

DEVI AHILYA VISHWAVIDYALAYA, INDORE

STATUTE No. 1

Terms and Conditions of Service of Vice-Chancellor

1. The Vice-Chancellor shall receive a fixed pay of Rs. 76002 per month plus other allowances as admissible from time to time. If he assumes his charge after attaining the normal age of superannuation and is receiving pension due to his past services, then either his pay and allowances will be reduced by the gross amount of his pension amount prior to commutation or the payment of pension shall be held in abeyance upto the date of his relinquishing charge of the post of the Vice-Chancellor. On the other hand, if he assumes charge after attaining the normal age of super-annulations and he was on a non-pension able post, his gross pension equivalent of retirement benefits will be reduced from the pay and allowances admissible for the post of Vice-Chancellor³.

2. During his tenure of Office the Vice-Chancellor shall be entitled to have a rent free furnished residential accommodation maintained by the University.

3. The Vice-Chancellor shall be entitled to use a university vehicle for official purposes. He will pay such amount for use of the vehicle as may be prescribed by the Government for its vehicles for use by Government officers on a monthly basis. The Vice-Chancellor shall also be eligible to use the university vehicle for private purposes and for such journeys he will be liable to pay such charges as are prescribed by Government for private use of Government Vehicle by officers on the basis of kilometers involved in private use.

4. The Vice-Chancellor shall be eligible to opt for the General Provident Fund-Pension-Gratuity Scheme of the University if he has not attained the normal age of super-annuation prior to commencement of his tenure and provided he has been eligible for pension scheme as an employee of a Central/State Government or a Central/State autonomous body or a Central/State University before joining as Vice-Chancellor. If he opts to join GPF-cum-pension-cum-Gratuity Scheme of the university, the Vice-Chancellor shall be entitled to the benefit of combining his past service with the service as Vice-Chancellor up to the normal age of superannuation for the purpose of pension. For this purpose the university will receive pension/contributory provident fund liability from the previous organizations. The period of service rendered by him in the University beyond the normal age of superannuation shall not qualify for the purpose of pensioner benefits. The pension cum -gratuity benefits shall be payable only from the date of his relinquishing the post of Vice-Chancellor.

- (1) Substituted vide decision of co-ordination committee dt. 12-8-93 and notified vide ('ãÆÍããÔã¶ã/ f¶ã<¶ãŠãëÔã/2-92-93/4893 ããª. 15-12-93)
- (2) Revised pay is Rs. 25,000 P.M. (Fixed).
- (3) This provision will apply to appointments made after 12-8-93.

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The Vice-Chancellor assumes his office either after superannuation or superannuates during the tenure, he shall be entitled to join Contributory Provident Fund-Gratuity Scheme from the joining the post if already superannuated or the date of his superannuation during the tenure as applicable.

5. (a) The Vice-Chancellor shall be entitled to leave on full pay at the rate of 30 days in a calendar year. The leave shall be credited to his account in advance in two half yearly installments of 15 days each on the first day of January and first day of July every year; provided that if the Vice-Chancellor assumes/relinquishes charge of the office of Vice-Chancellor during the currency of half year, the leave of service.

(b) The leave at the credit of the Vice-Chancellor at the close of the previous half year shall be carried forward to the new half year Subject to the condition that the leave so carried forward plus the credit for that half year does not exceed the maximum limit of 240 days.

(c) The Vice-Chancellor on relinquishing the charge of his office shall be entitled to receive a sum equivalent to the leave salary admissible for the number of days of leave on full pay due to him at the time of his relinquishment of charge subject to a maximum of 240 days including encashment benefit availed of elsewhere.

(d) The Vice-Chancellor shall also be entitled to half pay leave at the rate of 20 days for each completed year of service. This half pay leave may be availed of as commuted even on full pay on medical certificate. When commuted leave is availed twice the amount of half pay leave shall be debited against half pay leave due.

(e) The Vice-Chancellor shall also be entitled to avail himself extra ordinary leave without pay for a maximum period of three months during full term of five years on medical ground or otherwise.

6. The Vice-Chancellor shall be entitled to all other benefits such as Medical Attendance and Leave Travel Concession as admissible to other University employees.

7. The Vice-Chancellor shall be entitled to Traveling Allowance on Transfer on his appointment as Vice-Chancellor and after relinquishment of his charge.

S T A T U T E No. 2

POWERS OF THE KULPATI

[Refer Section 15 (9)]

1. The Kulpati may constitute such committees as he deems necessary to help him in the discharge of the duties entrusted to him by or under the Adhinyam.

2. The Kulpati may sanction an allowance to any employee of the University for any Special Duties assigned to such employee or additional duties performed by him which in the opinion of the Kulpati warrants such payment.

“Provided that such allowance shall not exceed 6.25 percent of the basic pay or Rs. 500/- whichever is less for the employee's upto the rank of Asstt. Registrar only, No Employee of the University shall be entitled to any other financial benefits except as mentioned above.”*

Provided further that any action taken under this Statute shall be reported to the Executive Council at its meeting immediately following such action.

***Approved by Co-ordination Committee, at its Meeting held on 29-5-2000.**

S T A T U T E No. 3

THE REGISTRAR-HIS EMOLUMENTS AND CONDITIONS OF SERVICE, POWERS AND DUTIES

[Refer Section 15-C and 16 (6)]

*1. The Registrar shall receive salary in the pay scale of Rs. 4100-125-4850-150-5300.1

Provided that where the Registrar is a retired Government servant he shall be paid as his salary an amount equal to the last pay drawn in government service minus the pension and pension equivalent of gratuity admissible to him and where this amount is less than the minimum of the scale of pay of the Registrar, he shall draw as his salary the minimum of the scale of pay of the Registrar irrespective of the pension and pension equivalent of gratuity admissible to him.

*2. No person shall be eligible for appointment as Registrar unless he possesses such qualifications as the Executive Council may, from time to time, determine.

*3. The Registrar shall be entitled to leave, leave salary, allowances, medical, provident fund and other benefits as may be prescribed by the University for the employees of the University.

Provided that if the Registrar is a retired Government servant, he shall not be entitled to the benefit of Contributory Provident Fund;

Provided further that the benefit of non-contributory Provident Fund (General Provident Fund) will be admissible to such Registrar, at his option. The Statutory provisions relating to Provident Fund except in so far as they relate to contribution by the University shall be applicable in such a case.

*4. The Registrar shall retire on completing the age of sixty years;

Provided that the Executive Council may, on the recommendation of the Kulpati extend his term of appointment for a period not exceeding two years if it is satisfied that such extension is in the interest of the University and provided further that he shall not be granted more than one extension.

5. It shall be duty of the Registrar:

(a) To be the custodian of the records, the common seal and such other property of the University, as the Executive Council shall commit to his charge;

(b) to issue all notices convening meetings of the Court, the Executive Council, the Academic Council, the Academic Planning and Evaluation Board and any bodies or committees appointed under the Adhinyam of which he is to act as Secretary;

(c) to keep the minutes of all meetings of the Court, the Executive Council, the Academic Council, the Academic planning and Evaluation Board and any bodies or committees of the University appointed under the Adhinyam of which he is to act as Secretary;

*Note: The provisions of this statute are subject to the overriding provisions of section 15-C of M.P. Vishwavidyalaya Adhinyam 1973 and M.P. State University Service Rules 1982 as amended from time to time.

1. The present pay scale is Rs. 16,400-450-20,100-22,400. (UGC)

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(d) to conduct the official correspondence of the University, the Court, the Executive Council, the Academic council and the Academic Planning and Evaluation Board;

(e) To arrange for and superintend the examinations of the University;

(f) To supply to the Kuladhipati;

(I) copies of the agenda of the meetings of the university authorities of which he is to act as Secretary as soon as such agenda is issued;

(ii) The minutes of the meetings of the University authorities of which he is to act as Secretary, within a month of the holding of such meetings; and

(iii) Such other papers and information as the Kuladhipati may direct him to supply from time to time;

(g) To collect the income, disburse the payments and maintain the accounts of the University, in case no Finance Officer is appointed in the University;

(h) to exercise all such powers as may be necessary or expedient for carrying into effect the orders of the Kuladhipati, Kulpati or various authorities or bodies of the University of which he acts as Secretary;

(I) to discharge such other functions as may be assigned to him from time to time by the Kulpati to whom he shall be responsible for the same.

(j) to perform such other duties as may, from time to time, be entrusted to him by the Statutes, Ordinances or Regulations; and

(k) To render such assistance as may be desired by the Kulpati in the performance of his official duties.

6. Subject to the control of the Kulpati, the Registrar shall have power to appoint the Class III and Class IV staff of the University and like wise shall exercise disciplinary control over them.

7. The Registrar may, if desired by the Chairman of any authority or body, of which he is the Secretary, speak at a meeting or such authority or body.

STATUTE No. 4

**THE DEAN OF STUDENTS' WELFARE-TERMS AND CONDITIONS OF SERVICE,
POWERS AND DUTIES**

[Refer Section 17(3)]

1. The Dean of Student's Welfare shall be appointed for a term of three years and shall be eligible for reappointment.

Provided that he shall, notwithstanding the fact that his term of three years has not expired, cease to hold office on completing the age of sixty years.

Provided further that notwithstanding the fact that his term of three years has not expired the Executive Council, may, on a report from the Kulpati terminate the appointment of Dean of Students Welfare if it is satisfied that further continuance of the Dean Student's Welfare will be detrimental to the cause for which he has been appointed or to the interests of the University.

2. Where the Dean of Students' Welfare is a full-time salaried officer, he shall:

(a) possess at least Master's degree in the second division in some subject, about five years experience of teaching post-graduate classes or ten years experience of teaching degree classes, experience of guiding extra-curricular activities and understanding of students' problems.

(b) Draw salary in the pay scale of Reader*.

3. The Dean of Students' Welfare, if appointed on full time basis from amongst the Teachers of the University shall continue to hold his lien on his substantive post and shall be eligible to all the benefits that would have otherwise accrued to him but for his appointment as Dean of Students' welfare.

4. The Dean of Students' Welfare shall be entitled to leave, leave salary, allowances, provident fund medical and other benefits as may be prescribed by the University for the employees of the University.

5. Notwithstanding the provision of this Statute, a full time salaried Dean of Students' Welfare appointed before the date of coming into force of this Statute shall continue to hold office subject to the terms and conditions of his appointment.

Provided that such Dean shall not be continued in service after he has completed the age of sixty years.

6. (i) The Dean of Students' Welfare shall be the Advisor cum Treasurer of the University Students' Union and the head of the information bureau and the Employment bureau in the University.

(ii) The Dean of Students' Welfare shall, if the Executive Council, the Academic Council or the Court so desires, be present at any meeting of the authority concerned when matters relating to Student's Welfare come up for consideration therein.

* Effective from 30-9-82.

(iii) Subject to the control of the Kulpati, the Dean of Students' Welfare shall:

(a) Make arrangements to ensure suitable housing facilities for students;

(b) Arrange for employment of students in accordance with plans approved by the Kulpati;

(c) Communicate with the guardians of the students concerning the welfare of students;

(d) Obtain travel facilities for students;

(e) Assist the students in obtaining Scholarships, etc. by giving them information relating thereto;

(f) Perform such other duties as may be assigned to him from time to time by the Registrar with the approval of the Kulpati. -----

STATUTE No. 5

Learned professions

[Refer Section 20 (1) (xvi)]

The following shall be the learned professions for the purpose of item (xvi) of sub section (1) of Section 20 of the Adhiniyam:

- (i) Education,
- (ii) Medicine,
- (iii) Engineering,
- (iv) Law.
- (v) Actuarial Science,
- (vi) Fine Arts including Music, Drama, Dance and Painting and
- (vii) Eminent Scientists, Scholars and Men of Letters.

STATUTE No. 6

MEETING OF THE COURT

[Refer Section 21]

1. The ordinary meeting held in a calendar year shall be the Annual General Meeting of the Court.
2. A special meeting of the Court may be convened by the Kulpati.
3. The Kulpati shall, on a requisition signed by not less than forty members of the Court and specifying the business to be discussed, call a special meeting of the Court.
4. No special meeting of the Court shall be convened unless a period of three months has elapsed since the meeting last held whether annual or special.

