

## MADHYA PRADESH VISHWAVIDYALAYA

### FIRST ORDINANCES, 1973

In exercise of the powers conferred by Sub-Section (3) of Section 34 of the Madhya Pradesh Vishwavidyalaya Adhiniyam, 1973 (22 of 1973), the Coordination Committee makes the following First Ordinances :

**1. Short title and commencement :**

- (1) These Ordinances may be called the Madhya Pradesh Vishwavidyalaya First Ordinances, 1973.
- (2) They shall come into force on such date as the Kuladhipati may by an order specify for different First Ordinances.

**2. Definition :**

In these Ordinances, unless the context otherwise require.

- (a) 'Adhiniyam' means the Madhya Pradesh Vishwavidyalaya Adhiniyam, 1973 (22 of 1973).
  - (b) 'Ayog' means the Madhya Pradesh Uchcha Shiksha Anudan Ayog.
  - (c) 'Section', 'Sub-Section', 'Item' shall mean section of 'Adhiniyam', sub-section of the 'Section' and item of the 'Section' or 'Sub- Section' respectively, and;
  - (d) Words and expressions used but not defined in these Ordinances, shall have the meaning assigned to them in the 'Adhiniyam'.
- 3. The First Ordinances on the subjects enumerated below shall be as given in the Schedule appended hereto :-**
- Ordinance No.1 (Revised) : Students' Union in Colleges (w.e.f. 1.8.2001)  
(Ordinance No. 1. Students' Union in Colleges and Teaching Departments) :  
Repealed w.e.f. 31.7.2001  
Ordinance No. 2. University Students' Union.

### SCHEDULE

#### **ORDINANCE No. 1 ( w.e.f. August, 2001 )\*** **Students' Union In Colleges** **[ Refer clause (xxi) of Section 37 ]**

1. There shall be a 'Students' Union' in every college. The Students' Union will consist of : (i) Students' Council (ii) Activity Societies.
2. The aims and objectives of the Students' Union shall be :
  - (i) To encourage and strengthen the democratic values amongst the students and to train them in the duties and rights of democracy;
  - (ii) To provide forum for the development of the students as ideal and dutiful citizen of a democratic and secular society;
  - (iii) To develop responsible and value oriented leadership;
  - (iv) To generate intellectual, social, cultural environment and discipline in the academic institutions for the overall personality development in pursuance of the true meaning of education;
  - (v) To foster innovative, artistic, literary, cultural, academic and sports activities and to promote active participation and leadership amongst students to develop their creative talents;

- (vi) To promote scientific study and discussion of subjects of national and international importance;
- (vii) To promote social service through mutual cooperation, harmony and dedication towards society based on social, economic, political equality and justice as envisaged in the Indian Constitution;
- (viii) To foster environment of learning and teaching for the development of the college.  
**Provided** that :
  - i. The Students' Union will not canvass or take up any matter relating to faculty/employees/individual students.
  - ii. They will not undertake any activity that disturbs the academic calendar approved by the Co-ordination Committee or is contradictory to the provisions of the M.P. Universities Act, Statutes, Ordinance and Regulations made thereunder.
  - iii. They will not take up any matter which falls within the jurisdiction of a statutory body other than the University.
  - iv. They will not take up any activity that is against the code of conduct prescribed for the students of the college.
- 3. The Principal of the college shall be the patron of the Students' Union.
- 4. (i) Any regular student on the rolls, on or before 14th August of a college, shall be eligible voter for his/her Class Representative.
  - (ii) Such a student can at his/her option also be a member of any of the Societies of the Students' Union of the college by completing the formalities prescribed . Such a student can at his/her option also become associate member of other societies.
  - (iii) An associate member will have all the privileges and rights of a member, except that he/she cannot vote for or contest the election of office bearers of the society.
- 5. (i) The Students' Council shall consist of :
  - (a) President and Secretaries of Activity Societies.

\*Approved by the Co-ordination Committee in its 67th meeting dated 20.7.2000 subject to approval from Honourable Kuladhipathi. It was adopted by Rani Durgavati Vishwavidyalaya Executive Council in its meeting dated..... (item no.....).

**Provided** that the Vice -President and the Joint Secretary may be authorized by the President and Secretary respectively to represent them in their absence.

- (b) One Class Representative of each section of every under-graduate class (e.g. Part I, II, III) and one representative each of every previous and final year class at the post-graduate level in each subject elected by the student members of the section/subject/class from amongst themselves.

**Provided** that two semesters of the same academic year will mean a class for the purpose of this Ordinance.

- (c) The student securing the highest marks in the preceding examination in undergraduate/post-graduate class to be nominated by the Patron.

**Explanation :** For post-graduate class each subject will be treated as a class.

- (d) If at least one representative belonging to any of the following categories is not elected/nominated under clause (c) above as a member of the council, the Patron shall nominate one student from that category :

- (1) Scheduled Caste
- (2) Scheduled Tribe

- (3) OBC
- (4) Girls
- (5) Physically Challenged (Handicapped).

(ii) The following shall be the office bearers of the Students' Council :

- 1. President
- 2. Vice-President
- 3. Secretary
- 4. Joint Secretary

who shall be elected by the members of the council from amongst themselves.

**Provided** that one post of office bearer shall be reserved for a girl candidate, where girl students are also enrolled.

(iii) In the first year the post for reservation will be determined by lottery after which it will rotate in the above order.

(iv) The term of the Students' Council and Societies shall commence on the date of their constitution and end on 30th April of the academic year.

(v) A teacher not below the rank of Assistant Professor in a college shall be appointed the Teacher-in-charge of the Council and a teacher of any rank shall be appointed the Teacher-in-charge of the Societies by the Patron. The Teacher-in-charge shall also be the Treasurer of the Council/Societies and he/she shall have the right to be present at any meeting of the Students' Council or the Societies and to offer his advice on any matter relating thereto.

6. (i) There shall be in every college co-curricular and academic activity societies.

**For example :**

- (1) Literary Society
- (2) Cultural Society
- (3) Debating Society
- (4) Social work Society
- (5) NCC (Wherever it exists)
- (6) NSS (wherever it exists)
- (7) Economics Society
- (8) Sociology Society.

(ii) The powers, functions and scope of activities of each society shall be determined by the Patron.

(iii) Not less than 40 members including the associate members shall constitute any of the Society.

**Provided** that the Patron on the recommendation of the Staff Council may change the minimum number of members for any of the Society.

**Provided** that the Patron may on the recommendation of the Staff Council merge two or more societies of similar activities or subjects as the case may be to form a joint society.

**Provided** that no minimum number of members are required for societies formed on important subjects of national importance such as Blood Donation Society or Anti-Drug Society.

(iv) The funds generated from the membership fees of the respective Society and raised by the members of that particular Society with prior permission of the Teacher-in-charge shall also be available to carry out the functions and activities of the Society concerned.

7. The Patron shall have the following powers :

- (a) to preside at any meeting of the Students' Council or the office bearer of the Students' Council and to address the members thereof;
- (b) to decide all disputes of Students' Council or Societies referred to him and his decision in the matter shall be final;
- (c) to administer the oath of office;

- (d) to refer any resolution or proceedings of the Students' Council or the Societies to the competent authority, if he deems such a resolution or the proceeding to be beyond the legitimate functioning of the Council or detrimental to the interest of the college;
  - (e) to guide Students' Council and refer to the competent authority in the event of violation of the provisions of this ordinance by the Students' Council or the Societies respectively and take appropriate action as authorized by the competent authority;
  - (f) To remove any office bearer of the Students' Council or the Societies from his/her office on the following grounds :  
 He/She is involved in financial embezzlement.  
 OR If he/she tried to extract money illegally from some person/institution or business establishment.  
 OR Intimidates any officer or the employee of the College/University to do an illegal act;  
 OR He/She indulges in violent activity or leads violent demonstration or is involved in some case of moral turpitude.
  - (g) To authorize the arrangement and allocation of the funds for the Students' Council and different societies.
  - (h) To decide the membership fee for the membership of any of the societies.
8. The Teacher-in-charge of the Students' Council or the Teacher-in-charge of the societies shall have the following powers with respect to the Council/Societies :
- (a) to conduct the election to the Students' Council or the Society;
  - (b) to be present at the meetings of the Students' Council or the Society;
  - (c) to exercise general supervision over the affairs of the Council or the Society if necessary and to advise the Students' Council or the Society in regard to their activities;
  - (d) to be in charge of the funds of the Council or the Society and to ensure that no part thereof is advanced or spent without the proper authority or for purposes other than those for which they are allocated;
  - (e) to bring to the notice of the patron any resolution or proceeding or act of any of the bodies or office bearers of the Council or the Society which is violative of the provisions of the ordinance or is likely to be prejudicial to the interest of the colleges.
9. The president of the Council or Societies as case may be shall in the absence of the patron/teacher-in-charge preside at the meetings of the Students' Council or Society.
10. The President of the Council/Society shall have the following powers in their respective bodies and shall perform the following duties :
- (a) subject to the control of the Students' Council/Society to be in-charge of the general management of the affairs of the Council/Society;
  - (b) to ensure discipline at the meetings of the Students' Council/Society or at any meeting or gathering organised by the Council/Society;
  - (c) to ensure that the provisions of this ordinance are faithfully observed;
  - (d) to ensure that any activity organised by the Council/Society does not become unruly, violent or unlawful nor does it lead to the destruction of the private or public property;
  - (e) to discharge any other legitimate functions entrusted to him/her or any legitimate duty imposed on him/her by the Students' Council or the Society subject to the approval of the Teacher-in-charge.

