

Himachal Pradesh University
"Academic Branch"

File No. 1-537/2009-HPU (Acad)

Dated:- Shimla-5, the 27.04.2015

Notification

Pursuant to the decision taken by the Executive Council Vide Resolution No. 12 in its meeting held on 31-03-2015 and as per requirement of the First Ordinances of H.P. University, Chapter 38, the Vice-Chancellor has been pleased to notify **The Regulation for Affiliation of Colleges** alongwith annexure A to E (Application form, list of Essential Documents, Undertaking, Land Title Certificate, Revised Inspection/Provisional Affiliation/Temporary Affiliation/Permanent/annual continuation affiliation fee) for all the Colleges/Institutions affiliated to/associated with H.P. University, Shimla-5 which will be implemented from the academic session 2015-16. The details of annexure (pages 1-15) is enclosed herewith for strict compliance.

Yours faithfully

Encls:- As above

SD/-

Registrar
H.P. University, Shimla-5
Dated:-27.04.2015

Endst No: Even

Copy forwarded to the following for information & further necessary action:-

1. The Principal Secretary to the Chancellor, H.P. Raj Bhawan, Shimla-2.
2. The Secretary, University Grant Commission, Bahadurshah Jafar Marg, New Delhi.
3. The Principal Secretary/Additional Secretary (Hr. Education) to the Govt. of H.P. Shimla-2.
4. The Director of Higher Education to the Govt. of H.P. Shimla-1
5. The Dean-cum-Director, College Development Council, H.P. University, Shimla-5.
6. The Dean of Studies/DSW/Chief Warden, HPU, Shimla-5.
7. The Director, ICDEOL/UIIT/UCBS/IIHS/Principal HPUCES, Shimla.

P.T.O

8. The Director, H.P. University Regional Centre, Dharamshala, H.P.
9. All the Chairman/Chairperson, Teaching Department, HPU, Shimla-5.
10. All the Principal of (Govt./Pvt/B.Ed./Professional) Colleges affiliated to/associated with H.P. University with a copy of Regulations. All the Principals are further directed to submit complete proposal for grant of privilege of affiliation/extension of affiliation (provisional/(temporary/permanent) in respect of all courses as per new guidelines for the academic session 2015-16 immediately for constitution of Inspection Committee failing which admission of the various courses will not be entertained for the academic session 2015-16. Further, the Private/B.Ed/Professional Colleges are directed /advised to collect the FDR's lying with this University for various courses and submit the security charges as mentioned in the Regulations at the earliest.
- 11. The Finance Officers, HPU, Shimla-5 with the request to create a new Budget Head/Account so that Security Charges & affiliation/Inspection fee may be deposited in the same account/Head and all the expenditure related to affiliation/Inspection or other expenses may be charged from the new affiliation account/Budget Head.**
12. Jt. Controller (LAD), HPU, Shimla-5.
13. All the Branch Officers, H.P. University, Shimla-5.
14. The Secretary to VC/SPS to the Vice-Chancellor/Registrar, HPU, Shimla-5.
15. All the Dealing Supdts/Dealing Asstt.(Affiliation) Academic Branch. H.P. University, Shimla-5.

Sd/
Registrar

HIMACHAL PRADESH UNIVERSITY
SUMMER HILL, SHIMLA-5

.....
REGULATIONS FOR AFFILIATION OF COLLEGES

(Himachal Pradesh University Regulations for Affiliation of Colleges (as per Statute 16 and Ordinance 38.6), the Regulations for grant of provisional/temporary/permanent affiliation and continuation of affiliation as per Notification No. 1-3/87-HPU (Acad.) Vol-IX dated 09-07-2010 and letter No. 1-286/Misc-HPU(Acad.) dated 25-09-2008 vide which the UGC (Affiliation of Colleges by Universities) Regulations, 2009 and (Norms and Guidelines for granting No-objection-Certificate to start various courses in the State of H.P. in the Private Sector) respectively were adopted and notified).

1. Norms/Guidelines apply to the under mentioned courses and already running different courses by this University:-

- (i) Graduate Courses in Arts, Science, Medical/Journalism, Commerce, Law including BBA and BCA.
- (ii) Post Graduate Courses in Arts, Science, Media/Journalism, Commerce, Law, Business Administration including in Sanskrit PGDCA.
- (iii) Graduate & Post Graduate Courses in Sanskrit, and
- (iv) Any other course(s) like Education, Medical, Management, Nursing and all type of Professional courses etc. which may be started in near future.

2. Application fee:-

Each application is to be made as per Form at Annexure A with its supporting documents as per Annexure B, C, D and E and accompanied with a bank draft of Rs. 25,000/- for each Course/Unit (neither refundable nor adjustable) in favour of the Finance Officers, Himachal Pradesh University, Summer Hill, Shimla-5 or deposited in University account directly and so as to reach in the office of the Registrar as per Ord.38.4 and 38.13. However, the Vice-Chancellor at his discretion on the merit of the case may condone the delay in the submission of application after due date with the late fee as prescribed from time to time

3. Security Charges:-

A sum of Rs. 5.00 lacs for each Course/Unit is to be deposited in the University Account as security deposit to ensure compliance of these norms which will be refundable as per provisions of Accounts Manual of Himachal Pradesh University.

4. Eligibility Criteria for Provisional/Temporary Affiliation:-

The Proposed college/institute seeking provisional affiliation, at the time of application/inspection by the University, shall satisfy the following requirement(s) in respect of any of them prescribed by the University Grants Commission and State Government:-

- a) Undisputed ownership and possession of land measuring not less than 2 acres/ 10 Bighas/20 Kanals/7500 sq. metres or as prescribed by the concerned Regulatory Body, preferably at one place and shall have open ground/space for extracurricular activities of minimum 500 square metres. Existing Private College/Institute will not be considered for additional course(s)/programme(s) if they are running in residential area or do not fulfil the above mentioned requirement.
- b) Academic building sufficient to accommodate the faculties, lecture/seminar rooms, library, laboratories etc. and sitting space per student should be at least 10 square feet.
- c) Number of teaching and non-teaching staff as per University Grants Commission/Regulatory Body or State Government Norms.
- d) Necessary laboratory equipments and any other thing etc. as prescribed by the university Grants Commission/Regulatory Body concerned, if any.
- e) In the first year not more than three undergraduate courses with maximum intake of 60 students in each course for Undergraduate and 30 for Postgraduate course will be permitted.
- f) The institute/College will follow the reservation guidelines of the Government of Himachal Pradesh.
- g) The Institute/College will follow the fee structure as decided by the Government of Himachal Pradesh/Himachal Pradesh University.
- h) All registers and records including audited statement of accounts, as required to be maintained under the Regulation(s) Order(s) of the UGC/State Government/University shall be maintained and made available as and when required for inspection.
- i) All the affiliated/associated/constituent Colleges/Institutes will appoint a PIO under RTI Act, 2005 and supply a copy of the same to the University. The Registrar, Himachal Pradesh University will be the 1st Appellate Authority.
- j) Any other order(s)/Instruction(s) issued by the University Grants Commission/Regulatory Body/State Government or and Himachal Pradesh University.

5. Procedure for granting Provisional/Temporary Affiliation:-

The application to start a new college/Institute and to get it provisionally/temporarily affiliated can be submitted by the Central/State Government Institutions/Colleges and Trust/Society and shall submit the following certified copy(s) of the following documents:

- a) Copy of NOC received from the State Government and certified copies of registration of the Society/Trust along with details of Constitution and Memorandum of Association;
- b) Letter from the Competent Authority designated by the Government concerned for classification of land and its location as Metropolitan or other areas;

- c) Land Use Certificate from the Competent Authority designated by the Government concerned;
- d) Registered land/Govt. leased land documents in the name of the applicant/Society/Trust;
- e) Appropriate order from the Govt. permitting the Society/Trust to start the college/institute with details of the course/programmes intended to be offered;
- f) Building Plan of the proposed college/institute prepared by a registered Architect and approved by Competent Authority Designated by the Govt. concerned;
- g) Registered documents by the registered Society/Trust earmarked land and buildings for the proposed college/institute;
- h) Policy with regard to teaching/non-teaching recruitment, retention, development etc.

Provided, if the University is satisfied on preliminary scrutiny of the application/documents issue a **letter of Intent** to cause an inspection for which prescribed fee as per Annexure E is to be deposited within a period of one month for physical verification of all the requirements of the grant of provisional/temporary affiliation.

6. Eligibility Criteria of Permanent Affiliation:

A college who wishes to get permanent affiliation shall apply to the University at any time after completing five years of temporary affiliation in the prescribed proforma along with a fee of Rs. 50,000/- (Rupees fifty thousand only) neither refundable nor adjustable in favour of the Finance Officer, Himachal Pradesh University Summer Hill, Shimla-5. The procedure for granting permanent affiliation shall be the same as for granting provisional/temporary affiliation given in the Regulations.

Provided, if the University decides not to grant permanent affiliation to the college for reasons to be recorded in writing, or its failure to meet the conditions/requirements for getting such affiliation, the college/institute may apply again if it fulfils the conditions/requirements subsequently, but not earlier than six months from the date of rejection of its earlier application, but the permanent affiliation will not be given in any case to the College/Institute who is not fulfilling all the conditions.

Provided further, if the College/Institute needs certificate to the effect that the College/Institute has been granted provisional/temporary/permanent affiliation then a fee of Rs. 500/- be deposited in University account.

7. Continuation of Affiliation:

Every College have to deposit the temporary/permanent/continuation of affiliation alongwith prescribed fee as per Annexure-E before the start of session i.e. 30th June otherwise the University has a right either to withdraw the affiliation of the concerned Institute/College or to take other action as it may deem fit.

8. Eligibility to apply for addition of new course(s) of study:

Any proposal for adding new course(s) shall be considered by the University only after ensuring the following equitable distribution of facilities of higher education, having due regard in particular, to the need of the unserved, underdeveloped, rural, hilly, tribal and backward areas within its jurisdiction:

- a) Any proposal for raising the existing undergraduate college to postgraduate college level shall be considered by the University only after satisfactory completion of three years of the under graduate programme and the proposed buildings, qualified faculty and other infrastructure facilities are fully created as per The Regulations;
- b) Each application for addition of a new temporary course or for upgrading the existing programme to post-graduate level shall be accompanied by a fee of Rs. 50,000/- (Rupees fifty thousand only) in favour of the Finance Officer, Himachal Pradesh University, Summer Hill, Shimla-5.
- c) The procedure for granting additional new course temporary affiliation shall be the same as for granting temporary affiliation given in the Regulations.

9. Penalties:-

Penalties may be impost on the College/Institutions granted temporary/permanent affiliation on failure and /or deviation to comply with the Regulations.

The College/Institutions who has been granted temporary/permanent affiliation does not complete the conditions made by the Inspection Committee(s)/ University, the Executive Council may take such action as it may deem fit.

Provided if any college/institute included under section 2(f) and receiving UGC Grants under section 12 (B) is found guilty of violation of the Regulations, the UGC may take such action as it may deem fit, including that of withholding the grants to the concerned college/institute and /or delisting the said college/institute from the list of colleges affiliated by the University.

APPLICATION FOR GRANT OF PROVISIONAL/TEMPORARY/PERMANENT AFFILIATION TO ESTABLISH/RUN COURSE(S) PROGRAMME(S) SUCH AS UNDER GRADUATE COURSES IN ARTS, SCIENCE, COMMERCE, LAW, SANSKRIT, MEDIA/JOURNALISM, INCLUDING BBA AND BCA ETC. AND OTHER POSTGRADUATE COURSES ETC. IN THE PRIVATE SECTOR.

A. General Particular/Information

| | | |
|----|--|--|
| 1 | Name of the Institution/College | |
| 2 | Postal address in full with Pin Code | |
| 3 | Telephone No/Fax No./E-Mail | |
| 4 | Nearest Town with distance in Kms, if located in rural area. | |
| 5 | Name of the Course(s) | |
| 6 | No. of Units/Intake proposed (including whether it is for New Programme or for additional intake in a recognized programme). | |
| 7 | Academic Year (including the month) from which the programme is proposed | |
| 8 | Type of affiliation: (Provisional/Temporary/Permanent) | |
| 9 | Type of Institution (Boys/Girls/Co-education) | |
| 10 | Details of application fee: a) Amount b) Draft No. and date c) Name of the Bank | |

B. Type of Management:

| | | |
|----|--|--|
| 1. | Indicate if the Institution is to be Managed by the Society/Trust. A copy each of the certificate of Registration, Memorandum of Association/Bye laws etc. should be attached. | |
|----|--|--|

C. Infrastructural facilities:

| | | |
|-------|--|------------------|
| 1 | Indicate if land is available in the name of the society/trust.. | |
| 2(i) | If the course is proposed to be started in a building already constructed following details /documents may be furnished:- a) Approved building plan with the details of Area floor/Room wise. b) Total plinth area. c) Completion certificate from the local authority. | |
| (ii) | If a building is yet to be constructed, the following Details/Doocuments should be furnished. a) Site Plan b) Approved building plan with details of area floor/room wise. c) Date of commencement of construction. d) Likely date of completion of construction. | |
| (iii) | Pending construction of own building, details of building(s) identified for starting the course. | |
| (iv) | If more than one building has been identified. Distance from one building to the other be given. | |
| (v) | Usable area of the building(s)in sq.mts | |
| (vi) | Are water, electricity and toilet facilities available? | |
| (vii) | Location of the building-whether residential or non-residential | |
| 3. | Following specified details of accommodation may be furnished:- | |
| | | No. of Rooms |
| | | Area in sq.mtrs. |
| | Class Rooms | |
| | Principal Room | |
| | Faculty Room | |
| | Library | |
| | Learning Resource Centre | |
| | Office Room | |
| | Store Room | |
| | Hall | |
| | Common Room | |
| | Canteen | |
| | Laboratories | |
| | Hostel (Separate for Boys & Girls) | |
| 4. | Give details of space available for outdoor (play ground etc.)/indoor games. | |
| 5. | Give Full detail of furniture etc | |

D. Curriculum Transaction:-

| | | |
|--|---|--|
| | Indicate the steps that are being taken for recruiting teaching staff and non-teaching staff for the course (give the procedure of recruitment and composition of selection committee). | |
|--|---|--|

E. Instructional Facilities:-

| | | |
|----|---|--|
| 1. | Details of laboratory facilities such as Science, laboratory/Psychology laboratory/ Education technology and media laboratory etc. alongwith available equipment and software and hardware facilities may be given. | |
| 2. | Give details of laboratory equipment, Computer Hardware and Software and other teaching aids etc. | |
| 3. | Following details may be furnished: a) Details of playfields, multipurpose hall/gymnasium for indoor sports. b) Details of various equipments for games and sports. c) Facility of health education and anatomy and psychology lab alongwith the details of equipment. | |
| 4. | Give detail of books, magazines, journals, audio visual aids, teaching aids and play material. | |

F. Finance:-

| | | |
|---|--|--|
| 1 | Indicate the source of finance and funds available for running the institutions/programme. | |
| 2 | Has the institution deposited Rs. 5.00 lacs as security with the University, if so, give details in case provisional affiliation has already been granted? | |

G. Other Information:

| | | | | |
|---|---|---------------|-------------------------|---|
| 1 | Details of other courses if any, being run by the institution: | | | |
| | <u>Name of the course</u> | <u>Intake</u> | <u>Duration</u> | <u>Provisional/Temporary/Permanent Affiliation.</u> |
| 2 | Details of other institutions, if any being run by the Society/Trust/Board. | | | |
| | <u>Name of Institution</u> | | <u>Course Conducted</u> | |

Place:

()
Name & Designation
Of the applicant with the
seal of institution

Date:

Correspondence Address:

Pin Code_____

LIST OF ESSENTIAL DOCUMENTS TO BE ATTACHED WITH THE APPLICATION FOR GRANTING PROVISIONAL/TEMPORARY/PERMANENT AFFILIATION.

