

**GOVERNANCE, POLICY
&
SERVICE RULES
REGULATIONS OF INSTITUTE**



Technocrats Institute of Technology (Excellence)

(Run by Chandravadani Mahila Shiksha Samiti, Bhopal)

Approved By AICTE New Delhi & Govt. of Madhya Pradesh

Affiliated To Rajiv Gandhi Proudyogiki Vishwavidyalaya, Bhopal

Anand Nagar, P.B. No. 24, Post Piplani, BHEL, Bhopal-462021

Ph. No.- 2751679 Fax- 0755-2751679 Website: <https://tiitexcellence.net/>

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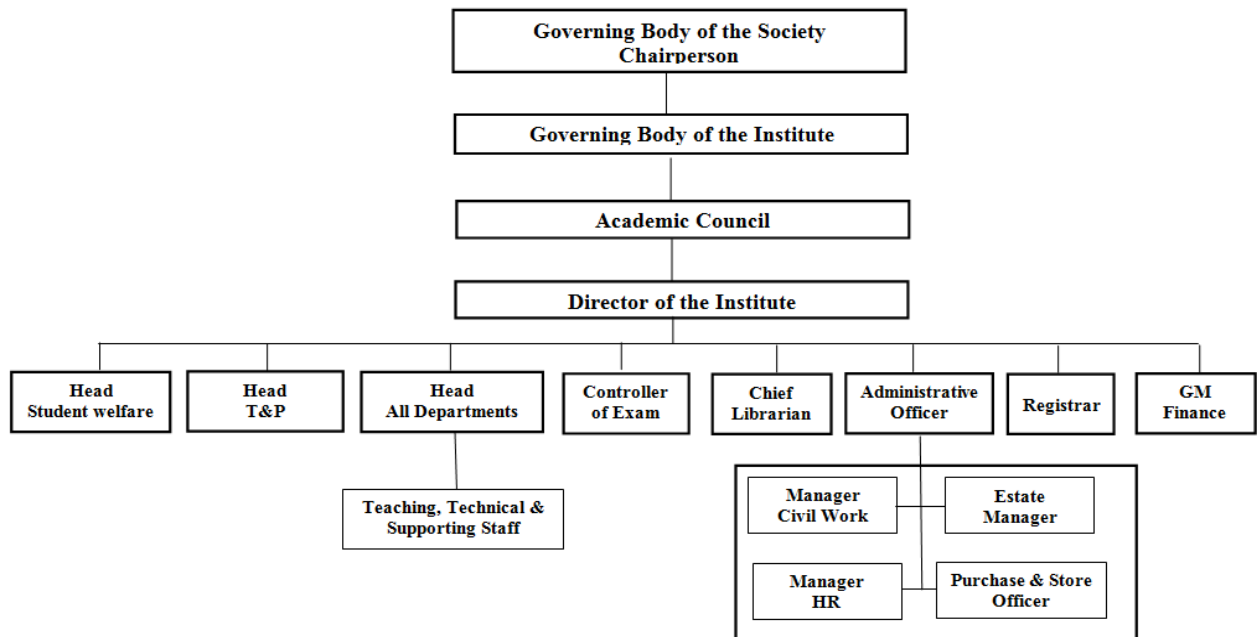
INTRODUCTION:

Technocrats Institute of Technology (Excellence) is destined to serve as a centre for Academic Excellence in imparting Technical Education meeting local needs & complying with global standards. The Institute and its offered courses are approved by **All India Council for Technical Education (AICTE)** therefore every year institute gets extension of approval from AICTE by fulfilling required norms of infrastructure, faculty SFR, cadre ratio, library books, journals etc. as per approval process hand book (APH) issued by AICTE. The institute is affiliated to **Rajiv Gandhi Prodyogiki Vishwavidyalaya, Bhopal (<https://www.rgpv.ac.in>)** (Technical University of Madhya Pradesh) for Engineering (UG & PG) & MCA courses and affiliated to **Barkatullah University, Bhopal (<http://www.bubhopal.ac.in>)** for MBA Course. There are prescribed rules and regulations (statue) for conduction of academic activities like scheme, syllabus, marking system, grading system, examination (theory and practical), award of degree etc. The institute abides by these rules and regulations.

Institute was established in 2007 by “**Chandravadni Mahila Shiksha Samiti**” (a nonprofit society), Bhopal (a registered society under firm and society act.) having bylaws and code of conduct.

The society and institute is having its own administrative setup for the smooth functioning of the institute.

ORGANIZATIONAL CHART AND PROCESS (ADMINISTRATIVE SETUP)



The Governing body of the society is the supreme authority under which the institution functions. The Governing body is responsible for the development and / or approval of the institution programs and the policies. The Governing body of the society considered and framed the terms and conditions of service for regulating the various categories / levels of employees in the institution.

SUMMARY OF GOVERNANCE AND INSTITUTE RULES & REGULATIONS

1. The institute is run by Chandravadani Mahila Shiksha Samiti, Bhopal (a registered society under firm and society act.) with objective and bylaws.

(Annex-I)

2. The institute and its offered courses are approved by **All India Council of Technical Education, New Delhi (AICTE)**. Every year institute gets extension of approval/ with or without variation in intake from AICTE by fulfilling required norms of infrastructure, appointed faculty (SFR), cadre ratio, library books, journals etc. as per approval process hand book (APH) issued by AICTE.

(Annex-II AICTE Gazette notification)

3. The institute is affiliated to Rajiv Gandhi Prodyogiki Vishwavidyalaya (Technical University of Madhya Pradesh). There are prescribed rules and regulations (statue) for conduction of academic activities like scheme, syllabus, marking system, grading system, examination (theory and practical), award of degree etc.

(Annex-III RGPV Ordinance)

4. Admissions in the different technical course (B.Tech, M.Tech, MBA and MCA) are through online counselling every year conducted by Directorate of Technical Education, M.P. Govt. according to their rulebook.(can be downloaded <https://dte.mponline.gov.in/Portal/Services/OnlineCounselling>)

5. Selection and appointment of Director and faculty is as per AICTE and university selection committee under code-30.

(Annex-IV RGPV Statue).

6. Institute offers 6th pay scale to faculty as per approval from BOG of society

(Annex-V BOG minutes and order).

7. Institute follow guide lines / instructions from concerned competent authority for EPF, ESI and Professional Tax deductions. (Annex-VI)

8. Institute is having policy to support and promote research activity, pursue higher study which is recommended by Governing body of institute and approved by Governing body of the society.

INSTITUTE LEVEL COMMITTEES

In addition to the Academic Council, institution has the provision to constitute following supporting institute level committees for decentralization in working and proper functioning of the institute:

- Examinations Committee
- Admissions Committee
- Internal Quality Assurance Cell (IQAC)
- Library Committee
- Student welfare and career guidance Committee
- Anti-Raging Committee
- Co-Curricular, Extracurricular and sports Committee
- Grievance Redressal Committee
- Finance Committee
- Anti-Sexual harassment Committee
- Internal Complaint Committee (ICC)
- Academic Results Monitoring Committee
- Central Purchase Committee
- Alumni Committee
- Disciplinary Committee
- Committee for SC/ST
- Staff Selection Committee (Statuary Committee)
- Energy Management Committee

INSTITUTE POLICIES FOR EXCELLENCE AND SUSTAINABILITY

Institute is dedicated to fostering an environment of academic excellence and operational efficiency. With a well-established administrative setup and institute level committees, the institute ensures the smooth functioning of all its activities. Alongside these structures, the institute has implemented several policies aimed at promoting sustainability, supporting faculty development, enhancing governance, and conserving energy and resources. These policies are designed to uphold our commitment to quality education, professional growth, and environmental responsibility.

1. Financial Support Policy for Faculty Members

Institute is committed to supporting the academic excellence and growth of its faculty members. As decided in the Board of Governance meeting (TITE/2017/BOG/12), the policy provides financial support for attending conferences, workshops, FDPs, and professional memberships. Objectives include encouraging research, professional development, and participation in academic events. Faculty members can apply for support, with priorities given to those presenting their work or aligning with institutional goals. Approved applications receive financial assistance based on specified criteria and are required to submit a report on the outcomes achieved. The policy is effective immediately.

2. Environmental and Energy Initiatives Policy

Institute is committed to promoting environmental sustainability and reducing conventional energy consumption. Following the Board of Governance meeting (TITE/2021/BOG/25), the institute has implemented a comprehensive policy aimed at ensuring accountability, compliance with regulations, and continuous improvement in sustainability efforts. The policy includes objectives such as evaluating progress, identifying areas for improvement, ensuring regulatory compliance, promoting environmental awareness, and identifying cost-saving opportunities. Regular audits shall be conducted to assess and improve the effectiveness of these initiatives, with immediate implementation of the policy.

3. E-Governance Policy

Institute has implemented an E-Governance Policy to enhance efficiency, transparency, and accessibility across all operations, as decided in the Board of Governance meeting (TITE/2021/BOG/25). The policy aims to integrate digital solutions into key areas such as administration, finance, student admissions, examinations, and library services. Objectives include creating a transparent and cost-effective administration system, promoting accountability, ensuring clear record-keeping, and facilitating smooth online communication. The policy is designed to foster an environment-friendly, paperless administration and improve the institute's global visibility and branding.

4. Energy Conservation Policy

Institute is committed to reducing energy consumption and fostering environmental responsibility among its community. As decided in the Board of Governance meeting (TITE/2021/BOG/25), the policy aims to promote energy-efficient technologies, raise awareness about energy conservation, and continuously improve energy efficiency. Key strategies include using LED lighting, energy-efficient appliances, renewable energy sources, and conducting educational programs on energy conservation. An Energy Management Committee will oversee the policy's implementation, with regular audits to ensure ongoing improvements. The policy is effective immediately.

The institute is having own rules, regulations and code of conduct in the form of service rule of institute, which is as per prescribed guidelines of AICTE and affiliating university. Those conditions of service are well formulated, taking into consideration the various aspects of the teaching and non-teaching staff. The principal objective is to attract person with missionary zeal and to retain the qualified and talented staff in all departments, with the ultimate objective of imparting high standard and quality education in the field of engineering technology & management.

Having set the aforesaid goals, the institution stipulates the conditions of employment, which are clearly just and fair to the interest of both the employees and the institution. The service conditions are aimed to encourage the employees to take sincere interest and pride in the institution & its progress and to put their best talents in discharging their responsibilities.

The institution encourages its employees to improve their professional qualification at per with changing needs of the engineering education and to grow in their abilities to serve the institution likewise, it wishes to appropriately evaluate, recognize and reward superior performance. The following service conditions are framed with this in mind. However, these conditions and practices shall be reviewed periodically and changes shall be made as resumed.

These service conditions concern with only regular employees who are employed on the rolls of the institution. Some persons may be employed on temporary/ ad-hoc / part-time /contractual/ Adjunct basis for specific purpose and / or for a specific period of time. Such employees are not covered under the provisions of these rules/ policies outlined herein, beyond the extent set forth in their respective appointment/ agreement. This also does not apply to daily-rated / contract labors / workers etc.

The Governing body of institution in exercise of powers conferred by the articles of the society had made the following rules and regulations, for administration of the Institution.

1. SHORT TITLE :

These regulations are called as the statutes or service rules of the institution.

2. APPLICABILITY:

The service rules shall come into force (deemed to have come into force) with immediate effect and shall apply to all the regular employees of the institution. Unless otherwise stated specifically, these rules and regulations shall not apply to persons employed on temporary or on ad-hoc basis or on contractual / on the rolls of subcontractors or daily wage bases.

3. DEFINITIONS:

In these rules and regulation, unless the context otherwise requires:

- (a) "Society" means Societies registered under Madhya Pradesh Public Societies registration act 1973.
- (b) "Management" means the governing body of the society, duly constituted under the specific bye-laws of the Society, under which institution is established, which is a supreme authority, however, for overall management and day-to-day administration of the society, affiliated committees formed under the directions of the Governing body of the society and constituted as per the relevant provisions of the AICTE.
- (c) "Employee" means a regular employee employed by Technocrats Institution of Technology (Excellence), Bhopal to discharge the duties assigned by the Institution or its affiliated organizations for teaching and non-teaching purposes on monthly salary/remuneration basis.
- (d) "Salary" means Basic Pay, Dearness allowance and other allowances, if any wherever applicable or consolidated pay without any allowance payable to an employee.
- (e) "Service" includes the period during which an employee is on duty as well as on leave authorized by the management, but does not include any period during which an employee is absent without any intimation / salary.
- (f) Disciplinary Authority: The Director of the institution is the disciplinary authority for all the employees in the institution under the control of the society; the Director may nominate a disciplinary committee. The committee so nominated shall exercise the powers of the disciplinary authority in discharging of the duty.
- (g) Appellate Authority: Where the disciplinary authority is being exercised by the Director, the Management Committee along with the secretary will constitute a Appellate Authority along with nominated disciplinary committee / person.
- (h) Enquiry Officer: Enquiry Officer is the person designated by the disciplinary authority to enquire into the charges leveled against an employee of the institution.

4. POWER TO IMPLEMENT AND TO AMEND THE RULES:

The power to implement or to amend the rules and regulations are vested with the Management, which is empowered to issue such administrative instructions or orders as may be necessary to give effect and to carry out the provisions of these rules and

regulations. The management shall have absolute right, liberty and powers to withdraw, modify, amend, alter and repeal or to supersede at its sole discretion any or all the rules covered herein or any rules and regulations framed and enforced by it from time to time.

5. DELEGATION OF MANAGEMENT POWERS:

The management may delegate to the secretary or to any officer of the society or institutions under their control, any or all its functions, wholly or partly, permanently or temporarily, and such officer or officers shall be responsible for the purpose of interpretation of these rules to the extent and for the durations of the period as may be authorized by the management.

6. APPOINTMENT OF EMPLOYEES:

6.1 CLASSIFICATION OF EMPLOYEES:

The Employees are classified as follows:

- i) Faculty or teaching staff.
- ii) Non-teaching staff including administrative, supporting technical staff and non-technical staff.
- iii) Civil Maintenance staff

Further Classifications:

- a) **Regular Employee:** A qualified person employed on a regular post and has successfully completed the probation period of two years and whose regular service has been confirmed in writing.
- b) **Probationary Employee:** A person who is provisionally employed with a view to be considered for eventual absorption in the regular service of the institution. The period of probation, however shall be stipulated in the letter of appointment which may be extended at the discretion of the management. Further, before absorption of the concerned, it is essential that the performance of the probationer is objectively judged and evaluated in prescribed format by the head of the department and/or Director, who recommends his/ her service to confirm. Further, His/ Her probation may be extended or terminated, if performance found not satisfactory.
- c) **Staff on Contract:** All the subordinate and other supportive staff members, laboratory assistants, supporting technical staff etc. may be appointed on contract. All in this category, whose service conditions shall be as per mutually agreed terms of contract, which they have entered with the institution and whose contract may be or may not be renewed.
- d) **Temporary / Ad-hoc Appointee:** An employee who is employed for work which is essentially of temporary nature or who is employed in connection with the temporary increase in permanent work or is employed in a vacant post or probationer who is temporarily absent due to any reason, including those who are permitted by the institution to go on advanced studies.

e) **Apprentice / Trainee:** A person engaged for training and shall be paid stipend during the training period. However, regularization of his/ her service is purely at the discretion of the management of the institution.

F) **Casual Employee:** A person employed for work of a casual or occasional nature.

6.2 APPOINTMENT

6.1 NUMBER OF POST:

The management shall fix number of posts in the institution with respect to intake in all categories and also prescribe qualifications as per AICTE norms. Mode of recruitment and the scales of pay etc. to each category of posts, which may be reviewed and revised by management from time to time, as per university and AICTE guidelines depending upon the exigencies.

6.2 PROCEDURE FOR APPOINTMENT OF FACULTY:

Appointment to the post of regular faculty positions viz Director, Principal and all other teaching cadre shall be made on merit and on the basis of advertisement published in a newspaper with name and address of the college. The qualifications prescribed for the post shall essentially be related to the academic attainment and shall not be linked with language or other regional consideration Appointment shall not be made on communal or caste considerations. Also which shall not be less than 7-10 days from the date of publication of the advertisement, shall be allowed within which the applicants may submit their applications. Applicants shall also be required to account for breaks, if any, in their academic career.

i) Selection Committee Constitution - The Selection committee shall be constituted by affiliating university (RGPV/BU) as per AICTE/UGC norms.

ii) The date of the meeting of every Selection Committee shall be so fixed as to allow notice thereof being given of at least 15 days to each member and to the candidates and the particulars of the candidates shall be supplied so as to reach the members of the Selection committee at least 7 days before the date of the meeting.

iii) The Selection Committee shall interview and adjudge the merits of each candidate in accordance with the qualifications as prescribed by AICTE/UGC from time to time and recommend the names arranged in order of merit of the persons, of exceeding one, whom it recommends for 'appointment to the post advertised. If no person is selected, a report to that effect shall be made. The committee shall have the right to recommend only one person if others are not found suitable.

iv) A faculty shall be appointed on probation as per the norms of the institution from the date on which he/she joins duties after the expiry of which he/she shall be confirmed and shall be notified accordingly else deemed to be confirmed.

(v) In case, selection committee as per AICTE & university norms could not be formed then selection and appointment shall be through internal selection committee

(management). In due course of time, all such appointments shall be approved by duly constituted selection committee as per AICTE/ university norms followed by governing body of the institute.

6.3 PAY:

The pay scales of the faculty are covered under AICTE pay scales depending upon qualifications, experience exposure, merit etc., as applicable and as amended from time to time, except for the staff recruited temporarily or on ad-hoc basis or on consolidated pay.

1. As per change in AICTE norms in 2010, the qualification and designation of Associate Professor/Assistant Professor has been changed for new appointments. Also AICTE has made the changes for existing faculty in terms of their designation. Therefore, Lecturer & Assistant Professor have been re-designated as Assistant Professor & Associate Professor respectively.
2. The 6th pay scale has been implemented wef. from July-2010 with following conditions:
 - a. The faculty under engineering stream at the rank of Professor (with Ph.D.)/Associate Professor (with Ph.D.)/Assistant Professor shall be eligible for the 6th pay scale with DA as per approval from Governing Body of Society at the time of joining or completion of probation period of minimum 2 years.
 - b. The faculty under engineering stream at the rank of Associate Professor (without Ph.D.) shall be given scale of Assistant Professor with higher increment till they complete their Ph.D.
 - c. The faculty at all level under Science & Humanities stream shall be given 6th pay scale with or without DA as decided by the governing body of society.
 - d. Percentage of DA, HRA and other allowance/increment shall be decided by governing body of the society on the basis of experience, achievements, publication & other administrative duties in addition to teaching.

Note: Qualification and experience may vary as per change in AICTE norms notified time to time.

CONTRACT EMPLOYMENT:

Notwithstanding anything contained in these rules and regulations, the management may employ persons on a temporary/ ad-hoc or on contract basis to different posts in the organization under their control on consolidated pay or on daily wages, wherever the necessity and circumstances so warrant.

7. AGE AT THE TIME OF JOINING:

The age of person at the time of his/ her first appointment in the organization shall be at the discretion of the management, which may take decision based on the qualification, experience etc, about the age of the person employed to the post. In other cases, the maximum age is 30 years. The management in deviation of the

above, may also employ persons with more than 30 years of age, depending upon the qualification, experience etc., possessed by them in the exigencies of service.

8. JOINING FORMALITIES:

At the time of joining, the new recruited employee would have to furnish the following to the personnel department:

- Joining Report
- Proof of Date of Birth
- Original Certificates supporting qualification / experience for verification with xerox copies to be furnished.
- Two passport size colour photographs.
- Copy of PAN card and Aadhar card.
- Names and addresses of two persons for contacting, in case of any emergency.
- Declaration / Nomination as to existing membership of provident fund.

9. COMMENCEMENT OF SERVICES:

Except as otherwise provided by or under these regulations, services of an employee shall be deemed to commence from the working day on which the employee reports to duty in an appointment covered by these regulations at the place and time intimated to him/ her by the management, provided he/ she reports in the forenoon. Otherwise, his/ her service shall commence from the following day. In the case of a batch of persons appointed as per the recommendation of a duly constituted selection committee, the seniority of persons shall be as per the merit order in the proceedings of the selection committee.

10. PROBATION:

Employees, who are appointed to the post in the institution under the control of the management directly on a regular basis, shall be required to be on probation for a period of two years for staff without experience which may be reduced subject to experience.

The probation period may be extended subject to performance of an employee or his / her services may be terminated either by giving one/or three month notice or one / or three month salary in lieu thereof as per appointment conditions.

11. RESIGNATION AND TERMINATION:

- a) If an employee at the level of Professor and Associate Professor (with Ph.D) intends to resign any time after confirmation, he/ she shall give three months notice in writing or pay three months salary in lieu thereof. Similarly, the management shall be competent at their discretion to terminate the services of any employee by giving three months notice or three month salary in lieu of notice.

- b) If an employee at the level of other than mentioned above in 11 (a) intends to resign any time after confirmation, he/ she shall give one month notice in writing or pay one month salary in lieu thereof. Similarly, the management shall be competent at their discretion to terminate the services of any employee by giving one month notice or one month salary in lieu of notice.
- c) The management shall also be competent to terminate the services of an employee in case of abolition of post or posts, due to closure of an institution or reduction in the number of sections of a class or discontinuance of a teaching subject by giving one month notice in writing or by paying one month salary in lieu thereof.
- d) The management shall also be competent to terminate the services of an employee who is incapacitated to discharge his/ her official duties or for misconduct in discharge of his/ her official duties, by giving one month notice or paying one month salary in lieu of notice.

12. RETIREMENT AND RE-EMPLOYMENT:

Every employee shall retire from service on attaining the age of superannuation, which is 65 years of age, in case of teaching staff and 60 years of age, in case of others. AICTE guidelines on the retirement of faculty are followed.

The management, in the interest of the organization, may extend the period of service of an employee by an extended period based on the mental and physical condition of that employee.

The employees in all categories of posts shall retire from services after attaining the age of superannuation w.e.f. the afternoon of the last day of the month in which their date of superannuation falls.

The following guidelines may be laid down for seeking re-employment in the institution after attaining the age of superannuation.

- a) Whenever a regular employee is going to superannuate, the date of superannuation may be informed to the employee three months in advance, after obtaining orders of the management.
- b) If such an employee desires to serve the institution after superannuation, he/ she may apply in writing, the Director of the institution continue him/ her in the service.
- c) On receipt of such an application, the concerned head of the department may be asked to offer his / her remarks on the mental and physical condition of the employee and whether there is a need to continue him/ her in service, duly indicating the work load to be assigned to such an employee.
- d) The Director of the Institution may offer his remarks and make his specific recommendation on the necessary and desirability or otherwise of continuing such an employee and indicating the terms and conditions of his/ her re-appointment such as:
 - i) tenure of re-appointment

- ii) Consolidated salary to be paid per month. To arrive at the consolidated salary to be paid, the last salary drawn by the employee may be taken into account, which may be rounded off to the next hundred
- iii) such employee is not entitled for any other leave except casual leave, unless, specially permitted by the management

13. WORKING HOURS/ HOLIDAYS/ VACATIONS:

The working hours of the employees are determined and notified by the institution from time to time, based on the work / service requirements, fulfillment of institution obligation to students and such other expediencies.

The institution observes national / festival holidays, as may be notified by State Government/Central Govt. from time to time. Necessary employees may be notified to be available for work on said holidays.

The institution will observe vacation for faculty and the same shall be notified from time to time.

14. ATTENDANCES AND PUNCTUALITY:

Each employee in the institution has an important role in ensuring smooth and efficient handling of classes and maintenance of discipline. They are, therefore, expected to be at their respective allotted places on time on each working day and any movement must be with the knowledge of head of the department. Employees are expected to be present for duty on all working days, except on the days of authorized leave.

15. PERSONAL RECORDS:

The employee records (personal file/service book) are kept with the administration department. These are used within the institution only for bona-fide reasons. As a policy matter, administration section ensures that the relevant employee-related information is maintained in strict confidence. Employee-related information is given to outsiders, only if the institution is satisfied with the validity of the request, or it is required by law, or if the employee himself has requested that information to be shared for reference purpose.

16. APPRAISALS:

The annual performance appraisal of an employee shall be maintained on a regular basis. The main objective of this scheme is to evaluate the performance of an employee systematically, so that at any point of time, it is possible to assess his/her capabilities without being required to oral enquires in different quarters. Obviously, the performance appraisal report will have an important bearing:

- a) On the promotion as well as sanction of increments
- b) On the confirmation of services
- c) On taking ad-hoc appointees on regular rolls, in case of ad-hoc appointment.

- d) In respect of employees on contract, to renew their contract for further periods, if required.
- e) Self-appraisal to appraise one's own their goals/ targets gives an opportunity to explain what one has done and factors that helped and / or hindered ones performance.

In case of probationers, this report is necessary to confirm his / her services; hence, periodical appraisal shall be done and deficiencies shall be brought to notice of the employee.

17. DISCIPLINE:

Every employee is expected to maintain a certain standard of discipline as envisaged by the institution policies in-force from time to time, failing which, he / she renders himself liable for such an action as may be taken against him/ her.

In particular, all employees should bear in mind the following:

- a) Every employee shall always work, utilizing the working hours wholly to the best of his / her ability and in the best interest of the institution for building a strong, unique & dynamic environment and therefore institution.
- b) Every employee shall take all possible steps as may be required of him / her to ensure and to protect the interest of the Institution and perform his / her duties with utmost integrity, honesty, devotion and diligence.
- c) Every employee shall show courtesy in his/ her interactions with other employees, students, parents of the students, suppliers and other, having dealing with the institution.
- d) Every employee should, in all respects, faithfully and diligently observe and obey all circulars, rules, orders, directions and instructions issued by the institution from time to time and also ensure that his / her students also shall observe the same.
- e) Every employee shall strive to develop and impart such an education to the students to develop expertise in their respective fields and to groom them to be adaptable to any environment requiring leadership qualities, positive attitudes and loyalty to be employed.
- f) Every employee shall make it as his / her cherished objective to contribute to collective endeavor to produce well-groomed graduate engineers, outstanding in their knowledge and all together a group ready to become technical experts and leaders of change and innovation.

18. CODE OF CONDUCT:

General Conduct: The employees, in discharge of their duties and in their interactions and dealings with public, government officials, student & their parents and fellow employees of the institution shall present themselves in a manner that enhances the prestige and image of the institution and shall not do anything which impairs or tarnishes the image of the institution.

Ethical Conduct: Employees shall deal on behalf of the institution with professional honesty, integrity and moral. Their ethical standards shall be fair, transparent and be perceived as such by others.

Conflict of Interest: Employees shall not engage themselves in any business activity or service relationship, which may conflict with the interest of the institution. Such a conflict of interest may arise directly or indirectly when so associated being in a position to derive a personal benefit for himself / herself or for his / her relatives by taking some decision or influencing decision relating to any transaction. The main areas of actual or potential conflicts of interest would include:

- Financial interest of an employee or his / her relative in any firm or institution which may be competitor, supplier, distributor or partner etc.
- Acceptance of gifts, donations, hospitality / entertainment beyond the customary level from existing or potential supplier or third parties, which have business dealings with the institution.
- Where employees do have such conflicts of interests, they are required to promptly make full disclosure of the same in writing to the institution.
- In addition to the above, all the employees should abstain from the conditions of “misconduct”.

The following acts shall be treated as misconduct:

MISCONDUCT:

- a) Theft, fraud or dishonesty in connection with the business or property of the institution or property of any other within the premises of the institution.
- b) Taking or giving bribes or any illegal gratification.
- c) Possession of pecuniary resources or property disproportionate to the known sources of income by the employee or on his/ her behalf by another person, which the employee cannot satisfactorily account for.
- d) Furnishing false information regarding name, age, father’s name, qualification ability or previous service or any other matter related to the employment, at the time of employment or during the course of employment.
- e) Acting in a manner, prejudicial to the interests of the institution.
- f) Willful insubordination or disobedience, whether or not in combination with others, of any lawful and reasonable order of his/her superior.
- g) Drunkenness or riotous or disorderly indecent behavior in the premises of the institution or outside such premises where behavior of related to or connected with the employment.

- h) Instigating the students and / or employees to create unrest or provoking them for creating any disturbances, whether directly or indirectly or commission of any act subversive of discipline.
- i) Commissions of any act subversive of discipline or of good behavior
- j) Abetment or attempt to abetment of any act, which amounts to misconduct.
- k) Note: The above instances of misconduct are illustrative in nature and are not exhaustive.

19. LIABILITY TO ABIDE BY THE RULES AND REGULATIONS:

Every employee shall confirm to abide by such rules and shall observe, comply with and obey all orders and directions issued by the management from time to time, with utmost endeavor to promote the interest of the organization, showing courtesy and attention in all transactions.

20. EMPLOYEE'S APPLICATION FOR OTHER EMPLOYMENT:

- a) No employee shall apply for other employment or signify his / her willingness to accept such employment or office, whether stipendiary, honorary, or otherwise, without the prior written permission of the management. However, the management may, at their discretion, permit an employee to apply for other employment and in such case employee shall be required to apply through proper channel.
- b) No employee, whether on leave or in active service of the institution, shall undertake a part time job, which is likely to embarrass or influence him / her in discharge of his/ her official duties, for any consideration of cast or kind. However, an employee with the written permission of the management, may undertake, honorary work of a social or charitable nature or occasional work of a literary, artistic or scientific character, subject to the condition that such work does not interfere with his/her official duties.

21. OBLIGATION TO MAINTAIN SECRECY:

Every employee shall maintain secrecy in regard to the affairs of the institution and its constituents and shall not divulge directly any information of a confidential nature, either to a member of the public or to the institution staff, unless compelled to do so by judicial or other legal authority or unless instructed to do so by the management.