11. The Vice-President of the Council/Society shall carry out the legitimate work assigned to him/her by the President of the Council/Society respectively and perform the legitimate functions of the President in his/her absence.
12. The Secretary of the Council or Society, as the case may be shall carry out the following functions :
  - (i) to convene meetings of the Students' Council/Society subject to the instruction of the President and the approval of the Teacher-in-charge;
  - (ii) to prepare and maintain the minutes of the meetings of the Students' Council or the Society;
  - (iii) to conduct the correspondence of the Council or the Society and to keep all records thereof;
  - (iv) to ensure that legitimate decision of the Students' Council or the Society are carried out;
  - (v) to perform all other legitimate functions entrusted to him/her by the President with the approval of the Teacher-in-charge.
13.
  - (i) The Joint Secretary of the Council/Society shall assist the Secretary in the discharge of his/her duties and shall have such powers as may be assigned to him/her by the President with the approval of the Teacher-in-charge.
  - (ii) The Joint Secretary shall, in the absence of the Secretary, discharge the legitimate duties of the Secretary.
14.
  - (i) The Students' Council/Societies as the case may be, shall have the powers:
    - (a) to lay down the broad pattern of the activities of the Students' Council/Society;
    - (b) to approve the budget estimates of the Council/Society.
  - (ii) One-third of the total membership of the Students' Council and one-fourth of the total membership of the concerned Society shall constitute the quorum.
  - (iii) Each member of the Students' Council shall have only one voting right.
15.
  - (i) The office bearers of the Students' Council/Society shall meet at least once in every two months. There shall not be any quorum for the meeting of the office bearers.
  - (ii) The office bearers shall be given at least clear three days notice of an ordinary meeting and clear twenty four hours notice of an emergent meeting. Agenda of the ordinary as well as the emergent meeting shall be sent along with notice. No Ex-Agenda item shall be admissible in an emergent meeting.
  - (iii) The minutes of the meeting of the office bearers of the Students' Council/Society shall be put up for confirmation at the next following meeting.
16. The office bearers of the Students' Council/Society, as the case may be shall :
  - (a) prepare the budget of the Council/Society under the guidance of the Teacher-in-charge and submit it to the General Meeting of the Students' Council/Society for approval;
  - (b) draw up the programme of work to be undertaken by the Council or Society during the academic session and make necessary arrangement for the implementation of the programme.

**Provided** that no outsider shall be invited to address the Council/Society or any of its bodies without the prior permission of the Patron/Teacher-in-charge.

17. (i) The President of the Students' Council may constitute a Students' Grievance Redressal Society and Students' Welfare Society.
- (ii) The number of members shall be determined by the Patron keeping in view of the size of the college, number of the students and other relevant factors.
- (iii) In each society he/she can nominate members with the approval of the Patron from amongst the members of the Students' Council.
18. (i) Funds placed at the disposal of the Council by the Patron of the college /together with any donations raised by the members of the Council with the permission of the patron shall constitute the funds of the Council.
- (ii) The Teacher-in-charge shall draw out of the fund, money sanctioned by the Council and shall have direct control over it.
- (iii) Whenever any amount is paid to the President or any member of the Council authorized to receive the amount, the account shall be rendered to the Secretary who shall countersign the vouchers, maintain the accounts of the Council and submit the account with the complete set of vouchers to the Teacher-in-charge within a week.
- (iv) The Teacher-in-charge of the Council/Society, as the case may be and the office bearers of the Council/Society shall be responsible for appropriate utilization of the allotted amount.
- (v) Transparency shall be maintained in the accounts of the Students' Council/Society. Every member of the Council/Society shall have the right to see and check the accounts of the Council/Society to which he or she is a member.
19. (i) Elections shall be by secret ballot on a date determined in the calendar approved by the Co-ordination committee.
- (ii) Elections shall be held by the Teacher-in-charge according to the programme announced by the Vice-Chancellor.
- (iii) The Teacher-in-charge shall notify 3 days in advance the date of election of office bearers of the Societies and Class Representatives, the time for filling nomination papers, time for scrutiny of nominations, hour for the withdrawal of nominations, the duration of the poll, time and place for counting of votes.
- (iv) The result of the election shall be declared by the Teacher-in-charge immediately after the counting of votes.
- (v) The office bearers of Societies shall take oath in the prescribed proforma within 7 days from the declaration of the results.
- (vi) If a student elected to an office does not take oath within the prescribed period the right to the office shall cease and the office shall be deemed to be vacant.

- (vii) If in the opinion of the patron, exigencies exist and a recommendation to postpone the elections is forwarded to the Kulpati, he may suitably postpone the dates of the elections with the approval of the Kuladhipati.
- (viii) The elections of office bearers of the Societies/Students' Council shall be held on the date as prescribed in the academic calendar.
- (ix) Elections for the Class Representative shall be held on the very next day (or the following day in case of a holiday) after the election of the Societies.
- (x) The election for the office bearers of the Students' Council shall be held right after the election of the Class Representatives within two hours of the declaration of the result of the representative of the last class.
- (xi) Opportunity shall be given by the Teacher-in-charge to every candidate for any office of the Students' Council/Society or Class Representative to speak about his/her plan and programmes which he/she intends to implement in case of his/her election to the office for which he/she is a candidate, before the voting takes place.
- (xii) A student shall not be eligible to contest the election or to be nominated to any office of the Council/Society of the college if he/she falls in any of the categories listed below :
  - (a) has passed 10+2 Examination earlier than five years (earlier than six years for law, B.Ed. & M.Ed. courses only) before the commencement of the academic session in which the election is held or has taken more than the prescribed minimum period of time for whatever reason for the course of which he is a student;
  - (b) has failed to pay the tuition and other fees due;
  - (c) has been convicted by a court of law for any offence or against whom charges have been framed and the proceedings are in progress;
  - (d) has been punished for use of unfair means at any examination or against whom proceedings are pending;
  - (e) is in employment while studying in the college;
  - (f) has passed the last University examination in more than the minimum period required;
  - (g) has not submitted and got audited the accounts of any advance outstanding against him/her;
  - (h) has been punished or a disciplinary action is pending against him in the institution;
  - (i) joins any equivalent course after having failed in one or having left one incomplete;
  - (j) has been provisionally admitted;
  - (k) has passed any yearly examination of any degree through supplementary examination or has carried forward any subject/or has backlogged any subject of any semester as the case may be;
  - (l) has been expelled from the hostel.
- (xiii) No person shall hold the same office more than once during his/her academic career in the college.
- (xiv) A candidate seeking election shall be nominated by a proposer and a seconder who are eligible voters.
- (xv) Only an elected or nominated members of Students' Council can seek election to any one of the following :
  1. President, 2. Vice-President, 3. Secretary, 4. Joint-Secretary

**Provided** that only those students can contest for the post of the Students' Council, who have been the regular students of the college for one year

immediately before the present academic session or he/she is the student of the post-graduate degree course.

**Provided** also that any student shall be eligible to contest election for the post of Class Representative once during the under-graduate education and once during post-graduate education.

- (xvi) For the election of the office bearers of the Students' Council/Society nomination paper shall be filed to the Teacher-in-charge in the meeting of the Students' Council/Society called for the purpose. The proposer and the seconder shall be the members of the Students' Council/Society. Scrutiny of nomination papers, the withdrawal and the voting, where necessary shall take place in the same convened meeting and the result shall be announced after the counting of votes right after the election.
- (xvii) All the nominations shall be made in the prescribed form and a nomination paper shall be declared invalid if :
- (a) the nomination paper was received after the prescribed last date and time;
  - (b) the nomination is not in the prescribed form;
  - (c) the nomination is in any way incomplete;
  - (d) the candidate is disqualified to seek election under the provisions of this Ordinance;
  - (e) Once the nomination is submitted by the candidate and received by the Teacher-in-charge, no addition or alterations shall be permitted.
- (xviii) (a) If in an electoral constituency all the nominations are found invalid or no nomination paper is filed, the patron shall nominate a student/students not disqualified under sub-para (xii) of para 19, from amongst the voters concerned to fill the seat remaining vacant due to the invalidation or for want of nomination.
- (b) If the number of validly nominated candidates is less than or equal to the number to be elected, all such nominated persons shall be declared elected and the vacancy thereafter, if any, shall be filled up by patron by nomination as in (a) above.
  - (c) If the number of validly nominated candidates after all the withdrawals of candidature, is greater than the number of members to be elected, voting shall take place. The candidate/candidates, as the case may be getting the highest number of votes shall be declared elected.
  - (d) The voting shall be by secret ballot.
  - (e) In case of equal votes, decision shall be taken by drawing a lot by the Teacher-in-charge.
- (xix) In the matter of elections every student shall abide by the following code of conduct :
- (a) No attempt shall be made at character assassination.
  - (b) Indecent expression and words shall not be used during the course of election campaign.
  - (c) None shall be run down on the ground of caste, creed or religion.
  - (d) Neither posters shall be displayed nor shall disfigurement of the walls be made.
  - (e) In course of the election no one shall be intimidated or subjected to physical violence nor shall the discipline of the institution be undermined.
  - (f) Elections shall be fought on individual basis.
  - (g) No outsider shall be admitted to the college campus and admission will be on the basis of student identity card.



