

## ORDINANCE NO.1

### STUDENTS' UNION IN COLLEGES

(Refer Section 37 (xxi))

- 1- There shall be Students' Union in every college, except colleges following semester system in the majority of their courses; Provided that the union shall not be constituted in the first year of operation of a college.
- 2- The Students' Union will consist of : (i) Students' Council and (ii) Activity Societies.
- 3- 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 right of democracy;
  - (ii) to provide forum for the development of the students as responsible members of a democratic and secular society and develop responsible and value oriented leadership;
  - (iii) to promote respect for human rights and human dignity and specifically eliminate the possibility of ragging in any form;
  - (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 on 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 and envisaged in the Indian Constitution; and

- (viii) to foster environment of learning and teaching for the development of the College. Provided that the union:
- I will not consider or canvass any matter relating to faculty/employees/individual students;
  - II will not undertake any activity that disturbs the academic calendar approved by the Coordination Committee or is contradictory to the provisions of the M.P. Universities Act. And Statues, ordinance and regulations made thereunder.
  - III will not take up any matter which falls within the jurisdiction of a statutory body other than the University.
  - IV will not take up any activity that is against the code of conduct prescribed for the students of the college.

4- The principal of the college shall be the patron of the Students' Union.

- 5- (i) Any regular student on the rolls, on or before 14<sup>th</sup> August of a college, shall be eligible voter for his/her class representative.

Provided that a student who has ever, directly or indirectly indulged in ragging shall not be entitled to vote.

- (ii) Such a student can at his/her option, also be a member of any one of the societies of the students' Union of the College by completing the formalities prescribed. Such a student can at her/his option also become associate member of other society.

- (iii) An associate member will have all the privileges and right of a member, except that he/she cannot vote for or contest the election of office bearers of the society.

6 (i) The Student's Council shall consist of

- (a) Presidents and secretaries of activity Societies.

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 undergraduate 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 the 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 Tribe (2) Scheduled Caste
- (3) ODC (4) women (5) Physically Challenged (Handicapped).

(ii) The following shall be the office bearers of the Student's 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 woman candidate, where women student 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 Student's Council and Societies shall commence on the date of

their constitution and end on of 30<sup>th</sup> 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.

7- (i) There shall be in every college co-curricular and academic activity Societies. For example (1) Literacy society (2) Cultural Society (3) Debating Society (4) Social Work Society (5) NCC (wherever it exists) (6) N.S.S. (wherever it exists) (7) Economics Society, (8) sociology Society.

(ii) Their powers and 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 may, on the recommendation of the staff council, change the minimum number of members for any of the societies or merge two or more societies of similar activities or subjects, as the case may be, to form a joint society.

Provided further that no minimum number of members are required for societies forms on important subjects such as anti-ragging society, 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.

3. The patron shall have the following powers :

- (a) to preside at any meeting of the Students' Council or the office because 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 of 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 the 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 if the said office bearer :
  - has directly or indirectly indulged in ragging.
  - Is involved in financial embezzlement;

Or  
 Has extracted or tried to extract money illegally from some person / institution or business establishment;

Or

Intimidated any officer or the employee of the college/University to do an illegal act;

Or

Indulged in violent activity or leads violent demonstration or is involved in some case of moral turpitude.

(g) To authorize the arrangement and allocation of funds for the Students' Council and different Societies.

(h) To decide the membership fees for the membership of any of the Societies.

9. The Teacher-in-Charge of the Students' Council of 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 purpose 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 Council or the Society which is in violation of the provisions of the ordinance or is likely to be prejudicial to the interest of the colleges.

- 10- The president of the Council or Societies as the case may be shall in the absence of the patron/teacher-in-charge preside at the meetings of the Students' Council or Society.
- 11- 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 incharge 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 organized by the Council/Society.
  - (c) To ensure that the provisions of this ordinance are faithfully observed.
  - (d) To ensure that any activity organized by the council/Society does not become untuly, 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.
- 12- 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.
- 13- The Secretary of the Council or Society as the case may be shall carry out the following function:
  - (i) To convene meetings of the Students' Council/Society subject to the instructions 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 record thereof.
  - (iv) to ensure that the legitimate decision of the Students' Council or the society are carried out.
  - (v) to perform all other legitimate function entrusted to him/her by the President with the approval of the Teacher-in-charge.
- 14 (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.
- 15- (i) the Students Council/societies as the case may be shall have the following 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 & one-fourth of the total membership of the concerned society/shall constitute the quorum.
- (iii) Each member of Students' Council shall have only one voting right.
- 16 (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.
- 17- The Office Bearers of the Students' Council/Society, as the case may be shall :
- (i) 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.
  - (ii) 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 the bodies without the prior approval of the patron/Teacher-in-charge.
- 18
- (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 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'

- 19 (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.
- 20 (i) Elections shall be held on a date determined in the academic calendar approved by the universities coordination committee.
- (ii) Elections shall be held by the Teacher in Charge according to the program announce 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 nomination, the duration of the poll time and place for the counting of votes.

- (iv) The result of the election shall be declared by the Teacher-in-Charge immediately after the counting of votes.
- (v) If in the opinion of the patron, exigence exist and a recommendation to postpone or advance the election is forwarded to the Kulpati the Kulapati may suitably postpone or advance the dates of the elections with the approval of the Kuladhipati.
- (vi) The election of office bearers of the societies/Students Council shall be held on the date as prescribed in the academic calendar.
- (vii) Elections for the class representative shall be held on the very next day (or the following day, in case of holiday) after the election of the Societies.
- (viii) 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.
- (ix) 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.
- (x) 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 ever directly or indirectly indulged ragging.
  - (b) Has passed 10+2 examination earlier than five years (earlier than six years for Law, B.Ed. & M.Ed. Course 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.
  - (c) Has failed to pay the tuition and other fees due.

- (d) Has been convicted by a court of law for any offence or against whom charge have been framed and the proceedings are in progress.
- (e) Has been punished for use of unfair means at any or against proceedings are pending. Exam.
- (f) is in employment while studying in the college.
- (g) Has passed the last University examination in more than the minimum period required.
- (h) Has not submitted and got audited the accounts of any advance out standing against him.
- (i) Has been punished or a disciplinary action is pending against him in the institution.
- (j) Joins any equivalent course after having failed in one or having left one incomplete.
- (k) Has been provisionally admitted.
- (l) Has passed any yearly examination of any degree through supplementary examination or has carried forwarded any subject or has backlogged any subject of any semester as the case may be.
- (m) Has been expelled from the hostel.
- (xi) No person shall hold the same office more than once during his/her academic career in the college.
- (xii) A candidate seeking election shall be nominated by a proposer and a seconder who are eligible voters.
- (xiii) Only an elected or nominated member of Students' Council can seek election to any one of the following.  
1-President 2-Vice-President 3-Secretary, and  
4-Joint Secretary  
Provided that only those students can contest for the post of President 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.

education and once during post graduate education.

