डॉ. मालती जोशी द्वारा गौद लिये गाँव में होने वाली गतिविधियों का ब्यौरा प्रस्तुत किया।

डॉ. पुष्पलता सिंह ने सुझाव दिया कि ग्राम वासियों के चार / पांच व्यक्तियों के समूह बनाकर शिक्षा एवं व्यवसायिक प्रशिक्षण देने का कार्य भी करे।

अध्यक्ष की अनुमति से अन्य प्रस्ताव

1. स्नातक प्रथम एवं द्वितीय वर्ष के आधार पाठ्यक्रम के प्रश्न पत्र में 100 प्रतिशत वस्तुनिष्ठ (Objective) प्रश्न के स्थान पर 50 प्रतिशत वस्तुनिष्ठ एवं 50 प्रतिशत व्याख्यात्मक (Subjective) प्रश्न रखे जाने का प्रस्ताव।

2. स्नातकोत्तर कक्षाओं के मुख्य परीक्षा के वस्तुनिष्ठ (Objective) प्रश्न विलोपित करने का प्रस्ताव।

3. इन दोनों प्रस्तावों पर सभी सदस्यों ने अपनी अनुशंसा प्रदान की।

अंत में निकाय के सभी सदस्यों ने महाविद्यालय एवं छात्राओं हेतु अपने अमूल्य सुझाव दिये। सर्वप्रथम डॉ. पुष्पलता ने सुझाव दिया कि कुछ ऐसे पाठ्यक्रम एवं गतिविधियाँ प्रारम्भ करे जो Social Well fare के लिये उपयोगी हो तभी की जाने वाली मेहनत सार्थक होगी।

प्राचार्य डॉ. आशा अग्रवाल ने अवगत कराया कि महाविद्यालय ने एक गाँव गोद लिया है जहाँ सामाजिक कल्याण की विविध गतिविधिया (स्वच्छता, शिक्षा, स्वास्थ्य के प्रति जागरूकता) गतिविधिया संपादित की जाती हैं।

डॉ. ज्ञानवर्धन पाठक जी ने आधार पाठ्यक्रम में वस्तुनिष्ठ (Objective) प्रश्न हटाए जाने पर एक सुझाव दिया कि युजीसी का स्वशासी दर्जा दिये जाने का उद्देश्य कुछ नया करने का अवसर प्रदान करता है एक ओर वह आर्थिक दृष्टि से महाविद्यालय को सशक्त बनाना चाहते हैं दूसरी ओर नये पाठ्यक्रम छात्रों को जोड़ते है। इस दृष्टि से देखा जाये तो तथ्य विश्लेषण एवं तथ्य ज्ञान के लिये वस्तुनिष्ठ (Objective) प्रश्न होने चाहिए। इसका मुख्य उद्देश प्रतिस्पर्धा, प्रतियोगी परीक्षाओं के लिए छात्रों को लाभांवित करना है।

- श्री विजय संपत जी ने भी इस सुझाव का समर्थन किया।
- डॉ. राधा वल्लभ शर्मा जी ने सुझाव दिया कि आधार पाठ्यक्रम से वस्तुनिष्ठ (Objective) प्रश्न हटाये जाने का प्रस्ताव बरकतल्लाह भेजने उपरांत निर्णय लिया जाए। शर्मा जी ने यह भी सुझाव दिया कि नई शिक्षा नीति के अंतर्गत भारतीय ज्ञान परंपरा और सत्य साई दर्शन पर एक प्रमाण पत्र पाठ्यक्रम प्रारम्भ करें जिसका पाठ्यक्रम डॉ. ज्ञानवर्धन जी द्वारा कराया जाए। इन्होंने यह भी सुझाव दिया कि नई शिक्षा नीति अनुसार बहुत सारे वस्तुनिष्ठ (Objective) प्रश्न तैयार कर महाविद्यालय की वेब साइट पर अपलोड करे। जिससे दूसरे विद्यार्थी भी लाभांवित हों।
- इसी संदर्भ में डॉ. पाठक जी ने एक ओर सुझाव दिया कि हिन्दी, अंग्रेजी, गणित और कम्प्युटर साइंस के छोटे-छोटे Applied Courses (पाठ्यक्रम) प्रारंभ किये जाए, जो छात्रों के हित में होंगे ओर इन्हें ऑन लाइन भी किया जा सकता है।
- श्री एस. के. सचदेवा जी ने वित्त संबंधी प्रस्तावों का निराकरण करने का सुझाव दिया।
- अध्यक्ष श्रीमती डॉ. मीना पिंपलापुरे जी ने कहा विगत दो वर्षों में कोरोना का सामना करने से जीवन शैली में बहुत बदलाव आया है, परिश्रम से उसे सामान्य करना है। क्योंकि शिक्षा एक साधना है जो छात्रों का भविष्य सुनिश्चित करेगी। महाविद्यालय के शिक्षक इस कार्य को सम्भव कर सकते हैं, वे अकादमिक रूप से सक्षम है। मैं उन्हें बहुत शुभकामनाएँ देती हूँ।
- डॉ. सुधा त्रिपाठी परीक्षा नियंत्रक द्वारा धन्यवाद ज्ञापन उपरांत बैठक संपन्न हुई।