- (xx) Where a candidate fails to observe the code of conduct or instigates or supports breach of the code of conduct as given above, the Teacher-in-charge may declare his/her election invalid.
- (xxi) A ballot paper shall be rejected if :
- (a) it bears any mark or writing by which the voter can be identified.  
OR
  - (b) it bears no mark to indicate the vote or bears a mark other than the mark of the prescribed seal placed for the purpose.  
OR
  - (c) a mark of the seal indicating the vote is placed in such a manner as to make it doubtful as to which candidate the vote has been given.  
OR
  - (d) a voter has given more votes than the number of seats to be filled.  
OR
  - (e) a ballot paper is signed by the voter.
- Provided** that where there is an uncertainty in respect of any vote/votes but not in respect of all the votes given by the voter the ballot paper shall be invalid to the extent of the uncertainty.
20. (i) The Students' Council/Society may consider a motion expressing no confidence in the President or any office bearers or all the office bearers of Students' Council/Society, if it is sponsored by not less than one-third of the total membership of the Students' Council/Society. The motion shall be deemed to have been passed, if a majority of at least two-thirds of the membership of the Students' Council/Society present and voting at the meeting and constituting not less than half of the total membership of the Council/Society vote in favour of the motion. Such motion can be moved only on the ground that the office bearers of the Council/Concerning Society has disregarded the provisions of this ordinance or has failed to perform his/her duties. The Students' Council/Society shall be convened to consider the no confidence motion after the Professor/Teacher-in-charge decides that the motion is sought to be moved on admissible ground/grounds. The meeting at which such a motion is considered shall be presided over by the Teacher-in-charge.
- (ii) In the event of passing of the no confidence motion against one or all office bearers, as the case may be the Patron shall immediately issue order giving effect to the no confidence motion passed by the Students' Council/Society.
21. When a person elected to any office or body of the Council/Society incurs any of the disqualifications listed under sub-para (xii) of para 19 above, he/she shall be debarred from continuing in such office or body by the order passed by the Patron and the position held by him/her shall become vacant and remain vacant.
22. An office bearer of the Council/Society or a member of the Students' Council or the Society may resign by a letter addressed and submitted in person to the Teacher-in-charge and the resignation shall take effect as soon as the resignation letter is received by the Teacher-in-charge.
23. Any student aggrieved by the order of the Teacher-in-charge may prefer an appeal to the patron whose decision thereon shall be final.

24. All elections shall be by secret ballot and simple majority.
25. The district administration and police shall assist in conduct of election.
26. In this Ordinance or under this Ordinance, wherever date and time are specified they could be changed by the Kulpati with the approval of the Kuladhipati.

**ORDINANCE NO. 2**  
**University Students' Union**  
**[ Refer clause (xxi) of Section 37 ]**

1. The University Students' Union at the Headquarters of the University shall be a Federation of Students' Union in Colleges and Teaching Departments/Schools of Studies, and the Students' Union in every College or in the Teaching Departments/Schools of Studies shall be a member of the University Students' Union. Members of Student's Union in Colleges/Teaching Departments/Schools of Studies (herein under referred to as 'College Union' shall unless disqualified under any provisions of the Adhinyam, the Statutes or the Ordinances, have the right to participate in the activities of the University Students' Union.

**\*\*Provided** that the Colleges other than Model and Professional and University Teaching Departments should decide to have a nominated Students Samiti under Ordinance No. 2 need not hold elections under this Ordinance.

2. The objectives of the University Students' Union shall be :
  - (a) to promote intellectual , cultural, social and corporate life of the students;
  - (b) to foster activities to bring out and develop the creative talents of the students and to promote their welfare;
  - (c) to develop a tradition of service and to inculcate in the students the sense of social responsibility.
3. (i) In order to achieve these objectives the University Student's Union may :
  - (a) organise and participate in debates, symposia, study circles, lectures, contests, scientific and cultural exhibitions, science and literary clubs;
  - (b) promote social service activities and students welfare programmes;

\*Repealed w.e.f. ....vide Executive Council meeting dated .....(item no.....) and Co-ordination Committee meeting dated .....

\*\* Amendment proposed by Executive Council in its meeting dated 11.9.1987 vide item no. .... and approved by Co-ordination Committee in its .... th meeting dated ..... vide item no. ....

- (c) examine and determine the nature and extent of the difficulties of students, such difficulties being of a general nature and not relating to any individual student. In the conduct of their academic, cultural, social and corporate life and place them before University authorities for their solution.
  - (ii) The activities of the University Students' Union shall be spread over the entire area of the University and the University Students' Union will avail of assistance of College Unions to implement its programmes. The University Students' Union shall not identify or associate itself with any political party.

- \*4. Every College Union shall contribute at the rate of Rs. 0.50 for each of its members towards the funds of the University Students' Union. The total amount of such contribution, payable from out of the Amalgamated Fund/Composition Fee, collected every year, shall be sent by the Principal of the College or the Head of the Teaching Department/School of Studies to the Registrar ordinarily

not later than the last working day of August every year, but not later than the date of notification of the constitution of University Students' Union Council.

5. The Kulpati shall be the Patron of the University Students' Union and the Dean Students' Welfare or when there is no Dean Students' Welfare, a teacher not below the rank of Reader nominated by the Patron shall be its Adviser-cum-Treasurer.
6. (i) The University Students' Union shall have a Council and Executive Committee.
- \* (ii) The Council shall have membership on the following basis representing the College Unions :

up to 999	:	Only one member, i.e. the President of the Students' Union of UTD/School of Studies/College.
1000 to 1499	:	Two members, i.e. President and the Vice- President of the Students' Union of UTD/School of Studies/College.
1500 to 1999	:	Three members, i.e. President, Vice-President and Secretary of the Students' Union of UTD/School of Studies/College.
2000 to 2499	:	Four members, i.e. President, Vice-President, Secretary and Joint Secretary of the Students' Union of UTD/School of Studies/College.

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\*4 & \*6 Amendment proposed w.e.f. 22.8.1986 by Executive Council meeting dated 6.8.1986 (item no. ....) and approved by the Co-ordination Committee meeting dated .....

2500 to above : Elected University Representatives for each 500 additional students as per provisions in the repealed Ordinance No. 1 paragraph-5 sub-paragraph (iii)(a)

- (iii) The Council shall elect by simple majority vote from amongst its members the following office bearers of the University Students' Union :
  - (a) the President;
  - (b) the Vice-President;
  - (c) the Secretary;
  - (d) the Joint Secretary.

The office bearers so elected together with other members equal to 20% of the total strength of the Council and subject to a maximum of fifteen, elected by the Council from amongst its members in accordance with the system of proportional representation by means of single transferable vote shall constitute the Executive Committee.

**N.B. :** The Statutes/Ordinance relating to the election of registered graduates on the court shall provide the guidelines in regard to the system of proportional representation.

- (iv) No candidate shall contest the election for more than one office or seek re-election to an office which he has held twice.
7. (a) Every Professor-in-charge of a College Union shall send by registered post or through special messenger every year the names of the President and the representatives, if any, of the College Union so as to reach the Adviser-cum-Treasurer of the University Students' Union not later than the seventh day of September or the following working day if the Seventh is a Sunday or a holiday.

**Provided** that when the circumstances are not normal, the Kulpati may prescribe any other day as the last day.
- (b) \* (i) The Adviser-cum-Treasurer shall notify on the day following the last day referred to in (a) above, the names of the members of the Students' Union Council and as early thereafter as may be,

announce the programme of election of the office bearers and the members of the Executive Committee of the University Students' Union. He/she shall also nominate Presiding Officers for holding the elections of office bearers in the respective University Teaching Department/School of Studies/College.

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\*Amendment proposed by w.e.f. 22.8.1986 by Executive Council at its meeting dated 6.8.1986 vide item no. 1 and approved by Co-ordination Committee meeting dated .....