- I. Prescribed Fee of Rs. 25,000/- or Rs. 50,000/- (Non-refundable) in the form of a crossed Demand Draft payable to the Finance Officers, Himachal Pradesh University, Summer Hill, Shimla-5 or detail/proof of depositing the fee in the University account for seeking Provisional/Temporary Affiliation or Permanent Affiliation.
- II. Undertaking in Non-Judicial Stamp Paper as per the Format given in Annexure-C.
- III. Copy of Approved Building Plan.
- IV. A crossed Demand Draft payable to the Finance Officer, Himachal Pradesh University, Summer Hill, Shimla-5 for Rs. 5.00 lacs (Rupees five lacs only) as Security Money in case provisional affiliation has been sought/granted.
- V. A copy of each of the certificate of Registration, Memorandum of Association and Bye laws in case the institution is managed by a Society/Trust, if already submitted with provisional affiliation application, may inform of the changes, if any.
- VI. Copies of valid land documents along with a Land title Certificate as per the format given in Annexure-D to be issued by a Revenue Officer not below the rank of Tehsildar, if already submitted with provisional affiliation application, may inform of the changes, if any.
- VII. A sworn affidavit verifying the contents given in the application form and the documents attached therewith. The affidavit must be attested through a First Class Magistrate/SDM/ADM.

Note:-

If the application is found incomplete i.e. without the essential documents, the institution may be asked to make good deficiencies in the application on or before starting of the session or visit of the Inspection Committee whichever is earlier.

UNDERTAKING

That, I have read and understand the contents of the application and the same are true and correct on the basis of my personal knowledge and on the basis of records of the institution.

In connection with my/our application for grant of Provisional / Temporary /Permanent affiliation of _____
(Name of the Institution) to conduct _____ course
With _____ intake/additional intake and hereby undertake to comply with the following:

- I. That infrastructural, instructional and other facilities has been/shall be provided as per the norms, standards and guidelines prescribed from time to time.
- II. That admission to the course will be made only after provisional/Temporary/ Permanent affiliation is granted by the University.
- III. That the Management will make adequate funds available for providing satisfactory facilities and for proper programme implementation.
- IV. That the Management will appoint the Public Information Officer under RTI Act. 2005 and make available information sought by applicant.

(Signature of the authorized designation
Authority alongwith his/her official
Position and office seal)

Place: _____

Name in Block Letters

Date: _____

LAND TITLE CERTIFICATE

(To be issued by a Revenue Officer not below the rank of the Tehsildar)

From:-

To

The Registrar
Himachal Pradesh University,
Summer Hill, Shimla-5.

Subject:- Land Title Certificate.

On the request of _____ Trust/Institution/Society I have
been examined the various land documents/records pertaining to the following land

- 1. Address _____

- 2. Location _____

- 3. Area/Measurement _____

After careful examination of the documents and satisfying myself, I clearly that the above
mentioned land is presently in the name/title of _____
Society/Trust/Institution.

Further, it is clarified that there are no restrictions for constructions of building to be used for
Education Course.

Place: -
Date: -

Name:-
Address:-

Rate of Inspection Fee/Provisional Affiliation Fee/Temporary Affiliation Fee/Permanent Affiliation Fee and Annual Continuation Affiliation Fee.

| Sr. No. | Type of College/Course | Inspection Fee(Rs.) | Provisional Affiliation Fee (Rs.) | Temporary Affiliation Fee (Rs.) | Permanent Affiliation Fee(Rs.) | Annual Permanent Continuation Fee(Rs.) |
|--|---|----------------------|---|---|---|---|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 1. | Colleges offering Under Graduate Arts Subjects only | 10,000/- | 20,000/- | 25,000/- | 30,000/- | 30,000/- |
| 2. | Colleges offering Under Graduate Arts and Commerce Subjects only | 20,000/- | 35,000/- | 40,000/- | 45,000/- | 45,000/- |
| 3. | Colleges Offering Undergraduate Arts and Science (General) Subjects only | 20,000/- | 40,000/- | 45,000/- | 50,000/- | 50,000/- |
| 4. | Colleges offering Undergraduate Arts, Commerce and Science (General) Classes | 30,000/- | 45,000/- | 50,000/- | 55,000/- | 55,000/- |
| 5. | Degree Colleges having additional PGClasses | 15,000/- each course | 10,000 per subject | 12,000/- per subject | 15000/- per subject | 15000/- per subject |
| 6. | Colleges offering BPE Course (Self Financing) | 15,000/- | 30,000/- | 35,000/- | 40,000/- | 40,000/- |
| 7. | Colleges offering BBA Course (Self Financing) | 15,000/- | 20,000/- | 25,000/- | 30,000/- | 30,000/- |
| 8. | Colleges offering BCA Course (Self Financing) | 15,000/- | 20,000/- | 25,000/- | 30,000/- | 30,000/- |
| 9. | Colleges offering any Post Graduate Diploma level courses like PGDCA, PGDPM, Yoga, ETC. | 10,000/- Each Course | 20,000/- Each Course | 25,000/- Each Course | 30,000/- Each Course | 30,000/- Each Course |
| 10. | Govt./Private Colleges running M.Sc. Courses | 20,000/- Each Course | 30,000/- Each Course | 35,000/- Each Course | 50,000/- Each Course | 50,000/- Each Course |
| Sanskrit Colleges Group "B" | | | | | | |
| 11. | Affiliated/Associated Sanskrit Colleges | 10,000/- | 10,000/- | 15,000/- | 20,000/- | 20,000/- |
| Professional Colleges Group "C" | | | | | | |
| 12. | B.Ed. Colleges | 60,000/- | 80,000/- | 1,00,000/- | 1,20,000/- | 1,20,000/- |
| 13. | B.P.Ed. Colleges | 60,000/- | 70,000/- | 90,000/- | 1,00,000/- | 1,00,000/- |
| 14. | B.Ed Colleges running M.Ed College/Classes | 60,000/- Each Course | 1,20,000/- | 1,50,000/- | 2,00,000/- | 2,00,000/- |
| 15. | B.Ed. Colleges running additional M.Ed. & B.P.Ed Classes | 60,000/- Each Course | 1,60,000/- | 2,00,000/- | 2,50,000/- | 2,50,000/- |
| 16. | B.Ed. Colleges running additional B.P.Ed Classes | 60,000/- Each Course | 1,20,000/- | 1,50,000/- | 2,00,000/- | 2,00,000/- |
| 17. | Dental Colleges running BDS Course | 60,000/- | 1,20,000/- | 1,50,000/- | 2,00,000/- | 2,00,000/- |
| 18. | Dental Colleges running BDS and MDS Courses | 60,000/- Each | 1,20,000/- Plus 10,000/- per MDS Course | 1,50,000/- Plus 15,000/- per MDS Course | 2,00,000/- Plus 20,000/- per MDS Course | 2,00,000/- Plus 20,000/- per MDS Course |
| 19. | Medical Colleges running MBBS course | 60,000/- | 1,20,000/- | 1,50,000/- | 2,00,000/- | 2,00,000/- |

| | | | | | | |
|-----|---|----------------------|---|---|---|---|
| 20. | Medical Colleges running MBBS and MD/MS Courses | 60,000/- Each | 1,20,000/- Plus 10,000/- per MD/MS Course | 1,50,000/- Plus 15,000/- per MD/MS Course | 2,00,000/- Plus 25,000/- per MD/MS Course | 2,00,000/- Plus 25,000/- per MD/MS Course |
| 21. | Medical Colleges running additional para Medical Courses | 50,000/- Each Course | 25,000/- Each Course | 30,000/- Each Course | 40,000/- Each Course | 40,000/- Each Course |
| 22. | Colleges running B.Sc. Nursing Courses | 60,000/- | 1,00,000/- | 1,25,000/- | 1,50,000/- | 1,50,000/- |
| 23. | Nursing Colleges running additional Post Basic Nursing Courses | 60,000/- Each | 1,25,000/- | 1,50,000/- | 2,00,000/- | 2,00,000/- |
| 24. | Nursing Colleges running additional M.Sc. Nursing Course | 60,000/- Each | 1,50,000/- | 2,00,000/- | 2,50,000/- | 2,50,000/- |
| 25. | Ayurvedic Colleges | 60,000/- | 1,20,000/- | 1,50,000/- | 2,00,000/- | 2,00,000/- |
| 26. | Ayurvedic Colleges running additional P.G. Courses | 60,000/- Each | 1,20,000/- Plus 10,000/- per PG Course | 1,50,000/- Plus 15,000/- per PG Course | 2,00,000/- Plus 25,000/- per PG Course | 2,00,000/- Plus 25,000/- per PG Course |
| 27. | Homeopathic Colleges | 60,000/- | 1,20,000/- | 1,50,000/- | 2,00,000/- | 2,00,000/- |
| 28. | Homeopathic Colleges with PG Courses | 60,000/- Each | 1,20,000/- Plus 10,000/- per PG Course | 1,50,000/- Plus 15,000/- per PG Course | 2,00,000/- Plus 25,000/- per PG Course | 2,00,000/- Plus 25,000/- per PG Course |
| 29. | Colleges running MCA Course | 60,000/- | 80,000/- | 1,00,000/- | 1,25,000/- | 1,25,000/- |
| 30. | Law Colleges running LLB Three year course | 60,000/- | 80,000/- | 1,00,000/- | 1,25,000/- | 1,25,000/- |
| 31. | Law Colleges running LLB Three year course and B.A. LLB five years course | 60,000/- each | 1,30,000/- | 1,60,000/- | 2,00,000/- | 2,00,000/- |
| 32. | Bio-Science Colleges running B.Sc. (Hons) Bio-Technology and B.Sc. Microbiology courses | 45,000/- Each Course | 50,000/- Each Course | 60,000/- Each Course | 80,000/- Each Course | 80,000/- Each Course |
| 33. | Bio-Science Colleges running additional PG courses | 45,000/- Each Course | 1,00,000/- Each Course | 1,20,000/- Each Course | 1,40,000/- Each Course | 1,40,000/- Each Course |
| 34. | Bachelor of Hotel Management Course | 60,000/- | 80,000/- | 1,00,000/- | 1,20,000/- | 1,20,000/- |

Late fee is to be charged from the new college/Institutions which submits incomplete proposals after the dates prescribed by the University under Ordinance 38.2 for seeking affiliation.

| Sr. No. | Date prescribed | Schedule of late fee. |
|---------|---|---------------------------|
| 1. | Upto 31 st December of the year preceding the one in which it proposed to start the classes. | Rs. 75,000/- per course |
| 2. | Upto 28 th February of the year preceding the one in which it proposed to start the classes. | Rs. 1,00,000/- per course |
| 3. | Upto 30 th April of the year preceding the one in which it proposed to start the classes | Rs. 1,50,000/- per course |
| 4. | Upto 30 th June of the year preceding the one in which it proposed to start the classes | Rs. 2,00,000/- per course |
| 5. | After 30 th June of the year preceding the one in which it proposed to start the classes, if any | Rs. 2,50,000/- per course |

Dated: Shimla-5, the 1st Jun 2016

NOTIFICATION

The Hon'ble Vice Chancellor had constituted a committee to re-examine the issue of payment of Security Charges of Rs. 5,00,000/- (Five lac) per course/Unit as mentioned in Para 3 and other issues of the "Regulations for Affiliation of Colleges" which was circulated to all the affiliated/associated colleges for its compliance vide notification of even no. dated 27.04.2015. The Executive Council vide item No. 20 in its meeting held on 30.05.2016 has approved the recommendations of the said committee which are reproduced hereunder:-

1. The Endowment fund will be charged from all the Colleges affiliated to /associated with H.P. University as per provision of the first Ordinances of H.P. University as amended from time to time instead of Security Charges Rs. 5,00,000/- (Five lac) per course/Unit mention in Para 3 of the ibid Regulations.

2. The titles of the Inspection Fee/Provisional Affiliation Fee/Temporary Affiliation Fee/Permanent Affiliation Fee and Annual Continuation Affiliation Fee in the regulation at "Annexure E" were not clear and hence are amended in the following manner:-

| Sr No. | Type of College/ Course | Inspection Fee (Rs.) (Annual) | Provisional Affiliation Fee (Rs.) (one time) | Temporary Affiliation Fee (Rs.) (Annual) | Permanent Affiliation Fee(Rs.) | Permanent Continuation Affiliation Fee (Rs.) (After three year and 10% increase every year) |
|--------|-------------------------|-------------------------------|--|--|--------------------------------|---|
|--------|-------------------------|-------------------------------|--|--|--------------------------------|---|

3. During the process for considering the grant of temporary affiliation, the Colleges are required to obtain "No Dues Certificate" from the University and will place the same before the Inspection Committee which shall be considered for granting the privilege of affiliation.



Registrar,
H.P. University, Shimla-5

Endst. No Even.

Dated: 1 JUL 2016

Copy forwarded for information and further necessary action to:

1. All the Principal of affiliated to/associated with H.P. University, Shimla-5
2. The Secretary, University Grant Commission, Bahadur Shah Jafar Marg, New Delhi.
3. The Director, Hr. Education, H.P. Shimla-171001.
4. The Principal Secretary (Hr. Education) to the Govt of H.P. Shimla-2.
5. The Dean of Studies/Dean CDC, H.P. University, Shimla-5.
6. The Finance officer H.P. University, Shimla-5
7. The COE /Addl. COE/ F.O./ Jt. Controller (LAD), H.P. University, Shimla-5.
8. The Deputy Registrar (Admn.) w.r.t. decision taken by the Executive Council vide item No 20 in its meeting held on 30.05.2016.
9. The DR/ AR (Exams/Secrecy/RME/Conduct/Eval/Re-Eval/Internal Audit), H P University, Shimla-5
10. Secretary to VC/SPS to the Vice-Chancellor/Registrar, HPU, Shimla-5.
11. Concerned file of the college/Guard file.


Registrar,

PF No. 1-105/91-HPU (Acad) Vol-IV
(NAAC Accredited "A" Grade University)
Himachal Pradesh University, Summer Hill, Shimla-5
"Academic Branch"

Dated: 15.12.2020
15.12.2020

Notification

In continuation to this office Notification No. 1-537/2009-HPU (Acad) dated 27.04.2015 and on the recommendations of High Power Committee in its meeting held on 21.09.2020 vide item No. 2 and the Executive Council in its meeting held on 21.11.2020 vide item No. 6 have approved the enhancement of following rates of Inspection fees to grant Temporary/extension of affiliation with immediate effect.

| Sr. No. | Name of the Fee | Existing fee | Enhanced fee |
|---------|-----------------|-----------------------------|---------------------------|
| 1. | Inspection Fee | @ Rs 10,000/- (each course) | @ Rs 20,000 (each course) |



Registrar,
HPU, Shimla-5

Dated: 15.12.2020

Endst. No. Even

Copy forwarded to the following for information & further necessary action to:-

1. The Dean of Studies, HPU, Shimla-5
2. The Dean, CDC, HPU, Shimla-5
3. The Finance Officer, HPU, Shimla-5
4. The Deputy Controller, (LAD), HPU, Shimla-5
5. The Deputy Registrar (internal Audit), HPU, Shimla-5
6. The A.R./S.O (Accounts-I, II/Compilation), HPU, Shimla-5
7. The Assistant Registrar (Admn.), HPU, Shimla-5 w.r.t action taken report on the item No. 6 of Executive Council's meeting held on 21.11.2020.
8. The SPS/PS to the Vice-Chancellor/Registrar, HPU, Shimla-5
9. All the Supdts./D.A's of Academic branch dealing with affiliation matters of the Govt. /Proff. /B.Ed. colleges.
10. Guard file.