22. ABSENCE FROM DUTY WITHOUT PRIOR PERMISSION:

An employee shall not absent himself / herself from his / her duties without obtaining the prior permission of the competent authority. In case of unavoidable circumstances, a message or a letter should be sent on the next working day, giving the reasons of his / her absence for the previous day. If the employee absents himself continuously for a period of 07 working days or more without any leave letter or communication, the employee shall be deemed to have deserted the post held by him / her from the date on which he / she abstained from duty. Such unauthorized absence

shall be preceding for further action as per the conditions mentioned in his/her appointment order.

23. PENALTIES:

A) Minor Penalties:

1. Censure
2. Fine (may be imposed on the employees who are below the cadre)
3. Recovery from the salary, whole or part of loss caused to the institution by negligence or breach of orders
4. Withholding of increments
5. Suspension.

B) Major Penalties:

1. Reduction in rank.
2. Removal from service.

EXPLANATION:

The following shall not amount to a penalty within the meaning of this rule:

- i) Retirement of the employee in accordance with the provisions relating to superannuation / retirement.
- ii) Replacement of an employee, who is not, qualified on the date of his / her appointment, by a qualified one.
- iii) Discharge of any employee appointed on a short term officiating vacancy caused by grant of leave, suspension or the like of another employee.

24. i) EMPLOYEE PROVIDENT FUND SCHEME:

The regular employees of the institute are entitled for employee provident fund scheme under the provisions Act, 1952, and related pension scheme of 1995. It is clarified that the staff/ employee appointed on contract basis is not a regular employee, since there is no master and servant relationship between them. However, the institute, on request from the contractual staff to consider the EPF coverage of such persons in views of social security benefits in the Act, as a gesture considered and covered them in the EPF scheme permanency in the employment. There is a provision of employee provident fund scheme for regular staff with their consent.

ii) EMPLOYEES STATE INSURANCE SCHEME:

The regular employees of the institute are entitled for benefit of employee state insurance scheme under contribution u/s 45-A of the ESI act. notified by memorandum dated 05/07/2017.

iii) PROFESSIONAL TAX DEDUCTION:

There shall be per month deduction in the salary of regular employee as per Govt. of Madhya Pradesh Gazette notification dated 27 June 2018 bill No. 12 of 2018.

iv) **TAX DEDUCTION AT SOURCE (TDS):**

There shall be Income Tax deduction at source (institute) from the salary of regular employee according to income tax notification for salary slab in each financial year during employee working.

25. MISCELLANEOUS AND GENERAL:

- a) Every employee of the institution shall, at all times,
 - i) maintain absolute integrity
 - ii) maintain devotion to duty
 - iii) do nothing, which is unbecoming of public servant
- b) All employees are automatically governed by the code of conduct or other rules that may be framed from time to time. Any violation thereof shall attract disciplinary action.
- c) All employees of the institution shall be governed by the leave rules that are framed separately.
- d) The decision of the management of the institution regarding the interpretation of these and on any order point, which is not covered under these rules, shall be final and binding on the employees.

26. PROCEDURE FOR GRIEVANCE HANDLING:

Employees may have grievances real or imaginary, which if not heard and resolved expeditiously, may lead to frustration and discontentment, affecting moral and interest of the institution. Hence, in order to maintain harmonious relations between the employees/ staff and the management of the institution and to bring to notice of the management of the institution the grievances of an employee (individual as well as collective) with a view to secure their expeditions redressed, it has been decided to formulate the following "Grievance Handling Procedure" in the Institution.

SCOPE: This procedure deals with:

- a) The complaints that can be covered under "Grievance"
- b) The Constitution of Grievance Committee.
- c) The two-tier system for Grievance handling, and
- d) The method of dealing with grievances.

Definitions of 'Grievance':

Grievance; would mean complaint affecting individual employee in respect to his/her wage, facilities, injustice, leave, transfer, extension, promotion, seniority and working conditions being meted out to his/her.

If the grievance is a general ability or/of collective nature, it would fall outside the scope of this procedure. However, collective grievances of routine nature may be admitted at the discretion of Principal.

When the employee has taken up his/her grievance for redress under the procedure, a formal 'Conciliation and Legal Machinery' shall not be resorted until all the steps enumerated in the procedure are exhausted.

Formation of Grievance Redressal Committee:

The Grievance Redressal Committee is constituted to look after the grievances put forward by the students and staff. It focuses on setting proper facilitation procedures for settling the issues in a cordial atmosphere. The committee is expected to initiate appropriate enquiry or investigative mechanism within 24 hours from the receipt of the complaint in written form duly signed by complainant(s). The committee is expected to meticulously adhere to the standard arbitration procedures of the institute and those of government of Madhya Pradesh, Industrial disputes act 1947 (Section-9C Chapter II B), the administrative tribunal act 1985, negotiable instruments act 1881, and all other such enactments of the Government of Madhya Pradesh and Government of India from time to time. The Grievance Redressal committee has been constituted comprising of Director of the institute as a Chairman of the committee, one senior Professor of the institute and one management nominee as members.

GRIEVANCE FORM – I

NAME :

DESIGNATION :

SECTION:

GRIEVANCE BRIEF

Date:

SIGNATUE OF THE EMPLOYEE

COMMENTS OF THE HEAD OF THE DEPARTMENT/ OFFICER IN-CHARGE

Date:

SIGNATUE OF THE HEAD OF THE
DEPARTMENT/ OFFICER INCHARGE

STAGE-I

DECISION

Date:

GRIEVANCE COMMITTEE

GRIEVANCE FORM - II

NAME :

DESIGNATION :

SECTION:

- (1) Grievance in Brief
- (2) State why the decision of the Grievance Committee is not satisfactory.

Date:

SIGNATUE OF THE EMPLOYEE

COMMENTS OF THE HEAD OF THE DEPARTMENT/ OFFICER IN-CHARGE

Date:

SIGNATUE OF THE HEAD OF THE
DEPARTMENT/ OFFICER INCHARGE

STAGE - II

DECISION

Date:

HEAD OF THE INSTITUTION

27. SPONSORSHIP REGULATIONS FOR HIGHER STUDIES:

The management is very much pleased to announce the regulations for sponsoring the faculty to pursue higher studies viz., Ph.D. The resolution by Governing Body of the institute is made with an intension to encourage a good number of faculty members/ other staff to improve their qualification.

- a) The applications shall be scrutinized by the Academic Council for further proceedings.
- b) All the candidates approved by the institution Governing Body shall be sponsored as per the following conditions:
 - ◆ The sponsorship for Ph.D. shall be provided for a minimum period of 3 years. The period may be extended as per the satisfactory recommendation of the concerned research supervisor.
 - ◆ The candidates sponsored for Ph.D. have to submit an undertaking that he/she shall work in the institution for a minimum period of five years reckoned from the date of receipt of Ph. D. degree.
 - ◆ Publications in National/ international journals shall be given special importance and suitably praised by the institution academic council.
 - ◆ In case of paper presentations in any national / international conference, the candidate may apply for registration fee, TA and DA by providing relevant copies of bills and can avail special duty leave.
 - ◆ Prior permission is required for all the above.

28. RESPONSIBILITIES OF THE EMPLOYEE:

28.1 RESPONSIBILITIES OF THE DIRECTOR

The Director shall be the head of the Institution. He is responsible to:

- Plan the establishment of various department and the various administrative units of the college.
- Coordinate various activities like admission, teaching, conduction of examinations, collection of fees, publishing course files and manuals.
- Identify and recruit suitable person to maintain the department and administrative units.
- Develop laboratories, computer centre, library and all aspects of various departments required for an educational institution.
- Maintain cordial relationship with the university authorities, Directorate of technical education, AICTE, affiliating University and such other policy making bodies.
- Maintain healthy relationship with the management and conduct meetings of the governing council of management committee as and when necessary.

- (a) Prepare the minutes of meetings.
- (b) Prepare the budget for approval of management.
- (c) Regularly apprise the management about various activities.

- Planning of functions like convocation, annual day, freshers' day, merit awards.
- Give leadership for organizing seminars, symposia, short-term schools and plan faculty improvement programmes.
- Be responsible to project a powerful image of the college in the eyes of the authorities of the universities, AICTE, Government, Parents, Industries, R & D establishments and the general public.
- Organize special lectures by experts, technical staff, seminars & conferences and refresher courses.
- Encourage the faculty and staff to improve their academic qualifications without effecting normal curriculum.
- Encourage students to develop communication skills, report writing, debating and group discussions etc.
- Maintain cordial relations with local industries and also develop contact in general with industry and R & D organizations in the industry.
- Extend all possible help to the students of the department for training / project work/ professional employment.
- Make efforts to enhance the computing skills of the students and organize bridge course to make up deficiencies.

28.2 **RESPONSIBILITIES OF HEAD OF DEPARTMENTS:**

Head of Department is responsible to:

- Regularity, punctuality, distribution of teaching workload and laboratory work load among the staff and ensure completion of syllabus as per the almanac in time.
- Maintain duty statement and leave account for the department staff.
- Maintain relevant topic-wise files and ensure "Place for everything and everything in its place"
- The head of the department should remain well informed of the activities and programmes of other professional college and institutions. Head of the department should keep good contact with the faculty of IITs. Universities and other colleges in the country and if possible, universities abroad.

- Preparation of class-wise time tables. Ensure of course file of all the courses and its proper execution. Also ensure compilation of students' attendance and sessional marks as and when required during semester / academic year, maintain the relevant files, and record for future reference.
- Coordinate the work in connection with the preparation of course files laboratory manuals and such other documents and updating them from time to time.
- Develop various laboratories and regular maintenance, updation of the laboratories by procuring the equipment required to perform experiments listed in the syllabus book.
- Maintain laboratory wise stock register one for capital equipments and the other for components and spares.
- Coordinates the activities of technical associations like ISTE, IETE, IEEE etc.

28.3 RESPONSIBILITIES OF FACULTY:

Besides teaching all faculty are required to make effort for various activities and contribute to the fair image of the institution. They must cooperate in student counseling, give support to the administration and involve themselves in R & D / consultancy and extension services.

- The teaching faculty is expected to deal with the students in a kind manner as far as possible within the framework of rules and without any deviation of the institutional discipline.
- The teaching faculty members are expected to be punctual at all their academic work.
- The teaching faculty should make in advance necessary substitutions and arrangements for their classes during their absence.
- Any actions of the part of any employee, whether teachers or supporting staff members or member of the ministerial staff or class IV employees, which result in obstruction, embarrassing situation or tarnishing the image of the institution in the eyes of the university or general public, shall be seriously dealt with. The punishment may vary from withholding increments to removal from service depending on the gravity of such action committed by the employee.
- The instigating students to resort to any kind of agitation or to revolt against the administration/ management of the college shall be viewed as subversive activity and the employees indulging in such activities shall attract disciplinary preceding them.

- Demonstration of ‘Loyalty to the college’ by putting in sincere, diligent, ungrudging work, assisting the administration/ management to tide over any difficult situation that may arise from time to time, by putting in extra hours of work (when needed) by extending sincere cooperation to the administration of the college, attracts commendation from the college authorities.
- Employees of the college shall attend all the college functions, seminars and meetings.
- The faculty members should not be engaged in coaching privately to any student for any remuneration.
- It shall be the duty of every employee to honor the confidence reposed in him by the college and not to divulge any information obtained by his/her in the course of official duties to any unauthorized person or to make any improper use thereof. An employee connected with examination work is specially required to be very cautious in the observation that passes through his hands in the discharge of his/her duties, to unauthorized persons.

29. FACULTY MOTIVATIONS

Excellent teachers shall be recognized and honored based on objective norms and demonstrated skills. The faculty members who exhibit initiative and drive in establishing and improving research and development in the Institution shall be especially encouraged. The grants obtained for R & D work from external sources in view of strengthening or infrastructures in the institution will receive special commendations.

30. WORKING HOURS FOR FACULTY

AICTE norms stipulate that every teachers of a college have to contribute 40 clock hours or work per week. The Heads of the departments, deans, directors, and other officer in-charge of administrative and academic units of the college are required to spend more time in planning, streamlining and structuring various activities at every level in their concerned department / unit.

31. INCENTIVES:

- 1) Leave for staff for prosecuting higher studies.
- 2) Additional increments for higher qualifications and skills
- 3) Career advancement scheme for faculty
- 4) Automatic advancement scheme for non-teaching staff.
- 5) Maternity leave upto 6 months for female employees.
- 6) Provident fund contribution for staff with their consent.
- 7) The tuition fee concession for children of employees exists.

32. JURISDICTIONS:

All the agreements shall be governed and construed in accordance with the laws of India. Violations are subject to the jurisdictions of courts at Bhopal.

LEAVE RULES

1. Application Coverage:

These Leave Rules shall apply to

- a. All regular employees of the institute.
- b. Probationers
- c. For others, as specified on case to case basis

2. Definitions:

In these rules, unless there is anything repugnant in the subject or context, the word shall be defined as follows:

- a. 'Regular Employee' is and employee who has satisfactorily completed his / her probation period or satisfactorily working within probation period.
- b. 'Pay' means, for the purpose of these rules, shall be amount drawn monthly by an employee as pay, which has been sanctioned for the post held by him. It will also include special pay, personal pay or such other emoluments classified under the rules as pay.
- c. Half-pay leave means Leave on half pay earned by employee in respect of the service with the institution. This can be availed as leave for improvement in qualification or as sick leave on medical ground.
- d. Extraordinary Leave means leave sanctioned under special circumstances without any pay or allowance.

3. Kind of Leave: The following kind of leave may be granted to an employee:

- a. Casual Leave
- b. Leave on medical ground
- c. Maternity leave
- d. Extraordinary leave
- e. Compensatory leave
- f. Special Casual leave
- g. EL/Semester Break

The authorities competent to sanction different kind of leave are separate and specified accordingly.

4. General Condition governing the grant of leave: The following regulations shall govern the grant of leave to an employee:

- a. Leave of any kind cannot be claimed as a matter of right and may be or may not be sanctioned as per discretion of the management. When the exigencies of the services so require, the competent authority may, at the discretion, refuse leave or revoke the leave of any description already granted or recall an employee from leave, except when the leave is applied for or availed on medical grounds and a certificate to that effect is produced to express inability to join back for duty.
- b. Ordinary leave should be applied in advance with alternate arrangement made for the class work etc.
- c. Leave applied for shall not be availed unless it has been specifically sanctioned, except where it is applied on the strength of medical checkup or other unforeseen circumstances to be specified in the leave application. However, information has to be given in advance to Director or concerned Head (even on medical grounds) for making necessary alternate arrangements.
- d. Absence without leave, whether it is in continuation of sanctioned leave or otherwise, entails forfeiture of his / her right to the service, unless otherwise ordered by the competent authority. Leave can be prefixed or suffixed to a holiday.
- e. Leave ordinarily commences on the day succeeding the day on which employee is relieved and ends on the preceding day on which he / she returns to his / her duty.
- f. Every employee shall furnish leave address while proceeding on leave and shall keep the institution informed of any subsequent change in the address.
- g. An employee on leave cannot attend the duty before the expiry of the period of leave granted to him / her, unless so permitted or required by the competent authority.
- h. During the leave period, an employee shall not engage himself / herself in any private business or private employment.
- i. Intervening holidays/rest days during the period of leave shall be treated as leave, except for casual leave.

5. Sanctioning Authority:

- a. The head of the institute through respective constituent department of the institution is competent to sanction all the leaves to the employees working in his/her college except extra ordinary leave, in which case, the Chairperson is the competent authority to sanction such leave.
- b. The Chairperson is the competent authority to sanction all the leaves to the heads of the constituent of institution.

6. Casual Leave for Teaching Staff:

- a. Employee shall be eligible to casual leave for a period of 12 days in a calendar year and they shall be entitled to casual leave on pro-rata basis.
- b. The un-availed casual leave during the year lapses at the end of year.

7. Extra Ordinary Leave (For Teaching Staff):

- a. Extraordinary leave may be granted to an employee, where no other leave is admissible to him / her at the discretion of the Management Committee for a period not exceeding 1 year at a time. Extension of such leave may be granted from time to time subject to one year at a stretch.
- b. Such Extraordinary leave may be granted to an employee, who has put in minimum service of 2 years.
- c. No pay and allowances shall be paid during the period of extraordinary leave, and the period spent on such leave shall not be counted for increment and also the service will not qualify for the purpose of any other benefits.
- d. The management may consider giving increment to the candidate if he / she is availing extraordinary leave without pay for further studies and if he / she earns the relevant degree for which he/she was granted extraordinary leave.

i. Special Casual Leave (for teaching staff):

- a. If the AICTE regulations stipulate such rules for the teaching staff, such leaves may be considered on the selective basis for acquiring latest techniques in teaching, as well as in their subjects and also going for invigilation, paper correction, valuation work at university or on AICTE related work etc.
- b. In the event, the faculty is invited to deliver special lectures by other institutions or invited to attend a valuation work by the affiliating University, he / she may be given special leave of 15 days in a calendar year. However, longer leave may be given at the discretion of the management.

8. Compensatory Leave:

- a. At the discretion of the head of the institutions, all staff may be granted compensatory leave for the holidays and Sundays on which they have been specially put on duty, provided such compensatory leave is availed within one month on which staff worked on holidays / Sundays.

9. Leave Eligibility for Non-Teaching Staff:

- a. All the employees who are under contractual services-
 - i) In fact, they are not entitled for any other benefits other than what has been stipulated in their contract.
 - ii) However, as a goodwill gesture they may be sanctioned 15 days leave per annum on the pro rata basis.

- iii) Regarding the vacation, whatever period management decides must be shown as interim break in service in the renewal of the contract. The payment of the agreed sum shall be paid purely on consideration of the management.
- b. Office / Staff Executives, who are working in the college /corporate office and are involved in day to day administrative functions of the college / corporate office by virtue of their responsibility and irrespective of their nature of appointments / service conditions, may be considered for the following leaves:
 - i. Casual Leave eligibility shall be 12 days and additional 12 days leave per annum (EL) for the entire regular and confirmed employees on pro rata basis. However, casual leave for trainees / probationers / temporary employees shall be calculated on pro rata basis or may be restricted to 8 days per annum.
 - ii. Sick Leave / Leave on Medical Ground may be sanctioned up to 10 days per annum on pro rata basis.
 - iii. They are not entitled for vacation, other than the aforesaid kind, and number of leaves.
 - iv. The general conditions of leave regulations are all common for all categories of employees, except for entitlement and number of leaves.

33. ADMISSION POLICY

At Technocrats Institute of Technology (Excellence), Bhopal, institute adhere to a transparent and structured admission process for various technical courses, including B.Tech, M.Tech, MBA, and MCA. Admissions to these programs are conducted through an online counseling process organized annually by the Directorate of Technical Education (DTE), Madhya Pradesh Government (<https://www.mpachedu.org>).

34. FEE FREE-SHIP POLICY

Technocrats Institute of Technology (Excellence), Bhopal is committed to the betterment of society by providing financial support to studious and needy students. The institute believe in promoting academic excellence and ensuring that financial constraints do not hinder deserving students from pursuing their educational aspirations. While OBC, SC/ST, minority, or other similar category candidates already receive scholarships from the government, the institute has instituted a Fee Free-ship Policy (upto 25% of student's strength) as approved by Governing body, specifically aimed at those who exhibit good academic performance and come from financially disadvantaged backgrounds. This policy provides financial assistance in the form of prescribed tuition fee exemptions ranging from Rs 5,000 to Rs 25,000, determined on a case to case basis.

Eligibility Criteria:

1. Academic Performance:

- i.** Candidates must have a consistent and commendable academic record, meeting or exceeding the minimum academic standards set by the institution.
- ii.** Academic performance shall be assessed based on marks obtained in the qualifying examinations and/or entrance tests conducted by the institution.

2. Financial Background:

- i.** Candidates must demonstrate financial need, substantiated by relevant documentation such as income certificates, family income statements, and other proof of financial status.
- ii.** Priority shall be given to students whose family income falls below the threshold set by the institution.(Threshold will be set by institute time to time)

Application Process:

1. Application Form:

- i.**Eligible candidates must fill out the Fee Free-ship Application Form available at the admissions office or on the institution's official website.
- ii.**The application form must be submitted within the specified deadlines along with the required supporting documents.

2. Supporting Documents:

- i.**Academic transcripts and certificates.
- ii.**Income certificate or proof of family income.
- iii.**A personal statement detailing the candidate's academic achievements and financial circumstances.

3. Submission:

Completed application forms and supporting documents must be submitted to the admissions office or through the online portal before the deadline.

4. Evaluation and Selection Process:

i. Scrutiny:

Applications shall be initially screened to ensure they meet the basic eligibility criteria.

ii. Final Scrutiny:

A dedicated Student Welfare Committee will review the applications. The committee will assess each candidate's academic performance and financial need to determine the extent of financial assistance required. This Committee shall further present their cases to Institute Director for review.

iii. Case to Case Basis:

The amount of the free-ship, ranging from ₹5,000 to ₹25,000, shall be decided on a case to case basis, considering the individual circumstances of each candidate.

iv. Final Decision:

The final decision on the free-ship amount and the list of selected candidates (approved by institute director) shall be approved finally by the BOG.

Notification and Disbursement:

i. Notification:

Selected candidates shall be notified directly as well as through the institution's notice board.

ii. Disbursement:

The awarded free-ship amount shall be directly adjusted against the prescribed government decided tuition fees payable by the student for the academic year.

Renewal of Free-ship:

Free-ship recipients must have to maintain satisfactory academic progress to be eligible for renewal of the free-ship in subsequent years.

कार्यालय रजिस्ट्रार, फार्म एवं संस्थाएं, मध्यप्रदेश
प्रथम तल, खण्ड-य, विन्ध्याचल भवन, भोपाल

क्रमांक / 3-888/8/4547/06

भोपाल, दिनांक : 24-11-06

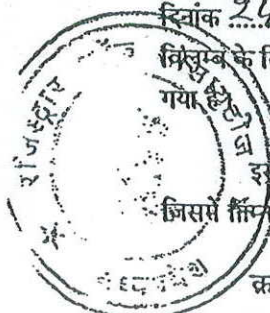
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विषय : शासी निकाय / प्रबंधकारिणी की वार्षिक सूची वर्ष 2006 को फाईल करने बावत।

संस्था चन्द्रवदनी महिला शिक्षा समिति, भोपाल

पंजीयत संस्था है, जिस पर मध्यप्रदेश सोसायटी रजिस्ट्रीकरण अधिनियम 1973 के सभी प्रावधान लागू होते हैं। उक्त संस्था की पंजीयन क्रमांक 7327 दिनांक 1-9-99 है। उक्त अधिनियम की धारा 27 में निम्नानुसार प्रावधान है कि धारा 27 प्रत्येक वर्ष में एक बार, उस दिन, जिसको कि सोसायटी के विनियमों के अनुसार सोसायटी का वार्षिक साधारण सभा सम्मिलन किया गया हो, पश्चात् आने वाले 45 वें दिन या उसके पूर्व या जब सोसायटी के विनियम में वार्षिक साधारण सम्मिलन जनवरी मास में करने का उपबन्ध न हो, तो 31 जनवरी से पैंतालीस दिन के भीतर सोसायटी के अध्यक्ष, सचिव या ऐसी किसी अन्य व्यक्ति द्वारा, जिसे सोसायटी के शासी निकाय द्वारा इस संबंध में प्राधिकृत किया गया हो, शासी निकाय के पूरे नामों, स्थायी पत्तों तथा मुख्य उप-जीविकाओं एवं अन्य बातों, यदि कोई हो, की एक सूची रजिस्ट्रार के पास फाईल की जावेगी, परन्तु रजिस्ट्रार लेखबद्ध किये जाने वाले कारणों से इस धारा के अनुपालन के लिए तीस दिन से अधिक और समय दे सकेगा।

उक्त धारा 27 के अधीन वर्ष 2006 के लिये संस्था ने दिनांक 14-11-06 को शासी निकाय की वार्षिक सूची इस कार्यालय में प्रस्तुत की है। संस्था की ओर से प्राप्त उक्त सूची में संस्था की वार्षिक साधारण सभा दिनांक 24-9-06 को होना दर्शाया गया है। इस प्रकार सूची 45 दिन के अन्दर कार्यालय में प्राप्त हुई है। नहीं हुई है। निम्नलिखित कारणों के लिये लेखबद्ध किये जाने वाले कारणों को उपरोक्त धारा के अनुपालन में 30 दिन का समय संस्था को प्रदान किया गया है।



इस प्रकार उक्त संदर्भित संस्था की शासी निकाय की वार्षिक सूची को धारा 27 के अधीन फाईल में रखा गया है, जिसमें निम्नलिखित पदाधिकारी एवं सदस्यों का उल्लेख है :-

क्रमांक	पदाधिकारी का नाम	पद
1-	शुष्मी शोधना कटसालिया	अध्यक्ष.
2-	शुष्मी त्रिवेणी चंसोरिया	उपाध्यक्ष.
3-	शुष्मी सुरभि कटसालिया	सचिव
4-	शुष्मी आशा मिश्रा	कोषाध्यक्ष
5-	शुष्मी संध्या वर्मा	संयुक्त सचिव.
6-	शुष्मी शम किरोरी	सदस्य
7-	शुष्मी शमशानी कटसालिया	—

सहायक पंजीयक
फार्म एवं संस्थाएं
मध्यप्रदेश

भारतीय न्यायिक

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मध्य प्रदेश MADHYA PRADESH

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उक्त लक्ष्मण का शौच संस्था परिसर
द्वारा अर्जित मोपान (पं. 7327 डा. 1-9-99)
2006 कि पुस्तक को निर्यात है

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न्यायिक पंजीयक
फर्म एवं संस्थाओं
मध्य प्रदेश

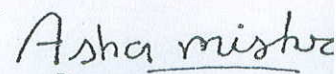
1 124 F/1789/30
नियमावली (संशोधित) 27/1/20

1. संस्था का नाम:- चंद्रवदनी महिला शिक्षा समिति होगा
2. संस्था का कार्यालय:- टेक्नोक्रेट्स इंस्टीट्यूट ऑफ टेक्नॉलाजी (टी.आई.टी.) केम्पस, आनंद नगर (हथार्ई खेड़ा डेम के सामने) पोस्ट बॉक्स न. 24, पोस्ट-पिपलानी, बी. एच.ई.एल., भोपाल (म.प्र.) - 462021
3. संस्था का कार्यक्षेत्र:- सम्पूर्ण भारत होगा
4. संस्था का उद्देश्य:

1. तकनीकी, चिकित्सीय एवं अन्य प्रकार की शिक्षा संस्थाओं की स्थापना एवं संचालन।
2. तकनीकी, चिकित्सीय एवं अन्य प्रकार की शिक्षा आदि से संबंधित शोध कार्य।
3. महिला एवं बाल विकास संबंधी उत्थान कार्य।
4. शिक्षकों के प्रशिक्षण हेतु संस्थाओं की स्थापना एवं संचालन कार्य। आयुर्वेदिक, होम्योपैथिक शिक्षा संस्थाओं की स्थापना।
5. ग्रामीण उत्थान कार्य।
6. मेडीकल कॉलेज एवं चिकित्सालय, नर्सिंग कॉलेज, औषधि, जैविक, वानिकी महाविद्यालय, प्री नर्सरी, के.जी., प्राथमिक, उच्चतर माध्यमिक स्कूल, कोचिंग एवं सभी प्रकार की प्रशिक्षण संस्थाओं की स्थापना एवं संचालन।
7. समिति द्वारा संचालित सभी संस्थाओं का विदेशी विश्वविद्यालय/संस्थाओं से कोलाबोरेशन
8. शासकीय महिला बाल विकास, महिला संसाधन, मानव संसाधन, समाज कल्याण बोर्ड एवं अन्य शासकीय/ अर्द्धशासकीय संस्थाओं के कार्यक्रमों का संचालन करना।
9. बाल एवं वृद्धाश्रम की स्थापना एवं संचालन करना।
10. पर्यावरण से संबंधित इन्फ्रास्ट्रक्चर, सुलभ सौचालय, वानिकी, तालाब, रोड आदि की स्थापना एवं संचालन।


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5. सदस्यता:

संस्था के निम्नलिखित श्रेणी के सदस्य होंगे।

(अ) संरक्षण सदस्य: संस्था को जो व्यक्ति दान के रूप में 50000/- रुपये या अधिक एकमुश्त या एक साल में बारह किशतों में देगा वह समिति का संरक्षक सदस्य होगा।

(ब) अजीवन सदस्य: जो सदस्य संस्था को दान के रूप में 25000/- रुपये या अधिक देकर वह आजीवन सदस्य बन सकेगा। कोई भी आजीवन सदस्य रुपये 25000/- या अधिक देकर संरक्षक सदस्य बन सकता है।

(स) साधारण सदस्य: जो व्यक्ति 2000/- रुपये माह रु. 24000/- रुपये प्रतिवर्ष संस्था को चंदे के रूप में देगा वह साधारण सदस्य होगा। साधारण सदस्य केवल उसी अवधि के लिये सदस्य होगा जिसके लिये उसने चंदा दिया है। जो साधारण सदस्य बिना संतोषजनक कारणों के 6 माह तक देय शुल्क नहीं देगा उसकी सदस्यता समाप्त हो जायेगी ऐसे सदस्य द्वारा संस्था के लिये नया आवेदन पत्र देने तथा बकाया चंदा की राशि देने पर पुनः सदस्य बनाया जा सकता है।

(द) सम्माननीय सदस्य: संस्था की प्रबंधकारिणी किसी व्यक्ति या व्यक्तियों को उस समय के लिये जो भी वह उचित समझे सम्माननीय सदस्य बना सकती है ऐसे सदस्य साधारण सभा की बैठक में भाग ले सकते हैं पर उनको मत देने का अधिकार न होगा।

6. सदस्यता की प्राप्ति:


प्रत्येक व्यक्ति जो कि समिति का सदस्य बनने का इच्छुक हो लिखित रूप से आवेदन करना होगा। ऐसा आवेदन पत्र प्रबंधकारिणी समिति को प्रस्तुत होगा जिसके आवेदन पत्र को स्वीकार करने या अमान्य करने का अधिकार होगा।

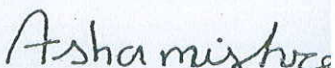
7. सदस्यों की योग्यता:

संस्था को सदस्य बनने के लिये किसी व्यक्ति में निम्नलिखित योग्यता होना आवश्यक है:-

1. आयु 18 वर्ष से कम न हो।
2. समिति के नियमों के पालन के प्रतिज्ञा की हो।
3. सद्चरित्र हो तथा मद्यपान न करता हो।
4. भारतीय नागरिक हो।


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8 सदस्यता की समाप्ति:

संस्था सदस्यता निम्नलिखित स्थिति में समाप्त हो जायेगी।

1. मृत्यु हो जाने पर।
2. पागल हो जाने पर।
3. संस्था को देय चंदे की रकम नियम 5 के बताये अनुसार जमा ना करने पर।
4. त्याग पत्र देने पर और वह स्वीकार होने पर।
5. चारित्रिक दोष होने पर और कार्यकारिणी समिति के निर्णयानुसार निकाल दिये जाने पर जिसके निर्णय पारित होने की सूचना सदस्य को लिखित रूप में देना होगी।



9


संस्था कार्यालय में सदस्य पंजी रखी जावेगी जिसमें निम्न ब्यौरे दर्ज किये जावेंगे:

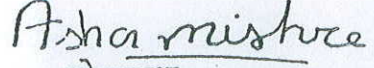
1. प्रत्येक सदस्य का नाम, पता, तथा व्यवसाय।
2. वह तारीख जिसको सदस्यों का प्रवेश दिया गया हो व रसीद नं०।
3. वह तारीख जिसमें सदस्यता समाप्त हुई हो।

10 अ - साधारण सभा:

साधारण सभा में नियम 5 में दर्शाये श्रेणी के सदस्य समावेशित होंगे। साधारण सभा की बैठक आवश्यकतानुसार हुआ करेगी परन्तु वर्ष में एक बार बैठक अनिवार्य होगी। बैठक का माह तथा बैठक का स्थान व समय कार्यकारिणी समिति निश्चय कर 15 दिवस पूर्व प्रत्येक सदस्य को दी जावेगी। बैठक का कोरम 3/5 सदस्यों का होगा। संस्था की प्रथम आमसभा का पंजीयन दिनांक 3 माह के अन्दर बुलाई जावेगी। उसमें संस्था के पदाधिकारियों का विधिवत चुनाव/निर्वाचन किया जावेगा। यदि संबंधित आम चुनाव सभा का आयोजन किसी समय नहीं किया जाता तो पंजीयक को अधिकार होगा कि वह संस्था की आम सभा का आयोजन किसी जिम्मेदार कर्मचारी के मार्गदर्शन में एवं पदाधिकारियों का विधिवत चुनाव कराया जावेगा।


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ब - प्रबंधकारिणी सभा:

प्रबंधकारिणी सभा की बैठक कम से कम 3 माह में होगी एवं आवश्यकतानुसार कभी भी की जा सकती है तथा बैठक का एजेन्डा तथा सूचना बैठक दिनांक से सात दिन पूर्व कार्यकारिणी के प्रत्येक सदस्य को भेजी जाना आवश्यक होगी। बैठक के कोरम 1/2 सदस्यों की होगी यदि बैठक का कोरम पूर्ण नहीं होता है तो बैठक एक घण्टे के लिये स्थगित कर उसी स्थान पर उसी दिन पुनः की जा सकेगी जिसके लिये कोरम की कोई शर्त नहीं होगी।

स - विशेष:

यदि कम से कम कुल संख्या (कुल सदस्यों की संख्या का) के 2/3 सदस्यों द्वारा लिखित रूप से बैठक बुलाने हेतु आवेदन करे तो उनके दर्शाये विषय पर विचार करने के लिये साधारण सभा की बैठक बुलाई जायेगी। विशेष संकल्प पारित हो जाने पर संकल्प की प्रति बैठक पंजीयक की संकल्प पारित हो जाने के दिनांक से 14 दिन के भीतर भेजा जावेगा। पंजीयक को इस संबंध में आवश्यक निर्देश जारी करने समिति को परामर्श देने का अधिकार होगा।



साधारण सभा के अधिकार व कर्तव्य:

- (क) संस्था के पिछले वर्ष का वार्षिक विवरण प्रगति प्रतिवेदन स्वीकृत करना।
- (ख) संस्था की स्थाई निधि व संपत्ति की ठीक व्यवस्था करना।
- (ग) आगामी वर्ष के लिये लेखा परिक्षकों की नियुक्ति करना।
- (घ) अन्य ऐसे विषयों पर विचार करना जो प्रबंधकारिणी द्वारा प्रस्तुत हो।
- (च) संस्था द्वारा संचालित संस्थाओं के आय-व्यय पत्रकों को स्वीकृत करना।
- (छ) बजट का अनुमोदन करना।

12 - प्रबंधकारिणी का गठन :

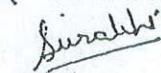
ट्रस्टीज यदि कोई हो समिति के पदेन सदस्य रहेंगे। नियम 5 (अ, ब, स) में दर्शाये गये सदस्यों जिसके नाम पंजी रजिस्टर में दर्ज हो बैठक में बहुमत के आधार पर निर्णायक पदाधिकारियों तथा प्रबंधकारिणी समिति के सदस्यों का निर्वाचन होगा।

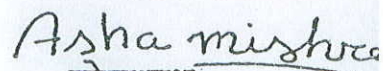
- (1) अध्यक्ष, (2) उपाध्यक्ष, (3) सचिव, (4) कोषाध्यक्ष, (5) संयुक्त सचिव एवं सदस्य-2

13 - प्रबंध समिति का कार्यकाल:

प्रबंध समिति का कार्यकाल 5 वर्षों का होगा। इसके पश्चात समिति, यथेष्ट कारण होने पर उस समय तक जब तक की नई प्रबंधकारिणी समिति का निर्माण नियमानुसार या अन्य


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कारणों से नहीं हो जाता, कार्य करती रहेगी। किन्तु उक्त अवधि 6 माह से अधिक नहीं होगी जिसको अनुमोदन साधारण सभा से कराना अनिवार्य होगा।

14 - प्रबंधकारिणी के अधिकार व कर्तव्य:

- अ- जिन उद्देश्यों की प्राप्ति हेतु समिति का गठन हुआ है उसकी पूर्ति करना यदि आशय की पूर्ति हेतु व्यवस्था करना।
- ब- पिछले वर्ष का आय व्यय का लेखा पूर्णतः परीक्षित किया हुआ प्रगति प्रतिवेदन के साथ प्रतिवर्ष साधारण सभा की बैठक में प्रस्तुत करना।
- स- समिति एवं उसके अधीन संचालित संस्थाओं के कर्मचारियों के वेतन तथा भत्ते आदि का भुगतान करना। संस्था की चल अचल संपत्ति पर लगने वाले कर आदि का भुगतान करना।

द- कर्मचारियों, शिक्षकों, एजेन्टों, प्रबंधकों आदि की नियुक्ति करना।

ई- अन्य आवश्यक कार्य करना जो साधारण सभा द्वारा समय समय पर सौंपे गये हो।

संस्था की समस्त चल अचल संपत्ति समिति के कार्यकारिणी समिति के नाम से रहेगी।

समस्त प्रकार की चल/अचल सम्पत्ति के क्रय एवं इकाइयों के संचालन हेतु, बैंकों/संस्थाओं आदि से ऋण/ अनुदान प्राप्त करना। इस प्रयोजन हेतु अचल सम्पत्ति बंधक करना।

छ- संस्था द्वारा कोई भी स्थावर संपत्ति, रजिस्ट्रार की लिखित अनुज्ञा के बिना विक्रय द्वारा या अन्यथा अर्जित या आन्तरित नहीं की जायेगी।

ज- विशेष बैठक आमंत्रित कर संस्था के विधान में संशोधन किये जाने के प्रस्ताव पर विचार विमर्श कर साधारण सभा की विशेष बैठक में उसकी स्वीकृति हेतु प्रस्तुत होगी। साधारण सभा में कुल सदस्यों 2/3 मत से संशोधन पारित होने पर प्रस्ताव पारित कर पंजीयक को अनुमोदन हेतु भेजा जायेगा।

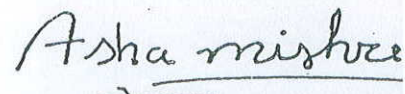
15 - अध्यक्ष के अधिकार:

अध्यक्ष साधारण सभा तथा प्रबंधकारिणी समिति की समस्त बैठकों की अध्यक्षता करेगा तथा सचिव द्वारा साधारण सभा में प्रबंधकारिणी की बैठकों का आयोजन करवायेगा। नियमावली के नियम 14 में वर्णित समस्त अधिकार प्राप्त होंगे। अध्यक्ष का मत विचारार्थ विषयों में अंतिम निर्णयात्मक होगा।

अध्यक्ष को एक समय में किसी भी निर्माण या अन्य कार्य अथवा क्रय का आवश्यकतानुसार सम्पूर्ण भुगतान एवं खर्च करने का अधिकार होगा।


अध्यक्ष


सचिव

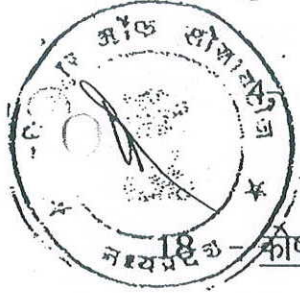

कोषाध्यक्ष

16 - उपाध्यक्ष का अधिकार:

अध्यक्ष की अनुपस्थिति में उपाध्यक्ष द्वारा साधारण सभा एवं प्रबंधकारिणी की समस्त बैठकों की अध्यक्षता करेगा। अध्यक्ष के समस्त अधिकारों का उपयोग करेगा।

17 - सचिव (मंत्री) के अधिकार:

- 1- साधारण सभा एवं प्रबंधकारिणी की बैठक समय समय पर बुलाना और समस्त आवेदन पत्र तथा सुझाव जो प्राप्त हों प्रस्तुत करना।
 - 2- समिति की आय व्यय का लेखा परीक्षण में प्रतिवेदन तैयार करके साधारण सभा के सम्मुख प्रस्तुत करना।
 - 3- समिति के सारे कागजातों को तैयार करना तथा करवाना, उनका निरीक्षण करना व अनियमिततायें पाये जाने पर उसकी सूचना प्रबंधकारिणी को देना।
- सचिव को किसी कार्य के लिये एक समय में रूपये 50,000/- खर्च करने का अधिकार होगा।



18 - कोषाध्यक्ष के अधिकार:

समिति की धनराशि का पूर्ण हिसाब करना तथा सचिव तथा कार्यकारिणी द्वारा स्वीकृत व्यय करना।

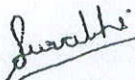
19 - बैंक खाता:

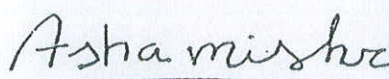
संस्था की समस्त निधि किसी अनुसूचित बैंक या पोस्ट आफिस में रहेगी। धन का आहरण अध्यक्ष एवं सचिव अथवा अध्यक्ष एवं कोषाध्यक्ष के संयुक्त हस्ताक्षरों से होगा। दैनिक व्यय हेतु कोषाध्यक्ष के पास अधिकतम रूपये 1 लाख रहेंगे।

20 - पंजीयक को भेजी जाने वाली जानकारी:

अधिनियम की धारा 27 के अंतर्गत संस्था की वार्षिक आमसभा होने की दिनांक से 45 दिन के भीतर निर्धारित प्रारूप पर कार्यकारिणी समिति की सूची फाइल की जावेगी तथा धारा 28 के अंतर्गत संस्था की परिक्षित लेखा भेजेगी।


अध्यक्ष


सचिव


कोषाध्यक्ष

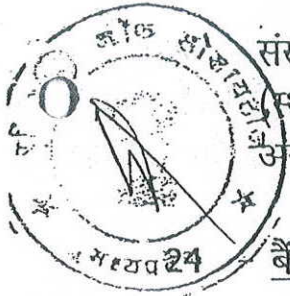
21 - संशोधन:

संस्था के विधान में संशोधन साधारण सभा की बैठक में कुल सदस्यों के 2/3 मतों से पारित होगा। यदि आवश्यक हुआ तो संस्था के हित में उसके पंजीकृत विधान में संशोधन करने के अधिकार पंजीयक फर्म्स एवं संस्थाएं को होगा जो प्रत्येक सदस्य को मान्य होगा।

22 - विघटन:

संस्था का विघटन साधारण सभा में कुल सदस्यों के 3/5 मत से पारित किया जायेगा। विघटन के पश्चात् संस्था की चल अचल संपत्ति किसी सामान उद्देश्यों वाली संस्था को सौंप दी जावेगी। उक्त समस्त कार्यवाही अधिनियम के प्रावधानों के अनुसार की जावेगी।

23 - संपत्ति:



संस्था की समस्त चल व अचल संपत्ति संस्था के नाम से रहेगी। संस्था की अचल संपत्ति (स्थावर) रजिस्ट्रार फर्म्स एवं संस्थाएं की लिखित अनुज्ञा के बिना विक्रय द्वारा, दान द्वारा या अन्यथा प्रकार से अर्जित या आंतरित नहीं की जा सकेगी।

बैंक खाता:

संस्था की समस्त निधि किसी अनुसूचित बैंक या पोस्ट आफिस में जमा करने हेतु खाता खोला जावेगा एवं समय समय पर धन जमा करने व निकालने की प्रक्रिया जारी रहेगी।

25 - पंजीयक द्वारा बैठक बुलवाना:

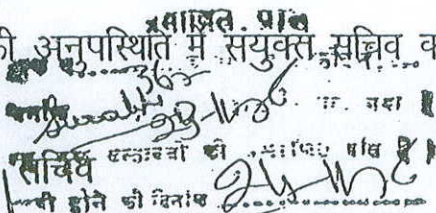
संस्था की पंजीकृत नियमावली के अनुसार पदाधिकारियों द्वारा वार्षिक बैठक न बुलाये जाने पर या अन्य प्रकार से आवश्यक होने पर पंजीयक फर्म्स या संस्थायें को बैठक बुलाने का अधिकार होगा। साथ ही यह बैठक में विचारार्थ विषय निश्चित कर सकेगा।

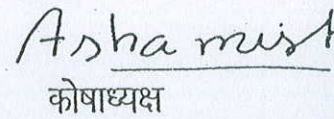
26 - विवाद:

संस्था में किसी प्रकार का विवाद उत्पन्न होने पर अध्यक्ष को साधारण सभा की अनुमति से सुलझाने का अधिकार होगा। यदि इस निश्चय या निर्णय से पक्षों को संतोष ना हो तो वह रजिस्ट्रार की ओर विवाद की निर्णय के लिये भेज सकेंगे। रजिस्ट्रार का निर्णय अंतिम व सर्वमान्य होगा। संचालित सभाओं के विवाद अथवा प्रबंध समिति में विवाद उत्पन्न होने पर अंतिम निर्णय देने का अधिकार रजिस्ट्रार को होगा।

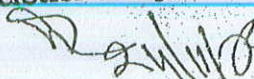
27 - संयुक्त सचिव के कार्य: सचिव की अनुपस्थिति में संयुक्त सचिव कार्य करेगा।


अध्यक्ष


सचिव


Asha Mishra
कोषाध्यक्ष

Asst. Registrar
Societies & Societies Bhopal



भारतीय गैर न्यायिक

दस
रुपये

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TEN
RUPEES

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Firm's & Societies Bhopal
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भारत गणराज्य की न्यायिक

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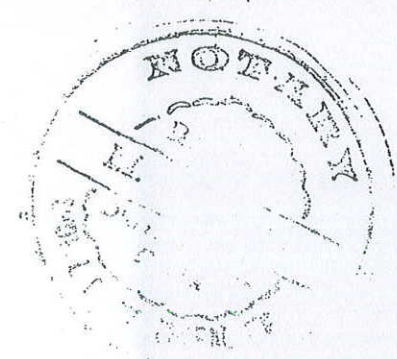
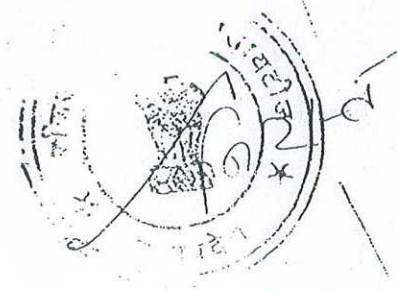
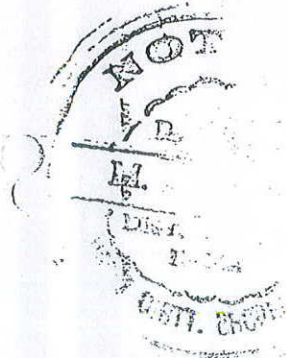


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सी.जी.-डी.एल.-अ.-25022021-225468
CG-DL-E-25022021-225468

असाधारण
EXTRAORDINARY

भाग III—खण्ड 4
PART III—Section 4

प्राधिकार से प्रकाशित
PUBLISHED BY AUTHORITY

सं. 85]

नई दिल्ली, बुधवार, फरवरी 24, 2021/फाल्गुन 5, 1942

No. 85]

NEW DELHI, WEDNESDAY, FEBRUARY 24, 2021/PHALGUNA 5, 1942

अखिल भारतीय तकनीकी शिक्षा परिषद्

अधिसूचना

नई दिल्ली, 24 फरवरी, 2021

अखिल भारतीय तकनीकी शिक्षा परिषद् (तकनीकी संस्थाओं के लिए अनुमोदन की मंजूरी)

(प्रथम संशोधन) विनियम, 2021

फा. सं. अनुमोदन ब्यूरो/अभातशिप/विनियम/2020 (प्रथम संशोधन, 2021).—अखिल भारतीय तकनीकी शिक्षा परिषद् अधिनियम, 1987 (1987 का 52) की धारा 10 और धारा 11 के साथ पठित धारा 23 की उप-धारा (1) के अंतर्गत प्रदत्त अपनी शक्तियों का प्रयोग करते हुए, फाईल संख्या : अनुमोदन ब्यूरो/अभातशिप/विनियम/2020 दिनांक 04 फरवरी, 2020 के द्वारा राजपत्र अधिसूचना अखिल भारतीय तकनीकी शिक्षा परिषद् (तकनीकी संस्थाओं के लिए अनुमोदन की मंजूरी) विनियम, 2020 में संशोधन करते हुए अखिल भारतीय तकनीकी शिक्षा परिषद् (अभातशिप) निम्नलिखित विनियम बनाती है :-

संक्षिप्त नाम, प्रयोज्यता और प्रारंभ :

- इन विनियमों का नाम अखिल भारतीय तकनीकी शिक्षा परिषद् (तकनीकी संस्थाओं के लिए अनुमोदन की मंजूरी) (प्रथम संशोधन) विनियम, 2021 है।
 - ये राजपत्र में इनके प्रकाशन की तारीख से प्रवृत्त होंगे।
 - अखिल भारतीय तकनीकी शिक्षा परिषद् (तकनीकी संस्थाओं के लिए अनुमोदन की मंजूरी) विनियम, 2020 को (इसके पश्चात् इन्हें मुख्य विनियम कहा जाएगा) संशोधित किया जाता है तथा निम्न खण्डों से प्रतिस्थापित किया जाता है :
- खण्ड 1.2 को संशोधित किया जाता है तथा निम्नानुसार प्रतिस्थापित किया जाता है :
 - खण्ड 1.2(छ) को निम्नानुसार पढ़ा जाए :

ALL INDIA COUNCIL FOR TECHNICAL EDUCATION

NOTIFICATION

New Delhi, the 4th February, 2020

**All India Council for Technical Education (Grant of Approvals for Technical Institutions)
Regulations, 2020**

F. No. AB/AICTE/REG/2020.—In exercise of its powers conferred under sub-section (1) of Section 23 read with Sections 10 and 11 of the All India Council for Technical Education Act, 1987 (52 of 1987) and in supersession of the All India Council for Technical Education (Grant of Approvals for the Technical Institutions) Regulations, 2018 notified in the Gazette of India vide F. No: AB/AICTE/REG/2018 dated 31st December, 2018, the AICTE makes the following Regulations:

Preamble:

To regulate/ facilitate in an organized manner, the Technical Institutions in maintaining quality and to follow the norms consistent with the ideals of AICTE and further to create an enabling environment for the Technical Institutions to become high quality Institutions, AICTE, in exercise of powers conferred under sub section (1) of Section 23 read with Sections 10 and 11 of the All India Council for Technical Education Act, 1987, hereby makes the following Regulations namely:—

1**Short Title, Application and Commencement**

- 1.1 These Regulations shall be called the All India Council for Technical Education (Grant of Approvals for the Technical Institutions) Regulations, 2020.
- 1.2 These Regulations are applicable for the applications submitted by the Institutions/ Institutions Deemed to be University offering/ propose to offer a Technical Programme at Diploma/ Post Diploma Certificate/ Under Graduate Degree/ Post Graduate Diploma/ Post Graduate Degree Level as under:
- a. Setting up a new Technical Institution;
 - b. Extension of Approval based on Self-Disclosure;
 - c. Introduction/ Continuation of seats for Non Resident Indian(s);
 - d. Change of Site/ Location;
 - e. Conversion of Diploma Level into Degree Level and vice-versa;
 - f. To start new Programme/ Level in the existing Institutions;
 - g. Merger of Institutions under the same Trust/ Society/ Company operating in the same Campus;
 - h. Extension of Approval of the existing Institutions after a break in the preceding Academic Year/ Restoration of Intake;
 - i. To start Diploma/ Degree in Pharmacy in existing Institutions;
 - j. Introduction/ Continuation of supernumerary seats for Foreign Nationals/ Overseas Citizen of India (OCI)/ Persons of Indian Origin (PIO)/Children of Indian Workers in Gulf Countries;
 - k. Conversion of Women's Institution into Co-ed Institution and vice-versa;
 - l. Increase in Intake/ Additional Course(s);
 - m. Introduction of Integrated/ Dual Degree Course;
 - n. Closure of the Institution;
 - o. Conversion of PGDM Course(s) into MBA Course(s) and vice-versa;
 - p. Closing of MCA Course and Introduction of MBA/ PGDM Course and vice-versa;
 - q. Conversion of Courses into allied Vocational Courses;
 - r. Introduction/ Continuation of Fellow Program in Management;
 - s. Change in the Name of the Course(s)/ Merger of the Courses/ Reduction in Intake/ Closure of Programme(s)/ Course(s);
 - t. Change in the Name of the Institution or affiliating University/Board/ Change of type of Institution;
 - u. Change in the Minority Status of the Institution;
 - v. Change in the Name of the Bank;
 - w. Change in the Name of the Trust/ Society/ Company;
 - x. Extended EoA;
 - y. Collaboration and Twinning Programme between Indian and Foreign Universities/ Institutions in the field of Technical Education, Research and Training;
 - z. Introduction of Open and Distance Learning Courses/ Extension of Approval of the Courses/ Increase in Approved Intake in the Courses/ Introduction of new Courses/ Closure of Courses in Open and Distance Learning mode; and
 - aa. Introduction of Vocational Education Courses/ Extension of Approval of the Courses/ Increase in Approved Intake in the Courses/ Introduction of new Courses/ Closure of Vocational Courses.
- 1.3 These Regulations shall come into force with effect from the date of their publication in the Official Gazette.

- 1.4 In compliance to the order dated 08.11.2019 passed by the Hon'ble Supreme Court of India in CA No.364/ 2005, for the Institutions intending to offer/ offering Courses in Architecture Programme, approval by the Council of Architecture is mandatory, however interested Institutions may apply to the AICTE for approval.

2

Definitions

In these Regulations, unless the context otherwise requires

- 2.1 "Academic Year" means academic activities of the concerned affiliating University/ Board/ Technical Institution in a Year (Odd Semester followed by Even Semester).
- 2.2 "Act" means the All India Council for Technical Education Act, 1987 (52 of 1987).
- 2.3 "Adjunct Faculty" means resource person as per the guidelines specified in the Approval Process Handbook.
- 2.4 "Affidavit" is a written sworn statement of fact voluntarily made by a deponent under an oath or affirmation administered by a person authorized to do so by Law. Such statement is witnessed as to the authenticity of the deponent's signature by a taker of oaths, such as a Notary Public or Commissioner of Oaths.
- 2.5 "AICTE Web-Portal" means the Web site hosted by the Council at URL www.aicte-india.org.
- 2.6 "Applicant" is the one who makes an application to the Council for seeking any kind of approval under these Regulations.
- 2.7 "Approval Process Handbook (APH)" is a Handbook published by AICTE, prescribing norms and procedures for processing of applications submitted for grant of various approvals from time to time.
- 2.8 "Approved Institution" means the Technical Institution approved by the Council.
- 2.9 "Approved Intake" means the maximum number of students that can be admitted in a Course (excluding the Supernumerary Seats) as approved by the Council.
- 2.10 "Autonomous Institution" means an Institution to which autonomy is granted by UGC and is designated to be so by the Statutes of Affiliating University/ Board or by AICTE to Standalone Institutions.
- 2.11 "Break in EoA" means break in the Extension of Approval of the Institution in the previous year(s).
- 2.12 "Build-Operate-Transfer (BOT)" means a project financing, wherein a private entity receives a concession from the public sector to finance, design, construct and operate a facility stated in the concession contract.
- 2.13 "Chairman" means the Chairman of AICTE as described under sub-section 4(a) of Section 3 of AICTE Act, 1987.
- 2.14 "Co-ed Institution" means the Institution admitting male, female and transgender students.
- 2.15 "Commission" means the University Grants Commission (UGC) established under Section 4 of the University Grants Commission Act, 1956.
- 2.16 "Company" means a Company established/ registered under Section 8 of the Companies Act, 2013.
- 2.17 "Competent Authority for Admission" means an Organization that has, the legally delegated authority, capacity, or power to do admission to Technical Institutions in the State Government/ UT concerned.
- 2.18 "Compliance Report" means the Report submitted by the Technical Institution complying with the requirements as specified in the Approval Process Handbook for the deficiencies observed by Expert Visit Committee/ issues mentioned in the Show Cause Notice.
- 2.19 "Constituent College" means an Institution/ Department/ College/ School as a part of the University.
- 2.20 "Council" means All India Council for Technical Education established under Section 3 of the Act.

- 2.21 “Course” means one of the branches of learning in a Programme such as Civil Engineering, Mechanical Engineering, etc.
- 2.22 “Division” means
- a. A batch of a maximum of Sixty (60) seats in Diploma/ Under Graduate Degree Courses in Engineering and Technology/ Hotel Management and Catering Technology/ Post Graduate Courses in MCA/ PGCM/ PGDM/ MBA Programme, excluding supernumerary seats, if any;
 - b. A batch of Sixty (60) seats in Diploma/ Under Graduate Degree Courses and to a maximum of Hundred (100) seats in Under Graduate Degree Courses in Pharmacy Programme, excluding supernumerary seats, if any;
 - c. A batch of a maximum of Forty (40) seats in Diploma/ Under Graduate Degree Courses in Architecture/ Planning Programme, excluding supernumerary seats, if any;
 - d. A batch of a maximum of Thirty (30) seats in Diploma/ Under Graduate Degree Courses in Applied Arts and Crafts Programme, excluding supernumerary seats, if any;
 - e. A batch of a maximum of Thirty (30) seats in Diploma/ Under Graduate Degree Courses in Design Programme, excluding supernumerary seats, if any;
 - f. A batch of a maximum of Thirty (30) seats in Post Graduate Courses in Engineering and Technology/ Planning/ Applied Arts and Crafts/ Hotel Management and Catering Technology Programme, excluding supernumerary seats, if any;
 - g. A batch of a maximum of Twenty (20) seats in Post Graduate Courses in Architecture Programme, excluding supernumerary seats, if any;
 - h. A batch of a maximum of Fifteen (15) seats in Post Graduate Courses in Design Programme, excluding supernumerary seats, if any;
 - i. A batch of a maximum of Fifteen (15) seats in Post Graduate Courses in Pharmacy, Thirty (30) seats in Pharm.D., Ten (10) seats in Pharm.D. (Post Baccalaureate) in Pharmacy Programme, excluding supernumerary seats, if any;
 - j. A batch of a maximum of Sixty (60) seats in Integrated Degree Courses in Engineering and Technology/ Hotel Management and Catering Technology/ MCA Programme and Integrated/ Dual Degree Course in MBA Programme, excluding supernumerary seats, if any;
 - k. A batch of a maximum of Forty (40) seats in Integrated Degree Course in Planning Programme, excluding supernumerary seats, if any; and
 - l. A maximum of Twenty (20) seats per year in Fellow in Management Programme.
- 2.23 “EoA” means Extension of Approval granted by AICTE for the conduct of Technical Programme(s)/ Course(s) to an Institution for that Academic Year.
“Extended EoA” means Extension of Approval granted by AICTE for the conduct of Technical Programme(s)/ Course(s) to an Institution for more than one Academic Year.
- 2.24 “Executive Committee” means the Committee constituted by the Council under Section 12 of AICTE Act, 1987.
- 2.25 “Expert Visit Committee (EVC)” means the Committee constituted by the Regional Officer as per the composition specified in the Approval Process Handbook to verify physically the availability of Infrastructural facilities of an Institution.
- 2.26 “Faculty member” means an individual qualified as per AICTE Regulations, working on Full Time basis in an Institution/ University.
- 2.27 “First Shift timing” means educational activities of the Technical Institution are conducted from 8 am to 3 pm.
- 2.28 “Foreign National” means the Citizen of the Countries other than India who are not of Indian origin as defined under OCI/ PIO.
- 2.29 “Government aided Institution” means Technical Institution that meets 50% or more of its recurring expenditure out of the grant received from the Government or Government Organizations.