- (ii) The polling for the elections of the office bearers of the University Students' Union shall be held in the respective University Teaching Department/School of Studies/Colleges.
  - (iii) All elections shall be by secret ballot.  
**Provided** that once the date for the election of the University Students' Union is notified by the Adviser-cum-Treasurer, the election will be held notwithstanding the fact that a College or the University Teaching Department have not held the election to the College Union before the day specified under clause (a) above.
  - (c) All nomination shall be made in the form prescribed by the Adviser-cum-Treasurer and a nomination paper shall be rejected if :
    - (i) the nomination paper was received after the time prescribed or announced by the Adviser-cum-Treasurer ;
    - (ii) the nomination is not on the prescribed form ;
    - (iii) the nomination is in any way incomplete ;
    - (iv) the candidate is disqualified to seek election under the provisions of the Ordinance.
  - (d) A ballot paper for the election of an office bearer shall be rejected if :
    - (i) it bears any mark or writing by which the elector can be identified.  
OR
    - (ii) it bears no mark to indicate the vote or bears a mark other than tick-mark [Ö ] placed for the purpose.  
OR
    - (iii) the tick-mark indicating the vote is placed in such a manner as to make it doubtful as to which candidate the vote has been given.  
OR
    - (iv) the elector has given more votes than the number of seats to be filled.  
OR
    - (v) the ballot paper is signed by the elector.  
**Provided** that where there a uncertainty in respect of any vote/votes but not in respect of all votes given by the elector, the ballot paper shall be void to the extent of the uncertainty only.
8. (i) The Council shall start functioning from the date of the election of the office bearers and the members of the Executive Committee of the University Students' Union and continue till the end of April of the academic session in which the Council is constituted.
- (ii) The Council shall meet at least twice in the academic session on dates to be fixed by the President in consultation with the Adviser-cum-Treasurer. The President shall upon a requisition in writing, signed by not less than one third of the total number of members of the Council, convene a special meeting of the Council within 20 days of the receipt of such a requisition. Members shall be given atleast 15 days notice of every

meeting and agenda shall be sent to the members with the notice of the meeting.

(iii) one third of the members of the Council shall constitute a quorum.

9. The Council shall have the following powers and perform the following duties, namely :

(i) to lay down the broad programme of work to be undertaken by the Union;

(ii) to approve with or without modifications the annual report and the budget estimates of the Union submitted by the Executive Committee;

(iii) to approve the matters to be placed before the University authorities by the Union;

(iv) to make such rules as it considers necessary to regulate the activities of the Union;

(v) to exercise all other powers conferred on it by the Ordinances.

10. (i) The Executive Committee and the office bearers shall remain in office during the period the Council which elected them functions unless the Committee of the office bearers is removed by an order of the patron after a no confidence motion against the Executive Committee or the office bearer is passed by the Council.

(ii) The Executive Committee shall meet atleast once in two months on a date to be fixed by the President in consultation with the Adviser-cum-Treasurer. A special meeting of the Executive Committee, if requisitioned in writing by not less than one third of the total membership of the Executive Committee, shall be called by the President within fifteen days of the receipt of such requisition.

Members shall be given atleast ten days notice of an ordinary meeting or a special meeting and three days notice of an emergency meeting. Agenda of an ordinary meeting or a special meeting shall be sent to the members with the notice of the meeting.

(iii) One third of the members of the Executive Committee shall constitute a quorum.

11. The Executive Committee shall :

(a) draw up detailed schemes to be implemented and take steps to implement them;

(b) prepare the budget and submit it to the Council for approval;

(c) study students' problems and bring them before the Council with its suggestions;

(d) allot duties to its members and may constitute sub-committees for specific purposes consisting of its own members or members of the Council/College Union or any combination of members of the Executive Committee, the Council and the college Unions as it deems necessary and appoint a Programme Secretary for any specific purpose;

(e) prepare the annual report of the Union and submit it to the Council for approval;

(f) have such other powers and duties as may be assigned to it by the Council.

12. The Patron shall have the following powers, namely :

(a) to be present at any meeting of the Council or the Executive Committee and to address the members thereof;

- (b) to decide all disputes arising out of elections of the office bearers and other members of the Executive Committee referred to him within five days following the day of the declaration of the result of the election. His decisions in the matter shall be final;
  - (c) to administer the oath of the office to the members of Executive Committee;
  - (d) to annul any resolution or proceedings of the Council or the Executive Committee if he deems such resolutions or proceedings to be beyond the legitimate functions of the Union, detrimental to the interests of the University;
  - (e) to give directions to the Council or the Executive Committee in the interest of proper functioning of the Union and the Council or the Executive Committee, as the case may be, shall act in accordance with such direction;
  - (f) to suspend the Council or the Executive Committee on the event of violation of the provisions of this Ordinance by the Council or the Committee;
  - (g) such other powers as are vested in the Patron under this Ordinance.
13. The Adviser-cum-Treasurer shall :
- (a) conduct the elections to the Executive Committee;
  - (b) have the powers to be present at any meeting of the Council or the Executive Committee and to advise the Council and the Executive Committee in regard to their activities;
  - (c) be in-charge of the funds of the Union and ensure that no part thereof is spent without proper authority or for purposes other than those for which they are allocated;
  - (d) bring to the notice of the Patron any resolution or proceeding or act of any of the bodies or officers of the Union which is violative of the provisions of this Ordinance or likely to be prejudicial to the interest of the University.
14. (i) The President of the Union shall preside at meetings of the Council and the Executive Committee.
- (ii) The President shall have the following powers and perform the following duties, namely :
- (a) subject to the control of the Executive Committee to be in-charge of the general management of the affairs of the Union;
  - (b) to ensure discipline at meetings of the Council and the Executive Committee or at any meetings or gathering organised by the Union;
  - (c) to ensure that the provisions of this Ordinance are faithfully observed;
  - (d) to discharge any other functions entrusted to him or any duty imposed on him by the Council or the Executive Committee.
15. The Vice-President shall carry out the work assigned to him by the President and in the absence of the President perform his functions.
16. The Secretary shall perform the following functions, namely :
- (i) to issue notice of every meeting of the Council and the Executive Committee subject to the instructions of the President;

- (ii) to prepare and maintain the minutes of the meetings of the Council and the Executive Committee;
  - (iii) to maintain the accounts of the Union, conduct the correspondence of the Union and keep all records thereof;
  - (iv) to ensure that the decisions of the Council and the Executive Committee are properly carried out;
  - (v) to perform all other functions entrusted to him/her by the Council or the Executive Committee.
17. The Joint-Secretary shall assist the Secretary in the discharge of his/her duties and shall have such powers as may be assigned to him/her by the President with the approval of the Adviser-cum-Treasurer.
18. (i) The University Students' Union fee collected from the College Unions through the College/Teaching Departments together with the donations from any sources shall constitute the fund of the University Student's Union.
- (ii) Whenever any expenditure is authorised by the Executive Committee the Adviser-cum-Treasurer shall obtain the required funds from the Registrar and make it available to the person authorised by the Committee to receive the same.
- (iii) Whenever any amount is paid to any office bearers or member of the Union by the Adviser-cum-Treasurer, account shall be rendered to the Secretary who shall maintain the accounts of the Union and submit at the end of each month, the accounts with complete vouchers (duly countersigned by the secretary) to the Adviser-cum-Treasurer.
- (iv) The amounts of the Union shall be audited every year by such agency as the Patron may appoint.
19. (i) The Council may pass a motion expressing no confidence in the President or any other office bearer or the entire Executive Committee if it is moved by not less than one third of its total members and supported by a majority of atleast two thirds of the members present and voting at the meeting and constituting not less than half of the total membership of the Council. Such motion can be moved only on the ground that the office bearer or the Committee has disregarded the provisions of this ordinance or failed to perform his/its duties and a meeting of the Council shall be convened to consider the no confidence motion after the Adviser-cum-Treasurer decides that the motion is sought to be moved on admissible grounds(s). The meeting at which such a motion is considering shall be presided over by the Adviser-cum-Treasurer.
- (ii) The Executive Committee or an office bearer shall not be removed except by the order of the Patron passed after the resolution passed by the Council in accordance with the provisions of this para, has been submitted to him.
20. A student who is expelled or rusticated by the Principal of his College or the Kulpati, shall cease to hold office in the University Students' Union from the date of his expulsion or rustication.