Registrar

Chapter XXXVIII

AFFILIATION AND RECOGNITION OF COLLEGES AND INSTITUTION(S)

38.1. Affiliation or recognition shall not be granted with retrospective effect.

38.2. Every Application for affiliation or recognition of a new college/ Institute or for starting course(s) of instruction in a new course(s)/ programme(s) must reach the Registrar not later than the 30th June of the year preceding that in which the college/ institute is proposed to be affiliated or recognised:

Provided that Vice-Chancellor may allow an application to be entertained upto the 31st December of the year preceding the year in which the provisional/temporary affiliation or recognition is sought with a late fee of Rs. 25.000/- if he is satisfied that the necessary buildings, playgrounds, hostel facilities, equipments, library, furniture's etc. exist or can be made available before the start of the academic session.

Provided further that the temporary/ permanent or continuation of affiliation of a College/Institute shall be in accordance with the UGC.(AFFILIATION OF COLLEGES BY UNIVERSITIES) REGULATIONS, 2009 and NORMS FOR THE INTRODUCTION OF COURSES/ PROGRAMMES SUCH AS GRADUATE COURSES/ IN ARTS, SCIENCE, COMMERCE, LAW, SANSKRIT INCLUDING BBA, BCA, ETC. AND POSTGRADUATE REGULATIONS, 2009 AND NORMS FOR THE INTRODUCTION OF COURSES/PROGRAM SUCH AS GRADUATE COURSES IN ARTS, SCIENCE, COMMERCE, LAW, SANSKRIT INCLUDING BBA, BCA, ETC AND POST GRADUATE COURSES INCLUDING PGDCA ETC. IN THE PRIVATE SECTOR as notified by the University Grants Commission and State Government respectively from time to time.

38.3. In the case of a Government college/institution, the application for affiliation or recognition shall be made by the Director of Education/Head of the concerned Government Department and in the case of a non-Government college or institution by the President/Secretary of the Management i.e. the Managing Committee or Managing Board by whatever name it may be called.

38.4. An application for provisional/temporary/permanent affiliation of a Government/Non-Govt. college or institution shall be accompanied by a fee as prescribed by the Executive Council from time to time. This fee shall not be refundable/ adjustable in any case.

38.5. In addition to the conditions laid down in Statute 16 of the First Statutes of the University, every college or institution for which affiliation is sought, shall also satisfy the following conditions :-

- A. (a) that there is a genuine need for such a college or institution or for such facilities in the locality and the affiliation of the college or institution having regard to the educational facilities provided by other colleges in the same neighbourhood will not be injurious to the interests of education;
- (b) that the college or institution possesses buildings, equipment and library as prescribed by Regulations, from time to time, by the Executive Council;
- (c) that the college or institution possesses adequate furniture and has suitable playgrounds and hostel facilities for the students and residential accommodation for its teachers;
- (d) that the teachers of the college or institution possess the minimum educational qualifications laid down by Regulations framed by the Executive Council on the recommendation of the Academic Council, from time to time for the purpose;
The initial staff shall be approved by the Vice-Chancellor and subsequent changes, if any, shall be reported to the Registrar within 15 days of such change for the approval of the Vice-Chancellor;
- (e) that every affiliated college or institution shall observe the rules laid down by the University regarding admission to colleges or institutions, strength of students in a class or section and the residence and discipline of students;
- (f) that every affiliated college or institution shall make available to the University such of its buildings, libraries, and laboratories with their equipment and appliances and also the services of such of its teaching and other staff, as may be necessary for the purpose of the conduct of University examinations or holding of seminars, extension lectures, training courses, conferences etc. etc. by the University;
- (e) that every affiliated college or institution shall maintain such registers and furnish such returns to the Registrar as may be prescribed from time to time by the Executive Council in this behalf;
- (f) that the Principal/Head of every affiliated college/ institution shall submit to the Registrar annually in the month of July or in such other month as the Executive Council may, from time to time, determine a report showing the changes, if any, in the teaching

staff and qualifications of new members, number and distribution of students in a class or section, income and expenditure of the students fund for the previous financial year, results of University examinations, changes in the scale of fees, scholarships condition of the library, number of students in the hostel and adequacy or otherwise of the college buildings, laboratories, equipment, furniture, playgrounds, hostels etc. This report shall also be accompanied by a certificate showing how far the conditions of affiliation have been fulfilled :

Provided that in the case of a non-Government college or institution, the Principal/Head shall also show in this report the change in the Management, if any, and shall also include a statement of the income and expenditure for the previous financial year;

- (i) that the Vice-Chancellor shall have the right to cause an inspection to be made by such person or persons, as he decides, of and affiliated or recognised college or institution, including the Buildings laboratories, records and equipments thereof and also of the records of admissions, examinations, teaching and other work conducted or done by it, or to cause any enquiry to be made in a like manner in respect of any matter connected with its administration and finance;
- (ii) that the Vice-Chancellor shall in every case give notice of his intention to cause an inspection or enquiry to be made to the Director of Education/Head of the Government Department in the case of Government college/institution, and the Management in the case of a non-Government college or institution, and the Director of Education/Head of the Government Department or the Management, as the case may be, shall be entitled to appoint a representative who shall have the right to be present and be heard at such inspection or enquiry;

However, in cases of complaints of gross violation of rules and or mismanagement by a college, the Vice-Chancellor shall have the power to cause a surprise inspection/enquiry himself or through a person(s) authorised by him in this behalf, even without a formal notice as provided above, but the result of such an inspection/enquiry shall be placed before the Executive Council.

- (iii) that the Vice-Chancellor shall place before the Executive Council the result of such inspection or enquiry together with his views thereon and recommendation regarding the action called for, and the decision of the Executive Council shall be communicated to the college or institution concerned;

- (iv) that where the college or institution does not take action to the satisfaction of the Executive Council, the Executive Council, may after considering any explanation furnished or representation made by the college or institution, issue such directions as it may deem fit and the college or institution shall comply with such directions, failing which the Executive Council may order disaffiliation.
- B. In the case of a non-Government college or institution :
- (a) that the rules fixing the fees (if any) have been so framed as not to be injurious to the interest of education;
- (b) that there shall be an endowment fund in cash, so long as the college or institution exists:
- (i) The amount of the endowment fund shall be as prescribed below in respect of each faculty in which affiliation is sought:-
- | | |
|---|--------------|
| (a) Faculty of Arts : | |
| Classical & Modern Indian Languages | Rs 25,000 |
| B.A. | Rs 1,50,000 |
| (b) Faculty of Science : | |
| B.Sc. | Rs. 2,00,000 |
| (c) Faculty of Commerce and Business Administration : | |
| B.Com. | Rs. 1,50,000 |
| (d) Faculty of Education: | |
| B.Ed. | Rs. 1,50,000 |
- (i) Provided that the endowment fund deposited for the affiliation of one Faculty shall be treated as endowment fund for another Faculty/ Faculties if the amount is deposited for a fixed term and the interest on it is not withdrawn till the total amount Principal +(Interest) becomes equal to the amount required for the affiliation of other Faculty/Faculties.
- (ii) The amount of endowment shall be kept as a fixed deposit in a scheduled bank or in Government securities.
- (iii) The fixed deposit receipts or Government securities shall be in the joint name of the Registrar, Himachal Pradesh University and the President/Secretary of the Management and shall be deposited with the University along with the application for the grant of affiliation.

- (iv) The endowment fund shall remain intact and shall not be used by the Management for current expenses or as a security for obtaining a loan or for any other purpose. A declaration to this effect by the President/Secretary of the Management shall accompany the endowment fund fixed deposit receipts or Government securities.
- (c) that the college or institution possesses adequate funds in the form of endowment and/or guaranteed income including a promise of grant-in-aid from the State Government for its efficient functioning;
- (d) that the Principal/teachers of the college or institution shall be appointed in the manner and on the terms and conditions of service as laid down in the rules in Appendix A to this Chapter;
- (e) that in case the office of the Principal falls vacant, the senior-most teacher shall act as Principal till a regularly selected Principal is appointed;
- (f) that the Management i.e. the Managing Committee or Managing Board, by whatever name it may be called, must be a society registered under the Societies Registration Act or a Trust and its constitution must provide inter alia that -
 - (i) The management Committee shall consist of not more than twenty members and its constitution shall be as under:
 1. President to be elected in accordance with the provisions of constitution of the Society/trust approved by the University.
 2. Vice-President to be elected in accordance with the provisions of constitution of the Society/Trust approved by the University.
 3. Secretary to be elected in accordance with the provisions of constitution of the Society/Trust approved by the University.
 4. Principal of the College.
 5. Two representatives of the teaching staff of the College to be elected for a term of the Managing Committee.
 6. One representative of the non-teaching employees of the College to be elected for a term of the Managing Committee.
 7. One representative of the Director of Education not below the rank of Principal for a term of the Managing Committee.
 8. Two nominees of the University to be appointed by the Executive Council for a term of the Managing Committee.
 9. One Government Officer of the region concerned not below the rank of Sub-Divisional Magistrate for a term of the Managing Committee.

10. One representative of the person(s) who has/have donated a sum of 0 Rs.25,000/- or above.
11. President of the Student Central Association of the College concerned.
12. Local Member of Legislature Assembly of the area concerned.
 - (ii) if any question arises whether any person has been duly appointed, nominated or selected or is entitled to be a member or office-bearer of the Management or whether the management is legally constituted, the decision of the Vice-Chancellor, subject to the decision, if any, of a Court of Law, shall be final;
 - (iii) every change in the membership of office bearers of the Management shall be notified to the Registrar within fifteen days of such change and shall be effective only after it has been approved by the Executive Council:
 - (iv) in case the Executive Council is satisfied in accordance with the Statutes and these Ordinances that the affiliation of the college/ institution or its recognition for any new degree or in an additional subject deserves to be suspended or withdrawn, and is further of the opinion that such suspension or withdrawal will cause undue hardship to the students of the college or an avoidable diminution in the availability of facilities for higher education in the locality, or will prevent proper utilisation of the grants received by it from the State Government, Government of India, the University Grants Commission or any other national or international organisation or foundation; or in case the Management decides to close down the college or any Section thereof, and the Executive Council is of the opinion that such closure will cause any of the consequences mentioned above, the Executive Council with the prior approval of the Chancellor, may for a period not exceeding three years, supersede the Management and appoint an Administrator or an ad hoc committee, who or which shall perform, exercise and discharge all functions, powers and duties of the Management in relation to the college and the funds properties and assets standing to its credit or vested in it or endowed for its benefit ;
Such Administrator or ad hoc committee shall have no power to sell, mortgage or otherwise transfer any of lease property vested in or endowed for the benefit of the college except by way of lease not operating beyond the period of operation of the order of the Executive Council; but save as aforesaid, the college including its

buildings, premises and equipment as well as any property vested in or held by it or endowed for its benefit shall, for purposes of Management of the college and for utilisation of the income from such property for the said purpose, vest in the Administrator or an ad hoc committee, who or which shall be a corporation sole, or as the case may be, a body corporate having perpetual succession and may sue, and be sued in his or its name; Notwithstanding anything else contained in this chapter, the Executive Council if it is satisfied that it is necessary for it to act on account of mismanagement, or closure or threatened or likely closure of a college/institution or for any other reason, may for reasons to be reduced in writing, supersede the management of a college/institution appoint an adhoc committee or Administrator to manage the college/institution;

Provided that such a resolution shall be effective only after it has received the approval of the Chancellor.

Provided further that maximum period of 3 years as provided herein above for the supersession of the Managing Committees of the Non-Govt. Colleges affiliated to the University shall not apply in the cases of those Colleges which have not constituted its Managing Committees as required under Ordinances prior to their supersession. It shall also not be applicable for those Management Committees which are not functioning in accordance with the provisions of the Act/Statutes/Ordinances of the University and where membership of office bearership of the Society registered under Societies Registration Act XXI of 1860 is in dispute and has been challenged in the Court of Law or where the Management Committee has failed to raise funds as required under rules and regulations, or misappropriate funds, or wherever the management Committee itself has expressed its inability to run the College.

- (g) that in the case of a college or institution founded by individual / donors, the trust deed shall further provide :-
 - (i) that the Founder of the Trust permanently and unequivocally divests himself, his heirs and executors of all interests in the property endowed;
 - (ii) that the endowed property is made to vest permanently and absolutely in the Trustees collectively for the purpose of this Trust;
 - (iii) that the Board of Trustees consists of at least seven members of whom at least five are independent person, who are not in any way related to or dependent upon the Founder of the Trust;

- (iv) that in case of future vacancies the nominations are made by the Board of Trustees and not by the Founder and such nominations are forthwith reported to the Registrar for the information of the Executive Council;
- (v) that copies of the proceedings of the Board of Trustees and a statement of the annual income and expenditure of the Trust shall be supplied to the Registrar for the information of the Executive Council;
- (h) that every affiliated non-Government college or institution shall have its accounts audited by a Chartered Accountant, duly approved by the Executive Council, within three months of the close of the financial year and a copy of the audited account shall be furnished to the Registrar in the month of July every year.

38.6. Every application for provisional/temporary, permanent affiliation or recognition shall be as per Regulations adopted formed/amended by the Executive Council from time to time as per guidelines of the University Grants Commission and State Government.

38.7. If the Vice -Chancellor is satisfied that the application for provisional/temporary/permanent affiliation is in order in all respects, he shall direct a Committee of inspection to inspect the College/Institute, The report of the Committee be submitted for the consideration of the Vice- -Chancellor/ Executive Council within one month from the date of its constitution.

38.8. The purpose of inspection shall be to ascertain whether the college fulfil all the conditions for affiliation laid down in the Statutes, Ordinances and the Regulations.

38.9. The inspection report shall be considered by the Vice- Chancellor in case(s) of provisional/ temporary affiliation and the Executive Council in case of permanent affiliation as per Section 2(f) and/or 12(B) of the University Grants Commission Act.

38.10. The Vice-Chancellor may grant provisional/ temporary/ continuation of affiliation and the Executive Council may grant permanent affiliation as per Section 2(f) and/or 12(B) of the University Grants Commission Act on such condition(s) as it may consider necessary or may refuse provisional/ temporary / permanent affiliation or continuation of affiliation, and closure of College/ Institute.

Provided that in case' the institutions/colleges being granted provisional/ temporary/ permanent affiliation/extension of affiliation fail to submit the compliance report of the deficiencies pointed out by the Inspection Committee(s) within specified period shall be given further period of two

months for removal of deficiencies with penalty of Rs. 50,000/- . In case of failure thereof, the process of disaffiliation/ closure will be started by the University from the next academic session or may migrate the students(s) to other College/ Institute in case of the closure of the said College/ Institute.

38.11. No College or institution shall admit students, till the conditions laid down by the Executive Council for the grant of affiliation have been duly fulfilled, and the Vice Chancellor issues a certificate that these conditions having been fulfilled, the college or institution has been duly granted affiliation or recognition.

38.12. (a) If a college or institution fails to start classes during the academic year for which provisional/temporary affiliation has been granted, the affiliation shall stand cancelled and prescribed fee shall not be refunded/ adjusted in future in any case.