(xiv) 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 results shall be announced after the counting of votes right after the election.

(xv) 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.

(xvi) (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 (x), 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 and simple majority.
- (e) In case of equal votes, decision shall be taken by drawing a lot by the Teacher-in-Charge.
- (xvii) 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.
- (xviii) 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.
- (xix) A ballot paper shall be rejected if :
  - (a) it bears any mark or writing by which the vote 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 vote has given more votes than the number of seats to be filled.

(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 extend of the uncertainty.

21- The Vice Chancellor at the beginning of the academic session, constitute a student election disputes resolution committee consisting of the Registrar, the Dean, Students Welfare and or senior Professors. Such disputes relating to election that can not be resolved by the Teacher-in-charge at the local level could be referred by the patron to the committee. The committee shall visit the college at its earliest convenience and resolve the dispute on the spot. The decision of the committee shall be final.

22- 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.

23- (i) The Students' Council/Society may consider a motion expressing no confidence in the President or any office bearers of all the office bearers of the 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 third 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 bearer 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 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 president 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.
- 24- When a person elected to any office on body of the Council/Society incurs any of the disqualification's listed under sub para(x) of para 20 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 and remain vacant.
- 25- An office bearer of the Council/Society or a member of the Student 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.
- 26- The Principal may call upon the district administration and police to assist in the conduct of elections.
- 27- 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.

REGISTRAR  
NAME OF THE UNIVERSITY  
PLACE



## ORDINANCE NO. 2

### Elimination of ragging in Educational Institutions

(Refer Section 37 (xxii))

- 1- Every institution in Madhya Pradesh shall follow a 'zero tolerance' policy on ragging.
- 2- For the purpose of this ordinance,
  - (a) Ragging means:
    - 1) Any disorderly conduct whether by words spoken or written or by an act which has the effect of teasing treating or handling with rudeness a fresher or a junior student.
    - 2) Indulging in a rowdy or undisciplined activities which causes or is likely to cause annoyance, hardship or psychological harm or to raise fear or apprehension thereof in a fresher or a junior student.
    - 3) Asking the students to do any act or perform something which such student will not do in the ordinary course, and which has the effect of causing or generating a sense of shame or embarrassment so as to adversely affect the physique or psyche of a fresher or a junior student.
  - (b) Zero tolerance means:

No act of ragging, major or minor, shall go unnoticed. No ragger, male or female, student or non-student, shall go unpunished. No institution that fails to take action against ragging shall be allowed to operate.
- 3- It shall be the responsibility of the head of the institution to explain to the faculty and the students that ragging is against Indian culture and fundamental human values. It exists because some students lacking in self confidence or with warped personalities indulge in this pastimes.
  - 1) To derive a sadistic pleasure
  - 2) To show off power, authority or superiority over juniors or freshers.
- 4- Ragging shall be exterminated primarily by exercise of the disciplinary authority of the teachers over the students and of the management of the institutions over the teachers and students.
- 5- No effort should be made to minimize the number of 'reported cases' Reporting is to be encouraged through all available means.
- 6- Anti-ragging movement should be initiated by the institutions right from the time of advertisement for admissions. The prospectus, the form for admission and/or any other literature issued to the aspirants for admission must clearly mention that ragging is banned in the institution and anyone indulging in ragging is likely to receive deterrent punishment.

- 7- The application form for admission/enrolment shall have a printed undertaking to be filled up and signed by the candidate to the effect that he/she is aware of the institution's approach towards ragging and the punishments to which he or she shall be liable if found guilty of ragging. A similar undertaking shall be obtained from the parent/guardian of the applicant.
- 8- Such of the institutions as are introducing such a system for the first time shall ensure undertakings being obtained from the students and their parents/guardians already studying in the institutions before the commencement of the next educational years/session.
- 9- A printed leaflet detailing when and to whom one has to turn for information, help and guidance for various purposes, keeping in view the needs of new entrants in the institution, along with the addresses and telephone number of such persons, should be given to freshers at the time of admissions. The freshers need not look up to the seniors for help in such matters and feel indebted to or obliged by them.
- 10- Every fresher will be allocated a staff member who will help the fresher in every respect. In addition, in matters relating to ragging, the fresher can seek help from any member of the staff.
- 11- The management, the principal, the teaching staff should interact with freshers and take them in confidence by apprising them of their rights as well as obligation to fight against ragging, to generate confidence in their mind that any instance of ragging to which they are subjected or which comes in their knowledge should forthwith be brought to their knowledge and shall be promptly dealt with while protecting the complainants from any harassment by the perpetrators of ragging. It would be better if the head of the institution or a person high in authority addresses meetings of teachers, parents and students collectively or in groups in this behalf.
- 12- The local community and the students in particular must be made aware of the dehumanising effect of ragging inherent in its perversity. Posters, notice boards and signboards should also be used for the purpose.
- 13- The hostels/accommodations where freshers and accommodated shall be carefully guarded, if necessary by posting security personnel and placed in charge of a warden/Superintendent who should himself/herself reside thereat, and wherein the entry of seniors and outsiders shall be prohibited after a specified hour of the night and before except under the permission of the person in charge. Entry at other times shall also be strictly regulated.
- 14- In case it is not possible to provide for separate hostel accommodation for freshers, freshers should be accommodated in separate wings of hostels. A member of the staff shall live in one of the rooms in each wing at least in the first few months of the academic year.

15- Before a senior student is given admission to a hostel, he should be informed in writing that if a fresher is found in his/her room at any time, the senior student shall be expelled from the hostel forthwith.

16- The head of the institution shall ensure that the freshers are not identifiable through their dress or behaviour (e.g., wearing white dress, boys not wearing belts, girls oiling and pleating their hair, looking down while talking). If such a situation seems to arise, the institution should be closed down for some time sort things out.