STATUTE No. 7

STANDING COMMITTEE OF THE ACADEMIC COUNCIL

[Refer Section 26 (2)]

1. (i) The Standing Committee to be constituted under Sub Section (2) of Section 26 shall be composed as under :
 - (a) The Kulpati and
 - (b) Deans of all the Faculties(ii) The Registrar shall act as the Secretary of the Committee;
2. The Standing committee may invite such other persons not exceeding three as it may deem fit for any particular meeting.
3. Meetings of the Committee shall be convened under the direction of the Kulpati.
4. It shall be duty of the Standing Committee to render advice on equivalence of examinations in consultation with the faculty concerned and such matters as may be referred to it by the Academic Council, the Executive Council or the Kulpati.
5. Subject to the provisions of the Adhinyam and the Statutes, the Committee can dispose of other matters referred to it by the Academic Council. In every case where the Standing Committee disposes of any matter, the matter shall be reported of the Academic Council.

STATUTE No. 8

OTHER FACULTIES

[Refer Section 27 (1) (x)]

In addition to the Faculties enumerated in Sub-Section (1) of Section 27 of the Adhiniyam, there shall be all or any of the following Faculties, namely.*

- (i) Home Science.
- (ii) Physical Education, where there is a postgraduate course in Physical Education.
- (iii) Technology.
- (iv) Life Sciences.
- (v) Dentistry.
- (vi) Management Studies.
- (vii) Computer Science.
- *(viii) Engineering Sciences.

* Approved by Co-ordination Committee at its meeting held on 24-10-89.

STATUTE No. 9

CONSTITUTION AND POWERS OF THE FACULTY

[Refer Section 27 (2)]

1. Each faculty except the Faculty of Law shall consist of the following members, namely:
 - (a) The Dean of the Faculty--CHAIRMAN.
 - (b) All Chairman of the Boards of Studies for the subjects comprised in the Faculty,
 - (c) All Professors in the Departments assigned to the Faculty,
 - (d) One College Professor from each department assigned to the Faculty by rotation according to seniority,
 - (e) Two Principals other than College Professors, of affiliated Colleges teaching any of the subjects comprised in the Faculty by rotation according to seniority,
 - (f) two Readers of University Teaching Departments/Schools of Studies, two Readers in affiliated colleges, Six Lecturers teaching any of the subjects comprised in the Faculty by rotation according to seniority;
Provided that there shall not be more than one teacher of any single category from any one of the Departments assigned to the Faculty.
 - (g) Three persons assigned to the faculty by the Academic Council from amongst its members,
 - (h) not more than two persons not connected with the University or any College and having expert knowledge of the subject or subjects comprised in the Faculty co-opted by persons becoming members under clauses (a) to (g) above,
Provided that not more than one person representing any one department of the faculty shall be co-opted.
 - (i) Emeritus Professors/Kulpati of the University teaching any of the subjects (s) assigned to the Faculty.*
2. The Faculty of Law shall consist of the following members. Namely:
 - (a) The Dean of the Faculty-CHAIRMAN,
 - (b) The Chairman of the Board of Studies in Law,
 - (c) All Professors and all College Professors in the Department of Law,
 - (d) All Principals of separate Law Colleges,
 - (e) The Head of the Department of Law from each college which is not a separate Law College,

* Vide amendment approved by Co-ordination Committee at its meeting dated 20-12-2000.

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 - (f) “One Reader of University Teaching Departments/Schools of Studies, One Reader of affiliated Colleges and Two Lecturers of Law and when there is no Reader, Three Lecturers of Law other than those included in the items above by rotation according to seniority.”
 - (g) Not more than two persons not connected with the University or any College having expert knowledge of Law co-opted by persons becoming members under clauses (a) to (f) above.
 - (h) One nominee of the State Bar Council of Madhya Pradesh with not less than seven years standing at the Bar.
 - * (i) Emeritus Professors/Kulpati of the University teaching any of the subject (s) assigned to the Faculty.
3. Subject to the provisions of the Adhinyam, each Faculty shall have the following powers, namely :
 - (a) Subject to the control of the Academic Council to organise, coordinate and regulate teaching and research activities of Departments assigned to the Faculty.

- (b) To approve the courses of studies for the different examinations in the Faculty proposed by the Boards of Studies and to remit matters to Boards of Studies,
- (c) To recommend to the Academic Council the conditions for the award of degrees, diplomas and other distinctions including the scheme of examination for different degrees,
- (d) To deal with such other matters relating to the subjects within its purview as may be referred to it by the Academic Council, the Academic Planning and Evaluation Board or the Kulpati,
- (e) to held meeting with the approval of the Kulpati jointly with any other Faculty or Faculties, such joint meetings to be convened and presided over by a Dean nominated by the Kulpati,
- (f) Such other powers as may be assigned to it by the Ordinances.

4. All members of the Faculty other than ex-officio members and the Dean shall hold office for a term of three years.

5. One-third of the total membership of the Faculty shall constitute a quorum.

*** Vide amendment approved by co-ordination committee at its meeting dated 20-12-2000.**

S T A T U T E No. 10

BOARD OF STUDIES

[Refer Section 28 (1)]

There shall be a Board of Studies for each of the subjects or groups of subjects mentioned in column (2) of the table below under the Faculty mentioned in column (1) thereof:

TABLE

Name of Faculty 1.	Subject or Group of Subjects 2.
1. Faculty of Arts	1. English and other European Languages. 2. Sanskrit, Pali and Prakrit. 3. Hindi. 4. Arabic and Persian. 5. Urdu. 6. Marathi and other modern Indian Languages. 7. Philosophy. 8. Philology & Linguistics. 9. Music and Dance. 10. Library Science. 11. Journalism. 12. Drawing and Painting. 13. Comparative Language & Culture.
2. Faculty of Social-Science.	1. History. 2. Ancient Indian History Culture and Archaeology & Indology. 3. Political Science. 4. Economics. 5. Sociology. 6. Anthropology. 7. Geography. 8. Psychology. 9. Military Science. 10. Home Science (if there is no separate Faculty of Home Science in the University). 11. Rural Extension Service. 12. Social Work. 13. Foundation. 14. Public Administration.
3. Faculty of Science.	1. Physics. 2. Chemistry.

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

		3. Mathematics.
		4. Geology.
		5. Statistics (if taught at the post-graduate level, other wise with Mathematics.)
		6. Criminology and Forensic Science.
4.	Faculty of Life Science.	1. Botany.
		2. Zoology.
		3. Bio-Chemistry.
		4. Life Science.
		5. Micro Biology.
5.	Faculty of Engineering.	1. Civil Engineering.
		2. Mechanical Engineering.
		3. Electrical Engineering.
		4. Electronics and Tele-communication.
		5. Chemical Engineering.
		6. Mining.
		7. Metallurgy.
		8. Architecture.
		9. Humanities and where there are no post-graduate courses in Applied Sciences and Applied Mathematics, Science and Mathematics.
		10. Applied Physics.
		11. Applied Chemistry.
		12. Applied Mathematics.
		13. Applied Geology.
		14. Production Engineering.
		15. Computer Engineering.
6.	Faculty of Law.	1. Law.
7.	Faculty of Commerce.	1. Accounting and Taxation.
		2. Business Administration.
		3. Business Finance.
8.	Faculty of Education.	1. Education including Science Education.
		2. Applied Psychology.
		3. Physical Education.
		4. Yogic Science.
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	1.	2.
9.	Faculty of Physical Education	1. Physical Education.
		2. Yogic Science.
10.	Faculty of Home Science.	1. Home Science.
11.	Faculty of Technology.	1. Pharmaceutical Science.
		2. Applied Geology (Where there is no Faculty of Engineering).

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| 12. | Faculty of Ayurved. | <ol style="list-style-type: none"> 1. Shareer, Dosh Dhatu Mal Vigyan, Sanskrit & Padarth Vigyan. 2. Dravyagun, Ras Shastra, Vigyan and Jeevashastra. 3. Kaya Chikitsa, Virkriti Vigyan and Swasthavritta 4. Shalya Tantra, Shalakya Tantra, Prasuti Tantra, Kaumarbhritya, Agad Tantra and Vyavharayurved. |
| 13. | Faculty of Medicine. | <ol style="list-style-type: none"> 1. Anatomy, Physiology and Biochemistry. 2. Pharmacology, Forensic Medicine and allied Subjects. 3. Preventive and Social Medicine and Pathology. 4. Medicine, Skin and Venereal diseases, Tuberculosis, Psychiatry. 5. Surgery, Anesthesiology and Dentistry (if there is no separate college of Dentistry). 6. Orthopedics and Ear, Nose and Throat. 7. Obstetrics and Gynecology and Pediatrics. 8. Ophthalmology. 9. Radio Diagnosis and Radio Therapy. 10. Nursing. 11. Homeopathy. |
| 14. | Faculty of Dentistry. | <ol style="list-style-type: none"> 1. Dentistry. |
| 15. | Faculty OF Management Studies. | <ol style="list-style-type: none"> 1. Management Studies. |
| *16. | Faculty of Engineering Science. | <ol style="list-style-type: none"> 1. Engineering Physics. 2. Industrial Chemistry. 3. Energy Conservation and Renewable Energy. 4. Laser Technology. 5. Environment Sciences. 6. Bio Technology. 7. Computer Science and Electronics. 8. Future Studies and Planning. 9. Instrumentation. |

* Approved by the Coordination Committee at its meeting held on 24-10-1989.

S T A T U T E No. 11

POWERS OF THE BOARD OF STUDIES

[Refer Section 29]

1. Each Board shall have the following powers, namely.
 - (a) To recommend books, and when necessary, to consult specialists who are not members of the Board and to make recommendations in regard to courses of study and examinations in the subject/subjects with which it deals.
 - (b) To recommend schemes for preparation and translation of books in the subject or subjects with which it deals.
2. It shall be the duty of the Board of Studies to consider and report on any matter referred to it in accordance with the Adhinyam, Statutes, Ordinances or Regulations by the Executive Council or by the Academic Council or by the Faculty concerned or by the Kulpati.
3. Any two or more Boards may, and at the request of the Executive Council or the Academic Council shall meet and make a joint report upon any matter which lies within the purview of both. In such cases, the joint meeting shall elect its own Chairman and the quorum for such a joint meeting shall include the full quorum of each Board represented, no member present being counted more than once for the purpose of determining the quorum.

S T A T U T E No. 12

QUALIFICATIONS OF STUDENT MEMBERS OF BOARD OF STUDIES

[Refer Section 28 (2) (VI)]

Subject to the provisions of the Adhinyam, a student appointed as a member of any Board of Studies shall be a student enrolled in a College, Teaching Department or School of Studies of the University and possess the following qualification:

(a) Where post-graduate degree examination in the subject/subjects pertaining to the Board is held in two or more parts in the University, he shall be the student who amongst the final year students had obtained the highest percentage of marks in the subject/subjects at the post-graduate examination of the University immediately preceding the Final year examination and held in the academic year immediately preceding the appointment on the Board.

(b) Where post-graduate degree examination of the University in the subject/subjects pertaining to the Board is a single examination at the end of the course he shall be the post-graduate student enrolled for the course in the year of appointment on the Board who had obtained the highest percentage of marks in such subject/subjects at the qualifying examination of the University for the post-graduate course.

(c) Where only a degree examination in the subject/subjects pertaining to the Board is held in the University, he shall be the student from amongst the final year students of the Degree Course who had obtained the highest percentage of marks in the subject/subjects pertaining to the Board at the examination of the University immediately preceding the Final Year examination.

Provided that if the degree examination is held in two or more parts, but the examination in the subject/subjects concerned is held only at the end of the Final Year of the Course, he shall be the student who amongst the Final Year students had obtained the highest percentage of marks at the examination of the University immediately preceding the Final Year Examination of the University immediately preceding the Final

Year Examination and held in the academic year immediately preceding the appointment on the Board.

Provided also that if the degree examination of the University in the subject concerned is a single examination at the end of the course he shall be the student enrolled for the course in the year of appointment on the Board had obtained the highest percentage of marks at the qualifying examination for the degree course.

(d) Where a post-graduate degree examination in the subject/subjects pertaining to the Board is held in the University and no student qualifies for membership of the Board under clause (a) or clause (b) above, the student possessing the qualification given in clause (c) above shall be appointed as a member of the Board.

(e) Where under any of the foregoing provisions two or more students qualify for membership of the Board of Studies, the student oldest in age shall be appointed as a member of the Board of Studies.