(b) If any affiliated college or institution does not provide instruction, in a subject' or subjects in which provisional/temporary affiliation had been granted for three years continuously, the provisional/temporary affiliation in such subjects shall stand cancelled."

CONTINUATION OF PROVISIONAL/TEMPORARY/ PERMANENT AFFILIATION OR CONTINUATION OF AFFILIATION"

38.13 Every application for provisional/temporary/permanent affiliated College or institution for an additional degree or subject(s) shall be made so as to reach the Registrar before the 30th November of the year preceding the one in which it proposed to start the classes.

The request shall also be accompanied with the concurrence of Government as referred to in Ordinance 38.6 and an inspection fee and Provisional/Temporary/Permanent affiliation or continuation of affiliation fee shall be deposited by Cash or Demand Draft in favour of the Finance Officer, Himachal Pradesh University, Summer Hill, Shimla-5 which shall not be refunded or adjusted in future in any case as decided by the Executive Council from time to time.

Provided that the Vice-Chancellor may allow an application to be entertained upto the 31 December of the year preceding the year in which the provisional/ temporary/permanent affiliation or recognition is sought with a late fee of Rs. 25,000/- if he/she is satisfied that the necessary buildings, playgrounds, hostel facilities, equipments, library and furnitures exist or can be made available before start of the academic session.

38.14. No application for extension of temporary/ permanent affiliation in a new subject shall be considered unless the Registrar gives a certificate in writing that the conditions of previous affiliation or recognition have been fulfilled in toto.

38.15. If the Vice-Chancellor is satisfied that the application for provisional/ temporary/permanent affiliation or continuation of affiliation is in order, in all respects, he shall direct a Committee for inspection to inspect the College. The report of the Committee shall be submitted for the consideration of the Vice-Chancellor/Executive Council within one month from the date of its constitution.

38.16. The Vice-Chancellor/Executive Council after considering the report of inspection may grant extension of temporary/ permanent affiliation on such conditions as it may deem necessary or refuse it.

WITHDRAWAL OF TEMPORARY/PERMANENT AFFILIATION OR CONTINUATION OF AFFILIATION OR RECOGNITION

38.17. Continuance of provisional/temporary/permanent affiliation or recognition shall depend upon the continued fulfilment of the conditions of affiliation and or depositing of prescribed fees.

38.18. The Executive Council may suspend or withdraw provisional/ temporary/ permanent affiliation or continuation of affiliation or recognition, in any of the following cases :-

- (a) continued mismanagement or failure to observe the conditions of provisional/ temporary/ permanent affiliation or recognition:-
- (b) failure to comply with direction issued by the University under Statute 16 or under paragraph 38.5 A (i) (iv) of this Chapter and/ or regulations framed under Ordinance 38.6.

Provided that instead of ordering suspension or withdrawal of provisional/temporary/permanent affiliation or continuation of affiliation or recognition, the Vice-Chancellor/Executive Council may, with the prior approval of the Chancellor, and in accordance with the undertaking given by the Management under Ordinance 38.6 above, the order of supersession of the Management and the appointment of an administrator or an adhoc committee to perform, exercise and discharge all functions, powers and duties of the Management.

38.19. The members of the committee of Inspection shall be paid TA/ DA of the class to which they are entitled under the normal rules and in addition, and inspection fee to the members and officer/ official assisting the Inspection Committee shall be paid as decided by the Executive Council from time to time.

38.20: Every provisional/temporary/permanent affiliated/associated colleges/pathshalas and/or continuation of affiliation shall have to remit affiliation fee or continuation of affiliation fee as the case may be, or as prescribed by the Executive Council from time to time which shall not be refundable or adjustable.

APPENDIX A
[Chapter XXXVIII Paragraph 38.5 B(d)]
Part-I

**RULES RELATING TO THE TEACHERS OF NON-GOVERNMENT
AFFILIATED COLLEGES.**

1. In these rules the word teacher shall include the Principal also, unless otherwise stated.

MANNER OF APPOINTMENT AND TERMS AND CONDITIONS OF SERVICE

2. A. Educational Qualification:

The qualifications for appointment as Teacher in the affiliated colleges shall be the same as prescribed by the UGC from time to time and notified after adoption by the University.

Explanation: For determining Good Academic Record the following criterion may be adopted:

The average of 50% marks at the two lower examinations means Good Academic Record for the purpose of the recruitment of Teachers.

Provided further that for the post of Principal a Assistant Professor having 50% marks in Masters Degree with ten years service duly approved by the University in case of Non-Government College / Government colleges affiliated/ to Associated with this University shall be eligible.

B. Good Academic Record: M.Ed. M.A. (Education) with atleast 55% marks.

- 1) The Criteria for determining Good Academic Record shall be the same as will be prescribed by the Executive Council for all the teaching posts from time to time.
- 2) NET/SET in Education or M.Phil degree in Education obtained before 1993 or Ph.D. degree in Education obtained up to December 31, 2002 or Ph.D. thesis in Education submitted up to December 31, 2002 shall also remain the essential qualification for appointment of teacher in Education.
- 3) Any other relevant qualification may be given due weightage.
- 4) Besides, a relaxation of 5% may be provided from 55% to 50% of the marks at the Masters level for the SC/ST category.

NOTE:

1. While selecting Assistant Professors for teaching specific Teaching Methodology Courses, it may be observed by the Selection Committee what subjects the candidates studied at graduation

level and what were his/her teaching subjects at the B. Ed. level. For example, if a Assistant Professor is needed to teach Teaching of Mathematics course, he/ she should have studied Mathematics at Graduation level and should also have studied: Teaching of Mathematics course at the B.Ed. level. There is no need of having the candidate a masters degree in Mathematics, however, Postgraduate Degree in the relevant teaching subject may be given due weightage. The teachers so selected may teach all other foundation courses alongwith the specific Teaching subject.

2. The Assistant Professors in Education should not be divided into two categories. They should be termed simply as Assistant Professors in Education.

PRINCIPAL/HOD:

1. Academic and Professional qualifications will be as prescribed for the post of Assistant Professor.
2. Ten years experience of which atleast five years should be in a Secondary Teacher Educational Institution, duly approved by the University.

EXPLANATION:

There shall be only one selection committee for selection of Assistant Professors in Education in Non Government Self-financed Colleges irrespective of any specialization. However, the selection committee will see that appointment of teachers in the College shall be so distributed as to ensure the required nature and expertise for teaching methodology courses and foundation courses as laid down under the provision of the ordinances.

C. The qualification/faculty norms for appointment as teacher in the affiliated technical colleges shall be the same as prescribed by the All India Council for Technical Education (AICTE) from time to time and notified after adoption by the University.

3. **Appointments** - (a) The appointment of Principal/ teacher against regular post shall only be made on the recommendations of a Selection Committee constituted as follows:

1. For the Post of Principal (Non Governmental affiliated Colleges of the University)

The Selection Committee for the post of College Principal shall have the following composition:-

- (i) Chairperson/President of the Governing body/Management Committee— Chairperson.

- (ii) Two members of the Governing body of the college to be nominated by the Chairperson of whom one shall be an expert in academic administration.
 - (iii) One nominee of the Vice-Chancellor who shall be a Higher Education expert. In case of Colleges notified/declared as minority educational institutions, one nominee of the Chairperson of the College from out of a panel of five names, preferably from minority communities, recommended by the Vice-Chancellor of the affiliating University of whom one should be a subject expert.
 - (iv) Three experts consisting of the Principal of a college, a Professor and an accomplished educationist not below the rank of a Professor (to be nominated by the governing body/management of the college) out of a panel of six experts approved by the competent authorities of the University concerned.
 - (v) An academician representing SC/ST/OBC/Minority / women/ Differently disabled categories, if any of candidates representing these categories is the applicant, to be nominated by the Vice-Chancellor, if any of the above members of the selection committee do not belong to that category.
- (a) At least five members including two experts should constituted the quorum.
 - (b) All the selection procedures of the selection committee shall be completed on the day of the selection committee meeting itself, wherein, minutes are recorded along with the scoring proforma and recommendation made on the basis of merit with the list of selected and waitlisted candidates/panel of names in order of merit, duly signed by all members of the selection committee.
 - (c) The term of appointment of the college Principal shall be five years with eligibility for re-appointment for one more term only after a similar selection committee process. Selection Committees for the posts of Directors, Deputy Directors, Assistant Directors of Physical Education and Sports, Librarians, Deputy Librarians and Assistant Librarians shall be the same as that of Professor, Associate Professor and Assistant Professor respectively, except that the concerned expert in Physical Education and Sports or Sports Administration of Library, practicing Librarian/Physical Director, as the case may be, shall be associated with the Selection Committee as one the subject experts.

2. For the post of Assistant Professor in Non-Govt. Colleges:

The Selection Committee for the post of Assistant Professor in Colleges including Private Colleges shall have the following composition:-

- (i) Chairperson of the Governing Body of the college or his/her nominee from among the members of the Governing Body to be the Chairperson of the Selection Committee.
- (ii) The Principal of the College.
- (iii) Head of the Department of the concerned subject in the College.
- (iv) Two nominees of the Vice-Chancellor or Acting Vice-Chancellor of the affiliating University of whom one should be a subject expert.
- (v) Two subject experts not connected with the college to be nominated by the Chairperson of the governing body of the college out of a panel of five names recommended by the Vice-Chancellor or Acting Vice-Chancellor from the list of subject experts approved by the relevant statutory body of the University concerned. .
- (vi) An academician representing SC/ST/OBC/Minority/Women/ Differently -abled categories, if any of candidates representing these categories is the applicant, to be nominated by the Vice-Chancellor or Acting Vice-Chancellor, if any of the above members of the selection committee do not belong to that category.
 - (a) To constitute the quorum for the meeting, five of which atleast two must be from out of the three subject experts shall be present.
 - (b) For all levels of teaching positions in Government Colleges, the State Public Services Commissions/Teacher Recruitment Boards must invite three subject experts for which the concerned University be involved in the selection process by the State PSC.
 - (c) For all levels of teaching positions in constituent College(s) of a University, the selection committee norms shall be similar to that of the posts of departments of the University.

3. For the post of Associate Professor in Non-Govt. Colleges:

The selection committee for the post of Associate Professor in colleges including Private Colleges shall have the following composition:-

- (i) The Chairperson of the Governing body or his or her nominee from among the members of the governing body to be the Chairperson of the Selection Committee.
- (ii) The Principal of the college.
- (iii) The Head of the Department of the concerned subject from the College.

- (iv) Two University representatives nominated by the Vice Chancellor or Acting Vice-Chancellor one of whom will be the Dean of College Development Council or equivalent position in the University and the other must be expert in the concerned subject.
- (v) Two subject experts not connected with the college to be nominated by the Chairpersons of the governing body of the college out of a panel of five names recommended by the Vice-Chancellor from the list of subject experts approved by the relevant statutory body of the University concerned.
- (vi) An academician representing SC/ ST/OBC / Minority / Women/ Differently-abled categories, if any of candidates representing these categories is the applicant to be nominated by the Vice-Chancellor, if any of the above members of the selection committee do not belong to that category.

The quorum for the meeting should be five of which at least two must be from out of the three subject experts.

Note relating to Rule 3(a)(1),(2),(3).

Further the following terms and conditions shall be applicable invariably to the above referred posts.

- (a) The management/Principal of the college shall send the request for constitution of the Selection Committee along with clippings of the posts advertised.
- (b) The direct recruitment to the above posts shall be on the basis of merit through all India advertisement and selections by the duly constituted Selection Committees.
- (c) Intending candidates shall be given at least three weeks to apply for the post.
- (d) The Registrar shall be intimated by registered post, the date, time and place of Selection Committee meeting at least 21 days in advance.
- (e) At least fifteen days clear notice, by registered post, acknowledgement due, reckoned from the date of dispatch, shall be given to the candidates of the date, time and place of the meeting of Selection Committee.
- (f) The TA/DA expenses of the nominees of the University/Vice-Chancellor on the Selection Committees, for teaching posts in privately managed colleges shall be met by the managing committee of the concerned college.
- (g) The recommendations/proceedings of the selection committee in original shall be sent to the University by the management of the college immediately along with teachers return form, copy of agreement, chart

showing academic qualifications of each of the applicants applied/ appeared/selected for the post along with duly attested photocopies of the testimonials.

- (h) The recommendations of the Selection committee shall be subject to the approval of the Vice-Chancellor.

**BACHELOR OF HOMOEOPATHIC MEDICINE & SURGERY MINIMUM
QUALIFICATION FOR TEACHING STAFF OF HOMOEOPATHIC COLLEGE**

1. PRINCIPAL

A. ESSENTIAL QUALIFICATION:

Post Graduate qualification in Homoeopathy and holdings post as Professor/ Associate Professor in a Degree level Homoeopathic college for two years or degree in Homoeopathy with six years teaching experience as Professor/ Associate Professor in a Homoeopathic College.

The qualification shall be the one included in Second Schedule of Homoeopathy Central Council Act, 1973.

B. DESIRABLE QUALIFICATION:

Administrative experience in Homoeopathic College or attached Hospital. Degree/ Diploma in Administration/ Health Administration from any recognized institution.

Experience as Supervisor/ Guide for Post Graduate programme in Homoeopathy or original publication in research.

Age: Not more than 50 years as on the last date of receipt of application for the post. Age is relaxable for exceptionally qualified persons with prior approval of the University concerned.

2. PROFESSOR

A. ESSENTIAL QUALIFICATIONS:

Post Graduate qualification in Homoeopathy with two years of experience as Associate Professor or a Degree in Homoeopathy with six years of teaching experience as Associate Professor or Diploma in Homoeopathy of not less than four year duration with ten years teaching experience in the subject concerned in a Homoeopathic college. The qualification shall be the one included in Second Schedule of Homoeopathy Central Council Act, 1973.

B. DESIRABLE QUALIFICATIONS:

1. Experience as Supervisor/Guide for Post Graduate programme in Homoeopathy or original publication in research.

2. Administrative experience or Research experience in a research institution under the Department of Indian System of Medicine & Homoeopathy of State Government or Central Government in a responsible position.

AGE: Not more than 45 years as on the last date of receipt of application for the post. Age is relaxable for exceptionally qualified persons with prior approval of the University concerned.

3. PROFESSOR IN ALLIED MEDICAL SUBJECT:

(1) A. ESSENTIAL QUALIFICATION:

Post Graduate qualification in Homoeopathy with two years of teaching experience as Associate Professor in the concerned subject or a Degree in Homoeopathy with 6 years of teaching experience as Associate Professor in the concerned subject or Diploma in Homoeopathy of not less than 4 year duration with ten years teaching experience in the subject concern in a Homoeopathic College.

The qualification shall be the one included in Second Schedule of Homoeopathy Central Council Act, 1973.

B. DESIRABLE QUALIFICATION:

- (a) Experience as Supervisor/ Guide for Post Graduate programme in Homoeopathy or original publication in research.
- (b) Administrative experience or Research experience in a research institution under the Department of Indian Systems of Medicine & Homoeopathy of State Government or Central Government in a responsible position.

OR

(2) A. ESSENTIAL QUALIFICATION

- (i) Post Graduate Medical Degree in the concerned subject recognized by the Medical Council of India.
- (ii) Five years teaching experience as Associate Professor or thirteen years experience in the subject concerned in a degree level Homoeopathic College.