17- The head of the institution shall ensure that from the first day itself, the freshers are utilising common facilities like library and canteen. If there is slightest obstruction, it shall be the responsibility of the head of the institution to close down such common facilities, even if it means financial loss or other inconvenience.

18- At the commencement of the academic session, the institution should constitute a Proctorial Committee consisting of senior faculty members and hostel authorities like Warden's and a few responsible senior students:

(i) to keep a continuous watch and vigil over ragging so as to prevent its occurrence and recurrence; and

(ii) to promptly deal with the incidents of ragging brought to its notice and summarily punish the guilty either by itself or by putting forth its findings/recommendations/suggestions before the authority competent to take decision.

All vulnerable locations should be identified and especially watched.

19- The institution shall devise a system of making anonymous complaints through complainst box, e-mail etc. The freshers shall not be compelled to 'prove' instances of ragging. The faculty members shall take proactive measures to look for instances of ragging and award appropriate punishment.

20- The punishment may include expulsion or suspension from the institution/ classes/hostel mess, withholding scholarships or other benefits, debarring from representation in events, withholding results. Usually, a punishment (other than expulsion from the institution) should also include a fine with an unqualified public apology from the culprit. The quantum of punishment should be decided

with due care so that the punishment does not have to be reversed later, making it a mockery of the system.

21-If the individuals committing or abetting ragging are not identified, collective punishment must be resorted to, act as a deterrent punishment and to ensure collective pressure on the potential raggars.

22-Migration certificate issued by the institution should have an entry apart from that of general conduct and behaviour whether the student had participated in ragging and the punishment for it.

23-Failure to prevent ragging shall be construed as an act of negligence in maintaining discipline in the institution on the part of the management, the principal and the persons in authority of the institution. Similar responsibility shall be liable to be fixed on Hostel Wardens/Superintendents.

24-The management of every educational institution should be aware of the fact that if they fail to curb ragging, the State Government certainly will and the UGC and other funding agencies are likely to stop financial assistance to such an institution and the university it likely to disaffiliate the institution failing to curb ragging. In respect of government colleges, the Divisional Commissioners may take disciplinary action against negligent government officers employed there.

25-The universities and the institutions shall, at a reasonable time before the commencement of an academic year, and thereafter at such frequent intervals as may be expedient deliberate over and devise such positive and constructive activities to be arranged by involving the students generally so that the seniors and juniors, and the existing students and the freshers, interact with each other in a healthy atmosphere and develop a friendly relationship so as to behave like members of a family in an institution. Seniors or juniors should be encouraged to exhibit their talents in such events so as to shed their complexes. The head of the institution shall ensure that ragging does not take place in the name of introduction. Any introduction should be on equal footing with the seniors and juniors both introducing themselves under the supervision of faculty members. In case if it is felt that interaction at equal level with mutual respect is not likely, there should be no interaction between the freshers and the seniors.

26-Generally police interference in the management of educational institutions is not required. However, when the management feels that police presence is

necessary, the same should be called for Private security agencies may also be hired as and when necessary.

27-If ragging becomes unmanageable on amounts to a cognizable offence, the same must be reported to the police. The district administration provides high power to such cases. While the actual use of the police force or criminal prosecuting may be rare there should be an assurance that the administration shall act immediately when called upon to do so.

28-The points mentioned above constituted only the minimum action programme and are not intended to come in the way of the institutions, devising ways and means to eluminate ragging and prevent its reconnce in any form.

## ORDINANCE NO. 3

### Departments

Refer Section 27 (3)

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

TABLE

| NAME OF FACULTY              | SUBJECT OR GROUP OF SUBJECTS   |
|------------------------------|--|
| 1.                           | 2.   |
| 1. Faculty of Arts           | <ol style="list-style-type: none"><li>1. English and other European Languages.</li><li>2. Sanskrit, Pali and Prakrit.</li><li>3. Hindi.</li><li>4. Arabic and Persian.</li><li>5. Urdu.</li><li>6. Marathi and other modern Indian Languages.</li><li>7. Philosophy.</li><li>8. Philology and Linguistics.</li><li>9. Music and Dance.</li><li>10. Library Science.</li><li>11. Journalism.</li><li>12. Drawing and Painting.</li></ol>  |
| 2. Faculty of Social Science | <ol style="list-style-type: none"><li>1. History.</li><li>2. Ancient Indian History Culture and Archaeology and Indology.</li><li>3. Political Science and Public Administration.</li><li>4. Economics.</li><li>5. Sociology.</li><li>6. Anthropology.</li><li>7. Geography.</li><li>8. Psychology.</li><li>9. Military Science.</li><li>10. Home Science (if there is no separate Faculty of Home Science in the University).</li><li>11. Rural Extension Service.</li><li>12. Social Work.</li><li>13. Comparative Languages and Culture (approved by the Coordination Committee on 24-4-92)</li></ol> |

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.

| 1.                         | 2.   |     |
|----------------------------|--|-----|
| Faculty of Science         | <ol style="list-style-type: none"> <li>1. Physics.</li> <li>2. Chemistry.</li> <li>3. Mathematics.</li> <li>4. Geology.</li> <li>5. Statistics (if taught at the post-graduate level, otherwise with Mathematics).</li> <li>6. Criminology and Forensic Science.</li> </ol>  | 8.  |
| 4. Faculty of Life Science | <ol style="list-style-type: none"> <li>1. Botany.</li> <li>2. Zoology.</li> <li>3. Bio-chemistry.</li> <li>4. Life Science.</li> <li>5. Micro Biology.*</li> </ol>   | 10. |
| 5. Faculty of Engineering  | <ol style="list-style-type: none"> <li>1. Civil Engineering.</li> <li>2. Mechanical Engineering.</li> <li>3. Electrical Engineering.</li> <li>4. Electronics and Tele-communication.</li> <li>5. Chemical Engineering.</li> <li>6. Mining.</li> <li>7. Metallurgy.</li> <li>8. Architecture.</li> <li>9. Humanities and where there are no post-graduate courses in Applied Sciences and Applied Mathematics, Science and Mathematics.</li> <li>10. Applied Physics.</li> <li>11. Applied Chemistry</li> <li>12. Applied Mathematics</li> <li>13. Applied Geology</li> <li>14. Production Engineering.</li> <li>15. Computer Engineering.</li> </ol> | 11. |
| 6. Faculty of Law          | 1. Law   | 12. |
| 7. Faculty of Commerce     | <ol style="list-style-type: none"> <li>1. Accounting and Taxation.</li> <li>2. Applied Economics and Business Administration.</li> <li>3. Business Finance.</li> </ol>   |     |

Where there are post graduate course in these subjects.