- 2.30 “Government Institution” means Technical Institution established and/ or fully maintained by the Government.
- 2.31 “Head of the Institution” means the Vice-Chancellor in case of a University or an Institution Deemed to be University, the Principal/ Director/ such other designation as the administrative Head of the Institution of the Technical Institution referred.
- 2.32 “Institution Deemed to be University” means an Institution for Higher Education so declared, on the recommendation of the Commission, by the Central Government under Section 3 of the University Grants Commission Act, 1956.
- 2.33 “Lateral Entry” means admission of students into the second year of Diploma/ Under Graduate Degree Courses as specified in the Approval Process Handbook.
- 2.34 “Level” means Diploma, Post Diploma Certificate, Under Graduate Degree, Post Graduate Diploma and Post Graduate Degree Programmes.
- 2.35 “Minority Institution” means an Educational Institution established and administered by a minority or minorities and recognized by Competent Authority as Minority Institution upto the duration specified.
- 2.36 “NBA” means the National Board of Accreditation, an autonomous body initially set up by AICTE, registered under Societies Registration Act, 1860.
- 2.37 “Open and Distance Learning (ODL)” mode means a mode of providing flexible learning opportunities by overcoming separation of teacher and learner using a variety of media, including print, electronic, MOOCs, online and occasional interactive face-to-face meetings arranged by an Institution through Learner Support Services to deliver teaching-learning experience, including practical or work experience.
- 2.38 “Part Time timing” means educational activities of the Technical Institution are conducted from 5.30 pm to 9.30 pm and are meant only for working professionals or professionals with at least two years of work experience. Duration of the Course shall be a minimum of one/ two Semester(s) in excess than the Courses conducted in Regular Shift timing.
- 2.39 “Private University” means a University duly established through a State/ Central Act by a sponsoring body viz., a Society registered under the Societies Registration Act 1860, or any other corresponding Law for the time being in force in a State or a Public Trust or a Company registered under Section 8 of the Companies Act, 2013.
- 2.40 “Programme” means the field of Technical Education, i.e. Engineering and Technology, Pharmacy, Architecture and Planning, Applied Arts, Crafts and Design, Hotel Management and Catering Technology, MCA, Management (PGCM/ PGDM/ MBA) and such other Programmes/ areas as notified by AICTE Act, 1987.
- 2.41 “Public Private Partnership (PPP)” means a Partnership based on a contract or concession agreement, between a Government or Statutory entity on the one side and a Private Sector enterprise on the other side.
- 2.42 “Regional Committee (RC)” means a Committee established for each region under Section 14 of AICTE Act, 1987.
- 2.43 “Regular Shift timing” means educational activities of the Technical Institution are conducted from 9 am to 5 pm.
- 2.44 “Restoration of Intake” means restoring back to the “Approved Intake” of the Institution that was existing prior to any penal action.
- 2.45 “Second Shift timing” means educational activities of the Technical Institution are conducted from 12 Noon to 7 pm.
- 2.46 “Self-Financing Institution” means an Institution started by a Trust/ Society/ Company and does not receive grant/ fund from Central/ State Government/ UT for meeting its recurring expenditure.
- 2.47 “Society” means a Society registered under Societies Registration Act, 1860.
- 2.48 “Standalone Institutions” means those Institutions which are not affiliated to any of the University/ Board, but are imparting education by means of conducting regular courses leading to Diploma, Post Diploma Certificate, Post Graduate Certificate and Post Graduate

- Diploma Levels in Management, Travel and Tourism, Innovation and Entrepreneurship, Computer Applications and Design.
- 2.49 “Standing Appellate Committee (SAC)” means a Committee constituted by the Chairman as per the composition specified in the Approval Process Handbook for considering the appeals of the Technical Institutions.
- 2.50 “Standing Complaint Scrutiny Committee (SCSC)” means a Committee constituted by the Chairman as per the composition specified in the Approval Process Handbook for the Scrutiny of Complaints received against the Technical Institutions.
- 2.51 “Standing Hearing Committee (SHC)” means a Committee constituted by the Chairman as per the composition specified in the Approval Process Handbook to review the Reports of the Expert Visit Committee/ replies received for Show Cause Notices.
- 2.52 “State Level Fee Committee” means a Committee notified by the concerned State Government/ UT for Regulation of fee to be charged by the Technical Institutions.
- 2.53 “Supernumerary seats” includes TFW, OCI/ PIO/ Foreign Nationals/ Children of Indian Workers in the Gulf Countries, Lateral Entry, PwD and J&K PMSSS seats notified from time to time, over and above the “Approved Intake”.
- 2.54 “Technical Institution” means an Institution set up by the Government, Government aided and Self-Financing/ Trust/ Society/ Company for conducting Course(s)/ Programme(s) in the field of Technical Education, Training and Research in Engineering and Technology, Pharmacy, Architecture and Planning, Applied Arts, Crafts and Design, Hotel Management and Catering Technology, MCA, Management, and such other Programmes and areas as notified by AICTE Act, 1987.
- 2.55 “Total Approved Intake” includes Intake approved in all the Programme(s)/ Course(s) of an Institution.
- 2.56 “Trust” means a Trust registered under the Indian Trust Act, 1882 as amended from time to time or any other relevant Acts.
- 2.57 “University” means a University defined under Clause (f) of Section 2 of the University Grants Commission Act, 1956.
- 2.58 “University Department” means a Department established and maintained by the University.
- 2.59 Any other word and expression used herein and not defined but defined in the All India Council for Technical Education Act, 1987 (52 of 1987), shall have the same meaning respectively assigned to them in the said Act.

3

Relevance of Grant of Approval

- 3.1 After commencement of these Regulations
- a. New Technical Institutions either by Government/ Government aided or Self-financing Institutions shall be started ONLY after obtaining approval of the Council.
 - b. Existing Government/ Government aided/ Self-financing Institutions/ Institutions Deemed to be Universities (except Category I/ II) shall either conduct/ increase/ reduce the intake in the existing Course(s)/ Programmes or introduce new Programme(s)/ Course(s) at any Level in Regular mode ONLY after obtaining approval of the Council.
 - c. In no eventuality, a Technical Institution without prior approval of AICTE and Affiliating University/ Board concerned, shall be allowed to participate in the counselling and admission process to admit students.
 - d. Affiliating University/ Board shall not enroll students admitted in such Technical Institutions, which do not have requisite prior approval of the Council.
 - e. Central/ State Government/ UT concerned shall not admit students to any Programme of a Technical Institution, which do not have requisite prior approval of the Council.
 - f. Institutions Deemed to be Universities offering Technical Course(s)/ Programme(s) shall not admit students without prior approval of the Council.
 - g. Existing Standalone Institutions/ Institutions Deemed to be Universities shall either conduct/ increase/ reduce the intake in the Open and Distance Learning Courses or introduce Courses at any Level ONLY after obtaining approval of the Council.

- 3.2 a. In view of the large number of vacant seats in various Programmes during the last few years and the likely future demand, the Council shall not grant approval to the New Technical Institutions at the Diploma/ Under Graduate/ Post Graduate Level in Engineering and Technology in line with the recommendations of the Committee set up by AICTE to provide the National Perspective Plan for Technical Programmes. However, establishment of New Technical Institutions in Engineering and Technology shall be permitted only in cases as specified in the Approval Process Handbook from time to time.
- b. Under Graduate Degree Courses with Minor Degree / Hons. in Emerging Areas shall be allowed as specified in the Approval Process Handbook from time to time..
- c. Establishment of New Pharmacy Institutions for offering Diploma/ Degree Courses in Pharmacy shall not be permitted for a period of Two years beginning from the Academic Year 2020-21. However, establishment of New Technical Institutions in Pharmacy shall be permitted only in cases as specified in the Approval Process Handbook from time to time.

4**Generic Conditions for Approval**

- 4.1 a. The Applicants shall not name the Technical Institution in such a way that the abbreviated form of the name of the Technical Institution becomes IIM/ IIT/ IISc/ NIT/ AICTE/ UGC/ MHRD/ GoI. The Applicant shall also not use the word(s) Government/ India/ Indian/ National/ All India/ All India Council/ Commission, anywhere in the name of the Technical Institution and other names as prohibited under the Emblems and Names (Prevention of Improper Use), Act, 1950. Provided that the restrictions mentioned above shall not be applicable, if the Technical Institution is established by Government of India or its name is approved by the Government of India.
- b. The Institutions which were already given approval with those words shall be instructed to change/ drop the word from the Name of the Institution, as the Stake holders may misinterpret them to be Government/ Government Aided Institutions.
If any Institution (other than Government/ Government Aided) continue to use 'Indian', 'National', etc. in the Name of the Institution, the Council shall remove such words while issuing EoA.
- c. Applicants/ Institutions shall not use the names of the Existing Institutions within the State.
- 4.2 MHRD directives such as Scheme of "Sub-Mission on Polytechnics", to establish a Technical Institution in "Educationally Backward Districts/ Left Wing Extremism (LWE) affected" Districts, digital payment for all financial transactions, National Academic Depository (NAD), Study in India and any other scheme(s) shall be complied with, as specified in the Approval Process Handbook.
- 4.3 AICTE does not recognize the Programme(s)/ Course(s) in Technical Education offered through distance mode except Management, MCA and Diploma/ Degree in Travel and Tourism Programmes, with the explicit approval of AICTE.
- 4.4 To maintain the quality of Education, 60% of the eligible Courses in any Technical Institution shall be accredited in the next 3 years time, else EoA shall not be issued by the Council.
- 4.5 For Institutions having Courses with meager admission consistently, appropriate action as specified in the Approval Process Handbook shall be initiated with the approval of the Council.
- 4.6 Supernumerary seats
- a. Fifteen percent (15%) supernumerary seats over and above the "Approved Intake" per Course shall be approved in AICTE approved Institutions and University Departments, for admitting students from Foreign Nationals/ Overseas Citizen of India (OCI)/ Persons of Indian Origin (PIO)/ Children of Indian Workers in the Gulf Countries. One third (1/3rd) of these 15% seats shall be reserved for the Children of Indian Workers in the Gulf Countries.
Any vacant seat in a given Course, out of 1/3rd seats reserved for Children of Indian Workers in the Gulf Countries shall be reverted to the seats of 2/3rd meant for OCI/ PIO/ Foreign Nationals and vice-versa. Further, any vacant seat in the "Foreign Nationals/ Overseas Citizen of India (OCI)/ Persons of Indian Origin (PIO)/ Children of Indian Workers in Gulf Countries" after the last round of the admission of the concerned State

Government/ UT may be filled with NRI seats, subject to the approval from AICTE for the NRI seats and fulfilment of requisite norms as specified in the Approval Process Handbook.

Beside this, any vacant seat in the “Approved Intake” after the last round of the admission of the concerned State Government/ UT, may be filled with NRI/ Foreign Nationals/ Overseas Citizen of India (OCI)/ Persons of Indian Origin (PIO)/ Children of Indian Workers in the Gulf Countries, subject to the approval from AICTE for the above seats and fulfilment of requisite norms as specified in the Approval Process Handbook.

- b. The Council shall permit the Introduction/ Continuation of NRI/ OCI/ PIO/ FN/ Children of Indian Workers in the Gulf Countries seats ONLY in the timing of Regular/ First Shift.
- c. Mandatory provision of supernumerary seats under Tuition Fee Waiver Scheme in all the Courses and Programmes shall be applicable to all Technical Institutions as specified in the Approval Process Handbook.

4.7 Admission under Lateral Entry in Diploma/ Under Graduate Degree Course(s).

- a. Lateral Entry to Second Year Diploma Course(s) shall be permissible up to a maximum of 10% of the “Approved Intake” which shall be over and above, supernumerary to the “Approved Intake”, plus the unfilled vacancies of the First year as specified in the Approval Process Handbook.
- b. Lateral Entry to Second Year Under Graduate Degree Course(s) in Engineering and Technology/ Pharmacy Programme shall be permissible up to a maximum of 10% of the “Approved Intake” which shall be over and above, supernumerary to the “Approved Intake”, plus the unfilled vacancies of the First year as specified in the Approval Process Handbook.
- c. Any Foreign National who has obtained Diploma in a Foreign Institution (having an equivalency Certificate issued by the Association of Indian Universities) or Diploma in an Indian Institution shall also be eligible for Lateral Entry into the Second Year Under Graduate Degree Course(s). The Institutions having approval for the supernumerary seats in such Course(s) are ONLY eligible to admit the Foreign Nationals as per the norms, else the Institution shall apply for the same on AICTE Web-Portal. However, the total Foreign Nationals admitted under supernumerary seats and the Lateral Entry shall not exceed the 15% of the “Approved Intake” in an Academic year.
- d. NRI candidates shall also be permitted for admission in Lateral Entry to Second Year, subject to the approval from AICTE for the NRI seats and fulfilment of requisite norms as specified in the Approval Process Handbook.
- e. Vacant seats arising out of the students withdrawing the admission in the First Year shall also be considered for Lateral Entry.
- f. The Council shall not permit the Introduction or Continuation of Lateral Entry Separate Division in Second Year Engineering and Technology/ MCA Courses.

4.8 The State Government/ UT/ Directorate of Technical Education/ Directorate of Medical Education shall ensure that 10% of reservation for Economically Weaker Section (EWS) as per the reservation policy for admission, operational from the Academic year 2019-20 without affecting the reservation percentages of SC/ ST/ OBC/ General. However, this would not be applicable in the case of Minority Institutions referred to the Clause (1) of Article 30 of Constitution of India.

Such Institution shall be permitted to increase the annual permitted strength over a maximum period of two years beginning with the Academic Year 2019-20.

EWS vacant seats shall be considered for the Lateral Entry to Second Year Course(s) with the same reservation policy for admission.

4.9 Requirements for the new/ existing Institutions/ Institutions Deemed to be Universities conducting Technical Programmes

- a. ALL the Technical Institutions shall fulfil the requisite norms as specified in the Approval Process Handbook.
- b. Documents showing ownership of Land/ Building as per the provisions of Section 8 of the Transfer of Property Act, 1882 or any other Law for the time being in force relating to

transfer of property to or by Companies, Associations or bodies of individuals, in the name of the Applicant in the form of Registered Settlement Deed/ Registered Sale Deed/ Irrevocable Gift Deed (Registered)/ Irrevocable Government/ Private Lease Deed (Registered) (for a period of minimum 30 years with at least 25 years of live Lease at the time of submission of application). However, Private Lease of Building is permissible ONLY for Mega/ Metro Cities due to the scarcity of Land.

Further to that, it shall be open for the Promoter Trust/ Society/ Company of the proposed Institution to mortgage the Land after the receipt of Letter of Approval, only for raising the resources for the purpose of development of the Technical Education Institution situated on that Land. It shall be open for the Promoter Trust/ Society/ Company of the existing Institution to run other Educational Courses/ Institutions in the surplus Land arising out of the prevailing/ reduced norms of Land requirement. However, such surplus Land shall be used as per the Land Use Certificate given to the Trust/ Society/ Company by the concerned authority, subject to such Courses/ Institutions having their own facilities to conduct such Programmes without sharing the essential infrastructure facilities such as Class Room, Laboratory etc. with the already approved Technical Institution. However, common amenities such as Administrative infrastructure, Canteen, Auditorium, Playground, Parking, etc. may be shared, provided it caters to all the students of all the Programmes.

- c. The Promoter Trust/ Society/ Company of a new Technical Institution shall have to construct the required Built-up area for setting up of Institution, as specified in the Approval Process Handbook.
 - d. NOC from Affiliating University/ Board/ State Government/ UT shall be required, as applicable, for such applications as specified in the Approval Process Handbook.
- 4.10 The Institutions shall not directly or indirectly, demand or charge or accept, capitation fee or demand any donation, by way of consideration for admission to any seat in any Course.
- 4.11 Course(s) conducted in the timing of Part time are permitted with the rationale that the existing facilities of the same Course(s) offering in the timing of Regular/ First Shift shall be utilized. Therefore, Course(s) shall not be conducted in the timing of Part Time, if the Institution is not offering the same Course(s) in the timing of Regular/ First Shift or other Level (Diploma/ Under Graduate Degree) of the same Programme.
- 4.12 The Council shall not permit the Post Graduate Course(s) (except MCA and Management), if the Institution is not offering an Under Graduate (Core) Course in the same Programme. However, the same is permitted to State/ Central Universities or Autonomous Government Institutions offering Only Post Graduate Courses in Engineering and Technology.
- 4.13 The Council shall not permit the conduct of PGDM and MBA Courses in the same Institution.
- 4.14 In general, the teaching learning process shall take place either in the form of “face to face” mode in a class room (Regular Course) or “Open and Distance Learning” mode by providing flexible learning using a print, electronic, MOOCs, online and occasional interactive face-to-face meetings.
- The Courses offered in the timings of Regular Shift, First Shift, Second Shift and Part Time shall be considered as Regular Courses. The Institutions shall have to fulfil all facilities such as Infrastructure, Faculty and other requirements to offer the Regular Courses as per the norms specified in the Approval Process Handbook for the Total Approved Intake and the Institutions may conduct the Courses in the timings of Regular Shift, First Shift, Second Shift and Part Time not exceeding the “Approved Intake” of each Course, as per the convenience of all stakeholders. All such Institutions shall create the necessary Faculty, Infrastructure and other facilities within 2 Years to fulfil the norms. Student enrolment details shall be uploaded in the Web-Portal.
- The Institutions shall run Skill Development Courses, Student Developmental Activities such as Research Park, Start-up Centre, Innovation Club, Entrepreneurship, etc. in the excess Built-up area.
- 4.15 The AICTE approved Institutions shall be permitted to collaborate with each other for Student Exchange Programme so that the students admitted in an Institution may spend one Semester in another Institution.

- 4.16 An Institution can only allow up to 20% of the total Courses being offered in a particular Programme in a Semester through the Online Learning Courses provided through SWAYAM platform as per the AICTE (Credit Framework for online learning course through SWAYAM) Regulations, 2016.

5 **Submission of the applications**

- 5.1 Application for grant of approval under these Regulations shall be made by any of the following:
- a. The Chairman/ Secretary in case of the Trust/ Society/ Company;
 - b. An Officer authorized by the concerned Central/ State Government/ UT in case of Central or State Government/ UT Administration or a Society/ Trust registered with them; and
 - c. An Officer authorized by the Trust/ Society/ Company/ Central/ State Government/ UT under Public Private Partnership or Build Operate Transfer (BOT) mode made by them, as the case may be.
 - d. Principal/ Director of the Technical Institution or Head of the Institution or an Officer of the Institution duly authorized by the Promoter of such Institution or Chairman/ Secretary in case of the Trust/ Society/ Company or Vice Chancellor/ Registrar of Institution Deemed to be University.
- 5.2 A Company having any foreign equity directly or indirectly as shareholding shall not be permitted to apply for setting up a Technical Institution.
- 5.3 Central, State and Private Universities may apply for approval by providing Infrastructure and other requirements as specified in the Approval Process Handbook.
- 5.4 a. Institutions Deemed to be Universities shall seek prior approval of the Council under Clause 1.2 of these Regulations. The requirements, eligibility and procedure shall be as specified in the Approval Process Handbook.
- Further to that, the Institution Deemed to be Universities shall also have to fulfil the norms as per UGC Regulations.
- b. Universities seeking approval for the first time from AICTE shall submit an application as a new Technical Institution for all their existing Technical Programme(s) and Course(s). Institution Deemed to be University having multiple Campuses/ Off Campuses/ Constituent Colleges shall apply separately for approval.
- 5.5 The Council shall publish, from time to time, Approval Process Handbook detailing the documents to be attached to the application, the Technical Education Regulatory (TER) Charges to be remitted, the norms and standards, requirements and the procedure by which the applications are processed for grant of approval of the new/ existing Institutions.
- 5.6 a. The Applicant for setting up a New Technical Institution shall obtain a unique USER ID following the procedure specified in the Approval Process Handbook.
- The Applicants/ existing Institutions shall be required to submit online application for the cases listed in Clauses 1.2 of these Regulations using their unique USER ID allotted to them by remitting the prescribed Technical Education Regulatory (TER) Charges as specified in the Approval Process Handbook through AICTE's payment gateway on the Web-Portal, failing which the application shall not be considered.
- b. Only those applications submitted within the cut-off date, including payment shall be considered for processing.
 - c. The Web-Portal permits the generation of Deficiency Report for the applications.
 - d. The Applicants shall edit the data till the final submission of the application on the Web-Portal.
- After pressing the "submit" tab, the data shall not be allowed for any further editing till the processing of the application is completed.
- e. If an Applicant/ Institution has wrongly submitted an application, the same shall be processed as per the procedure specified in the Approval Process Handbook.
 - f. After the submission of the application, if an Applicant intends to revoke the application for a specific purpose (other than Extension of Approval) or withdraw the application for

Closure of the Institution/ Programme(s)/ Course(s), the same shall be processed as per the procedure specified in the Approval Process Handbook.

- g. Applicants have to upload documents in the Web-Portal/ submit to the Scrutiny/ Re-Scrutiny Committee/ Expert Visit Committee, as applicable, as specified in the Approval Process Handbook.
- h. An Affidavit shall be submitted/ uploaded by the Applicants in the Format as specified in the Approval Process Handbook, on a Non-Judicial Stamp Paper of ₹100/- duly sworn before a First Class Magistrate or Notary or an Oath Commissioner, inter alia, stating that the information given in the application is true and that if it is found at any time that any part of the information has been suppressed and/or misrepresented and/or the information given in the application is false, the Council shall be free to take action including Withdrawal of Approval/ not considering for grant of approval and/ or any other legal action as it may deem fit.
- i. In case of rejection of an application, the applicable TER Charges shall be refunded as specified in the Approval Process Handbook.
- j. The applications eligible to submit “Year round” along with the applicable TER Charges as specified in the Approval Process Handbook shall make payment through online mode.
The applications submitted after the cutoff date mentioned in the Public Notice shall not be processed during the current Academic Year, but shall be processed for the successive Academic Year only.

6

Processing of the applications and Grant of Approval

6.1 The applications received shall be processed as per the norms and procedures specified in the Approval Process Handbook as notified by the Council from time to time, in addition to the existing Central, State and Local Laws.

6.2 For setting up a new Technical Institution

- a. The State Government/ UT and the Affiliating University/ Board shall forward their views on the applications received under Clause 1.2. a of these Regulations to the concerned Regional Office, not later than one week from the last date of submission of application as notified.

In the absence of the receipt of views from the State Government/ UT/ Affiliating University/ Board on the application, the Council shall proceed for further processing.

- b. The applications received under Clause 1.2. a of these Regulations, shall be processed by a Scrutiny Committee/ Re-Scrutiny Committee duly formed by the Regional Officer as per the composition as specified in the Approval Process Hand Book, for issue of Letter of Intent (LoI) and the Applicant shall present all the original documents along with self-attested copies to the Committee. Applicants are advised to adhere to Scrutiny schedule and not to remain absent.

The Applicant, if interested to start the Institution in the current Academic Year itself, shall submit a Resolution to that effect to Scrutiny/Re-Scrutiny Committee.

- c. The recommendations of the Scrutiny/ Re-Scrutiny Committee shall be placed before the Regional Committee for its recommendation and further placed before the Executive Committee for approval or otherwise.
- d. In case of new Technical Institutions, the Council if deems fit shall grant approval to issue the Letter of Intent (LoI) for the given Academic Year, the same shall be valid for two Academic Years.

Within the validity period, after the establishment of Infrastructure facilities as per the requirements, the Applicant shall apply on AICTE Web-Portal for the Letter of Approval anytime in the year. In case of the Applicant expressing interest in getting Letter of Approval (LoA) in the current Academic Year itself, the same shall be processed further by an Expert Visit Committee.

Expert Visit Committee formed by the Regional Officer as per the composition as specified in the Approval Process Hand Book shall verify physically the availability of infrastructural facilities of the Institution.

On expiry of the validity, the Letter of Intent (LoI) issued stands cancelled and the Applicant shall make a fresh application for the issuance of Letter of Intent (LoI).

- e. The recommendations of the Expert Visit Committee shall be placed before the Regional Committee for its recommendation and further placed before the Executive Committee for approval or otherwise.
- f. Regional Officer concerned while forwarding the recommendations of the Regional Committee to Approval Bureau of AICTE, for placing before the Executive Committee, shall verify that the processes and parameters prescribed under these Regulations and Approval Process Handbook are followed by the Scrutiny/ Re-Scrutiny Committee and Expert Visit Committee (as applicable) and the Regional Committee.

The Approval Bureau of AICTE shall also verify that the processes and parameters prescribed under these Regulations and Approval Process Handbook are followed by the Scrutiny/ Re-Scrutiny Committee and Expert Visit Committee (as applicable) and the Regional Committee.

- g. The decision of the Executive Committee shall be uploaded on the Web-Portal in the form of a Letter of Intent (LoI)/ Letter of Approval (LoA) or Letter of Rejection (LoR) with the specific reasons for rejection of the application.
- h. Applicants for starting new Technical Institutions other than Government/ Government aided Institutions whose applications are recommended for Letter of Approval (LoA) by the Executive Committee shall be informed for the creation of Security Deposit.

The existing Institutions approved by the other Regulatory Bodies, applying for the first time to the Council for approval and are in existence for more than 10 years are exempted from the payment of Security Deposit.

The Applicant shall submit the payment proof of the Security Deposit along with an Affidavit within 15 days from the date of intimation to the concerned Regional Office, else a penalty of 10% and 50% of the value of the Security Deposit shall be imposed upto 31st May and 31st July of the Calendar Year respectively, beyond which the approval shall be withdrawn.

- i. The online Security Deposit amount created by the Technical Institution with AICTE shall be permitted to be withdrawn after a term of 10 years or in case of the Closure of the Programme/ Institution, subject to the submission of relevant documents. The interest accrued on the Security Deposit shall be credited to the Council and shall be utilized by AICTE for Institutional Development activities, Quality Improvement Programme for Faculty and giving scholarships to students, etc. However, the term of the Security Deposit could be extended for a further period as may be decided on case to case basis and/or forfeited in case of any violation of norms, conditions and requirements and/or Non-performance by the Institution and/or complaints against the Institution.
- j. Validity of the Letter of Approval for the new Technical Institutions, if issued, shall be for two Academic Years from the date of issue of Letter of Approval, only for obtaining affiliation from the respective University/ Board and fulfilling State Government/ UT requirements for admission in the current Academic Year.

ALL the Applicants issued LoA for starting the new Technical Institutions shall apply on AICTE Web-Portal for Extension of Approval as specified in the Approval Process Handbook from the next Academic Year onwards, irrespective of the admission of the students or otherwise.

On expiry of the validity of two Academic Years, the LoA issued stands cancelled, if no students were admitted in the Institution and the Applicant shall make a fresh application for the issuance of Letter of Intent.

- k. New Technical Institutions granted Letter of Approval and existing Institutions granted approval for introduction of new Course(s), Division(s), Programme(s), variation in intake capacity shall comply with appointment of Faculty and Principal/ Director as the case may be, as per the policy of the Council.

Institutions other than Minority Institutions shall appoint Faculty/ Principal/ Director and other technical supporting staff and administrative staff strictly in accordance with the

methods and procedures of the concerned Affiliating University/ Board/ State Government/ UT particularly in case of selection procedures and selection Committees.

The information about these appointments of staff in the prescribed format shall be uploaded on the Web-Portal of AICTE.

- l. An Expert Visit Committee may be conducted any time before the first batch of students have passed out, to verify the fulfilment of the norms as specified in the Approval Process Handbook.
- m. Applicants issued Letter of Intent (LoI) but rejected after the Expert Visit Committee shall inform the Council about their readiness of infrastructure after making the relevant payment through online as an additional TER Charges for the conduct of Expert Visit Committee, the same shall be processed for the next Academic Year. However, one Expert Visit Committee per year only shall be permissible within the validity period of Letter of Intent (LoI).

6.3

For the existing Institutions

- a. For applications submitted under Clause 1.2, the Council shall grant the desired approval, only after confirming that the Applicant had fulfilled all the norms and standards through the procedure as specified in the Approval Process Handbook. The Council reserves the right to inspect and if any of the information submitted is found to be false, shall initiate penal action as specified in the Approval Process Handbook.
- b. In case of the existing Institutions, if an EVC was conducted or Show Cause notice was issued, the same shall be placed before the Standing Hearing Committee (SHC) as applicable and processed as per the procedure specified in the Approval Process Handbook. If the Institution is aggrieved by the decision of the Executive Committee, the Institution shall have the right to appeal once to the Council, as per the procedure specified in the Approval Process Handbook.
- c. If the application for the Conversion of Women's Institution into Co-ed Institution and vice-versa/ Conversion of Diploma Level into Degree Level and vice-versa/ To start new Programme/ Level is not approved, EoA of the Institution shall be issued, however, the deficiencies noted by the Scrutiny/ Re-Scrutiny/ Expert Visit Committee shall be fulfilled before the issue of EoA for the next Academic Year.

- d. The application for the Closure of Institution shall be valid for the duration of the respective Programme offered by the Institution within which the Institution should submit the required mandatory documents. Else, AICTE may close the Institution with the intimation to the Affiliating University/ Board and the State Government/ Union Territory and shall issue a Public Notice regarding the same.

The application for the Closure of the Programme(s)/ Course(s) shall be valid for the duration of the respective Course offered by the Institution within which the Institution should submit the required mandatory documents. Else, AICTE shall initiate appropriate action to close the Programme(s)/ Course(s).

- e. Change in name of the Trust/ Society/ Company including merger of two or more Trusts/ Societies/ Companies having the same common objects of education etc. shall be permitted as per the respective Laws laid down in the Acts.

A Trust/ Society may create a new Company to hold their assets, and once the transfer of assets is complete, the Trust/ Society may be dissolved and the ownership may be transferred to the Company. Such viability shall vary depending on the jurisdiction and context.