21. (i) An office bearer of the University Students' Union or a member of the Executive Committee may resign by a letter addressed to the Adviser-cum-Treasurer and the resignation shall take effect as soon as the resignation letter is received by the Adviser-cum-Treasurer.
- (ii) Where any membership of the Executive Committee or an office of the University Students' Union falls vacant the Adviser-cum-Treasurer shall, as soon as may be, take steps to fill the vacancy by election.
- \*22. Notwithstanding anything contained in this Ordinance or in any other Ordinance connected therewith, the provisions of this Ordinance shall not be applicable to the students of the following colleges affiliated to the University, viz. :
- (1) Government Engineering College, Jabalpur.
  - (2) Government Medical College, Jabalpur.
  - (3) Government Model Science College, Jabalpur.
  - (4) Government College of Education, Jabalpur.
  - (5) Government College of Educational Psychology and Guidance, Jabalpur.
  - (6) Government Ayurved College, Jabalpur.
  - (7) State Institute for Science Education, Jabalpur.
  - (8) Hitkarini Prashikshan Mahila Mahavidyalaya, Jabalpur.
  - (9) The Faculty of Education in :
    - (a) Kesarwani College, Jabalpur.
    - (b) Navyug Arts and Commerce College, Jabalpur.
    - (c) Hawabagh Women's College, Jabalpur.
- Amendment proposed w.e.f. 22.8.1986 by Executive Council in its meeting dated 6.8.1986 vide item no. 1 and approved by Co-ordination Committee meeting dated .....

### **ORDINANCE NO. 3**

#### **DEPARTMENTS**

#### **[ Refer clause (3) of Section 27]**

The Department mentioned in column (2) of the Table below are assigned to the Faculty mentioned in column (1) thereof :

TABLE

Name of Faculty (1)	Departments (2)
1. Faculty of Arts	: (1) Drawing and Painting (2) English and other European Languages (3) Hindi and Linguistics (4) Journalism and Mass Communication (5) Library and Information Science (6) Marathi and other modern Indian languages (7) Music and Dance (8) Philosophy (9) Philology and Linguistics (10) Sanskrit, Pali and Prakrit (11) Urdu, Arabic and Persian
2. Faculty of Ayurved :	(1) Kaya Chikitsa and Rog Nidan (2) Prasuti Tantra and Koumarya Bhratya (3) Ras Shashtra, Bhasajya Kalpana and Dravya Gun (4) Sanhita, Siddhant and Sanskrit (5) Shalya and Shalakya Tantra (6) Sharir Rachna and Sharir Kriya Vigyan



3. Faculty of Commerce : (7) Sawasthya-Vrat and Agadtantra  
(1) Commerce
- 

1(5) approved vide Executive Council meeting dated 4.1.1987 and Co-ordination Committee meeting dated 3-5.6 1987.

1(7),(1) approved vide Co-ordination Committee meeting dated 17.7.1976 and adopted vide Executive Council meeting dated 5.11.1976.

2(1-7) revised vide Co-ordination Committee meeting dated 29.5.2000.

3(1) amended by Executive Council in its meeting dated 30.9.1989 (item no. 14 (xxiii) & Co-ordination Committee meeting dated 19.1.1990.

4. Faculty of Education : (1) Applied Psychology  
(2) Education including Science Education  
(3) Physical Education  
(4) Rural Studies and Population Education  
(Adult/Continuing Education & Extension)  
(5) Yogic Science {where there is no Faculty of Physical Education}

5. Faculty of Engineering : (1) Applied Chemistry }Where there are  
(2) Applied Geology } post-graduate  
(3) Applied Mathematics } courses in  
(4) Applied Physics } these subjects  
(5) Architecture  
(6) Civil Engineering  
(7) Chemical Engineering  
(8) Electrical Engineering  
(9) Electronics

Telecommunication nities (where there are no post-graduate courses in Applied Sciences and Applied Mathematics, Science and Mathematics)

- (10) Huma  
(11) Mechanical Engineering  
(12) Metallurgy  
(13) Mining

6. Faculty of Home Science : (1) Child Development  
(2) Clothing and Textiles  
(3) Food and Nutrition  
(4) Home Management

7. Faculty of Law : (1) Law

8. Faculty of Life Science : (1) Botany  
(2) Bio-Chemistry  
(3) Bio-Science  
(4) Bio-Technology  
(5) Environmental Science  
(6) Microbiology  
(7) Zoology

4(4) approved by Executive Council meeting dated 16.3.2000 (item no. 47) and Co-ordination Committee meeting dated 20.6.1996.

6(1)-(4) approved by Executive Council meeting dated 4.1.1987 and Co-ordination Committee meeting dated 5.7.1997.

8(1)-(7) approved by Executive Council meeting dated 1.3.2000 (item no. 28) and Co-ordination Committee meeting dated 29.5.2000.

5. Faculty of Engineering under Rajiv Gandhi Proudyogiki Vishwavidyalaya.Bhopal.

9. Faculty of Mathematical : (1) Computer Science Science  
(2) Mathematics

10. Faculty of Management : (3) System Science & Statistics  
(1) Management & Applied Economics  
(2) Master of Business Administration (MBA)
11. Faculty of Medicine : (1) Anatomy, Physiology and Biochemistry  
(2) Dentistry (if there is a separate College of Dentistry)  
(3) Medicine, Skin and Venereal diseases, Tuberculosis, Psychiatry  
(4) Nursing  
(5) Obstetrics and Gynaecology and Paediatrics  
(6) Ophthalmology and Radiology  
(7) Orthopaedics and Ear, Nose and Throat.  
(8) Pharmacology, Forensic Medicine and allied subjects  
(9) Preventive and Social Medicine and Pathology  
(10) Surgery, Anaesthesiology and Dentistry (if there is no separate College of Dentistry)
12. Faculty of Physical : (1) Physical Education  
Education (2) Yogic Science
13. Faculty of Science : (1) Chemistry  
(2) Criminology and Forensic Science  
(3) Electronics  
(4) Geology  
(5) Macro-Molecular Research  
(6) Physics  
(7) Statistics (if taught at the post-graduate level, otherwise with Mathematics)

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9(1) (3) approved by the Executive Council meeting dated 30.9.1989, vide item no.14 (xxiii) and Co-ordination Committee dated 19.1.1990.

10(1),(2) approved by Executive Council meeting dated 30.7.1995 vide item no. 15 and Co-ordination Committee meeting dated 19.1.1990.

13(3) approved by the Executive Council meeting dated 1.6.1993 vide item no. (i) and Co-ordination Committee dated.....

13(5) & 4(11),(3) approved by Executive Council meeting dated 30.9.1989 vide item no. 14(xxiii) and Co-ordination Committee meeting dated 19.1.1990.

14. Faculty of Social Science : (1) Ancient Indian History Culture,  
Archaeology and Indology  
(2) Anthropology  
(3) Economics  
(4) Geography  
(5) History  
(6) Home Science  
(7) Military Science  
(8) Political Science and Public Administration  
(9) Psychology  
(10) Sociology and Social Work  
(11) Tribal Studies
15. Faculty of Technology : (1) Applied Geology (where there is no faculty of Engineering)  
(2) Pharmaceutical Science

**Note :** Anthropology and Geography may be assigned to the Faculty of Science at the option of the University on the recommendation of the Academic Council and after approval by the Executive Council.

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14(11) approved vide Executive Council meeting dated 4.1.1987 and Co-ordination Committee meeting dated 5.8.1997.

\*15 under jurisdiction of Rajiv Gandhi Proudyogiki Vishwavidyalaya, Bhopal.

Note : The Faculties and their respective Departments are arranged in alphabetical order.

## **ORDINANCE No. 4**

### **Duties, Qualifications and the Conditions of Appointment of the Teachers in the University Teaching Departments and Schools of Studies**

#### **[ Refer clause (xv) of Section 37 ]**

1.\* With effect from 1-7-1983 onwards the following shall be qualifications for appointment to the posts of Professors, Readers, Lecturers, Demonstrators/Instructors in the Teaching Departments and Schools of Studies of the University :

(1) Professor :

An eminent scholar with published work of high quality actively engaged in research . About ten years experience of teaching and/or research. Experience of guiding research at doctoral level,

OR

An outstanding scholar with established reputation who has made significant contribution to knowledge.

(2) Reader :

Good academic record with a doctoral degree or equivalent published work. Evidence of being actively engaged in (i) research or (ii) innovation in teaching methods or (iii) production of teaching materials.

About five years experience of teaching and/or research provided that at least three or these years were as Lecturer or in an equivalent position. This condition may be relaxed in the case of candidate with outstanding record of teaching/research.

**Explanation :** For determining "good academic record" the following criteria shall be adopted :

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\*Revised w.e.f. of 1-7-1983 by the Co-ordination Committee at its meeting dated 11-1-1984 as per directives of Madhya Pradesh Government, Department of Higher Education corrigendum no. F 73/66/83/C-3/38, dated 24-4-1984.

University Reader :

(i) A candidate holding a Ph.D. degree should possess atleast a second class Master's degree,

OR

(ii) A candidate without a Ph.D. degree should possess a high second class Master's degree and second class in the Bachelor's degree,

OR

(iii) A candidate not possessing Ph.D. degree but possessing second class Master's degree should have obtained first class in the Bachelor's degree.