S T A T U T E No. 13

Annual report

[Refer Section 47]

1. The Annual Report of the University shall cover the period from the 1st of July to the 30th of June following and shall be submitted to the Court at its annual meeting held after the expiry of the said period.
2. Copies of the Annual Report of the University shall be circulated amongst the members of the Court on or before the 31st of December immediately following the expiry of the period to which it relates or at least fifteen days before the date on which the annual meeting of the Court after the expiry of the said period is held, whichever is earlier.
- *3. The University shall, thereafter send a copy of the annual report to the State Government and the State Government shall as soon as may be, cause the same to be laid on the table of the State Legislative Assembly.

* (Inserted as per amendment to Section 47 of the Act.)

STATUTE No. 14

HONORARY DEGREE

[Refer Section 35 (g)]

A proposal for conferment of Honorary Degree may be made by the Standing Committee of the Academic Council unanimously. It shall be placed before a committee consisting of the Kulpati, a nominee of the Kuladhipati and the Dean of the Faculty concerned. If the Committee unanimously recommends that an honorary degree be conferred on any person on the ground that he is, in its opinion, a fit and proper person to receive such degree, its recommendation shall be placed before the Academic Council on approval by the Academic Council it shall go to before the Executive Council.

If not less than two-thirds of the members of the Executive Council recommend and when their recommendation is supported by a majority of not less than two-thirds of the members present and voting at a meeting of the Court, such majority being not less than one-half of the total membership of the Court, for the time being, the Court may, if such recommendation is confirmed by the Kuladhipati, confer on such person, the honorary degree so recommended;

Provided that, in cases of urgency, the Kuladhipati may act on the recommendation of the Executive Council.

Provided further that, in cases of emergency such proposal may be confirmed by Kuladhipati if the said Committee's recommendation has been approved by the Executive Council.

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Student Evaluation:

Internal Assessment

External Assessment

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Financial Implications.

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Course Contents.

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Co-curricular and extra curricular activities.

PART-IV:

BASIC INFORMATION

(1) Name of College.

(2) Year of Establishment.

(3) Whether Private or Government.

(4) Year of grant of permanent affiliation.

(5) Course offered:

Under-graduate.

M. Phil.

(6) Students enrolment during last three years.

Under-graduate.

Post-graduate.

M. Phil.

(7) Faculty strength category wise.

(Please enclose list of faculty with their qualifications, Papers/Books/Monographs if published).

(8) Administrative, Laboratory and Library staff.

(9) Results during the last year: Percentage of:

Under-graduate Ist Division 2nd Div. over all Pass.

Post-graduate Ist Division 2nd Div.

(10) Number of M. Phil. /Ph. Ds. produced during the last three years.

(11) Research facilities in the Institution and on going Research Projects in different Departments.

(12) Number of Books Journals in the Library, (text, reference and general).

(13) List of major items of equipment in the College (costing more than Rs. 50,000.00 each).

(14) Space for class rooms and laboratory.

(iii) A Professor, College Professor or Reader of the University.

(iv) A Magistrate.

(v) A Gazetted Officer of the State of Madhya Pradesh or the Central Government.

Or

2. Such other evidence of residence as may be accepted as satisfactory by the Registrar in this behalf.

5. The name of the applicant, if he is duly qualified and has paid the enrollment fee, will be entered in the Register.

6. (a) The Registrar shall maintain in his office the register of Registered Graduates showing their names and addresses including place of residence and districts, name of the degree and the year of award of the degree together with name of the university which awarded the degree with the signature of Registrar against the entry at each name in the register. The register shall be open for inspection.

(b) There shall also be maintained an album containing duly attested photographs of all the Registered graduates in alphabetical order which shall be open to inspection.

7. Every Registered Graduate shall intimate to the Registrar all changes in his permanent address.

APPENDIX - A

Application for the Registration of Graduates

To,
The Registrar,
Devi Ahilya Vishwavidyalaya,
Indore (M. P.)

Sir,

I desire to be enrolled as Registered Graduate of Devi Ahilya Vishwavidyalaya, Indore and I am enclosing herewith a cash receipt issued by the University/Postal Order No. For Rs. 100/- (Rupees One Hundred) only.

My particulars are as given below:

1. Name
- 2.(a) Details (e.g. B. A., B. Sc., B. Ag. etc.) and year of award of Bachelor's Degree.
- (b) Details and year of award of Post Graduate Degree, if any.
3. Name of University which awarded the Bachelor's Degree/Post Graduate Degree.
4. Place of Residence.
5. District in which place of residence is located.
6. Whether enrolled as Registered Graduate of any other University. If so, give the name of the University and Registration Number.
7. Whether prepared to cease to be a Registered Graduate of the University/ Universities shown in (6) above, if this application for registration succeeds.

I declare that the particulars given above are correct.

Necessary evidence in support of graduation, residence and two additional passport sizes attested photographs are enclosed.

Yours faithfully,

Signature of the applicant.....

Full Name in Block letters.....
(Surname underlined)

Permanent Address

.....

.....

Note:

Unless a change in address is duly intimated to the University in writing all communications to a Registered Graduate shall be sent to the address given above.

To be filled in by the University Office

Rs.received and entered at

No.....of the Receipt Register.

Cashier

Dated.....

APPENDIX - B

Application for Renewal of Registration as Registered Graduate

To,

The Registrar,
Devi Ahilya Vishwavidyalaya,
Indore (M. P.)

Sir,

I am a Registered Graduate of your University, my Registration No. being..... . My registration is due to expire/has expired on

I hereby apply for renewal of my registration and an enclosing herewith a Cash Receipt/Postal Order No. For Rs. 40/- only.

There is no change in my residential address.

My residential address has been changed and the application for change of address duly attested as per requirements of the Statute is enclosed herewith.

Strike of whichever is not applicable.

Yours faithfully,

Applicant

STATUTE No. 16

SENIORITY OF TEACHERS OF THE UNIVERSITY

[Refer Section 35 (o)]

1. (i) For the purpose of the Adhiniyam the Statutes and the Ordinances the seniority of teachers in :
 - (a) The teaching Departments, Schools of Studies and colleges maintained by the University, and
 - (b) The colleges affiliated to the University shall be respectively in order of cadres in Groups A and B below :

GROUP 'A'

- (a) Professor
- (b) Reader
- (c) Lecturer*

GROUP 'B'

- (a) College Professor
- (b) Full time and salaried Principal other than college Professor.
- (c) Reader.
- (d) Lecturer.

(ii) 'Service' shall mean service in a Teaching Department, School of Studies or College maintained by or affiliated to the University and or in a Teaching Department, School of Studies or College maintained by or affiliated to any other University established under any Central or State Act.

(iii) If a teacher who holds a permanent post in the University or a college is on leave or deputation he shall be deemed to be in continuous service in his post during the period of such leave not exceeding six months on any ground whatsoever and during the period of such leave or deputation not exceeding three years for academic purposes.

(iv) The inter-se seniority of full time salaried Principals other than College Professors shall be determined in accordance with the provisions of the Statute relating to the seniority of Principals.

* In accordance with sub-section (3) of Section 63 Assistant Professors in Teaching Department/School of Studies/Colleges maintained by the university rank as Lecturers.

2

2. The seniority of a Professor, College Professor, Reader, Reader in College, Lecturer shall be determined in accordance with the length of continuous service of such person in the cadre concerned taken together with the length of continuous service in a cadre which is equivalent to or superior to the cadre concerned.

Provided that where a Principal is included in the cadre of College Professor in accordance with the provision of sub-section (4) of section 63 of the Adhiniyam, his seniority as college Professor shall be determined in accordance with:

- (a) The length of continuous services as such Principal if he was not a college Professor prior to his appointment as such Principal.
- (b) The length of total service as a college Professor and as such principal thereafter if the Principal was a College Professor prior to his appointment as such Principal.

Note: For the purposes of seniority :

- (i) The post of Professor in college shall be deemed to be lower than the post of University Professor,
- (ii) The post of Reader in the University Teaching Departments/Schools of Studies shall be deemed to be equivalent to the post of Reader in a College,
- (iii) The post of Lecturer in a college and lecturer in the University Teaching Departments/Schools of Studies shall be deemed to be equivalent posts.

3. If the length of service of two or more teachers in any cadre calculated in accordance with paragraph (2) above is equal, their seniority inter-se shall be determined in accordance with the length of continuous service in the cadre immediately below, if any.

4. If after calculation in accordance with paragraph (3) above, the seniority inter-se of two or more teachers in any cadre is equal, their seniority inter-se shall be determined in accordance with the length of continuous service in the cadre, if any, immediately below the cadre considered under paragraph (3) above.

5. If after calculation in accordance with the foregoing provisions to the extent possible, the seniority inter-se of two or more teachers in any cadre is equal; their seniority inter-se shall be determined by the total period of continuous service as a teacher in any cadre.

6. If after applying the foregoing provisions to the extent possible, the seniority of two or more teachers are equal, their seniority inter-se shall be determined in accordance with seniority in age.

S T A T U T E No. 17

SENIORITY OF PRINCIPALS

[Refer Section 35 (o)]

1. For the purpose of the Adhinyam and the Statutes, the seniority of a principal shall be determined in accordance with the length of continuous service as the principal of a college/colleges affiliated to the University or any other university established under any Central or State Act.
2. If the length of service of two or more Principals calculated in accordance with paragraph (1) above is equal, their seniority inter-se shall be determined in accordance with the length of continuous service as college Professor in a college/colleges affiliated to the University or to any other University established under any Central or State Act.
3. If after calculation in accordance with paragraph (2) above, the seniority inter-se of two or more Principals is equal; their seniority shall be determined by the total period of continuous service as a teacher in the University and/or in any other University established under any Central or State Act.
4. If after applying the foregoing provisions the seniority of two or more Principals is equal their seniority inter-se shall be determined in accordance with seniority in age.
5. If a Principal who holds a permanent post as Principal in a college is on leave or deputation, he shall be deemed to be in continues service in his post during the period of such leave not exceeding six months on any ground whatsoever and during the period of such leave or deputation not exceeding three years for academic purposes.

STATUTE No. 18

SENIORITY OF HEADS OF DEPARTMENTS IN AFFILIATED COLLEGES

[Refer Section 35 (o)]

1. The seniority of Heads of Departments, inter-se, in affiliated colleges shall be in the order of cadres given below:

- (a) College Professor
- (b) Full time and salaried Principal other than College Professor
- (c) Reader
- (d) Lecturer.

2. The seniority of the Heads of Departments under each of the categories specified above inter-se, shall be determined by their seniority as a College Professor, Principal, Reader in a college, Lecturer as the case may be.

3. If the Head of a Department in a college proceeds on leave for a period exceeding six months his office shall be deemed to have become vacant and the Principal of the college shall communicate to the Registrar without delay the name of the successor Head of the Department.

STATUTE No. 19
Preparation and maintenance of seniority lists
[Refer Section 35 (o)]

1. It shall be the duty of the Registrar to prepare and maintain in respect of Principals, Professors, College Professors, Reader, Readers in Colleges, and Lecturers complete and up-to-date seniority lists in accordance with procedure laid down in the clauses hereinafter appearing.
2. All Principals/Professors/Readers/College Professors/Readers in College/Lecturers shall apply for inclusion of their names in the cadre concerned in the prescribed form given in the Appendix through the Principals of the College/Head of Teaching Departments by 15th October each year at the latest. Persons, whose applications, complete in every respect and supported by the necessary evidence, are not received by the prescribed date, shall not be considered for inclusion in the list. Provided that the teachers who had applied once need not apply again till their respective cadre is changed or altered by transfer or promotion. The Principal/Head of Teaching Department shall communicate to the Registrar the names of teachers who leave the institution.
3. The Registrar shall prepare separate lists showing the seniority inter-se of Principal, Professors, College Professors, Readers in Colleges, and Lecturers respectively and publish the said lists for objection.
4. the publication of the lists for objections shall be made on or before the 15th November succeeding and publication shall be caused by forwarding two copies of the lists to each College/Teaching Department for displaying one copy on the staff notice board of the College/Teaching Department and the other for making it available for reference to the members of the teaching staff.
5. (a) Any Principal/Professor/college Professor/Reader/Reader in College/Lecturer who feels aggrieved by any entry or omission made in the said lists may, within twenty days from the date of the publication of the lists on the staff notice board of the College/Teaching Department file an objection stating his reasons and with evidence in support of his contention addressed to the Registrar. If the objector desires to be heard in person, he shall specifically state the same.
(b) The Kulpati shall, before the 30th November appoint a Committee consisting of a member of the Executive Council and two Principals/Professors other than those who are members of the Executive Council for dealing with objections that may be filed to the seniority lists. The Kulpati shall nominate one of them to be the Convener of the Committee.
(c) The Committee appointed by the Kulpati shall meet at such time and on such dates as the Convener of the Committee may fix.
(d) The Committee may, where necessary, call for the parties concerned, or inspect any document, file, register or record in the possession of the University or any college maintained by or affiliated to the University.
(e) The Committee shall provide reasonable opportunity to hear the objector if the objector desires to be heard in person.
(f) The Committee shall report its decision as also the reasons therefore.
(g) All decisions of the Committee shall be taken by majority and communicated to the Registrar not later than 24th December.
6. (a) The seniority list, as finalized by the Committee shall be published by the Registrar not later than 31st December each year by forwarding two copies to each College/Teaching Department for displaying one copy on the staff notice-board of the college concerned and the other copy for making it available for reference to the members of the staff of the college.
(b) The objector may, on request, obtain a copy of the decision of the committee from the Registrar on payment of Rs. 3/-.
7. The list so published finally, shall remain in force from 1st January to 31st December of the Calendar year following the publication of the list.
8. A copy of the finalized list may be supplied to a person on payment of Rs. 15/-only.