- f. Institutions shall be eligible for new Course(s)/ expansion of existing Course(s), equal to the number of valid NBA accredited Course(s), limited to a maximum of FOUR within the definition of Division/ Programme/ Level.

Increase in Intake/ Additional Course in Under Graduate Degree/ Post Graduate Degree Level in Engineering and Technology shall be permissible only in EMERGING AREAS.

- g. Institutions having an "Approved Intake" less than a Division size in any of the Course(s) as prescribed by the Council may apply for intake of full Division size themselves and shall maintain Faculty: Student ratio accordingly, without NBA accreditation/ NOC from Affiliating University/ Board/ State Government/ UT, subject to "Zero Deficiency" based

on Self-Disclosure on AICTE Web-Portal. However, this is not applicable in case of Institutions under penal action.

- h. Institutions may apply for reduction in Intake in any of the Course(s) within a Division by themselves in AICTE Web-Portal and maintain Faculty: Student ratio accordingly without NOC from affiliating University/ Board/ State Government/ UT and the reinstatement shall be permitted within a Division without NBA. Institutions may apply for reinstatement for the same by themselves in AICTE Web-Portal.
- i. The existing Institutions having total “Approved Intake” equal to/ less than the “Maximum Intake Allowed”/ Institutions not eligible to apply for NBA accreditation, shall be permitted to increase (without NBA accreditation) in the same Level in the same Programme (Diploma/ Under Graduate/ MCA/ Management) upto the “Maximum Intake Allowed” in each Programme as that of a new Technical Institution, as per the Approval Process Handbook, subject to “Zero Deficiency” based on Self-Disclosure on AICTE Web-Portal.
- j. The existing Institutions having total “Approved Intake” exceeding the “Maximum Intake Allowed” seeking for approval for Increase in Intake/ Additional Course(s) (without NBA accreditation) in the same Level in the same Programme (Diploma/ Under Graduate/ MCA/ Management) shall have to apply for the Closure of Course(s) as per the Procedure and shall apply for increase in Intake/ Additional Course(s) in lieu of the same, without exceeding the total “Approved Intake” as well as the number of Courses/ Divisions as specified in the Approval Process Handbook, subject to “Zero Deficiency” based on Self-Disclosure on AICTE Web-Portal.

Increase in Intake/ Additional Course in Under Graduate Degree in Engineering and Technology shall be permissible only in EMERGING AREAS.
- k. The Institutions applying for new Course(s) at the Post Graduate Level for the Programmes not falling under the purview of NBA, shall be eligible for the same only after two batches of students pass out. Such Institutions shall be permitted for new Course(s) to a maximum of FIVE Courses/ Divisions, subject to “Zero Deficiency” based on Self-Disclosure on AICTE Web-Portal. However, for every Post Graduate Course, there should be at least one Professor with Ph.D. qualification.

As and when such Programmes are considered by the NBA for accreditation, the Institutions who have been approved by the AICTE to run such Course(s) at the Post Graduate Level shall obtain NBA accreditation within two years.
- l. The existing Institutions offering Degree Pharmacy Programme shall only be permitted to introduce Pharm.D. Course based on a valid NBA accredited Course, subject to “Zero Deficiency” based on Self-Disclosure on AICTE Web-Portal. However, the Institutions already offering Pharm.D. with the approval of PCI (prior to 2018) shall be processed without NBA accreditation.
- m. Well performing Institutions providing quality Technical Education through accreditation of Courses by NBA/ UGC approved academic autonomy/ AICTE approved Graded Autonomy to Standalone Institutions, shall be duly recognized by AICTE and considered for grant of approvals for Extended EoA as specified in the Approval Process Handbook. Institutions approved for extended EoA are waived from paying TER Charges for Extension of Approval (EoA) ONLY for the extended years. However, such Institutions are required to submit the application for EoA and duly fill all the data and maintain ALL the norms and standards as specified in the Approval Process Handbook.
- n. The Institution shall be given an opportunity to comply the deficiencies, if any, before the Scrutiny/ Re-Scrutiny Committee, to fulfil the criteria of “Zero Deficiency” based on Self-Disclosure, for processing the application, as applicable.
- o. Applicants, whose applications are recommended for a new Programme shall create the Security Deposit as specified in the Approval Process Handbook. The Applicant shall submit the payment proof of the Security Deposit along with an Affidavit within 15 days from the date of intimation to the concerned Regional Office, else a penalty of 10% and 50% of the value of the Security Deposit shall be imposed upto 30th May and 31st July of the Calendar Year respectively, beyond which the approval shall be withdrawn.

- 6.4 The uploading of the Scrutiny/ Re-Scrutiny/ Expert Visit Committee Report shall be done by the concerned Regional Office.
- 6.5 If any member of the Scrutiny/ Re-Scrutiny/ Expert Visit Committee is unable to attend or refuses or incapacitated to take part in the Committee, then Regional Officer with prior or post-facto approval of the Member Secretary, AICTE shall opt to choose another expert from the approved panel of the experts manually.
- 6.6 Institution Deemed to be University
- a. The Council shall approve the Technical Programme(s)/ Course(s) offered by the Institutions Deemed to be Universities falling under Category I/ II as notified by UGC. Such Institutions Deemed to be Universities shall have to adhere to the norms and standards as specified by AICTE from time to time and an Affidavit to this effect shall be submitted to AICTE and UGC.
- The application submitted by an Institution Deemed to be University falling under Category III as notified by UGC shall be processed as per the procedure mentioned in Clause 6.2/ 6.3 (as applicable) of these Regulations.
- b. Universities shall also submit applications for other Categories in Clause 1.2 of these Regulations. The requirements, eligibility and procedure shall be as per the concerned Clauses of the Approval Process Handbook. However, Expert Visit Committee for the Introduction of supernumerary seats for OCI/ PIO/ Foreign Nationals/ Children of Indian Workers in the Gulf Countries for Category I/ II Universities shall be exempted.
- c. State University/ Central University/ Institution Deemed to be University (Government) are not required to pay the Security Deposit.
- Institution Deemed to be University (Private)/ Private Universities which were in existence for more than 10 years with UGC are exempted from the payment of Security Deposit.
- Universities which were granted approval from AICTE earlier as a Technical Institution and created Security Deposit and got released after the maturity period are not required to pay the Security Deposit, else the University shall pay the Security Deposit for the remaining period of 10 years, as applicable.
- d. Institutions Deemed to be Universities offering Technical Programme(s) approved by the Council, falling under Category I/ II as declared by UGC shall have to submit an application to the Council indicating the increase in Intake in the Courses/ New Course(s) in emerging areas. The Council shall be granting approval to those Courses. However, such Universities shall have to update the data in AICTE Web-Portal on annual basis and comply the norms and standards as specified by AICTE from time to time. The University shall annually submit Affidavit to AICTE and UGC to this effect. If any complaints are received about the violation of the norms, AICTE shall inspect the University and inform the UGC to take appropriate action. In case of Institution Deemed to be University, the action as specified in the Approval Process Handbook shall be initiated and informed to the UGC.
- e. Universities that have been recognized as an Institute of Eminence by the Ministry of HRD, Government of India shall be exempted from the annual approval process and accorded approvals for offering Technical Programmes/ Courses. However, such Universities shall have to update the data in AICTE Web-Portal on annual basis and comply the norms and standards as specified by AICTE from time to time. The University shall annually submit Affidavit to AICTE and UGC to this effect. If any complaints are received about the violation of the norms, AICTE shall inspect the University and inform the MHRD and UGC to take appropriate action. In case of Institution Deemed to be University, the action as specified in the Approval Process Handbook shall be initiated and informed to the MHRD and UGC.
- 6.7 Open and Distance Learning Courses
- The applications submitted by the Standalone Institutions/ Institutions Deemed to be Universities for conducting Courses in Open and Distance Learning mode shall be processed as per the norms and procedure specified in the Approval Process Handbook. Further, the Institutions shall submit the application to the Council every year for the Extension of Approval of the Courses/ Increase in Approved Intake in the Courses/ Introduction of new Courses/ Closure of Courses in Open and Distance Learning mode.

- 6.8 Vocational Education Courses
The applications for the introduction of Vocational Education Courses shall be processed as per the procedure specified in the Approval Process Handbook and all other norms and standards as notified in NSQF Regulations and SAMVAY from time to time. Further, the Institutions shall submit the application to the Council every year for the Extension of Approval of the Courses/ Increase in Approved Intake in the Courses/ Introduction of new Courses/ Closure of Vocational Education Courses.
- 6.9 The applications submitted under Clause 1.2 of these Regulations shall be processed as per the procedure specified in the Approval Process Handbook. The consolidated list of all the Institutions with the “Approved Intake” shall be placed by the Approval Bureau before the Executive Committee/ Council for the grant of Extension of Approval as applicable for the Technical Institutions to continue to conduct Technical Programme(s) and Course(s). The decisions taken by the Executive Committee are ratified by the Council.
The same shall be notified on the Web-Portal. Further the Institution shall download the Extension of approval letter along with “Approved Intake” through the Institution login.
All Orders shall be uploaded by 30th April of the Calendar Year and the detailed speaking orders (in case of reduction in intake, No Admission, etc.) shall be uploaded in the Web-Portal not later than 15th May of the Calendar Year.
- 6.10 The Council shall not grant any conditional approval to any Institution.
- 6.11 AICTE shall also conduct inspections from time to time with or without notifying the dates, in such cases where specific complaints of falsification of documents, misrepresentation, violation of norms of standards, malpractices, etc. are received.
Institutions at random would be subjected to surprise inspection for the fulfilment of the norms of Approval Process Handbook and appropriate action including Withdrawal of Approval and any other action deemed necessary, shall be initiated against the Applicants, as the case may be.
- 6.12 For the Programmes/ Courses of the Institutions whose approval is withdrawn/ suspended by the Council, the concerned State Government/ UT shall redistribute the students to other nearby AICTE approved Technical Institutions affiliated to the University/ Board and the Council shall allow supernumerary seats in such Institutions to accommodate the redistributed students appropriately till they complete the Programmes/ Courses.
- 6.13 Directorate of Technical Education/ State Government/ UT/ Affiliating University/ Board shall download the intakes for various Courses for the Institutions under their jurisdiction, from Web-Portal through their login.
- 6.14 Student’s eligibility for admission to all the Programmes/ Courses shall be as specified in the Approval Process Handbook and as per the reservation policy of the Central Government/ respective State Government/ UT, as the case may be.
Any Foreign National who had obtained School Leaving Certificate/ Diploma/ Degree in a Foreign Institution shall produce an Equivalency Certificate issued by the Association of Indian Universities for admission to an Institution/ University in India.
The commencement and end of Classes for the academic sessions for all the Courses/ Programmes/ Levels shall be followed as specified in the Approval Process Handbook.
- 6.15 Any Institution offering Technical Programme(s)/ Course(s) without approval of the Council shall be termed as unapproved Institution.

7**Appeal before Standing Appellate Committee**

- 7.1 An Institution/ Applicant, if aggrieved by the decision of Executive Committee shall have the right to appeal once to the Council, within 7 days from the date of uploading of LoR. All the appeals submitted by the Applicants/ Institutions shall be placed before the Standing Appellate Committee. The final decision of the Council shall be uploaded on or before 30th April of the Calendar Year.
- 7.2 An Officer of the Council shall place the records before the Standing Appellate Committee. Two representatives of the Institution shall be invited to present their case along with the compliance and supporting documents before the Standing Appellate Committee.

- 7.3 The recommendations of Standing Appellate Committee shall be placed before the Council, whose decision shall be final.
- 7.4 The decision of the Council about the grant of approval or otherwise shall be communicated to the Applicant through Web-Portal on or before 30th April of Calendar Year, with the reasons for rejection of the application.
- 8 Time Limit for the grant of LoA/ EoA**
- LoA/ EoA shall not be granted after 30th April of every Calendar Year in view of the order dated 13.12.2012 passed by the Hon'ble Supreme Court of India in CA no.9048/2012 titled as Parsvanath Charitable Trust and others Vs AICTE and Ors.
- In case, the deficiencies are complied with subsequently during the Academic Year, the approval shall be granted under extraordinary circumstances, for the next Academic Year.
- 9 Requirements to be fulfilled after the grant of Approval**
- 9.1 All Technical Institutions shall upload the information in respect of their Director/ Principal, Faculty members and students admitted in each Course in the format available on the Web-Portal of the Council and update the information from time to time. Scanned copies of PAN Card, Adhaar Card (if available) and Form 16 of all the faculty members shall also be uploaded on the Web-Portal.
- 9.2 The Institutions shall adopt the minimum standards and qualifications as specified in the Approval Process Handbook. However, Institutions Deemed to be Universities/ Institutions having Accreditation/ Autonomy status shall surpass the minimum standard and qualifications specified.
- 9.3 The Applicants are expected to provide the Council true and complete information and documents required for various purposes. If the information given and/or the documents provided to the Council are found to be false, incomplete and/or the Applicants have failed to disclose factual information and/or suppressed/ misrepresented the information, the Council shall initiate action including Withdrawal of Approval/ any other action as deemed necessary against the Applicants.
- If any document submitted is found to be fraudulent, criminal case shall be filed against the Principal of the Institution and the Chairman/ Secretary of the Trust/ Society/ Company.
- 9.4 In the event of denial of Extension of Approval for the existing Courses or grant of Extension of Approval as per the Clauses 6.11 and 9.3 of these Regulations, such Institutions shall not be considered for Extension of Approval till such proceedings are settled and the Promoters/ Institutions are cleared of the charges of violations.
- 10 Release of Security Deposit**
- The Trust/ Society/ Company shall apply online and upload/ submit the relevant documents in AICTE Web-Portal for the release of the Security Deposit and the same shall be processed as per the procedure specified in the Approval Process Handbook.
- 11 Action in case of violation of Regulations**
- 11.1 An Institution offering any Technical Programme in violation of these Regulations shall be liable for initiation of legal action including Withdrawal of Approval, if any, and/or legal criminal action by the Council against the Institution and/or its Promoter Trust/ Society/ Company and individuals associated, as the case may be.
- 11.2 If any Technical Institution contravenes any of the provisions of relevant Regulations, the Council after making appropriate inquiry through Standing Hearing Committee (SHC) and after providing an opportunity of being heard through the Standing Appellate Committee (SAC) shall withdraw the approval granted. In case of Withdrawal of Approval to the Institution, the Technical Institution/ Trust/ Society/ Company shall apply afresh for approval after completion of two Academic Years for setting up a New Technical Institution as per the procedure specified in the Approval Process Handbook.
- 11.3 In case of any litigation pertaining to the penal action initiated by the Council for an Institution, for the contravention of any of the relevant Regulations, such Institution shall have to apply as specified in the Approval Process Handbook, as applicable in the next Academic Year in AICTE Web-Portal, in the absence of any specific court order to the contrary.

- 11.4 Penal Action in case of Violation of the Regulations/ Approval Process Handbook
- a. Non-Submission/ Submission of incomplete application for Extension of Approval
 - b. Non-Fulfilment of the requirement of qualified Principal/ Director
 - c. Non-Fulfilment of Faculty: Student ratio, not adhering to the pay scales and/or qualifications prescribed for Faculty
 - d. Non-Fulfilment in Computer, Software, Internet, Printers, Laboratory Equipment, Books, Journals and Library facilities requirements, etc.
 - e. Non-Fulfilment of Essential requirements for Technical Institution
 - f. Non-Fulfilment of Location/ Built-up Area/ Land as specified in the Approval Process Handbook at the time of year of establishment or the current Academic Year
 - g. Excess admission
 - h. Charging excess fee than the fee prescribed by the concerned State/ Fee Regulatory Committee
 - i. Institutions not allowing Expert Visit Committee for physical verification of Infrastructural facilities/ Institutions not having Occupancy Certificate/ Completion Certificate/ Building License/ Form D/ Barrier free environment/ Institutions Deemed to be Universities not having NAD/ Institutions demanding for the Original Degree Certificates from the Faculty members at the time of joining the Institution
 - j. Violation of norms of admission by the Institutions/ Universities conducting PGDM/ PGCM Courses/ PGDM Institutions not having NAD or Institutions offering PGDM Course(s) in Regular or ODL mode not uploading student enrollment data and list of students completed the Course(s) successfully along with their CGPA/ % of marks in the AICTE Web-Portal
 - k. The Institutions violating the Regulations/ Approval Process Handbook as above shall be liable to any one or more of the following punitive actions as specified in the Approval Process Handbook, by the Council:
 - i. Suspension of approval for NRI and supernumerary seats for one Academic Year
 - ii. Five times the total fees collected per student shall be levied against each excess admission
 - iii. Reduction in “Approved Intake”
 - iv. No admission in one/ more Course(s) for one Academic Year
 - v. Not eligible to receive any grant from AICTE
 - vi. Withdrawal of approval for Programme(s)/ Course(s)
 - vii. Withdrawal of approval of the Institution
 - viii. Withdrawal of graded autonomy granted by the Council

The Council may initiate penal action for not regularizing and ensuring the timely and full payment of the salary of the Staff through Electronic Clearing Service (ECS) by nationalized banks.
- 11.5 Institutions not following the guidelines issued by the Council regarding refund of fee for cancellation of admission or delaying refunds/ violating the norms in case of Collaboration and Twinning Programmes shall be liable to punitive actions as specified in the Approval Process Handbook by the Council.
- 11.6 AICTE shall initiate appropriate penal action, if Plagiarism is found in the academic, research, project work, journal publication, etc. of the Institutions. Each Institution shall have a Plagiarism Software to check the integrity of the work of the students and Faculty by ensuring that all content is unique.
- 11.7 If any of the information mentioned in the Affidavit is proved as false, legal action including penal action shall be initiated on the deponent.
- 11.8 In case of Institutions where FDRs were encashed before the date of maturity or not depositing the required Security Deposit at the time of LoA, a penalty of 10% of the value of the FDR shall be imposed. However, Institutions that had not created FDR/created FDR

for lesser duration/ lesser amount than prescribed at the time of LoA have to create the same accordingly as specified in the Approval Process Handbook.

11.9 Penalty amount shall be paid online to the Council as per the instructions.

12 Complaint Cases

All Institutions shall have Grievance Redressal mechanism as notified by the Council.

In case of receipt of any complaint(s) about an Institution, the same shall be processed by Public Grievance Redressal Cell (PGRC), AICTE.

The complaint shall be placed before a Standing Complaint Scrutiny Committee (SCSC) and the Complainant may be called (at his/ her own cost), if necessary. Based on the recommendation of SCSC, a warning or Show Cause Notice may be issued to the Institution or EVC may be conducted and processed further as per Clause 6.3.b of these Regulations. If necessary, the complainant may be called to appear before Standing Hearing Committee at his/ her own cost.

As per CVC guidelines Anonymous/ Pseudonymous complaints shall not be processed.

13 Implementation of punitive action

Under extraordinary circumstances, if Punitive action (except fine) is approved by the Council beyond 30th April of the Calendar year, the same shall be implemented for the next Academic Year only.

In an extraordinary circumstance, to implement the withdrawal of approval in the current Academic Year, students admitted shall be shifted to the nearby AICTE approved Institutions in consultation with the concerned University/ Board/ State Government/ UT.

14 Procedure for restoration against punitive action except in case of Withdrawal of Approval

Institutions shall have to make an application for restoration of intake and the same shall be processed as specified in the Approval Process Handbook.

15 TER Charges for conducting an additional Scrutiny/ Expert Visit/ Standing Hearing/ Standing Appellate Committee

In an extraordinary circumstance, if an additional Scrutiny/ Expert Visit Committee has to be conducted inclusive of the Court directions to any type of Institutions, the Applicant has to pay the TER Charges as specified in the Approval Process Handbook.

In an extraordinary circumstance, if an additional Standing Hearing Committee/ Standing Appellate Committee has to be conducted based on the Court directions to any type of Institutions, then the Applicant has to pay the TER Charges as specified in the Approval Process Handbook.

16 Social Responsibility

As a part of discharging social responsibilities, all Technical Institutions approved by the Council are expected to conduct National Skill Qualification Framework (NSQF) complied Skill Development Courses to give training to a minimum of 120 students per year. These Programmes shall be conducted based on the needs of the local community where the Institution is located.

17 Conduct of any other Academic Courses

The Institutions may conduct Academic Courses of any other Regulatory Body using the existing facilities in excess or by creating additional facilities as per the provisions laid down in the norms and standards of the respective Regulatory Body without affecting the quality of education prescribed by both the Regulatory Bodies after taking NOC from the Council following the procedure specified in the Approval Process Handbook. However, the Applicant has to make Material/ Non-Material amendment of the Building Plan, Site Plan, etc. approved by the concerned Competent Authority to suit the requirements of the new Programme.

18 Power delegated to Chairman of AICTE

Council has delegated the power to the Chairman of AICTE for taking decision on urgent matters that needs to be communicated to the Institutions in between period of two

Executive Committee/ Council meetings. However, such cases shall be placed before the next Executive Committee/ Council for ratification.

19

Interpretation

Any question arising out of the interpretation of these Regulations shall be decided by the Council and the decision of the Council shall be binding and final.

20

Power to relax

The Council shall in exceptional cases, for removal of any hardship or in the national interest or such other reasons to be recorded in writing, relax any of the provisions of these Regulations in respect of any class or category of Institutions.

Prof. RAJIVE KUMAR, Member Secy.

[ADVT.-III/Exty./433/19]



राजीव गांधी प्रौद्योगिकी विश्वविद्यालय

(मध्यप्रदेश का तकनीकी विश्वविद्यालय)

एयरपोर्ट रोड, गांधीनगर, भोपाल (म.प्र.)-४६२०३३

फोन : ०७५५-२७३४९३, २६७८८९७

फैक्स : ०७५५-२७४२००६

ईपीएबीएस : ०७५५-२६७८८९१, २६७८८८९

ईमेल : registrarrgpv@gmail.com, ooregistrar@rgpv.ac.inवेबसाईट : www.rgpv.ac.in

क्रमांक: एफ-5 / शैक्षणिक / रागाप्रौवि / 2023 / 4621

दिनांक: 03 / 11 / 2023

अधिसूचना

राजीव गांधी प्रौद्योगिकी विश्वविद्यालय अधिनियम 1998 की धारा 40 की उपधारा 02 में उपलब्ध प्रावधान के अनुसार माननीय कुलाधिपति जी द्वारा दिनांक 01/09/2023 को अध्यादेश क्रमांक 4(D) "Bachelor of Technology 4 year Degree course" में नवीन कंडिका 11.0 CREDIT TRANSFER के समावेश किये जाने हेतु अनुमोदन प्रदान किया गया है ।

नवीन कंडिका 11.0 CREDIT TRANSFER निम्नानुसार है:-

11.0 CREDIT TRANSFER

- 11.1 A candidate from an institution affiliated with RGPV (referred to as the sending institute) may be permitted to study and earn credits from nationally renowned institutions such as IISc/IITs/NITs/IIMs/IIITs or any other institution (referred to as the receiving institute). This permission can be granted if either an MoU exists between the receiving institution and RGPV, explicitly addressing credit transfer, or if there is an MoU specifically addressing credit transfer between the sending and receiving institutions. However, prior to this arrangement, the sending institution must obtain a No Objection Certificate from RGPV for the purpose of credit transfer.
- 11.2 The mark sheets of such semesters shall be issued by RGPV or the autonomous sending institution as the case may be, indicating that the credits earned by the candidate have been transferred from the other institute under the credit transfer scheme; however, the degree shall be awarded by RGPV.
- 11.3 The admission criteria for these institutions and the process of credit transfer along with the equivalent grade shall be governed by the relevant provisions outlined in the respective MOUs. These provisions of credit transfer shall be applicable from academic session 2023-24 for all the enrolled students.
- 11.4 Credits of only those subjects will be transferred which the candidate has not previously studied in their parent institute.
- 11.5 The credits earned under the provision stated in clause 1 above shall not be considered as additional credits for the purpose of fulfilling the requirements of clause 3.5 of this ordinance.
- 11.6 The total credits earned by the candidate upon completion of the course, including the credits earned under clause 1, must adhere to the guidelines stated in clause 3.1 of this ordinance.

- 11.7 Student Exchange Program/ Twinning Programs/Joint Degree Programs, etc. as prescribed by the AICTE shall be applicable to all AICTE approved affiliated institutions that have received approval from the AICTE to conduct such program(s) with an Indian/Foreign Institution/University after obtaining a No Objection Certificate from the RGPV for this purpose. Such Institution shall be required to enter into an MoU with these Indian/Foreign Institution/University and get the same approved from the RGPV. The transfer of credits and equivalent grades shall be governed by the relevant provisions outlined in the respective MOUs.

अध्यादेश का यह संशोधन शैक्षणिक सत्र 2020-2021 से प्रवेशित छात्रों पर लागू होगा। इस संशोधन के फल स्वरूप पूर्व से क्रमांक 11 में स्थापित कंडिका **MERIT LIST** पुनः क्रमांकित हो कर कंडिका क्रमांक 12 हो जावेगी।

12. MERIT LIST

- 12.1 Only after the declaration of the result of eighth (final) semester examination, Branch wise merit list of first ten candidates in order of merit, in all the four years shall be declared by the University. The merit list shall include the first ten candidates who have secured at least first division. Have passed each semester sequentially in first attempt. However, while counting first ten candidates in order of their merit, if more than one candidate have scored same CGPA then all such candidates shall be included in the merit list.

यह अध्यादेश तत्काल प्रभाव से प्रभावशील किया जाता है।

आदेशानुसार,



कुलसचिव
राजीव गांधी प्रौद्योगिकी विश्वविद्यालय,
भोपाल।

पृष्ठांकन क्रमांक: एफ-5 / शैक्षणिक / 2023 / 4622
प्रतिलिपि:-

दिनांक: 03 / 11 / 2023

01. महामहिम कुलाधिपति जी के उप सचिव, राजभवन सचिवालय, भोपाल की ओर अध्यादेश क्रमांक 4(D) "Bachelor of Technology 4 year Degree course" की प्रति संलग्न कर सूचनार्थ प्रेषित।
02. अतिरिक्त मुख्य सचिव, तकनीकी शिक्षा एवं कौशल विकास विभाग, मध्यप्रदेश शासन मंत्रालय, भोपाल।
03. आयुक्त, तकनीकी शिक्षा संचालनालय, सतपुडा भवन, भोपाल।
04. कुलपति जी के निज सचिव, की ओर माननीय कुलपति जी के अवलोकनार्थ प्रेषित।
05. कुलसचिव जी के निज सचिव, की ओर कुलसचिव जी के अवलोकनार्थ प्रेषित।
06. संचालक (यू.आई.टी.), राजीव गांधी प्रौद्योगिकी विश्वविद्यालय भोपाल।
07. सनस्त विभाग प्रमुख यू.आई.टी. राजीव गांधी प्रौद्योगिकी विश्वविद्यालय भोपाल।
08. प्रभारी यू.आई.टी. शहडोल/झाबुआ, राजीव गांधी प्रौद्योगिकी विश्वविद्यालय भोपाल।
09. सचिव पत्रोपाधि, राजीव गांधी प्रौद्योगिकी विश्वविद्यालय भोपाल।

10. नियंत्रक (परीक्षा) राजीव गांधी प्रौद्योगिकी विश्वविद्यालय भोपाल।
11. निरंत्रक (वित्त) राजीव गांधी प्रौद्योगिकी विश्वविद्यालय भोपाल।
12. प्राचार्य, यूनिवर्सिटी पोलिटेक्निक राजीव गांधी प्रौद्योगिकी विश्वविद्यालय भोपाल।
13. विभागाध्यक्ष, स्कूल ऑफ इन्फार्मेशन टेक्नालॉजी/स्कूल ऑफ बायो टेक्नॉलाजी/स्कूल ऑफ फार्मस्यूटिकल साइंस/स्कूल ऑफ नैनो टेक्नॉलाजी/स्कूल ऑफ एनर्जी एण्ड इन्वायरमेंट मेनेजमेंट
14. प्रभारी ट्रेनिंग एण्ड प्लेसमेंट ऑफिसर, राजीव गांधी प्रौद्योगिकी विश्वविद्यालय भोपाल।
15. उपकुलसचिव, (अकादमी शाखा/पी.एच.डी.)
16. उपकुलसचिव, (केन्द्रीय भंडार/लीगल)
17. उपकुलसचिव, (उपाधि/प्रशासन)
18. प्रभारी केन्द्रीय पुस्तकालय, राजीव गांधी प्रौद्योगिकी विश्वविद्यालय भोपाल।
19. अधिष्ठाता छात्र कल्याण, राजीव गांधी प्रौद्योगिकी विश्वविद्यालय भोपाल।
20. प्रभारी कन्या/बालक छात्रावास, राजीव गांधी प्रौद्योगिकी विश्वविद्यालय भोपाल।
21. प्रभारी, आई.टी.सेन्टर, राजीव गाँधी प्रौद्योगिकी विश्वविद्यालय, भोपाल की ओर अध्यादेश क्रमांक 4(D) "Bachelor of Technology 4 year Degree course" की साफ्ट प्रति (ईमेल) इस आशय के साथ प्रेषित है कि कृपया इसे विश्वविद्यालय की वेबसाइट पर तुरन्त उपलब्ध करावें।


कुलसचिव
राजीव गाँधी प्रौद्योगिकी विश्वविद्यालय,
भोपाल।

RAJIV GANDHI PROUDYOGIKI VISHWAVIDYALAYA, BHOPAL

Established under Act No. 13 of 1998

Ordinance No.4 (D)

(Section 40 (1))

Ordinance for Bachelor of Technology 4 year Degree course

(For the Candidates admitted in 1st year on and after July, 2022)

(Under NEP 2020)

- 1.0 The first degree in Technology of four-year (eight semester) course, hereinafter called 4-YDC, shall be designated as BACHELOR OF TECHNOLOGY, in respective Branch.
- 1.1 The studies and examinations of Bachelor of Technology courses (Approved by All India Council for Technical Education, New Delhi) shall be on the basis of Marks-Cum-Credit system but semester wise and final evaluation shall be by credit based grading system.
- 1.2 This Ordinance shall also be applicable to 4-Year Part-time B.Tech. Course, which are approved by the State Government of Madhya Pradesh and AICTE.