(3) Lecturer :

(i) Minimum qualifications prescribed for appointment to the post of Lecturers in the Faculties of Arts, Social Science, Science, Life Science, Commerce (except for English and other Foreign Languages, Music and Fine Arts, Journalism and Mass Communication, Education, Physical Education, Law and Management Studies) :

(a) A Doctor's degree or research work of an equally high standard; and

(b) Good academic record with atleast second class (C in the seven point scale) Master's degree in a relevant subject from an Indian University or an equivalent degree from a foreign University.

Having regard to the need for developing interdisciplinary programmes, the degrees in (a) and (b) above may be in relevant subjects.

**Provided** that if the selection committee is of the view that the research work of a candidate as evident either from his/her thesis or from his/her published work is of very high standard, it may relax any of 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 a good academic record (weightage being given to M.Phil. or equivalent degree of research work for quality), may be appointed provided he/she has done research work for atleast two years or has practical experience in a research laboratory/organisation on the condition that he/she will have to obtain a Doctor's degree or give evidence of research work of high standard within eight years of his/her appointment, failing which he/she will not be able to earn future increment until he fulfils these requirements.

**Explanation :** For determining "good academic record"the following criteria shall be adopted :

(i) A candidate holding a Ph.D. degree should possess atleast a second class Master's degree.

OR

(ii) A candidate without a Ph.D. degree should possess a high second class Master's degree and second class in the Bachelors degree.

OR

(iii) A candidate not possessing Ph.D. degree but possessing second class Master's degree should have obtained first class in the Bachelors degree.

Persons having secured marks more than the mid point of the prescribed minimum marks for passing an examination in the second division and the prescribed minimum marks for passing an examination in the first division by a university shall be deemed to have passed that examination in the high second class.

(ii) Minimum qualifications prescribed for appointment to the post of Lecturers in English :

(a) A Doctor's degree or research work of an equally high standard;

(b) Good academic record with atleast second class (C in the seven point scale) Master's degree in a relevant subject from an Indian University or an equivalent degree from a foreign University.

Having regard to the need for developing interdisciplinary programmes, the Degrees in (a) and (b) above may be in relevant subjects.

**Provided** that if the Selection Committee, is of the view that the research work of a candidate as evident either from his/her thesis or from his/her published work is of a very high standard, it may relax any of 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 a good academic record (weightage being given to M.Phil. or equivalent degree or research work of quality) may be appointed provided he/she has done research work for, atleast two years on the condition that he/she will have to obtain a Doctor's degree or given evidence of research work of equivalent high standard within eight years of his/her appointment, failing which he/she will not be able to earn future increments until he/she fulfils these requirements.

**Explanation :** For determining "Good academic record" the following criteria shall be adopted :

(i) A candidate holding a Ph.D. degree should possess at least a second class Master's degree;

OR

(ii) A candidate without a Ph.D. degree should possess a high second class Master's degree and second class in the Bachelor's degree;

OR

(iii) A candidate not possessing Ph.D. degree, but possessing second class Master's degree should have obtained first class in the Bachelor's degree.

Persons having secured marks more than the mid point of the prescribed minimum marks for passing an examination in the second division and the prescribed minimum marks for passing an examination in the first division by a University shall be deemed to have passed that examination in the high second class.

**(iii) Minimum qualifications prescribed for appointment to the posts of Lecturer in Music and Fine Arts :**

(a) Good academic record with at least second class (C in the seven point scale) Master's degree in a relevant subject or an equivalent degree or diploma recognised by the University; and

(b) Two years research or professional experience or evidence of creative work and achievement in his/her field of specialisation or a combined research and professional experience of three years in the field as an artist of outstanding talent.

OR

A traditional or a professional artist with highly commendable professional achievement in the subject concerned.

**Explanation :** For determining 'good academic record' the following criteria shall be adopted :

(i) A candidate holding a Ph.D. degree should possess at least a second class Master's degree;

OR

(ii) A candidate without a Ph.D. degree should possess a high second class Master's degree and second class in the Bachelor's degree;

OR

(iii) A candidate not possessing Ph.D. degree, but possessing second class Master's degree should have obtained first class in the Bachelor's degree.

**(iv) Minimum qualification prescribed for appointment to the post of Lecturer in journalism and Mass Communication :**

**Essential :**

(1) Good academic record with at least second class Master's degree in the subject (Communication/Mass Communication/Journalism, etc.) from an Indian University or an equivalent degree from a foreign University. Where specialists are to be recruited, Master's degree in the Agricultural Journalism, Creative Writing, Extension, Family Planning Communication, Public Health Communication Public Relations, Speech Communications (but not straight Anthropology, Psychology, Sociology etc.) may be entertained.

OR

At least second class (C in the seven point scale) Master's degree in Social Science/Science/Humanities with at least a second class Bachelor's degree or Diploma in Journalism from a recognised Indian University/Post-Graduate diploma from a recognised national institute.

**Desirable :**

(i) Teaching experience at College or University level.

- (ii) Work experience in any area of Mass Communication (Newspaper/Magazine, News Agency, Public Relations, Advertising, Radio or T.V. Journalism etc.)

**Explanation :** For determining 'good academic record' the following criteria shall be adopted :

- (i) A candidate holding a Ph.D. degree should possess at least a second class Master's degree;

OR

- (ii) A candidate without a Ph.D. degree should possess a high second class Master's degree and second class in the Bachelor's degree;

OR

- (iii) A candidate not possessing Ph.D. degree but possessing second class Master's degree should have obtained first class in the Bachelor's degree.

**(v) Minimum qualifications prescribed for appointment to the posts of Lecturers in Foreign Languages :**

- (a) A Doctor's degree or research work of an equally high standard; and
- (b) Good academic record with atleast second class (C in the seven point scale) Master's degree from an Indian University or an equivalent degree from a foreign University.

Having regard to the need for developing interdisciplinary programmes, the degrees in (a) and (b) above may be in relevant subjects.

**Provided** that if the Selection Committee is of the view that the research work of a candidate as evident either from his/her thesis or from his/her published work is of very high standard, it may relax any of 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 a good academic record may be appointed provided he/she has done one year post M.A. diploma course in the teaching of foreign language concerned from a university on the condition that he/she will have to obtain a Doctor's degree or give evidence of research work of equivalent high standard within eight years of his/her appointment failing which he/she will not be able to earn future increment until he/she fulfils these requirements.

**Explanation :** For determining 'good academic record' the following criteria shall be adopted :

- (i) A candidate holding a Ph.D. degree should possess at least a second class Master's degree;

OR

- (ii) A candidate without a Ph.D. degree should possess a high second class Master's degree and second class in the Bachelor's degree;

OR

- (iii) A candidate not possessing Ph.D. degree, but possessing second class Master's degree should have obtained first class in the Bachelor's degree.

Persons having secured marks more than the mid point of the prescribed minimum marks for passing an examination in the second division and the prescribed minimum marks for passing an examination in the first division by a university shall be deemed to have passed that examination in the high second class.

**(vi) Minimum qualifications prescribed for appointment to the posts of Lecturers in Departments/Faculties in Law :**

(a) L.L.M. degree with good academic record.

**Note :** These qualifications may not be insisted upon where a University appoints practicing advocates as part-time lecturer.

**Explanation :** For determining 'good academic record' the following criteria shall be adopted :

(i) A candidate holding a Ph.D. degree should possess atleast second class Master's degree;

OR

(ii) A candidate without a Ph.D. degree should possess a high second class Master's degree and second class in the Bachelor's degree;

OR

(iii) A candidate not possessing Ph.D. degree but possessing second class Master's degree should have obtained first class in the Bachelor's degree.

(vii) Minimum qualification prescribed for appointment to the post of Lecturers in the Faculty of Education (except Physical Education) :

(a) A Doctor's degree in Education or research work of an equally high standard; and

(b) Good academic record with at least second class (C in the seven point scale) Master's degree in a relevant subject from an Indian University or an equivalent degree from a foreign University.

OR

(a) A Doctor's degree in any discipline or research work of an equally high standard; and

(b) Good academic record with an M.Phil. degree in Education (which may be acquired while in service) from an Indian University or an equivalent degree from a foreign University.

Having regard to the need for developing interdisciplinary programmes, one of the degrees in (a) and (b) above may be in relevant subjects, the other being in Education.

**Provided** that if the Selection Committee is of the view that the research work of a candidate as evident from his/her thesis or from his/her published work is of very high standard it may relax any of 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 person possessing a good academic record (weightage being given to M.Phil. or equivalent degree or research work of quality) may be appointed provided he/she has done research work for at least two years or has practical experience in research laboratory/organisation on the condition that he/she will have to obtain a Doctor's degree or give evidence of research work of equivalent high standard within eight years of his/her appointment failing which he/she will not be able to earn future increments until he/she fulfils these requirements.