A P P E N D I X

Application for inclusion in the list of

.....
(Designation e.g. Professor, etc.)

To,

The Registrar,
.....University,
.....

Sir,

I request that my name be included in the seniority listParticulars
Of my service are as under : (Designation)

1. Name.
2. Date of birth.
3. Post held at present
4. Date from which present post is held.
5. Scale of pay in the present post.
6. Academic qualifications.
7. Teaching experience. Year-Months
Degree Classes
Postgraduate Classes.
8. Teaching posts held (chronologically) prior to appointment to the present post :

Designation	Name of institution in	Period	Scale of
Post	which post was held	From to	Pay?

Note : (1) A teacher in service under the Madhya Pradesh Government need not give the name of various colleges to which he was posted in any particular capacity.
(2) Change in the cadre (e.g. Lecturer, Professor) together with the date of appointment in each case and the pay scale should be clearly stated. I declare that the particulars given are correct.

Signature of applicant
Full name.....
Designation.....

Place..... College/Teaching Department

Date.....

Countersigned

Principal/Head of the Institution/s.o.s.

S T A T U T E No.20

OTHER OFFICERS OF THE UNIVERSITY-CONDITIONS OF SERVICE, POWERS AND DUTIES

[Refer Section 18]

1. In addition to the Officers mentioned in clauses (i) to (v) of Section 11 of the Adhinyam, the following shall be the Officers of the University:

*(i) Director, College Development Council.

(ii) Deputy Registrar.

(iii) Finance Officer.

(iv) University Librarian.

(v) Director of Physical Education.

(vi) University Engineer.

(vii) Controller, University Press.

(viii) Deputy Controller, University Press.

(ix) Assistant Registrar.

(x) Assistant Director, Physical Education

Provided that if a Joint Registrar has been appointed in the University prior to the date on which the Adhinyam came into force, he shall continue as an Officer of the University subject to the terms and conditions of his appointment as Joint Registrar.

2. The University may have one or more posts of Deputy Registrar as the need be. The Controller of Examinations and Development Officer, if appointed prior to the coming into force of this Statute, shall continue to hold office subject to the terms and conditions of their appointment and be redesignated as Deputy Registrar.

3. The scales of pay for the posts mentioned in paragraph (1) above shall be as prescribed by the State Govt. from time to time:

Provided that where an Officer serving under the Central Government or a State Government is on deputation to the University and is appointed as Finance Officer or University Engineer, his emoluments and terms and conditions of service shall be as laid down by the Government concerned while placing the service of the officer at the disposal of the University.

Provided further that where a retired Government Servant is appointed to any of the posts mentioned above he shall draw salary equal to the last pay drawn in government service minus the pension and pension equivalent of gratuity admissible to him and where this amount is less than the minimum of the scale of pay of the post he shall draw as his salary the minimum of pay of the post concerned irrespective of the pension and pension equivalent of gratuity admissible to him.

4. The Executive Council shall prescribe the qualifications which a candidate should possess for being eligible to hold any of offices mentioned in paragraph (1) of this Statute. The prescribed qualifications shall be given due

publicity and the Selection Committee shall select the candidates for such offices with due regard to the qualifications prescribed.

5. The Executive Council shall appoint a Selection Committee consisting of the Kulpati who shall be the Chairman of the Selection Committee, one nominee of the Executive Council from amongst its members and one nominee of the Kuladhipati not connected with the University to recommend the names of candidates for appointment to the offices mentioned in paragraph (1). The Registrar shall be the Secretary of the Selection Committee. The Committee so constituted shall recommend not more than three and not less than two names for each post in order of merit and the Executive Council shall make appointment from the panel.

*Provided that in case of appointment to the following posts, the Selection Committee shall be constituted in accordance with the provision contained under Section 49(2) of M.P. Vishwavidyalaya Adhiniyam 1973.

Library

1. Librarian
2. Deputy Librarian
3. Assistant Librarian/Senior Technical Assistant

Physical Education

1. Director
2. Deputy Director
3. Assistant Director/Sports Officer.

6. The Officers mentioned in this Statute shall be entitled to leave, leave salary, allowances, medical benefit, provident fund and other benefits and their other terms and conditions of service including the age of retirement shall be such as may be prescribed by the University for the employees of the University;

Provided that where an officer is a serving or retired employee of the Central Government or any State Government, he shall not be entitled to the benefit of contributory provident fund.

7. The powers and duties of each Officer except the Finance Officer mentioned in this Statute shall be such as the Executive Council may determine.

Note :

The provisions of this statute are subject to the overriding provisions of section 15-C of Madhya Pradesh Vishwavidyalaya Adhiniyam, 1973 and M.P. State University Service rules, 1982 for officers included in the State University Service.

***Inserted by amendment approved by the Coordination Committee on 12.12.1990.
S T A T U T E No.21**

FUNCTIONS AND DUTIES OF FINANCE OFFICER

[Refer Section 18]

1. Subject to the control of Kulpati it shall be the duty of the Finance Officer:

- (a) To hold and manage the property and investments of the University including trusts and endowed property;
- (b) To ensure that the limits fixed by the Executive Council for recurring and non-recurring expenditure for a year are not exceeded and that all monies are expended for the purpose for which they are granted or allotted.
- (c) To keep a constant watch on the state of the cash and bank balances and on the state of investments.

2. Subject to the control of the Registrar, the Finance Officer shall:

- (a) Collect the income, disburse the payments and maintain the accounts of the University;
- (b) Be responsible for the preparation of annual accounts and the budget of the University for the next Financial year;
- (c) Have the accounts of the University regularly audited;
- (d) Ensure that the registers of building, land, furniture and equipment are maintained up-to-date and that the stock-checking is conducted of equipment and other consumable materials in the offices and institutions maintained by the University;
- (e) Suggest appropriate action against persons responsible for unauthorized expenditure and for other financial irregularities.

3. The Finance Officer may call from any office or institution of the University any information or returns that he may consider necessary for the performance of his duties.

STATUTE No. 23

ELECTION OF REGISTERED GRADUATES TO THE COURT

[Refer Explanation (IV) (c) under Section 20 (1)]

1. The Statute may be called the Election of Registered Graduates to the Court Statute.

Definition2.In this Statute:

(1) "Continuing candidates" means the candidates not elected or not excluded from the poll at any given time.

(2) "Count" means and includes:

(a) All operations of first preferences counting; or

(b) Transfer of surplus of an elected candidate; or

(c) Transfer of the total value of votes of excluded candidate.

(3) "First Preference" means the figure I set opposite the name of a candidate; "Second Preference" means the figure II set opposite the name of a candidate; "Third Preference" means the figure III set opposite the name of a candidate, and so on.

(4) "Unexhausted Papers" means voting papers on which a further preference is recorded for a continuing candidate.

(5) "Exhausted Paper" means a voting paper on which no further preference is recorded for a continuing candidate, provided that a paper shall also be deemed to be exhausted wherever:

(a) The names of two or more candidates, whether continuing or not, are marked with the same figure and are next in order of preference; or

(b) the name of the candidate next in order of preference, whether continuing or not is marked by a figure not following consecutively after some other figure on the voting paper by two or more figures.

(6) "Original votes" in regard to any candidate means the votes derived from voting papers on which a first preference is recorded for such candidate.

(7) "Transferred votes" in regard to any candidate means votes, the value or part of the value of which is credited to such candidate and which are derived from voting papers on which a second or subsequent preference is recorded for such candidate.

(8) "Surplus" means the number by which the value of the votes of any candidate, original and transferred, exceeds the quota.

(9) "Registrar" of the University also means the Returning Officer for the election and the Presiding Officer for the Poll.

(10) "Attesting Officer" means any of the following persons, not being a candidate for the election, viz. :

(i) A Statutory Officer of the University.

(ii) A Principal of a College.

(iii) A Professor or College Professor or Reader or Assistant Professor in any Teaching Department or College.

(iv) A Magistrate.

(v) A Gazetted Officer of the State of Madhya Pradesh or of the Central Government.

(vi) A member of Madhya Pradesh Vidhan Sabha or the Parliament.

(11) "Sealed" means sealed with sealing wax.

Manner of Election

3. The election of representatives on the Court by the registered graduates of the University from amongst themselves under item (xix) of sub-section (1) of section 20 of the Adhiniyam shall be in accordance with the system of proportional representation by means of single transferable vote.

Elector

4.(a) Every person who is a registered or re-registered graduate at least ninety days prior to the date of election fixed by a notice issued under paragraph 5 shall be qualified to stand as a candidate for and vote at the election of representatives of registered graduates on the Court under item (xix) of sub-section (1) of section 20.

(b) No salaried employee of any University or any college within the State shall be eligible for the election, as laid down in the explanation to sub-section (1) of section 20 of the Adhiniyam.

Nominations and Fixing of Programmes

5. Whenever it is necessary to hold election of representatives of registered graduates on the Court, the Registrar shall by notice, published by affixing a copy thereof on the Office Notice Board of the University and in such newspapers, as the Kulpati may direct:

(i) Declare the last date for registration or re-registration as Registered Graduate which would entitle a person to stand as a candidate for and vote at the election, such last date being ninety days prior to the date of election.

(ii) Call upon the Registered Graduates who are registered on or before the last day fixed in (i) above to elect members to the Court specifying the number of members to be elected.

(iii) Fix the last date for receipt of nominations, such last date being the forty-fifth day after the date of publication of the notice,

(iv) Fix the date and time for scrutiny of nominations which shall be the fifth day after the last date for receipt of nominations.

(v) Fix the last date and time for the withdrawal of candidature which shall be tenth day after the date for the scrutiny of nominations.

(vi) Fix the place, date and hours for poll for voters.

(vii) Fix the place, date and hour for counting of ballot papers which shall not be later than two days after the date of the poll.

Note:

(a) The last date under (i) shall ordinarily be a working day.

(b) If the day fixed under any of the clauses above except (i) is a holiday, the immediately succeeding day which is not a holiday shall be fixed for the purpose.

Availability of Nomination Forms

6. Nomination form in Form An appended to this Statute may be obtained from the University Office during the office hours on any working day after the issue of notice under paragraph 5.

Filing of Nomination Forms

7. On or before the date appointed under clause (iii) of paragraph 5, each candidate shall:

(i) either in person or by his proposer or seconder, between office hours, deliver in a sealed cover marked 'Nomination Paper' to the Registrar or his nominee a nomination paper completed in Form A appended hereto and signed by the candidate and by two electors as proposer and seconder; and duly attested, or

(ii) send by registered post in a sealed cover marked 'Nomination Paper' to the Registrar or his nominee a nomination paper complete in Form A appended hereto and signed by the candidate and by two electors as proposer and seconder and duly attested.

8. Each candidate shall be nominated by a separate nomination paper and not more than one nomination paper shall be delivered or sent in one cover.

9. On receipt of nomination paper the Registrar or his nominee receiving the same shall enter on the cover the time and date of receipt of the paper and shall initial the entry. Nomination papers not received during office hours on or before the date fixed under clause (iii) of paragraph 5 shall be treated as rejected.

Scrutiny of Nomination Papers

10. On the date and time fixed for scrutiny of nominations under clause (iv) of paragraph 5, the candidate, their proposer or seconders but no other person may attend at such time in the office of the Registrar as the Registrar may have fixed and the Registrar shall give them all reasonable facilities for examining the nomination papers of all candidates which have been received by him within the time and in the manner laid down in paragraph 7.