2.0 ADMISSIONS

- 2.1 Minimum qualification for admission into Bachelor of Technology course shall be as per the prevalent norms of the State Government of Madhya Pradesh/AICTE/UGC for the course of Bachelor of Technology course.
- 2.2 Minimum qualification for direct admission to second year Bachelor of Technology Course termed as Lateral Entry shall be as per the prevalent norms of the Government of Madhya Pradesh/AICTE.
- 2.3 The admission to B.Tech. course shall be governed by the rules of the technical education and training department government of Madhya Pradesh Bhopal and/or any other competent authority appointed by the state of the Government of Madhya, for this purpose.

3.0 STRUCTURE of BACHELOR OF TECHNOLOGY(B.Tech.) PROGRAMME

- 3.1 The total credits for the award of B.Tech. degree in any branch shall lie between 160-200.
- 3.2 The medium of instruction and examination shall normally be English throughout the course of study. However, a student can opt for writing the examination in Hindi provided that the student applies for the same at the start of the program. A student shall not be allowed to change the medium of examination during the duration of the course.
- 3.3 Minimum credits required to earn B,Tech. Degree in particular branch shall be decided by the concerned Board of studies (BOS).

- 3.4 The subjects to be studied in different semester of Bachelor of Technology course shall be as per the Schemes and Syllabus, approved by Board of Studies.
- 3.5 A candidate shall be permitted to earn additional credits in self learning mode through Massive Open Online Course (MOOCs). If a candidate earns 20 more credits than the minimum credits prescribed by the respective board of studies (of that programme/course) for the award of Degree, then he/she shall be eligible of Degree with Honours or additional Minor Engineering, in the same programme.
- 3.6 A list containing permitted courses for MOOCs along with their credits shall be prescribed by the respective BOS and shall be notified by the University from time to time.
- 3.7 There shall be one University Examination at the end of each semester. These examinations will be designated as follows:
- (a) During First Year
 - First Semester B.Tech., Exam and Second Semester B.Tech., Exam
 - (b) During Second Year
 - Third semester B.Tech. Exam and Fourth semester B.Tech. Exam
 - (c) During Third Year
 - Fifth semester B.Tech. Exam and Sixth semester B.Tech. Exam
 - (d) During fourth Year
 - Seventh semester B.Tech. Exam and Eighth semester B.Tech. Exam
- 3.8 The semester examination will generally be held in November-December and April-May in each year.
- 3.9 Candidates appearing as regular students for any semester examination are required to attend minimum of 75 percent of the lectures delivered and the practical classes held separately in each subject of the course of study, provided that a short fall in attendance upto 10% and a further 5% can be condoned by the principal of the college and Vice-Chancellor of the University, respectively for satisfactory reasons.
- 3.10 There will be a full examination at the end of each semester consisting of end semester examination of theory and practical subjects. The duration of examination period should not normally exceed 20 working days.

4.0 PROMOTION TO HIGHER SEMESTER AND YEAR

A candidate who has been admitted in the Technology course will be promoted to the higher year/semester in accordance with the following rules:

- 4.1 (a) A candidate who has taken admission in A-B Group and has appeared in the examination of odd semester of a particular year, shall

automatically be promoted to even semester of that year irrespective of failing in any number of subjects of previous semester.

(b) A candidate who has taken admission in the even semester under B-A Group and has appeared in the examination of even semester, shall automatically be promoted to next applicable odd semester of that year, irrespective of failing in any number of subjects of previous semester.

Note: The candidate who seeks admission in a new year of the course, in an odd semester of that year is said to be in A-B group, while, a candidate who seeks admission, in a new year of the course in even semester of that year is said to be in B-A group. i.e. a Candidate of A-B Group will take admission generally in July; whereas, candidate of B-A Group will take admission generally in January in the relevant academic year.

- 4.2 For the award of degree minimum Cumulative Grade Point Average (CGPA) required is 5.0.
- 4.3 To pass a particular subject of the course the minimum required grade is D. However, the candidate should also separately score minimum of grade D in end semester examinations of theory and practical parts of the subject. For practical end semester examinations one external examiner from out side the institute shall always be there.
- 4.4 A candidate who fails to score minimum of grade D in more than five subjects (Theory and Practical of the same subject shall be treated as two different subjects) in a particular year, shall not be admitted to the next higher year. However, non-credit subjects shall not be included in this count.
- 4.5 Further, a candidate shall not be admitted in the fifth or higher semester classes unless he/she has fully passed the first year examination with minimum of CGPA of 5.0. Likewise a candidate shall not be admitted in seventh or higher semester classes unless he/she has fully passed first and second year examinations with minimum CGPA of 5.0. However, non-credit subjects shall not be included for the promotion to higher semester/s.
- 4.6 If a candidate has passed all the subjects of an applicable year but has failed to score a minimum CGPA of 5.0 as per the requirement of rule 4.2 and 4.5 above, such a candidate shall be permitted to improve requisite grade point by reappearing in maximum of three theory /practical subjects, in the ensuing examination (theory and practical of a subject shall be treated as separate subjects.). In the selected subjects the Candidate may reappear either in end semester examination/mid semester examination or in both.
- 4.7 Other than the provision of rule 4.6 above, a candidate shall not be permitted to reappear in that examination, for improvement of division/marks.

5.0 AWARD OF CREDITS AND GRADES

- 5.1 Each subject, along with its weightage in terms of units and equivalent credits, shall be recommended by the concerned Board of Studies and shall be approved by the standing committee of Academic Council and the Executive Council. Only approved courses can be offered during any semester.
- 5.2 A student shall be continuously evaluated for his / her academic performance in a subject through tutorial work, practicals/labwork, assignments, mid-semester test, field work/ seminars(if required) quizzes, regularity and end-semester examination, as proposed by respective Board of Studies and approved by standing committee of Academic Council and Executive Council of the University.
- 5.3 The distribution of weightage /marks for each component shall be decided by the respective of Board of Studies and approved by standing committee of Academic Council and Executive Council of the University subject to such stipulation as given under:

(a) Theory Block

i.	Quizzes, assignments tutorials, and regularity	10%
ii.	Mid – semester test	20%
iii.	End – semester examination-	70%
<hr/> Total		100%

(b) Practical Block

i.	Lab work field work/seminar, quizzes, assignments and regularity -	40%
ii.	End – semester examination-	60%
<hr/> Total		100%

- 5.4 Industrial training and project work shall be treated as practical subjects.
- 5.5 In Practical block, Board of Studies may keep certain subjects, without end semester examination, in such subjects, evaluation shall be based on field work/seminar, quizzes, assignments/report and regularity.

5.6 For each theory subject, the institute shall be required to conduct at least two mid semester tests. The final mid semester marks shall be the average of the two higher mid semester marks.

5.7 Each student, registered for a course, shall be awarded grade on the basis of his/her performance. The grades to be used and their numerical equivalents are as under:

Choice Based Grading System

Grade	%Marks range (based on absolute marks system)	Grade Point	Description of performance
A ⁺	91-100	10	Outstanding
A	81-90	9	Excellent
B ⁺	71-80	8	Very Good
B	61-70	7	Good
C ⁺	51-60	6	Average
C	41-50	5	Satisfactory
D	31-40	4	Marginal
F	30 & below	0	Fail.
I		0	Incomplete.
W		0	Withdrawal

5.8 The Semester Grade Points Average (SGPA) and Cumulative Grade Point Average (CGPA) shall be calculated as under:-

$$SGPA = \frac{\sum_{i=1}^n c_i p_i}{\sum_{i=1}^n c_i}$$

Where c_i is the number of Credits assigned for the i^{th} subject of a Semester, p_i is the grade point earned in the i^{th} subject, where $i = 1, 2, \dots, n$, is the number of subjects in that semester for which SGPA is to be calculated.

$$CGPA = \frac{\sum_{j=1}^m SG_j NC_j}{\sum_{j=1}^m NC_j}$$

here NC_j is the number of total Credits assigned for the j^{th} semester, SG_j is the SGPA earned in the j^{th} semester, where $j = 1, 2, \dots, m$, is the number of semesters till which CGPA is being calculated.

Additional credits earned through MOOCS shall not be included in SGPA/CGPA calculations.

5.9 The grade sheet at end of each semester shall include SGPA of that semester and CGPA of all the semesters for which candidates has appeared in the examinations and the results of which have been declared. The final examination grade sheet at the end of final semester examination of the course shall also indicate CGPA, equivalent percentage marks and the division awarded, according to the rule as given in clause 7.0 of this ordinance.

5.10 The grade sheet of the eighth semester shall only be issued after he candidate has passed all the semester of the course.

6.0 CONDONATION OF DEFICIENCY

6.1 Deficiency up to five marks can be condoned to the best of the advantage of the student for passing the examinations. The deficiency can be condoned in maximum of two subjects (theory and practical of the same subject shall be considered as two separate subjects, for the purpose of condoning the deficiency).

6.2 A deficiency of 0.001 in CGPA can be condoned for a candidate who have secured minimum passing grades in all the theory and practical subjects but have failed to score minimum requirement of 5.0 CGPA as per clause 4.2/4.5 of this ordinance.

6.3 On behalf of Vice-Chancellor a grace of 0.01 in CGPA will be granted to a candidate, who at the end of the course, is missing distinction/first division by 0.01 CGPA. However, this benefit shall not be granted to a candidate who have already availed the advantage/s under clause 6.1 and/or 6.2

7.0 AWARD OF DIVISION

7.1 Division shall be awarded only after completion of the course, on the basis of integrated performance of the candidate in all the four years as per following details

CGPA Score	Divisions
$CGPA \geq 7.5$	First Division with Distinction
$7.5 > CGPA \geq 6.5$	First Division
$6.5 > CGPA \geq 5.0$	Second Division

- 7.2 The conversion from grade to an equivalent percentage shall be according to the following formula applicable.

$$\text{Percentage marks scored} = \text{CGPA obtained} \times 10$$

- 7.3 A candidate who has successfully completed the course as per the provisions of this ordinance and has earned through MOOCs, 20 credits more than the minimum credits prescribed by the respective board of studies (of that programme/course) for the award of Degree, as per the provision of clause 3.5 of this ordinance, shall be awarded B.Tech Degree with Honours or additional Minor Engineering, in the same programme.

8.0 MULTIPOINT ENTRY AND EXIT CLAUSE

- 8.1 The Bachelor of Technology degree shall be of four-year duration (Eight Semesters), with multiple entry and exit options within this period.
- 8.2 The candidate can exit after the successful completion of one academic year (Two semesters), followed by an exit 10-credit bridge course(s) lasting two months, including at least 6-credit job-specific internship/apprenticeship, as approved by the respective Board of Studies. Such candidate will be awarded with the Certificate in a discipline or a field as decided by the respective Board of Studies, which will be equivalent to level 5 of National Higher Education Qualification Framework (NHEQF) / National Skills Qualification Framework (NSQF) and unified credit level of 4.5
- 8.3 The candidate can exit after the successful completion of first two academic years (Four Semesters) followed by an exit 10-credit bridge course(s) lasting two months, including at least 6-credit job-specific internship/apprenticeship, as approved by the respective Board of Studies. Such candidate will be awarded with Under Graduate Diploma (in the particular discipline) or field as decided by the respective Board of Studies, which will be equivalent to level 6 of NHEQF/NSQF and unified credit level of 5.
- 8.4 The candidate can exit after the successful completion of first three academic years (Six Semesters) followed by an exit 10-credit bridge course(s) lasting two months, including at least 6-credit job-specific internship/apprenticeship, as approved by the respective Board of Studies. Such candidate will be awarded with Bachelor of Vocational Education (B.Voc.) (in the particular discipline) or field as decided by the respective Board of Studies, which will be equivalent to level 7 of NHEQF/NSQF and unified credit level of 5.5

- 8.5 A candidate shall be awarded with Bachelor of Technology Degree (in the particular discipline) after the successful completion of all the four academic years (Eight Semesters).
- 8.6 A candidate shall also be eligible for award of Bachelor of Technology with Honours or Bachelor of Technology with additional minor engineering as per the clause 3.5 of the ordinance.
- 8.7 A candidate may avail an exit option at the end of any particular academic year and can re-enter the program, as regular candidate in the next year, at the beginning of any new academic session (i.e. only during odd semesters), provided that he/she has successfully completed all the previous year/s.
- 8.8 The re-entry of such candidates are subject to the condition that the total number of candidate studying in a particular year, including such re-entering candidates, shall not exceed 10% of the sanctioned intake of the program excluding the supernumerary seats and that the gap between each exit and entry level is not more than five years.
- 8.9 Due to above clause, if the number of candidates seeking re-entry is more than the seats available than admission for the re-entering candidates shall be on the basis of their CGPA of the qualifying year.
- 8.10 If a candidate is not able to seek re-entry due to above clause than he/she can apply for re-entry during the subsequent academic sessions.
- 8.11 If a candidate is seeking re-entry in a particular year, after a gap of five years from its previous exit and is not able to get entry due to clause 8.8 of this ordinance, the condition of maximum gap of five years, as stipulated in clause 8.8 above shall not be applicable to such candidates.

9.0 DURATION OF COURSE

- 9.1 There shall be at least fourteen weeks of teaching in every semester.
- 9.2 One credit shall be equal to one hour of theory/Tutorial or two hours of practical classes per week.
- 9.3 A candidate may provisionally continue to attend next higher year, even if, the result of qualifying year / semester has not been declared. However, subsequently if he/she is not able to clear qualifying semester examination, the candidate cannot claim any right on the basis of his/her provisional admission.

10.0 PROVISION OF INTERNSHIP DURING FOURTH YEAR.

- 10.1 A candidate who has been placed in a company, which is offering an in job internship to the candidate during any or all the semesters of the fourth year, can be permitted to attend the internship, provided that the candidate shall earn credits equal to the credit of that semester (excluding the major project) through equivalent MOOCs courses on the SWAYAM portal or any other platform as approved by the competent body of the University; however, such candidates shall be required to complete the Major project and submit the thesis in the Institution.
- 10.2 The Major Project shall be pertaining to his/her internship; for such project work, candidate shall be required to take one Guide from the department and another from the organisation where he/she is undergoing the internship.
- 10.3 The decision about the equivalent courses shall be taken by the respective Board of Studies.
- 10.4 The additional credits earned under the provision of clause 3.5 shall not be counted for this purpose.
- 10.5 Clause 10.0 of this ordinance shall also be applicable for the students admitted in final year from academic session 2022-2023.

11.0 CREDIT TRANSFER

- 11.1 *A candidate from an institution affiliated with RGPV (referred to as the sending institute) may be permitted to study and earn credits from nationally renowned institutions such as IISc/IITs/NITs/IIMs/IIITs or any other institution (referred to as the receiving institute). This permission can be granted if either an MoU exists between the receiving institution and RGPV, explicitly addressing credit transfer, or if there is an MoU specifically addressing credit transfer between the sending and receiving institutions. However, prior to this arrangement, the sending institution must obtain a No Objection Certificate from RGPV for the purpose of credit transfer.*
- 11.2 *The mark sheets of such semesters shall be issued by RGPV or the autonomous sending institution as the case may be, indicating that the credits earned by the candidate have been transferred from the other institute under the credit transfer scheme; however, the degree shall be awarded by RGPV.*
- 11.3 *The admission criteria for these institutions and the process of credit transfer along with the equivalent grade shall be governed by the relevant provisions outlined in the respective MOUs. These provisions of credit transfer shall be applicable from academic session 2023-24 for all the enrolled students.*

- 11.4 Credits of only those subjects will be transferred which the candidate has not previously studied in their parent institute.
- 11.5 The credits earned under the provision stated in clause 1 above shall not be considered as additional credits for the purpose of fulfilling the requirements of clause 3.5 of this ordinance.
- 11.6 The total credits earned by the candidate upon completion of the course, including the credits earned under clause 1, must adhere to the guidelines stated in clause 3.1 of this ordinance.
- 11.7 Student Exchange Program/ Twinning Programs/Joint Degree Programs, etc. as prescribed by the AICTE shall be applicable to all AICTE approved affiliated institutions that have received approval from the AICTE to conduct such program(s) with an Indian/Foreign Institution/University after obtaining a No Objection Certificate from the RGPV for this purpose. Such Institution shall be required to enter into an MoU with these Indian/Foreign Institution/University and get the same approved from the RGPV. The transfer of credits and equivalent grades shall be governed by the relevant provisions outlined in the respective MOUs.

12. MERIT LIST

- 12.1 Only after the declaration of the result of eighth (final) semester examination, Branch wise merit list of first ten candidates in order of merit, in all the four years shall be declared by the University. The merit list shall include the first ten candidates who have secured at least first division. Have passed each semester sequentially in first attempt. However, while counting first ten candidates in order of their merit, if more than one candidate have scored same CGPA then all such candidates shall be included in the merit list.

REGISTRAR
RAJIV GANDHI PROUDYOGIKI VISHWAVIDYALAYA
BHOPAL

“ अधिसूचना ”

भोपाल, दिनांक 10 अप्रैल, 2007

भारत के संविधान के अनुच्छेद 348 के खण्ड (3) के अनुसरण में, इस विभाग की अधिसूचना क्रमांक/एफ-49/1/2007/42-1 दिनांक 10 अप्रैल, 2007 द्वारा प्रकाशित राजीव गांधी प्रौद्योगिकी विश्वविद्यालय महाविद्यालय संहिता परिनियम, 2007 (परिनियम क्रमांक - 30) का अंग्रेजी अनुवाद राज्यपाल के प्राधिकार से एतद्वारा प्रकाशित किया जाता है ।

मध्यप्रदेश के राज्यपाल के नाम से तथा आदेशानुसार

शमीम उद्दीन
अपर सचिव
मध्यप्रदेश शासन
तकनीकी शिक्षा एवं प्रशिक्षण विभाग

Bhopal 10th April, 2007

No/F-49/1/2007/42-1 In exercise of the powers conferred by sub-section (1) of Section 38, read with Section 37 of the Rajiv Gandhi Proudyogiki Vishwavidyalaya Adhiniyam, 1998 (No. 13 of 1998), the State Government hereby makes the following first Statute for the Rajiv Gandhi Proudyogiki Vishwavidyalaya, namely: -

STATUTE-30

1. **Short title and commencement:-**

- (1) This Statute may be called the Rajiv Gandhi Proudyogiki Vishwavidyalaya (**College Code Statute**), 2007.
- (2) This shall come into force with effect from the date of publication in the Madhya Pradesh Gazette.

2. **Definitions:** In this statute, unless the context otherwise requires;

- (a) **“Adhiniyam”** means the Rajiv Gandhi Proudyogiki Vishwavidyalaya Adhiniyam, 1998 (No 13 of 1998);
- (b) **“Autonomous College”** a College so designated by the University as per provisions of Statute of the Rajiv Gandhi Proudyogiki Vishwavidyalaya Adhiniyam;
- (c) **“College”** means an educational institution admitted to the privileges of the University;
- (d) **“Donor”** means an individual, firm, association, charitable trust or any other institution other than the Foundation Society giving a donation of not less than five lacs of rupee in cash or immovable property for the use of the college;

Provided that if the donation is given by any firm, association, trust or institution, the representative nominated by such donor from time to time shall be deemed to be the donor for the purpose of this code;

- (e) **“Foundation Society”** means a body of persons, registered or incorporated under any law which is founder and maintaining an educational institution admitted to or seeking admission to the privileges of the University and where the Governing Body of the Society is superceded under Section 33 of the Madhya Pradesh Society Registrikaran Adhiniyam 1973, the person or persons appointed by the State Government to manage the affairs of the Society;
 - (f) **“Grantee College”** mean a College receiving maintenance grant from State Government.
 - (g) **“Governing Body”** means the Governing Body constituted in accordance with the provisions of this Statute.
 - (h) **“Government/Local Body College”** means College maintained by the State Government or a Municipal Corporation/Council as the case may be;
 - (i) **“Non-Grantee College”** means a College not receiving the regular maintenance grant from the State Government;
 - (j) **“President of the Foundation Society”** means a person who is duly elected as its president, by whatever name called, by the Foundation Society and is the Executive head thereof and where the Society is superceded under Section 33 of the M.P. Society Registrikaran Adhiniyam 1973 the person or the head of the body of person appointed by the State Government to manage the affairs of the Society;
 - (k) **“Private College”** means a College, which is running on self financed scheme;
 - (l) **“Section”** means Section of the Adhiniyam;
 - (m) **“State Government”** means the Government of Madhya Pradesh
 - (n) **“Statute”** means the Statute made under the provisions of Section 37 and 38 of the Rajiv Gandhi Proudhyogiki Vishwavidyalaya Adhiniyam, 1998 (No 13 of 1998);
 - (o) **“Teachers”** means members of the teaching staff of a College and includes the Principal;
 - (p) **Words and expression** used but not defined in this statute shall have the meaning as assigned to them in the Adhiniyam
3. The college code shall apply to all Colleges admitted to the privileges of the University excepting the colleges maintained or manage by the State Government or a Municipal Corporation or the University.

Part I-the Foundation Society

- 4 The Foundation Society of a college shall be responsible for providing the necessary funds for the maintenance and upkeep of the college up to standard required by the University
- 5 No employee of the college including an honorary or part time who is paid an honorarium shall be an office bearer or member of the Foundation Society.
- 6 (1) The Foundation Society of every college shall deposit Endowment Fund as prescribed by the University from time to time with the University in the form of Fixed Deposit Receipts in the joint names of the Registrar and the College for: -
- (a) the college has faculty only at the undergraduate level
 - (b) every additional faculty at the Under Graduate level including Pharmacy and Architecture
 - (c) the first course at Post Graduate level
 - (d) each additional course at the post graduate level
- (2) In case of a college in existence in the date of coming into force of this statute the foundation society shall deposit with the University in every academic year commencing from the year 2000-01 an amount equal to one fifth of the value of the Endowment Fund necessary till the Endowment Fund as required in clause (i) above is deposited in full.
- (3) The deposit for creating the Endowment Fund shall not be made from the receipts of the college in the form of fees from students or grants received by the college or from loans from the staff of the college.
- 7 (1) The income from the Endowment Fund shall be made available to the college for its use.
- (2) When the salary due to the teachers is not paid for three months, the University may permit the use of the Endowment Fund and require the Foundation Society to deposit back the amount drawn there from.
- (3) In the event of closure of the college or in the event of college being taken over by the Government the caution money and the salary due to the employees, including teachers, of the college shall be the first charge on the Endowment Fund.
8. The Foundation Society shall carry out all directions of the University and shall maintain and run the college in accordance with the Adhiniyam and the Statutes, Ordinance and Regulations made there under:-

Provided that the Foundation Society of the Grantee college shall maintain and run the College in accordance with the Madhya Pradesh

Ashasakiya Shikshan sanstha (Adhyapakon tatha Anya Karmachariyon ke Vetan ka Sandaya) Adhiniyam, 1978 and the rules framed thereunder. Provided also that the autonomous college shall function in accordance with the statute of the Adhiniyam formulated for the purpose.

- 9 (1) If the Executive Council after giving reasonable opportunity to the Foundation Society has failed to meet all or any of its obligations as laid down in the code, it may take any of the following actions :
- (a) Withdrawal of the right to have its appointees other than the chairman of the Governing Body of the Governing Body of the college;
 - (b) Withdrawal of the powers vested in the Foundation Society by this Statute;
 - (c) Withdrawal of the affiliation of the college.
- (2) Where any action is taken by the Executive Council under the sub-statute (1) the Foundation Society may appeal to the State Government against the decision of the Executive Council. The decision of the State Government in the matter shall be final.
10. (1) The Foundation Society shall have the following powers, namely:-
- (a) to appoint the first principal and other members of the teaching staff of the college in accordance with the provisions of this code till the Governing Body is constituted or till the expiry of the period of ninety days from the date on which the college is first admitted to the privileges of the University whichever is earlier.
 - (b) to sanction on the recommendation of the Governing Body the opening of a new department of studies or the creation of new teaching posts as involve additional financial obligation, on the Foundation Society, subject to approval of the State Government in case of Non-grantee college and Executive Council in case of Non-grantee colleges.
- Provided that where the Foundation Society does not take a decision on the proposal made by the Governing Body within a
- period of sixty days from the date on which the Governing Body submits its proposal.
- The proposal shall be deemed to have approved by the proposal Foundation Society;
- (c) to sanction items of new expenditure exceeding Rs. 10,000/- in the case of non-recurring expenditure and exceeding Rs 50,000/- in the case of recurring expenditure which involve additional financial obligation on the Foundation Society;

- (d) to consider and pass resolutions on the Annual Estimates of Income and Expenditure and the Audit Report of the college and forward them to the Governing Body for its consideration;

Provided that if the Foundation Society does not communicate to the Governing Body its observations on the Annual estimates of Income and Expenditure of the college within sixty days of its submission by the Governing Body it will be presumed that the Foundation Society has no observation to make on the Annual Estimate and the Governing Body may proceed to consider and approve the Annual Estimate with or without reductions;

- (e) to call for information regarding the functioning of the college from the Governing Body and to suggest to the Governing Body measures for the improvement and development of the college;
- (f) to appoint the Auditors of the college from out of a panel of names approved by the Registrar of Firms and Societies;

Provided further that the Foundation Society shall not interfere with the day-to-day administration of the college.

- (2) In case of any difference of opinion between the Foundation Society and the Governing Body any of them may refer the matter to the Executive Council decision of the Executive Council final shall be binding.

11. In case the college is maintained and run by an individual the obligations and powers of the Foundation Society shall vest in such individual.

Part II – Governing Body

12. (1) There shall be a Governing Body for the management of the college. It shall consist of :
- (a) the Chairman of the Governing Body appointed by the Foundation Society from amongst its members or by the individual maintaining the college;
- (b) two persons appointed by the Foundation Society from amongst its members or by the individual maintaining the college;
- (c) nominee of the All India Council for Technical Education-Regional Officer (Ex-Officio);
- (d) an Industrialist/Technologist/Educationist from the region to be nominated by the concerned Regional Committee as nominee

of the Council, out of the panel approved by the chairman of the all India Council for Technical Education;

- (e) an Industrialist/Technologist/Educationist for region nominated by the State Government;
- (f) two representatives of the University other than members of the Foundation Society of the college nominated by the Executive Council at least one of whom shall be from amongst the teachers of the University as far as possible working in institutions not located in the same town as the college;
- (g) one representative of the donors of the college to be elected by the donors;
- (h) one nominee of State Government from amongst the senior teachers not below the rank of college professors working within the Jurisdiction of the University (excluding the concerned College);
- (i) one nominee of State Government- Director of Technical Education (Ex-Officio);
- (j) two representatives elected by the teachers of the college who have completed two years of service other than the principal from amongst themselves in such manner as may be prescribed by the college council;

Provided that the restriction regarding two years of service shall not apply for the first three years of the existence of a college;

- (k) the principal of the college-Ex-Officio Member Secretary

Provided that the following shall not be eligible to be a member of the Governing Body under clauses (a) to (i) above: -

- (i) a person who is related to any member of the college;
 - (ii) a person having pecuniary interest in the affairs of the college; and
 - (iii) an employee of the college.
- (2) The chairman and member of the Governing Body other than Ex-Officio member shall hold office for a period of two years.
 - (3) The chairman and members appointed by the foundation society before the super cession of the Governing Body of the Society and their places shall be filled by the appointees of the person/persons appointed by the State Government to manage the office by virtue of which he has become a member.

- (4) An office bearer or member of the Governing Body may resign from the Governing Body through a letter of resignation addressed to the Secretary of the Governing Body and the resignation shall take effect as soon as the letter is received by the Secretary. The Secretary of Governing Body shall take steps to fill all vacancies as they occur.
- (5) When a vacancy occurs in the office of a members other than a ex-officio member, before the expiry of his term, the vacancy shall be filled, as soon as may be, by the election, nomination or appointment as the case may be, of a member who shall hold office so long as the member in where place he has been elected, nominated or appointed, would have hold it of the vacancy had not occurred.
- (6) Every change in the office-bearers of membership of the Governing Body of a college shall be reported immediately to the University by the Secretary.
- (7) The Governing Body shall meet at least thrice a year. Five members of the Governing Body shall form a quorum.. If the quorum is not present within thirty minutes of the time given in the notice no meeting shall be held. No quorum shall be necessary for an adjourned meeting
- (8) Meeting of the Governing Body shall be convened by the Secretary in consultation with the Chairman. In case the Secretary does not call a meeting when directed by the Chairman to do so, the Chairman may call the meeting
- (9)
 - (a) The Secretary shall give at least ten days notice of an ordinary meeting of the Governing Body.
 - (b) An emergent meeting of the Governing Body can be convened on three clear days notice.
 - (c) On a requisition signed by not less than four members specifying the business to be transacted, a special meeting of the Governing Body shall be convened within twenty days of the receipt of such requisition. At least ten days notice to a special meeting shall be given.
 - (d) The agenda of every meeting shall be sent with the notice to the members. Proposals from any member received by the Secretary before the issue of notice shall be included in the agenda. The agenda of a special meeting shall include only the business indicated in the requisition.
 - (e) No business other than that included in the agenda shall be transacted at a meeting except with the consent of the Chairman and unless permission is given to introduce it by the majority of the members present.
- (10) The Chairman shall, when present, preside at meeting of the Governing Body. In the absence of the Chairman from any meeting the members present shall elect one of the members other than a teacher to preside at the meeting. Except as provided otherwise all acts of the Governing

Body and all questions coming or arising at its meeting shall be dealt with and decided by the majority of members present and vote.