\*(Approved by Coordination Committee at its meeting held on 24-4-92)

| 1.                                | 2.  |
|-----------------------------------|---|
| 8. Faculty of Education           | 1. Education including Science Education.<br>2. Applied Psychology.<br>3. Physical Education. } Where there is no Faculty of<br>4. Yogic Science. } Physical Education.   |
| 9. Faculty of Physical Education  | 1. Physical Education.<br>2. Yogic Science.   |
| 10. Faculty of Home Science       | 1. Home Science.  |
| 11. Faculty of Technology         | 1. Pharmaceutical Science.<br>2. Applied Geology (Where there is no Faculty of Engineering).  |
| 12. Faculty of Ayurveda           | 1. Sharoot, Dosh Dhatu Mal Vigyan, Sanskrit and Padarth Vigyan.<br>2. Dravyagun, Ras Shastra, Vigyan and Jeevashastri<br>3. Kaya Chikitsa, Vikriti Vigyan and Swasthavrit.<br>4. Shalya Tantra, Shalaky Tantra, Prasuti Tantra, Kaumabhritiya, Agad Tantra and Vyavhar'yurved.  |
| 13. Faculty of Medicine           | 1. Anatomy, Physiology and Biochemistry.<br>2. Pharmacology, Forensic Medicine and allied Subjects.<br>3. Preventive and Social Medicine and Pathology.<br>4. Medicine, Skin and Venereal diseases, Tuberculosis, Psychiatry.<br>5. Surgery, Anaesthesiology and Dentistry (if there is no separate college of Dentistry).<br>6. Orthopaedics and Ear, Nose and Throat.<br>7. Obstetrics and Gynaecology and Paediatrics.<br>8. Ophthalmology.<br>9. Radiodiagnosis and Radio Therapy*.<br>10. Nursing. |
| 14. Faculty of Dentistry          | 1. Dentistry.   |
| 15. Faculty of Management Studies | 1. Management Studies.  |



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1. \_\_\_\_\_ 2. \_\_\_\_\_

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- \*\*16. Faculty of Engineering Science**
1. Computer Science.
  2. Engineering Physics.
  3. Industrial Chemistry.
  4. Energy and Environmental Studies.
  5. Laser Technology.
  6. Environment Sciences.
  7. Bio Technology.
  8. Computer Sciences and Electronics.
  9. Future Studies & Planning.
  10. Instrumentation.

**\*\*Approved by the Coordination Committee at its meeting held on 24.10.1989.**

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ORDINANCE NO. 4

(Amended upto 30-12-1994)

Qualifications and the conditions of appointment of the teachers in the University Teaching Department and Schools of Studies.

(Refer Section - 37 (XV))

1. The minimum qualifications for appointment to teaching posts shall be as given in Schedule.
2. The Existing teaching staff to whom the revised pay scales shall apply in the University and who did not possess at the time of their initial recruitment the minimum qualification laid down in the above ordinance shall have to obtain a post master's degree within eight years from 1-7-77. If they are unable to do so during this period they will not earn any future increment till they satisfy this condition.

Provided that the qualifications of such teachers who do not opt for the revised scales of pay in terms of State Government order shall be the same as prescribed in the Pre-revised Ordinance No. 4.

3. 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 belongs.

4. 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 enters upon his duties or as soon as possible thereafter.

5. Subject to other condition laid down in the agreement of service, 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 completes the age of 60 after which no further extension shall be given.

Provided that a teacher who has already been given extension in service or reemployment, after 1-11-1975 shall continue to be in service or re-employment as the case may be and he shall not be permitted to opt for the revised scales.

6. The teachers 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 in the case of a teacher who has been granted extra ordinary leave for pursuing higher course of studies and research in or out of India, the period of leave shall not be counted towards the completion of probation period required for confirmation.

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

\*consequent upon introduction of U. G. C. pay scales and notification of minimum qualifications by U.G. C. under University Grants Commission (qualifications required of a person to be appointed to the teaching staff) Regulations 1991, this clause is not applicable now.

7. If the service rendered by a teacher during the period of probation is considered satisfactory by the Executive Council, he shall be entitled to be confirmed at the end of the probation period.

8. If the appointment of a teacher is made for a specified period on a contract, his employment shall be governed by the terms of the contract.

9. Every teacher employed by and paid by the University shall exercise option in favour of Contributory Provident Fund or Pension as provided under the Statutes.

10. 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.

11. Every teacher of the University shall be governed by the service rules which may be framed by the University from time to time.

12. The workload of teacher, submission of plan etc. shall be as may be determined by the University on the recommendations of the University Grants Commission from time to time. For the present U.G.C. guidelines circulated vide D.O. letter No. F-1-117/83 (CP) dated 17/18 January, 1984 which now form part of regulations under notification No. F-1-117/83(CP) Dt. 25/11/85, are applicable. Every teacher is required to follow these guidelines which are given in Schedule III.

13. Every teacher shall abide by the code of conduct and professional ethics as may be determined by the University and U.G.C. New Delhi from time to time. A copy of U.G.C. code of conduct for teachers is given in Schedule IV.

SCHEDULED-I\*

UNIVERSITY GRANTS COMMISSION  
BAHADURSHAH ZAFAR MARG  
NEW DELHI

No. F. 1-11/87(CPP)

28 October, 1991

The Registrar,  
Devi Ahilya Vishwavidyalaya,  
Indore 452-001

Subject: Minimum Qualifications prescribed for appointment of Lecturers, Readers and Professors in subjects other than Fine Arts, Management, Engineering and Technology, in Universities and Colleges.

Dear Sir/Madam,

I am directed to say that in pursuance of the revision of scales of pay of University and College teachers as Notified by the Government of India, Ministry of Human Resource Development, Department of Education, vide letter No. F. 1-21/1987 U.I. dated 22nd July, 1988, the University Grants Commission had under consideration the revision of minimum qualifications required for recruitment of teachers (Lecturers, Readers and Professors) in Universities and Colleges. These Qualifications have since been finalised and approved by the commission in consultation with the Ministry of Human Resource Development, Department of Education, New Delhi.

The Regulations framed by the Commission for qualification required of a person to be appointed to the teaching staff of a University and Institution(s) affiliated to it have been Notified in the Gazette of India on 5th October, 91. The revised qualifications will take effect from 19-9-1991.