B. DESIRABLE QUALIFICATION:

- (i) Qualification included in the Third schedule of Homoeopathy Central Council Act, 1973.
- (ii) Administrative experience or Research experience in a research institution under the State Government or Central Government in a responsible position.

for the post. Age is relaxable for exceptionally qualified persons with prior approval of the University concerned.

4. ASSOCIATE PROFESSOR IN HOMOEOPATHIC SUBJECT:

A. ESSENTIAL QUALIFICATION:

Post Graduate qualification in Homoeopathy with four years of teaching experience as Assistant Professor in the concerned subject in a Homoeopathic College or a Degree in Homoeopathy with ten years of experience as Assistant Professor in the concerned subject or Diploma in Homoeopathy of not less than 4 Years duration with fifteen years teaching experience in the subject concerned in a Homoeopathic College. The qualification shall be the one included in Second Schedule of Homoeopathy Central Council Act, 1973.

Age: Not more than 40 years as on the last date of receipt of application for the post. Age is relaxable for exceptionally qualified persons with prior approval of the University concerned.

B. DESIRABLE QUALIFICATION:

- (i) Experience as a Supervisor/ Co-Supervisor or Guide/ Co-Guide for Post Graduate Programme in Homoeopathy.
- (ii) Administrative experience or Research experience in a research institution under the Department of ISM & Homoeopathy of State Government or Central Government in a responsible position.

AGE: Not more than 40 years as on the last date of receipt of application for the post. Age is relaxable for exceptionally qualified persons with prior approval of the University concerned.

5. ASSOCIATE PROFESSOR IN ALLIED MEDICAL SUBJECTS:

- (1) **A. ESSENTIAL QUALIFICATION:** Post Graduate qualification in Homoeopathy with four years of teaching experience as Assistant Professor in the concerned subject in a Homoeopathic College or a Degree in Homoeopathy with ten years teaching experience as Assistant Professor in the concerned subject or Diploma in Homoeopathy of not less than four years duration with fifteen years teaching experience in the subject concerned in a Homeopathic College. The qualification shall be the one included in second schedule of Homoeopathy Central Council Act, 1973.

B. DESIRABLE QUALIFICATION:

- (a) Experience as a Supervisor/Co-Supervisor or Guide/Co-Guide for Post Graduate Programme in Homoeopathy.

- (b) Administrative experience or Research experience in a research institution under the Department of ISM & Homoeopathy of State Government or Central Government in a responsible position.

OR

A. ESSENTIAL QUALIFICATION:

Post Graduate Medical Degree in concerned medical subject recognized by the Medical Council of India with four years teaching experience as Assistant Professor in the subject concerned in a degree level Medical Institution/ Homoeopathic College.

B. DESIRABLE QUALIFICATION:

- (a) Qualification included in the Third schedule of Homoeopathy Central Act, 1973.
- (b) Administrative experience or Research experience in a research institution under the State Government or Central Government in a responsible position.

Age: Not more than 40 years as on the last date of receipt of application for the post. Age is relaxable for exceptionally qualified persons with prior approval of the University concerned. Superannuating age shall be 60 years.

6. ASSISTANT PROFESSOR IN HOMOEOPATHIC SUBJECTS

ESSENTIAL QUALIFICATION:

Post Graduate qualification in Homoeopathy or a Degree in Homoeopathy with four years of professional experience. The Qualification shall be the one included in Second Schedule of Homeopathy Central Council Act, 1973.

AGE: Not more than 35 years as on the last date of receipt of application for the post. AGE is relaxable by 5 years maximum for exceptionally qualified persons with prior approval of the University concerned.

7. ASSISTANT PROFESSOR IN ALLIED MEDICAL SUBJECTS:

ESSENTIAL QUALIFICATION:

Post Graduate qualification in Homoeopathy or a Degree in Homoeopathy with four years of professional experience. The qualification shall be the one included in Second Schedule of Homoeopathy Central Council Act, 1973.

OR

Post Graduate Medical Degree in concerned subject recognized by the Medical Council of India with four years professional experience out the which two years as Resident Medical Officer in a Hospital recognized by Medical Council of India/ Central council of Homeopathy.

AGE: Not more than 35 years as on the last date of receipt of application for the post. Age is relaxable by 5 years maximum for exceptionally qualified persons with prior approval of the University concerned.

Provided that the teaching experience in the concerned subject of persons appointed as regular teaching Staff in Homoeopathic Colleges (prior to Notification of these amended regulations) fulfilling the prescribed requirements of Homoeopathy(Minimum Standards of Education) Regulations, 1983 shall be counted for appointment of teaching staff as per Annexure "C" to these regulations.

4. Probation - Every teacher appointed against a regular post shall be on probation for two years provided that the Management may, for reasons to be recorded in writing, waive or reduce the period of probation. The Management may assess the suitability of a teacher for confirmation even before the expiry of the period of two years but not earlier than 9 months from the date of appointment. Normally, every teacher shall be confirmed after the completion of probation unless during the probation period his services are terminated by giving him one months notice or one month salary in lieu thereof. During the probation the teacher may also leave service by giving to the Management one months notice in writing or one months salary in lieu thereof. It shall be obligatory on the part of the Management to take up cases of confirmation at least three months before the date of expiry of the period of probation and place them before appropriate authority/authorities well in time and convey the decision to the teacher in time otherwise the teacher shall be deemed to have been confirmed from the date of completion of probation period.

5. Contract— (a) The appointment of every teacher shall be a written contract as per Form-A.

- (b) A copy of this agreement shall be deposited by the Management with the Registrar within 30 days of appointment of the teacher.
- (c) In the case of appointment made before the enforcement of these Ordinances, the Management and the teacher shall be deemed to have entered into a contract incorporating the provisions of these rules, and it shall be the duty of the parties to execute a supplementary agreement in conformity with these provisions. The Management shall deposit a copy of the supplementary agreement with the Registrar within 90 days of the enforcement of these Ordinances.
- (d) Any dispute arising out of the contract between the Management and any of its teachers, shall, at the request of the teacher concerned or at

AGE: Not more than 35 years as on the last date of receipt of application

the instance of the Management be referred to a Tribunal of Arbitration consisting of one member appointed by the Management, one member nominated by the teacher concerned and an umpire appointed by the Vice-Chancellor, and the decision of the Tribunal shall be final.

6. Temporary Appointments - (a) The Management may make a temporary appointment to fill a vacancy caused during the session by the illness, death dismissal or resignation of a regular teacher or on account of other unforeseen circumstances of a like nature; but such appointment shall only be till the end of the academic session.

- (b) A temporary appointment may, however, be made to fill a leave vacancy for a period not exceeding two years and to fill a post created for a specified purpose for a period not exceeding six months.
- (c) A teacher appointed on a temporary basis shall not be absorbed in service on a regular basis, unless he is selected in accordance with the provisions of rule 3 of this Appendix It shall be open to the Management on the advice of the Selection Committee to allow or refuse benefit of the temporary service, rendered by such a teacher for purposes of fixation of his pay, increments, permission to contribute to the Provident Fund with retrospective effect etc. etc.
- (d) A temporary appointment made by the management shall be subject to the approval of the Vice-Chancellor.

7. Pay Scales- An affiliated non-Government college or institution shall adopt the same pay scales for its teachers as in force from time to time for the teachers in Government colleges of the State. No teacher shall be paid less than the minimum of the pay scale for the post to which he is appointed.

8. Payment of Salary- Every teacher shall be paid his salary regularly, but in no case later than the 10th of the Month following that for which the salary is due.

9. Increment- Annual increment shall be granted to every teacher on the recommendation of the Principal, and shall not be withheld without assigning specific reason in writing; and the teacher shall have the right of appeal to the Vice-Chancellor, whose decision shall be final.

10. Vacation Salary - A teacher, whether permanent or an probation or appointed temporarily, shall be entitled to vacation salary as under :

- (a) If the semester is in vogue:-
 - (i) One who does not complete two month's of service during the whole semester. No salary for the following inter-semester vacation.

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| (ii) One who completes two months but less than three months service during the semester. | One half salary for the following inter-semester vacation. |
| (iii) One who completes three month's service but has not served during the whole semester. | Three-fourths of the salary for the following inter-semester vacation. |
| (iv) One who was in service during whole semester. | Full salary for the following inter semester vacation. |
| (b) If the annual system is in vogue : | |
| (i) One who does not complete three month's of service during the whole year. | No salary for the following annual vacation. |
| (ii) One who completes three month's but less than six month's service during the year. | One third salary for the following vacation. |
| (iii) One who completes six month's but does not complete nine months service during the year. | One-half salary for the following year. |
| (iv) One who completes nine month's service during the year. | Full salary for the following vacation. |

Provided that a teacher who leaves service of his own accord during the semester/year shall not be entitled to any vacation salary.

11. Service Record - The service record of every teacher and the annual confidential report on his work and conduct shall be maintained regularly. The teacher concerned shall be informed in writing within thirty days, in case there is an adverse report and he shall be given an opportunity to make a representation.

12. Every teacher shall retire at the age of 60 years. However, a teacher shall be allowed to continue in service till the end of the semester or the academic session even though he may have attained the age of 60 years.

12-A Gratuity - In addition to the benefits of Provident Fund, the Governing Body of the College shall grant to every teacher, at the time of retirement or death, whichever is earlier, for efficient and faithful service rendered, a gratuity of a sum calculated at a rate of half month's pay last drawn for each complete year of service, provided that :

- (i) no one shall be allowed gratuity unless he/ she has completed at least fifteen years of continues service in the institution or institutions run by the same Management;
- (ii) no gratuity shall accrue for any service exceeding thirty years;
- (iii) in case of a teacher who dies before completing fifteen years of service or who joins service at an age when he cannot, upto the age of retirement, complete fifteen years of service, the Governing Body may grant such gratuity as it deems fit under the circumstances.

CONDUCT RULES

13. The whole time of a teacher shall be at the disposal of the college, and he shall not write for publication either in his own name or pseudonymously or anonymously notes on text-books, guides or help books etc.etc., and shall not without the prior permission of the Management undertake private tuitions, engage in trade, business or any other occupation which may interfere with the efficient discharge of his duties.

14. A teacher shall at all times maintain absolute integrity and devotion to duty and shall desist from any conduct which may not be in accord with decency and morality, or be otherwise derogatory to his position as a teacher. In particular, a teacher shall avoid every activity which may encourage groupism or factionalism in the college or divisive tendencies in national life. He shall not propagate the ideology and programme of any political party in the college or amongst students. He shall at all times avoid vilification of any kind of any member of the college or the Management or of any officer, teacher or authority of the University.

15. A teacher who intends to publish a book for use in some class in an affiliated college for a subject, prescribed by the University, shall submit to the Dean of Studies the manuscript of the book along with a fee of Rs. 100/-. The Dean of Studies shall obtain the opinion of experts in the subjects and decide if the book is suitable for and worth publication. The Dean of Studies shall have the final authority to grant or refuse permission for the publication of the manuscript.

If a teacher fails to comply with the above requirement, the approval of his appointment as a teacher in an affiliated college shall be withdrawn and it shall be obligatory on his employer to terminate his services.

16. A teacher shall not, except with the previous permission of the Management, own wholly or in part, or conduct or participate in the editing or managing of any newspaper or any periodical.

17. Every teacher shall obey the lawful orders of his superior authority.

18. The teacher and the Management shall communicate only through the Principal and the channel of communication between the University and the teachers shall also ordinarily be the Principal.

19. A teacher shall not stand for election to Parliament, State Legislature or Local Bodies without the prior permission of the Management. He shall not indulge in activities prejudicial to the interest of the College/University or the Government and shall maintain cordial atmosphere and discipline in the college. In the event of being elected he shall be treated on leave without pay for the entire period of his absence from duty on this account.

20. Except in accordance with any general or special order of the Management, or in the performance, in good faith, of the duties assigned to him, a teacher shall not communicate, directly or indirectly, any official document or information to any employee or any other person to whom he is not authorised to communicate such document or information.

21. A teacher shall so manage his private affairs as to avoid habitual indebtedness or insolvency. A teacher who becomes the subject of legal proceedings for insolvency shall forthwith report the full facts to the Principal/Management.

22. A teacher shall not bring or attempt to bring any outside influence to bear upon the authorities of his college to further his interest in respect of matters pertaining to his service in the college.

23. A teacher shall not be a member, representative or office bearer of any Association representing or purporting to represent teachers or any class of teaching profession unless such Association satisfies the following conditions.

(a) Its membership is confined to teachers or a distinct class of teachers and it is open to all such teachers or class of teachers, as the case may be.

(b) It is not in any way connected with any political party or organisation and does not engage in any political activity.

24. A teacher shall not apply for any other job, post or scholarship without the previous sanction of the Principal of his college and in the case of the Principal without the previous sanction of the Management.

25. A teacher shall not absent himself from his duties without having first obtained the permission of the Principal and in the case of the Principal of the Management. Leave in all cases must be applied for and sanctioned before it is taken.

25-(A) The following lapses shall constitute improper conduct on the part of a teacher making him liable for disciplinary action :

- (i) Failure to perform his academic duty such as preparation of lectures, demonstrations, assessment, guidance, invigilation, etc.
- (ii) Gross partiality in assessment of students, deliberately over marking, under-marking or attempts at victimisation on any grounds;
- (iii) Inciting students against other students, colleges or administration; provided that this will not interfere with the right of a teacher to express his difference on principles in seminars or other places where students are present;
- (iv) Raising questions of caste, creed, religion, race or sex in his relationship with his colleagues and trying to use the said consideration for improvement of his prospect;
- (v) Refusal to carry out the decisions by appropriate administrative and academic bodies and/or functionaries of the University. It, however, will not inhibit his right to express his difference with the policies and decisions of the administrative and academic bodies and /or functionaries of the University.

Provided that if a teacher is found guilty of violating (iv) above, he will render himself liable to disciplinary action to the extent of his removal from the Service.

Provided further that the teacher shall be obliged to do any examination work including invigilation, setting of papers, evaluation/re-evaluation of scripts, etc., that may be assigned to him by the University.

26. A teacher when he quits service for whatever cause, shall deliver to the Principal and in the case of the Principal to the Management, all books, apparatus, records and such other articles belonging to the college or to the Management or to the University as may be in his possession or charge.

TERMINATION OF SERVICE

27.(i) The services of a temporary teacher may be terminated by the Management without assigning any reason and without giving any notice,

- (ii) The services of a teacher on probation are liable to be terminate at any time by notice of one month in writing, either by the teacher to the Management or by the Management to the teacher; provided that the services of any such teacher may be terminated by payment to or by the Management, as the case may be, of an amount equal to the salary for one month, or for the period by which such a notice falls short of one month.

- (iii) The services of a permanent teacher may be terminated by a notice of three months or on payment of salary for such period as the notice falls short of three months or without notice, on payment of three months' salary, if the post in which he was confirmed is abolished. In all such cases, however, the prior permission of the Vice-Chancellor shall be necessary.

SUSPENSION

28.(a) The Management may place a teacher under suspension pending an enquiry, if it is satisfied that there is a *prime facie* case against him of insubordination intemperance or other misconduct or any breach or non-performance of his duties or non-compliance with any of the provision of the Conduct Rules applicable to him:

Provided that the Management shall place a teacher under suspension in case the teacher is arrested for a criminal offence involving moral turpitude.

(b) A charge sheet shall ordinarily be served on the teacher within 15 days of his suspension and the enquiry shall ordinarily be completed within six months of the date of suspension, unless the period is extended by the Vice-Chancellor.

(c) In case of suspension following arrest and prosecution of a teacher in connection with a criminal offence, involving moral turpitude the suspension shall remain in force till the final decision of the case.