- (11) The minutes of every meeting of the Governing Body shall be drawn up by the Secretary and after approval by the Chairman circulated among the members within fifteen days of the meeting.
- (12) It shall be the duty of the representatives of the University on the Governing Body to report to the Kulpati regarding decisions affecting adversely for the smooth working of the college and violation, of the Statutes, Ordinances, Regulations or instructions of the University.
- (13) No act or proceeding of the Governing Body shall be invalid merely by reason of any vacancy in its membership or any defect of irregularity in the appointment, nomination or election of a member.
- (14) (a) The Governing Body shall be responsible for the general administration of the college including :-
 - (i) Management and regulation of the finances, accounts, investments, property and other assets of the college.

Provided that no property of the college shall be disposed of without the approval of the Foundation Society and the Foundation Society, on its part shall not withdraw or dispose of any property or asset used by the college or managed by the Governing Body without the consent of the Governing Body.

- (ii) Adoption with or without modification of the budget submitted by the Principal of the college after considering the observations if any, of the Foundation Society.
- (iii) The institution and abolition of new department of Studies or new teaching and non-teaching posts in the college.

Provided that if the institution or a new department or a new teaching post involves additional financial obligation on the Foundation Society, such power shall be subject to the provisions of Statute 4 of this Statute of the code.

Provided further that no Teaching Department or teaching post shall be abolished without the prior approval of the Executive Council.

- (iv) Appointment, promotion, suspension and punishment of the teachers of the college and any other action affecting their services:

Provided that the Governing Body of “Grantee College” shall take these actions in accordance with the provisions of the Madhya Pradesh Ashasakiya Shikshan Sanstha (Adhyapakon tatha Anya karmachariyon ke Vetan ka Sandaya) Adhinyam, 1978 and the rules framed there under.

Provided further that the services of a teacher of no-grantee college other than the one appointment on the in a leave vacancy or temporarily for a specified period shall not be terminated for any reason whatsoever without the prior approval of the Executive Council.

Provided also that the power of appointment shall be subject of the provision of clause (a) sub-statute (1) of Statute 10 of this Statute.

(v) Maintenance of the college upto the academic standard required by the University and compliance by the college of the Adhinyam; Statutes, Ordinances, Regulations and directions issued by the University from time to time.

(b) In the matter of the management of the college, the Governing Body shall be the final authority bound by Statutes, Ordinances, Regulations and directions of the University and such rules as are framed by the Governing Body and which are not inconsistent with the Adhinyam, the Statutes, Ordinances and Regulations of the University.

13. The Governing Body shall submit to the Foundation Society:-

- (a) Not later than the 31st July of each year a Statement of Annual Accounts of the college for the immediately preceding financial year together with the audit report by an auditor appointed by the Foundation Society and annual report on the work and progress of the college ending 30th June for the immediately preceding academics year.
- (b) Not later than 31st September each year the budget estimates of the college for the following financial year.
- (c) Proposals for such items of new expenditure exceeding Rs. 25,000/- (Rupees Twenty Five Thousand) in the case non-recurring and exceeding Rs. 10,000/- (Rupees Ten Thousand) in case of recurring obligation on the Foundation Society.

14. The Governing Body may make rules consistent with the Provisions of the Adhinyam, Statutes, Ordinances with regard to:

- (a) the procedure to be observed at its meetings.

Provided that decision affecting the service conditions of teachers shall not be taken at a meeting of the Governing Body in which at least one teacher representative and one University representative are not present.

- (b) the management of the college; and
- (c) the manner in which its decisions shall be given effect to.
15. The Governing Body shall exercise all powers not otherwise provided in this Statute and not inconsistent with the provisions of the Adhiniyam, Statutes and Ordinances.
16. The Traveling Allowance and Daily Allowance of nominee of the University or the State Government attending a meeting of the Governing Body or Selection Committee or any other body or committee constituted for the college shall be paid by the college at the rates admissible to a member of the authorities of the University as per the provisions made under this Adhiniyam for the purpose.
17. (1) The Governing Body shall be constituted in accordance with Provisions of this Statute within a period of ninety days from the date of admission of the college to the privileges of the University.
- (2) The Governing Body in existence on the date immediately preceding the date of enforcement of this Statute shall continue to function till the new Governing Body is constituted in accordance with the provisions of this Statute but such period shall not extend beyond a period of ninety days from the date of enforcement of this Statute.

Provided that if, for any reason the Governing Body is not constituted in accordance with the provisions of this Statute within the aforesaid period, the Executive Council may extend the period by a further period not exceeding sixty days.

Part III – The College Council

18. (1) There shall be for each college a college council consisting of the Principal and all teachers of the college. The Principal and the Vice Principal if any, of the college shall respectively be the ex-officio President and Vice President of the council.
- (2) The Secretary shall be elected by the Council from amongst its members; He shall hold office for one year, but not more than two consecutive terms. He shall convene meetings of the College Council under the directions of the Principal.
- (3) The Council shall meet at least thrice during the academic year. It shall perform the following duties namely: -

- (a) to discuss the progress of studies in the college;
- (b) to bring to the notice of the Governing Body the needs of the students and teachers;
- (c) to make recommendations to the Principal or the Governing Body for improvement of the academic efficiency, effectiveness of the college;
- (d) to advise the Principal on such matters relating to the internal management of the college and discipline of its students as may be referred to it from time to time;
- (e) to advise and assist the Principal in the preparation of the timetable, allocation of teaching work and for the organization of the extra-curricular activities of the college;
- (f) to consider and to bring to the notice of the Governing Body matters affecting the interests, rights and privileges of the teachers cadre.

Part IV- The Powers and Duties of the Principal

19. (1) The Principal shall be the Chief Executive Officer and the academic head of the college and he shall participate in the teaching work of the college.
- (2) Subject to the general control of the Governing Body the Principal shall be responsible for :-
- (a) the administration of the college generally as an institution admitted to the privileges of the University;
 - (b) the management of the college library and hostels;
 - (c) maintenance of the accounts, receipts and expenditure of the college;
 - (d) correspondence of the college and custody of the records of the college;
 - (e) administration of the amalgamated fund;
 - (f) execution of the decision of the Governing Body;
 - (g) quality of teaching and learning process and standard of education provided by the college.
- (3) The Principal shall have the following powers namely :-
- (a) to admit students to the college; as per Government. directions and as per provision of the concerned ordinances.
 - (b) to assign duties in respect of teaching, administrative work and extra-curricular activities to the teaching and other staff of the college and see to the proper performance thereof;

- (c) to appoint, promote, grant leave, suspend and take disciplinary action against the class III and class IV employees of the college;
- (d) to maintain discipline in the college.

Provided that disciplinary action taken by the Principal against any student shall be final and shall not be liable to be revised by any other authority except where such revision is permitted by the Statutes and Ordinances of the University;

Provided further that in the case of restriction of student from the college, the college council may review the decision of the Principal;

- (e) to exercise all such other powers as may be conferred on him by the Statutes, Ordinances and Regulations.

Part V - Teachers of the College

- 20. (1) No appointment to any teaching post in the college, including the post of the Principal but excluding part-time appointments, temporary appointments which are not to continue for more than six months and appointments to posts which are to be filled by promotion, shall be made except.
 - (a) after duly and widely advertising the post together with the minimum qualifications as prescribed by the All India Council for Technical Education, therefore and the emoluments of the post and allowing the reasonable time within which the applicants may in response to the advertisements, submit their applications;
 - (b) on the recommendation of the Selection committee constituted in accordance with the provisions of paragraph 17 below for the "Non – grantee colleges" and the Rules framed under Madhya Pradesh Ashasakiya Shikshan Sanstha (Adhyapakon tatha Karmachariyon ke vetano ka sandya) Adhiniyam 1978 for "Grantee Colleges".
- (2) No appointment to the post of Principal shall be made except with the prior approval of the Executive Council.
- (3) No person shall be appointed to any teaching post including that of the Principal unless he possess the minimum qualifications prescribed for the post by the All India Council of Technical Education and approved by the State Government from time to time.
- (4) Every change in teaching staff of the college shall be immediately reported to the University by the Principal.

21. (1) The Selection Committee for the teachers, principals and non-teaching employees for “Grantee Colleges” and “Non Grantee College” shall be such as provided in the Rules 14 of the Madhya Pradesh Ashashkiya Shikshan Sanstha (Adhyapakon tatha Anya Karmachariyon ke Bharti) Niyam, 1979, One nominee of the All India Council for Technical Education.
- (2) In no case the committee constituted under Sub-Statute (1) for Selection of Principal shall transact business at a meeting unless Chairman, at least one subject expert and two other members are present. In case of the Committee constituted under Sub-Statute (1) for the Selection of teachers and non-teachers staff no business shall be transacted at a meeting of the Committee unless the chairman and three members are present.
- (3) The Committee shall, having regard to the nature of duties of post, select candidates as per rules and shall prepare a panel of such candidates in order of merit.
- (4) The panel and the recommended order of merit should have the full concurrence of at least one expert.
- (5) The panel prepared under sub-statute (3) shall contain the names of the candidates having at least two names more than the number of posts proposed to be filled up.
- (6) The panel drawn under sub-statute (3) shall be submitted to the Governing Body.
- (7) The Governing Body shall make the appointment to the posts of teachers or other employees in order of merit from the panel prepared under sub-statute (3).
22. (1) No person shall be appointed to a full time and salaried teaching post in the college except on the recommendation of the Selection Committee of Selection constituted in accordance with the provisions of this Statute.

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

- (2) Appointments to part-time teaching posts may be made by the Foundation Society or the Governing Body as the case may be on the recommendation of the Principals from amongst persons who possess the minimum qualifications prescribed for a lecturer.

23. The appointment of every teacher made prior to the coming into force of this Statute in accordance with the Statutes and Ordinances in force at the time the appointment was made shall be deemed to be validly made.
24. (1) (i) The Principal and the other members of the teaching staff except those appointed in leave vacancies on part-time basis or on temporary basis shall be appointed initially on probation for one year. The period of probation shall not be extended by more than one year so that the total period of probation does not exceed two years;
- (ii) Where an appointment is made on temporary basis, whether in a leave vacancy or otherwise the reasons for such temporary appointment shall be communicated by the Principal to the university.
- (2) The work of the probationer is found to be unsatisfactory and he is not informed for the same by the Governing Body at least one month before the expiry of the probation period, the probationer shall be deemed to have been confirmed in his appointment on the expiry of the period of probation.
- (3) (i) Every teacher other than the teacher appointed on part-time or temporary basis shall be appointed on a written contract in the form prescribed in the Appendix. A copy of the contract shall be given to the teacher and a copy shall be lodged with the University;
- (ii) It shall be the duty of the Governing Body to get such contract executed within a period of one month from the date on which the appointee joins the post.

Provided that the Governing Body shall get the contract executed: -

- (a) Within a period of one month from the date on which the Governing Body starts functioning in case of appointments made by the Foundation Society.
- (b) Within a period of two months from the date on which this Statute comes into force in the case of all appointments made prior to such date.
- (iii) In case of any conflict between the contract in the form prescribed in the appendix and any other contract between a teacher and the college or its Governing Body, the terms and

conditions laid down in the contracts as in the Appendix shall be deemed to apply.

25. The posts of Professors shall ordinarily be filled by promotion from amongst the qualified teachers in the college on the basis of seniority-cum-merit.

Provided that when no teacher of the college in the immediately lower cadre from which promotion is to be made possesses the requisite qualification, the post of Assistant Professor or Professor may be filled by direct recruitment on the recommendation of the Selection Committee.

- 26 (1) The scales of pay for different categories of teachers in the college including the Principal shall be such as are prescribed from time to time for the State Government colleges or as prescribed by All India Council for Technical Education as the case may be.

(2) A part-time teacher shall be paid honorarium at the rates prescribed by the State Government from time to time.

(3) Salary of every teacher shall be paid by a cheque drawn in his favour latest by the 5th of the month following the month to which the salary relates.

(4) The Governing Body or the Foundation Society shall not require or accept any donation or loan from the employees including the teachers of the colleges.

(5) Every teacher other than the part-time teacher shall be entitled to annual increment in the prescribed pay scale on the due date as a matter of course unless it is withheld after due enquiry.

27. If there is no break of service during the period preceding the substantive appointment the period of service of a teacher of the college for any purpose, shall be counted from the date of his first appointment, Short breaks of service not exceeding 7 days may be condoned.

28. A temporary teacher who has been in the service of a college for a full academic year, shall be entitled to full pay for the ensuing vacation. If such teacher is in the service of a teacher for less than a full academic year but for more than three months he shall be entitled to salary for the ensuing vacation in the same proportion as the period of this service bears to the total period in the academic year.

Provided that such teacher shall not be entitled to any pay for the summer vacation where such teacher is officiating in place of another teacher on leave entitled to draw pay for the said vacation.

29. (1) Every teacher including the Principal shall at all times maintain

absolute integrity and devotion to duty and shall do nothing which is unbecoming of a teacher.

- (2) No member of the teaching staff except a part-time teacher of a college shall apply for any post under any other authority except through the Principal and in the case of the Principal through the Chairman of the Governing Body.
- (3) A teacher other than a part-time teacher shall be a whole time employee of the college and shall not without the previous approval of the Governing Body, engage himself in private tuition or in any trade or business or take up any occupation or work other than as an examiner or author of books which is likely to interfere with the duties of this appointment.
- (4) No teacher shall except with the prior written sanction of the Governing Body participate in the editing or management of any newspaper other than learned journals.
- (5)
 - (i) A teacher shall obey all lawful directions of the Principal and the Governing Body of the college. He shall in addition to the ordinary duties as a teacher perform such other duties as may be entrusted to him by the Principal in connection with the co-curricular and extra-curricular activities in the college or duties in connection with examinations, administration and the keeping of discipline in the college.
 - (ii) Teacher shall be required to take teaching periods as per rules of All India Council for Technical Education.
- (6)
 - (i) No teacher shall act in a manner prejudicial to the interests of the college or associate himself with any activity, which in the opinion of the Governing Body might affect adversely the interests of the college.
 - (ii) No teacher shall be a member of or be otherwise associated with any political party or any organization which takes part in politics nor shall he take part in aid for assist in any other manner any political movement or activity nor shall canvass or otherwise interfere in or use his influence in connection with or take part in any election to Legislative Assembly or local authority.

Provided that: -

- (1) an employee qualified to vote at such election may exercise his right to vote but where he does so, he shall not give any

indication of the manner in which he proposes to vote or has voted;

- (2) the employee shall not be deemed to have contravened the provisions to this Sub-Statute by reason only that he assist in the conduct of an election in the due performance of duty imposed on him by or under any law for the time being in force.
 - (7) teachers shall be governed by the rules of conduct if any framed by the Governing Body in conformity with the Adhiniyam, the Statutes, Ordinances and Regulations of the University.
 - (8) infringement of the provisions of the college code shall be regarded as subversive of good discipline and would amount to misconduct and justify the initiation of disciplinary action against such teacher.
30. A permanent teacher shall be entitled to be in the service of the college until he completes the age of sixty-two years or as decided by the State Government. form time to time. No extension after the retirement age shall be granted.

Provided that where the date of retirement of a teacher falls due during the course of the academic session the Governing Body shall allow the teacher to continue till the end of the academic year.

31. A teacher in temporary service cannot discontinue his service in the college without giving one month's notice or one month's salary in lieu thereof. The Governing Body shall similarly give by calendar one month's notice or one month's salary in lieu thereof to a temporary employee when terminating his service.

Provided that no notice shall be necessary where the service of a temporary teacher is discontinued or terminated at the end of the fixed term for which he is appointed.

32. The service of a teacher who is appointed on probation can be terminated during or at the end of the period of probation if his work is not found satisfactory by giving one month notices to the teacher or one month's salary in lieu of the notice. Such notice shall not include the summer vacation or any part thereof and the teacher if he has been in service for more than three months during the academic session shall be entitled to salary for the ensuing summer vacation in the same proportion as the period of service bears to the total period in the academic session. The teacher may, likewise terminate his appointment before the expiry of the period of probation by giving one month's notice in writing to the Governing Body or paying a sum equal to one month's salary in lieu of the notice.

33. (1) The service of a teacher other than person appointed on temporary or

part-time basis or on probation shall not be terminated after confirmation except on the following grounds and without the approval of the Executive Council.

- (i) Misconduct including willful neglect of duty.
- (ii) A Breach of the terms of the contract.
- (iii) Physical or mental unfitness.
- (iv) Incompetence provided that the plea of incompetence shall not be used against a teacher after two years of his confirmation.
- (v) Abolition of the post with the prior approval of the Executive Council.

Provided that termination of service on any ground falling under (i) or (iv) above shall not be ordered without holding an inquiry in which the teacher is given a statement of charges against him and is afforded reasonable opportunity to defend himself.

Provided also that action to terminate the service of a teacher on the ground of physical or mental unfitness shall not be taken except on the basis of a report of Medical Board of the State Government.

- (2) Except where the services of a teacher are terminated on the ground of misconduct including neglect of duty or breach of the terms of the contract neither the Governing Body nor the teacher shall terminate the agreement except by giving to the other party three calendar month's notice or by paying to the other party a sum equal to thrice the monthly salary which the teacher concerned is than earning. The period of notice shall not include the summer vacation or any part thereof.

Part VI – Suspension, Penalties and Disciplinary Authority

- 34. (1) The appointing authority may by an order place an employee, including a teacher, of the college, under suspension :-
 - (a) Where a disciplinary proceeding against him is contemplated or is pending;
 - or
 - (b) Where a case against him in respect of any criminal offence involving moral turpitude is under investigation, inquiry or trial.

N.B. : In case of teachers the Governing Body and in case of other employees the Principal shall be deemed to be the appointing authority.

- (2) An employees of the college shall be deemed to have been placed under suspension by an order of the appointing authority.
 - (a) with effect from the date of his detention, if he is detained in custody, whether on a criminal charge or otherwise for a period exceeding forty-eight hours;
 - (b) with effect from the date of his conviction, if in the event of a conviction for an offence, he is sentenced to a term of imprisonment exceeding forty-eight hours and is not forth with dismissed or removed or compulsorily retired consequent to such conviction.
 - (3) An order of suspension made or deemed to have been made shall continue to remain in force until it is modified or revoked by the appointing authority, but in cases other than criminal proceedings it shall not operate for more than six months.
 - (4) During the period of suspension, the employee shall be paid subsistence allowance equal to fifty percent of the emoluments last drawn by him.
 - (5) If the employee is exonerated from the charge or charges are subsequently withdrawn he shall be reinstated in his post and shall be paid full salary for the period of his suspension after deduction the subsistence allowance already paid to him.
35. (1) The appointing authority may, for good and sufficient reasons, impose on an employee of the College (including a teacher) the following penalties:
- (a) Censure;
 - (b) Recovery from his pay of the whole or part of any pecuniary loss caused by him to the college by negligence or breach of orders;
 - (c) With-holding of increments of pay.
 - (d) Reduction to lower time scale of pay, grade or post;
 - (e) Compulsory retirement;
 - (f) Removal from service;
 - (g) Dismissal from service which shall ordinarily be a disqualification for future employment in the College.

Besides the above, the penalty of fine not exceeding Rupees Five may be imposed on a Class IV employee of the college for petty carelessness, unpunctuality, idleness or similar misconduct of a minor nature.

- (2) The appointing authority may institute disciplinary proceedings against an employee of the college.
- (3) No order imposing any of the penalties specified in sub-paragraph (1) above than fine shall be made except in accordance with the procedure for imposing penalties on Government servant prescribed by the Madhya Pradesh Government and in force at the time the appointing authority orders an inquiry against the college employee concerned.

Provided that no proposal to reduce in rank or pay a teacher confirmed in the Service of the College or to remove or dismiss him from Service or to retire him compulsorily shall be deemed to have been passed by the Governing Body unless it is supported by a majority of two-thirds of the members present at the meeting of the Governing Body in which it comes up for consideration and where a decision is duly taken it shall not be given effect to unless it is approved by the Executive Council.

- (4) Following lapses would constitute misconduct on the part of teacher of the College, including the Principal:
 - (i) Failure to perform his academic duties such as lecturers, demonstrations, assessment, guidance, invigilation etc.
 - (ii) Gross partiality in assessment of students, deliberately over-marking/under-marking of attempts at victimization on any grounds.
 - (iii) Inciting students against other students, colleagues or administration. This does not interfere with the right or a teacher to express his difference on principles in seminars or other places where students are present.
 - (iv) Raising questions of caste, creed, religion, race or sex in his relationships with the colleagues and trying to use the above considerations for improvement of his prospects.
 - (v) Refusal to carry out the decision by the appropriate officers/bodies of the University and/or the Governing Body/Principal of the College. This will not inhibit his right to express his differences with their policies or decision.

36. (1) Where any penalty is imposed on an employee of the college by Principal, the employee concerned may prefer an appeal to the governing Body of the college within thirty days from the date on

which a copy of the order appealed against is delivered to the appellant.

- (2) Where an penalty other than reduction in rank or pay or removal or dismissal or compulsory retirement from service is imposed on a teacher, he may prefer an appeal to the Executive Council within thirty days from the date on which a copy of the order appealed against is delivered to the appellant.
- (3) (i) An appeal against an order of the Governing Body imposing on a teacher the penalty of reduction in rank or pay or removal or dismissal or compulsory retirement from service shall lie to a Tribunal consisting of:
 - (a) A nominee of the Kulpati, other than a member of the Executive Council who will act as the Chairman.
 - (b) The aggrieved teacher's nominee to be named by the appellant in his appeal, and
 - (c) A nominee of the Governing Body.

Provided that in case a person in clause (c) above is not nominated by the body concerned within three months, the Kulpati shall have the powers to appoint on behalf of the body concerned, a nominee not connected with the University in any manner.

Provided further that an appeal under this sub-Statute shall be submitted to the Kulapati not later than forty-five days from the date on which a copy of the order appealed against is delivered to the appellant.

- (4) The appeal shall except where provided otherwise, be presented to the authority to whom the appeal lies. A copy of appeal shall be forwarded by the appellant to the authority, which made the order appealed against. It shall contain all material statements and arguments on which the appellant relies and shall not contain any disrespectful or improper language and shall be complete in itself.
- (5) The authority which made the order against which the appeal is preferred shall on receipt of a copy of the appeal, forward the same with its comments thereon together with the relevant records to the appellate authority without any avoidable delay and without waiting for any direction from the appellate authority.
- (6) (i) The appellate authority may confirm, enhance, reduce or set aside the penalty or remit the case to the authority which imposed the penalty with such directions as it may deem fit in the circumstances of the case.

- (ii) The authority which made the order against which the appeal is preferred shall give effect to the orders passed by the appellate authority.

Part VII- Provident Fund and Leave

37. (1) The Governing Body shall maintain a Provident Fund for the benefit of its employees.
- (2) Every whole time teacher and employee of the college other than the person whose Services have been lent to the college by Government or another Institution, permanently appointed to a substantive post shall, become a depositor of the provident fund and family benefit scheme of Life Insurance Corporation of India Limited in the college.

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

- (3) The provisions of rules regarding Pension, General Provident Fund and Gratuity on being approved by the State Government shall become applicable to Grantee and Non-Grantee Colleges.
- (4) The contribution of each depositor to the fund shall be twelve percent of the salary of the depositor, such contribution shall be deducted monthly from the salary of the depositor and the amount so deducted together with an equal amount to be contributed by the college shall be deposited in the Saving Bank of any Post Office or Scheduled Commercial Bank in a separate Provident Fund Account in the joint name of the teacher/employee and the Principal of the college.

Provided that in the case of the account of the Principal, it shall be in the joint name of the Principal and the Chairman of the governing body;

Provided further that the depositor may raise, at his option, his contribution to the Provident Fund to any amount not exceeding fifteen percent of his monthly salary. Even when the contribution is so raised, the contribution of the college shall be twelve percent of the salary of the depositor.

- (5) (i) An employee on leave on full average pay shall continue to subscribe to the Provident Fund and premium of Family Benefit Scheme, during the period of such leave.
- (ii) A teacher/employee under suspension shall not contribute to, the

Provident Fund during the period of suspension nor shall the contribution of college be due in this case. The premium of

Family Benefit Scheme of such suspended employee shall be deposited to Life Insurance Corporation of India Limited from the suspension allowance.

- (6) (i) The Governing Body may, under such conditions as may be laid down by it permit the payment of premium of life assurance policy or policies on the life of the depositor or family benefit scheme, out of his personal contribution to the Provident fund. The amount to be deposited in the Saving Bank Account of the depositor shall be reduced to the extent of such premium. In all such cases, the life Insurance Policy for which the premium is so paid shall be assigned in favour of the college.
- (ii) On retirement of the depositor from the service of the college policy shall be reassigned to him by the college. In case of maturity of the policy during the service of the depositor in the college, the full amount of the policy shall be credited to the Provident fund account of the depositor. In the event of the death of the depositor during his service in the college the full amount of the policy shall be paid to the legal successor of the deceased to the Provident Fund.
- (7) When a depositor's service in the college comes to an end by his retirement, Resignation or otherwise he shall be entitled to receive the entire amount standing to his credit in the Provident fund and family benefit scheme.

Provided further that a depositor whose service have been dispensed with on gross misconduct the Governing Body or who has been in the service of the college for a continuous period of less than two years from the date from which he was allowed to subscribe to the provident fund shall not be entitled to any part of the contribution made by the college or to the interest accrued thereon.

Provided also that in the event of the death of depositor during his service in the college, the entire amount standing to his credit shall be paid to the legal successor of the deceased.

Note: The provisions of the first proviso shall not be invoked in the case of an employee, who is prevented from rendering the minimum two years service by reason of death, disability which in the opinion of the Governing Body prevents him from rendering further service or any scheme of retrenchment affecting such employee.

- (7) The Governing Body shall frame rules for temporary advances from the Provident Fund, which shall, inter alia include the following as the legitimate objects for such advance;
- (i) To meet expenses in connection with the prolonged illness of the subscriber or any person actually dependent on him;
 - (ii) To pay for overseas passage for reason of health or education of the subscriber or any person actually dependent on him;
 - (iii) For meeting obligatory expenses, on a scale appropriate to the applicant's status, in connection with marriages, funerals and religious ceremonies;
 - (iv) To purchase land or building for his residence or for the construction of a residential house.
38. (1) The employees including the teachers of the college shall be entitled to leave in accordance with the leave rules of the Government of Madhya Pradesh in force and as applicable to Government Servants in vacation and non-vacation departments. All posts of teachers other than the Principal shall be vacation posts.
- (1) In case of teachers leave other than casual leave shall be sanctioned by the Governing Body. Casual leave in case of the Principal shall be sanctioned by the Chairman of the Governing Body and in case of other teachers by the Principal.

Part VIII-Miscellaneous

39. (1) The College shall have its own Fund and all receipts of the college such as fees, donations, grants, interest on investments and Endowment Fund and borrowing shall be carried to the fund.
- (2) All moneys belonging to the Fund shall be deposited in such Bank or Invested in such manner as the Governing Body may decide.
- (3) All expenditure, as may be sanctioned by the Governing Body, for the Purpose of the College, shall be met from the Fund.
- (4) The fund of the college shall not be used for meeting any expenditure or giving any loan to the Foundation Society or any other Institution run by the Foundation Society.
40. (1) In addition to such registers and records as the Governing Body may require to be maintained, every college shall maintain such registers and records as may be prescribed by the Executive Council.
- (2) Accounts, registers, proceedings of meetings and other records of the

College shall be open to inspection, on all working days during office hours, by members of the Governing Body and persons appointed by the Executive Council to conduct any inspection.

41. No person connected with the management of the college and no Principal or, other teacher or other employee thereof shall directly or indirectly take or receive or cause to be taken or received any contribution, donation, fees or any payment of any sort either in cash or in kind, other than or in excess of the fees prescribed by the University, from or on behalf of any pupil as a condition for granting him admission to the college or pursuing a course of study therein and all such amounts paid by the students shall from part of the receipts of the college.
42. Any dispute arising out of the contract of service between the Governing Body of the College and any of its teachers shall at the request of the teacher or the Governing Body be referred by the Kulpati to a tribunal consisting of one nominee of the Kulpati other than a member of the Executive Council who shall be the Chairman and one nominee each of the teacher and the Governing Body and the decision of the tribunal shall be final.
43. Notwithstanding any thing contained the provisions of this Statute a Non-government College of Engineering/Technology or a Regional College of Engineering may be administered by the Executive Body of the institution by whatever name called constituted in accordance with the bye-laws/regulations of the institution.

Provided that: -

- (i) The executive body of the institution shall have amongst its members at least two representative elected from amongst themselves by the teacher of the institution, other than the Principal who have completed at least two years of service in the institution.
- (ii) All the appointments to teaching posts in the institution, not lower that of a teacher and other than those which use to be filled by promotions shall be made on the recommendation of selection committee which shall have amongst its members at least two expert in the subject concerned nominated by the Kulpati.
- (iii) The provisions of “Part VII-Suspension, Penalties and disciplinary authority” of this statute shall apply in case of both the teaching and non-teaching staff of the institutions.

APPENDIX

Form of Agreement of Service for Teachers

An Agreement made this _____ day of _____ between Shri _____ (hereinafter called the teacher) of the first part and the Governing Body of the _____ College (hereinafter called the Governing Body), acting through its Chairman/Secretary of the second part.