**Explanation :** For determining 'good academic record' the following criteria shall be adopted :

(i) A candidate holding a Ph.D. degree should possess at least a second class Master's degree;

OR

(ii) A candidate without a Ph.D. degree should possess a high second class Master's degree and second class in the Bachelor's degree;

OR

- (iii) A candidate not possessing Ph.D. degree, but possessing second class Master's degree should have obtained first class in the Bachelor's degree.  
Persons having secured marks more than the mid point of the prescribed minimum marks for passing an examination in the second division and the prescribed minimum marks for passing an examination in the first division by a University shall be deemed to have passed that examination in the high second class.

(viii) Minimum qualifications prescribed for appointment to the posts of Lecturers in Physical Education under the Faculty of Education :

- (a) An M.Phil degree or a recognised degree beyond Master's level or published work indicating the capacity of the candidate for independent/research work; and  
(b) Good academic record with at least second class ('C' in the seven point scale) Master's degree in Physical Education from an Indian University or an equivalent degree from a foreign University.

Desirable : A Doctor's degree in a relevant subject or research work of an equally high standard.

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

**Provided** further that if a lecturer in a discipline other than physical education is required to be appointed in the faculty of Physical Education, the qualifications prescribed for recruitment to the post of lecturer in the parent discipline may be insisted upon.

**Provided** further that if a candidate possessing an M.Phil. degree or equivalent research work is not available or is not considered suitable, a person possessing a good academic record may be appointed provided he/she has done research work for at least one year or has practical experience in a research laboratory/organisation on the condition that he/she will have to obtain M.Phil. degree or recognised degree beyond Master's degree or give evidence of research work of equivalent high standard within eight years of his/her appointment, failing which he/she will not be able to earn future increments until he/she fulfils these requirements.

**Explanation :** For determining 'good academic record' the following criteria shall be adopted :

- (i) A candidate holding a Ph.D. degree should possess at least a second class Master's degree;

OR

- (ii) A candidate without a Ph.D. degree should possess a high second class Master's degree and second class in the Bachelor's degree;

OR

- (iii) A candidate not possessing Ph.D. degree but possessing second class Master's degree should have obtained first class in the Bachelor's degree.  
Persons having secured marks more than the mid point of the prescribed minimum marks for passing an examination in the second division and the prescribed minimum marks for passing an examination in the first division by a university shall be deemed to having passed that examination in the high second class.



- (ix) Minimum qualification for Lecturers in the Department/Faculties of Management Studies :  
A Master's degree in Business Administration or M. Tech. in Engineering with first class with the provision that the incumbent would require a Doctor's degree within a period of eight years.  
In the case of allied subjects like Industrial Psychology, Personnel Management, Business Statistics, Cost Accountancy etc. where lecturers are required to be recruited with qualifications other than M.B.A. or M.Tech. the minimum qualification shall be the same as prescribed for the Faculties of Arts, Social Sciences, Science, Life Science, Commerce.
- (x) The qualifications of teacher's namely Professors and Readers in the Department of Law shall be the same as prescribed for Law by the University Grants Commission.
- (4) **Demonstrator/Instructor :**
- (a) At least a second class Master's degree of an Indian University or equivalent qualification of a foreign University in the subject concerned.
- (b) Knowledge of Hindi will be desirable.
2. Every teacher of the University paid by the University shall be appointed on the scale of pay prescribed by the Ordinances for the category to which he/she belongs.
3. The conditions of service of teachers of the university paid by the University shall be those embodied in the Agreement of Service as laid down in the Appendix and every teacher shall sign the agreement before he/she enters upon his/her duties or as soon as possible thereafter.  
**\*Provided** that any teacher appointed in the University service, whether Government or Semi-Government, if he/she chooses to remain on deputation, the University shall pay his/her leave salary and pension contribution till the period of probation. This will apply to all government servants who are coming to University service in future.
- \*\*4.** Subject to other conditions laid down in the Agreement of Service, a person appointed as a permanent teacher of the University paid by the University shall be entitled to be in the service of the University until he/she completes the age of sixty two.  
**Provided** that if the Executive Council is satisfied that extension of service is in the interest of the University, it may on the recommendation of the Kulpati extend his/her service upto a period of two years beyond the age of superannuation.

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\* Revised vide Executive Council meeting dated 30-1-1978 (item no. ....)

\*\* Age of superannuation has been revised from 60 years to 62 years w.e.f. 7.8.1998 as per provision of the M.P. Shaskiya Sevak (Adhivarshhiki Ayu Dwitiya Sansodhan Adhiniyam no. 27 of 1998) as approved by Co-ordination Committee meeting dated .....

**Provided** that if a teacher was, immediately prior to the date of coming into force of this Ordinance in the service of the University after completing the age of sixty years in accordance with any provision of the enactment repealed under section (2) of the Adhiniyam or the Statutes or Ordinances made thereunder, he/she shall be continued in service in accordance with the terms of his appointment or extension of service but he/she shall not be granted further extension of service beyond the age of sixty two.

**Provided** further that where the date of retirement of a teacher (with or without extension) falls due during the course of an academic session the Executive Council, may, on the recommendation of the Kulpati, allow the teacher to continue till to the end of the academic session.

5. The teacher shall be appointed by the university on probation for a period of two years. The probation period may be extended for valid reasons for a period not exceeding twelve months.

**Provided** that the university, may, for reasons to be recorded in writing make appointments on temporary basis for a specified period.

6. If the service rendered by a teacher during the period of probation is considered satisfactory by the Executive Council, he/she shall be entitled to be confirmed at the end of the probation period.
7. If the appointment of a teacher is made for a specified period on a contract, his/her employment shall be governed by terms of his/her contract.
8. Every teacher employed by and paid by the University shall subscribe to the Provident Fund as constituted under the Statutes.
9. Every teacher employed and paid by the University shall in respect of salary, leave and travelling allowance, be subject to such rules as the University may make from time to time.
10. Every teacher of University shall be governed by the service rules which may be framed by the University from time to time.
- \*11. Reservation in the appointments to teaching posts (lecturers) for the candidates of Scheduled Caste/Scheduled Tribes shall be made as under :
  - (1) Reservation shall be made only for the posts of lecturers as per the recommendation of University Grants Commission.

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\*Inserted vide Executive Council meeting dated 22.6.1989 (item no.....) and Co-ordination Committee meeting dated.....

- (2) 15% posts shall be reserved for the Scheduled Castes and 7½% for the Scheduled Tribes. (vide U.G.C. Hand-book Facilities to Scheduled Castes and Scheduled Tribes in Universities and Colleges 1978-79 p. 45).
- (3) The total No. of posts to be reserved shall be worked out Departmentwise adopting appropriately the rule of approximation.
- (4) Minimum qualifications should, however, be enforced in the case of appointments to the reserved posts (vide U.G.C. D.O. letter No. F.1-46/75(P) dated 14th February, 1978.
- (5) Number of reserved posts for each Department shall be fixed and fraction of 5 and above be rounded upto one and less than 5 be ignored. If there are vacant posts of lecturers, the same be filled keeping in view, the Number of reserved posts. However, if the Number of vacant posts in a department is less than the reservations to be made, the reservations shall be made out of the future vacancies till the required quota is attained.
- (6) When a reserved post is advertised and there are applicants for reserved posts holding minimum qualifications, the Selection Committee shall specifically state in respect of each candidate whether he/she is suitable or unsuitable, and if the number of suitable candidates is more than the

number of reserved seats the names of such candidates shall be arranged in order of merit.

- (7) If no candidate holding minimum qualifications applies for the reserved post or if none of the eligible candidates is found suitable, the post may be filled up by selection from amongst the applicants from the general category if suitable candidate/candidates is/are available from general category.
- (8) The quota of reserved seats which remains unfilled because of non-availability of suitable candidates from the reserve category, shall be carried forward and when the post of lecturer in the concerned department is advertised next, the unfilled reserved quota will be adjusted first against the vacancies advertised.

## APPENDIX

### Agreement of Service Between The Teachers Of The University And The University

Agreement made this ..... day of ..... 200 , between ..... of the first part and the University being a body corporate constituted under the Madhya Pradesh Vishwavidyalaya Adhiniyam 1973, (hereinafter called the University) of the second part.

Whereas the University has engaged the party of the first part (hereinafter called the Executive) to serve it as ..... subject to the conditions and upon the terms hereinafter contained. Now this agreement witness that the party of the first part and the University hereby contract and agree as follows :

1. That the agreement shall begin from the ..... day of ..... 200 and shall be determinable as hereinafter provided.
2. That the executant is employed in the first instance on probation for a period of two years. This period of probation may, however, be extended by such further period as the Executive Council may deem fit but the total period of probation shall, in no case exceed three years. During the period of probation the executant shall be paid a monthly salary of Rs. .... in the scale ..... He/she shall be entitled to annual increment of the grade, during the period of probation.  
**Provided** further that the executant shall not be confirmed in the service of the University till he/she has submitted the necessary documents in proof of his/her age and the same has been accepted by the Executive Council.
3. That after confirmation, the University shall continue the executant's services in the scale of Rs. ....  
**Provided** that no increment of the executant shall be withheld or, postponed save by a resolution of the Executive Council on reference made to it by the Kulpati after the executant has been given sufficient opportunity to make his/her written representation and the same has been duly considered by the Kulpati.
4. That the executant will be entitled to the benefit of the Provident Fund in accordance with the Statutes of the University for the time being in force, and as amended from time to time.
- \*5. That the age of superannuation shall be 62 years.