प्राचार्य
Ex- Officio

STATUTE NO. 28

COLLEGE CODE

For appointment of Assistant Professor/Principal
 PART I - Definitions and applicability:



1. In this Statute unless there is anything repugnant in the subject or context:
 - (a) "College" means an educational institution admitted to the privileges of the University.
 - (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 University and where the Governing body of the Society is superseded under Section 33 of the Madhya Pradesh Society Registrarian 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 M.P. Society Registrarian Adhiniyam 1973, the person or the head of the body of persons appointed by the State Government to manage the affairs of the Society.
 - (f) "Donor" means an individual, firm, association, charitable trust or any other institution other than the Foundation society giving a donation of not less than twenty-five thousand rupees in cash or immovable property for the use of the college.

[Handwritten signatures]

Provided that if the donation is given by any firm association, trust or institution, the representative nominated by such donor from time to time shall be 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 colleges maintained or managed by the State Government or a Municipal Corporation/Council 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 for an amount Rs. Ten Lacs with the University in the form of fixed deposit receipts in the joint names of the Registrar and the college.
- (a) If the college has only one Faculty at the undergraduate level Rs. 1,00,000/-
- (b) For every additional faculty at the under graduate level Rs. 30,000/-
- (c) for each faculty at the post graduate level Rs. 50,000/-
- (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 statue the foudation Society shall:-
- (a) deposit with the university in every academic year commencing from year 1974-75 an amount equal to one fifth of the value of the Endowment fund necessary till the Endowment fund as required in clauses (1) 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 a accordance with clause (ii) above.
- (iv) The deposit for creating the Endowment 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 the staff of the college.



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(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 qualification.

ASSISTANT PROFESSOR

(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 55 percent marks (B in the seven point)

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

(ii) At least 50 percent 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 percent 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 55 percent (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) Atleast 50 percent marks at the Bachelor's degree examination on the basis of which division is awarded at the degree level by the University, and
- (iv) Atleast 50 percent 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 subject and

(ii) Atleast 50 percent marks at the Bachelor's degree examination on the basis of which division is awarded by the University, and

(iii) Atleast 50 percent 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 falling 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 percent in case of scheduled castes/scheduled Tribes candidates.

COLLEGE PROFESSORS:-

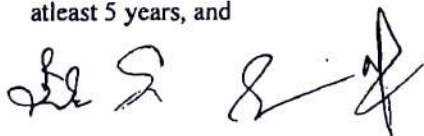
(A) A second class master's degree in the concerned subject with atleast 55 percent marks (B in the seven point scale) or an equivalent degree of a foreign University and,

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

(i) Atleast 50 percent marks at the Bachelor's degree examination on the basis of which divisions is awarded at the degree level by the University, and

(ii) Atleast 50 percent 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 atleast 5 years, and



(ii) Atleast three years experience of guiding research:

Provided that if the selection committee is of the view that the research work of a candidate as evident either from thesis or from his published research work if 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 percent in case of scheduled Caste/Scheduled Tribes candidates.

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 experience in any affiliated college or the University Teaching Department preference will be given be Ph.D candidate.

(Note:- Above proviso shall be applicable only for three year i.e. from 24/07/2017)

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.

(4) Every change in the teaching staff of the college shall be immediately reported to the University by the Principal.

17.(1) The selection committee for the appointment of the principal shall consist of:-

- | | |
|--|----------|
| (a)Kulpati or his nominee | Chairman |
| (b)One nominee of the Management | Member |
| (c)Dean/Director College Development Council | Member |
| (d) One nominee of the Madhya Pradesh
Uchcha Ahiksha Vibhag | Member |
| (e)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/promotion committee for the appointment of a teacher of the college, other than Principal shall consist of :-

- | | |
|---|------------------|
| (a) Kulpati or his nominee | Chairman |
| (b) One nominee of the Management from amongst its member who are not teacher | Member |
| (c) One expert in the subject concerned nominated by the kulpati | Member |
| (d) One expert in the subject concerned nominated by the Madhya Pradesh Uchcha Shiksha Vibhag | Member |
| (e) Principal of the Institution | Member-Secretary |

17(3) In the case of a Committee constituted under clause 20(1) (i) no business shall be transacted at a meeting of such committee unless the Chairman, one expert and one other member be present and in the case of the Committee constituted under clause (ii) or (iii) of that sub-rule no business shall be transacted at a meeting of the Committee unless the Chairman and two members be present thereat.

17 (4) The candidates shall be selected on the basis of merit and the panel as well as the order of the names in the panel recommended by the selection committee should have the full concurrence of 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 sub-rule (1) shall be submitted to the Institution.

(7) Appointment to any post of a teacher or other employees shall be made in order of merit from the list prepared under sub-rule (1).

(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.