Whereas the Governing Body has appointed Shri _____
as a member of the Teaching Staff of the _____ . College upon the terms and conditions hereinafter set out and as provided in the College Code Statute. Now this agreement witnesses that party of the first part and the Governing Body hereby contract and agree as follows:-

1. That this agreement shall begin from the _____ day of _____ and shall be determinable as hereinafter provided.
2. That the party of the first part is employed on probation for a period of one year and shall be paid a monthly salary of Rs. _____ in the pay scale of Rs. _____. The period of probation may be extended by such further period as the party of second part may deem fit, but the total period of probation shall, in no case, exceed two years. The teacher shall be deemed to have been confirmed in his appointment unless not later than one month before the expiration thereof the Governing Body informs him in writing of its intention not to continue him.
3. That on confirmation the Governing Body shall pay to the teacher during the continuance of this engagement salary in the pay scale of Rs. _____ and no increment shall be withhold without the approval of the Governing Body.
4. That the teacher shall during the continuance of his engagement be entitled to the benefit of the Provident Fund maintained by the Governing Body in accordance with the provisions laid down in the College code.
5. That the date of birth of the party of the first part is _____ and the age of Superannuation will be sixty two years, the actual date of retiring shall be the last day of the academic year in which he attains the age of sixty two years.
6. That the Teacher shall be entitled to leave in accordance with the provisions of the College Code.
7. That the teacher shall devote his whole time to the service of the College and shall not, without the permission of the Governing Body, engage directly or indirectly in private tuition or any trade or business or other remunerative work which may interfere with the proper discharge of his duties, but this prohibition shall not

apply to such benefits as accrue to him as an Examiner or Author of Books or due to his academic achievements.

8. That the party of the first part shall, in addition to the ordinary duties perform such other duties as assigned to him by the Principal of the college in connection with the social, intellectual or athletic activities of the college or examination or administration or the keeping of discipline in the college.
9. That after the confirmation, the services of the party of the first part can be terminated only on the following grounds:-
 - (a) Misconduct including willful neglect of duty;
 - (b) Breach of any of the terms of contract;
 - (c) Physical or mental unfitness;
 - (d) Incompetence
 - (e) Abolition of post.

Provided that

- (i) The plea of incompetence shall not be used against the party of the first part after he has served at the party of the second part for two years or more after his confirmation.
 - (ii) The services of the party of the first part shall not be terminated under sub-clause (c) without obtaining a certificate to that effect from a Medical Board to be appointed by the Governing Body.
 - (iii) the services of the party of the first part shall not be terminated on any account without the previous approval of the Executive Council.
10. Except when termination of service has taken place under sub clause (a) or (b) of Statute 9 above neither the party of the first part nor the party of the second part shall terminate this Agreement, except by giving to the other party three month's notice in writing or by paying to the other party a sum equal to three months salary, which the party of the first part is then earning. The period of notice referred to above does not include the summer vacation or any part thereof.
 11. Nothing in this agreement shall affect the right of the party of the first part to apply for referring any difference or dispute arising out of this agreement to the Tribunal constituted under Statute 42 of the College Code.
 12. On the termination of this agreement from whatever cause, the teacher shall deliver up to the Governing Body all books, apparatus, records, and such other articles belonging to the College or to the University as may be in his possession.

The Governing Body shall clear the account of the teacher in respect of arrears of salaries, if any, and other dues that may be payable to him from the college within three months of the termination of this Agreement.

Signature Day of 20----

(1) (Party of the first part)

(2) (Party of the second part)

In the presence of

(1) (Witness 1)

(2) (Witness 2)

By order and in the name of the Governor of Madhya Pradesh,

Shamim Uddin,
Additional Secretary
Govt. of Madhya Pradesh
Technical Education & Training Department



CHANDRAVADANI MAHILA SHIKSHA SAMITI

Technocrats Institute of Technology Campus
Anand Nagar, P.B. No. 24, Post Piplani, BHEL, Bhopal-462021
Ph. No.- 2685977, 2751693 Fax- 0755-2751679

Ref: CMSS/RES/F2/2009/09

Dated: 25.02.2009

Resolution

Subject: Implementation of VIth pay Scale

That the Society vide its executive meeting held on 25.02.2009 at conference hall, TIT Campus vide item no. 01 have resolved that, Chandravadani Mahila Shiksha Samiti, Bhopal in its constituent institutions namely Technocrats Institute of Technology, Technocrats Institute of Technology (Excellence), Technocrats Institute of Technology-MCA, Technocrats Institute of Technology-MBA, Technocrats Institute of Technology-Pharmacy, Technocrats Institute of Technology-Diploma Pharmacy and TIT College of Pharmacy situated at In Front of Hathaikheda Dam, Post Piplani, P.B. No. 24, BHEL, Bhopal, shall implement **Vith pay** commissions recommendations for faculty in accordance with MHRD, Govt. of India notification no. 1-32/2006-U.II/U.I dated December 31, 2008

The revised pay scales shall be effective from 01.03.2009.

Ms. Sadhna Karsoliya

Chairperson

Chandravadani Mahila Shiksha Samiti, Bhopal

Telephone: 011-2617521
Fax : 011-26175212



कर्मचारी भविष्य निधि संगठन
(श्रम एवं रोजगार मंत्रालय, भारत सरकार)

EMPLOYEES' PROVIDENT FUND ORGANISATION

(Ministry of Labour & Employment, Govt. of India)

मुख्य कार्यालय / Head Office

भविष्य निधि भवन, 14-भिकाजी कामा प्लेस, नई दिल्ली-110 066.

Bhavishya Nidhi Bhawan, 14, Bhikaiji Cama Place, New Delhi - 110 066.

No. Actuarial/18(2)2008/Vol.III/

Date: 29 AUG 2014

To

All Addl. Central P.F.Commissioners (Zones)
All Regional P.F.Commissioners-I (In-Charge of Region)

Sub: Gazette Notification providing for increase in wage ceiling under EPS, 1995 from Rs.6500/- to Rs.15,000/- which shall come into force on and from the 1st day of Sept. 2014.

Sir,

This is in continuation of this office circular No. Actuary/18(2)2008/ Vol.III/5905 dated 23.07.2014 wherein it was informed that the Employees' Pension Scheme 1995 is being amended to increase the wage ceiling from Rs.6,500/- per month to Rs.15,000/- per month in the Employees' Pension Scheme, 1995.

2. The proposed amendments have since been notified vide Gazette Notification No. GSR 609 (E) which shall come into force on and from the 1st day of September, 2014 (Copy of notification enclosed).

3. Accordingly, with effect from the 1st day of September, 2014, the pensionable salary for all cases of exit/death on or after 01.09.2014, for calculating pension shall be the average monthly pay drawn during the contributory period of service in the span of 60 months preceding the date of death/exit from the membership of the Employees' Pension Fund. The pensionable salary shall be calculated on pro-rata basis separately for the period up to 31.08.2014 up to wage ceiling of Rs.6,500/- per month and for the subsequent period upto the wage ceiling of Rs.15, 000/- per month. Similarly, the Withdrawal Benefit shall be based on the weighted wages at different wage ceilings. As already informed necessary amendments in the application software are being carried out and the necessary software shall be released by I.S. Division at the earliest.

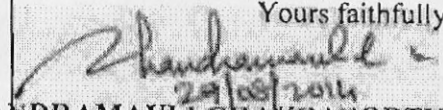
4. Accordingly, requisite steps may be taken so that full details of wages for 60 months are available to settle the pension claims in accordance with the proposed modification. In this regard, Form 10-C & Form 10-D are also being redesigned to incorporate the above changes and shall be circulated soon. However in the meantime wage details be obtained by attaching additional sheet for giving details of 60 months of wages along with Form 10-D in respect of all members having date of exit from EPS 1995.
5. The members having date of exit from EPS, 1995 on account of superannuation/option date for commencement of early pension etc. prior to 01.09.2014 shall get Pensionary benefits on the basis of the existing pensionable salary calculations i.e. by taking 12 months average.
6. Further, with effect from 01.09.2014, wherever employer & employees have opted to contribute on salary exceeding Rs.6,500/- per month, such employer & employees will have to exercise a fresh option to contribute on salary exceeding Rs.15,000/- per month subject to the condition that such member would have to contribute the Government's share of contribution @ 1.16% on the salary exceeding Rs.15,000/- per month from his/her share of contribution. The fresh option is to be exercised within a period of 6 months. It is essential to know with certainty the employees who are currently permitted to contribute to EPS on higher wages, so that fresh options can be called for. Accordingly, you may immediately flag all such cases of contribution on salary exceeding Rs.6,500/- per month and obtain fresh options in a time bound manner. It may be made known to the existing optees that if the fresh option is not exercised it shall be deemed that the employee has not opted in allowing contribution over wage ceiling and the contributions to Employees Pension Fund made above the wage ceiling in respect of the member shall be diverted to the Provident Fund account of the member along with interest as declared under the Employees' Provident Fund Scheme from time to time.
7. Furthermore, with effect from 01.09.2014 the provisions for contribution on higher salary has been deleted and as such no new options can be allowed to any member of EPS, 1995 on and after 01.09.2014.

8. As EPS will henceforth apply only to EPF members whose pay at the time of becoming PF member is not more than Rs.15,000/- per month on or after 01.09.2014 the entire employer and employee contribution shall remain in the Provident Fund and no diversion to EPS shall be made for all new PF members on or after 01.09.2014 having salary more than 15,000/- at the time of joining. This must be ensured as any negligence on this issue may lead to unwarranted litigations.

9. The above actions may be taken without any deviation and officer in charge shall be responsible for compliance of above directions under his jurisdiction.

(This issues with the approval of CPFC)

Yours faithfully,



(CHANDRAMAULI CHAKRABORTY)
REGIONAL P.F.COMMISSIONER-I (Pensions)

5. मूल योजना के पैरा 12 के उप-पैरा (2) में निम्नलिखित परन्तुक अंतःस्थापित किए जाएंगे नामतः-
"वशतें कि उस सदस्य की मासिक पेंशन समानुपातिक आधार पर 1 सितंबर, 2014 तक पेंशन योग्य सेवा के लिए छह हजार पांच सौ रुपये प्रतिमाह के अधिकतम पेंशन योग्य वेतन पर और उसके बाद की अवधि के लिए पंद्रह हजार रुपये प्रतिमाह के अधिकतम वेतन पर निर्धारित की जाएगी।"
6. मूल योजना में पैरा 14 के लिए निम्नलिखित पैरा प्रतिस्थापित किया जाएगा, नामतः:
"14. सदस्य का मासिक पेंशन के लिए पात्र होने से पहले सेवा छोड़ने पर मिलने वाले लाभ- यदि कोई सदस्य जिसने सेवा छोड़ने की तिथि पर अथवा 58 वर्ष की आयु पूरी होने पर, जो भी पहले हो, को पैरा 12 के उप-पैरा (1) में विनिर्दिष्ट पात्र सेवा न की हो, तो यह सदस्य तालिका 'घ' में यथा विहित निकासी लाभ प्राप्त करने का हकदार होगा अथवा वह उस तिथि को 58 वर्ष की आयु पूरी न करने के अध्यक्षीन योजना का प्रमाण-पत्र प्राप्त करने का विकल्प ले सकता है:
"वशतें कि ऐसे प्रत्याहरण लाभ की गणना के लिए सेवा छोड़ने के समय उसका वेतन प्रत्येक वेतन सीमा अवधि की समाप्ति पर उसके वेतन के भारित औसत के समान होगा।
परन्तु यह भी कि वर्तमान सदस्य, कर्मचारी परिवार पेंशन योजना, 1971 के अंतर्गत अपनी पिछली सेवा के लिए तालिका 'क' के अनुसार प्रत्याहरण सह-सेवा निवृत्ति लाभों के रूप में परिकल्पित तथा तालिका 'ख' में दिए युक्त द्वारा द्विगुणित अंशदानों का अतिरिक्त प्रतिफल प्राप्त करेगा।"

[सा. सं. एम-35012/1/2012-गताएम-III]

अरुण कुमार सिन्हा, अपर सचिव

टिप्पणी:- मूल योजना को दिनांक 16 नवंबर, 1995 की अधिसूचना संख्या सा.का.नि. 748(अ) द्वारा प्रकाशित किया गया था तथा पिछली बार इसे दिनांक 14 फरवरी, 2013 की अधिसूचना संख्या सा.का.नि. 80(अ.) द्वारा संशोधित किया गया था।

NOTIFICATION

New Delhi, the 22nd August, 2014

C.S.R. 609(E).— In exercise of powers conferred by section 6A read with sub-section (1) of section 7 of the Employees' Provident Funds and Miscellaneous Provisions Act, 1952 (19 of 1952), the Central Government hereby makes the following Scheme further to amend the Employees' Pension Scheme, 1995, namely:—

1. (1) This Scheme may be called the Employees' Pension (Amendment) Scheme, 2014.
- (2) It shall come into force on and from the 1st day of September, 2014.

In the Employees' Pension Scheme, 1995, (hereinafter referred to as the principal Scheme), in paragraph 3, in sub-paragraph 2, in the proviso, for the words "rupees six thousand and five hundred", wherever they occur, the words "fifteen thousand rupees" shall be substituted.

3. In the principal Scheme, in paragraph 6, in clause (a), after the words, figures and letter "or 27A of the Employees' Provident Funds Scheme, 1952", the words "and whose pay on such date is less than or equal to fifteen thousand rupees", shall be inserted.

4. In the principal Scheme, in paragraph 11,-

(a) for sub-paragraph (1) and the proviso thereto, the following shall be substituted, namely:-

"(1) The pensionable salary shall be the average monthly pay drawn in any manner including on piece rate basis during contributory period of service in the span of sixty months preceding the date of exit from the membership of the Pension Fund and the pensionable salary shall be determined on pro-rata basis for the pensionable service up to the 1st day of September, 2014, subject to a maximum of six thousand and five hundred rupees per month and for the period thereafter at the maximum of fifteen thousand rupees per month:

Provided that if a member was not in receipt of full pay during the period of sixty months preceding the day he ceased to be the member of the Pension Fund, the average of previous sixty months full pay drawn by him during the period for which contribution to the pension fund was recovered, shall be taken into account as pensionable salary for calculating pension;

6

(b) in sub-paragraph (2), for the figures and word "12 months", wherever they occur, the words "sixty months" shall be substituted;

(c) in sub-paragraph (3),-

(i) for the words, letters and figures "rupees six thousand and five hundred/Rs. 6500", the words "fifteen thousand rupees" shall be substituted;

(ii) the proviso shall be omitted.

(d) after sub-paragraph (3), the following sub-paragraph shall be inserted, namely:-

"(4) The existing members as on the 1st day of September, 2014, who at the option of the employer and employee, had been contributing on salary exceeding six thousand and five hundred rupees per month, may on a fresh option to be exercised jointly by the employer and employee continue to contribute on salary exceeding fifteen thousand rupees per month:

Provided that the aforesaid members have to contribute at the rate of 1.16 per cent on salary exceeding fifteen thousand rupees as an additional contribution from and out of the contributions payable by the employees for each month under the provisions of the Act or the rules made thereunder:

Provided further that the fresh option shall be exercised by the member within a period of six months from the 1st day of September, 2014:

Provided also that the period specified in the second proviso may, on sufficient cause being shown by the member, be extended by the Regional Provident Fund Commissioner for a further period not exceeding six months:

Provided also that if no option is exercised by the member within such period (including the extended period), it shall be deemed that the member has not opted for contribution over wage ceiling and the contributions to the Pension Fund made over the wage ceiling in respect of the member shall be diverted to the Provident Fund account of the member along with interest as declared under the Employees' Provident Fund Scheme from time to time.

5 In the principal Scheme in paragraph 12, in sub-paragraph (2), the following proviso shall be inserted, namely:-

"Provided that the members' monthly pension shall be determined on a pro-rata basis for the pensionable service up to the 1st day of September, 2014 at the maximum pensionable salary of six thousand and five hundred rupees per month and for the period thereafter at the maximum pensionable salary of fifteen thousand rupees per month".

6 In the principal Scheme, for paragraph 14 the following paragraph shall be substituted, namely:-

"14. Benefits on leaving service before being eligible for monthly member's pension.- If a member has not rendered the eligible service specified in sub-paragraph (1) of paragraph 12 on the date of exit, or on attaining the 58 years of age, whichever is earlier, such member shall be entitled to a withdrawal benefit as laid down in Table 'D' or may opt to receive the Scheme certificate provided on the date he has not attained 58 years of age".

Provided that for calculating such withdrawal benefit, the wages at exit shall be the weighted average of his wages at the end of every wage ceiling period:

Provided further that an existing member shall receive additional return of contributions for his past service under the Employees' Family Pension Scheme, 1971, computed as withdrawal-cum-retirement benefits as per Table 'A' multiplied by the factor given in Table 'B'".

[F.No. S-35012/1/2012-SS-II]

ARUN KUMAR SINHA, Addl. Secy.

Note: The principal Scheme was published in the Gazette of India, Extraordinary, Part II, Section 3, Sub-section (i), vide notification number G.S.R. 748 (E), dated the 16th November, 1995 and last amended vide notification number G.S.R. 801E) dated the 14th February, 2013.

अधिसूचना

नई दिल्ली, 22 अगस्त, 2014

सा.का.नि.610(अ).—कर्मचारी भविष्य निधि तथा प्रकीर्ण उपबंध अधिनियम, 1952 (1952 का 19) की धारा 7 की उप-धारा (1) के साथ पठित धारा 6ग द्वारा प्रदत्त शक्तियों का प्रयोग करते हुए, केन्द्र सरकार कर्मचारी निधिप सहवृद्ध बीमा योजना, 1976 में और संशोधन करने के लिए निम्नलिखित योजना बनाती है, अर्थात्:-

1. (1) यह योजना कर्मचारी निधिप सहवृद्ध बीमा (संशोधन) योजना, 2014 कहलाती है।

3297 57/14-2

(6) Notwithstanding anything contained in this paragraph, an officer not below the rank of an Assistant Provident Fund Commissioner may, on the joint request in writing of any employee of a factory or other establishment to which this Scheme applies and his employer, enroll such employee as a member or allow him to contribute more than [fifteen thousand rupees] of his pay per month if he is already a member of the fund and thereupon such employee shall be entitled to the benefits and shall be subject to the conditions of the fund, provided that the employer gives an undertaking in writing that he shall pay the administrative charges payable and shall comply with all statutory provisions in respect of such employee.]

¶26. कर्मचारियों की श्रेणियाँ जो निधि के हकदार हैं और जिन्हें सदस्य बनना है - (1)(ए) इस योजना के अधीन आने वाले कारखाने या अन्य संस्थान में या उसकी कार्य-व्यवस्था के संबंध में नियोजित, विमुक्त कर्मचारी को छोड़कर, प्रत्येक कर्मचारी उस कारखाने या अन्य संस्थान में इस पैराग्राफ के प्रभावी होने की तिथि से निधि का हकदार होगा एवं सदस्य बनेगा।

(बी) इस योजना के अधीन आने वाले कारखाने या अन्य संस्थान में या उसके कार्य-व्यवस्था के संबंध में नियोजित, विमुक्त कर्मचारी के अलावा, प्रत्येक कर्मचारी उस कारखाने या अन्य संस्थान में इस पैराग्राफ के प्रभावी होने की तिथि से निधि का हकदार एवं सदस्य बनेगा, यदि उस तिथि को ऐसा कर्मचारी उस कारखाने या अन्य संस्थान या उसी नियोक्ता के अधीन आने वाले कारखाने या संस्थान (जिस पर यह अधिनियम लागू है) की भविष्य निधि का अंशदाता हो:

परन्तु, इस योजना के अधीन के आने वाले कारखाने या अन्य संस्थान अधिनियम की धारा 17 के अन्तर्गत छूट के आदेश की समाप्ति या निरस्तिकरण पर, जो छूट नहीं होने की दशा में निधि के सदस्य बनते एवं सदस्यता बनाये रखते, तत्काल निधि के सदस्य बनेंगे।

(2) किसी कारखाने या संस्थान पर इस पैराग्राफ के लागू होने के पश्चात् उस कारखाने या संस्थान के या उससे संबंधित कार्य-व्यवसाय में नियोजित, विमुक्त कर्मचारी के अलावा, प्रत्येक कर्मचारी, जो पहले से सदस्य नहीं बना है, वह उस कारखाने या संस्थान में सेवा प्राप्त करते ही निधि का हकदार होगा एवं सदस्य बनेगा।

(3) विमुक्त कर्मचारी, जो इस योजना के अधीन आने वाले कारखाने या संस्थान में या उसके कार्यव्यवस्था में नियोजित है, अपनी विमुक्त कर्मचारी की स्थिति की समाप्ति या निरस्तिकरण पर तत्काल निधि से सदस्य बनेंगे।

(4) पैराग्राफ 27 या पैराग्राफ 27-ए के अन्तर्गत छूट प्राप्त कर्मचारी या कर्मचारियों का वर्ग, पुनः निधि को अपनाने का घोषणा-पत्र देने पर या छूट के आदेश की समाप्ति या निरस्तिकरण पर तत्काल निधि के सदस्य बनेंगे।

(5) छूट प्राप्त कारखाने या अन्य संस्थान के लिये रखी जाने वाली निजी भविष्य निधि का सदस्य कर्मचारी, जो छूट नहीं होने की दशा में निधि का सदस्य बनता एवं बना रहता, के इस योजना के अधीन आने वाले कारखाने का अन्य संस्थान में सेवा प्राप्त कर लेने पर तत्काल निधि का सदस्य बनेगा।

(6) इस पैराग्राफ में आम प्रावधानों के बावजूद इस योजना के अन्तर्गत आने वाले कारखाने या अन्य संस्थान का कोई भी कर्मचारी और नियोक्ता द्वारा संयुक्त रूप से लिखित आवेदन देने पर कोई

1. जी.एस.आर. 689 दिनांक 19.10.1990 के द्वारा पुराने पैराग्राफ 26 के स्थान पर जोड़ा गया (1.11.1990 से प्रभावी)।
2. जी.एस.आर. 608 (ई) दिनांक 22.8.2014 के द्वारा 'छ: हजार पाँच सौ रुपये' के स्थान पर प्रतिस्थापित (1.9.2014 से प्रभावी)।

अधिकारी जो कि सहायक भविष्य निधि आयुक्त से कम ओहदे का न हो, ऐसे कर्मचारी को सदस्य बना सकेगा या उसे 2[पन्द्रह हजार रुपये] रुपये प्रतिमाह से अधिक के वेतन पर अंशदान देने की अनुमति दे सकेगा, यदि वह पहले से निधि का सदस्य हो तो तथा तदुपरान्त वह कर्मचारी निधि के नियमों एवं शर्तों के अधीन परिलाभों का हकदार होगा बशर्ते उसका नियोक्ता लिखित में यह प्रतिबद्धता-पत्र देता है कि वह ऐसे कर्मचारी के मामले में देय प्रशासनिक प्रभारों का भुगतान करेगा तथा कानूनी प्रावधानों की अनुपालना करेगा।]



EMPLOYEE STATE INSURANCE CORPORATION
PANCHDEEP BHAWAN: C.I.G. ROAD: NEW DELHI

No. T-11/13/1/2010-Rev-I

Dated:- 5.7.2017

MEMORANDUM

Subject:- Determination of Contribution u/s 45-A of the ESI Act.

Attention is invited to this office instruction issued containing instructions of determination of contribution where the employer has defaulted in payment of the contribution and submission of prescribed returns or where inspection of records for the period involved has not been conducted. In these instruction, it was laid down that wages at the rate of Rs. 8250/- per employee per month may be assumed with effect from 1.5.2010 onwards for determining the amounts of contribution payable in respect of the employees of that factory/establishment.

Consequent up on increase in the wage ceiling for coverage of employees from Rs. 15000/- per month to Rs. 21000/- per month with effect from 1.1.2017 the matter has been reconsidered. Accordingly, the Director General has approved that wages in the circumstances mentioned in the above para may now be assumed @ Rs.11550/- (Rupees Eleven Thousand five Hundred Fifty only) per employee per month for determining the contribution u/s 45-A of the ESI Act for all wage period commencing on or after 1.1.2017.

The above instruction may please be brought to the notice of all concerned for strict compliance.

Receipt of this memorandum may please be acknowledged

Mohit
(MOHIT RAJA)
DY. DIRECTOR (Rev)

1. All Regional Directors/Joint Directors. I/C, Director, RO/SRO-----
2. Joint Director(Fin)/Dy. Director (Fin), RO/SRO-----
3. Joint Director (Vig.)-----
4. All Officers in Hqrs. Office
5. All Branches in Hqrs. Office
6. Guard File

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मध्यप्रदेश राजपत्र

(असाधारण)
प्राधिकार से प्रकाशित

क्रमांक 349]

भोपाल, बुधवार, दिनांक 27 जून 2018—आषाढ़ 6, शक 1940

विधि और विधायी कार्य विभाग

भोपाल, दिनांक 27 जून 2018

क्र. 10634-196-इक्कीस-अ (प्रा.)—भारत के संविधान के अनुच्छेद 348 के खण्ड (3) के अनुसार में, मध्यप्रदेश वृत्ति कर (संशोधन) विधेयक, 2018 (क्रमांक 12 सन् 2018) का अंग्रेजी अनुवाद राज्यपाल के प्राधिकार से एतद्वारा प्रकाशित किया जाता है.

मध्यप्रदेश के राज्यपाल के नाम से तथा आदेशानुसार,

राजेश यादव, अतिरिक्त सचिव.

MADHYA PRADESH BILL

NO. 12 OF 2018

THE MADHYA PRADESH VRITTI KAR (SANSHODHAN) VIDHEYAK, 2018

A Bill further to amend the Madhya Pradesh Vritti Kar Adhiniyam, 1995.

Be it enacted by the Madhya Pradesh Legislature in the sixty-ninth year of the Republic of India as follows :—

Short title and commencement.

1. (1) This Act may be called the Madhya Pradesh Vritti Kar (Sanshodhan) Adhiniyam, 2018.
- (2) It shall be deemed to have come into force from 1st April, 2018.

Amendment of Section 2.

2. In section 2 of the Madhya Pradesh Vritti Kar Adhiniyam, 1995 (No. 16 of 1995) (hereinafter referred to as the principal Act), for clause (ia), the following clause shall be substituted, namely:—

“(ia) “Service” shall have the same meaning as assigned to it in the Madhya Pradesh Goods and Services Tax Act, 2017 (No. 19 of 2017);”

Amendment of Section 3.

3. In section 3 of principal Act, sub-sections (3) and (4) shall be omitted.

Insertion of Section 22A.

4. After section 22 of the principal Act, the following section shall be inserted, namely:—

“22A.(1) The State Government may, by notification, amend the items and rates of tax specified in Schedule and thereupon the Schedule shall stand amended accordingly:

Power of State Government to amend Schedule.

Provided that no notification shall be issued under this sub-section without giving in the Gazette such previous notice as the State Government may consider reasonable of its intention to issue such notification.

(2) Every notification issued under sub-section (1) shall, as soon as may be after it is issued, be laid on the table of the Legislative Assembly and the provisions of section 24-A of the Madhya Pradesh General Clauses Act, 1957 (No. 3 of 1958) shall apply thereto as they apply to a rule.”

Amendment of the Schedule.

5. In the Schedule to the principal Act, for serial numbers 1 to 4 and entries relating thereto, the following serial numbers and entries relating thereto shall be substituted, namely:—

“1. Persons in employment whose annual salary or wages,—

(a) does not exceed rupees 2,25,000	Nil
(b) exceed rupees 2,25,000 but does not exceed rupees 3,00,000	Rupees 1500 (Rupees 125 per month)
(c) exceed rupees 3,00,000 but does not exceed rupees 4,00,000	Rupees 2000 (Rupees 166 per month for eleven months and rupees 174 for twelfth month)
(d) exceed rupees 4,00,000	Rupees 2500 (Rupees 208 per month for eleven months and rupees 212 for twelfth month)

Explanation.- For the purpose of this entry where a person ceases to be in employment before the end of any year liability to pay the tax for that period shall be proportionately reduced.

2. Dealer registered under the Madhya Pradesh Vat Act, 2002 (No. 20 of 2002) and/or person registered under the Madhya Pradesh Goods and Services Tax Act, 2017 (No. 19 of 2017) whose annual turnover :

- | | |
|-------------------------------------|-------------|
| (a) does not exceed rupees 20 lacs. | Nil |
| (b) exceed rupees 20 lacs | Rupees 2500 |

3. A dealer or person engaged in the sale or supply of goods or service but not registered either under the Madhya Pradesh Vat Act, 2002 (No. 20 of 2002) or the Madhya Pradesh Goods and Services Tax Act, 2017 (No. 19 of 2017), whose annual gross turnover or receipt :

- | | |
|-------------------------------------|---------------|
| (a) does not exceed rupees 20 lacs. | Nil |
| (b) exceed rupees 20 lacs | Rupees 2500". |

STATEMENT OF OBJECTS AND REASONS

In order to implement the proposals contained in part II of speech delivered by Hon'ble Finance Minister while presenting the budget in the Legislative Assembly for the year 2018-19, and to rationalize the provision for liability to pay professional tax by the dealers registered under the Madhya Pradesh Vat Act, 2002 (No. 20 of 2002) and persons registered under the Madhya Pradesh Goods and Services Tax Act, 2017 (No. 19 of 2017), appropriate amendments are proposed in the Madhya Pradesh Vritti Kar Adhinyam, 1995 (No. 16 of 1995).

2. Hence this Bill.

BHOPAL:
DATED THE 21st JUNE 2018

JAYANT MALLAYYA
Member-In-Charge.

Summary of ESIC, EPF and Professional Tax Deduction

ESIC deduction Compulsory up to 21000 Rs. Salary. Above 21000 Rs. Not Deductible.

(0.75% Employee's Share and 3.25% Employer Share)

EPF deduction Compulsory up to 15000 Rs. Salary. Above 15000 Rs. EPF Deduction Optional.

(12% Employee's Share and 12% Employer Share)

PT deduction as per MP Govt. Norms as per below:

1. Up to Annual Salary : 225000 OR up to 18750 Per Month Salary Nil
2. 225001 to 300000 Annual Salary OR 18751 to 25000 Per Month Salary 125 Rs. Per Month
3. 300001 to 400000 Annual Salary OR 25001 to 33333 Per Month Salary 166 Rs. Per Month and in twelfth Month 174Rs.
4. Above 400000 Annual Salary OR Above 33334 Per Month Salary 208 Rs. Per Month and in twelfth Month 212 Rs.