29. During the period of suspension the teacher concerned shall receive one-half of the emoluments that he was drawing immediately before his suspension.

30. The period of suspension shall not be treated as a period spent on duty, unless the Management specially directs that it shall be so treated for any specific purpose :

Provided that if the teacher so desires the Management may direct that the period of absence from duty shall be converted into leave of any kind due and admissible to the teacher.

31. Leave may not be granted to a teacher under suspension.

32. If a teacher under suspension is completely exonerated of the charges brought against him, or where the Management is satisfied that the suspension was wholly unjustified, he shall-

- (a) be reinstated in his original post and be entitled to all benefits that he might have earned, if he had not been suspended; and

- (b) draw all emoluments minus the emoluments already drawn for the entire period of his suspension;
- (c) The period of absence from duty during such suspension shall be treated as a period spent on duty for all purposes.

33. In other cases the teacher shall be given such proportion of his emoluments as the Management may decide:

Provided that such proportion shall not be less than the subsistence allowance granted under rule 29.

PENALTIES

34. The following penalties may for good and sufficient reasons, as hereinafter provided, be imposed on a teacher by the Management-

- (1) Censure.
- (2) Withholding of increment or promotion, including stoppage at an efficiency bar, if any.
- (3) Reduction to a lower post, or time-scale or to a lower stage in a time-scale.
- (4) Recovery from pay of the whole or part of any pecuniary loss caused to the college by negligence or breach of orders.
- (5) Removal from service.

EXPLANATION

The termination of the employment-

- (a) of a teacher appointed on probation during or at the end of the probation in accordance with the terms of appointment and the rules governing the probationary service; or
- (b) of a temporary teacher on the expiration of the period of the appointment or the abolition of the post or before the due time in accordance with the terms of the appointment; or
- (c) of a teacher engaged for a specific period in accordance with the terms of his appointment; does not amount to removal within the meaning of this rule;

Provided that no such penalties shall be imposed, unless the teacher concerned has been given a reasonable opportunity of showing cause against the action proposed to be taken in regard to him.

GROUND FOR REMOVAL

35. A teacher shall be liable to removal from service on the following grounds:-

- (1) Misconduct;
- (2) Disobedience of the orders of an appropriate authority;
- (3) Moral turpitude;
- (4) Intemperance or failure to observe proper moral standards in his personal life;
- (5) Physical or mental unfitness;
- (6) Conviction by a court of law for an offence involving moral turpitude.

PROCEDURE FOR REMOVAL

36. The removal of a teacher shall require two-thirds majority of the members of the Management of the college, present and voting.

ARBITRATION TRIBUNAL

37.(a) Any dispute arising in connection with the removal of a teacher from service shall be referred to the tribunal of arbitration referred to in rule 5(b) and each party to the dispute shall submit the name of its nominee within a fortnight of the issue of letters, asking them to do so.

- (b) The tribunal of arbitration shall have the power to enquire into all the aspects of the case and its decision shall be final and binding on both the parties.
- (c) If the Vice-Chancellor is satisfied that the constitution of the tribunal is being delayed due to the non-cooperative attitude of any of the parties, or if the nominee of the Vice-Chancellor on the tribunal of arbitration is satisfied that a decision of the tribunal within a reasonable time is being delayed due to the non-cooperative attitude of any of the parties or their nominees, the nominee of the Vice-Chancellor shall be competent to give an award in the case, which shall be final and binding on both the parties.
- (d) The refusal on the part of the Management to implement the decision of the tribunal of arbitration within thirty days of its communication to the parties, shall be a sufficient ground for disaffiliation.
- (e) A teacher, whose removal from service is upheld by the tribunal of arbitration, shall not be employed in a college affiliated to or maintained by the University without the prior approval of the Vice-Chancellor.

LEAVE RULES FOR TEACHERS OF NON-GOVERNMENT AFFILIATED COLLEGES

38. These rules shall apply to all teachers of non-Government affiliated colleges.

39. leave is earned by duty only.

40. (i) A teacher who retires, resign or is otherwise discharged from the employment of the college and is re-employed shall not get the benefit of his former service towards leave without specific orders of the Management.

(ii) A teacher who is dismissed or removed from the service but is reinstated on appeal or review, is entitled to count his former service towards leave.

41. Leave cannot be claimed as of right. When exigencies of the service so require, discretion to refuse or revoke leave of any description is reserved to the authority, empowered to grant it.

42. (i) A teacher on leave may not return to duty before the expiry of the period of leave granted to him, unless he is permitted to do so by the authority, which granted him leave.

(ii) Notwithstanding anything contained in sub-rule (i) a teacher on leave preparatory to retirement shall be precluded from withdrawing his request for permission to retire and from returning to duty, save with the consent of the Management.

43. All orders recalling a teacher to duty before the expiry of his leave shall state clearly whether the return to duty is optional or compulsory. If it is optional the teacher is entitled to no concession. If it is compulsory, the teacher shall be entitled to travelling allowance to the place of his posting from the place indicated by him as his address during the period of leave, provided that this concession shall be admissible, if he is required to join duty before the expiry of two-thirds of the leave granted to him. He will, however, get his leave salary upto the date he resumes his duty.

44. A teacher who remains absent from duty after the expiry of his leave shall not be entitled to leave salary during the period of such absence, unless his leave is extended by the competent authority.

Wilful absence from duty after expiry of leave may be treated as misbehaviour involving forfeiture of appointment or termination of service at the discretion of the Management.

45. Leave shall be of the following kinds:-

- (i)** Privilege leave,
- (ii)** Half pay leave and commuted leave.

- (iii) Maternity leave to women teachers.
- (iv) Study leave.
- (v) Leave not due.
- (vi) Leave without pay (extraordinary leave).

46. Vacation and casual leave shall not be treated as absence from duty and the pay and allowances of a teacher shall not be intermitted.

47. A teacher shall be considered to have availed himself of a vacation or a portion of vacation, unless he has been required by the general or special order of the Management or a person authorised by it to forego such vacation or a portion of a vacation.

Provided that if he has been prevented by such an order from enjoying more than 15 days of vacation, he shall be considered to have availed himself of no portion of the vacation.

NOTE:- (i) A teacher who has routine duties to discharge during a vacation, which do not require his presence at his place of duty and which can be performed either by himself at some other place or by some other teacher, shall be considered to have availed himself of a vacation or a part of it.

- (ii) A teacher who absents himself from his place of duty during any part of vacation is expected to arrange for and is responsible for the performance, without any cost to the college, of such duties.
- (iii) A teacher who is absent from the place of duty during any portion of the vacation or being recalled, will not be entitled to travelling allowance, unless the vacation is combined with leave.

48. (a) Privilege leave is not admissible to a teacher in respect of duty performed in any year in which he avails himself of the full vacation.

- (b) The privilege leave admissible to a teacher in respect of any year in which he is prevented from availing himself of the full vacation is such proportion of 30 days as the number of days of vacation not taken bears to the vacation. If in any year the teacher does not avail himself of the vacations, privilege leave will be admissible to him at the rate of 30 days in a year. Accumulation of privilege leave shall be permitted to an extent of 120 days only.

- (c) Vacation may be taken in combination with or in continuation of any kind of leave:

Provided that the total duration of vacation and privilege leave, taken in conjunction shall not exceed 120 days, except when it is combined with medical leave.

49. (a) The half pay leave admissible to a teacher in permanent employment in respect of each completed year of continuous service, which includes periods spent on duty as well as on leave including extra ordinary leave, is 20 days.

- (b) The half pay leave may be granted on medical certificate or on private affairs.
- (c) Medical or commuted leave not exceeding half the amount of half pay leave may be granted to a teacher on medical certificate on full pay and allowance subject to the following conditions:-
 - (i) Commuted leave during the entire service shall be limited to a maximum of 240 days.
 - (ii) When commuted leave is granted twice the amount of such leave shall be debited against the amount of half pay leave due.

50. The Management may grant to a woman teacher maternity leave on full pay for a period of 90 days from the date of its commencement. The maternity leave is not debited against the leave account. This will apply to only those women employees who have two or less than two children.

NOTE:-The maternity leave under this rule may also be granted in the cases of miscarriage, including abortion, subject to the conditions that (i) the leave does not exceed six weeks; (ii) the application for leave is supported by a certificate from the Medical Officer of the college concerned or a Civil Surgeon, or Chief Medical Officer, or a District Medical Officer.

51. The Management may on the recommendation of the Principal grant to a teacher study leave on full pay for study and research work for a period of not more than two years, which may however, be extended as hereinafter provided:

- (a) Application for grant of study leave should be made at least six months before a teacher intends to avail himself of such leave and should furnish the following details:-
 - (i) The course or courses of study or research contemplated, with a detailed programme.
 - (ii) Full particulars of financial assistance, including scholarships, teaching assistanceships, travel grants etc., if any that is likely to be received.
- (b) The Principal before making his recommendations to the Management, may refer any application to a Committee for its opinion, if he considers it necessary.
- (c) No teacher shall be entitled to this leave as a matter of right and this leave shall not be granted if the applicant has not completed at least four years of continuous service in the college.

- (d) This leave may be granted on full salary, but payment shall be subject to bi-annual satisfactory report from the supervisor or tutor teacher under whom he is working, failing which leave for the rest of the period may be cancelled.
- (e) A teacher granted study leave shall execute a bond to serve the college on return from study leave for twice the period for which the leave is granted, failing which he shall be required to pay to the Management a sum equal to twice the amount paid to him as study leave salary or such lower amount as the Management may determine depending upon the circumstances of the case.
- (f) If through no fault of the teacher the course of study is not completed within two years, then on the recommendation of the supervisor or tutor under whom the teacher is working, the period of study leave may be extended by the Management on the recommendation of the Principal.

52. 'Leave not due' may be granted by the Management to a teacher in permanent employment for a period not exceeding 360 days during his entire service, out of which not more than 90 days at a time and 180 days in all, may be otherwise than on medical certificate. Such leave will be debited against the half pay leave a teacher may earn subsequently.

NOTES:- (i) 'Leave not due' shall only be granted if the Management is satisfied that there is reasonable prospect of the teacher returning to duty on the expiry of leave and shall be limited to the half pay leave he is likely to earn thereafter.

(ii) If a teacher who has been granted 'Leave not due' under this clause applies for permission to retire voluntarily, the 'Leave not due' shall, if the permission is granted, be cancelled and his retirement shall have effect from the date on which such leave commences, and an undertaking to this effect shall, therefore, be taken from the teacher who avails himself of 'Leave not due'. But the question whether a teacher should be called upon to refund the amount of leave salary shall be decided on the merits of each case, e.g. if the retirement is voluntarily sought, refund shall be forced; if it is unavoidable by reasons of ill-health or as a result of his being incapacitated for further service, no refund may be insisted upon.

53. The Management may on the recommendation of the Principal for any special reasons grant a teacher extraordinary leave, but such leave shall be without pay and shall not exceed six months:

Provided that this leave may be granted (a) upto a maximum of 16 months to a teacher who has taken up employment elsewhere with the permission of the Management; and (b) upto two years to a teacher who is permitted to go elsewhere for higher studies, teaching or research; this leave may be extended upto three years in exceptional cases.

54.(a) Casual leave may be granted to a teacher for short periods but shall not exceed 15 days in a calendar year. This leave cannot be combined with any other kind of leave, but can be combined with holidays; provided that the total period of absence including holidays at any time, does not exceed 10 days.

(b) Casual leave shall ordinarily be applied for and sanction obtained before it is availed of. In case of urgency, however, this requirement may be waived.

NOTE:- Holidays falling within the period of casual leave shall not be counted as casual leave.

(c) Casual leave to the teacher will be granted by the Principal and to the Principal by the President or Secretary of the Management .

Part-II PROVIDENT FUND RULES

55. These rules called the Non-Government Affiliated College Teachers' Contributory Provident Fund Rules shall apply to all teachers holding non-pensionable posts in non-Government affiliated college.

56. In these rules, unless there is anything repugnant to the subject or context-

(i) Family means-

- (a) In the case of a male subscriber, the wife or wives and children of subscriber, and the widow or widows and children of a deceased son of the subscriber:

Provided that if a subscriber proves that his wife has been judicially separated from him or has ceased, under the customary law of the community to which he belongs, to be entitled to maintenance, she shall henceforth be deemed to be no longer a member of the subscriber's family in matters to which these rules relate, unless the subscriber, subsequently indicates by express notification in writing to the management that she shall continue to be so regarded.

- (b) In the case of a woman subscriber, the husband and children of the subscriber, and the widow or widows and children of a deceased son of the subscriber :

Provided that if a subscriber by notification in writing to the Management expresses her desire to exclude her husband from her family the husband shall henceforth be deemed to be no longer a member of the subscriber's family in matters to which these rules relate, unless the subscriber subsequently cancels formally in writing her notification excluding him.

NOTES:- (1) Children means legitimate children.

- (2) An adopted child shall be considered to be a child when the Management, or if any doubt arises in the mind of the Management, the Registrar is satisfied that under the personal law of the subscriber adoption is legally recognised as conferring the status of a natural child, but in this case only.
- (3) When a person has given his child in adoption to another person and if, under the personal law of the adopter, adoption is legally recognised as conferring the status of a natural child, such a child should, for the purpose of these rules be considered as excluded from the family of the natural father.
- (ii) **Fund means:-** the Non-Government Affiliated College Teachers' Contributory Provident Funds.
- (iii) **Management means:-** the Management Committee or the Managing Board by whatever name it may be called.
- (iv) **Pay means:-** monthly pay including pay drawn on privilege leave, but does not include travelling or other allowances
- (v) Year means- a financial year.

Any other expression used in these rules which is defined in Himachal Pradesh University Act (XVII of 1970) is used in the sense therein defined.

57. Constitution and Management of the Fund:- (i) The Fund shall be administered by the Registrar, Himachal Pradesh University or such officer of the University as the Vice-Chancellor may appoint in this behalf.

- (ii) Every teacher holding a regular non-pensionable post in a non-Government affiliated college shall be a subscriber to the Fund.

58. Conditions and Rates of Subscription:-

- (i) Every subscriber shall subscribe monthly to the Fund when on duty or on deputation.

- (ii) A subscriber shall not be allowed to subscribe to the Fund while on leave other than privilege leave.
- (iii) The amount of subscription shall be fixed by the subscriber himself subject to the following conditions:
 - (a) It shall be expressed in whole rupees;
 - (b) It may be any sum so expressed, not less than 10% of his pay and not more than his pay.
- (iv) For the purpose of clause (i) the pay of a subscriber shall be-
 - (a) in the case of a subscriber who was in the college service on the 31st March, of the preceding year the pay to which he was entitled on the date; provided as follows:
 - (i) If the subscriber was on leave other than on privilege leave on the said date or was under suspension on the said date his pay shall be the pay to which he was entitled on the first day after his return to duty;
 - (ii) if the subscriber was on deputation on the said date and continues to be on deputation his pay shall be the pay to which he would have been entitled had he been on duty in the college;
 - (iii) if the subscriber joins the Fund for the first time his pay shall be the pay to which he was entitled on the date of joining the Fund.
 - (b) in the case of a subscriber who was not in the college service on the 31st March of the preceding year the pay to which he was entitled on the first day of his service, or if he rejoins the Fund on a date subsequent to the first day of his service the pay to which he was entitled on such subsequent date.
- (5) The subscriber shall intimate the fixation of the amount of his monthly subscription in each year in the following manner :
 - (a) if he was on duty in the month of March of the preceding year by the 15th of March;
 - (b) if he was on leave other than on privilege leave during the month of March of the preceding year or was not under suspension in that month on the day he returns to duty.
 - (c) if he has joined the college service for the first time during the year or joins the Fund for the first time when he joins duty or joins the Fund;
 - (d) if he has been on deputation in the month of March of the preceding year by the first of April in the current year.