It may please be noted that the instructions as contained in UGC letter No. F. 4-12/86 (NET) dated 30th January, 90 stand without any change.

A copy of the Notification is enclosed herewith for information and necessary action. It is requested that the contents of the letter may also be brought to the notice of Colleges affiliated to your University.

Receipt of the letter may please be acknowledged.

Yours faithfully,

Sd/-  
(Gurcharan Singh)  
Under Secretary

PUBLISHED IN THE GAZETTE OF INDIA ON 5TH OCT., 1991

UNIVERSITY GRANTS COMMISSION

BAHADURSHAH ZAFAR MARG

NEW DELHI 110 002

No. F. 1-11/87(CPP)

Dated: 19th Sept, 1991

### NOTIFICATION

In exercise of the powers conferred by clause (c) of sub-section (1) of Section 26 read with Section 14 of University Grants Commission Act, 1956 (3 of 1956), and in supersession of the Regulations issued under University Grants Commission letter No. F. 1-93/74(CP) Part (V) dated 13th June, 1983 and Notifications No. 1-93/74 (CP) dated 19th February, 1985 and 26th November, 1985 the University Grants Commission hereby makes the following regulations, namely:

1. Short Title, application and commencement:

- (i) These regulations may be called the University Grants Commission (Qualifications required of a person to be appointed to the teaching staff of a university and institutions affiliated to it) Regulation, 1991.
- (ii) They 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 recognised by the Commission, in consultation with the University concerned under Clause (f) of Section 2 of the University Grants Commission Act, 1956 and every institutions deemed to be a University under Section 3 of the said Act.
- (iii) They shall come into force with immediate effect.

2. Qualifications:

No person shall be appointed to a teaching post in University or in any of institutions including constituent or affiliated colleges recognised 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 does not fulfil the requirements as to the qualifications for the appropriate subject as provided in the Schedule 1.

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 recognised 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.

Provided further that these regulations shall not be applicable to such cases where selections through duly constituted selection committees for making appointments to the teaching posts have been made prior to the enforcement of these regulations.

3. Consequences of failure of Universities to comply with recommendations of the Commission; as per provisions 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 provisions of that sub-section or fails within a reasonable time to comply with any recommendation made by the Commission under Section 12 or Section 13, or contravenes the provisions of any rule made under clause (f) or clause (c) of sub-section (2) of Section 25 or of any regulation made under clause (e) or clause (f) or clause (g) 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 out of the Fund of the Commission.

Sd/-  
(Y.N. Chaturvedi)  
Secretary

The Manager, Govt. of India Press, Faridabad.

## SCHEDULE I

Minimum qualifications for the posts of Professors, Readers and Lecturers in Subjects other than Fine Arts, Management, Engineering and Technology in Universities and Colleges for appointment of persons through open advertisement and for promotion of persons as Reader and placement in Selection Grade Lecturer and Senior Lecturer.

### (1) Professor

An eminent scholar with published work of high quality actively engaged in research with 10 years of experience in postgraduate teaching and/or research at the University/National level Institutions, including experience or guiding research at doctoral level.

OR

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

### (2)A Reader (Open Selection)

Good academic record with a doctoral degree or equivalent published work. Candidates from outside the university system in addition shall also possess atleast 55% marks or an equivalent grade at the Master's degree level.

Eight years experience of teaching and/or research including upto 3 years for research degrees and has made some mark in the areas of scholarship as evidenced by quality of publications, contribution to educational renovation, design of new courses and curricula.

### (2)B Reader (Promotion)

(a) As regards the promotion to the post of Reader in accordance with the scheme of revision of pay scales of teachers in Universities and Colleges notified by the Government of India vide Notification No. F. 1-21/87-U.I. dated the 22nd July, 1988, the guidelines are circulated by the University Grants Commission vide its letter No. F. 1-6/90 (PS Cell) dated the 29th January, 1990.

(b) Every lecturer in the Senior Scale will be eligible for promotion to the post of Reader if he/she has:

(i) completed 8 years of service in the Senior Scale, provided that the requirement of 8 years will be relaxed if the total service of the lecturer is not less than 16 years;

(ii) obtain a Ph.D. degree or an equivalent published work;

(iii) made some mark in the areas of scholarship and research as evidenced by Self-assessment, reports of referees, quality of publications, contribution to educational renovation, design of new courses and curricula;

(iv) participated in two refresher courses/summer institute of approved duration, or engaged in other appropriate continuing education programmes of comparable quality as may be specified by the U.G.C. after placement in the Senior Scale; and

(v) consistently good performance appraisal reports.

(c) Promotion to the post of Reader will be through a process of Selection by a Selection Committee to be set up under the statutes, ordinances of the University concerned or other similar Committees set up by the appointing authorities.

(2)C Lecturer (Selection Grade)

Lecturers in the Senior Scale who do not have Ph.D. degree or equivalent published work and who do not meet the scholarship and research standards, but fulfil the other criteria prescribed in (2) B(b) above to the post of Reader and have a good record in teaching and/or participation in extension activities, will be placed in the Selection Grade subject to the recommendations of the Selection Committee for promotion to the post of Reader. They will be designated as Lecturers in the Selection Grade. They could offer themselves for fresh assessment after obtaining Ph. D. and/or fulfilling other requirements for promotion as Readers, and if found suitable, could be given the designation of Reader.

(3)A Lecturer

(i) ARTS, SCIENCES, SOCIAL SCIENCES, COMMERCE, EDUCATION, PHYSICAL EDUCATION, FOREIGN LANGUAGES AND LAW.

Good academic record with atleast 55% marks or an equivalent grade at Master's degree level in the relevant subject from an Indian University or an equivalent degree from a foreign University.

Candidates besides fulfilling the above qualifications should have cleared the eligibility test for Lecturer conducted by UGC, CSIR or similar test accredited by the UGC.

(b) JOURNALISM AND MASS COMMUNICATION.

Good academic record with atleast 55% marks or an equivalent grade at Master's degree level in communication/mass communication, journalism from an Indian University or an equivalent degree from a foreign University.

Candidates besides fulfilling the above qualifications should have cleared the eligibility test for Lecturers conducted by UGC, CSIR or similar test accredited by the UGC.

OR

Atleast 55% marks or an equivalent grade at Master's degree level in Social Sciences/Sciences/Humanities with atleast second class bachelor's degree or Post-graduate diploma in communication/mass communication or journalism from a recognised Indian University/National Institute.