Rejection of Nomination Paper

11.(1)The Registrar shall then examine the nomination papers and shall decide all objections, which may be made to any nomination, and may either on such objections, or on his own motion, after such summary enquiry, if any, as he thinks necessary, reject any nomination on any of the following grounds :

(a) That the candidate is not qualified or is disqualified for being chosen to fill the seat under any of the provisions of the Adhiniyam and the Statutes made thereunder;

(b) That there has been a failure to comply with any of the provisions of paragraph 7 and 8;

(c) That the signature of the candidate or the proposer or seconder on the nomination paper is not genuine;

(d) That the cover containing the nomination paper is not sealed.

(2) Nothing contained in sub-clause (b) or (c) of clause (1) shall be deemed to authorise the rejection of the nomination of any candidate on the ground of irregularity in respect of a nomination paper, if the candidate has been duly nominated by means of another nomination paper in respect of which no irregularity has been committed.

(3) The Registrar shall endorse on each nomination paper his decision accepting or rejecting the same and, if the nomination paper is rejected, shall record in writing a brief statement of his reasons for such rejection. The decision of the Registrar shall be final.

List of Validly Nominated Candidates

(4) Immediately after all the nomination papers have been scrutinized and decisions accepting or rejecting the same have been recorded, the Registrar shall prepare a list of validly nominated candidates, that is to say, candidates whose nominations have been found valid and affix it on his office notice board. This list shall contain the names in alphabetical order and the addresses of contesting candidates as given in the nomination papers.

Withdrawal of Candidature

12. (1) Any candidate may withdraw his candidature by a notice in writing duly signed by him and delivered to the Registrar or his nominee either by such candidate in person or his proposer or seconder, during office hours on or before the date fixed for withdrawal under clause (v) of paragraph 5.

(2) No person who has given a notice of withdrawal of his candidature under clause (1) above shall be allowed to cancel the notice.

(3) The Registrar shall, on receiving notice of withdrawal under clause (1), as soon as may be thereafter, cause a notice of the withdrawal to be affixed on his office notice board.

List of Contesting Candidates

13. (1) Immediately after the expiry of the period within which candidatures may be withdrawn under clause (v) of paragraph 5, the Registrar shall prepare and affix on his Office Notice Board a list of contesting candidates who are included in the list of validly nominated candidates and who have not withdrawn their candidature within the said period.

(2) The said list shall contain the names in alphabetical order and the addresses of the contesting candidates as given in the nomination papers.

14. (1) If the number of contesting candidates is equal to the number of seats to be filled, the Registrar shall forthwith declare all such candidates to be duly elected to fill those seats.

(2) If the number of contesting candidates is less than the number of seats to be filled, the Registrar shall forthwith declare all such candidates to be elected. The remaining seats shall remain unfilled till the next constitution of the Court.

(3) If the number of contesting candidates is more than the number of seats to be filled, voting shall take place in the manner hereinafter provided.

Mention of Names of Candidates on Ballot Paper

15. The names of candidates shall be printed on the ballot paper in the same order as in the list of validly nominated candidates affixed on the University Office Notice Board under paragraph 13.

VOTING

Voting in Person

16. All voters shall record their votes in person by poll to be taken as hereinafter prescribed.

Method of Casting Vote

17.(1) Every elector shall have as many preferences as there are vacancies to be filled.

(2)An elector in giving his vote:

(A) Shall place on his ballot paper the figure I in the space opposite the name of the candidate whom he chooses to give first preference; and

(b) May, in addition, mark as many subsequent preferences as he wishes by placing on his ballot paper the figures II, III, IV, and so on, in the spaces opposite the names of other candidates in order of preference.

18.

19. Deleted

20.

21. THE POLL

Returning Officer

22. The Registrar shall be the Returning Officer for the election and he may appoint such number of officers as he thinks fit to act as Assistant Returning Officer for election and as Presiding Officers for the poll.

Display of list of Contesting Candidates

23. Outside the polling station there shall be displayed on the notice board a copy of the list of the contesting candidates prepared under paragraph 13.

Design of Ballot Box

24. Every Ballot Box shall be of such design as may be approved by the Kulpati.

Voting Compartments

25. At the polling station there shall be set up one or more voting compartments in which electors can record their votes screened from observation.

26. At the polling station a sufficient number of ballot boxes, copies of the electoral roll and ballot papers will be provided.

Regulating the entry of electors at the Polling Station

27. The Presiding Officer shall regulate the number of electors to be admitted at any one time inside the polling

station and shall exclude there from all persons other than the polling officers, the candidates and their election agents (one polling agent of each candidate).

Appointment of Polling Agent

28. The appointment of a Polling Agent shall be made in Form E and shall be made over to the Polling Agent for production at the polling station or the place fixed for the poll.

29. (1) Immediately before the commencement of the poll the Presiding Officer shall demonstrate to the polling agent and other persons present that the ballot box is empty; and

(2) The ballot box shall then be closed, sealed, and secured and placed in full view of the Presiding Officer and the Polling Agents, the ballot box will, however, be sealed in such a manner that the slit for the insertion of the ballot paper therein remains open.

Identification of Electors

30. (1) The Presiding Officer may employ at the polling station such persons as he thinks fit to help in the identification of the electors or to assist him otherwise in taking the poll;

(2) Each Registered Graduate shall be issued an identity card by the Registrar on payment of appropriate fee to be determined by the Executive Council from time to time. This card will have affixed on it the photograph of the Registered Graduate, duly attested by the Registrar.

(3) As each elector enters the polling station, the Presiding Officer or the Polling Officer authorized by him in this behalf, shall check the electors name and other particulars with the relevant entry in the electoral roll, registration number and the name of elector;

(4) In deciding the right of a person to obtain a ballot paper the Presiding Officer or the Polling Officer as the case may be, shall overlook merely clerical or printing errors in any entry in the electoral roll if he is satisfied that such person is identical with the elector to whom such entry relates.

31. At the time of issuing a ballot paper to an elector at the place of poll the polling officer shall obtain the signatures of the elector on the counter foil of the ballot paper and put his initials on the Identity Card of the elector in token of a ballot paper having been issued to him.

Voting Procedure at the place of poll

32. The elector on receiving the ballot paper shall forthwith:

(a) Proceed to the voting compartment;

(b) There make a mark on the ballot paper as provided in paragraph-17, fold the ballot paper so as to conceal his vote;

(c) Insert the folded ballot paper into the ballot box and quit the polling station.

Closing the Poll

32. The Presiding Officer shall close the polling station at the hour fixed in that behalf under paragraph-5 and shall not thereafter admit any elector into the polling station.

Sealing of Ballot after Polling

34. As soon as practicable after the closing of the poll the presiding officer shall close the slit of the ballot box, seal it up and also allow any polling agent present to affix his seal. The ballot box shall thereafter be sealed and secured. The sealed ballot box or boxes will be placed in safe custody till they are collected from the polling stations and brought to the office of the Returning Officer/Registrar under his instructions. The ballot papers will be placed in safe custody.

Counting of Votes

35. The counting of votes will be done by the Returning Officer at the place, date and time fixed under paragraph 5.

Counting to be conducted in the presence of a committee

36. The counting shall be conducted in the presence of a committee of three persons appointed by the Kulpati. However, the candidate or his agent will have the right to be present at the time of counting, provided that by their presence, in the opinion of the Returning Officer, no disturbance is caused in the Counting.

37. Deleted.

Rejection of Ballot Papers

38. The Returning Officer shall scrutinize the ballot papers. He shall reject a ballot paper :

(a) On which the figure I is not marked, or

(b) on which figure I is set opposite the name of more than one candidate or is so placed as to render it doubtful to which candidate the preference is intended to apply; or

(c) On which the figure I and some other figure or figures are set opposite the name of the same candidate; or

(d) If it is unmarked or void for uncertainty; or

(e) If it is signed by the elector.

39. Deleted.

Counting Procedure

40. All ballot papers rejected will be kept separately and the remaining ballot papers will be divided into parcels according to the first preference recorded for each candidate. The Returning Officer shall then count the number of papers in each parcel.

41. In carrying out the provisions of paragraphs hereinafter appearing the Returning Officer shall :

(a) Disregard all fractions;

(b) Ignore all preferences recorded for candidates already elected or excluded from the poll.

42. For the purpose of facilitating the processes prescribed by the paragraph hereinafter contained, each valid ballot paper shall be deemed to be of the value of one hundred.

Ascertainment of Quota

43. The Registrar shall add together the values of the papers in all parcels and divide the total by a number

exceeding by one the number of vacancies to be filled. The result increased by one shall be the number sufficient to secure the return of a candidate, hereinafter called the quota.

Candidates with quota declared elected

44. If at any time a number of candidates equal to the number of persons to be elected have obtained the quota, such candidates shall be treated as elected and no further steps shall be taken.

Transfer of surplus

45. (1) any candidate the value of whose parcel, on the first preference being counted, is equal to or greater than the quota, shall be declared elected.

(2) If the value of the papers in any such parcel is equal to the quota, the papers shall be set aside as finally dealt with.

(3) If the value of the papers in any such parcel is greater than the quota, the surplus shall be transferred to the continuing candidates indicated on the ballot papers as next in the order of the voter's preference, in the manner prescribed in the following paragraph.

46. (1) if and whenever, as the result of any operation prescribed by this paragraph, a candidate has a surplus that surplus shall be transferred in accordance with the provision of this paragraph.

(2) If more than one candidate has a surplus the largest surplus shall be dealt with first and the others in order of magnitude, provided that every surplus arising on the first count of votes be dealt with before those arising on the second count, and so on.

(3) Where two or more surpluses are equal, the Registrar shall decide, as hereinafter provided in paragraph-51 which shall be dealt with first.

(4)(a) If the surplus of any candidate to be transferred arises from original votes only, the Registrar shall examine all the papers in the parcel belonging to the candidate whose surplus is to be transferred and divide the unexhausted papers into sub-parcels according to the next preferences recorded thereon. He shall also make a separate sub-parcel of the exhausted papers.

(b) He shall ascertain the value of the papers in each sub-parcel and of the parcel of the exhausted papers.

(c) If the value of the unexhausted papers is equal to or less than the surplus he shall transfer all the unexhausted papers at the value at which they were received by the candidate whose surplus is being transferred.

(d) If the value of the unexhausted papers is greater than the surplus, he shall transfer the sub-parcel of unexhausted papers and the value at which each paper shall be transferred, shall be ascertained by dividing the surplus by the total number of unexhausted papers.

(5) If the surplus of any candidate to be transferred arises from transferred as well as original votes, the Registrar shall re-examine all the papers in the sub-parcel last transferred to the candidate and divide the unexhausted papers into sub-parcels according to the next preferences recorded thereon. He shall thereupon deal with the sub-parcels in the same manner as is provided in the case of the sub-parcels referred to in clause (4).

(6) The papers transferred to each candidate shall be added in the form of the sub-parcel to the papers already belonging to such candidate.

(7)All papers in the parcel or sub-parcel of an elected candidate not transferred under this paragraph shall be set aside as finally dealt with.

Exclusion from the Poll

47. (1)If after all the surpluses have been transferred as hereinbefore directed, less than the number of candidates required has been elected, the Registrar shall exclude from the poll the candidate lowest on the poll and shall distribute his unexhausted papers among the continuing candidates according to the next preference recorded thereon. Any exhausted papers shall be set aside as finally dealt with.

(2)The papers containing original votes of an excluded candidate shall first be transferred, the transfer value of each paper being one hundred.

(3)The papers containing transferred votes of an excluded candidate shall than be transferred in the order of the transfers in which and at the value at which he obtained them.

(4)Each of such transfer shall be deemed to be a separate transfer but not a separate count.

(5)The process directed by this paragraph shall be repeated on the successive exclusions one after another of the candidates lowest on the poll, until the last vacancy is filled either by the election of a candidate within the quota or as hereinafter provided.

48. If, as the result of transfer of papers under this Statute, the value of the votes obtained by a candidate is equal to or greater than the quota, the transfer then proceeding shall be completed, but no further papers shall be transferred to him.

Declaration of elected candidates

49.(1)If, after the completion of any transfer under this Statute, the value of the votes of any candidate be equal to or greater than the quota, he shall be declared elected.

(2)If the value of the votes of any such candidate be equal to the quota, the whole of the papers on which votes are recorded shall be set aside as finally dealt with.