- (6) The amount of subscription so fixed shall remain unchanged throughout the year; provided that the amount of his subscription may be enhanced once at any time during the course of a year.
- (7) When a subscriber goes on deputation he shall remain subject to the rules of the Fund, in the same manner as if he was not so sent on deputation.

59. Realisation of Subscription:- The Management shall deduct every month from the salary payable to the teacher the amount of his subscription to the Fund and all principal and interest on advances, if any made to him from the Fund.

60. Contribution by Management:- The Management shall make contribution every month to the account of each subscriber of an amount equal to 10% of his pay expressed in whole rupees :

Provided that-

- (a) if through oversight or otherwise the amount subscribed is less than the minimum subscription payable by the subscriber under rule 58, and if the short subscription together with the interest accrued thereon is not paid by the subscriber within such time as may be specified by the Management, the contribution payable by the Management shall be equal to the amount actually paid by the subscriber or the amount normally payable by the Management, whichever is less;
- (b) if a subscriber quits service or dies during a month, contribution shall be credited to his account for the period between the close of the preceding month and the date of casualty;
- (c) in the case of a teacher appointed on probation, the contribution of the Management shall be placed to his credit on confirmation but from the date of his appointment.

61. The sums credited to the Fund under rules 59 and 60 shall be deposited every month in the Post Office Savings Bank account or in Saving Bank Account with the scheduled bank between the first and 4th of each month as far as possible so that interest for the month may be earned. For each subscriber the savings Bank Account shall be kept separately by the Management in the name of its President/Secretary on behalf of the subscriber and separate pass book shall be obtained in respect of each account. No withdrawal from the Savings Bank Account shall be made except as provided hereinafter :

Provided that at the request of a subscriber and with the consent of the Registrar or such officer as may be appointed by the Vice-Chancellor in this behalf, the Management may withdraw not more than 75% of the amount standing to the credit of the subscriber and invest it on behalf of the subscriber in Postal Certificates, National Savings Certificates or Government Securities.

62. Nomination:- (1) A subscriber shall at the time of joining the Fund hand over to the Management a nomination conferring on one or more persons the right to receive the amount that may stand to his credit in the Fund, in the event of his death before that amount has become payable or having become payable has not been paid; provided that, if at the time of making the nomination, the subscriber has a family, the nomination shall not be in favour of any person or persons other than the members of the family.

- (2) If the subscriber nominates more than one person under clause (1), he shall specify in the nomination the amount or share payable to each of the nominees in such manner as to cover the whole of the amount that may stand to his credit in the Fund at any time.
- (3) Every nomination shall be in Form P.F.I. (a), 1 (b) or, 1 (c) as is appropriate in the circumstances.
- (4) A subscriber may at any time cancel a nomination by sending a notice in writing to the Management :
Provided that the subscriber shall along with such notice send a fresh nomination made in accordance with the provisions of clauses (1) to (3).
- (5) A subscriber may provide in a nomination :-
 - (a) in respect of any specified nominee that in the event of his predeceasing the subscriber the right conferred upon that nominee shall pass to such other persons as may be specified in the nomination, provided that such other person or persons shall if the subscriber have other members of his family be such other member or members;
 - (b) that the nomination shall become invalid in the event of the happening of a contingency specified therein :
Provided that if at the time of making nomination the subscriber has no family he shall provide in the nomination that it shall become invalid in the event of his subsequently acquiring a family:
Provided further that if at the time of making the nomination the subscriber has only one member of the family, he shall provide in the nomination that the right conferred upon the alternate nominee under clause (a) shall become invalid in the event of his subsequently acquiring other member or members in his family.

- (6) Immediately on the death of a nominee in respect of whom no special provision has been made in the nomination under clause (a) to sub-rule (5) or on the occurrence of any event by reason of which the nomination becomes invalid in pursuance of clause (b) to sub-rule (5) or the provisos thereto, the subscriber shall send to the Management a notice in writing cancelling the nomination together with a fresh nomination made in accordance with the provisions of this rule.
 - (7) Every nomination made by the subscriber shall, to the extent that it is valid, take effect on the date on which it is received by the Management.
 - (8) Except as provided in sub-clauses (1) to (7) of this rule, no assignment, change or other encumbrance affecting the disposal of the amounts credited in the Fund whether by way of subscription, contribution or interest shall be recognised or given effect to by the Management.
- 63. Advances from the Fund:-** The Management shall have the power with the approval of the Registrar or such officer as may be appointed by the Vice-Chancellor in this behalf under rule 57 (1) to grant a temporary advance to a subscriber on the following conditions:-
- (a) No advance shall be granted unless the sanctioning authority is satisfied that the applicant's pecuniary circumstances justify it, and that it will be expended on the following object or objects and not otherwise :
 - (i) to pay expenses incurred in connection with the prolonged illness of the applicant or any person actually dependent on him :
 - (ii) to pay obligatory expenses on a scale appropriate to the applicant's status which by customary usage the applicant has to incur in connection with his own marriage or the marriage, funeral or other ceremonies of persons actually dependent on him :
Provided that the condition of actual dependence shall not apply in case of son or daughter of the subscriber;
 - (iii) to meet the cost of higher education of himself or of any person actually dependent on him;
 - (iv) to meet the cost of construction of a new house or to purchase a plot for the construction of a house or for the purchase of a house or for special repairs to an existing house of the applicant;
 - (v) to purchase a conveyance.
 - (b) An advance shall not exceed except for special reasons to be recorded in writing by the sanctioning authority, six months' pay and shall in no case exceed the amount of subscription and interest thereon standing to the credit of subscriber in the Fund.

(c) An advance shall not, except for special reasons to be recorded in writing by the sanctioning authority, be granted until at least 12 months after the final payment of all previous advances together with the interest thereon, unless the amount already advanced does not exceed two-third of the amount admissible under sub-clause (b)

- (1) An advance shall be recovered from the subscriber in such number of equal monthly installments as the sanctioning authority may direct, but such number of installments shall not be less than twelve unless the subscriber so elects and more than twenty four. In special cases where the amount of the advance exceeds three months pay of the subscriber, the sanctioning authority may fix such number of installments to be more than twenty four but in no case more than thirty six. A subscriber may, at his option, make repayment in smaller number of installments agreed upon at the time of grant of advance or in a lump sum. Each installment shall be a number of whole rupees, the amount of advance being raised or reduced if necessary to admit of fixation of such installments.
- (2) Recovery shall be made in the manner prescribed for the realisation of subscription as provided in rule 59, and shall commence with the disbursement of the pay for month following the one in which the advance was drawn. Recovery shall not be made except with the subscriber's consent, while he is on leave other than on privilege, or if he is in receipt of subsistence allowance.
- (3) If more than one advance has been sanctioned to a subscriber, each advance shall be treated separately for the purpose of recovery.
- (4) (a) After the principal of the advance has been fully repaid interest shall be paid thereon at the rate of one-third per cent of the principal for each month or broken portion of a month during the period between the drawal and complete repayment of the principal.
(b) Interest shall ordinarily be recovered in one instalment in the month after complete repayment of the principal, but if the period referred to in clause (a) exceeds 20 months, interest may, if the subscriber so desires, be recovered in two equal monthly instalments. The mode of recovery shall be that provided in clause (2). The payment shall be rounded to the nearest rupee.

64. Non-refundable withdrawal:- The Management, with the approval of the Registrar or such officer as may be appointed by the Vice-Chancellor in this behalf, may grant a non refundable advance upto the extent of 75% of the balance standing to his credit in the Fund to a subscriber after 25 years of completed service or who has attained the age of 58 years, for the following purposes, namely :-

- (a) construction of a house and purchase of a site thereof;
- (b) purchase of a motor car;
- (c) prolonged illness of self or a dependent; and
- (d) marriage of a son or a daughter.

65. Circumstances in which the accumulations are payable:- (i) When a subscriber quits service or proceeds on leave preparatory to retirement or his services being dispensed with on account of abolition of post, or when declared by competent medical authority to be unfit for further service, the amount standing to his credit in the Fund shall subject to any deductions under rule 66 become payable to him:

Provided that a subscriber who has been removed from the service and is subsequently reinstated in the service or when a subscriber is allowed to return to duty after having been declared medically fit for further service shall repay any amount paid to him from the Fund in pursuance of this rule with interest thereon at the rate provided in rule 63 (4) (a) in the manner decided by the Management with the approval of the Registrar or any such officer as may be appointed by the Vice-Chancellor in this behalf. The amount so repaid shall be credited to his account in the Fund, the part which represents his subscription and interest thereon and the part which represent the managements' contribution with interest thereon being accounted for separately in the manner provided in rule 67.

- (2) On the death of a subscriber before the amount standing to his credit has become payable, or when the amount has become payable before the payment has been made-
 - (i) when the subscriber leaves a family-
 - (a) if a nomination made by the subscriber in accordance with the provisions of rule 62 in favour of a member or members of the family subsists, the amount standing to his credit in the fund or the part thereof to which the nomination relates shall become payable to his nominee, or nominees in the proportion specified in the nomination;

- (b) if no such nomination in favour of a member or members of the family of the subscriber subsist, or if such nomination relates only to a part of the amount standing to his credit in the Fund, the whole amount or part thereof to which this nomination does not relate, as the case may be, shall notwithstanding any nomination purporting to be in favour of any person or persons other than a member or members of his family, become payable to the members of his family in equal share :

Provided that no share shall be payable to -

- (1) sons who have attained legal majority;
- (2) sons of a deceased son who have attained legal majority;
- (3) married daughters whose husbands are alive;
- (4) married daughters of a deceased son whose husbands are alive;

if there is any member of the family other than those specified in clauses (1),(2),(3),(4) :

Provided also that the widow or widows and the child or children of a deceased son shall receive between them in equal parts only the share that the son would have received, if he had survived the subscriber and had been exempted from the provisions of clause (1) of the first proviso:

- (ii) when the subscriber leaves no family -

if a nomination made by him in accordance with the provision of rule 62 in favour of any person or persons subsists, the amount standing to his credit in the Fund, or the part thereof to which the nomination relates shall become payable to his nominee or nominees in the proportion specified in the nomination.

66. Deductions- (a) A teacher who is removed from service or leaves the service in contravention of his written agreement with the Management, shall be entitled only to payment of the amount of his own subscription and the interest accrued thereon standing to his credit in the Fund :

Provided that the Management in exceptional circumstances, with the consent of the Registrar or any such officer as may be appointed by the Vice-Chancellor in this behalf, may also pay to the subscriber the whole or any part of the contribution of the Management and the interest accrued thereon.

- (b) A teacher who resigns shall be entitled to the payment of his own subscription to the Fund, and
- (i) 5% of the balance standing to his credit in the fund, if he has put in less than three years' completed service;

- (ii) 30% of the of the balance standing to his credit in the fund, if he has put in three year's or more but less than four years completed service:
- (iii) 40% of the balance standing to his credit in the fund, if he has put in four year's or more but less the five year's completed service;
- (iv) 50% of the balance standing to his credit in the fund, if he has put in five year's completed service, and thereafter an annual increase of 10% for each additional year of completed service upto 100% of the balance in the Fund standing to his credit in the account:

Provided that if a teacher resigns from the service of one college and joins the service of another college, or is transferred from one college to another college under the same Management, his Fund or any part thereof shall not be paid to him, but on his request shall be transferred to his account in the new college without any deductions whatsoever.

NOTES: 1. 'Completed service' in this rule means service rendered by a teacher after joining the Fund whether in one college or more than one college.

2. The term 'Balance' in the rule means the contribution made by the Management whether from its own resources or from grants received from Government for this purpose and the interest earned on such contribution and on the subscription of the subscriber.

- (c) All deductions made under rule 66 (a),(b) (i), (ii), (iii) and (iv) shall be withdrawn by the Management from the Fund with the consent of the Registrar or any such officer as may be appointed by the Vice-Chancellor in this behalf and shall be deposited in a separate account to be known as "Teachers' Welfare Fund Account."
- (d) The 'Teachers Welfare Fund Account' shall be administered by a committee consisting of the Principal of the college and four teachers elected by the subscribers to the Fund from among themselves.
- (e) The teachers' Welfare Fund Account shall be utilised with the approval of the Registrar or any such officer as may be appointed by the Vice-Chancellor in this behalf for the welfare of the dependents of the deceased teacher, or to relieve the distress of a serving teacher.

67. Maintenance of Accounts- (a) An account shall be opened in the name of each subscriber's in which shall be credited:-

- (i) the subscriber's subscription;
- (ii) contribution made by the Management under rule 60;

- (iii) interest on subscription;
- (iv) interest on contribution.
- (b) The Fund Account of all the teachers in a college shall be maintained in a Fund Ledger in Form 'B' and the account of each individual subscriber shall be maintained in the personal ledger account in Form 'C'.
- (c) A copy of his personal ledger account duly reconciled with the Savings Bank Account shall be supplied to each subscriber every year in the month of May.
- (d) A ledger showing the deductions made from the Fund Account and credited to the Teacher's Welfare Fund shall be maintained in Form 'D'.
- (e) Separate accounts of the investments made out of the Fund and the interest accrued thereon shall be maintained in Forms 'E' and 'F'.

68. On a subscriber leaving a college, his account shall be closed and unless the amount to which he is entitled under these rules is withdrawn, within three years, it shall be written off as a dead account and repaid only under the orders of the Vice-Chancellor or an officer appointed by him in this behalf.

69. When an account becomes 'Dead' the balance at the credit thereof must be credited to the Teacher's Welfare Fund Account of the college as miscellaneous receipt.

FORM 'A'
(Rule 5)
AGREEMENT FORM FOR COLLEGE TEACHER IN A NON
GOVERNMENT COLLEGE

An agreement made this day of 20....
between son/daughter/wife of Shri.....
resident of hereinafter known as the First Party and
the Governing Body or/ and Managing Committee of the
College through its Chairman/Secretary, hereinafter known as the Second
Party.....

Whereas the Second Party has engaged the First Party to serve
as subject to the terms and conditions laid down in the
Act, Statutes, Ordinances and Regulations of the Himachal Pradesh University.

This Agreement witnesseth :

1. That this agreement shall take effect and commence from the
.....day of 20.....

2. That the First Party is employed in the first instance on probation
for a period of one year and shall be paid a monthly salary of Rs.
in the scale of Rs..... and the period of probation may
be extended further by one year but the total period of probation in no case
shall exceed two years.

3. The date of birth of the First party is..... (in
words) (in figures), in proof of which he has produced the
High School/Higher Secondary School Certificate/Certificate of an examination
recognised as equivalent to high school examination and has annexed to this
agreement a certified copy thereof.

4. The First Party agrees to be governed and bound by the terms and
conditions as given in rules relating to Teachers of Non-Government Affiliated
Colleges and given in Appendix to Chapter XXXVIII, paragraphs 38.5 B (d) of
the Ordinances of Himachal Pradesh University.

5. That the First Party shall subscribe to, and be entitled to the benefit
of the Non-Government Affiliated College, Teachers Contributory Provident
Fund Rules as prescribed in the aforesaid Rules or as may be amended by the
Himachal Pradesh University from time to time.

Signed this.....day of20 by
.....First Party.

.....
(signature)

Signed by the said in the presence of :

1.....

(Signature of Witness)

Name.....