Candidates besides fulfilling the above qualifications should have cleared the eligibility test for Lecturers conducted by UGC, CSIR or similar tests accredited by the UGC.

(c) MUSIC

Good academic record with atleast 55% marks or an equivalent grade at Master's degree level in relevant subject or an equivalent degree from an India/Foreign University.

Candidates besides fulfilling the above qualifications should have cleared the eligibility test for Lecturers conducted by UGC, CSIR or similar test accredited by the UGC.

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



**(3)B Lecturer (Senior Scale)**

Every Lecturer will be eligible for placement in a senior scale of Rs. 3000-5000 through a procedure of screening/selection laid down by the University in accordance with guidelines of UGC referred in Para 2B(a) above, if he has:

- (i) Completed 8 years of service after regular appointment with relaxation as provided in Notes (2) and (3) below.
- (ii) Participated in two refresher courses/summer institutes, of approved duration or engaged in other appropriate continuing education programmes of comparable quality as may be specified by the UGC.
- (iii) Consistently satisfactory performance appraisal reports.

- Notes: (1) For placement of Lecturers in Selection Grade as well as for promotion to the post of Reader, the required number of positions would be created by upgrading the posts held by the incumbents concerned.
- (2) In order to encourage research, in continuation of Post-graduate studies, candidates who, at the time of recruitment as Lecturers, possess, Ph.D. or M.Phil Degree (called jointly as the research degrees), will be sanctioned three and one advance increments respectively in the scale of Rs. 2200-4000 along with the benefit of the corresponding years of service for the purpose of promotion. The existing Lecturers without research degrees, and those similarly situate, recruited in future will be eligible for a similar benefit in service for the purpose of promotion as and when they acquire research degrees but will not be eligible for advance increments. Existing Lecturers with research degrees will also be eligible for similar benefit.
- (3) Counting of previous service for the purpose of placement in Senior Scale/Selection Grade will be in accordance with UGC Guidelines issued vide circular No. F. 1-6/90 (PS Cell) dated November 27, 1990.

SCHEDULE-I

MINIMUM QUALIFICATIONS

(A. I. C. T. E.)

Professor

Electronics, Energy, Computer Sciences, Bio-Technology, Management Studies.

(i) Ph. D. with 1st class degree at Bachelor's or Master's level in Engineering/Technology.

OR

Ph. D. degree with 1st class M. Sc. in appropriate branch for teaching posts in Humanities and Sciences.

(ii) 10 years experience in teaching/industry/research out of which 5 years must be at the level of Asst. Professor or equivalent.

Note: Candidates from Industry/Profession with recognised professional work of high standard recognised at National/International Level equivalent to Doctorate would also be eligible.

Reader

Electronics, Energy, Computer Sciences, Bio-Technology, Management Studies.

(i) First Class Master's degree in appropriate branch of Engineering/Technology.

OR

Ph. D. in appropriate branch with 1st class in Master's Degree in case of teaching posts in Humanities and Sciences.

(ii) 5 years experience in Teaching/Industry/Research at the appropriate level.

Note: Candidates from Industry/Profession with recognised professional work equivalent to Master's degree in the case of Engineering/Technology and Ph. D. in the case of Humanities and Sciences as the case may be would also be eligible.

Desirable: Ph. D. degree in Engineering/Technology.

OR

Post-doctoral work in case of teaching posts in Humanities/Sciences.

Lecturer/Software Engineer

Electronics, Energy, Computer Sciences, Bio-Technology, Management Studies.

(i) 1st Class Bachelors Degree in appropriate branch of Engineering/Technology.

OR

1st Class Master's Degree in appropriate branch of study in the case of teaching posts in Humanities and Sciences.

Notified by Govt. of India, Human Resources Development, Dept. of Education and adopted by E.C. at its meeting held on 24-9-90, effective from 9-10-90. Approved by the Co-ordination Committee at its meeting on 24-4-92.

## SCHEDULE-II(A)

Qualifications for the post of Craft Teacher/Demonstrator/Instructor in the School of Education:

(A) Demonstrator/Instructors :

- (a) Atleast a second class Master's degree of Indian University or equivalent qualifications of a foreign University in the subject concerned.

Provided that in case of Pharmaceutical Science, the minimum qualification shall be at least a second class B.Pharma or B.E. (Chemical Engineering Degree).

- (b) Knowledge of Hindi will be desirable.

(B) Craft Teacher in the U.T.D. of Education :

- (a) B. Ed. Degree.

- (b) Degree or two years Diploma in the concerned craft. (Diploma should be recognised by the State Technical Board or an equivalent institution).

OR

Two Years experience of teaching craft in a Training College or Education Department and having Diploma or Certificate in the craft concerned.

- (c) Knowledge of Hindi will be desirable.

### SCHEDULE-III

#### Work Load of Teachers:

The work-load of various activities should be not less than 40 hours a week for a teacher who is in full time employment. (Any good teacher, particularly one who is involved in creative activity and who has a spirit of challenge towards giving his best to the students, would certainly spend much more than 40 hours a week in academic pursuits.)

The break up of work load shown below is for the sake of example. It is not a rigid breakup. But, every teacher could be given duties according to some such general pattern and no one should have a significantly reduced load:

#### Undergraduate College:

##### (a) Lecturers in Non-laboratory/Field work subjects:

| Activity                                | Average No. of hours per week |
|---|-------------------------------|
| (i) Teaching                            | 16                            |
| (ii) Testing/Exams                      | 2                             |
| (iii) Tutorials                         | 4                             |
| (iv) Preparation of Teaching            | 10                            |
| (v) Supervision of extracurricular work | 4                             |
| (vi) Administratives work               | 4                             |
| <b>Total</b>                            | <b>40</b>                     |

Where extra-curricular work or administrative work is not assigned or unfortunately tutorials do not take place, teaching work may be slightly increased, but as far as possible a teacher should not have to teach or lecture more than three hours per day.