(3)If the value of votes of any such candidate be greater than the quota, his surplus shall thereupon be distributed in the manner hereinafter provided, before the exclusion of any other candidate.

50.(1)When the number of continuing candidate is reduced to the number of vacancies remaining unfilled, the continuing candidates shall be declared elected.

(2)When only one vacancy remains unfilled and the value of the votes of someone continuing candidate exceeds the total value of all the votes of the other continuing candidates, together with any surplus not transferred, that candidate shall be declared elected.

(3)When only one vacancy remains unfilled and there are only two continuing candidates, and those two candidates have each the same value of votes and no surplus remains capable of transfer, one candidate shall be declared excluded under the next succeeding paragraph, and the other declared elected.

Lot to be drawn for exclusion in case

51. If when there is more than one surplus to distribute, two or more surpluses are equal, or if any time it becomes necessary to exclude a candidate and two or more candidates have the same value of votes, and are lowest on the poll, regard shall be had to the original votes of each candidate, and the candidate for whom fewest original votes

are recorded shall have his surplus first distributed or shall be first excluded, as the case may be. If the values of their original votes are equal, the Registrar shall decide by lot which candidate shall have his surplus distributed or be excluded.

Re-Counting

52. (1) Any candidate or, in his absence, his Polling Agent may, at any time during the counting of the votes, either before the commencement or after the completion of any transfer of votes (whether surplus or otherwise) requests the Registrar to re-examine and re-count the papers of all or any candidates (not being papers set aside at any previous transfer as finally dealt with), and the Registrar shall forthwith re-examine and re-count the same accordingly.

(2) The Registrar in his discretion may re-count the votes either once or more than once in any case in which he is not satisfied as to the accuracy of any previous count:

Provided that nothing in this sub-para shall make it obligatory on the Registrar to re-count the same votes more than once.

Election Petition

53. An election petition against any returned candidate may be presented to the Kulpati by any candidate or elector or his agent authorized in that behalf within fifteen days from the date of the publication of the result of the election on the Notice Board of the University. The Kulpati's order on the petition shall be final.

54. Deleted

Kulpati Final Authority for interpretation

55. If any question arises as to the interpretation of this Statute it shall be referred to the Kulpati for decision.

FORM 'A'
NOMINATION PAPER

(For election to the Court of University under section 20(1) (xix) of the Adhiniyam).

Name of Candidate in full

Registration No. of the Candidate

Address of the Candidate

I propose the name of Shri..... Registration No. To be a candidate for election to the Court from among the Registered Graduates.

Name of the Proposer in full

Registration No. of the Proposer

Signature of Proposer

Date

Address

I second the above proposal.

Name of the Seconder in full

Registration No. of the Seconder

Signature of the Seconder

Date

Address

Consent of the Candidate

I hereby give my consent to the above nomination and agree to stand for the election mentioned by the proposer.

I affirm that as laid down in the explanation to sub- section (1) of section 20. I am not a salaried employee of any University or any College within the State.

Date

Signature of the Candidate

.....

Name in Block Letters

Address

Registration No.

Certificate

Certified that the proposer, seconder and the candidate have signed in my presence.

Date

Signature of the Attesting Officer

Address of Attesting Officer

Name in Block Letters

Designation

Note:

1. Each candidate shall be nominated by a separate Nomination Paper.
2. Not more than one Nomination Paper shall be sent in one cover.
3. Nomination Paper should be delivered in a sealed cover to the Registrar or his nominee personally or by Registered post.
4. Every elector is entitled to nominate as many candidates as there are vacancies.

FORM 'E'

APPOINTMENT OF POLLING AGENT

Election of Representatives of Registered Graduates on the Court under item (xix) of section 20 (1) of the Adhiniyam.

I (here state the name of the candidate and registration number), a candidate at the above election do hereby appoint:
Shri/Smt. of as a Polling Agent to attend the polling station/the place fixed for the poll of the above election.

Place

Signature of the Candidate

Date

I agree to act as such Polling Agent.

Place

Date Signature of Polling Agent

.....

Name in Block Letters

Declaration of Polling Agent to be signed before the Presiding Officer.

I hereby declare that at the above election I will not do anything forbidden by Statute No. Election of Registered Graduates to the Court, which I have read.

Date

Signature of Polling Agent

Signed before me

Name in Block Letters

Place

Signature of Presiding Officer

Statute No. 24

ELECTION OF student members TO THE COURT

[Refer Section 20(1) Group D read with para (iv) of Explanation to the said sub- Section]

1. All elections shall be by simple majority vote and by secret ballot.
2. The Registrar shall be the Returning Officer and he shall conduct the poll.
3. Wherever any election under Group D of Sub-section (1) of Section 20 of the Adhiniyam is to be held, the Registrar shall by a notification put up on the Notice Board at the University Office, announce the item under which the election is to be held, the number of members to be elected and the date of the poll which shall be not earlier than 21 days from the date of the announcement of the date of the poll.
4. (1) Simultaneously with the announcement of the date of the poll, the Registrar shall:
 - (a) Publish the names of the electors separately for election under each item by affixing a copy of the list containing such names on the notice-board at the University office;
 - (b) Dispatch to every elector by registered post a copy of the notification issued under (3) above, the list of names of the electors and a notice to the electors to be present at the University office on the date of the poll at a given time to elect members on the court;

(2) For journey to the headquarters of the University in accordance with the provisions of sub para (1) (b) above, T.A. and D.A. at the rates applicable in case student participants of Inter-Collegiate tournaments shall be paid to the elector by the college to which he belongs.
5. On the date of the poll at the time fixed under clause (b) of Paragraph 4 (i) the Registrar shall:
 - (a) Satisfy himself in regard to the identity of each elector by checking the Identity Card or photograph attested by the Principal of the College, Head of the University Teaching Department or School of Studies;
 - (b) Call upon the electors to nominate candidates for the election in Form D appended to this Statute and allow an hour for filing nominations. Each candidate shall be proposed and seconded by an elector. Each candidate shall be nominated by a separate nomination paper;
 - (c) On the expiry of the time fixed for filing nominations the Registrar shall scrutinize the nomination paper in the presence of the electors and decide all objections which may be made to any nomination. The Registrar may on such objection or on his own motion reject any nomination paper which is incomplete or defective in any manner;
 - (d) After the scrutiny of nomination papers, the names of validly nominated candidates shall be announced in the meeting and half-an-hour shall be allowed for withdrawal of nominations;
 - (e) After the expiry of the time for withdrawals, the Registrar shall announce the names of contesting candidates who were validly nominated and have not withdrawn. If the number of such contesting candidates is equal to or less than the number of members to be elected, all such candidates shall be declared elected. However, if the number of contesting candidates who were validly nominated and have not withdrawn exceeds the number of members to be elected, voting shall take place;
 - (f) Where voting is necessary, the Registrar shall call upon the electors to vote and fix the time for the poll which shall not be less than two hours. Each voter shall be given by the Registrar a voting paper in Form D-1 showing the names of candidates in alphabetical order. Each voter can vote for as many candidates as the number of members to be elected. An elector in giving his vote shall put a cross mark (x) in the space opposite the name of the candidate, he wishes to vote for;
 - (g) At the close of the poll, the votes shall be counted and the Registrar shall draw up a list showing the names of candidate arranged in order of the votes received the name of the candidate securing the highest number of votes appearing at the top of the list. Candidates, equal in number to the number to be elected who have secured the highest number of votes shall be declared elected. When two or more candidates have secured equal number of votes, the result of the election shall be decided by drawing lot;

- (h) A voting paper shall be rejected if:
 - (i) It is unmarked or void for uncertainty.
 - (ii) It is signed by the elector,
 - (iii) The elector has recorded votes for more candidates than the number to be elected,

Provided that where an elector has not voted for more candidates than the number to be elected and there is uncertainty in respect of some but not all votes given by him, the voting paper shall be rejected only to the extent to which the vote is uncertain;

6. No election shall be invalid by reason of non-receipt of any notice of election by the elector.

7. An election petition against any returned candidate may be presented to the Kulpati by any candidate or elector within ten days from the date of publication of the result of the election on the notice-board of the University. The Kulpati's order on the petition shall be final.

S T A T U T E No.25

ELECTION OF TEACHERS' REPRESENTATIVES ON THE COURT

(Refer Group B of sub-section (1) of section 20)

1. (i) The election of representatives under Group B of sub-section (1) of section 20 shall be by simple majority vote.
(ii) Every teacher whose name is included in the Final Electoral Roll for election under each of the items under Group B shall be an elector qualified to be a candidate and vote at the election, under each such respective item.
2. Whenever it is necessary to hold an election under all or any item of Group B of sub-section (1) of Section 20, the Registrar shall by a notice, publish by affixing a copy thereof on the office notice board of the University and by dispatch by registered post of two copies thereof to each affiliated college, Teaching Department and School of Studies for display on the notice board of the institution and for reference;
 - (a) call upon the electors to elect members on the Court specifying the item/items of sub-section (1) of Section 20 under which members are to be elected and the number of members to be elected under each item;
 - (b) fix the last date for receipt of claims for inclusion of any name not included in the provisional electoral roll or for correction of a name and of objection to the inclusion of any name appearing in the provisional electoral roll, such date being twenty one days from the date of the publication of the notice and if the twenty first day is a holiday, the following working day;
 - (c) Fix the date of inquiry into claims and objections to the provisional electoral roll which shall not be later than three days from the last date for the receipt of claims and objections;
 - (d) Fix the last date for the publication of the final electoral (in the same manner as that for provisional electoral roll) such date being not later than seven days from the date fixed for inquiry into claims and objections to the provisional electoral roll;
 - (e) Fix the last date for the receipt of nominations at the University office which shall not be later than twenty one days from the last date for the publication of final electoral roll;
 - (f) Fix the date and time for the scrutiny of nominations which shall not be later than three days from the last date for the receipt of nominations;
 - (g) Fix the last date for the withdrawal of candidature which shall be the third day after the date for the scrutiny of nominations and if that day is a holiday, the next succeeding day which is not a holiday;
 - (h) Fix the place, date and hours for poll which shall not be later than seven days from the date for withdrawal of candidature.
 - (i) Fix the place, date and hours for counting of votes. Such date being not later than three days from the date of the poll.
3. (i) The Registrar shall prepare separate provisional electoral roll for election under each item in Group B of sub-section (1) of Section 20 showing the names of teachers in each College/Teaching Department/School of Studies under the category concerned as on the date of issue of notice under paragraph 2 of this Statute.
(ii) The provisional electoral roll shall be published by the Registrar simultaneously with the notice under paragraph 2 of this Statute by affixing a copy thereof on the notice board at the University office and dispatching two copies

thereof to every Principal of an affiliated college and Head of University Teaching Department/School of Studies for display on the notice board of the institution concerned and for reference by teachers.

4. (i) Any teacher whose name is not included in the provisional electoral roll may make in Form-1 a claim for inclusion of his name in the electoral roll.

(ii) Any teacher whose name has not been correctly given in the provisional electoral roll may make in Form-2 a claim for correction of his name.

(iii) Any teacher whose name is included in the provisional electoral roll may object in the Form-3 to the inclusion of the name of any person in the roll.

(iv) All claims and objections shall be delivered to the Registrar in person or by registered post in a sealed envelope with "claims and objections" super scribed thereon.

5. (i) All claims and objections to the provisional electoral roll shall be scrutinized and enquired into by a committee consisting of two Deans of Faculties nominated by the Kulpati and the Registrar at the University Office on the date fixed for the purpose and the teacher filing the claim or the objection shall be entitled to be present at such scrutiny. The Kulpati shall appoint one of the Deans to be the Chairman of the Committee.

(ii) The decision of the Committee on the claim and objections shall be recorded in writing and notified on the day of the inquiry.

(iii) An appeal by the person preferring a claim or raising an objection shall lie with the Kulpati, whose decision in the matter shall be final. Every appeal shall be lodged in writing with the Registrar within two days of the date of the decision appealed against.

6. After all claims and objections have been decided upon, the provisional electoral roll shall be revised, if need be, and the final electoral roll shall be prepared and published by the Registrar.

7. The Registrar shall send to every College/Teaching Department/School of Studies blank nomination forms in Form- 4 not later than the date fixed for inquiry into claims and objections to the provisional electoral roll with the request that the forms be supplied to teachers who may require them. Teachers may obtain blank nomination forms from the University office, if they so desire.