(9) That the qualification and adequacy of the teaching staff and the conditions governing their employment shall be according to the provisions made by the University/state government from time to time. provided that every college shall have a full time salaried principal, at least one full time salaried Teacher in each subject and other 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 up to 50% of teaching staff required in each subject may be appointed as guest/temporary faculty from the list of guest/temporary faculty prepared by The Commissioner Higher education, Govt. of MP for govt. colleges, however, payment of remuneration /salary/honorarium, as the case may be, shall liable to be paid by the college concern
Provided also that the requirement of teachers in professional courses shall be as per norms of the concerned state/central agencies regulating the instructions in that professional course.

18. (1) No person shall be appointed to a full time and salaried teaching post in the College except on the recommendation of the Committee of Selection constituted in accordance with the provisions of this Statute.

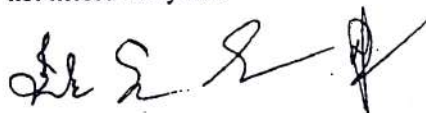
Provided that if the appointment to a teaching post and expected to continue for more than six months and can not delayed without detriment to the interests of the institution, Governing Body may make such appointment without obtaining recommendation of the Committee of Selection but the person so appointed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

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

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

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

20. (1) (i) The Principal and the other members of the teaching staff except those appointed in leave vacancies, on part-time basis or on temporary basis shall be appointed initially on probation for one year. The period of probation shall not be extended by more than one year so that the total period of probation does not exceed two years.



appellant relies, shall not contain any disrespectful or improper language and shall be complete in it.

(5) The authority which made the order appealed against shall on receipt of a copy of the appeal, forward the same with its comments thereon together with the relevant records to the appellate authority without any avoidable delay and without waiting for any direction from the appellate authority.

(6)(i) The appellate authority may confirm, enhance, reduce or set aside the penalty or remit the case to the authority which imposed the penalty with such directions as it may deem fit in the circumstances of the case.

(ii) The authority which made the order appealed against shall give effect to the orders passed by the appellate authority.

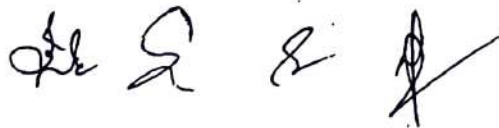
PART VIII - Provident fund and Leave

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

(2) Every 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.

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

(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 percent of his monthly salary. Even when the contribution is so raised, the contribution of the college shall be eight percent of the salary of the depositor.

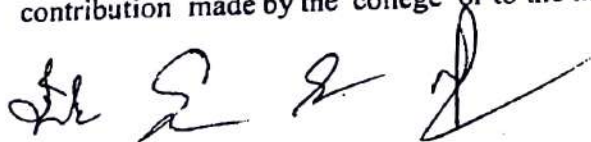
(4)(i) An employee on leave on full average pay shall continue to subscribe to the Provident Fund during the period of such leave.

(ii) A teacher/employee under suspension shall not contribute to the Provident Fund during the period of suspension nor shall the contribution of college be due in this case.

(5) The Governing Body may, under such conditions as may be laid down by it, permit the payment of 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 premia. In all such cases, the life Insurance Policy for which the premia are so paid shall be assigned in favour of the college.

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

(6) When a depositor's service in the college comes to an end by his retirement, resignation or otherwise he shall be entitled to receive the entire amount standing to his credit in the Provident Fund. Provided that a depositor whose service have been dispensed with for what in the opinion of the Governing body is gross misconduct or who has been in the service of the college for a continuous period of less than two years from the date from which he was allowed to subscribe to the provident Fund shall not be entitled to any part of the contribution made by the college or to the interest accrued thereon.



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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.

Note: 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, interlaid include the following as the legitimate objects for such advance.

(i)To meet expenses in connection with the prolonged illness of the subscriber or any person actually dependent on him;

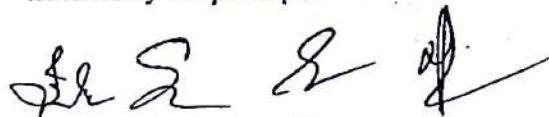
(ii)To pay for overseas passage for reason of health or education of the subscriber or any person actually dependent on him;

(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 a residential house.

34.(i)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.

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



PART IX - Miscellaneous:

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

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

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

(4)The fund of the college shall not be used for meeting any expenditure 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 meetings 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 person 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 form part of the receipts of the college.

38.Any dispute arising out of the contract of service between the Governing Body of the College and any of its teachers shall at the request of the teacher or the Governing Body be referred by the Kulpati to a tribunal consisting of one nominee of the Kulpati other than a member of the Executive Council who shall be the Chairman and one nominee each of the teacher and the Governing Body and the decision of the tribunal shall be final.



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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 by-laws/regulations of the institution;

Provided that:

(i) The Executive Body of the institution shall have amongst its members two representative elected from amongst themselves by the teachers of the institution, other than the Principal who have completed at least two years service in the institution.

(ii) All appointments to teaching posts in the institution, not lower than that of a 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.