##### (b) Lecturers in Science Subjects or where field work is necessary:

| Activity                                 | Average No. of hours per week |
|--|-------------------------------|
| (i) Teaching                             | 16                            |
| (ii) Lab. work                           | 4                             |
| (iii) Testing/Examination                | 2                             |
| (iv) Testing preparation and lab setting | 12                            |
| (v) Administrative activities            | 4                             |
| (vi) Extra curricular activities         | 2                             |
| <b>Total</b>                             | <b>40</b>                     |

## 2. Lecturers in PG Colleges/Universities

## (a) Lecturers in non-laboratory/Field work subjects

| Activity                     | Average No. of hours per week |
|------------------------------|-------------------------------|
| (i) Teaching                 | 10                            |
| (ii) Testing/Exams           | 1                             |
| (iii) Tutorials              | 4                             |
| (iv) Preparation of Teaching | 10                            |
| (v) Research                 | 10                            |
| (vi) Own Readings/Studies    | 5                             |
| Total                        | 40                            |

## (b) Lecturers in Science Subjects or where field work is involved :

| Activity                                  | Average No. of hours per week |
|---|-------------------------------|
| (i) Teaching                              | 10                            |
| (ii) Testing                              | 1                             |
| (iii) Laboratory work                     | 4                             |
| (iv) Teaching preparation and lab-setting | 10                            |
| (v) Research                              | 10                            |
| (vi) Own Reading/Administrative work      | 5                             |
| Total                                     | 40                            |

Teaching combining Under-graduate and Post-graduate teaching will have a position in between (1) and (2) above.

(c) Senior teachers like Readers and Professors, in addition to their own research work guide and supervise a fairly large number of students for M.Phil/Ph.D. Degrees. They have also to attend consultative meeting of various organisations, sometimes related to teaching and sometimes to research. Therefore, it is felt that their direct teaching responsibilities may be slightly curtailed allowing them a greater portion of time for guiding and supervising research work. However, to the 10 hours of research per week on the average, it should be possible to add not more than 4 hours, bringing the total of research to 14 hours per week. This again implies that the number of students to be supervised should be limited to perhaps 4 to 6, and that senior teachers should be able to assign specific time to each scholar whose work they are supervising. It is also felt that with 14 hours for research and 5 or 6 hours for reading and study and perhaps another 5 hours for extra-curricular or administrative work, senior teachers should be able to put in about 8 hours of teaching and laboratory work including testing and about 8 hours for preparation of teaching work. Teachers not having such extensive research responsibilities should put in more teaching work. Ordinarily a teacher may not have more than two post-graduate theory course to teach with some laboratory or tutorial responsibility.

It is further observed :

- (i) That young people are given enough time to help in their professional growth and achievement of academic excellence particularly in the initial years of their service;
- (ii) that teachers guiding research students have adequate time to look after them; and
- (iii) that 'Pleasant' as well as 'unpleasant' work is shared by all teachers.

In case certain teacher likes to have an extra load at a particular time in the year, and comparatively less teaching work at some other time during the total academic year, this should be accommodated, if it does not cause any serious difficulty in the teaching programme of the department. Where teaching is organised in semesters and terms such adjustment could be made in the corresponding period, provided the teacher has given adequate notice to the University. The underlying principle being that the maximum work-load should be the same in all departments and for all teachers. In post-graduate centres where considerable research activity is envisaged it is obvious that the direct teaching of the staff will be reduced and the staff will accordingly devote the remaining time for active research.

Teachers should spend a certain amount of time every day in the department/college whether or not they have direct teaching duties on certain days. If facilities are provided, preparation for teaching can mostly be done in the department/college. This is so as to ensure that a teacher is available for his students if they need his help, and that a teacher is also available when he is needed for consultation or discussion on various matters that come up in institutions.

SCHEDULE-IV

PHONE: 3317143

GRAMS : UNIGRANTS

TELEX : 3165913

विश्वविद्यालय अनुदान आयोग

बहादुरशाह जफर मार्ग

नई दिल्ली - 110 002

UNIVERSITY GRANTS COMMISSION

BAHADURSHAH ZAFAR MARG

NEW DELHI - 110002

Yash Pal

CHAIRMAN

D.O. No. F. 1-4/87 (PS-CELL)

4 February, 1989

Dear Vice-Chancellor/Principal,

You will recall that on November 12, 1988 I had sent you a report of the Task Force on performance appraisal of college and university teachers. The other part of the Task Force was to prepare a Code of Ethics for University and College teachers.

The Task Force with participation of AIFUCTO (All India Federation of University and College Teachers Organisation) has also now prepared a code of Professional Ethics of University and College Teachers. The report of the Task Force has been adopted by the Commission in its meeting on 27th December, 1988 and the same is sent herewith for your perusal and action as you deem fit.

With regards,

Yours sincerely,

Sd/-

(Yash Pal)

University Grants Commission, New Delhi

CODE OF PROFESSIONAL ETHICS FOR UNIVERSITY AND COLLEGE TEACHERS

PREAMBLE

I. GOAL OF HIGHER EDUCATION IN OUR COUNTRY:

The basic purpose of education is to create skill and knowledge and awareness of our glorious national heritage and the achievements of human civilisation, possessing a basic scientific outlook and commitment to the ideals of patriotism, democracy, secularism, socialism and peace, and the principles enunciated in the Preamble to our constitution.

Higher education has to produce leaders of society and economy in all areas of manifold activities with a commitment to the aforesaid ideals.

Higher education should strive for academic excellence, and progress of arts and science. Education, research and extension should be conducted in conformity with our national needs and priorities and ensure that our best talents make befitting contributions to international endeavour on societal needs.

II. TEACHERS AND THEIR RIGHTS:

Teachers should enjoy full civic and political rights of our democratic country. Teachers have a right to adequate emoluments, social position, just conditions of service, professional independence and adequate social insurance.

THE CODE OF PROFESSIONAL ETHICS

I. TEACHERS AND THEIR RESPONSIBILITIES:

Whoever adopts teaching as a profession assumes the obligation to conduct himself in accordance with the ideals of the profession. A teacher is constantly under the scrutiny of his students and the society at large. Therefore, every teacher should see that there is no incompatibility between his precepts and practice. The national ideals of education which have already been set forth and which he/she should seek to inculcate among students must be his/her own ideals. The profession further requires that the teachers should be calm, patient and communicative by temperament and amiable in disposition.

Teachers should:

- (i) adhere to a responsible pattern of conduct and demeanour expected of them by the community;
- (ii) manage their private affairs in a manner consistent with the dignity of the profession;
- (iii) seek to make professional growth continuous through study and research;
- (iv) express free and frank opinion by participation at professional meetings, seminars, conferences etc. towards the contribution of knowledge;
- (v) maintain active membership of professional organisations and strive to improve education and profession through them;
- (vi) perform their duties in the form of teaching, tutorial, practical and seminar work conscientiously and with dedication;



- (vii) co-operate and assist in carrying out functions relating to the educational responsibilities of the college and the university such as : assisting in appraising applications for admission, advising and counselling students as well assisting in the conduct of university and college examinations, including supervision, invigilation and evaluation; and
- (viii) participate in extension, co-curricular and extra-curricular activities including community service.