8. On or before the date appointed under clause (c) of paragraph 2, each candidate shall:

(i) either in person or by his proposer or seconder, between office hours, deliver in a sealed cover marked "Nomination Paper" to the Registrar or his nominee a nomination paper completed in Form-4 appended hereto and signed by the candidate and by two electors as proposer and seconder, or

(ii) Send by registered post in a sealed cover marked "Nomination Paper" to the Registrar a nomination paper completed in Form-4 appended hereto and signed by the candidate and by two electors as proposer and seconder.

9. Each candidate shall be nominated by a separate nomination paper and not more than one nomination paper shall be delivered or sent in one cover.

10 On receipt of a cover containing nomination paper the Registrar or his nominee receiving the same shall enter on

the cover the time and date of receipt of the paper and shall initial the entry. Nomination papers received after office hours on the date fixed under clause (e) of paragraph 2 or thereafter shall be treated as rejected.

11. On the date and time fixed for scrutiny of nominations under clause (f) of paragraph 2, the candidates, their proposers or seconders, but no other person, may attend the office of the Registrar and the Registrar shall give them all reasonable facilities for examining the nomination papers of all candidates which have been received by him within the time and in the manner laid down in paragraph (8).

12. (i) The Registrar shall examine the nomination papers and shall decide all objections, which may be made to any nomination, and may, either on such objection or on his own motion after such summary enquiry, if any, as he thinks necessary, reject any nomination on any of the following grounds:

(a) that the candidate is not qualified or is disqualified for being chosen to fill the seat under any of the provisions of the Adhiniyam and the Statutes made thereunder :

(b) that there has been a failure to comply with any of the provisions of paragraphs (8) and (9);

(c) that the signature of the candidate or the proposer or seconder on the nomination paper is not genuine;

(d) that the cover containing the nomination paper is not sealed

(ii) Nothing contained in sub-clause (b) or (c) of clause (i) shall be deemed to authorise the rejection of the nomination of any candidate on the ground of irregularity in respect of a nomination paper, if the candidate has been duly nominated by means of another nomination paper in respect of which no irregularity has been committed.

(iii) The Registrar shall endorse on each nomination paper his decision accepting or rejecting the same and, if the nomination paper is rejected, he shall record in writing a brief statement of his reasons for such rejection. The decision of the Registrar shall be final.

(iv) immediately after all the nomination papers have been scrutinized and decisions accepting or rejecting the same have been recorded, the Registrar shall prepare a list of candidates whose nominations have been found valid and affix it on his office notice board.

(v) The said list shall contain the names of candidates in alphabetical order and the names of Colleges/Teaching Department or Schools of Studies to which they belong.

13.(i) Any candidate may withdraw his candidature by a notice in writing duly signed by him and delivered to the Registrar either by such candidate in person or his proposer or seconder, during office hours on or before the last date fixed for withdrawal under clause (g) of paragraph 2.

(ii) No person who has given a notice of withdrawal of his candidature under clause (i) shall be allowed to cancel the notice.

(iii) The Registrar shall, on receiving notice of withdrawal under clause (i), as soon as may be thereafter, cause a notice of the withdrawal to be affixed on his office notice board.

14. Immediately after the expiry of the period within which candidatures may be withdrawn the Registrar shall prepare and affix on his office notice board a list of contesting candidates who are included in the list of validly nominated candidates and who have not withdrawn their candidature within the said period. The list shall contain the names of contesting candidates together with the names of colleges, Teaching Departments or School of Studies to which they belong in the same order as the list of validly nominated candidates under paragraph 12.

15. (i) If the number of contesting candidates is equal to or less than the number of seats to be filled in, all the candidates shall, subject to the provisions appearing hereafter in this paragraph be declared elected.

*Provided that if there is more than one contesting candidate from any University Teaching Department, School of Studies or College, one of them shall be declared elected on the basis of election held by secret ballot.

Provided further that the contesting candidates under item (x) shall not be elected unless they include at least one Lady Principal.

(ii) Seats not filled in and for which there are no eligible contesting candidates shall be declared vacant and shall remain so till the next constitution of the Court.

16. If the number of contesting candidates is more than the seats to be filled in, voting shall take place and the requisite number of candidates shall be elected in accordance with the provisions of the Adhiniyam and this Statute.

17. Where voting is necessary the names of contesting candidates from whom the elector has to elect, shall be printed on the ballot paper in the same order as in the list of valid nominations affixed on the University office Notice Board under paragraph (12) together with the names of colleges, Teaching Departments or Schools of Studies to which they belong. Each ballot paper shall bear the signature of the Registrar.

18. (i) Every elector shall have as many votes as there are seats to be filled through voting.

(ii) An elector in giving his vote shall place on his ballot paper a cross mark (ö) in the space opposite the name of each candidate for whom he wishes to vote.

*19. (a) All elections shall be held by ballot at the place/s and between the times on the date fixed by the Registrar.

Provided that for the teachers of outstation colleges the polling centre shall be at such place/s as notified by the Registrar.

(b) The Registrar shall appoint the requisite number of Polling Officers for conducting the poll.

(c) No person other than a voter shall be permitted to enter the polling station. The area of the polling station shall be fixed by the polling officer.

(d) The polling officer shall regulate the number of voters to be admitted at any one time inside the place fixed for the poll and shall exclude therefrom all other persons except:

(a) The candidate or his agent.

(b) Persons on duty.

(c) Person or persons authorized by the officer.

(d) Such other persons as the polling officers may from time to time admit for the purpose of assisting him in taking the poll.

The polling officer shall close the doors of entry to the polling station at the hours fixed by him for this purpose and shall not admit thereto any voter after that hour, provided that all voters who have sought entry to the polling station before the expiry of the closing time shall be entitled to record votes even after the expiry of the closing time.

(e) Ten minutes before the polling commences, the polling officer shall show to the candidates, or their authorised

agents present at the polling centre that the ballot box is empty and shall then lock and seal it for use; but in case no candidates or his agent is present at the appointed time, he shall lock and/or seal the ballot box.

(f) No voting paper shall be delivered to a voter unless he has put signature against his name in the electoral roll in token of the receipt of the voting paper.

(g) The voter on receiving the voting paper shall forthwith proceed to the polling booth, where he shall mark and put his voting paper in to the ballot box.

(h) If a voter spoils his voting paper inadvertently he/she may be given another voting paper on surrendering the spoiled paper which shall be cancelled by the polling officer before issuing a fresh voting paper. All voting papers cancelled under this rule shall be kept in a separate packet and preserved for a period of one month.

*20. Deleted.

*21. Deleted.

22. A ballot paper shall be void:

(i) If the elector has given more votes than the number of seats to be filled, or

(ii) If it is signed by the elector, or

(iii) If it is unmarked or void for uncertainty.

Provided that where there is uncertainty in respect of any vote/votes but not in respect of all votes given by the elector, the ballot paper shall be void to the extent of the uncertainty only.

23. All proceeding for counting of votes shall be conducted in the presence of a Committee of three persons appointed by the Kulpati. Every elector shall have the right to be present at the proceedings provided that in the opinion of the Registrar, no disturbances of the proceedings is caused thereby.

24. On the date and at the place fixed for counting of votes the Registrar shall open the boxes containing the ballot papers. He shall then examine the ballot papers and shall reject the ballot papers which are invalid under paragraph 22. He shall count the votes cast in favor of the different candidates in the remaining ballot papers.

25. After all votes are counted, the Registrar shall prepare a list of candidates arranged in order of votes they received, the candidate obtaining the highest number of votes being placed first in the list.

Provided that if there are two or more candidates from any University Teaching Department, School of Studies or College, only the candidate getting the highest number of votes among candidates from each such Teaching Department, School of Studies or college shall be included in the list and the rest shall be excluded.

26. (1)(a) If the seats for which voting has taken place, include any seat/seats reserved for any particular category of contesting candidates, contesting candidates belonging to such category, equal in number to the number of seats reserved for such category and highest in the list referred to in paragraph 25 above shall be declared elected.

(b) After the result of election to the reserved seats is declared, contesting candidates equal in number to that of remaining seats to be filled and highest in the list amongst the candidates not declared elected under sub-clause (a) above shall be declared elected.

(2) If the seats for which voting has taken place do not include any reserved seat/seats contesting candidates equal in

number to the number of seats to be filled shall be declared elected in the order in which their names appear in the list referred to in paragraph 25 above.

27. An election petition against any returned candidate may be presented to the Kulpati by a candidate or elector within ten days from the date of the publication of the result of the election on the notice board of the University. The Kulpati's order on the petition shall be final.

*28. For ensuring free and fair election, the Registrar shall have power to issue instructions, appoint inspection committees, and take all other steps as may be deemed necessary by him.

FORM - 1

(Election of representatives on the Court of Devi Ahilya Vishwavidyalaya under item.....of Sub-Section (1) of Section 20 of the Adhiniyam)

Claim Application for Inclusion of Name in the Electoral Roll

To,

The Registrar,
Devi Ahilya Vishwavidyalaya,
Indore.

Sir,

I am a.....(Designation e.g. Professor/Lecturer)
in.....College/Teaching Department/School of Studies since.....(Month & Year)

I request that my name be included in electoral roll for election under item.....of Sub-Section (1) of Section 20 of the Adhiniyam.

Signature.....

FullName.....

Designation.....

Place.....

Name of.....

Date.....

Institution.....

Whereemployed.....

I.....Principal of.....College/Head, Teaching Department or School of Studies
of.....certify that Shri.....is a.....(Designation)
in.....College/Teaching Department or School of Studies since.....

(Month & Year)

Signature.....

FullName.....

Designation.....

Place.....

Name of Institution.....

Date.....

.....

FORM – 2

(Election of representatives on the Court of Devi Ahilya Vishwavidyalaya under Item of Sub-Section (1) of Section 20 of the Adhiniyam).

Claim for Correction of Name

To,

The Registrar,
Devi Ahilya Vishwavidyalaya,
Indore.

Sir,

I submit that the entry relating to myself which appears at Serial No. of the provisional electoral roll as "....." is not correct. It should be corrected to read as follow :

"" "

Signature.....

Full Name.....

Place.....

Designation.....

Date.....

Institution where employed @B3# =

.....

.....

FORM – 3

(Election of representatives on the Court of Devi Ahilya Vishwavidyalaya under Item of Sub-Section (1) of Section 20 of the Adhiniyam).

OBJECTION OF INCLUSION OF NAME

To,

The Registrar,

Devi Ahilya Vishwavidyalaya,

Indore.

Sir,

I object to the inclusion of the name of at Serial No. of the provisional electoral roll for the following reasons :

REASONS:

I hereby declare that the facts mentioned above are true to the best of my knowledge and belief. My name has been included in the provisional electoral roll at Serial No.

Signature.....

Full Name.....

Place.....

Designation.....

Date.....

Institution where employed @B3# =

.....

.....

FORM – 4

NOMINATION PAPER

(Election of representatives on the Court of Devi Ahilya Vishwavidyalaya under Item of Sub-Section (1) of Section 20 of the Adhiniyam).

I propose the name of Shri/Shrimati/Kumari.....

(Full Name)

Whose name appears at Serial No.? Of the final electoral roll as member of the Court of Devi Ahilya Vishwavidyalaya under Item of Sub-Section (1) of Section 20 of the Adhiniyam.

Signature.....

FullName.....

Serial No. in the Final Electoral Roll.....

Designation.....

..... Institution where
employed.....

I second the above proposal.

(Full Name)

Signature.....

FullName.....

Serial No. in the Final Electoral Roll.....

Designation.....

..... Institution where
employed.....

I give my consent to my nomination as a candidate for a seat on the Court

(Full Name)

Of University under item of Sub-Section (1) of Section 20 of the Adhiniyam.

*I am a candidate as the Principal of a Government College/Womens' College.

Signature.....

FullName.....

Serial No. in the Final Electoral Roll.....

Designation.....

Institution where
employed.....

*

In case of election under item (X) of Sub-Section (1) of Section 20 the Principal of a Womens' College belonging to the State Government who is a candidate for the election, shall opt and indicate her status by scoring out the portion not applicable.

S. No.

FORM – 5

DEVI AHILYA VISHWAVIDYALAYA, INDORE

Ballot Paper

Election of to the Court under Item No. in

(Category of Teacher)

Group B of Sub-Section (1) of Section 20 of the M. P. Vishwavidyalaya Adhiniyam.

Total Number to be elected.....