(in block letters)

Address.....

.....

And on behalf of the Second
Party:

.....
President /Secretary
Second Party

.....
(Signature of Witness)

Name.....

(in block letters)

.....

(Signature)

Address.....

.....

**FORM P.F.I. [Referred to in
Rule 62(3)] FORM OF
NOMINATION**

(When the subscriber has a family and wishes to
nominate one member thereof)

I hereby nominate the person mentioned below, who is a member of
my family as defined in the Non-Government Affiliated College Teacher's
Contributory Provident Fund Rules to receive the amount that may stand to
my credit in the Non-Government Affiliated College Teacher's Contributory
Provident Fund in the event of my death before that amount becomes payable
of having become payable, has not been paid :

| Name and address of nominee | Relationship with subscriber | Age | Contingencies on the happening of which the nomination shall become invalid | Name, address and relationship of the person or persons, if any, to whom the right of nominee shall pass in the event of his/her predeceasing the Subscriber or on the happening of the contingency or contingencies specified in the previous column |
|-----------------------------|------------------------------|-----|---|---|
|-----------------------------|------------------------------|-----|---|---|

Dated this _____ day of _____ 20____

of subscriber Name_____
(in block letters)

Two witnesses to signature:

(1) _____

(Signature)

Address _____

(2) _____

(Signature)

Address _____

**Form P.F.I.I (a) [Referred
to in rule 62 (3)] FORM OF
NOMINATION**

(When the subscriber has a family and wishes to nominate more than one member thereof)

I hereby nominate the persons mentioned below who are members of my family as defined in the Non-Government Affiliated College Teachers, Contributory Provident Fund Rules, to receive the amount that may stand to my Credit in the Non-Govt. Affiliated College Teachers' Contributory Provident Fund in the event of my death before that amount has become payable, or having become payable has not been paid and direct that the said amount shall be distributed among the said persons in the manner shown below against their names:-

| Name and address of | Relationship with subscriber | Age | *Amount of share of accumulations to be paid to each | Contingencies on the happening of which the nomination shall become invalid | Name, address and relationship of the person or persons, if any to whom on the right of nominee shall pass in the event of his/her predeceasing the subscriber or on the happening of the contingency or contingencies specified in the previous column |
|---------------------|------------------------------|-----|--|---|---|
| | | | | | |

Dated this _____ day of _____ 20____

____Signature of subscriber

Two witnesses to signature:

(1) (Signature)_____

Address_____

(2) (Signature) _____
 Address _____

*Note:- The column should be filled in so as to cover the whole amount that may stand to the credit of the subscriber in the Fund at any time.

FORM P.F.I. (b)
[Referred to in Rule 62(3)]

(When the subscriber has no family and wishes to nominate one Person)

I, having no family as defined in the Non-Government Affiliated College Teachers' Contributory Provident Fund Rules, hereby nominate the person mentioned below to receive the amount that may stand to my credit in the Non-Government Affiliated College Teachers' Contributory Provided Fund, in the event of my death, before that amount has become payable, or having become payable, has not been paid:

| Name and address of | Relationship with | Age | *Contingencies on the | Name, Address and relationship |
|---------------------|-------------------|-----|---|---|
| nominee | subscriber | | happening of which the nomination shall become in-vaild | of the person or persons, if any to whom the right of nominee shall pass in the event of his / her predeceasing subscriber or on the happening of the contingency or contingencies specified in the previous column |

Dated this _____ day of _____ 20____
 at _____

 Signature of subscriber
 Name _____
 (in block letters)

Two witnesses to signature:

- (1) (Signature) _____
 Address _____
- (2) (Signature) _____
 Address _____

*Note:- Where a subscriber who has no family makes a nomination he shall specify in this column that the nomination shall become invalid in the event of his subsequently acquiring a family.

FORM P.F.I. (c)

[Referred to in Rule 62(3)]

(When the subscriber has no family and wishes to nominate more than one Person)

I, having no family as defined in the Non-Government Affiliated College Teachers' Contributory Provident Fund Rules, hereby nominate the persons mentioned below to receive the amount that may stand to my credit in the Non-Government Affiliated College Teachers' Contributory Provided Fund, in the event of my death, before that amount has become payable, or having become payable, has not been paid, and direct that the said amount shall be distributed among the said persons in the manner shown below against their names:-

| Name Relation and ship with add- subscriber res of nominee | Age*Amount of share accumula- tion to be paid to each | **Contingen- cies on the happening of which the no- mination shall become invalid | Name, Address and relationship of the person or persons, if any, to whom the right of nom- inee shall pass in the event of his/her predeceasing the subscriber or on the happening of the contingency or contingencies specified in the previous column. |
|--|---|---|--|
| | | | |
| | | | |

Dated this _____ day of _____ 20____
 at _____

 Name of subscriber Name____
 (in block letters)

Two witnesses to signature:

(1) (Signature)_____

Address_____

(2) (Signature)_____

Address_____

***Note:-** This column should be filled in so as to cover the whole amount that may stand to the credit of the subscriber in the Fund at any time.

****Note:-** Where a subscriber who has no family makes a nomination he shall specify in this column that the nomination shall become invalid in the event of his subsequently acquiring a family.

Form B PROVIDENT FUND

LEDGER

CREDITS

| Date of receipt | Number of subscriber | Name | Designation | Opening Balance | Subscription |
|-----------------|----------------------|------|-------------|-----------------|--------------|
| | | | | Rs. | Rs. |
| 1 | 2 | 3 | 4 | 5 | 6 |
| _____ | | | | | |
| _____ | | | | | |

| Contribution of Management | Interest On sub- scription (a) | On Contri- bution (b) | Total | Remarks (When withdrawals are made, the date of Actual payment and the amount will be entered in the column of Remarks) |
|-------------------------------|---|-----------------------------|----------|---|
| Rs. 7 | Rs. 8 | | Rs. 9 | 10 |

Form C**PROVIDENT FUND PERSONAL LEDGER ACCOUNT**

- (1) Name of Account
- (2) Name of Subscriber
- (3) Folio number of establishment check register

| Subs- cription | Contri- butions | Total With- dra- wals | Monthly balance on which inter- est is calculated | Monthly balance of withdrawals on which loss of interest is calculated | Remarks | |
|-------------------|--------------------|-----------------------------|---|--|---------|---|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| Rs. | Rs. | Rs. | Rs. | Rs. | Rs. | |
| | | | | | | |

Opening balance:

April
May
June
July
August
September

October
 November
 December
 January
 February
 March _____

Total _____

Interest
 for 19-19 _____

Balance on
 31st March,
 20 _____

**Form- D TEACHERS
 WELFARE FUND CREDIT**

| Date of receipt | Number of subscriber | Name | Designation | Opening balance Rs. | Deduction Rs. | Interest Rs. | Total Rs. | Re. marks |
|-----------------|----------------------|------|-------------|------------------------|------------------|-----------------|--------------|-----------|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| | | | | | | | | |

DEBIT

| Date of payment | Name of person who has been paid | Whether teacher or his dependent | Opening balance | Amount paid | Balance | Interest | Total |
|-----------------|----------------------------------|----------------------------------|-----------------|-------------|---------|----------|-------|
| 1 | 2 | 3 | Rs. 4 | Rs. 5 | Rs. 6 | Rs. 7 | Rs. 8 |

Form E**CONTRIBUTORY PROVIDENT FUND INVESTMENT ACCOUNT**

| | |
|--|--|
| Serial No. | |
| No. and name of subscriber | |
| Date of Purchase | |
| Description of Investment | |
| No. and date of sanction of the University office | |
| Amount | |
| Place where securities or certificates are lodged | |
| Date when cashed | |
| Amount received | |
| Date of deposit in savings bank account | |

Form F

CONTRIBUTORY PROVIDENT FUND INVESTMENT INTEREST ACCOUNT

| Name of Subscriber | Serial No. in Provident Fund Investment Account | Date of receipt of interest | Date of credit of interest in the Savings Bank Account | Remarks |
|-----------------------|--|--------------------------------|---|---------|
| <hr/> | | | | |
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CHAPTER XXXIX
PRIVILEGE OF ASSOCIATION TO INSTITUTIONS FOR CERTIFICATE IN
MODERN INDIAN
LANGUAGES AND CERTIFICATES AND DEGREES IN CLASSICAL
INDIAN LANGUAGES
(SANSKRIT) EXAMINATION

39.1. Association shall not be granted with retrospective effect.

39.2. Every application for association of a new institution or for starting courses of instruction for new classes must reach the Registrar not later than 31st October of the year preceding the year in which the institution is proposed to be associated.

39.3. In the case of Government institutions, the application for association shall be made by the Director of Education/Head of the concerned Government Department and in the case of non-Government institution by the President/Secretary of the Management i.e the Managing Committee or Managing Boards or by whatever name it may be called.

39.4. An application for association of Govt. / Non-Govt. institutions shall be accompanied by a fee as prescribed by the E.C. from time to time. This fee shall not be refundable in any case.

39.5. In addition to the conditions laid down in Statute 16 of the First Statutes of the University, every institution for which association is sought, shall also satisfy the following conditions:

- (a) that the non-government institution is managed by a Managing Committee consisting of not less than five persons and its composition shall be as under:
 - (i) Principal of the College;
 - (ii) one nominee of the Vice-Chancellor;
 - (iii) one teacher of the institution by rotation on the basis of seniority for a period of two years;
 - (iv) not more than 3 members to be nominated by the Society/Trust one of whom will act as chairman within the framework of the constitution of the institution concerned;
- (b) The qualification for appointment as Teacher in the affiliated colleges shall be same as prescribed by the UGC from time to time and notified after adoption by the University.

Explanation : For determining Good Academic Record the following criterion may be adopted :

The average of 50% marks at the two lower examinations means Good Academic Record for the purpose of recruitment of Teachers.

Provided that for the post of Principal a Assistant Professor having 50% marks in Masters degree with 10 years service duly approved by the University in case of Non-Government colleges/Government Colleges affiliated to/Associated with this University shall also be eligible.

The initial staff as recommended by the inspection Committee shall be approved by the Vice-Chancellor and subsequent changes , if any, shall be reported to the Registrar within 15 days of such change for approval of the Vice-Chancellor;

- (c) that the institution shall adopt and observe the service rules as appended to Chapter 38 of the First ordinance;
- (d) that the institution shall maintain the following registers:-
 - (i) Admission and Withdrawal Register;
 - (ii) Attendance Register;
 - (iii) Salary Register;
- (e) that no student for examination in Classical Languages and Modern Indian Languages shall be sent up, unless he has been on the rolls of the institution at least for one academic year;
- (f) that the institution initially possess standard books of the value of Rs. 5,000/- and subsequently shall spend Rs. 1,000/- per year on the purchase of text and general books related to subjects taught by it. It shall subscribe to some suitable journals and periodicals for its reading room, for a value of Rs. 500/- per annum;
- (g) that the institution shall observe a regular time-table, each period of 45 minutes;
- (h) that the non-Government institutions shall charge fees and students fund as approved by the University.
- (i) The concurrence of Government clearly stating that the case of institution be pursued by the University for grant of association/ extension of association.
- (j) An inspection fee of Rs.5000/- for Association/Extension of Association in respect of Govt and Non-Govt Sanskrit Colleges/Pathshalas in the shape of Bank Draft drawn in favour of the Finance Officer, H.P. University, Shimla.

39.6. Every application for association of a non-Government institution shall also be accompanied by :

- (a) a statement containing full information regarding the composition of the management and the names of its members with an attested copy of the deed of registration as a Society under the Societies Act or of the Trust Deed as the case may be;
- (b) rules relating to the composition of the Managing Committee and the matters relating to its administration;
- (c) a statement showing the number and character of books, comprising the library, and the initial and annual expenditure incurred or proposed to be incurred for the library;
- (d) a statement showing the rates of fees proposed to be levied and the number of the students proposed to be exempted wholly or in part from such fees;
- (e) a statement showing the financial resources of the college clearly stating (how) the deficit, if any, is to be met.

39.7. If the Vice-Chancellor is satisfied that the application is in order in all respects, he shall direct a Committee of inspection to inspect the College. The Committee for inspection shall consist of one nominee of the Vice-Chancellor, Director of Education or his nominee and one Principal of a College affiliated to the University. The report of the Committee be submitted for the consideration of the Executive Council within 3 months from the date of its constitution.

39.8. The inspection report shall be considered by the Executive Council. The Executive Council may refuse association, or may grant association on such conditions as may be considered necessary.

39.9. The heads of the associated institutions shall be competent to attest the admission forms and photographs of their own candidates for the examinations for which the institutions are associated.

39.10. The candidates of the associated institutions shall not be required to submit copies of their photographs along with their admission forms.

39.11. The results of candidates of associated institutions shall be published under the name of the institution concerned and certificates of successful candidates shall be sent to the heads of the institutions concerned.

39.12. The candidates from the associated institutions shall be required to pay the same admission fees as are prescribed for regular candidates.

39.13. The members of the committee of Inspection shall be paid TA/DA of the class to which they are entitled under the normal rules and in addition an inspection fee to the members and officer/ official assisting the Inspection Committee shall be paid as decided by the Executive Council from time to time.

CHAPTER XL**PRIVILEGE TO SEND WOMEN STUDENTS AS PRIVATE CANDIDATES TO THE
PRE-UNIVERSITY AND B.A EXAMINATION**

40.1. The Executive Council on the recommendation of a Committee of Inspection may grant permission to institutions not affiliated to the University, exclusively preparing women students, to send them up as private candidates for the Pre-University and B.A examinations on the following conditions :

- (i) The institution should have a registered Managing Body or a Trust formally constituted for the purpose.
- (ii) There shall be an Endowment Fund in the joint name of the Registrar, Himachal Pradesh University and the President Secretary of Managing Body of Rs. 10,000 in the case of institutions preparing students only for the Pre University examination, and Rs 20,000 for institutions preparing students both for the Pre-University and for the B.A. examination. The amount shall be deposited, as a fixed deposit in a scheduled bank or in Government securities. It shall not be utilised as security for obtaining a loan by the college managing authority or for any other purpose. A declaration to this effect by the Principal and Secretary of the Managing Body, shall accompany the Endowment Fund fixed deposit receipts, whenever called for by the Registrar for scrutiny.
- (iii) The institution should be located in a suitable building and possess adequate equipment and furniture.
- (iv) The institution shall spend the following amounts on the purchase of books for the college library :
 - (a) in the case of an institution teaching up to the Pre-University standard, Rs. 3,000 in the first year and Rs. 1,000 in each succeeding year;
 - (b) in the case of an institution teaching up to the B.A. standard, Rs. 10,000 in the first year and Rs. 2,000 in each succeeding year.
- (v) The initial staff shall be approved by the Vice-Chancellor and all subsequent changes shall be reported to the Registrar for the approval of the Vice-Chancellor.
- (vi) The institution shall be inspected at least once in two years.

40.2. Every application for the grant of privilege to send women students as private candidates to the Pre-University and B.A. examination, shall be accompanied by a non-refundable fee of Rs. 100.

40.3. If the Vice-Chancellor is satisfied that the application is in order in all respects, he shall direct a committee of inspection to inspect the College. The Committee for inspection shall consist of one nominee of the Vice-Chancellor, Director of Education or his nominee and one Principal of a College affiliated to the University. The report of the Committee be submitted for the consideration of the Executive Council within 3 months from the date of its constitution.

40.4. The members of the Committee of inspection shall be paid travelling and halting allowance of the class to which they are entitled under the normal rules, and in addition an inspection Fee of Rs. 25.00 per institution.