## II. TEACHERS AND THE STUDENTS

### Teachers should

- (i) respect the right and dignity of the student in expressing his/her opinion;
- (ii) deal justly and impartially with students regardless of their religion, caste, political, economic, social and physical characteristics;
- (iii) recognise the difference in aptitude and capabilities among students and strive to meet their individual needs;
- (iv) encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare;
- (v) inculcate among students scientific outlook and respect for physical labour and ideals of democracy, patriotism and peace;
- (vi) be affectionate to the students and not behave in a vindictive manner towards any of them for any reason;
- (vii) pay attention to only the attainment of the student in the assessment of merit;
- (viii) make themselves available to the students even beyond their class hours and help and guide students without any remuneration or reward;
- (ix) aid students to develop and understanding of our national heritage and national goals and
- (x) refrain from inciting students against other students, colleagues or administration.

## III. TEACHERS AND COLLEAGUES

### Teachers should

- (i) treat other members of the profession in the same manner as they themselves wish to be treated;
- (ii) speak respectfully of other teachers and render assistance for professional betterment;
- (iii) refrain from lodging unsubstantiated allegations against colleagues to higher authorities;
- (iv) refrain from allowing considerations of caste, creed, religion, race or sex in their professional endeavour.

## IV. TEACHERS AND AUTHORITIES

### Teachers should

- (i) discharge their professional responsibilities according to the existing rules and adhere to procedures and methods consistent with their profession in initiating steps through their own institutional bodies and/or professional organisations for change of any such rule detrimental to the professional interest.

- (ii) refrain from undertaking any other employment and commitment including private tuitions and coaching classes which are likely to interfere with their professional responsibilities;
- (iii) co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand;
- (iv) co-operate through their organisations in the formulation of policies of the other institutions and accept offices;
- (v) co-operate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with dignity of the profession;
- (vi) should adhere to the conditions of contract;
- (vii) give and expect due notice before a change of position is made and
- (viii) refrain from availing themselves of leave except on unavoidable grounds and as far as practicable with prior intimation, keeping in view their particular responsibility for completion of academic schedule.

#### V. TEACHERS AND NON-TEACHING STAFF:

- (i) Teachers should treat the non-teaching staff as colleagues and equal partners in a co-operative undertaking, within every educational institution;
- (ii) Teachers should help in the function of joint staff-councils covering both teachers and the non-teaching staff.

#### VI. TEACHERS AND GUARDIANS

Teachers should

try to see through teachers' bodies and organisations that institutions maintain contact with the guardians of their students, send reports of their performance to the guardians whenever necessary and meet the guardians in meetings convened for the purpose for mutual exchange of ideas and for the benefit of the institution.

#### VII. TEACHERS AND SOCIETY.

Teachers should

- (i) recognise that education is a public service and strive to keep the public informed of the educational programmes which are being provided;
- (ii) work to improve education in the community and strengthen the community's moral and intellectual life;
- (iii) be aware of social problems and take part in such activities as would be conducive to the progress of society and hence the country as a whole;
- (iv) perform the duties of citizenship, participate in community activities and shoulder responsibilities of public offices;
- (v) refrain from taking part in or subscribing to or assisting in any way activities which tend to promote feeling of hatred or enmity among different communities, religions or linguistic groups but actively work for National Integration.

## AGREEMENT OF SERVICE BETWEEN THE TEACHERS OF THE UNIVERSITY AND THE UNIVERSITY

Agreement made this ..... day of ..... 19 ..... 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 Executant) to serve it as subject to the conditions and upon the terms hereinafter contained. Now this agreement witnesses that the party of the first part and the University hereby contract and agree as follows :-

- (1) That the agreement shall be from the ..... day of ..... 19 ..... 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. The period of probation may be extended by such further period as the appointing authority may deem fit, but in no case the total period of probation shall exceed three years. During the period of probation the executant shall be paid a monthly salary of Rs. .... in the scale ..... He shall be entitled to annual increment of the grade, during the period of probation.
- (3) If the service rendered by a teacher during the period of probation is considered satisfactory by the Executive Council, he shall be entitled to be confirmed at the end of the probation period.  

Provided that the executant shall not be confirmed in the service of the University till he has submitted the necessary documents in proof of his age and the same has been accepted by the Executive Council.

Provided further that in the case of a teacher who has been granted extra ordinary leave during the period of probation, the period of leave shall not be counted towards the completion of probation period required for confirmation.
- (4) 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 by Kulapati after the executant has been given sufficient opportunity to make his written representation and the same has been duly considered by the Kulapati.
- (5) That the executant will be entitled to the benefit of the C. Provident Fund/Pension in accordance with the Statutes of the University for the time being in force, and as amended from time to time.
- (6) That the age of superannuation shall be sixty years.
- (7) 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.
- (8) That the executant shall devote his whole time to the duties of his 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 Kulapati is likely to interfere with the duties of his appointment.

- (9) The executant shall perform duties and functions as may be determined by the University from time to time.
- (10) The executant shall abide by the code of conduct as may be determined by the University from time to time.
- (11) After confirmation, the service of the executant can be terminated only on the following grounds :-
  - (a) Misconduct.
  - (b) Willful neglect of duty.
  - (c) Permanent physical or mental unfitness to be determined by a Medical Board constituted by the Executive Council.
  - (d) Breach of any of the terms of the contract.
  - (e) Abolition of the post.
  - (f) Conviction in a Court of law for an offence involving moral turpitude.
- (12) Except when termination of service has taken place under clause 11(a) above, neither the executant nor the University shall terminate this agreement when entitled to terminate it, except by giving to the other party 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.
- (13) Nothing in this agreement shall affect the right of the Executant or the University to refer any difference or dispute arising out of this agreement to the Kuladhipati for reference to a Tribunal or Arbitration constituted under the provisions of section 59 of the Adhiniyam.
- (14) Notwithstanding anything contained in the afore said 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 ..... 19 ..... In the presence of :-

1. ....

.....  
(Signature)

2. ....

In the presence of :-

1. ....

2. ....

REGISTRAR