Number of seats reserved for.....

(i).....

(ii).....

S. No.	Name of Candidate	Institution where employed	Nature of Institution–Govt./Non Govt./ Womens/Teaching Department/School of Studies	Vote
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Note:

- (1) The Elector has as many votes as the number of seats to be filled.
- (2) While voting, the elector should bear in mind the number of seats reserved for any special category.
- (3) The elector should put a cross mark (ö) in the vote column in the blank space against the name of the candidate he wishes to vote for.
- (4) Not more than one person shall be elected from any University Teaching Department, School of Studies or College.
- (5) The elector should not put his signature on the ballot paper.

STATUTE No. 26

PROVIDENT FUND

[Refer Section 35 (e)]

1. In this Statute:

(a) "Salary" in relation to an employee means monthly salary, and includes all fixed monthly allowances by way of pay, acting or personal allowance, but does not include any other allowance;

(b) "Employee" means every whole-time officer, teacher or other employee of the University appointed permanently to a substantive appointment carrying a salary of Rs. 60/- per mensem or more and includes those appointed on contract for a definite period of not less than three years but does not include persons whose services have been lent to the University by Government or who is on leave from a government post;

(c) "Subscriber" means an employee on whose behalf a deposit is made under this Statute.

Note: Persons appointed on probation to a permanent post shall be eligible to subscribe to the fund.

(d) "Saving Bank" means a saving bank of any Post Office or any Nationalized Bank as defined in Reserve Bank of India Act, 1934 (No. 11 of 1934).

(e) "Interest" means the interest which is paid on a deposit in the saving bank of the post office or the scheduled banks from time to time.

(f) "Dependent" means any of the following relations of a deceased subscriber to Provident Fund viz., a wife, husband, son, daughter, deceased son's widow, son of the deceased son, daughter of the deceased son, parents, minor brothers and unmarried sister, and where no parent of the subscriber is alive, a paternal grand-parent.

2. Every employee of the University shall subscribe to the Provident Fund at the rate of $8\frac{1}{3}$ percent of his salary for which an account will be opened in the Saving Bank. The deduction shall be made by the University upon every salary bill presented. In the calculation of this, fractions of a rupee shall be omitted.

The amount so deducted together with the contribution by the University under para 3 shall be deposited in the Saving Bank. The payments in respect of the monthly deductions and contributions shall, so far as possible be made into the bank within two days of the receipt of the money in order that interest may accrue. The following procedure will be adopted:

"The Post-Office or the Nationalized Bank will open an account in the name of the individual subscriber to the Provident Fund. The account will be operated by the Registrar only and all sums to be credited in those accounts shall be sent to the Post-Office or the Bank accompanied by:

(a) Savings Bank pass book; and

(b) a list in such form as may be prescribed by the Registrar showing in detail the amount to be credited to each account.

Note:

(i) Subscribers to the Provident Fund are given option of raising their subscription to the provident Fund upto any amount not exceeding the pay drawn by them.

(ii) A subscriber may, at this option, not subscribe during leave. He shall intimate his

option not to subscribe during leave by written communication to the Registrar before proceeding on leave.

Failure to make due and timely intimation shall be deemed to constitute an election to subscribe during leave. The subscription of the subscriber while on leave with allowance shall be assessed on the full amount of his pay and not on the leave salary.

(iii) No subscriber shall subscribe to the Fund while on leave on half average pay or leave without pay or absent without leave or while under suspension.

3. The University shall make a contribution at the rate of 12 percent of salary in the case of subscribers drawing a salary of Rs. 500 or less, 10 percent in the case of subscribers drawing a salary of more than Rs. 500 but less than Rs. 1000 and $8\frac{1}{3}$ percent in the case of subscribers drawing a salary of or over Rs. 1000.

Provided that where immediately prior to the coming into force of this Statute a subscriber was entitled under the Statutes or the Ordinances made under any enactment repealed under section 2 of the Adhiniyam, to a rate of contribution by the University different from that given above, he shall have the option to elect either the rate at which he was earlier entitled to the contribution of the University or the rate as given above.

Provided further that no contribution shall be made by the University out of its funds for the period during which a subscriber does not or is not permitted to subscribe to the fund.

4. (i) Amount of the Provident Fund may be invested in the Post-Office, Cash Certificates in Government Securities or in the Nationalized Banks or in Fixed Deposits with the Nationalized Banks of the amount to get an interest of not less than 12% per annum or even more.

(ii) The Post-Office Cash Certificate Securities and fixed deposit receipts shall remain in the custody of the Registrar.

5. The Kulpati may, under such conditions as may be laid down by him, permit the payment of premia on life assurance policy or policies on the life of the subscriber out of his personal subscription to the Provident Fund account under para 2 above. The amount to be deposited in the saving bank Account of the subscriber shall be reduced to the extent of such premia. In all such cases the life insurance policy for which the premia are so paid shall be assigned in favor of the University.

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On the retirement of the subscriber from the service of the University the policy shall be reassigned to him by the University. In case of the maturity of the policy during the service of the subscriber in the University the full amount of the policy shall be credited to the Provident Fund of the subscriber. In case of the death of the subscriber during the service of the University, the full amount of the policy shall be paid to the legal representative of the deceased entitled to the Provident Fund.

6. (i) Withdrawal will be permitted when a subscriber's services in the University come to an end by his retirement, resignation, death or otherwise provided that :

(a) no employee whose services have been dispensed with for what, in the opinion of the Executive Council, is gross misconduct, shall be entitled to receive the amount of the contribution made by the University on his behalf and the interest thereon;

(b) no employee shall be entitled to receive the amount contributed by the University on his behalf and the interest thereon, unless he had been in the service of the University, for continuous period of 12 months from the date he has been allowed to subscribe to the Provident Fund and has been permitted to resign his appointment.

(ii) Any contribution and interest thereon withheld under this Statute shall belong to the University and shall be credited to the University Fund.

Part final withdrawal from the Provident-Fund

(Approved by the Co-ordination Committee at its meeting held on 29-6-83 and effective from 1-7-83).

6. (A) Subject to the conditions specified therein, withdrawal from Provident Fund may be sanctioned by the authorities competent to sanction an advance for special reasons under para 7 of the Statute, at any time:

After completion of fifteen years of service (including broken period of service, if any) of a subscriber or within ten years before the date of his retirement on superannuation, whichever is earlier, from the amount subscribed by him in the fund together with interest accumulated thereon, for one or more of the following purposes, namely :

(i) Meeting the expenditure in connection with the marriage of the subscriber or his son(s) or his daughter(s) and any other female relation actually dependent on him;

- (ii) Meeting the expenses in connection with the prolonged and/or serious illness, including where necessary the travelling expenses of the subscriber and members of his family, or any persons actually dependent on him;
- (iii) Building or acquiring a suitable house or ready built flat for his residence including the cost of the site;
- (iv) Making additions and alterations to a house or a flat already owned or acquired by a subscriber;
- (v) Purchasing a plot for building a house and/or construction of residential house on a site purchased for this purpose.

Provided that:

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6. “(A) (i) the maximum amount which can be withdrawn for the purpose mentioned in para 6-A (i) and (ii) above shall be limited to 75% (Seventy Five Percent). Of the sum subscribed by him together with the interest accumulated thereon)”

(2) In case of withdrawal for the purchase of a site and for the construction of the subscriber’s own building, the amount withdraws able shall not exceed 75% of the sum subscribed by him together with interest accumulated thereon.

(3) Withdrawal under sub-clauses (iii) to (v) of the above clause shall be sanctioned only after the subscriber has submitted a plan along with detailed estimate to the house to be constructed or of the additions and alteration to be made duly approved by the local Municipal body of the area where the site or house is situated.

(4) The amount of withdrawal sanctioned under sub-clause (iii) to (v) shall not exceed 3/4 of the amount subscribed by him/her together with interest accumulated thereon on the date of application together with the amount of previous withdrawal under clause 6-A above, reduced by the amount of previous withdrawal. The formula to be followed is:

$\frac{3}{4}$ of the balance of the amount subscribed by him together with interest accumulated thereon as on date (plus amount of previous withdrawal (s) for the house in question minus the amount of the previous withdrawal (s)).

(5) Withdrawal shall also be allowed where the house site or house is in the name of wife or husband provided she or he is the first nominee to receive provident fund money in the nomination made by the subscriber.

(6) Only one withdrawal shall be allowed for the same purpose under this rule. But marriage of different children or illness on different occasions or a further addition or alteration to the Home or flat covered by a fresh plan duly approved by the local municipal body of the area where the house or flat is situated shall not be treated as the same purpose. Second and subsequent withdrawal shall be allowed upto a limit laid down under (4) above.

(7) Withdrawal sanctioned for purpose covered under para-6, A (iii) to (v) shall be subject to the following conditions:

(a) The house so built or acquired shall be used for the residence of the subscriber or his/her family.

(b) No portion of the house so house so built or acquired shall be let out or sold or disposed of in any manner without previous permission of the Kulpati.

7. The Kulpati may permit a subscriber to take a temporary advance from the amount standing at the credit of the subscriber in the Fund. Temporary advance will be admissible for the following purposes:

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

Note: Expenses connected with prolonged illness include expenses incurred on the purchase of artificial teeth and hearing sets viz., battery hearing instruments.

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- (ii) To pay for overseas passage for reasons of health or education of the subscriber or any person actually depending on him.
- (iii) to meet the cost of education of the subscriber or of any person actually dependent on him.
- (iv) to pay obligatory expenses appropriate to the subscriber's status which by customary usage the subscriber has to incur in connection with marriage or other ceremonies of the subscriber or marriage, funeral and other ceremonies of any person actually dependent on him.
- (v) to make good the loss of University money in the interest of the subscriber.
- (vi) to meet expenses in connection with any departmental enquiry or legal proceedings in which the subscriber is a party.
- (vii) to meet expenses connected with the purchase of site for the subscribers building and erection of and repairs to the subscriber's building.

Provided that the sum advanced shall not exceed nine months pay of the subscriber or 75% of the sum subscribed by him together with the interest accumulated thereon, whichever is less.

Provided further that in case of an advance for the purchase of a site and for the construction of the subscriber's own building, the sum advanced shall not exceed 75% of the amount at the credit of the subscriber in the Fund.

Note : (i) A second advance may be granted to an employee who has repaid at least 6 regular monthly installments of the first advance sanctioned to him/her. Even a third advance may be granted as a special case by the Executive Council to an employee when he has repaid 6 regular monthly installments of the second advance.

(ii) Where the subscriber was sanctioned an advance for the construction of his own building he shall not be sanctioned any further advance during the period of his entire service for building a second house though a second advance may be sanctioned for extension to his own building. The power vested in the Kulpati and the Executive Council under para 7 of Statute No. 26 have been delegated to the Registrar and the Kulpati respectively vide Regulation No. 7.

8. "The amount advanced under para-7 shall be refunded in the Fund by thirty six equal monthly installment in all cases except when the advance is for the purpose of site for the construction of the subscriber's own building and meeting the expenditure in connection with the marriage of the subscriber or his son (s) or his daughter (s) and any other female relation actually dependent on him in which case the number of installments shall be ninety six and sixty respectively."

9. (i) Each subscriber must file in the office of the University a declaration in such form as may be prescribed by the Registrar showing how he wishes the amount of his accumulation in the fund to be disposed of in the event of his death or becoming insane :

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Provided that if subscriber has got dependents he shall not be permitted to nominate any outsider:

Provided further that where a subscriber has no dependent at the time of nomination but subsequently comes to have one or more dependents, he shall, as soon as may change the nomination in favour of such dependent or dependents.

(ii) The subscriber may, from time to time, change his nominees by a written application, duly witnessed, to the Registrar. A registrar of such nominees shall be kept in the University Office under the personal custody of the Registrar.

10. Any sum, standing to the credit of any subscriber to the fund at the time of his death payable to any dependent of the subscriber or to such persons as may be authorized by law to receive payment on his behalf, shall subject to any deductions authorized by the Statutes, vest in the dependent and shall be free of any debt or other liability, incurred by the dependent before the death of the subscriber:

Provided that if no nomination has been made by the subscriber, such sum shall be paid to the dependents in order preference given in clause (i) of para 1.

11. When the sum standing to the credit of any depositor becomes payable, there may, if the Executive Council so directs, be deducted there-from and paid to the University Fund any amount under a liability incurred by the subscriber to the University but not exceeding any sum or sums contributed by the University and any interest or other profit thereon.