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\*5 The age of superannuation has been raised from 60 years to 62 years w.e.f. 7.8.1998 as per provision of the Madhya Pradesh Shashkiya Sevak (Adhivarshhiki Ayu) Dwitiya Sanshodhan Adhiniyam No. 27 of 1998, as approved by Co-ordination Committee meeting dated 25.6.1999.

**Provided** that on a reference by the Kulpati made either on his/her own initiative or at the request of the executant, the Executive Council in special case may grant to the executant who has reached the age of superannuation on extension, for a further period not exceeding two years, if the Executive Council is satisfied that such extension is in the interest of the University.

6. That the executant shall be entitled to such leave as may be due in accordance with the rules of the University for the time being in force, and as amended from time to time.
7. That the executant shall devote his/her whole time to the duties of his/her appointment and shall not engage, directly or indirectly, in any trade or business without the sanction of the Executive Council, or take up any occupation which, in the opinion of the Kulpati is likely to interfere with the duties of his/her appointment.
8. After confirmation, the service of the Executant can be terminated only on the following grounds :
  - (a) Misconduct.
  - (b) Permanent physical or mental unfitness to be determined by a Medical Board constituted by the Executive Council.
  - (c) Breach of any of the terms of the contract.
  - (d) Abolition of the post.
9. Except when termination of service has taken place under clause 8(a) above, neither the executant nor the University shall terminate this agreement when entitled to terminate it, except by giving to the other three months notice of his intention to do so or a sum equivalent to three times the monthly salary, which the executant is then earning, in lieu thereof, unless in a special case the Executive Council agrees to release the executant of his/her obligations under this clause. The period of three months notice on the part of the executant may, however, be reduced or waived altogether by the Executive Council.
10. Nothing in this agreement shall affect the right of the Executant or the University to refer any difference to dispute arising out of this agreement to the Kuladhipati for reference to a Tribunal of Arbitration constituted under the provisions of section 59 of the Adhinyam.
11. Notwithstanding anything contained in the aforesaid terms, the executant shall be bound by the provisions of the various sections of the Act, Statutes, Ordinances and Regulations for the time being in force and as framed from time to time.

Signed this ..... day of ..... 200 .....

In the presence of

1. ....
2. ....

Signature

In the presence of

1. ....
2. ....

.....

Registrar

Dr. G.D. Sharma  
Secretary

UNIVERSITY GRANTS COMMISSION  
BAHADUR SHAH ZAFAR MARG  
NEW DELHI – 110002.

No. F.3-1/94(PS)

24 December, 1998

To,

The Vice-Chancellors of all the Universities

Education Secretaries of all the States/Union Territories.

Sub. : Minimum qualifications for the appointment of teachers in universities and colleges, and measures for the maintenance of standards.

Sir/Madam,

Kindly find enclosed a copy of the UGC Notification, 1998, on the revision of pay scales, minimum qualifications for the appointment of teachers in the universities and colleges, and other measures for the maintenance of standards. These will be notified as Regulations shortly.

**10** These shall apply to every University established or incorporated by or under a Central Act., Provincial Act, or a State Act, every institution including a constituent or an affiliated college recognized by the Commission, in consultation with the concerned University under Clause (f) of Section 2 of the University Grants Commission Act, 1956 and every institution Deemed to be a University under Section 3 of the said Act.

**20** These shall come into force with immediate effect.

**30** Qualifications and other service conditions :

**31** No person shall be appointed to a teaching post in the university or in any institution including constituent or affiliated college recognized under Clause (f) of Section 2 of the University Grants Commission Act, 1956 or in an institution Deemed to be a university under Section 3 of the said Act, in a subject if he/she does not fulfil the minimum qualifications and other conditions of service as indicated in the notification.

**32** Provided that any relaxation in the prescribed qualifications can only be made by a University in regard to the posts under it, or any of the institutions including constituent or affiliated colleges recognized under Clause (f) of Section 2 of the aforesaid Act, or by an institution deemed to be a university under Section 3 of the said Act, with the prior approval of the University Grants Commission.

**40** Consequences of failure of the Universities to comply with the recommendations of the Commission, as per provision of Section 14 of the University Grants Commission Act, 1956 :

If any University grants affiliation in respect of any course of study to any college referred to in sub-section (5) of Section 12-A in contravention of the provision of that sub-section, or fails within a reasonable time to comply with any recommendations made by the Commission under Section 12 or Section 13, or contravenes the provisions of any rule made under clause (f) of sub-section (2) of Section 25 or of any regulations made under clause (e) or clause (f) or clause (g) of Sub-Section (1) of Section 26, the Commission after taking into consideration the cause, if any, shown by the University for such failure or contravention, may withhold from the university the grants proposed to be made out of the fund of the Commission.

**50** The University Grants Commission expects that the entire scheme of revision of pay scales, together with all the conditions attached to it, would be implemented by the State Governments as a composite scheme without any modifications, except the date of implementation and the scales of pay as indicated in Government of India notification No. F.1-22/97-UI dated 27-7-98, 22-9-98 and 6-11-98. It shall be necessary for the Universities and the management of Colleges to make the necessary changes in their statutes, ordinances, rules, regulations etc. to incorporate the provisions of this scheme.

**60** The UGC has sent the following schemes to the Ministry of Human Resource Development for consideration :

- 1) Scheme for providing incentives to lecturers for professional development.
- 2) Creation of posts of Professors in colleges.

- 3) Scheme for rewarding meritorious teachers -  
a. Super Time Scale to Professors.  
b. Meritorious teachers who do not have M.Phil/Ph.D.

As soon as the required approval is received the schemes would be formally notified.

70 The receipt of this letter may kindly be acknowledged.

Yours faithfully  
(G.D. SHARMA)

**\*UGC NOTIFICATION ON REVISION OF PAY SCALES, MINIMUM QUALIFICATIONS FOR APPOINTMENT OF TEACHERS IN UNIVERSITIES & COLLEGES AND OTHER MEASURES FOR THE MAINTENANCE OF STANDARDS, 1998**

The scheme of revision of pay scales, minimum qualifications for appointment, other service conditions of University and College Teachers, Librarians, Directors of Physical Education and Registrars of Universities as a measure for the maintenance of standards in higher education.

**100 COVERAGE**

110 The scheme applies to University and College Teachers, Librarians, Directors of Physical Education and Registrars of Universities (excluding Agricultural Universities), and Colleges (excluding Agricultural, Medical and Veterinary Science Colleges) admitted to the privileges of the Universities unless they specifically exercise an option in writing to remain out of this scheme. However, the scheme will apply to the Teachers in the Faculty of Agriculture, Medicine and Veterinary Science in the Central Universities.

**200 PAY SCALES**

210 The revised scales of pay, as decided by the Government of India, Ministry of Human Resource Development (Deptt. of Education) may be seen at Appendix-I.

220 Pay scales for academic staff of the Department of Adult and Continuing Education, Women's Studies, Academic Staff Colleges and University Science Instrumentation Centre should be equivalent to those of the teachers of the corresponding levels and they should have same designation and channel of promotion provided that they have equivalent qualifications.

**300 RECRUITMENT AND QUALIFICATIONS :**

310 The direct recruitment to the post of Lecturers, Readers and Professors in the Universities and Colleges shall be on the basis of merit through all India advertisement and selections by the duly constituted Selection Committees to be set up under the Statutes/Ordinances of the concerned university. Such Committees should have a minimum of three experts, the Head of the concerned Department and the Principal of the concerned College (in case of selection of college teachers)

320 The minimum qualifications required for the post of Lecturers, Readers, Professors, Principals, Assistant Directors of Physical Education, Deputy Director of Physical Education, Directors of Physical Education, Assistant Librarians, Deputy Librarians,

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\*U.G.C. Notification No. F 3-1/94/(PS), dated 24.12.1998 has been adopted by the Executive Council at its meeting dated 4.12.2000 (item no. vi) subject to approval from the Co-ordination Committee.

Assistant Registrars, Deputy Registrars and Registrars will be those as prescribed by the University Grants Commission from time to time.

330 The minimum requirements of a good academic record, 55% of the marks at the masters level and qualifying in the National Eligibility Test, or an accredited test, shall remain for the appointment of Lecturers. It would be optional for the University to exempt Ph.D. holders from

NET or to require NET, in their case, either as a desirable or essential qualification for appointment as Lecturers in the University Departments and Colleges. The minimum requirement of 55% should not be insisted upon for Prof